Table of Contents

Non-Credit/Continuing Professional Education ................. 2
Career and Professional Programs .................................. 2
English Language Learning ........................................... 2
Graduate & Professional Exam Preparation Courses .......... 3
Health Occupations .................................................... 4
  Alcohol and Drug Counselor (CADC) Certificate Program ........................................... 5
  Certified Nurse Aide and Certified Homemaker/Home Health Aide ........................................... 9
  Certified Peer Recovery Specialist ..................... 10
  CPR ................................................................. 11
  IV Therapy ...................................................... 11
  Medical Billing and Coding ..................................... 12
  North Jersey Imaging Academy ............................. 14
  Nurses’ Continuing Education .......................... 15
Human Resources ......................................................... 16
Information Technology and Computer Support ........... 17
Nonprofit Leadership Training ...................................... 20
Online Learning/Ed2go ................................................... 22
Project Management ..................................................... 23
Six Sigma Certification .................................................. 25
Supply Chain Management ............................................. 25
Teacher Education Programs .......................................... 27
Customized Business Training ........................................ 28
General Information ....................................................... 29
  How to Sign Up for Community and Professional Programs (CPP) ......................................... 31
Index ................................................................. 33
Non-Credit/Continuing Professional Education

The Department of Workforce Development and Community Partnerships, [www.ccm.edu/BusinessCommunity](http://www.ccm.edu/BusinessCommunity), offers non-credit Continuing Professional Education through its community Career and Professional Programs (CPP), Customized Business Training (CBT) for businesses, and Online Learning. To review and search courses, click on the Non-Credit/Professional Development Catalog in the navigation area.

Whether you are looking to acquire the skills to find a job, improve your job opportunities, or simply be more effective in your current position, CCM’s Continuing Professional Education programs are highly effective, affordable and conveniently scheduled. Instructors are skilled professionals with a passion to share their education, experience and knowledge to help you succeed. Most programs are offered at the Randolph Campus which is centrally located with state of the art facilities. Many of CCM’s on-site Business Training and one-day Open Enrollment programs may be eligible for grant funding.

We invite you to explore the pages of this catalog and contact the County College of Morris Workforce Development team at cpp@ccm.edu for more information or cbt@ccm.edu for information specifically on programs for businesses and employers.

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 at [www.ccm.edu/BusinessCommunity](http://www.ccm.edu/businesscommunity) 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 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 Development and Design
Careers in Non-Profit Leadership
Careers in Addictions Counseling
Careers in Medical Billing and Coding
Careers in Clinical Healthcare Professions
Careers in Teaching through the New Pathways to Teaching in New Jersey (NPTNJ)
Careers in Computer Technical Support and Networking

English Language Learning

Information Session: English Language Learning Program

Information sessions are held in September and January. See our current course schedule at [www.ccm.edu/BusinessCommunity](http://www.ccm.edu/businesscommunity) for details. Pre-registration is not required.

New Students to the English Language Learning Program

All NEW students for the English Language Learning program MUST complete a placement test at CCM’s Test Center. For more information and testing dates, see our current continuing education schedule at [www.ccm.edu/BusinessCommunity](http://www.ccm.edu/businessCommunity).

On the date/time of your placement test, you must bring a valid photo ID (driver’s license or passport). The testing center is located in the Learning Resource Center – 1st floor, Room LRC-101.01.

Program Description

The purpose of the CCM English Language Learning (ELL) program is to provide English language instruction for limited English proficient adults which will increase their ability to communicate in English. The content will be compatible with principles of language acquisition for adult learners of English and includes skills useful in workplace, life, and academic applications. Skills will be integrated into reading, writing, speaking and listening formats. Progress through levels will be measured by an approved standardized test or documentation of attainment of competencies. The CCM ELL program course curriculum conforms to the federally defined Workforce Development ESL levels and certificates are available in Beginner, Intermediate, Advance Level, and TOEFL.

The CCM ELL program includes an on-line learning component called MyEnglishLab. MyEnglishLab provides practice exercises and language learning tasks which students either complete in the CCM Computer Lab or at home. All practice language learning activities taken from the MyEnglishLab are coordinated with each book in the series used to support the multiple levels of ELL taught in the program.
Certification
Upon completion of a course, a certificate of completion may be awarded. See "Certificates and Transcripts." (p. 29)

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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>CEUs</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENS-230</td>
<td>ESL Testing</td>
<td>0</td>
</tr>
<tr>
<td>ENS-213</td>
<td>ESL Beginner 1</td>
<td>4</td>
</tr>
<tr>
<td>ENS-226</td>
<td>ESL Beginner 2</td>
<td>4</td>
</tr>
<tr>
<td>ENS-215</td>
<td>ESL Intermediate</td>
<td>4</td>
</tr>
<tr>
<td>ENS-214</td>
<td>ESL Advanced</td>
<td>4</td>
</tr>
<tr>
<td>ENS-255</td>
<td>ESL - TOEFL Prep</td>
<td>3</td>
</tr>
</tbody>
</table>

You may register and pay online at 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.

