County College of Morris

2017-2018 Non-Credit CATALOG
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Non-Credit/Professional Development Catalog

The Division of Corporate and Community Programs, www.ccm.edu/BusinessCommunity, offers continuing education credit and non-credit courses through its departments of Career and Professional Programs (CPP), Customized Business Training (CBT), and Online Learning. To review and search courses, click on the Non-Credit/Professional Development Catalog in the navigation area.

Adult Enrichment Programs

Invest in yourself!

County College of Morris offers a variety of enrichment programs. We offer classes to enrich your mind, your body and your spirit. There is a class for everyone.

• CCM's Cooking School (p. 2)
• Golf (p. 2)
• Languages (p. 2)
• Holistic Health and Wellness (p. 3)
• Online Learning (p. 3)

CCM's Cooking School

Take extended length credit courses for non-credit costs!

The CCM Cooking School is for those individuals who have developed or are developing a passion for cooking and seek classical training. Stand alongside students in CCM's Culinary Arts degree program learning the skills and recipes used by professional chefs. Non-credit students will not be responsible for the academic work (homework, tests, etc.). Take your cooking to the next level.

Courses require students to wear a chef’s uniform of black and white check chef's pants, white knot button chef’s coat, CCM baseball or skull cap and closed-toe non-slip shoes - all available at the CCM campus store, restaurant outlets or online.

The Teaching Kitchen is located in the Student Community Center and features eight mini-kitchens that students use to create the cuisine du jour.

Directions for the Teaching Kitchen: The Teaching Kitchen is located in the Student Center. To enter from Parking Lot 6, go into the building and through the Davidson Room A door immediately on your right. Walk through the door directly opposite you labeled Culinary Arts Dept. Refer to campus map for directions (www.ccm.edu (http://www.ccm.edu)), CCM Site Map (bottom of screen), Campus Map, Building 1).

See the Continuing Education schedule at www.ccm.edu/businesscommunity (http://www.ccm.edu/businesscommunity) for specific courses available each semester.

To register, go to https://webadvisor.ccm.edu/ and click on "Continuing Education (Non-Credit).” Have your credit card, social security number, and 5 digit course code number ready.

Golf

Never played golf before? Tired of being called a hacker? These courses are extremely helpful for golfers! Topics include: equipment, rules of the game, basic grip, golf swing, putting and scoring. Make your trip to the course an enjoyable experience with a lesson on pace of play and etiquette. Learn how to practice while developing timing, rhythm, and muscle memory through repetition for a smooth swing. Don’t be left behind. Bring your own clubs or a limited number of clubs are provided by CCM.

Adding to our popular golf programs, take your game to the next level with small class lessons on individual strokes. Each course focuses on a specific stroke teaching the mechanics of that stroke along with how to read the course for best results and emphasis on hitting the ball where you want it to go. Take just one or try them all! Watch your game improve.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>CEUs</th>
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</thead>
<tbody>
<tr>
<td>SFD-195</td>
<td>Introduction To Golf</td>
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<tr>
<td>SFD-270</td>
<td>Intermediate Golf</td>
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<tr>
<td>SFD-332</td>
<td>Off the Tee - Driving Clinic</td>
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<tr>
<td>SFD-333</td>
<td>Fairway to Green - Second Shot Clinic</td>
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<tr>
<td>SFD-334</td>
<td>The Chip Shot - Your Shot Game Clinic</td>
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<tr>
<td>SFD-335</td>
<td>Finish the Hole - Putting Clinic</td>
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Languages

American Sign Language Courses

For many years, CCM's American Sign Language program has been assisting teachers, parents and friends of the hearing impaired communicate more effectively with the hearing impaired and some individuals on the autistic spectrum. You too can increase your ability to communicate by learning this "second language" of speaking through your hands.

See Our additional language courses in the Online Learning (p. 3) Section.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>GEN-250</td>
<td>American Sign Language 1</td>
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<tr>
<td>GEN-423</td>
<td>American Sign Language 2</td>
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<tr>
<td>GEN-481</td>
<td>American Sign Language 3</td>
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</tbody>
</table>

To register, go to https://webadvisor.ccm.edu/ and click on "Continuing Education (Non-Credit).” Have your credit card, social security number, and 5 digit Course Code number ready.
Holistic Health and Wellness

In our increasingly hectic society filled with ever greater stressors, caring for your mind, body and spirit is becoming even more important for continued healthy living. CCM is expanding on its popular Mixed Yoga classes with a beginners course. Come see how a few minutes each day of mindful relaxation and stretching along with intentional energy channeling can significantly improve your well-being by reducing stress, increasing flexibility and balance and improving mobility. Courses fill up quickly, so register early!

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>MDB-161</td>
<td>Yoga for Beginners</td>
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<tr>
<td>MDB-162</td>
<td>Mixed Level Yoga</td>
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</tr>
<tr>
<td>MDB-166</td>
<td>Mixed Level Yoga - Kripalu Tradition</td>
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</table>

To register, go to https://webadvisor.ccm.edu/ and click on "Continuing Education (Non-Credit)." Have your credit card, social security number, and 5 digit Course Code number ready.

Online Learning

www.ed2go.com/ccm

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

Conversational Japanese: This course is easy and enjoyable for beginners to master the essentials of the Japanese language.

Spanish in the Classroom: Learn the essential Spanish for teachers so you can communicate effectively with your Spanish-speaking students and parents.


GED Preparation: Want to pass the GED test? This course will help you develop the skills you’ll need to succeed. Classroom options: For daytime GED classes, contact Morris County School of Technology at 973- 627-4600.

Faculty

Jim Chegwidden, CCM Golf Coach
Mark Cosgrove, Chef, Chair of CCM Culinary Arts Department
Patricia Crew, Chef, CCM Adjunct Faculty - Culinary Arts
Marina Cupo, Certified Command Spanish Instructor,
Susanne Lowery, Certified Chef, CCM Adjunct Professor - Culinary Arts
Leah McCluskey, CPP Instructor - ALS
Nancy Nussbaum, Certified Kripalu Yoga Instructor, CPP Instructor
Linda Pacchiano, Certified Chef, CPP Instructor
David Seaman, RYT200 Certified Yoga Instructor

Courses

- CCM's Cooking School (p. 2)
- Golf (p. 3)
- Holistic Health and Wellness (p. 4)
- Languages (p. 4)

CCM's Cooking School

See the current Continuing Education Course Schedule at www.ccme.edu/businesscommunity for specific courses offered this semester.

Golf

Introduction To Golf

Never play golf before? Tired of being called a hacker? This course is extremely helpful for the first-time golfer! Topics include: equipment, rules of the game, basic grip, golf swing, putting and scoring. Make your first trip to the course an enjoyable experience with a lesson on pace of play and etiquette. Learn how to practice while developing timing, rhythm, and muscle memory through repetition for a smooth swing. Don't be left behind. Bring your own clubs or a limited number of clubs are provided by CCM. Must be 18 years of age. Class size 14. SFD-195.

Intermediate Golf

Tee it up at Farmstead Golf Course for an instructional nine holes of golf. This is a hands-on learning experience from tee to green. Understand club selection, course management, the rules, and how the natural elements come into play. Bring your own clubs, balls, soft spike shoes and other equipment to play. You should arrive by 5 p.m. and be prepared to play for approximately 2 1/2 hours. If
you prefer a golf cart, you may rent one or share the expense with another student. The course is held rain or shine, unless the golf course closes for safety reasons. There is $10/session payable to Farmstead for golf fees. Must be 18 years of age. Class size: 12 Farmstead Golf Course, 88 Lawrence Road, Lafayette, NJ 07848, 973-383-1666. SFD-270.

### CCM Beginner Golf Clinics

Adding to our popular golf programs, take your game to the next level with small class lessons on individual strokes. Each course focuses on a specific stroke teaching the mechanics of that stroke along with how to read the course for best results and emphasis on hitting the ball where you want it to go. Take just one or try them all! Watch your game improve. Maximum 14 students per class.

**Off the Tee - Driving Clinic**

Adding to our popular golf programs, take your game to the next level with small class lessons on individual strokes. Each course focuses on a specific stroke teaching the mechanics of that stroke along with how to read the course for best results and emphasis on hitting the ball where you want it to go. Take just one or try them all! Watch your game improve. Maximum of 14 students per class. Offered during the Spring semester only. SFD-332.

**Fairway to Green - Second Shot Clinic**

Adding to our popular golf programs, take your game to the next level with small class lessons on individual strokes. Each course focuses on a specific stroke teaching the mechanics of that stroke along with how to read the course for best results and emphasis on hitting the ball where you want it to go. Take just one or try them all! Watch your game improve. Maximum of 14 students per class. Offered during the Spring semester only. SFD-332.

**The Chip Shot - Your Shot Game Clinic**

Adding to our popular golf programs, take your game to the next level with small class lessons on individual strokes. Each course focuses on a specific stroke teaching the mechanics of that stroke along with how to read the course for best results and emphasis on hitting the ball where you want it to go. Take just one or try them all! Watch your game improve. Maximum of 14 students per class. Offered during the Spring semester only. SFD-333.

**Finish the Hole - Putting Clinic**

Adding to our popular golf programs, take your game to the next level with small class lessons on individual strokes. Each course focuses on a specific stroke teaching the mechanics of that stroke along with how to read the course for best results and emphasis on hitting the ball where you want it to go. Take just one or try them all! Watch your game improve. Maximum of 14 students per class. Offered during the Spring semester only. SFD-334.

### Languages

#### American Sign Language 1

This introductory course introduces students to American Sign Language's most common grammar rules, non-manual signals and Deaf culture. Learn how to introduce yourself, exchange personal information, identify others, give commands, talk about surroundings, and use fingerspelling and numbers. Please bring a 3-ring binder for class materials. GEN-250.

#### American Sign Language 2

Continue learning about the deaf community's rich culture, ASL grammar, and the use of non-manual signals. Upon completion of this course, you will be able to tell where you live, compare and contrast, use negative statements, body shifting, pronouns, possessives, and discuss family, relationships and time. Please bring a 3-ring binder for class materials. GEN-423.

#### American Sign Language 3

Continue learning about the deaf community's rich culture, ASL grammar, and the use of non-manual signals. Upon completion of this course, you will be able to tell where you live, compare and contrast, use negative statements, body shifting, pronouns, possessives, and discuss family, relationships and time. Please bring a 3-ring binder for class materials. GEN-481.

### Holistic Health and Wellness

#### Yoga for Beginners

This class is for anyone who has never taken a yoga class before or for those who wish to expand their grasp of yoga fundamentals. We will introduce the basics of yoga, interweave yoga history and philosophy as well as practice a wide range of poses designed to strengthen and stretch the body. Focus will be on proper alignment, breathing exercises, meditation, building awareness of the body, and developing a personal yoga practice. This class offers a safe, open and fun environment in which to learn and explore. Wear comfortable clothing and bring a yoga mat. MDB 161 MDB-161.

#### Mixed Level Yoga

We offer a challenge to continuing students while also supporting students new to yoga. Work at your individual level as you are guided through a flow practice within the Hatha tradition. Wear loose, comfortable clothing, and bring a bottle of water, a yoga sticky mat and yoga block. MDB-162.

#### Mixed Level Yoga - Kripalu Tradition

We offer a challenge to continuing students while also supporting students new to yoga. Work at your individual level as you are guided through a flow practice within the Kripalu tradition. Wear loose, comfortable clothing, and bring a bottle of water, a yoga sticky mat and yoga block. MDB-166.
Career and Professional Programs

Learn About CCM Career Certificate Programs

Open House and Information Sessions are held in September and January. See our current course schedule for specific details.

CCM’s adult and continuing education certificate and certification program instructors will be available for you to learn more about their programs during this evening of information sessions. There is no need to register. For more information, call 973-328-5187, ext 3 or email cpp@ccm.edu.

- Learn more about the career opportunities within each certificate area
- Understand the training program and commitment needed to complete the course of study
- Speak with instructors who also work in the industry

Careers in Human Resources
Careers in Project Management
Careers in Supply Chain Management
Careers in Website Design and Development
Careers in Uniform Construction Code Enforcement
Careers in Non-Profit Leadership
Careers in Addictions Counseling
Careers in Medical Billing and Coding
Careers in Clinical Healthcare Professions

Careers in Teaching (registration required. See the Current schedule booklet at www.ccm.edu/businesscommunity for details.)

Careers in Computer Technical Support and Networking

Construction Code

Uniform Construction Code (UCC) Inspector Courses

- Course List (p. 5)
- State-Wide Schedule (p. 6)

INFORMATION SESSION: Careers in uniform Construction Code Enforcement

Learn about types of companies and jobs, salaries, training that is needed, how to get started. Pre-registration is not required.

General Information

The Uniform Construction Code (UCC) courses are required for those interested in becoming NJ-licensed construction code inspectors and/or learning the various construction code requirements in the state. The New Jersey Department of Community Affairs (DCA) has approved CCM’s courses toward UCC inspectors’ licenses. Questions related to UCC license applications and TA registration should be addressed to the DCA’s Licensing Unit at (609) 984-7834. Information and forms are also available at http://www.state.nj.us/dca/divisions/codes under UCC information. The courses do not carry college credit.

The technical courses levels must be taken in the following sequence:

- RCS (Residential and Small Commercial Specialist)
- ICS (Industrial and Commercial Specialist)
- HHS (High Rise and Hazardous Specialist)

State Funded Tuition Reimbursement

The college administers a DCA tuition-reimbursement program that refunds a portion of the tuition paid for a UCC course if the student successfully completed the course and applied for a UCC license (or registered for certification for Technical Assistants). Refunds can be as much as 75% of the tuition costs. During class, CCM provides directions regarding their tuition reimbursement procedure and deadlines.

REQUIRED TEXT:

For required text book information, go to https://bookstore.ccm.edu/ and click on “Textbook Lookup.” Students must obtain the text on their own and have it for the first day of class. Books may not be stocked by the CCM bookstore; instead they may be available at retail outlets.

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<tr>
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<th>Course Title</th>
<th>CEUs</th>
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<tbody>
<tr>
<td>CON-200</td>
<td>Building Inspector, RCS (90 Hours)</td>
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<tr>
<td>CON-201</td>
<td>Building Inspector, ICS (75 Hours)</td>
<td></td>
</tr>
<tr>
<td>CON-117</td>
<td>Building Inspector HHS (60 Hours)</td>
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<tr>
<td>CON-196</td>
<td>Construction Code Official (45 Hours)</td>
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</tr>
<tr>
<td>CON-128</td>
<td>Electrical Inspector, ICS (60 Hours)</td>
<td>7.2</td>
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<tr>
<td>CON-127</td>
<td>Electric Inspector HHS (45 Hours)</td>
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<tr>
<td>CON-153</td>
<td>Fire Inspector, ICS (120 Hours)</td>
<td>14.4</td>
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<tr>
<td>CON-224</td>
<td>Fire Inspector, HHS (60 Hours)</td>
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<tr>
<td>CON-222</td>
<td>Plumbing Inspector, ICS (120 Hours)</td>
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<tr>
<td>CON-167</td>
<td>Plumbing Inspector, HHS (60 Hours)</td>
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<tr>
<td>CON-190</td>
<td>Subcode Official (45 Hours)</td>
<td></td>
</tr>
<tr>
<td>CON-199</td>
<td>Technical Assistant (50 Hours)</td>
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</table>
To register, go to [https://webadvisor.ccm.edu/](https://webadvisor.ccm.edu/) and click on "Continuing Education (Non-Credit)." Have your credit card, social security number, and 5 digit Course Code number ready.

**Licensing and Registration with NJ DCA**

Questions related to license applications and TA registration should be addressed to the DCA's Licensing Unit at 609-984-7834. Information and forms are also available at [http://www.state.nj.us/dca/divisions/codes/offices/localcode.html](http://www.state.nj.us/dca/divisions/codes/offices/localcode.html) under UCC information.