For more information, see our current continuing education schedule at www.ccm.edu/BusinessCommunity (http://www.ccm.edu/businessCommunity)

Courses

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

ESL Beginner 1
This course is designed for non-native speakers with limited English language skills and who wish to improve their English skills. This class will explore all aspects of the English language focusing mainly on grammar, through group and class discussion, online exercises and vocabulary. Emphasis is on practical everyday English and communication skills and prepares students to gain the baseline proficiency needed to advance to Beginner 2 level. ENS-213.

ESL Beginner 2
This course is designed for non-native speakers, with "limited" but more English language skills than Beginner 1, who will continue to improve their English skills. This class will explore all aspects of the English language focusing mainly on grammar, through group and class discussion, online exercises, and vocabulary. Emphasis is on practical everyday English and communication skills. By successfully completing the Beginner Level ESL courses, the student will demonstrate the English language skills necessary to obtain and maintain employment, access applied technology, communicate effectively in person and by phone, and effectively communicate on topics such as health, nutrition and transportation, and to understand U.S. concepts of time and money and how to use those skills to function. ENS-226.

ESL Intermediate
Intermediate Level ESL will focus on demonstrating English skills necessary: to communicate effectively on health and nutrition topics, to understand U.S. concepts of time and money and how to use those skills to function, to access transportation and travel, to understand safety and security issues, to understand consumer education issues, and to utilize government and community resources. ENS-215.

ESL Advanced
Advanced Level ESL will focus on demonstrating English skills necessary: to understand issues relative to environment and the world, for family and parenting in U.S. society, to listen, speak, read and write effectively, to apply standard grammar structures, and for development of pronunciation skills. ENS-214.

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

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 & Part 2
Learn about law school entrance procedures, developing analytical reasoning skills, and improving your test-taking skills. Taking both part 1 and part 2 of this course will prepare you to perform well on all three question types on the LSAT: reading comprehension, logical reasoning, and analytical reasoning.

PRAXIS Core Preparation
Are you a prospective teacher who needs to pass the Praxis Core Exam? Have you already attempted the Praxis Core and not been successful? If you answered yes to either of these questions, then this course is for you! You’ll develop all the skills you need for the test as we review and prepare for everything it includes.

How to Get Started
1. Go to www.ed2go.com/ccm
2. Search by course or by category for your desired topic and select your course
3. Choose your start date and click “Continue to Checkout”
4. Sign in to complete enrollment process
5. Select payment option and finalize purchase

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.

See our current course schedule at www.ccm.edu/businesscommunity (http://www.ccm.edu/businesscommunity) for details.

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 Peer Recovery Specialist (CPRS)
This entry level credential will promote competence and skill development in peer recovery support and peer delivered services in a variety of contexts; addiction crisis intervention, referral to treatment services and aftercare planning, prison re-entry, as well as in non-clinical settings, such as, peer run recovery centers.

Students who successfully complete this course will fulfill the curricula requirements for N.J. state certification as a Certified Peer Recovery Specialist. This course is also intended to qualify individuals to work in the newly emerging Peer Recovery Specialist workforce emerging nationwide. The CPRS is reciprocal with peer credentials in 48 of the 50 states, parts of South America, Europe and Asia. Some form of lived experience with addiction and recovery (in self-defined terms) is required for this course.

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, fire personnel, lifeguards, and other first responders.

Certified Nurse Aide (CNA)
As a Certified Nurse Aide (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.

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 (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.

North Jersey Imaging Academy
County College of Morris and Passaic County Community College have partnered to develop the North 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. These programs are intended for a Radiologic Technologist who has a current NJ license and ARRT certified Radiographic Technologists looking to advance their career with additional advanced certifications.
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. Programs include IV Therapy, RN Refresher Program and a variety of course offerings from Ed2Go, CCM's online learning partner. See RN Refresher program for a direct link to Ed2Go nursing courses.

IV Therapy Course

The IV Therapy Course is beneficial for RNs, LPNs, Radiology Technologists, EMTs and other allied health professionals whose responsibilities include intravenous maintenance, insertion and administration of IV medications. This course will provide the learner with necessary skills and theoretical knowledge to initiate and maintain intravenous therapy.

RN Refresher Program

This is an intensive program for RN’s who want to return to the nursing workforce and need to update their skills and nursing theory. Also excellent for current RN’s in non-clinical roles wanting to revive their clinical skills. The purpose of the activity is to enable the learner to review and update nursing knowledge and skills to assist with re-entry or initial entry to the acute care and long-term care setting. Objectives include and are not limited to: 1) Employ the nursing process utilizing critical thinking and clinical judgment in the acute care and long term care setting. 2) Review and increase knowledge related to care of patients with common medical surgical conditions, including use of technology and psychomotor skills. It also meets criteria required of RN Refresher Programs by the NJ Board of Nursing.

Alcohol and Drug Counselor (CADC) Certificate Program

- Certified Alcohol and Drug Counselor (p. 5)
- General Information for CADC (p. 5)

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/BusinessCommunity (http://www.ccm.edu/businesscommunity) for details. Pre-registration is not required.

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. Each individual domain course provides CEUs at .6, 1.2, or 1.8 depending on total number of hours per course, or 6 hours, 12 hours or 18 hours respectively. CEUs are awarded upon completion of each domain course. While the NJ Division of Consumer Affairs (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.

See the current course schedule at www.ccm.edu/BusinessCommunity (http://www.ccm.edu/businesscommunity)

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 CADC, you need to complete the following:

1. 270 hours of classroom training (5 domains, number of classes vary for each domain)
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 is a total of 54 hours. You may begin at any domain. CCM teaches 1 domain each fall and 2 domains between January and June. No classes are taught during the summer. 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_LCADC_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.
Courses

C101 - Initial Interviewing Process
At the end of this course, the student will be able to create a therapeutic alliance with the client by incorporating skills in listening, processing, and providing feedback and 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.

C102 - Biopsychosocial Assessment
At the end of this course, the student will be able to gather data systematically from the client and other available collateral sources using screening instruments and other methods that are sensitive to age, developmental level, culture, and gender; describe the behavioral, psychological, physical health, and social effects of psychoactive substances on the person using and significant others; determine the client's readiness for treatment and change as well as the needs of others involved in the current situation and based on the initial action plan, take specific steps to initiate an admission or referral and ensure follow through. ADC-917.

C103 - Differential Diagnosis
At the end of this course, the student will be able to develop a written diagnostic summary; document ongoing treatment needs; formulate mutually agreed upon goals, objectives, and treatment methods based upon assessment finding; define the terms reliability, validity, and sample population; develop a familiarity with the recognized assessment instruments; select, administer, score, and interpret to clients the results of alcohol, tobacco, and other drug assessment; assess client's immediate needs by evaluating observed behavior and other relevant information; administer appropriate evidence-based screening and assessment instruments and analyze and interpret the data to determine treatment recommendations. ADC-918.

C104 - Diagnostic Summaries
At the end of this course, the student will be able to describe the logic, purpose and function of the DSM diagnostic system; describe the organizational scheme of the DSM and diagnostic categories; list diagnostic criteria for substance abuse and substance Use Disorder; list frequently encountered differential diagnoses; understand that only licensed (not certified) counselors can diagnose; describe clinical presentations of co-occurring diagnoses; describe the ways in which substance use disorder and mental health diagnoses can interact; use SAMHSA's Four Quadrant Framework to conceptualize clients; recognize the potential for substance use disorders to mimic a variety of medical and mental health conditions and screen for psychoactive substance toxicity, intoxication, and withdrawal symptoms. ADC-919.

C105 - Pharmacology
At the end of this course, the student will be able to define the meaning of psychopharmacology; identify the major structural and functional units of the brain; identify the major neurotransmitters within the nervous system; explain the mechanism of action of neurotransmitters within the CNS; define the meaning of half-life, therapeutic dose, effective and lethal dose; distinguish between tolerance and withdrawal; distinguish between fat and water solubility; and describe effects of various drugs of abuse on the major physiological body systems. ADC-543.

C107 - Compulsive Gambling
At the end of this course, the student will be able to develop understanding of the nature of Gambling Disorder; identification and assessment of disordered gamblers; recognize types of gamblers and stages of a gambling problem; identify vulnerable population and at-risk personality characteristics and design gambling treatment plans and course of recovery, including aftercare. ADC-545.