**State-Wide Uniform Construction Code Schedule**

In an effort to offer present more courses throughout the State, many of NJ community colleges are coordinating their efforts to reduce redundancy and increase overall class sizes. CCM and Warren County Community College will rotate all UCC courses between the 2 schools so that all courses are offered at each school every 3 years. Additionally, a full schedule of courses offered throughout NJ can be found at [http://www.state.nj.us/dca/divisions/codes/forms/pdf_licensing/ucc_c_grid.pdf](http://www.state.nj.us/dca/divisions/codes/forms/pdf_licensing/ucc_c_grid.pdf)

For more information from local schools, please contact us at:
- County College of Morris, CPP@ccm.edu (CCP@ccm.edu)
- Bergen County Community College, [http://bergen.edu/](http://bergen.edu/)
- Warren County Community College, 908-689-7613


Quickbooks for Contractors

**Faculty**

James Campbell, Zoning Officer - Morristown, NJ; NJ DCA approved UCC Instructor, CCM Adjunct Instructor

David Menendez, Construction Code Official, Subcode Official, Electrical Code Inspector, Technical Assistant for NJ DCA - Morris and Sussex Counties; NJDCA UCC approved Instructor; CCM Adjunct instructor

Thomas Yotka, Construction Code Official - Ringwood, NJ; Building and Fire Subcode official, Building and Fire Inspector, NJ DCA approved Instructor, CCM Adjunct Instructor

**Courses**

**Building Inspector, RCS (90 Hours)**

This course satisfies the educational requirements for licensure as a New Jersey Building Inspector. This course is based on the NJ Uniform Construction Code (UCC) requirements, structural systems, basic fire protection, plan review, and field inspections for residential and small commercial structures are covered. Students are required to purchase their own books. REQUIRED TEXT: For required text book information, go to [www.ccm.bkstr.com](http://www.ccm.bkstr.com) and click on "Books". Students must obtain the text on their own and have it for the first day of class. CON-200.

**Building Inspector, ICS (75 Hours)**

This course meets the educational requirements for licensure as an Uniform Construction Code Fire Protection Inspector. The program
Fire Inspector, HHS (60 Hours)

This 60 hour program is designed to satisfy the educational program requirements for a license as a fire protection inspector H.H.S. Course work shall include testing and listing procedures, active and passive fire protection system report analysis, code requirements related to fire divisions in buildings exceeding the height and area limitations established in the code for certain combinations of use and construction types such as shopping malls, high-rise construction and unlimited area building design analysis. Students will be tasked with performing plan review of class 1 structures relative to the fire protection subcode. REQUIRED TEXT: For required text book information, go to www.ccm.bkstr.com and click on "Books". Students must obtain the text on their own and have it for the first day of class. Books may not be stocked by the CCM bookstore; instead they may be available at retail outlets. CON-153.

Plumbing Inspector, ICS (120 Hours)

This course meets the NJ DCA educational program requirements to become licensed as a Plumbing Inspector ICS. This course provides the required 120 hours of classroom instruction and deals with the duties and responsibilities of plumbing plan review and inspections. The instructor emphasizes code specifications for plumbing and mechanical as well as the Rehabilitation and Barrier Free Sub-Codes. REQUIRED TEXT: For required text book information, go to https://bookstore.ccm.edu/college. Students must obtain the text on their own and have it for the first day of class. Books may not be stocked by the CCM bookstore; instead they may be available at retail outlets. CON-224.

Plumbing Inspector, HHS (60 Hours)

Prerequisite: Plumbing Inspector, RCS license. This course meets the state's requirements to become licensed as a Plumbing Inspector HHS and deals with the duties and responsibilities of installation of medical gas and vacuum piping systems, requirements for health care facilities, oil/sand separators, rehabilitation and barrier-free subcode, special hazardous concerns, core administration, and plan review. TEXTS: Current editions of: National Standard Plumbing Code (NSPC) NJ Uniform Construction Code (UCC) International Mechanical Code (IMC) International Fuel Gas Code (IFGC) ASHRAE 90.1-2004. Order NSPC from Plumbing, Heating, Cooling Contractors Assoc., NJ Chapter: 609-499-8070 or www.nj-phcc.org; IMC & IFGC from International Code Council (ICC) at 888-422-7233 or www.iccsafe.org, UCC at 609-984-0040 or www.state.nj.us/dca/codes. CON-167.

Technical Assistant (50 Hours)

Technical Assistants are employed as administrative personnel in Code Enforcement Agencies (Municipal Building Departments), throughout the state of New Jersey. This course is designed to provide a sound basis of knowledge and understanding of the technical and administrative skills needed to manage a UCC office and to provide certification. REQUIRED TEXT: For required text book information, go to www.ccm.bkstr.com and click on "Books". Students must obtain the text on their own and have it for the first day of class. Books may not be stocked by the CCM bookstore; instead they may be available at retail outlets. CON-199.

Graduate & Professional Exam Preparation Courses

Online Learning

www.ed2go.com/ccm (http://www.ed2go.com/ccm)

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

GRE Preparation - Part 1 (Verbal and Analytical)

Discover powerful strategies for success in the verbal reasoning and analytical writing sections of the GRE® revised General Test (Course 1 of 2).

GRE Preparation - Part 2 (Quantitative)

Learn a variety of useful techniques for tackling the quantitative reasoning sections of the computerized GRE® revised General Test (Course 2 of 2).

GMAT Preparation

Discover powerful test-taking techniques and methods for improving your score on the GMAT.
LSAT Preparation - Part 1
Learn about law school entrance procedures, developing analytical reasoning skills, and improving your test-taking skills (Course 1 of 2).

Health Occupations
County College of Morris offers a range of Health Occupations Training Programs to meet the growing demand for entry into the healthcare profession as well as programs for seasoned professionals. Please see the listings in the left navigation bar to click through for more information on the following programs.

Alcohol and Drug Counselor Certificate (CADC)
Substance abuse counselors aid in the diagnosis, treatment and recovery process for people who struggle with addictions. Courses cover topics including, but not limited to, assessment, addiction recovery, counseling skills, crisis intervention, group and family counseling, consultation, disability, employment and child and family services, ethics and culture. A supervised externship of 3000 hours is part of the certification requirement. This certificate can be completed in 4 standard college semesters.

Certified Counseling Supervisor
CCM’s new Certified Counseling Supervisor program is designed for licensed counselors looking to make themselves more marketable to the addictions recovery industry. Those enrolled will learn how to successfully supervise CADCs and others in their addictions counseling. This is the primary step towards becoming a CCS by the Addictions Certification Board of NJ and the NJ DCA.

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

Home Health Aide Certificate (CHHA)
Participants will learn how to properly care for the daily living needs of people who cannot do it for themselves. Learn how to feed, bathe, and dress someone without making them feel less of a person or harming them. Care for someone who wants to live at home rather than in a hospital setting. Certified by the NJ Board of Nursing, CHHAs are the true front lines of healthcare in an aging population. Training, conducted in CCM Nursing labs, includes 60 hours of lecture and 16 hours of clinical practice. This certificate can be completed in 4 to 6 weeks.

Medical Billing and Coding Specialist (CMBC)
CCM is pleased to partner with the American Academy of Professional Coders (AAPC) to prepare candidates for the Certified Professional Coder (CPC) certification. These coding courses introduce the classification system used by health care facilities, physicians, and insurance companies. Coding patient records for diagnoses and procedures has become an integral part of the health care reimbursement system. You may apply for entry level administrative, coding and billing positions upon completion of courses. This certificate can be completed in 6 months.

Nurse’s Aide Certificate (CNA)
As a CNA your main role is to provide basic care to patients and assist them in daily activities that they may have trouble completing on their own. Care for people living in long-term care facilities, rehabilitation settings or hospitals. The NJ Department of Health and Senior Services regulates and approves the CCM training program. Training may be conducted in CCM nursing labs or actual care facilities and includes 50 lecture and 40 clinical hours. This certificate can be completed in as little as 6 to 9 weeks.

Nurses’ Continuing Education
The Career and Professional Program of CCM is an approved provider of continuing nursing education by the New Jersey State Nurses Association.

RN Refresher Program
CCM’s popular, NJ BON approved, RN Refresher Program is held every May. Interested candidates MUST register for and attend the mandatory information session held In February. This 101-contact hour course is designed to assist the individual whose licensure has lapsed or who has been out of acute care for a period of time to become familiar with the current techniques and skills for effective nursing in that setting. For more details, click on the course code below. To attend requires enrolling in and attending 2 separate courses: the Mandatory Registration Seminar followed by the RN Refresher Course.

Tuition-Free Healthcare Training
The Trade Adjustment Assistance Community College Career Training (TAACCCT) Grant is funded by the US Department of Labor. The primary goal of this grant through the New Jersey Health Professions Consortium is to provide education and training to individuals for occupations in healthcare. New students will be accepted into this grant until September 30, 2017.

To apply for no-cost instruction through the NJ Health Professions Consortium at CCM, please call 973-328-2490 or email njhpc@ccm.edu

Alcohol and Drug Counselor (CADC) Certificate Program
- Certified Counseling Supervisor (p. 9)
- Certified Alcohol and Drug Counselor (p. 9)
- General Information for CADC (p. 9)

Information Session: Careers in Addictions Counseling
Where to find employers, salaries, training that is needed, how to get started. Information sessions are held in September and January. See our current course schedule at www.ccm.edu/
Being offered. While the NJ DCA and the NJ Addictions Certification program regardless of past experience or current domain and lessons complete all 5 domains. Students may enter the training at any time. CCM offers the 5 Domains on a rotating basis, 1 domain each fall, 2 domains each spring/summer. It may take up to 4 semesters to complete all 5 domains. Students may enter the training at any point regardless of past experience or current domain and lessons being offered. While the NJ DCA and the NJ Addictions Certification Board prefer you complete the lessons and domains in order, there is no regulatory requirement to do so. Continue scrolling down for additional useful information.

Certified Counseling Supervisor

Are you a licensed counselor looking to make yourself more marketable to the addictions recovery industry? Becoming a Certified Counseling Supervisor may be just the thing for you! Learn how to successfully supervise CADCs and others in their addictions counseling. This is the primary step towards becoming a CCS by the Addictions Certification board of NJ and the NJ DCA. This training will be an intensive, participatory review of SAMHSA TIP 52 on Clinical Supervision. We will be covering the knowledge and skills needed to meet each task in the six supervisor domains that are the basis for the IC&RC CS Written Examination. We will also be applying individual supervisory experience to each domain in a group format.

General Information

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 (http://www.certbd.com)). All information related to licensing (certification) requirements as well as regulatory information and class descriptions can be found at other websites (see below).

To become a CDA-PRS, you need to complete the following:

1. 72 hours of classroom training (Twelve 6-hour classes)
2. Be employed in the addictions counseling industry
3. 2000 hours (1000 hours a year) of supervised experience (paid or voluntary) at a facility with approved supervisors.
4. Successful completion of Test requirement, Case preparation and Oral presentation

You receive a certificate of completion for each course. Prerequisite: High School diploma or GED.

Background Information

It is your responsibility to become familiar with the following information in order to understand the certification process and the career you are entering. Go to:

Legislation

Go to http://nj.gov/humanservices/dmhas/initiatives/workforce/FAQs_Becoming_LCDC_CADC.pdf, specifically page 34C-8, 13:34C-2.3

Course Descriptions

Go to www.certbd.com (http://www.certbd.com). Go to Approved Course; Manuals and Study Guides; CADC Education Materials.

Certified Alcohol and Drug Counselor-CADC

CCM offers the 5 Domains on a rotating basis, 1 domain each fall, 2 domains each spring/summer. It may take up to 4 semesters to complete all 5 domains. Students may enter the training at any point regardless of past experience or current domain and lessons being offered. While the NJ DCA and the NJ Addictions Certification

Click on the Courses tab (above) see this semester's offerings.

To register, go to https://webadvisor.ccm.edu/ and click on "Continuing Education (Non-Credit).” Have your credit card, social security number, and 5 digit Course Code number ready.

General Information

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 (http://www.certbd.com)). All information related to licensing (certification) requirements as well as regulatory information and class descriptions can be found at other websites (see below).

To become a CDA, you need to complete the following:

1. 270 hours of classroom training (5 domains, each with 9 classes)
2. 30 hours of alcohol and drug abuse self-help group meetings
3. 3000 hours (1500 hours a year) of supervised experience (paid or voluntary)
4. Successful completion of Test requirement, Case preparation and Oral presentation

There are 5 domains. Each domain has 9 courses, for a total of 54 hours. You can begin at any domain. CCM teaches 1 domain each fall and 2 domains between January and June. No classes are taught during the summer. CCM will assist in finding placements for supervised work experience through our Externship Program. You receive a certificate of completion for each course. Prerequisite: High School diploma or GED

Certification

You do not need to enroll in the certificate program to benefit from these courses. Upon completion of all five modules, you are awarded the Certificate of Completion in Human Resources by the college. See “Certificates and Transcripts (http://catalog.ccm.edu/noncredit/fall/general-information).”

Background Information

It is your responsibility to become familiar with the following information in order to understand the certification process and the career you are entering. Go to:

Legislation

Go to http://nj.gov/humanservices/dmhas/initiatives/workforce/FAQs_Becoming_LCDC_CADC.pdf, specifically page 34C-8, 13:34C-2.3

Requirement/Application

Go to http://www.njconsumeraffairs.gov/. Go to left side of the page and click on “A-Z list”; click Alcohol and Drug Counselor; Go to bottom of page and click Application; click Application for Licensure or Certification as an Alcohol Counselor.
Additional Information

Additional Information available at: http://nj.gov/humanservices/dmhas/initiatives/workforce/FAQs_Becoming_LCADC_CADC.pdf

Course Descriptions

Go to www.certbd.com (http://www.certbd.com). Go to Approved Course; Manuals and Study Guides; CADC Education Materials.

Faculty

Mark Brown, MA, LAC, LCADC, CCS
Mark has been working in the substance abuse counseling industry since 1998. After obtaining his CADC, he progressed to obtain his college degrees including a BA in Psychology as well as a Master of Arts in Counseling from Caldwell University. He is a qualified Certified Counseling Supervisor, as well as a Director/Clinical Manager at St. Michael's Medical Center. Mr. Brown also teaches undergraduate courses in psychology at several NJ colleges and has a variety of clinical experience.

Gail Buck, MA, LCADC, LPC
Gail has been involved in counseling for over a decade and teaching for CCM since 2013. She holds multiple degrees including a BA in Psychology from the Richard Stockton College of NJ as well as an MA in Forensic Psychology from John Jay College of Criminal Justice and an MA in Counseling from Montclair State University. She is currently a Substance Abuse Evaluator for the Superior Court of New Jersey, Essex Vicinage. Ms. Buck has prior experience in numerous mental healthcare facilities including the West Bergen Mental Healthcare facility and the Tully-House. As well as being a Certified Alcohol and Drug Counselor she is also a Licensed Professional Counselor.

Ronald Faines, LCADC, MA, CADC Lead Instructor
Ron has been teaching for CCM since 2010. He also teaches for other community colleges in this program. He is a supervisor with the Essex County Vicinage Drug Court.

Pascale Augustin, LCADC, MA
Arthur Higgins III, LAC, LCADC, MA

Courses

C101 - Initial Interviewing

At the end of this course, the student will understand how to create a therapeutic alliance with the client by incorporating skills in listening, processing, and providing feedback. Additionally, students will demonstrate through role-playing the following eight skills: Attending, Paraphrasing, Reflection of feeling, Summarizing, Probing, Interpreting, Providing information and feedback, and appropriate use of self-disclosure. ADC-557.

C 102 - Biopsychosocial Assessment

In this course, students will learn to gather information from the student and other sources, and evaluate the validity of the information for therapeutic purposes. Techniques to observe and document the psychological, social, and physiological signs and symptoms of alcohol and other drug abuse in the client so as to make an accurate diagnosis and formulate a treatment plan. Understanding the ways to refer clients for further treatment and complete necessary documentation and releases for the various treatment options will be discussed. ADC-540.

C103 - Diagnostic Summaries

At the end of this course, the student will do the following. Develop a written diagnostic summary based on the results of separate assessments, including gambling, performed by other professionals. Document ongoing treatment needs identified by regular assessments performed throughout the continuum of care and negotiate adjustments to the treatment plans to assure new treatment needs are addressed. Formulate mutually agreed upon goals, objectives, and treatment methods based upon assessment findings of the client's strengths, weaknesses, needs, and problems for the purpose of directing a course of treatment. ADC-541.

C104 - Differential Diagnosis (DSM)

The session focuses on the DSM manual and its use in developing a diagnosis. Understanding the organizational scheme of the DSM, including the use of the five DSM axis, for listing general diagnostic categories is a critical skill learned. Some of the legal aspects of diagnosing and the limits of a CADC will be covered. ADC-542.

C-105 - Pharmacology and Physiology

Do you understand the workings of the human brain and the use of psychopharmacology? You should by the end of this session. Learn more about the human nervous system and the impact of drugs on developing addictions, tolerance, and withdrawal. Understand the interactions of drugs on the body's physiology. ADC-543.

C106 - Prenatal Alcohol Use And Fetal Alcohol Spectrum Disorders: Assessment And Intervention

This session delves into the impact of addiction on women of childbearing years and pregnant women. Some topics include: screening tools, referral and treatment options, Fetal Alcohol Syndrome, understanding treatment and assessment options for these clients. ADC-544.

C107 - Compulsive Gambling

Addictions are addictions. No matter the vice. Understand the nature of a gambling addiction and the at-risk personality characteristics as well as treatment planning and recovery issues for compulsive gamblers. ADC-545.