C201 - Introduction to Counseling
At the end of this course, the student will be able to identify key concepts associated with the following counseling approaches: Cognitive Behavior Therapy, Rational Emotive Therapy, Motivational Enhancement, Therapy, Family Therapy, Client Centered Therapy, Solution Focused Therapy and Psychodynamic Therapy; describe the philosophies, practices, policies, and outcomes of the most generally accepted and scientifically supported models of treatment, recovery, relapse prevention, and continuing care for addiction and other substance-related problems and establish a helping relationship with the client. ADC-531.

C202 - Introduction to Techniques & Approaches
At the end of this course, the student will be able to identify, demonstrate, and explain the purpose of the following counseling skills: Attending, Paraphrasing, Reflection of Feeling, Summarizing, Probing, Counselor, Self-Disclosure, Interpreting and providing information and feedback; integrate self-help group participation; identify six stages of counseling and employ the skills and tailor helping strategies and treatment modalities to the client's stage of Use Disorder, change, or recovery. ADC-250.

C203 - Crisis Intervention
At the end of this course, the student will be able to define crisis intervention within the framework of alcohol/drug counseling; identify causes of crises; understand and apply setting-specific policies and procedures for handling crisis and apply crisis prevention and management skills. ADC-533.

C204 - Individual Addiction Counseling
At the end of this course, the student will be able to facilitate the client's engagement in the treatment and recovery process; work with the client to establish realistic, achievable goals; promote client knowledge, skills, and attitudes; facilitate the development of basic and life skills and adapt counseling strategies to the individual characteristics of the client, including but not limited to disability,
gender, sexual orientation, developmental level, culture, ethnicity, age, and health status. ADC-251.

### C205 - Group Counseling

At the end of this course, the student will be able to describe, select, and appropriately use strategies from accepted and culturally appropriate models for group counseling with clients with substance use disorders and carry out the actions necessary to form a group, including but not limited to determining group type, purpose, size, and leadership; recruiting and selecting members; establishing group goals and clarifying behavioral ground rules for participating; identifying outcomes; and determining criteria and methods for termination or graduation from the group. ADC-535.

### C206 - Family Counseling

At the end of this course, the student will be able to explain how SUD affect the family; identify the rules in SUD affected families; identify family roles & their features; distinguish between inter-Use Disorder, co-Use Disorder, and Use Disorder; distinguish between performing A & D counseling with families and performing family therapy; define intervention and explain the intervention process; become familiar with family related support groups and community-based service providers for families; describe appropriate screening tools to be used with women of child bearing age regarding alcohol use during pregnancy; evaluate appropriate referral and treatment options for women who are pregnant and drinking; describe the salient characteristics of Fetal Alcohol Syndrome and Fetal Alcohol Spectrum Disorders across the lifespan; Comprehend the lifelong primary and secondary characteristics associated with FASD (Fetal Alcohol Spectrum Disorder); recognize the need for multidisciplinary assessment to determine appropriate services and evaluate appropriate treatment options for individuals with FASD. ADC-252.

### C201 - Community Resources

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

### C302 - Consultation (case Management)

At the end of this course, the student will be able to define consultation goals and benefits and consult with supervisors, counselors, professionals, and/or other public health service providers to assure comprehensive, quality care for the client. ADC-254.

### C303 - Documentation

At the end of this course, the student will be able to define documentation; know and adhere to Federal & State Laws and Regulations specific to the maintenance of client records and differentiate among the following types of documentation: Intake, Assessment, Treatment Plan, Treatment Plan Review, Progress Note, Discharge Plan, Discharge Summary. ADC-255.

### C304 - HIV & Resources

At the end of this course, the student will be able to promote client knowledge, skills, and attitudes consistent with the maintenance of health and prevention of HIV/AIDS, tuberculosis, sexually transmitted diseases, hepatitis C, and other infectious diseases. ADC-570.

### C401 - Addiction Recovery

At the end of this course, the student will be able to understand the difference between Substance Use and Substance Use Disorder; acquire basic knowledge of the various models of addiction; explain to client the various stages of addiction and recovery and be able to explain the following terms: Addiction, Recovery, Harm reduction, Self Help groups, Relapse and Relapse Prevention, Abstinence, Sobriety, and Wellness (Biopsychosocial). ADC-548.

### C402 - Psychological Client Education

At the end of this course, the student will be able to describe the behavioral, psychological, physical health, and social effects of psychoactive substances; facilitate the development of basic and life skills associated with recovery and make constructive therapeutic responses when the client’s behavior is inconsistent with stated recovery goals. ADC-549.

### C403 - Biochemical/Medical Client Education

At the end of this course, the student will be able to understand a variety of models and theories of addiction and other problems related to substance use; describe the behavioral, psychological, physical health, and social effects of psychoactive substances; describe a variety of helping strategies for reducing the negative effects of substance use, abuse, and Use Disorder; tailor helping strategies and treatment modalities to the client’s stage of Use Disorder, change, or recovery; adapt practice to the range of treatment settings and modalities and be familiar with medical and pharmacological resources in the treatment of substance use disorders. ADC-256.

### C404 - Sociocultural Client Education

At the end of this course, the student will be able to recognize the social, political, economic, and cultural context within which addiction and substance abuse exist, including risk and resiliency factors that characterize individuals and groups and their living environments and provide treatment services appropriate to the personal and cultural identity and language of the client. ADC-551.

### C405 - Addiction Recovery & Family Psychological Education
At the end of this course, the student will be able to understand the characteristics and dynamics of families, couples, and significant others affected by substance use; be familiar with and appropriately use models of diagnosis and intervention for families, couples, and significant others, including extended, kinship, or tribal family structures; facilitate the engagement of selected members of the family or significant others in the treatment and recovery process; assist families, couples, and significant others in understanding the interaction between the family system and substance use behaviors and assist families, couples, and significant others in adopting strategies and behaviors that sustain recovery and maintain healthy relationships. ADC-552.

C406 - Biochemical and Sociological Family Education
At the end of this course, the student will be able to describe warning signs, symptoms, and the course of substance use disorders; describe how substance use disorders affect families and concerned others; describe the continuum of care and resources available to the family and concerned other; describe principles and philosophy of prevention, treatment, and recovery and understand and describe the health and behavior problems related to substance use, including transmission and prevention of HIV/AIDS, tuberculosis, sexually transmitted diseases, hepatitis C, and other infectious diseases. ADC-553.

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

C501 - Ethical Standards
At the end of this course, the student will be able to 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; adhere to established professional codes of ethics that define the professional context within which the counselor works to maintain professional standards and safeguard the client and understand the addiction professional's obligations to adhere to ethical and behavioral standards of conduct in the helping relationship. ADC-558.

C502 - Legal Aspects
At the end of this course, the student will be able to 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 (N.J.A.C. 13:34C-1 et seq.) intended to codify the provisions of the statute; be familiar with the Federal Confidentiality Regulations, 42CFR - part 2 and be familiar with HIPPA regulations as pertaining to SUD records. ADC-559.

C503 - Cultural Competency
At the end of this course, the student will be able to recognize the social, political, economic, and cultural context within which addiction and substance abuse exist; understand diverse cultures, and incorporate the relevant needs of culturally diverse groups, as well as people with disabilities, into clinical practice; recognize the importance of individual differences that influence client behavior, and apply this understanding to clinical practice. ADC-560.

C504 - Professional Growth
At the end of this course, the student will be able to understand the importance of self-awareness in one's personal, professional, and cultural life; understand the obligation of the addiction professional to participate in prevention and treatment activities; interpret and apply information from current counseling and psychoactive substance use research literature to improve client care and enhance professional growth; conduct self-evaluations of professional performance applying ethical, legal, and professional standards to enhance self-awareness and performance and obtain appropriate continuing professional education. ADC-561.

C505 - Personal Growth
At the end of this course, the student will be able to understand the importance of self-awareness in one's personal, professional, and cultural life and conduct self-evaluations of professional performance applying ethical, legal, and professional standards to enhance self-awareness and performance. ADC-562.

C506 - 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; develop an on-going self-monitoring plan to enhance their personal plan; conduct self-evaluations of professional performance applying ethical, legal, and professional standards to enhance self-awareness and performance; obtain appropriate continuing professional education; participate in ongoing supervision and consultation and develop and use strategies to maintain one's physical and mental health. ADC-563.
C507 - Supervision

At the end of this course, the student will be able to describe supervision as described in NJ LCADC/CADC regulations; understand the benefits of supervision; 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; know the necessary components to be incorporated when presenting a case in supervision; 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.

C508 - Consultation Professional

At the end of this course, the student will be able to 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; 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.

C509 - Community Involvement

At the end of this course, the student will be able to define Consultation; explain the benefits of consultation for the counselor knowledge base; identify the tasks involved when seeking consultation and utilize peers, clinical supervisors, and a multi-disciplinary team to enhance the quality of care. ADC-565.