C108 - Co-Occurring Disorder Assessment

Often times, addictions are just one of several diagnoses an individual may present. Knowing what other clinical disorders are present and understanding the interplay between them are covered in this session. Use SAMHSA's Four Quadrant Framework to
C204 - Addiction Counseling

conceptualize clients according to substance abuse and mental health symptom severity. ADC-546.

C109 - Assessment Tools

Learn the fundamentals of use and purpose of more than 10 different common assessment tools. Knowing what the tools are, when to use them and how to read the results are important skills for determining clients' treatment successes, failures, strengths and weaknesses. Gain a basic understanding of how to select, administer, score and interpret the results to clients. ADC-547.

Certified Counseling Supervisor

Are you a licensed counselor looking to make yourself more marketable to the addictions recovery industry? Becoming a Certified Counseling Supervisor may be just the thing for you! Learn how to successfully supervise CADCs and others in their addictions counseling. This is the primary step towards becoming a CCS by the Addictions Certification board of NJ and the NJ DCA. This training will be an intensive, participatory review of SAMHSA TIP 52 on Clinical Supervision. We will be covering the knowledge and skills needed to meet each task in the six supervisor domains that are the basis for the IC&RC CS Written Examination. We will also be applying individual supervisory experience to each domain in a group format. ADC-578.

C201 - Introduction To Counseling

In this introduction to counseling, you will define counseling/therapy as per the IC&RC. Learn to Identify key concepts of, and noted figures associated with the following counseling approaches: Reality Therapy, Cognitive/Behavior Therapy, Transitional Analysis, Structural Family Therapy, Client Centered Therapy, Psychodynamic Therapy, and Gestalt Therapy. Understand the rationale for choosing and changing counseling approaches during the course of counseling. ADC-531.

C202 - Counseling Skills

Begin to put into practice the different counseling skills discussed in the previous session. Integrate self-help group participation as an adjunct to the counseling process. Identify six stages of counseling and employ the skills found in each stage. ADC-532.

C203 - Crisis Intervention

Managing the client in crisis is a paramount task of any successful counselor. Learn to define crisis intervention within the framework of alcohol/drug counseling as per IC & RC; identify causes of crisis, the five psychological reactions to crisis, explain four goals of crisis intervention and describe six stages comprising the crisis intervention process. Identify the risk factors and cues associated with suicide as well as handling a suicidal client. Identify & explain the qualities of an effective crisis counselor. ADC-533.

C204 - Addiction Counseling

Continue to hone the skills of counseling addicts. Identify three modalities of A & D treatment. Identify five goals of individual alcohol/drug counseling. Differentiate the stages of recovery. Learn how to properly end treatment as a process. ADC-534.

C205 - Group Counseling

Group Counseling is an important component of most treatment plans. Here we explore the various aspects of successful group therapy, define the process, stages of it and handling the various roles group members take on. Understand the counselor’s role in a group setting including the different leadership styles. ADC-535.

C206 - Family Counseling

Successful addiction recovery means changes in the entire family structure and dynamic. Understand the roles family members play in this dynamic. Explain how SUD affect the family collectively, as well as, each member. Distinguish between interdependence, co-dependence, and dependence. Define intervention and explain the intervention process. Become familiar with family related support groups and community-based service providers for families. ADC-536.

C207 - Cognitive Behavioral Therapy

This session will give a deeper insight into using Cognitive Therapy as a treatment modality. It explains how a client’s cognitions represent a synthesis of internal and external stimuli. Learn to identify the role of cognitions in the client’s view of self, view of the world, and view of the past and the future. Demonstrate how alterations in client cognitions affect the client’s affective state and patterns of behavior. Apply CBT theory and techniques to the treatment of substance abuse disorders. ADC-537.

C208 - Motivational Interviewing / Motivational Enhancement

Again, focusing on different therapeutic modalities, gain the insights needed to use these counseling techniques with substance abusers. Assess client’s readiness to change using a client-centered interviewing style and at least one validated questionnaire. Describe ways in which counselor’s interactional style can affect clients’ levels of motivation, resistance and willingness to provide assessment information. Learn to use open-ended questions and a non-confrontational style to elicit the client’s perspective on the presenting problem(s). Discuss the spirit of Motivational Enhancement Therapy (MET), and the importance of client-centered principles in substance abuse treatment. ADC-538.

C209 - Pharmacological Approaches To Nicotine Dependence

At the end of this course, the student will describe approaching and assessing Nicotine Dependence. Identify various pharmacological interventions for Nicotine Dependence, and the pros and cons of each. Learn the evidence supporting pharmacological interventions for Nicotine Dependence. Explain the relationship between tobacco dependence and other mental and addictive disorders. ADC-539.
C 301 Community Resources
This course will educate participants on how to identify community resources and maintain relationships, match community resources with client needs by paying particular attention to cultural and lifestyle characteristics, explain to the client the necessity for referral in order to facilitate the transition to other service providers, and identify self-help groups pertinent to the clients’ needs (including but not limited to 12 Step Groups). ADC-567.

C 302 Consultation
This course will educate participants on how to define consultation goals and benefits as per IC&RC, consult with supervisors, counselors, professionals, and/or other service providers to assure comprehensive, quality care for the client, learn to present cases to other treatment team members in order to facilitate comprehensive quality care, assist other treatment team members by providing alternative input on their cases in order to develop a comprehensive, quality care for the client, and interact with other health care professionals by soliciting and providing information pertinent to the client’s bio-psychosocial status. ADC-568.

C 303 Documentation
This course will educate participants on how to define documentation as per IC&RC, know and adhere to Federal & State Laws and Regulations specific to the maintenance of client records (e.g., HIPAA, Criminal Justice, 42CFR Pt.2, DYFS, New Jersey CADC/LCADC Regulations), explain the meaning of informed consent to the client, be able to enter and utilize client notes, and identify the components required for the written case study. Additionally, students will be able to explain the importance of documentation, and differentiate among the following types of documentation: Intake, Assessment, Treatment Plan, Treatment Plan Review, Progress Note, Discharge Plan, and Discharge Summary. ADC-569.

C 304 HIV & Resources
This course will allow students to become knowledgeable about HIV community resources, acquire up to date knowledge of HIV & AIDS that includes symptoms, risk factors, facts vs. myths, and current treatment approaches. Students will develop an understanding of the basic confidentiality issues related to HIV & AIDS clients. ADC-570.

C 305 NJ Mental Health
This course will have students acquire an understanding of the Mental Health Care system in New Jersey. They will become familiar with co-occurring service eligibility criteria and how to access such services, identify levels of mental health care for clients with co-occurring disorders, become familiar with the Psychiatric Emergency Screening System, effectively utilize appropriate supervision regarding clients who have co-occurring disorders, and acquire an understanding of Federal and NJ laws pertinent to co-occurring clients. ADC-571.

C 306 NJ Child & Family Services
During this course, students will acquire an understanding of the components of Child and Family care system in New Jersey, become familiar with the child protection system and laws in New Jersey, and effectively utilize appropriate supervision with cases having child protection issues related to SUD. ADC-572.

C 307 NJ Criminal Justice
During this course, students will acquire an understanding of the Criminal Justice system in New Jersey, be familiar with service eligibility criteria and how to access services for substance use disorders (SUD) within the CJ system, identify levels of involvement with the Criminal Justice system including Drug Court, Probation, Parole, Juvenile Justice System, incarceration, severity of charges, legal restitution, etc., for clients with SUD. Furthermore, students will become familiar with barriers that prohibit full reintegration back into the community, effectively utilize appropriate supervision with SUD presenting cases having Criminal Justice involvement, and acquire an understanding of laws as they relate to SUD. ADC-573.

C 308 NJ Disability Services
During this course, students will acquire an understanding of disabilities service delivery system in New Jersey, be familiar with SUD service eligibility criteria and how to access services for those with disabilities, identify the types of disability services for client with SUD, become familiar with the needs/challenges and barriers of clients with disabilities, effectively utilize appropriate supervision with SUD clients with disabilities, and acquire an understanding of Reasonable Accommodation Laws and the barriers faced by the disabled community. ADC-574.

C 309 NJ Employment Services
This course will allow students to identify vocational issues facing the client in treatment, identify strategies for promoting employment with clients in treatment, understand the importance of employment in the recovery process, become familiar with employment and vocational services within New Jersey, identify indicators of client readiness for employment and become familiar with legal issues related to employment. ADC-575.

Certified Counseling Supervisor
Are you a licensed counselor looking to make yourself more marketable to the addictions recovery industry? Becoming a Certified Counseling Supervisor may be just the thing for you! Learn how to successfully supervise CADCs and others in their addictions counseling. This is the primary step towards becoming a CCS by the Addictions Certification board of NJ and the NJ DCA. This training will be an intensive, participatory review of SAMHSA TIP 52 on Clinical Supervision. We will be covering the knowledge and skills needed to meet each task in the six supervisor domains that are the basis for the IC&RC CS Written Examination. We will also be applying individual supervisory experience to each domain in a group format. ADC-578.
C401 - Addiction Recovery
At the end of this course, the student will understand the difference between substance abuse and substance dependence as per the current DSM, acquire basic knowledge of the various models of addiction, and explain to clients the various stages of addiction and recovery. ADC-548.

C402 - Psychological Client Education
At the end of this course, the student will be able to relate to the client the main psychological features often associated SUD, help the client understand how their psychological and social strengths and weaknesses can be related to their recovery, communicate basic information about mental health/illness and wellness, and explain to clients the role of psychiatric medications in recovery. ADC-549.

C-503 - Cultural Competency
At the end of this course, the student will recognize the importance of individual differences by gaining knowledge about personality, cultures, lifestyles, and other factors influencing client behavior in order to provide services that are sensitive to the uniqueness of the individual. Students are encouraged to examine their own attitudes and behaviors relative to the special populations and cultural groups with whom they may become professionally involved. They will identify and utilize techniques pertinent to various cultural groups and populations. ADC-560.

C403 - Biochemical/Medical Client Education
At the end of this course, the student will explain to clients the physical effects of various substances, explain to clients the role of psychotherapeutic medications associated with drug use and withdrawal, be able to explain the differences between therapeutic medications, antipsychotics, agonist, and antagonist. ADC-550.

C404 - Sociocultural Client Education
At the end of this course, the student will develop an understanding of various characteristics of major cultural groups represented in client populations, including but not limited to, African Americans, Asian Americans, Hispanic/Latino Americans, and Native Americans including special populations like the disabled and non-conforming sexual orientations. ADC-551.

C405 - Addiction Recovery and Family Psychological Education
At the end of this course, the student will define co-dependency and the roles commonly assumed by families affected by SUD, educate the family about the benefit of self-help groups, educate the family about the rules commonly found in the addictive family system and educate the family about their own personal recovery, as well as, the SUD family member. When appropriate, the CADC will be able to describe to the family features of co-dependency and help the family understand in the recovery process. ADC-552.

C406 - Biochemical and Sociocultural Family Education
At the end of this course, the students will describe cultural traditions of various subgroups, identify barriers to recovery in various cultures, identify social institutions that can support the recovery process, describe specific behaviors that counselors should include or avoid when interacting with families, and describe to family members the basics of pharmacology of substance use disorders at a level that the family is able to understand. ADC-553.

C407 - Community and Professional Education
At the end of this course, the student will become familiar with current research based ATOD educational resources (e.g. TIPS etc), organize materials for effective presentations, select content that is relevant to the audience/participants (e.g. clients, parents, spouses, CJ and ATOD personnel etc.), and become familiar with the elements for making effective presentations. ADC-554.

C408 - Opiate and Stimulant Education
At the end of this course, the student will develop an understanding of the history of opioid and stimulant use, identify the types and effects of opioid substances and understand the origin and use of Opioid Replacement Therapies. Further the student will understand the interactions between opioids (synthetic & non-synthetic) and other psychotropic substances (licit & illicit) and the use of Methadone Maintenance in detoxification and in the recovery process. Students will become familiar with the new ORT’s (Buprenorphine, etc) and with the current status of pharmacological therapies available for stimulant abusers. ADC-555.

C409 - Alcohol, Sedative, and Hallucinogens
At the end of this course, the student will acquire an understanding of the history of alcohol and sedative use as well as hallucinogens. They will identify the types and effects of sedative substances and the interactions between alcohol and sedatives with other psychotropic substances (licit & illicit). Understand the detoxification process for alcohol and sedatives, understand the impact of alcohol on physiological systems, identify the types and effects of hallucinogenic substances, and understand the interactions between hallucinogens and other psychoactive substances. ADC-556.

C-501 - Ethical Standards
At the end of this course, the student will: identify guidelines for the process of ethical decision-making, acquire an understanding of the importance of ethics in SUD counseling, become familiar with the NAADAC Code of Ethics and acquire an understanding of ethics as related, a host of issues including but not limited to privacy and other areas. ADC-558.

C-502 - Legal Aspects
At the end of this course, the student will adhere to federal, state, and agency regulations regarding alcohol and other drug abuse treatment by following appropriate procedures to protect client rights, understand the regulations of New Jersey’s rules (N.J.S.A. 45:2D - 1 et seq.), also referred to as the "Alcohol and Drug Counselor Licensing and Certification Act" and the regulations
At the end of this course, the student will recognize the importance of individual differences by gaining knowledge about personality, cultures, lifestyles, and other factors influencing client behavior in order to provide services that are sensitive to the uniqueness of the individual. Students are encouraged to examine their own attitudes and behaviors relative to the special populations and cultural groups with whom they may become professionally involved. They will identify and utilize techniques pertinent to various cultural groups and populations. ADC-560.

C-504 - Professional Growth

At the end of this course, the student will identify and integrate information from current evidence based literature to foster professional development, identify and utilize self-assessment instruments to gain greater understanding of one's strengths and weaknesses, identify their degree of competence relative to the 12 Core Functions of the ICRC, increase their understanding of the importance of professional and continuing education and develop their own professional improvement plan, and utilize clinical supervision as a way of identifying professional growth needs. ADC-561.

C-505 - Personal Growth

At the end of this course, the student will identify self-care activities which can foster personal growth, develop and utilize strategies to maintain personal, physical, spiritual and mental health in order to ensure professional effectiveness, increase their understanding of the importance of personal growth and develop their own personal growth plan. ADC-562.

C-506 - Dimensions of Recovery

At the end of this course, the student will be able to develop an operational understanding of Wellness and Recovery, increase their understanding of the importance of Wellness and Recovery by developing an individualized Wellness Recovery Action Plan and develop an on-going self-monitoring plan in order to periodically enhance their personal plan. ADC-563.

C-507 - Supervision

At the end of this course, the student will describe supervision as described in NJ LCADC/CADC regulations and understand the benefits of supervision, including the Blended Model. They will distinguish among supervision, consultation, and personal therapy, understand the role of clinical supervision in helping the counselor identify critical issues and appropriate responses in the counseling relationship and know the necessary components to be incorporated when presenting a case in supervision. Students are expected to develop and utilize a range of options to explore and discuss personal feelings and concerns about clients, know when to contact their supervisor regarding potential legal and ethical situations and be familiar with State regulations regarding requirements for giving & receiving clinical supervision as an intern, as a CADC, or if one is working in a licensed facility. ADC-564.

C-508 - Community Involvement

At the end of this course, the student will understand the importance of professional networking, begin to develop skills in how to establish and maintain a professional network, learn the importance of advocating for one's clients as well as issues in the field, learn best practices to contribute to de-stigmatizing SUD related issues and understand important cultural issues in the community and be able to incorporate relevant community information into their work. ADC-565.

C-509 - Consultation

At the end of this course, the student will define Consultation as per the IC&RC Core Function, explain the benefits of consultation, identify the tasks involved when seeking consultation, and utilize peers, clinical supervisors, and a multi-disciplinary team to enhance the quality of care. ADC-566.

Healthcare Professional Externship (Optional)

Prerequisite: Completed the Medical Billing and Coding program. Though not required for the certificate, an externship can be a great foot in the door to an employer. Externships may be selectively offered based on: 1) the student's demonstrated professionalism, 2) obtaining 2 letters of recommendation, at least one from an instructor in your program (the other may be from an instructor or a professional in your field who can attest to your ability and professional ethics). CCM will identify a local healthcare organization for a volunteer work experience (185+ hours) under the supervision of a seasoned professional. All sites will be within a 25 mile radius of CCM's Randolph Campus. Externship schedules are determined between the student, site supervisor and CCM Externship Coordinator. Students are required to attend 3 classroom sessions on job search preparation. AHP-309.