Healthcare Professional Externship (Optional)

Prerequisite: Completed the Medical Billing and Coding program. Though not required for the certificate, an externship can be a great introduction to an employer. Externship opportunities will be presented based upon: 1) the student's demonstrated professionalism, 2) obtaining two 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), 3) successful completion of four classroom sessions on professional development and related topics and 5) completion of Externship paperwork. Students are required to attend four classroom sessions on professional development, including targeted job search techniques, résumés, cover letters, interview preparation, networking skills, interactive exercises, and additional soft skills training and community resources. CCM will identify a local healthcare organization for a volunteer work experience (100+ hours) under the supervision of a seasoned professional. Externship schedules are determined between the student, site supervisor and CCM Externship Coordinator. AHP-309.

Certified Nurse Aide and Certified Homemaker/Home Health Aide

- Certified Nurse Aide (p. 9)
- Certified Homemaker/Home Health Aide (p. 10)

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.

The Certified Nurse Aide Course Comprehensive, combines lecture and labs in a hospital setting, and clinical experience in a long-term care setting, allowing students to successfully master the essential skills to obtain an entry level position in the healthcare field. The Comprehensive course includes a three-day Skills Review & Exam program which concludes with the state required skills evaluation.

Upon the successful completion of the course, students are eligible to take the NJ State approved Certified Nurse Aide certification examination.

Registration can take up to six weeks to complete the prerequisite documentation. You must participate in the Mandatory CNA Information Session before registering for this class. Prior to the first day of class, the program requires students to satisfactorily complete a criminal background investigation and a drug screening at facilities approved by CCM as well as complete an extensive medical history review and show proof of completing Healthcare Professional BLS (Basic Life Support) course. There are additional expenses incurred by the student for these and other items. Class size is limited to 10 students.
REQUIRES TEXT: For required textbook information, go to https://bookstore.ccm.edu/college. Students must obtain the textbook 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.

REQUIRES TEXT:

For required textbook 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.

Courses

Certified Nurse’s Aide - Comprehensive

The Certified Nurse’s Aide Course Comprehensive, combines lecture and labs in a hospital setting, and clinical experience in a long-term care setting, allowing students to successfully master the essential skills to obtain an entry level position in the healthcare field. The Comprehensive course includes a three-day Skills Review & Exam program which concludes with the state required skills evaluation. Upon the successful completion of the course, students are eligible to take the NJ State approved Certified Nurse Aide certification examination. Registration can take up to six weeks to complete the prerequisite documentation. You must participate in the Mandatory CNA Information Session before registering for this class. Prior to the first day of class, the program requires students to satisfactorily complete a criminal background investigation and a drug screening at facilities approved by CCM as well as complete an extensive medical history review and show proof of completing Healthcare Professional BLS (Basic Life Support) course. There are additional expenses incurred by the student for these and other items. Class size is limited to 10 students. REQUIRED TEXT: For required textbook information, go to bookstore.ccm.edu/college. Students must obtain the textbook 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-160.

CNA Skills Review & Exam Only for Previously Certified CNAs

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 two-day review is what you need. Day one is spent reviewing the written exam materials. Day two focuses on the hands-on skills exam. Day three is the Skills practical exam. Class size is limited to 10 students. REQUIRED TEXT: For required textbook information, go to 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 someone 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. Learn how to 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 recommends students satisfactorily complete Healthcare Professional BLS (Basic Life Support) course. REQUIRED TEXT: For required textbook information, go to https://bookstore.ccm.edu/college. Students must obtain the textbook 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-316.

Certified Peer Recovery Specialist

This entry level credential will promote competence and skill development in peer recovery support and peer delivered services in a variety of contexts; addiction crisis intervention, referral to treatment services and aftercare planning, prison re-entry, as well as in non-clinical settings, such as, peer run recovery centers. Students who successfully complete this course will fulfill the curricula requirements for N.J. state certification as a Certified Peer Recovery Specialist.

The Addiction Professional Certification Board of New Jersey has agreed that successful completion of this course is equivalent to completing the 46 hours of training required for the Certified Peer Recovery Specialist (CPRS) required by the International Credentialing and Reciprocity Consortium (IC&RC) in the Four Domains of Education/Mentoring, Recovery and Wellness, Advocacy and Ethical Responsibilities. This course is also intended to qualify individuals to work in the newly emerging Peer Recovery Specialist workforce emerging nationwide. The CPRS is reciprocal with peer credentials in 48 of the 50 states, parts of South America,
Europe and Asia. Some form of lived experience with addiction and recovery (in self defined terms) is required for this course.

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

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

**Courses**

**Certified Peer Recovery Specialist**

This entry level credential will promote competence and skill development in peer recovery support and peer delivered services in a variety of contexts; addiction crisis intervention, referral to treatment services and aftercare planning, prison re-entry, as well as in non-clinical settings, such as, peer run recovery centers. Students who successfully complete this course will fulfill the curricula requirements for N.J. state certification as a Certified Peer Recovery Specialist. The Addiction Professional Certification Board of New Jersey has agreed that successful completion of this course is equivalent to completing the 46 hours of training required for the Certified Peer Recovery Specialist (CPRS) required by the International Credentialing and Reciprocity Consortium (IC&RC) in the Four Domains of Education/Mentoring, Recovery and Wellness, Advocacy and Ethical Responsibilities. This course is also intended to qualify individuals to work in the newly emerging Peer Recovery Specialist workforce emerging nationwide. The CPRS is reciprocal with peer credentials in 48 of the 50 states, parts of South America, Europe and Asia. Some form of lived experience with addiction and recovery (in self-defined terms) is required for this course. Recertification is required every two years and applicants must document 20 hours of work in any of the Four Domains of Peer Recovery. CPRS coursework does not count towards CADC certification requirements. AHP-342.

**CPR**

**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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>CEUs</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPR-129</td>
<td>Healthcare Professional BLS (Basic Life Support)</td>
<td>0.5</td>
</tr>
</tbody>
</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.

**Courses**

**CPR for Healthcare Providers**

Healthcare Professional BLS (Basic Life Support)

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.

**IV Therapy**

**IV Therapy 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. 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. This course is suited for RNs and other healthcare professionals who are involved with the management of intravenous therapy. REQUIRED TEXT: For required text book information, go to https://bookstore.ccm.edu/college

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>CEUs</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRS-199</td>
<td>Intravenous Therapy Certification Course</td>
<td>0.8</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.

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. 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.

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 2 semesters 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 “Certificates and Transcripts (p. 29).”

Required Text

For required textbook information, go to https://bookstore.ccm.edu/college. Students must obtain the textbook 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.

Certificate Curriculum

4 PREREQUISITE COURSES

- Medical Terminology for Healthcare Professionals
- Anatomy for Healthcare Professionals
- ICD - 10 - CM Introduction and Applications
- CPT & HCPCS 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 require 2 semesters to complete.

REMAINING CURRICULUM

- Navigating the Medical Record
- ICD-10-CM CPT 4 Coding - Practical Application
- Physician's Practice Management and Regulatory Issues
• Evaluation and Management
• Medical Billing
• Workplace Simulation Training
• AAPC CPC National Coding Certification Preparation Review Course & Coding Exam (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.

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. REQUIRED TEXT: For required textbook information, go to bookstore.ccm.edu/college. Students must obtain the textbook 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-256.

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 textbook information, go to https://bookstore.ccm.edu/college. Students must obtain the textbook 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-199.

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 textbook information, go to bookstore.ccm.edu/college. Students must obtain the textbook 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-301.

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 textbook information, go to https://bookstore.ccm.edu/college. Students must obtain the textbook 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.

ICD-10-CM/CPT 4 Coding - Practical Application

Prerequisite: Knowledge of medical terminology and anatomy, basic knowledge of CPT and ICD coding. This course enhances your basic knowledge of coding taking the next step 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 ICD-10-CM diagnostic coding utilizing official coding guidelines and conventions. This also includes in depth instruction on CPT procedural coding covering anesthesia, pathology, laboratory, medicine and surgery. Practice knowledge of coding using workbook examples, operative reports and group discussions. This course will lay the foundation to prepare the student for the American Academy of Professional Coders (AAPC) Certified Professional Coder (CPC) national certification. AHP-341.

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. AHP-243.

Evaluation and Management

Evaluation and Management coding is the key to appropriately maximizing reimbursement for physician visits. In this course, the student will learn the basics of the specific codes by location and type of visit. Also, code levels for history, physical examination, and medical decision making based on acuity of diagnosis will be reviewed and discussed. The goal of this course is to ensure that the Evaluation and Management (E&M) code levels are chosen in compliance with the documentation given in the patient chart. REQUIRED TEXT: For required textbook information, go to bookstore.ccm.edu/college. Students must obtain the textbook 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-331.

Physician’s Practice Management and Regulatory Issues

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.