CPR and First Aid

CPR for Healthcare Providers - CPR/ BLS

This five-hour curriculum reflects the current American Heart Association guidelines for healthcare providers. The course includes adult one-rescuer CPR, adult two-rescuer CPR, adult foreign body airway obstruction (FBAO), pediatric CPR, pediatric FBAO, the use of bag mask ventilation devices for all victims and automated external defibrillators (AED).

Who should take this course?

This course is appropriate for nurses, paramedics, EMTs, police, fire personnel, lifeguards, and other first responders.
CCM students:
This certification is required for all CCM Allied Health, Nursing, and Clinical Healthcare Professional students. Students may complete this course through CCM or at other AHA approved providers. This course can be used to fulfill one credit of the requirements for Health and Wellness electives as well. To obtain this credit, please contact your department BEFORE registering for the class.

General Information
30 minutes is allotted for lunch. Vending machines available on campus. Campus cafeterias are closed on Saturdays. It is recommended you bring a simple lunch with you. Food may not be eaten in classrooms, but may be eaten in other designated areas.

Certificates:
American Heart Association CPR/BLS certificates, if not provided the day of the course will be mailed to your address of record with the college approximately 2-3 weeks after the course.

To register, go to https://webadvisor.ccm.edu/ and click on "Continuing Education (Non-Credit)." Have your credit card, social security number, and 5 digit Course Code number ready.

Faculty
Alexander Balish, AHA & ASHI certified Instructor, Adjunct Instructor
Alex has been teaching for CCM since 2013. He has been teaching CPR, First Aid and other related courses for more than a decade. He owns his own CPR training company - Care1st.

Courses
CPR for Healthcare Providers

CPR For Healthcare Providers
This five hour curriculum reflects the current American Heart Association guidelines for healthcare providers. The course includes adult one-rescuer CPR, adult two-rescuer CPR, adult foreign body airway obstruction (FBAO), pediatric CPR, pediatric FBAO, the use of bag mask ventilation devices for all victims and automated external defibrillators (AED). This course is appropriate for nurses, paramedics, EMTs, police, fire personnel, lifeguards, and other first responders. 30 minutes is allotted for lunch. Vending machines available on campus. CCM students: This course can be used to fulfill one credit of the requirements for Health and Wellness electives; and the CPR requirements for nursing and Allied Health students in preparation for the Professional track/Clinical requirements. To obtain this credit, please contact your department BEFORE registering for the class. CPR-129.

Healthcare Professionals Clinical Training Programs

- Certified Nurse Aide (p. 15)
- Certified Homemaker/Home Health Aide (p. 16)

Information Session: Career in Healthcare Professions - CNA, CHHA
Where to find employers, salaries, training that is needed, how to get started.
Pre-registration is not required.

Start your health care career in less than 2 months and begin your journey along a healthcare professional pathway to better pay at County College of Morris.

Some of the fastest growing jobs in the nation, NJ and Morris County, are entry-level clinical healthcare fields like nurse's and home health aides. Everyday CCM receives calls from agencies looking to hire graduates from these programs.

It 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.

Or, if you are in mid-career and want to stay active, this is a great way to make some money while helping others and feel good about contributing to the betterment of someone's quality of life.

Certified Nurse Aide
CCM's Certified Nurse Aide training is highly sought after. Employers seek out our graduates before the course even ends!
One of our unique features is that the training takes place in an actual healthcare facility so that students are fully immersed in their training from the moment the class begins.

STEPS TO ENROLLING:
1. All candidates for the Certified Nurse Aide program MUST register for and attend the Mandatory CNA Registration Seminar.
2. Next, you will complete the required medical and background checks and have them reviewed by the college's health department.
3. If/when you qualify for the program, you will be notified to attend the orientation session just prior to the first day of class at which time you will register for and pay for the CNA course.
4. Finally, you will register for the CNA Skills Review and Exam to be eligible for the NJ DHSS required certification exams.

To register, go to https://webadvisor.ccm.edu/ and click on "Continuing Education (Non-Credit)." Have your credit card, social security number, and 5 digit Course Code number ready.

REQUIRED TEXT:
For required text book information, go to www.ccm.bkstr.com (http://www.ccm.bkstr.com) and click on "Books". Students must obtain the text on their own and have it for the first day of class. Books may not be stocked by the CCM bookstore; instead they may be available at retail outlets.
Certified Homemaker/Home Health Aide

CCM began offering NJ Board of Nursing Approved CHHA training in the summer of 2015. Courses are held either at our off-site training room located at St. Clare’s Hospital - Dover or in our high tech, state-of-the-art Nursing Laboratories. Students experience the skills needed both on medical mannequins and each other.

STEPS TO ENROLLING:

1. All candidates for the Certified Homemaker/Home Health Aide program MUST register for and attend the Mandatory CHHA Registration Seminar.
2. Next, you will complete the required medical and background checks and have them reviewed by the college’s health department.
3. If/when you qualify for the program, you will be notified to attend the orientation session just prior to the first day of class at which time you will register for and pay for the CHHA course.

To register, go to https://webadvisor.ccm.edu/ and click on “Continuing Education (Non-Credit).” Have your credit card, social security number, and 5 digit Course Code number ready.

REQUIRED TEXT:
For required text book information, go to www.ccm.bkstr.com (http://www.ccm.bkstr.com) and click on “Books”. Students must obtain the text on their own and have it for the first day of class.

Faculty

Nancy Rothman, BSN, MBA, RN - Clinical Programs Instructor
Nancy helped introduce our Certified Nurse’s Aide program to the local market in 2013. She has more than 20 years of experience in long-term care nursing and more than 10 years in Nursing Education. She is NJ Department of Health and Senior Services approved to teach the CNA and Medication Aide programs and NJ Board of Nursing approved to teach Home Health Aides. Ms. Rothman holds a BS in Nursing from Hunter College, CUNY and a Masters of Business Administration from Fairleigh Dickinson University.

Jodie Joaquin, BSN, RN, NJ DHSS Skills Evaluator
Jodie has over 25 years experience as a registered nurse and assisted living administrator. Since 1999, she has worked at Bristol Glen located in Newton, NJ first as a Clinical Care Coordinator and since 2002 as the Director of Wellness. Prior she has had nursing experience that dates back to 1988 where she worked at Valley Hospital. Ms. Joaquin has been assisting CCM with the CNA Skills exams since 2014, holds a certificate in Gerontology from the ANA and is also an evaluator for the NJ skills test for nurses’ aides as well as a Certified Assistant Living Administrator and Certified Assisted Living Delegator.

Marianne DeAlessi, RN, BSN, MPA
Marianne comes to CCM with decades of nursing experience. She holds several degrees including a BS in Biology, BS in Nursing, a Masters in Public Administration, and is currently enrolled in Fairleigh Dickinson University’s Doctor of Nursing Practice program. Ms. DeAlessi has held many titles over her career including, Staff Nurse, Head Nurse, School Nurse, Assistant Director of Nursing, Nursing Supervisor, and Director of Nursing. She has worked for many regional care facilities such as Saint Clare’s Health System and Saint Barnabas Medical Center. Ms. DeAlessi teaches in the CHHA program at CCM.

Courses

Certified Nurse Aide

The CNA course combines lecture and labs in a hospital setting and clinical experience in a long-term care setting allowing students to successfully master the essential skills to obtaining entry-level employment in the healthcare industry. Upon the successful completion of the course, students are eligible to take the NJ State approved Certified Nurse Aide certification examination. Registration can take up to 6 weeks to complete the prerequisite documentation. You must participate in the Mandatory CNA Registration Seminar before registering for this class. Prior to the first day of class, the program requires students to satisfactorily complete a Criminal Background Investigation and a drug screening at facilities approved by CCM as well as complete an extensive medical history review and show proof of CPR for Healthcare Professionals. There are additional expenses incurred by the student for items. REQUIRED TEXT: For required text book information, go to https://bookstore.ccm.edu/college. Students must obtain the text on their own and have it for the first day of class. Books may not be stocked by the CCM bookstore; instead they may be available at retail outlets. AHP-306.

CNA Skills Review & Exam

Is your CNA license out of date and you need to retake the exam? Did you have difficulty with the skills test or written exam and need a review? This 2-day review is what you need. One day is spent reviewing the written exam materials. The second day focuses on the hands-on skills exam. The final day is for the Skills practical exam. REQUIRED TEXT: For required text book information, go to https://bookstore.ccm.edu/college. Students must obtain the text on their own and have it for the first day of class. Books may not be stocked by the CCM bookstore; instead they may be available at retail outlets. AHP-322.

Certified Homemaker/Home Health Aide

Need to care for an elderly, sickly or disabled person at home? Want to get paid to be more than just a companion to some who needs help with daily living tasks? Ever consider becoming a Home Health Aide? Are you a CNA looking to advance? Hospitals often prefer dual certified CNAs and CHHAs. Participants will learn how to properly care for the daily living needs of people who cannot do it for themselves. Learn how to feed, bathe and dress someone without making them feel less of a person or harming them. Care for someone who wants to live at home rather than in a hospital setting. Certified by the NJ Department of Health and Senior Services, Certified Home Health Aides are the true front lines of healthcare in an aging population. Prior to the first day of class, the program requires students to satisfactorily complete a Criminal Background Investigation and a drug screening at facilities approved by CCM as well as complete an extensive medical history review and show...
Medical Billing and Coding

You do not need to enroll in the certificate program to benefit from these courses.

Information Session: Careers in Medical Billing and Coding

Where to find employers, salaries, training that is needed, how to get started. Sessions are offered in September and January. See our current schedule at www.ccm.edu/businesscommunity (http://www.ccm.edu/businesscommunity) for details.

Pre-registration is not required.

Certificate in Medical Billing and Coding Specialist

CCM is pleased to partner with the American Academy of Professional Coders (AAPC) to prepare candidates for the Certified Professional Coder (CPC) certification. These coding courses introduce the classification system used by health care facilities, physicians and insurance companies. Coding patient records for diagnoses and procedures has become an integral part of the health care reimbursement system. You may apply for entry level administrative, coding and billing positions upon completion of these courses. Student membership in AAPC is recommended as part of the program and required by the AAPC to take the CPC exam at after completing the program.

This certificate requires 5 months to complete and is offered twice each year. The 4 prerequisite courses are offered each semester. Once those courses have been completed, a student may take the other courses in any order; however, it is recommended that they be taken in the order presented here. Students are highly encouraged to include the Medical Billing Externship in their course of study; though it is not required as part of the certificate process.

Certification and Certificates

CCM is one of a very few colleges in NJ that have aligned themselves with the American Academy of Professional Coders - seen as the nation’s leading professional association and medical coding certification organization. Upon completion of this curriculum, 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. Eligibility does require a passing grade in each of the courses within the certificate program.

Additionally, students may request and receive a CCM Certificate of Completion for any course or the entire program (once all courses are satisfactorily completed). See * (http://catalog.ccm.edu/noncredit/fall/general-information/Certificates and Transcripts)*

### REQUIRED TEXT:

For required text book information, go to https://bookstore.ccm.edu/ and click on “Textbook Lookup.” Students must obtain the text on their own and have it for the first day of class.

### Certificate Curriculum

#### 4 PREREQUISITE COURSES

- Medical Terminology for Allied Health Professionals
- Anatomy for Allied Health Professionals
- ICD - 10 - CM Introduction and Applications
- CPT & HPCPCS Coding Course

(The above 4 courses are prerequisites required before taking any further course. Equivalent applicable work experience may substitute after satisfactory completion of the final exams and at the discretion of the Instructor.)

Courses not offered one semester will be offered in the following semester. This certificate may requires 6 months to complete.

#### REMAINING CURRICULUM

- ICD-10-CM: Beyond the Basics
- ICD-CPT Coding - Practical applications
- Navigating the Medical Record
- Medical Billing 1
- Medical Billing 2
- Physician's Practice Management
- Workplace Simulation Training Encoding Software
- AAPC National Coding Certification Preparation (optional)
- Healthcare Professional Externship (optional)

To register, go to webadvisor.ccm.edu/ (https://webadvisor.ccm.edu) and click on "Continuing Education (Non-Credit).” Have your credit card, social security number, and 5 digit Course Code number ready.

### Faculty

**Ms. JoAnn Baker, CCS, CPC-I, CPC-H, CPC, CHCC, CPP Instructor**

One of the first individuals in NJ certified to teach ICD-10 coding, JoAnn comes to CCM with many years experience. She has been a corporate trainer in medical coding and works for a leading coding software provider. She started teaching for CCM in 2009.

**Ms. Diane Fulton, BA, CPPM, CPP Instructor**

Diane is currently the Assistant Vice President of Insurance and Practice Development at Diopsys, Inc. She entered the field of health care reimbursement over 30 years ago gaining expertise in practice management, medical coding, billing and collections.

Trained by attorneys as a patient and provider advocate, she expanded her knowledge base by working with a variety of medical providers including hospitals, home-care, pharmacy, and various physician disciplines which encompassed neonatology, internal medicine, radiology, cardiology and pathology. She is on the Board
Directors of the Children’s Emergency Medical Fund and holds a BA in Business Administration and Spanish with a minor in Biology from Rutgers College.

Mr. Claude Garbarino, BA, CCS, CPP Lead Instructor
Claude attended Fordham University located in Bronx, NY where he earned a B.S. in Psychology with a minor in Philosophy. He later moved to New Jersey and pursued a career in medical coding and billing. He has been employed by both the Atlantic Health System and Saint Clare’s Health System as a Medical Coding Supervisor and Medicare/Medicaid Billing Supervisor and has various experience in multiple medical billing venues including hospitals, medical practices and third party billing companies. Most recently and in semi-retirement, he has maintained his own home-based consulting business and is also the Medical Billing and Coding Externship Coordinator at CCM. As one of the first instructors for CCM’s Medical Billing and Coding Program, he has been teaching in this program for more than 20 years.

Ms. Kathy Shera, CPC, CPB, CPP Instructor
Kathy is a graduate of CCM’s Medical Billing and Coding program who has now worked in the field for over 15 years. She began teaching for CCM in 2011. She began her career in healthcare by first becoming a Pharmacy Technician. After 7 years as a Pharmacy Technician for multiple pharmacies throughout NJ, she completed her Medical Practice Management Certificate and became a Medical Billing Representative. Kathy is a past president of the AAPC NJ chapter.

Dr. Michelle Sykes, MD, CPP Instructor
Dr. Sykes has practiced medicine for many years and also has experience in the non-profit sector, where she was the Director of the Black Infant Mortality Reduction Resource Center. She now teaches at several colleges throughout the area and has experience in course curriculum development, electronic medical records, and board/advisory experience.

Courses
Courses listed in the sequence to complete the certificate program.

Medical Terminology for Healthcare Professionals
This course focuses on the basic foundation of medical word building including prefixes, suffixes, word roots and combining forms used to learn the basic principles of medical terminology. An overview of body systems and their diseases are covered as well as an introduction to abbreviations and laboratory terms. This course concentrates on the meaning of medical terms and is best supported by a course in Anatomy and Physiology. The certificate of completion is awarded upon successful completion of the course and passing an exam. REQUIRED TEXT: For required text book information, go to https://bookstore.ccm.edu/college. AHP-256.

Anatomy for Healthcare Professionals
An introductory class designed to introduce the medical coder to the gross anatomy of the 11 functional organ systems of the human body. The medical coder develops skills to apply anatomy fundamentals to medical record. The medical coder will gain an understanding of the anatomy organs referenced in medical procedures and diagnosing coding. REQUIRED TEXT: For required text book information, go to https://bookstore.ccm.edu/college. AHP-301.

ICD-10-CM Introduction and Applications
This course reviews the background of the ICD system, and its roots in the mid-1600s. ICD-10-CM diagnosis coding is the focus of this course, and includes steps for coding assignment, review and clarification of coding conventions, and hands-on coding exercises. This course will make the eventual transition to ICD-10-CM easier and less stressful to medical coding professionals. REQUIRED TEXT: For required text book information, go to https://bookstore.ccm.edu/college. AHP-199.

CPT & HCPCS Coding Course
This course, in addition to a main focus on CPT coding, includes overviews of HCPCS Level II codes, as well as Category III codes. Practical application of the CPT coding system is part of every class. The importance and relevance of physician documentation is discussed, as well as the interpretation of this documentation in the assignment of CPT procedure codes. REQUIRED TEXT: For required text book information, go to https://bookstore.ccm.edu/college. AHP-228.

ICD-10-CM: Beyond the Basics
Prerequisite: ICD-10-CM Introduction and Application course or experience in diagnosis coding. A continuation of the ICD-10-CM Introduction and Application course, we focus finding and using the proper ICD-10-CM diagnosis codes. Understand the increase number of digits to each code and the levels of specificity that allows. Learn about the most common codes, how and why to use them as a foundation for learning the coding system. This course will give the student confidence needed to assign this code set. REQUIRED TEXT: For required text book information, go to https://bookstore.ccm.edu/college. AHP-327.

ICD-CPT Coding - Practical Application
Prerequisite: Knowledge of medical terminology and anatomy, a working knowledge of CPT and ICD coding. This course enhances your basic knowledge of coding by “putting the ICD & CPT puzzle pieces together” using both CPT and ICD scenarios. The beginner coder learns the concept of coding a diagnostic statement in an outpatient setting covering a wide variety of patient services. Gain practical application of diagnostic coding utilizing official coding guidelines and conventions, including CPT procedural coding covering anesthesia, pathology, laboratory, medicine and surgery. Practice knowledge of coding using workbook examples, operative reports and group discussions. Class instruction includes assigned problems, quizzes, and hands-on group activities using practical coding scenarios, puzzles or games. REQUIRED TEXT: For required text book information, go to https://bookstore.ccm.edu/college. AHP-280.
Navigating the Medical Record

Prerequisites: ICD-10-CM Introduction and Applications and CPT-4 Coding. This hands-on workshop is for new medical coders ready to review and code hospital medical records. Participants practice the knowledge learned in the ICD-10-CM and CPT-4 coding courses and code actual hospital charts. Books from the ICD-10-CM Procedures and CPT-4 Coding courses are used in this class. REQUIRED TEXT: For required text book information, go to https://bookstore.ccm.edu/college. AHP-243.

Medical Billing I

The knowledge and skills needed for a career as a medical billing specialist has substantially increased. Learn how the escalating costs of medical care, the effect of technology, and the rapid increase of managed care plans have affected insurance billing procedures and claims processing. Class covers a comprehensive description of the reimbursement process, including tips for how to appeal claims, collect patient payments and keep up with legislation/changes in government and commercial insurance. Career roles and responsibilities, the claims process, and revenue-cycle management will specifically be covered in this class. REQUIRED TEXT: For required text book information, go to https://bookstore.ccm.edu/college. AHP-254.

Medical Billing 2

Picking up where Medical Billing 1 left off, this course will focus mainly on healthcare payers: Medicare, Medicaid, Tricare, Workers Compensation and Disability Insurances. REQUIRED TEXT: For required text book information, go to www.ccm.bksrl.com and click on "Books". AHP-328.

Physician’s Practice Management

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

Workplace Simulation Training Encoding Software

Obtaining real-world, hands-on experience is critical for anyone entering the workforce today. This course will provide exactly that with 3-M Encoding Software, the leading program used by hospitals, AND the AAPC provided Practicode Software. Students will work with more than 600 realistic, redacted medical records and have to enter the codes. Either the instructor or the software will prompt you to correct errors as you learn coding. Completing this course and all the available records qualifies as 2 years of experience towards the CPC certification. Some internet-based work will be required outside of class time. AHP-312.

AAPC CPC National Coding Certification Preparation (Optional)

Prerequisite: Complete all other courses for the CCM Medical Billing & Coding Certificate. This course is designed to prepare students to sit for the American Academy of Professional Coders (AAPC) Certified Professional Coder (CPC) examination. Instruction will include review requirements for exam, overview of examination details, techniques to improve speed, test taking tips, in-class practice exam and individual assessment of coding skills to determine exam readiness. Student must have extensive coding experience either in classroom or from employment. Certification will increase chances of employment opportunities within a competitive space. REQUIRED TEXT: For required text book information, go to www.ccm.bksrl.com and click on “Books”. Students must obtain the text on their own and have it for the first day of class. AHP-329.

Healthcare Professional Externship (Optional)

Prerequisite: Completed the Medical Billing and Coding program. Though not required for the certificate, an externship can be a great foot in the door to an employer. Externships may be selectively offered based on: 1) the student’s demonstrated professionalism, 2) obtaining 2 letters of recommendation, at least one from an instructor in your program (the other may be from an instructor or a professional in your field who can attest to your ability and professional ethics). CCM will identify a local healthcare organization for a volunteer work experience (185+ hours) under the supervision of a seasoned professional. All sites will be within a 25 mile radius of CCM’s Randolph Campus. Externship schedules are determined between the student, site supervisor and CCM Externship Coordinator. Students are required to attend 3 classroom sessions on job search preparation. AHP-309.

Northern New Jersey Imaging Academy

NORTHERN NEW JERSEY IMAGING ACADEMY

The County College of Morris and Passaic County Community College are pleased to form a partnership in the Northern New Jersey Imaging Academy in Computed Tomography, Magnetic Resonance Imaging and Mammography. These certificate programs will offer didactic (lecture) courses that meet the ARRT requirement for “structured education”. In addition, we offer clinical education for our CT and MRI participants.

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

About the Programs: The CT and MRI programs are in compliance with the guidelines required by The American Registry for Radiologic Technologist located at 1255 Northland Drive, St. Paul, Minnesota 55120-1155. www.arrt.org. The program has been approved for CEUs by the American Society of Radiologic Technologists (ASRT).
Each certification program (CT or MRI) consists of 3 main components:

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

Students enrolling in either program are required to take the Cross Sectional Anatomy class unless a course was previously taken. Please provide documentation of that course to the Radiography dept. Didactic courses will be offered at Passaic County Public Safety Academy (PSA) located at 300 Oldham Road, Wayne, NJ 07470. They will be evenings starting at 6:00pm. For directions and parking information, please go to: http://www.pccc.edu/community/publicsafety-academy/about-the-pccc-public-safety-academy/directions3

Clinical education will be offered during the day, evening and weekend hours. Clinical education hours will be scheduled by the program faculty. Students may select either the CT or MRI program.

Clinical placement is available at the following clinical affiliates:

• St. Joseph’s Medical Center – Paterson, New Jersey
• St. Joseph’s Hospital – Wayne, New Jersey
• St. Joseph’s Ambulatory Imaging Center
• Hackensack University Medical Center – Hackensack, New Jersey
• Morristown Medical Center – Morristown, New Jersey
• Overlook Medical Center – Summit, New Jersey
• Morristown Imaging Center – Morristown and Rockaway, New Jersey
• St. Clare’s Hospital – Denville and Dover Campus, New Jersey
• Hackettstown Regional Medical Center – Hackettstown, New Jersey
• Mountainside Hospital – Upper Montclair, New Jersey
• Newton Medical Center – Newton, New Jersey
• Holy Name Hospital – Teaneck, New Jersey
• University Imaging

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

REGISTRATION PROCESS:

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

• Certification by the American Registry of Radiologic Technologist in a primary discipline (radiography, radiation therapy and nuclear medicine).
• Copy of their New Jersey Department of Environmental Protection license in Diagnostic Radiography.
• Current Resume.
• Upon entering either the CT or MRI clinical courses, the student must have a criminal background check, 11 panel drug screening, physical health exam, current immunizations, flu vaccine, malpractice insurance and a current American Heart Association Basic Life Support Certification (CPR)
• All of these requirements are met at the student’s expense

All interested candidates must submit the application, their resume, ARRT and DEP NJ License to the faculty below prior to the start of the semester. Upon receiving this information the faculty will contact you on the steps to take to register for the course.

Prof. Denise Vill'Neuve
County College of Morris

214 Center Grove Road
Randolph, NJ 07869
dvilineuve@ccm.edu

Courses

Computed Tomography (CT) Certification Program

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<td>AHP-333</td>
<td>Cross Sectional Anatomy</td>
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<tr>
<td>AHP-334</td>
<td>CT Lecture</td>
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<tr>
<td>AHP-335</td>
<td>CT Clinical</td>
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Magnetic Resonance Imaging (MRI) Certification Program

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<td>Cross Sectional Anatomy</td>
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<tr>
<td>AHP-336</td>
<td>MRI Lecture</td>
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<tr>
<td>AHP-337</td>
<td>MRI Clinical</td>
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Mammography Certification Program

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<tr>
<td>AHP-340</td>
<td>Mammography Lecture</td>
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Testimonials

Coming Soon

Nurses’ Continuing Education

• RN Refresher (p.)
• IV Therapy Certification (p.)

The Career and Professional Program of CCM is an approved provider of continuing nursing education by the New Jersey State Nurses Association, an accredited approver by the American Nurses Credentialing Center’s Commission on Accreditation. P#211.

All the listed courses have contact hours which can be utilized for renewal of certification through the American Nurses Credentialing Center and other legitimate certifying agencies. It can also be used for the New Jersey Board of Nursing continuing education requirements for re-licensure.

THE RN REFRESHER COURSE

This 101-contact hour course is designed to assist the individual whose licensure has lapsed or who has been out of acute care for a period of time to become familiar with the current techniques and skills for effective nursing in that setting. For more details, click on the course code below. To attend requires enrolling in and attending 2 separate courses: the Mandatory Registration Seminar followed by the RN Refresher Course.

Steps to enrolling:

1. Attend a mandatory RN Refresher Registration Seminar.
2. Contact the NJ BON to verify that this course will qualify you for the nursing license you are seeking.
3. Complete and submit the required medical history and background check information for review.
4. Once approved for the program by the CCM Nursing Department, register for the program.

The RN Refresher course is offered from Mid-May to Mid-June each year. Specific course details are available in the Spring Continuing Education brochure when it is available.

**IV THERAPY CERTIFICATION COURSE**

This course helps current RNs and other healthcare professionals who need to perform intravenous injections to learn the current clinically accepted techniques for different types of IVs. This is designed to be a refresher for those who already have experience but need updated skills.

**REQUIRED TEXT:**

For required text book information, go to https://bookstore.ccm.edu/ and click on “Textbook Lookup.”

To register, go to https://webadvisor.ccm.edu/ and click on “Continuing Education (Non-Credit).” Have your credit card, social security number, and 5 digit Course Code number ready.

www.ed2go.com/ccm (http://www.ed2go.com/ccm)

**Gerontology**

(44 contact hours) Prove you have the skills required to meet the health care needs of a rapidly aging population.

**End of Life Care**

(26 contact hours) Understand the needs of individuals living with debilitating, chronic, or terminal illnesses.

**Pain Assessment and Management**

(24 contact hours) Understand the mechanisms of pain, the multidisciplinary methods of assessment, management, and treatment of pain, with cancer related and non-cancer related pain.

**Legal and Ethical Issues**

(23 contact hours) Examine key legal and ethical issues to improve your practice and provide better patient care.

**Faculty**

Eden Trinidad, BSN, MSN, RN, CCRN, CPP Instructor

Eden holds a BSN from University of the Philippines and an MSN from Seton Hall University. She has been in the nursing field since 1971 and has held multiple titles including staff nurse and nurse educator. Aside from teaching at CCM, Eden works as a nurse education for the Veterans New Jersey Healthcare System. Ms. Trinidad is also the recipient of numerous awards including Nurse of the Year. In addition, she is a Certified Critical Care Registered Nurse, a Nursing Professional Development Specialist, and a Basic Life Support Instructor.

**Courses**

**Intravenous Therapy Certification Course**

Always a popular course that fills up quickly, it is beneficial for RNs, LPNs, Radiology Technologists, EMTs and other allied health professionals whose responsibilities include intravenous maintenance, insertion and administration of IV medications. You will obtain a basic knowledge on properly inserting a peripheral intravenous catheter, and in-depth venipuncture theory with opportunities for hands-on participation and simulation. Additional topics include: troubleshooting for common intravenous therapy problems, blood transfusion therapy and intermittent intravenous medication administration. Also covered are fluid and electrolyte balance, types of dehydration, and dehydration in the elderly. Seats are limited to 12 in this class. SO REGISTER NOW! The purpose of this activity is to provide the learner with necessary skills and theoretical knowledge to initiate and maintain intravenous therapy. This includes intravenous line insertion and administration of intravenous medications. Objectives include but are not limited to: 1) Understanding the concepts of intravenous therapy, including indications and complications. 2) Clinically apply this knowledge while demonstrating the psychomotor skills of intravenous line insertion. NRS-199.

**Tuition-Free Healthcare Training**

**TUITION-FREE HEALTHCARE INSTRUCTION**

County College of Morris (CCM) offers grant-funded training opportunities through a health professions grant that can help you start a healthcare career at a greatly reduced cost. This initiative, provided through the New Jersey Health Professions Consortium (NJHPC), is designed to reduce roadblocks and help individuals and their families obtain education, training and employment in a wide range of healthcare occupations.

This opportunity is offered through a Trade Adjustment Assistance Community College Career Training (TAACCT) grant, which is funded by the U.S. Department of Labor. It is a region-wide capacity building initiative with a goal of strengthening and expanding occupational training in the healthcare sector through workforce readiness and integrated basic skills preparation for unemployed or underemployed individuals who meet the eligibility requirements.

The certification programs listed below will be offered through September 30, 2017.

**Health Profession Certificate Programs**

CCM offers several different healthcare professions certificate programs. Through this grant, we currently offer:

- **Certified Nursing Assistant (CNA):** As an approved provider of continuing nursing education by the NJ Department of Health and Senior Services, CCM is proud to offer a Certified Nursing Assistant program. As a CNA your main role is to provide basic care to patients and assist them in daily activities that they may
have trouble completing on their own. This certificate can be completed in as little as 6 to 9 weeks.

- **Certiﬁed Homemaker Health Aide (CHHA)**- Participants will learn how to properly care for the daily living needs of people who cannot do it for themselves. Learn how to feed, bathe, and dress someone without making them feel less of a person or harming them. Care for someone who wants to live at home rather than in a hospital setting. Certified by the NJ Department of Health and Senior Services, CHHAs are the true front lines of healthcare in an aging population. This certificate can be completed in 4 to 6 weeks.

**To be enrolled in the program you must:**

- Have a high school diploma or GED
- Be a legal US resident (Must have possession of: US/Puerto Rico Birth Certificate, Current US Passport, Naturalization Certification, Permanent resident card, or valid visa)
- Be unemployed, underemployed, or have veteran status

*There are no income level requirements to participate in the TAACCCT Grant program.*

**Required Documents for Eligibility:**

- **Proof of Current Residence:** New Jersey Driver's License, or Utility Bill, or Bank Statement
- **Proof of Social Security Number:** Social Security Card or Social Security Benefits
- **Proof of US Citizenship or Legal Residency:** US/Puerto Rico Birth Certificate, or Current US Passport, or Naturalization Certification, or Permanent resident card, or valid visa
- **Proof of Unemployment/Underemployment Status:** For unemployment, a termination letter, or unemployment check, or written statement describing the circumstances. For underemployment, a paystub for any employment or a written statement regarding underemployment situation.
- **Resume or List of Work/School History**

**Learn More**

Contact us today to learn more about the program, eligibility requirements, and to schedule an orientation session where further details will be disclosed and your eligibility evaluated.

Click here (http://bit.ly/29VsQ2o) to register for orientation.

Call 973-328-2490 or email us at: NJHPC@ccm.edu

**Not Eligible/Interested?**

If you do not meet the criteria to take these certifications under the TAACCCT Grant or are not interested in it, CCM also offers the same certifications for those students who wish to self-pay. Please email ccp@ccm.edu or call 973-328-5187 for more information.

**Testimonials**

“The quality of education I received at the County College of Morris is evidenced by my newly acquired position as a Billing Coordinator at a renowned hospital. The TAACCCT grant, which I received, helped me financially and made my dream a reality.”

~Shahnaz Khawaja, Grant Recipient, Spring 2016

**Human Resources**

- **Human Resources Continuing Education Seminars**
- **Human Resources Generalist Certificate**

**Human Resources Continuing Education Seminars and Workshops**

Earn SHRM continuing education units while gaining knowledge that will advance your business and your career. These seminars are designed for HR professionals, hiring managers and business managers who want to effectively use your staffing and human capital to drive business growth.

Each semester we offer a series of seminars and workshops on relevant topics to the field. Typically seminars are 2-3 hours earning 0.2-0.3 CEUs and workshops may be up to 8 hours earning 0.8 CEUs. See our current schedule for current offerings and details by going to www.ccm.edu/businesscommunity (http://www.ccm.edu/businesscommunity).

**Certificate in Human Resources Professional - Generalist**

*Meets 2013 SHRM standards*

**Information Session: Careers in Human Resources**

Where to find employers, salaries, training that is needed, how to get started.

Pre-registration is not required.

**Program Description**

Need a “career jump”? Are you thinking about a job change? Think your schedule is too busy for school? Enroll in the newly-designed Human Resources Certificate at CCM to revitalize or begin a career in a dynamic profession. Complete the training needed to become a Certified Human Resources Professional (CHRP) from the Society of Human Resources Managers (SHRM).

Employers hire HR Professionals with current knowledge of legislation, business acumen, and a solid understanding of their field. CCM programs are highly regarded. Enroll in the HR Certificate Program and gain the credibility to grow your career.

The HR Professional-Generalist Certificate is a comprehensive program that is spread among five modules and includes federal and state regulations vital for HR Professionals to understand. Attend all five modules and receive a comprehensive certificate. Content has been enhanced and updated based on the 2013 SHRM’s State of Human Resource Education Study in cooperation with the American Institutes for Research.

Conveniently scheduled classes meet one evening per week. Class size is limited. Register today to reserve a seat and change your future today!
**IMPORTANT NOTE:**

This program will be taught at CCM's Morristown Campus - 30 Schuyler Place - 2nd Floor, Morristown. Parking is available on the street and in the parking garage below the building accessed from Bank St and Schuyler Place. Ask about validating your parking ticket for free garage parking.

Topics and core competencies are based on SHRM Human Resource Curriculum: An Integrated Approach to HR Education. A field trip to one SHRM local chapter meeting will be required.

**Curriculum**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>CEUs</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHR-117</td>
<td>Total Rewards: Compensation &amp; Benefits</td>
<td>0</td>
</tr>
<tr>
<td>CHR-119</td>
<td>Training &amp; Staff Development</td>
<td>0</td>
</tr>
<tr>
<td>CHR-121</td>
<td>HR Management and Staffing</td>
<td>0</td>
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<tr>
<td>CHR-122</td>
<td>Employment Law</td>
<td>0</td>
</tr>
<tr>
<td>CHR-123</td>
<td>Strategic HR Management &amp; Capstone Project</td>
<td></td>
</tr>
</tbody>
</table>

To register, go to https://webadvisor.ccm.edu/ and click on "Continuing Education (Non-Credit)." Have your credit card, social security number, and 5 digit Course Code number ready.

**Certification**

You do not need to enroll in the certificate program to benefit from these courses. Upon completion of all five modules, you are awarded the Certificate of Completion in Human Resources by the college. See “Certificates and Transcripts (http://catalog.ccm.edu/noncredit/fall/general-information).”

**Required Text**

For required text book information, go to https://bookstore.ccm.edu/ and click on “Textbook Lookup.” Students must obtain the text on their own and have it for the first day of class. Books may not be stocked by the CCM bookstore; instead they may be available at retail outlets.

**Faculty**

Judy Treibman, MBA, SPHR, CCP Lead HR Instructor

Judy began teaching the HR Certificate program in 2013. She completely revised the program to meet SHRM 2013 standards. Judy has been working in the HR field for more than a 2 Decades. She is currently HR Generalist for SOS Security, LLC.

Rebecca Adams, BA, SHRP, CPP Instructor

Kenneth Sterzer, MBA, SHRP, CPP Instructor

**Testimonials**

"Having worked for many years in small family run businesses, I needed to gain knowledge of the regulatory/employment challenges and responsibilities faced by corporations in today's highly regulated US business environment. Professor Treibman has taken us down the rabbit hole for a most interesting and instructive tour of this brave new world, bringing us safely up and out again with tools, links, resources, literature, and has set us on a path to increasing our ability to progress and grow in this exciting field. Her approach, her focus on practical real-world pitfalls and applications, and her inviting humor and enthusiasm make each evening a joy to attend. I highly recommend that anyone planning a career in any field or area of business take these courses with Professor Treibman as well." - Robert Koetzner, 2015-2016 Certificate Program

"CCM's HR Certificate Program proved to be a well-worth investment as it allowed me the opportunity to pursue a career in the HR field and provided the knowledge and skills necessary to be successful from day one of my new job." - Natalie Palacio, 2013-14 HR Certificate Program

"Natalie is already proving to be a great addition to our team and really understands the core concepts of HR related matters. Due to her classroom training with your program, she is that much more prepared for the real world and ready to hit the ground running!" - Kristi Telschow, President & CEO of Jersey Staffing Solutions, LLC, Natalie’s manager

**Courses**

**Total Rewards: Compensation & Benefits**

Compensation and benefits are primary factors in recruiting and retaining top talent, key to a company’s competitiveness. HR develops packages for executives and compensation and benefits levels for employees that are internally and externally equitable and that fit the company's needs. Major topics: - Salary grading and banding using a market-based strategy - Management of company paid benefits: medical, dental and other benefits - ERISA and other regulatory issues pertaining to benefits - Other rewards: paid time off, flexible schedules CHR-117.

**Training & Staff Development**

Continuous learning is essential to a productive and efficient workforce. HR delivers corporate training to employees based on business objectives. - Define core competencies - Conduct a needs assessment - Design and deliver training programs - Link career development and performance management to training CHR-119.

**HR Management and Staffing**

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

**Employment Law**

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

Strategic HR Management & Capstone Project

In order to be an active partner in the strategic management of a company, HR must understand the business climate and the competition. HR translates corporate goals (both short and long-term) to the department and individual level. HR reduces or mitigates risk to the company. Students will work in groups on a project of choice and will identify and report on solutions drawing from multiple areas of HR. - SWOT Analysis - Health, safety, and security risks - Workforce changes including mergers/acquisitions, reductions in workforce CHR-123.

Lean and Six Sigma Certification

Green Belt Certification

Upon completion of this program you should be able to organize complex issues into a structured, prioritized format; define projects against a project metric; gather data relative to the project metric; analyze the data and identify the improvement tasks necessary to improve the project metric to a target value.

Lessons on the various Lean and Six Sigma processes will be covered over the course of 25 three hour sessions. This pace allows students to integrate the processes into their work environment and thought process.

Watch for this program to be offered in the near future.

To register, go to https://webadvisor.ccm.edu/ and click on "Continuing Education (Non-Credit)." Have your credit card, social security number, and 5 digit Course Code number ready.

Black Belt Certification

Upon completion of this program you reinforce the concepts and processes learned in the Green Belt Certification. In addition you should gain a strong basis in applied statistics including functional adequacy in design of experiments. The Black Belt takes you to a higher level of process improvement skills including the business analysis processes needed for simple and complex improvements.

Lessons on Six Sigma process improvement methodology will be covered over the course of 25 three hour sessions. This pace allows students to integrate the processes into their work environment and thought process.

Watch for this program to be offered in the near future.

To register, go to https://webadvisor.ccm.edu/ and click on "Continuing Education (Non-Credit)." Have your credit card, social security number, and 5 digit Course Code number ready.

Nonprofit Leadership Training

• Non-Profit Leadership Breakfast Networking Session - The Grant Funding Lion's Den (p. )
• Information Session (p. )
• Nonprofit Fundraising Essentials Certificate (p. 24)
• Grant Writing Certificate (p. 25)

Annual Non-Profit Leadership Breakfast Networking Session

Join non-profit professionals from the region in networking and education during a November breakfast seminar. Annually, current, relevant topics are presented in various formats often with panels comprised of local funding sources and successful grant writers sharing their expertise. See our current schedule booklet at www.ccm.edu/businesscommunity (http://www.ccm.edu/businesscommunity) for complete details.

A continental breakfast will be served. There will be time for networking as well as the formal presentation.

Information Session: Careers In Non-Profit Leadership

Where to find employers, salaries, training that is needed, how to get started. Information sessions are held each September and January. Pre-registration is not required. See our current schedule booklet at www.ccm.edu/businesscommunity (http://www.ccm.edu/businesscommunity) for complete details.

Nonprofit Fundraising Essentials Certificate

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

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

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

REQUIRED TEXT:

For required textbook information, go to https://bookstore.ccm.edu/ and click on "Textbook Lookup." Students must obtain the text on their own and have it for the first day of class. Books may not be
The Certificate of Completion consists of the following five courses. However, individuals can take any one or combination of courses. The certificate is only granted to those who complete the entire series.

To register, go to https://webadvisor.ccm.edu/ and click on "Continuing Education (Non-Credit)." Have your credit card, social security number, and 5 digit Course Code number ready.

### Course Code | Course Title | CEUs
---|---|---
NPC-211 | Prospecting for Grants | 
NPC-210 | Grant Researching and Proposal Writing Workshop | 
NPC-212 | Interactive Proposals Writing | 
NPC-213 | Ethics in Grant Writing | 

To register, go to https://webadvisor.ccm.edu/ and click on "Continuing Education (Non-Credit)." Have your credit card, social security number, and 5 digit Course Code number ready.

www.ed2go.com/ccm (http://www.ed2go.com/ccm)

Supplement your classroom education!

### A-Z Grant Writing

Learn how to research and develop relationships with potential funding sources, organize grant writing campaigns, and prepare proposals.

### Advanced Grant Proposal Writing

Gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected.

### Faculty

**Lauren R. Swern, BS, Communications, Marketing and Fundraising Professional, CPP**  
Lead Instructor

Lauren has been teaching for CCM since 2012 and been a member of the CCM Foundation Board in the past. She helped re-write the Grant Writing program to include a panel of fundraising professionals to review student work taking the program to a new level. She is currently Director of Development for the NJ Highlands Coalition.

**Christine Dimas, BS, CPP**  
Instructor

With expertise in both the Microsoft Office Suite and professional fundraising, Christine has been teaching for CCM since 2010. She is Director of Development for the Hunterdon Land Trust and has been in the nonprofit sector for more than 20 years.

**Christi Rokicki, CPP**  
Instructor

### Testimonials

“I have had tremendous success in grant writing. The school received the first two or three grants I wrote to fund new technology. This has allowed me to grow my position at The Calais School. This year I have been developing our ‘together, we succeed’ campaign to raise money for the school. I have also joined The Calais Foundation as a trustee. The Foundation raises significant capital for the school and the greater special needs community.”  
Megan LoBue, Assistant to the Principal, Calais School

### Courses

**Grant Researching and Proposal Writing Workshop**

This course provides a solid foundation in the fundamentals of grant writing. Learn step-by-step how to develop grant proposals.

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*REQUIRED TEXT:*

For required text book information, go to www.ccm.bkstr.com (http://www.ccm.bkstr.com) and click on “Books.” Students must obtain the text on their own and have it for the first day of class. Books may not be stocked by the CCM bookstore; instead they may be available at retail outlets.

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

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The Certificate of Completion consists of the following five courses. However, individuals can take any one or combination of courses. The certificate is only granted to those who complete the entire series.
through all the stages of program planning, locating funding sources, understanding funders, and writing compelling grant proposals in this complex and ever-changing world. At the end of the course, you will have the tools you need to succeed; a deeper understanding of basic grant writing terminology and components of a proposal, types of funding sources, and submission and follow-up techniques that make a difference. The last class will include a unique, seasoned funder's panel discussion from a variety of local nonprofits offering tips on presenting and submitting successful grant application, as well as the opportunity to ask questions. NPC-210.

**Prospecting for Grants**

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

**Interactive Proposals Writing**

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

**Ethics in Grant Writing**

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

**Fundamentals for Fundraising Professionals**

Did you know that more than 70% of charitable contributions come from individuals? This course will provide you with an overview of a complete fundraising program so that you can direct your limited resources (staff and budget) on strategies that will yield the highest impact. We will review the current fundraising climate and giving trends. You will learn to assess your organization's niche and develop an understanding of the needs of the population you serve to provide you with a framework for creating an annual fundraising program that strategically integrates raising funds from individuals with other initiatives. NPC-214.

**Making the Ask - Face to Face Communications**

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

**Create Donor-Centric Written Communications**

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

**Putting It All Together - Creating an Annual Fund Plan**

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

**Creating Special Events That Raise Funds And Friends**

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

**Online Learning**

[www.ed2go.com/ccm](http://www.ed2go.com/ccm)

- Online Professional Development and Adult Enrichment Courses (p. 27)
- Online Career Training Certification Programs (p. )
- GED (p. 28)
Professional Development and Adult Enrichment Courses

Learn More Online - anytime, anywhere - in 6 weeks. Most courses are $99.

ed2go Instructor-Led Courses

Accounting
• Accounting Fundamentals
• QuickBooks for Construction Companies

Business and Management
• Leadership
• PMP Certification Prep

Computers and Technology
• Computer Skills for Workplace
• Creating WordPress Websites
• Creating Web Pages
• CSS and XHTML
• Java Programming
• SQL
• C# Programming
• PHP and MySQL

Digital Photography
• Digital Photography
• Secrets of Better Photography

Healthcare
• Medical Spanish

Teaching and Education
• Differentiated Instruction in Classroom
• Singapore Math
• Solve Classroom Discipline Problems
• Teaching Smarter with SMART Boards

Test Prep
• GED and GRE Preparation

Writing and Publishing
• Beginner Writer’s Workshop
• Effective Business Writing
• Grammar Refresher
• Writing Essentials

Personal Development has a variety of courses within these popular topics
• Arts
• Children Parents and Family
• Personal Finance
• Health and Wellness

How to Get Started
2. Click on enroll through a local college or university. Choose a course, and complete the enrollment process.
3. Choose date
4. Sign in
5. Payment option
6. Purchase

Start Dates
Go to www.ed2go/ccm (http://www.ed2go/ccm) for specific start dates.

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

Online Career Training Certification Programs

Prepare for employment in some of today’s hottest careers with a comprehensive, affordable, and self-paced online Career Training Program. You can begin these programs at any time and learn at your own pace. Upon successful completion of all required coursework, you receive a Certificate of Completion.

Business and Professional
• Administrative Professional
• Bookkeeping the Easy Way
• Paralegal
• Six Sigma Greenbelt, Blackbelt

Health Career and Fitness
• Medical Transcription
• Pharmacy Technician
• Veterinary Assistant

Hospitality and Gaming
• Certified Wedding Planner
• Travel Agent Training

IT and Software
• System Engineer 2003 (MCSE)
• Web Database Developer

Media and Design
• 3ds max
• Digital Arts Certificate
• Game Arts Certificate
• Graphic Design
Skilled Trades and Industrial
• Freight Broker/Agent Training
• HVAC Technician
• Home Inspection Certificate

Sustainable Energy & Going Green
• Building Analyst Quickstart (BPI Certification)
• Certified Green Supply Chain Professional
• Principles of Green Building
• Solar Power Professional

Online High School Diploma With
• Certified Protection Officer Training
• Child Care Training
• Homeland Security Training
• Office Management Training

Features:
• Facilitators and mentors answer questions and help you through your studies.
• Career counselors help you prepare for the transition from the classroom to the workplace.
• Courses are all open enrollment and self-paced.
• No additional charges—all materials, workbooks, and software are included in the course fee.
• Payment plans available.

How to Get Started
1. All materials are included in the program fees.
2. Register and pay at www.ed2go.com/ccm. For more information, call 877-221-5151

GED
One of the best ways to move forward in your career is to start with a High School Diploma!

ONLINE LEARNING

ONLINE HIGH SCHOOL DIPLOMA
View options at www.ed2go.com/ccm/ (http://www.ed2go.com/ccm)

GED PREPARATION
Want to pass the GED® test? This course will help you develop the skills you’ll need to succeed.

CLASSROOM OPTIONS:
For daytime GED classes, contact Morris County School of Technology at 973-627-4600.

Project Management
• Certificate in Agile Project Management with SCRUM (p. 28)
• Certificate in Project Management with PMP or CAPM Option (p. 28)
• Microsoft Project Certification (p. 29)

Information Session: Careers in Project Management
Where to find employers, salaries, training that is needed, how to get started. Information sessions are held in September and January each year. For current details, see our Continuing Education schedule at www.ccm.edu/businesscommunity (http://www.ccm.edu/businesscommunity). Pre-registration is not required.

Certificate in Agile Project Management with SCRUM
Learn the latest techniques for speedy and insightful software development and new product creation. In this certificate program in Agile Project Management with Scrum you will unravel the methodology of the Agile Manifesto and make the 12 Agile Principles your own. You will learn how to create the physical environment and how to assign and manage the roles of your Agile team. Become adept at agile planning, building product roadmaps, scheduling releases, planning needed iterations and preparing for launch. You will see and practice managing scope, time, cost, quality and risk. This course is what you need to fully understand and practice agile techniques. The certificate encompasses 5 primary topics completed over 12 full days of training. Topics include:

• Principles and Functions of Agile Project Management
• The Agile Charter, Environment and Activities
• Practical Agile Vision, Roadmaps, Sprints and Releases
• Managing the Agile mechanism
• How to Safeguard Agile Project Management Success

Certification:
You do not need to enroll in the certificate program to benefit from these courses. Upon completion of these five courses, you are awarded the Certificate in Agile Project Management with Scrum by the college.

REQUIRED TEXT:
For required text book information, go to https://bookstore.ccm.edu/ and click on “Textbook Lookup.” Students must obtain the text on their own and have it for the first day of class.

To register, go to https://webadvisor.ccm.edu/ and click on "Continuing Education (Non-Credit)." Have your credit card, social security number, and 5 digit Course Code number ready.

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

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

**Curriculum**

The Certificate Program in Project Management consists of six courses, comprising 81 hours of training. The courses are generally presented in the evening from 6:30-9:30 p.m., one day a week over two semesters. The curriculum can be presented in an accelerated format of full or half day sessions at corporate sites. The curriculum can also be tailored to the corporation’s needs and time constraints.

**PMPs can receive PDU’s by taking these courses.**

**Learning and Program Objectives**

- Develop and apply the understanding and mind set of the project management discipline.
- Review and understand worldwide best practices in project management.
- Understand PMI’s Code of Ethics and Professional Conduct.
- Understand the requirements for the PMI Certification Exams for PMP and CAPM.
- Provide the contact hours required for PMP and CAPM eligibility.
- Prepare for the PMP and CAPM Certification Exams.

**REQUIRED TEXT:**

For required text book information, go to [www.ccm.bkstr.com](http://www.ccm.bkstr.com) and click on “Books”. Students must obtain the text on their own and have it for the first day of class.

Visit [www.pmi.org](http://www.pmi.org) for more information. This is the required text for all classes. It can be purchased in bookstores or from the PMI, call 1-866-276-4764.

**Certification**

You do not need to enroll in the entire certificate program to benefit from these courses. Upon completion of these six courses, you are awarded the Certificate in Project Management (CPM) by the college. See “Certificates and Transcripts” (http://catalog.ccm.edu/noncredit/fall/general-information).” You may then apply directly to the PMI for details on obtaining their PMP or CAPM certification.

**Course Descriptions and Schedule**

(Courses not offered this semester will be offered the following semester.)

<table>
<thead>
<tr>
<th>Course Code</th>
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<tr>
<td>PMC-109</td>
<td>Planning for Project Success</td>
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<tr>
<td>PMC-114</td>
<td>Planning Quality in the Project</td>
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<tr>
<td>PMC-101</td>
<td>Identifying and Managing Project Risk</td>
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<tr>
<td>PMC-113</td>
<td>Managing Project Performance</td>
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<tr>
<td>PMC-111</td>
<td>Managing Project Teams</td>
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To register, go to [https://webadvisor.ccm.edu/](https://webadvisor.ccm.edu/) and click on “Continuing Education (Non-Credit).” Have your credit card, social security number, and 5 digit Course Code number ready.

**Microsoft Project Certification**

Why are thousands of businesses requiring skills in project management AND Microsoft Project? Clear thinking managers trained in project management techniques and the skills for using MS Project are more productive and efficient in completing projects on-time and on budget.

Get both in this class which is for individuals looking to separate themselves from the pack. Certified Project Managers will learn how to take advantage of MS Project to plan and manage projects.

The novice or “un-trained” project manager will learn project management concepts and terminology as well as the use of MS Project, the most popular Project Management software on the market. Equally important, you will work through hands-on assignments to accomplish the technical tasks which prepare you to pass the certification exam in MS Project.

Preparation is focused on Microsoft Exam 74-343 Managing Projects with Microsoft Project 2013

**REQUIRED TEXT:**

For required text book information, go to [www.ccm.bkstr.com](http://www.ccm.bkstr.com) and click on “Books”. Students must obtain the text on their own and have it for the first day of class.

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<td>Microsoft Project Certification</td>
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To register, go to [https://webadvisor.ccm.edu/](https://webadvisor.ccm.edu/) and click on “Continuing Education (Non-Credit).” Have your credit card, social security number, and 5 digit Course Code number ready.

**Faculty**

**Ciro Petti, MBA, PE, MCT, PMP, CPP**

Instructor

Ciro has been teaching at CCM since 1994. After years working for corporate America as a professional engineer, manager and executive, he opened a training consulting business to share his expertise with the next generation of engineering leaders.

**Testimonials**

“I attended all the courses of the CCM Project Management Certification Program. They were a great learning experience and I found them to be invaluable in preparation for the PMP certification exam, which I later took and passed. I think this program is an...”
Courses

Identifying and Managing Project Risk

Prerequisite: Planning for Project Success. Assessing project risks is sometimes considered an unnecessary, pessimistic and time consuming effort which reduces morale in the project. There is nothing farther from the truth. Identifying and managing positive and negative risk is essential to forestall, mitigate or eliminate negative occurrences to the project. They must be discovered, identified, analyzed both qualitatively and quantitatively, monitored, managed and planned for in order to avoid failure. Project Managers receive a proven approach to managing project risk. Creating risk response plans that exhibit a high combination of potential impact and likelihood is paramount to completing a project successfully. Engaging the project team and other resources must also be brought to bear in managing risk. PMC-112.

Planning for Project Success

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

Managing Project Teams

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

Negotiation and Contract Management

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

Managing Project Performance

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

Planning Quality in the Project

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

Microsoft Project Certification

Why are thousands of businesses requiring skills in project management AND Microsoft Project? Clear thinking managers trained in project management techniques and the skills for using MS Project are more productive and efficient in completing projects on-time and on budget. Get both in this class which is for individuals looking to separate themselves from the pack. Certified project managers will learn how to take advantage of MS Project to plan and manage projects. The novice or un-trained project manager will learn project management concepts and terminology as well as the use of MS Project, the most popular Project Management software on the market. Equally important, you will work through hands-on assignments to accomplish the technical tasks which prepare you to pass the certification exam in MS Project. Preparation is focused on: Microsoft Exam 70-343 Managing Projects with Microsoft Project 2013 PMC-118.

Project Management With MS Project

Get 2 certifications in 1 program! In one course, over 16 full days of training, you will complete two certification programs and be prepared to take the PMI CAPM or PMP exam and the Microsoft MCP Project Exam. This 112 hour program is instructor-led allowing it to go beyond test preparation to providing you with the case studies and real life experiences need to master the subject matter. PMC-120.

Sales Skills

www.ed2go.com/ccm (http://www.ed2go.com/ccm)
Professional Sales Skills
Discover how to begin a successful and rewarding career in sales.

Effective Selling
Learn the secret to converting a potential customer into a long-term asset. Find out how to lay the groundwork for repeat business and your future success.

Principles of Sales Management
Master the art of managing sales teams from a sales management professional.

Supply Chain Management

Information Session: Careers in Supply Chain Management
Where to find employers, salaries, training that is needed, how to get started. Information sessions are offered in September and January. See our current continuing education schedule at www.ccm.edu/businesscommunity (http://www.ccm.edu/businesscommunity) for complete details. Pre-registration is not required.

Certificate in Supply Chain Management
The Certificate in Supply Chain Management consists of seven courses, comprising 84 hours. The courses are generally presented in the evening from 6:30-9:30 p.m., one day a week over two semesters on campus. The curriculum can be presented in an accelerated format of full or half day sessions at corporate sites. The curriculum can also be tailored to the corporation’s needs and time constraints.

Course Descriptions and Schedule
(Courses not offered this semester will be offered the following semester.)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>CEUs</th>
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<tbody>
<tr>
<td>SCM-100</td>
<td>The Strategic Power in Supply Chain Management</td>
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<tr>
<td>SCM-101</td>
<td>Sourcing, Suppliers, and Supply Chain Strategy</td>
<td></td>
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<tr>
<td>SCM-102</td>
<td>Answering Demand in Supply Chain Strategy</td>
<td></td>
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<tr>
<td>SCM-104</td>
<td>Using Information Technology Strategically</td>
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<tr>
<td>SCM-105</td>
<td>Measuring Supply Chain Performance</td>
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<tr>
<td>SCM-106</td>
<td>Creating Supply Chains for Competitive Advantage</td>
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<tr>
<td>SCM-103</td>
<td>Lean Production and Six Sigma Tactics in Supply Chain</td>
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To register, go to https://webadvisor.ccm.edu/ and click on "Continuing Education (Non-Credit)." Have your credit card, social security number, and 5 digit Course Code number ready.

Learning Objectives
The purpose of the Certificate Program in Supply Chain Management is to prepare the student with the latest concepts and technology practiced in successful Supply Chains today. The program immerses the supply chain practitioner in the combination of art and science that is the foundation of improving the way your company operates from strategically obtaining the raw components required to create a product or service to delivering it to its customers. You will analyze both the successes of Supply Chain best practices and the pitfalls of supply chain breakdowns.

General Program Description
The relatively straightforward purchasing function has become a responsibility to support the firm’s critical operations from securing vital raw materials to providing a network to deliver products and services, sometimes globally. This requires the technical savvy to design and maintain supply chain activities with the goal to provide the organization with net value.

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

REQUIRED TEXT:
For required text book information, go to https://bookstore.ccm.edu/ and click on "Textbook Lookup." Students must obtain the text on their own and have it for the first day of class.

Certification
You do not need to enroll in the certificate program to benefit from these courses. Upon completion of these seven courses, you are awarded the Certificate in Supply Chain Management by the college. See "Certificates and Transcripts (http://catalog.ccm.edu/noncredit/fall/general-information)."

Faculty
Ciro Petti, MBA, PE, MCT, PMP, Adjunct Instructor
Ciro has been teaching at CCM since 1994. After years working for corporate America as a professional engineer, manager and executive, he opened a training consulting business to share his expertise with the next generation of engineering leaders.

Courses
The Strategic Power in Supply Chain Management
Learn why your company should be a part of a network and alignment of firms committed to bringing products and services to market. This supply chain provides the core of a successful, systemic, strategic coordination of common business functions. Also learn the origins of the supply chain and how savvy firms have harnessed and refined it to become powers in their industries. Before you can create and improve your supply chain, you must understand the five underlying principles and drivers of the supply
chain and examine the characteristics of the successful ones. This course is a prerequisite for the program. SCM-100.

Sourcing, Suppliers, and Supply Chain Strategy

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

Answering Demand in Supply Chain Strategy

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

Lean Production and Six Sigma Tactics in Supply Chain

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

Using Information Technology Strategically

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

Measuring Supply Chain Performance

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

Creating Supply Chains for Competitive Advantage

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

Teacher Education Programs

• Information Session (p. 33)
• New Pathways to Teaching in New Jersey Program courses (p. )

New Pathways to Teaching in New Jersey

County College of Morris, New Jersey City University and participating NJ Community Colleges are offering an alternate route to teacher certification, which is an approved program of the New Jersey Department of Education. The Programs offered at CCM are specifically for candidates interested in K-12 general and subject matter teaching certificates. It does not include PreK – 3 nor Certificate of Technical Education certifications. For these programs, please contact NJCU for more details.

As of September 1, 2017, the NJ DOE changed the program. Under these new requirements, candidates will be required to complete
400 hours of training over the course of 2 years. The NPTNJ program will split this training into 6 pieces:

- A 50 hour Pre-service Course,
- 4 semesters of training,
- Completion of an EdTPA portfolio.

Candidates may choose to complete the training for 15 credits towards a Master’s Degree from NJCU or as a non-credit student.

To enter the program a candidate must possess a Certificate of Eligibility from the NJ DOE. Candidates will be required to have a position as Teacher or Co-Teacher of Record to enter the 4 semesters of training; however a teaching position is not required nor expected to complete the 50 hour Preservice Course.

For complete and current information on certificate of eligibility requirements, please visit the NJ DOE website at http://www.state.nj.us/education/educators/license/alternate.htm.

This program is for candidates who possess:

- Bachelor’s degree or higher from an accredited four year college or university
- GPA of 3.0 or higher
- Passing PRAXIS II score
- Certificate of Eligibility (CE). Please see the NJ DOE website for current requirements.
- A minimum score on a standardized College entrance exam as defined by the NJ DOE. Go to this link for details. http://www.state.nj.us/education/educators/prp/preparation/BasicSkillsExemptionCutScores.pdf

Before contacting CCM, please be sure you have thoroughly reviewed the NJ DOE website for the requirements needed for the specific teaching certification you desire.

Information Sessions: Careers in Teaching - The Alternate Route Program

Where to find employers, salaries, training that is needed, how to get started. The new changes that are being implemented on September 1, 2017 as part of the New CE requirements, as well as Standard and Provisional Certificates. Sessions are held in September and January of each year. Please see our continuing education schedule at www.ccm.edu/businesscommunity for details. Registration is required for this session.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>CEUs</th>
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<tbody>
<tr>
<td>ALT-107</td>
<td>Alternate Route Information Session</td>
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To register, go to https://webadvisor.ccm.edu/ and click on "Continuing Education (Non-Credit)." Have your credit card, social security number, and 5 digit Course Code number ready.

New Pathways to Teaching in New Jersey (NPTNJ) - the Alternate Route to Teaching

Course Code | Course Title | CEUs |
-------------|--------------|------|
ALT-113      | NPTNJ Preservice Component | Check our website at www.ccm.edu/businesscommunity for updates on additional courses.

To register, go to https://webadvisor.ccm.edu/ and click on "Continuing Education (Non-Credit)." Have your credit card, social security number, and 5 digit Course Code number ready.

Courses

Alternate Route Information Session

* * IMPORTANT NEWS! * * NJ DOE ANNOUNCES BIG CHANGES TO PROCESS Effective Sept 1, 2017 the Alternate Route to Teaching process will be dramatically changing. Among other changes, the program will increase from 224 hours in 12-18 months to 400 hours over 2 years. This year is your last chance to get into the program under current rules. Please plan to attend this information session if you are interested in becoming a NJ Certified K-12 teacher through the alternate route program. While many questions remain to be answered, CCM and our lead partner, NJCU, will have some important details on the transition to the new rules. Additionally, we will have an expert from the NJ DOE Morris County Executive Superintendent’s Office available to provide information on the certification process and documentation. ALT-107.

NPTNJ Preservice Component

Do you want to get a head start on the new requirements, but have not started the Alternate Route yet? Are you interested in becoming a teacher, but don’t know where to start? This 50 hour course will replace the "Introduction to Teaching Course. It includes 30 hours of classroom training, 8 hours of observing other certified teachers, and 12 hours of direct student contact as a substitute, tutor or afterschool program teacher. ALT-113.

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 diverse organizations and industries in the greater Morris County area. This past year we served over 300 companies and over 4,000 employees.

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
Customized Business Training

- Grow your Market Share and Maximize Profit Margins.

We provide services to:
- Customize workforce development solutions specifically for your unique environment (programs with demonstrated gains of 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

We welcome you to find out more about us and learn how our workplace programs can benefit your organization.

Please contact us for a free consultation:
Center for Business & Technology at CCM
Email cbt@ccm.edu or call 973-328-5185 for Training Solutions Assistance
or visit www.ccm.edu/cbt (http://www.ccm.edu/businessCommunity/business.aspx#customized) for Services/Training Topics Information

Sample Topics
Sampling of Courses for Your Business

Business / Personal Development Skills

<table>
<thead>
<tr>
<th>Business Writing</th>
<th>Performance Management</th>
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<tr>
<td>Business Communications</td>
<td>Team Building</td>
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<tr>
<td>Customer Service Skills</td>
<td>Supervisory/Management Skills</td>
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<tr>
<td>Conflict Resolution</td>
<td>Change Management</td>
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<tr>
<td>Diversity Management</td>
<td>Work Life Balance</td>
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<tr>
<td>Emotional Intelligence</td>
<td>Strategic Planning</td>
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<tr>
<td>Team Effectiveness</td>
<td>Innovative Thinking</td>
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<tr>
<td>Time Management</td>
<td>Marketing &amp; Sales</td>
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<tr>
<td>Critical Thinking Skills</td>
<td>Multi-Generational Mgmt.</td>
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<tr>
<td>Stress Management</td>
<td>Succession Planning</td>
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Presentation Skills | Leadership Development

**Technical Skills**

<table>
<thead>
<tr>
<th>Business Math</th>
<th>Mechanical Prototyping</th>
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<tbody>
<tr>
<td>Blue Print Reading</td>
<td>Computer Integrated Mfg. (CNC)</td>
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<tr>
<td>Microsoft Office Suite</td>
<td>General Mechanical Skills</td>
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<tr>
<td>GDT</td>
<td>Logistics</td>
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<tr>
<td>Supply Chain Management</td>
<td>Lean Thinking</td>
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<tr>
<td>Project Management</td>
<td>Social Media</td>
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<tr>
<td>Lean 5S</td>
<td>Program Development Languages</td>
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<tr>
<td>Lean Visual Production</td>
<td>Database Tools</td>
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<tr>
<td>Six Sigma</td>
<td>Web Design/Development Specialist Certificate</td>
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<tr>
<td>Business Process Improvement</td>
<td>Networking Fundamentals</td>
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<tr>
<td>GMP &amp; GLP</td>
<td>Cisco CCNA Network Technician Certification</td>
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<tr>
<td>MS Office Specialist Certification</td>
<td>COMPTIA A+ Certification</td>
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</table>

**Language Skills**

English as a Second Language Occupational Spanish (ESL)

Get details on hot in-demand programs we can provide for your business at www.ccm.edu/BusinessCommunity/InDemand.aspx (http://www.ccm.edu/BusinessCommunity/InDemand.aspx).

Testimonials

Maximizing Success for Morris Businesses

- AAA New Jersey Automobile Club (p. 35)
- Atlantic Health System (p. 35)
- Dassault Falcon Jet (p. 34)
- GlaxoSmithKline (p. 35)
- Jewish Community Housing Corp. (p. 35)
- The MGroup (p. 35)
- Tango, Inc. (p. 35)
- Metem Corporation (p. 35)

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:

DASSAULT FALCON JET: Robin Moriates, Training and Development Manager. The world leader in the integration
of advanced and innovative airborne systems turned to CCM to increase their competitiveness through programs to upskill leadership and technology skills for their workforce. Robin feels, “Our relationship with CCM has been invaluable to the organization and training department. CCM, a strategic learning partner, has provided us with robust workshop topics from Leadership Development, Communications, Computer Skills and Presentations training. The facilitators are highly engaging and deliver interactive sessions. CCM is very flexible in customizing training content and ensures that the programs are relevant to our teams. The interactive exercises and activities make the training interesting and energizing for all participants.”

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 Adley, 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.”

METEM CORPORATION: Elise Mundrick, Director, Human Resources. A leading innovator and supplier of advanced machining and engineering solutions for turbine engine super-alloy components in the power generation and aerospace industries worldwide, Metem came to CCM to strengthen management communication skills, knowledge of computer technology and ESL training for their production workforce. Elise shared regarding the delivery of our training services that, “CCM transformed Metem’s desire to offer pertinent on-site training opportunities to our employees into reality! Their responsiveness and flexibility, coupled with high level of professionalism, met the challenges of our busy, growing, multi-shift organization. The (delivery) process is simple, with minimal administration required on our part, and maximum results! The courses exceeded our expectations, as the instructors truly took the time to address the individual concerns our employees raised-and thus even solved a few everyday operational challenges! Our employees appreciated the opportunity to enhance their personal skills, in a format that accommodated their busy schedules, as we continue to expand and grow our in-house technology. CCM is a valued business partner and we look forward to offering more learning opportunities in the near future.”

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/
General Information

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

Grant-Funded Training
Grant-Supported Training for Your Employees
Take advantage of cost-free training through a special state grant program! Classes are held on the Randolph campus at no charge to your company. All registration for the Grant-Supported Training Program must be done through CCM’s Center for Business & Technology. Classes available in Business/Communication Skills and Computer Skills.

For registration, information and schedule, go to www.ccm.edu/BusinessCommunity/Grant-Supported.aspx.

Topics are offered as a full day course (9:00 am - 5:00 pm). We encourage you to share this opportunity with friends, family and coworkers and join thousands of others who have benefited from the training we provide.

NOTE: For Employers and Employees

These classes are provided at no charge to your company. However, employees must meet the following eligibility requirements:

- Public employees and unemployed persons are NOT eligible for this program (a special program for unemployed can be found at http://rtwnj.org)
- Employees must work either part-time or full-time for a New Jersey business
- Employees must be paid by their employer at their usual hourly rate while in training (companies with less than 250 employees are exempt)
- Employer’s valid FEIN Number is required (Tax ID number - see your Human Resources Dept.)
- For PC courses, employees must have Windows knowledge and keyboard/mouse skills

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:

- Course Development for Topics
- Class Materials (most topics)

- Instructor and Delivery

View a sample of Workforce Development Courses for Your Business at http://www.ccm.edu/BusinessCommunity/CBT-Programs.aspx/

NEW Grant Opportunities for Businesses - The New Jersey Department of Labor and Workforce Development spearheaded the creation of three Talent Development Centers at institutions of higher education to serve as “centers of excellence” for providing workforce training and skill development focused on a specific, key industry in New Jersey: Advanced Manufacturing Health Care and Transportation, Logistics and Distribution. These centers will also serve as anchors for expanded high-quality, employer-driven partnerships and will further build the capacity of the state’s higher education institutions to provide education and training aligned with the needs of the state’s key industries.

CCM is a strategic partner for these centers to connect Morris Area businesses and support each Talent Development Center’s primary mission of providing industry-focused training for dislocated, currently employed, and incumbent workers.

To Gain Access to All Our Funding Programs, Contact Us Today at 973-328-5186 or email us at CBT@CCM.EDU

General Information

- Certificates and Transcripts (p. 36)
- Course Cancellations and Changes (p. )
- Credit Courses (p. 37)
- Disability Services (p. )
- Emergency and Inclement Weather Closing (p. 37)
- Employer Paid Training (p. )
- Lifetime Learning Credit Act (p. )
- Morris County Agencies Only (p. 37)
- Purchasing Text Books (p. )
- Student Records (p. )
- Student Withdrawal and Refunds (p. 38)
- Traffic and Parking Regulations (p. 38)
- Use of CCM Library (p. 38)
- Visit CCM’s Website (p. 38)

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 is required, programs have additional requirements). Request the certificate using the “Request a Certificate” form found at www.ccm.edu/businesscommunity (http://www.ccm.edu/businesscommunity) under “Other useful links”. Email your request to CPP@CCM.EDU. Certificates will take 7-10 business days after receipt of your request to be mailed out.

For proof of course or program completion, please request a transcript from the Office of Records and Registration by going to
Course Cancellations and Changes

It is to your advantage to register early to ensure a class will run.

On occasion, courses may be cancelled for a variety of reasons including low enrollment. Every effort is made to contact students using the contact information of record on file with the Office of Records and Registration as far in advance of the class as possible. If a course is cancelled, we attempt to notify participants by telephone or email prior to the first class meeting. Students will receive a full refund. Please be sure your current contact information has been recorded by the Office of Records and Registration by using the “Change of Information” form found at http://tinyurl.com/q8wej7/. For regulatory compliance reasons, the information entered at the time of online registration may not update your official college information of record.

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

Credit Courses

CCM credit programs cover a spectrum of transfer and career-oriented fields of study. For information on credit courses, call the Admissions Office at 973-328-5100.

STUDENTS SEEKING DISABILITY ACCOMMODATIONS:

In accordance with the policies underlying Section 504 of the Rehabilitation Act of 1973, the American with Disabilities Act (ADA) of 1990, the ADA Amended Acts (ADAA) of 2008 and County College of Morris policy, no qualified individual with a disability shall, solely on the basis of that disability, be excluded from participation to County College of Morris programs or activities. 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 Office of Accessibility Services at 973-328-5284 or disabilityservices@ccm.edu

Emergency and Inclement Weather Closings

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

• 24-hour number 973-328-5580. A recorded message details the status of the campus.

• CCM’s website: www.ccm.edu (http://www.ccm.edu)

See your instructor at the next class for make-up information. In the event that the college closed on what was to have been your only or last session, you will be contacted regarding the make-up class.

We regret it 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 imperative that CCM have 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” paragraph below to make corrections.

Employer Paid Training

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

Lifetime Learning Credit Act

Individuals can qualify for an educational tax credit for tuition and fees paid for continuing education courses. A family can claim on its tax return a credit equal to 20 percent of the first $10,000 of educational expenses for a maximum tax credit of $2,000. The tax credit is subject to income and other limitations. For detailed information consult IRS Publication 970, Tax Benefits for Higher Education, which can be obtained at any IRS office or at http://www.irs.gov/pub/irs-pdf/f970.pdf.

Morris County Agencies Only - payment procedure

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

Purchasing Text Books

Courses which require textbooks state so in the course description. It is the student’s responsibility to have the necessary book in hand for the beginning of the first class. You may purchase most books through the CCM Campus store or other retail outlets. For textbook information, availability, and pricing please contact the CCM Campus Store online at https://bookstore.ccm.edu.
The Campus Store offers various options for purchasing some books including: rental, purchasing used, online purchase with store or home delivery. The CCM Campus store is open 8:30am-4:30pm, Tuesday, Wednesday and Friday and 8:30pm-6:30pm on Monday and Thursday during the academic year and 8:30-4:30, Monday thru Friday during summer sessions.

Student Records

All student records are maintained by the Office of Records and Registration. This office is the only office on campus to have access to social security numbers and the only office that can formally change information in our student records management system.

For regulatory purposes related to out-of-county tuition costs, changes of address and other contact information must be made in writing using the appropriate form provided by the Office of Records and Registration. For change of information, go to http://tinyurl.com/q8wrej7/. Simply entering correct information at the time of class registration does not change your official information. Please ensure CCM has current and correct contact information.

Student Withdrawal and Refunds

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

Traffic and Parking Regulations

County College of Morris provides on-campus parking for its students, guests and visitors. We have well-lighted parking lots with emergency phones under a blue colored light, and the lots are regularly patrolled by our Department of Public Safety. Persons driving or parking on campus are expected to observe all traffic signs and regulations. Maximum speed limit on campus is 25 MPH unless posted otherwise.

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 in a couple ways:

1. Visiting the Public Safety Office located at the 675 building, Academic Drive and Route 10 East;
2. Removing it from the current print version of the Continuing Education catalog.

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.

Use of CCM Library

Participants enrolled in non-credit courses may charge books out of the college library. Morris County residents with valid library cards from a Morris County public library may use that card to register for borrowing privileges at CCM.

Visit CCM’s Website

CCM’s website is complete with tools to make your experience more personal. We look forward to meeting you at www.ccm.edu (http://www.ccm.edu).

How to Sign Up for Community and Professional Programs (CPP)

- On-line enrollment process (p. )
- Register by mail (p. )
- In-person registration (p. )

Courses begin throughout the semester. On-line registration must be completed three business days prior to the first class. Seats are limited so register early. Courses are for those 18 years of age or older with the exception of youth programs.

Payment in FULL is due at the time of registration.

PLEASE NOTE: Your Social Security Number is required for on-line registration. CCM accepts students regardless of immigration status. To register without a Social Security Number, please use the “In-person Registration” process described below.

To register in person on via US Mail, you must print the registration form from our website at www.ccm.edu/BusinessCommunity (http://www.ccm.edu/BusinessCommunity). see below for specific instructions. (You will NOT receive a confirmation if you register by mail).

On-Line Instant Enrollment

You can register for classes ONLINE. This option can be used up to three full business days before the course start date. Search for the course(s) you want – enter only the 5 digit course code number, pay and get immediate confirmation of your registration. Go to https://webadvisor.ccm.edu. Follow the instructions. Your registration will not be processed without payment. VISA, MasterCard and Discover are accepted. See directions below.

PLEASE NOTE: Change of Information. The on-line system is unable to automatically update changes of name, address or phone number since your last registration. To change your information, go to www.ccm.edu (http://www.ccm.edu). Put Change of Information Form into the Search Box. Print and complete. This helps the college contact you with mailings, course changes or cancellations. You may not receive your certificate if your information is not updated. Please help us serve you better.

For on-line registration assistance, call 973-328-5187. For technical assistance with WEB registration, contact the Help Desk at 973-328-5600, 8 a.m.-7 p.m., Monday through Thursday, and 8 a.m.-4:30 p.m. on Friday.
How to REGISTER AND PAY at www.ccm.edu (http://www.ccm.edu) for NON-CREDIT COURSES

1. Scroll to bottom of page
2. Select Business & Community
3. Under Upcoming Events, select Web Advisor/Registration
4. Select Continuing Education (non-credit)
5. Select Register and Pay for Continuing Education classes (non-credit)
6. Enter only the 5 digit course code number (example 48200) then submit
7. Enter all required information and submit (if registering a child, use child's name and social security number)
8. Enter credit card information
   a. Credit card number no spaces or dashes
   b. Expiration date, month/year
   c. Name on credit card - This can be different from the student's name
   d. Email address - Please verify accuracy. Confirmation of payment will be sent to this address
9. Click Submit
10. Print the confirmation page for your records

Register by Mail

Mail completed registration form and payment to:

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

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

In-Person Registration

In-person registration may be completed in the Student Community Center, 220 (parking lot 6 - obtain a visitor's pass at the Public Safety Office located at 675 Route 10 East, parking lot 10). The Records and Registration Office is open 8:30 a.m. - 4:15 p.m., Tuesday, Wednesday and Friday and 8:30 a.m. - 6:15 p.m. on Mondays and Thursdays (while evening classes are in session). You may pay by check, money order, VISA, MasterCard or Discover.

Youth Classes

- Youth Swim Program
- College Entrance Exam Prep Courses

YOUTH SWIM PROGRAM (AGES 6-14)

See your child become more confident in their ability to survive and play in water safely. Watch as they develop the skills needed to go on to more advanced swim team training if they choose. Following the American Red Cross (ARC) Curriculum for water safety and swimmer education, CCM’s popular youth swim lessons group students according to ability and age. Beginner and Advanced beginner classes focus on water safety and basic breathing and stroke techniques.

Intermediate classes prepare students for joining a swim team should they desire to do so. Class sizes range between 6 to 10 students per instructor based on ARC Water Safety Instructor standards. All instructors are ARC certified Water Safety Instructors, ARC certified lifeguards or both and have both CPR and First Aid training.

SWIMMER EVALUATION SESSION

We will evaluate your child’s swimming ability on Tuesday, Sept 20. The instructors will place your child in the appropriate class and notify you of the time slot prior to the start of class. Time slots are 9-9:45 a.m., 10-10:45 a.m. and 11-11:45 a.m. During the swim evaluation, your child will be guided through various skills required for the class. Requests for refunds must be received three business days before the Swim Placement Testing date

YOUTH BEGINNER (AGES 6-7 YRS.)

Introduction to blowing bubbles, bobbing up and down underwater, kicking on front and back, floating on front and back, paddle stroke and elementary backstroke. A floatation device will be utilized.

YOUTH BEGINNER (AGES 8-10 YRS.)

Introduction to blowing bubbles, bobbing up and down underwater, kicking on front and back, floating on front and back, paddle stroke and elementary backstroke. A floatation may be used.

YOUTH ADVANCED BEGINNER (AGES 7-10 YRS.)

Prerequisite: Swim half the length of the pool comfortably, knowledge of over-arm recovery freestyle with attempted rotary breathing, and backstroke. Continue to focus on these skills, build endurance and introduced to breaststroke.

INTERMEDIATE (AGES 7-14 YRS.)

Prerequisite: Swim 25 yards of freestyle, backstroke and breaststroke comfortably. Continue to refine strokes, build endurance, introduced to butterfly and freestyle flip turns.

TEEN LESSONS (AGES 10-14 YEARS)

Ideal lessons for those beyond the age for progressive swim classes yet too young for adult classes. Participants progress at their own pace so that they can develop the skills necessary to swim safely for fun and exercise, emphasizing swimming on front and back in shallow and deep water.

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<td>YTH-101</td>
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**College Entrance Exam Preparation Courses**

CCM is pleased to continue offering its successful College entrance Exam Preparation courses. Our instructors specialize in each major section of the exams and have decades of combined experience in leading students to greater success increasing their scores.

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<td>YTH-113</td>
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**Courses**

**SAT Prep**

Revised to prepare for the "redesigned" SAT and PSAT exams, this course utilizes the most up-to-date materials and information to prepare for the SAT and PSAT exams. The SAT is one of the key measurement tools that colleges use in making admission and financial aid decisions. Students will take authentic practice tests under testing conditions and will learn test-taking strategies, shortcuts and traps to avoid. Key reading, writing and math topics will be reviewed. Understanding test questions will be emphasized.

REQUIRED TEXT: For required text book information, go to https://bookstore.ccm.edu/college. Students must obtain the text on their own and have it for the first day of class. Books may not be stocked by the CCM bookstore; instead they may be available at retail outlets. YTH-100.

**ACT Exam Prep**

This course reviews ACT topics in English, Reading, Math and Science. Students will learn and practice effective test-taking strategies and time management skills. With the support and direction of experienced test-prep teachers, students can gain confidence and optimize their scores. Students will take authentic practice tests under testing conditions and learn key information, test-taking strategies, shortcuts and traps to avoid.

REQUIRED TEXT: For required text book information, go to https://bookstore.ccm.edu/college. Students must obtain the text on their own and have it for the first day of class. Books may not be stocked by the CCM bookstore; instead they may be available at retail outlets. YTH-113.

**Youth Swim**

See your child become more confident in their ability to survive and play in water safely. Watch as they develop the skills needed to go on to more advanced swim team training if they choose. Following the American Red Cross (ARC) Curriculum for water safety and swimmer education, CCM's popular youth swim lessons group student according to ability and age. Beginner and Advanced beginner classes focus on water safety and basic breathing and stroke techniques. Intermediate classes prepare students for joining a swim team should they desire to do so. Class sizes range between 6 to 10 students per instructor based on ARC Water Safety Instructor standards. All instructors are ARC certified Water Safety Instructors, ARC certified lifeguards or both and have both CPR and First Aid training. YTH-101.
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