AAPC CPC National Coding Certification Preparation Review Course & Coding Exam (optional)

Prerequisite: Complete all other courses for the CCM Medical Billing & Coding Certificate This course is designed to prepare students to sit for the 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. Students are required to register and pay the AAPC examination fee separately. Exam fees are not included in the course fees Students must register for the exam 4 weeks in advance of the exam date For more information on the exam and registration, please contact: Justin White @AAPC: 801-236-2200 EXT 292 justin.white@aapc.com. AHP-329.

Medical Billing

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. Additionally, the course will touch on the “other” healthcare payers: Medicare, Medicaid, Tricare, Workers Compensation and Disability Insurances. AHP-343.

Workplace Simulation Training

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. Using nearly 100 medical records, you will learn to properly code the medical bill on the actual software used today. Make the typical mistakes in a classroom setting and learn to avoid them so you won't make them on the job. AHP-312.

Healthcare Professional Externship (Optional)

Prerequisite: Completed the Medical Billing and Coding program. Though not required for the certificate, an externship can be a great introduction to an employer. Externship opportunities will be presented based upon: 1) the student’s demonstrated professionalism, 2) obtaining two 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), 3) successful completion of four classroom sessions on professional development and related topics and 5) completion of Externship paperwork. Students are required to attend four classroom sessions on professional development, including targeted job search techniques, résumés, cover letters, interview preparation, networking skills, interactive exercises, and additional soft skills training and community resources. CCM will identify a local healthcare organization for a volunteer work experience (100+ hours) under the supervision of a seasoned professional. Externship schedules are determined between the student, site supervisor and CCM Externship Coordinator. AHP-309.

North Jersey Imaging Academy

North Jersey Imaging Academy

County College of Morris and Passaic County Community College are pleased to form a partnership in the North 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 a Radiologic Technologist who has a current NJ license 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 (https://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 6:30pm. For directions and parking information, please go to:http://www.pccc.edu/community/public-safety-academy

Clinical education will be offered during the day, evenings, 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). This clinical information will be explained at the first lecture class. These requirements do not not to be submitted for the lecture classes.
• All of these requirements are met at the student’s expense.

All interested candidates must submit the application, their resume, ARRT and DEP NJ License to 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
dvillneuve@ccm.edu

Courses

Computed Tomography (CT) Certification Program

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>CEUs</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHP-333</td>
<td>Cross Sectional Anatomy - 30 Hours</td>
<td>0</td>
</tr>
<tr>
<td>AHP-334</td>
<td>CT Lecture - 60 Hours</td>
<td>0</td>
</tr>
<tr>
<td>AHP-335</td>
<td>CT Clinical - 600 hours</td>
<td>0</td>
</tr>
</tbody>
</table>

Magnetic Resonance Imaging (MRI) Certification Program

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>CEUs</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHP-333</td>
<td>Cross Sectional Anatomy - 30 Hours</td>
<td>0</td>
</tr>
<tr>
<td>AHP-336</td>
<td>MRI Lecture - 75 hours</td>
<td>0</td>
</tr>
<tr>
<td>AHP-337</td>
<td>MRI Clinical - 1200 hours</td>
<td>0</td>
</tr>
</tbody>
</table>

Mammography Certification Program

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>CEUs</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHP-333</td>
<td>Cross Sectional Anatomy - 30 Hours</td>
<td>0</td>
</tr>
<tr>
<td>AHP-340</td>
<td>Mammography Lecture - 45 hours</td>
<td>0</td>
</tr>
</tbody>
</table>

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, an accredited approver by the American Nurses Credentialing Center’s Commission on Accreditation. P#211.

The RN Refresher Course

This is an intensive program for RN’s who want to return to the nursing workforce and need to update their skills and nursing theory. Also excellent for current RN’s in non-clinical roles wanting to revive their clinical skills. The purpose of the activity is to enable the learner to review and update nursing knowledge and skills to assist with re-entry or initial entry to the acute care and long-term care setting. Objectives include and are not limited to: 1) Employ the nursing process utilizing critical thinking and clinical judgment in the acute care and long term care setting. 2) Review and increase knowledge related to care of patients with common medical surgical conditions, including use of technology and psychomotor skills. It also meets criteria required of RN Refresher Programs by the NJ Board of Nursing.

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 every other year, due to run in Spring 2019. Specific course details are available in the Spring Continuing Education brochure when it is available.

Contact our online training partner directly at www.ed2go.com/ccm (http://www.ed2go.com/ccm)

Certificate in Perinatal Issues *

(20 contact hours) The Certificate in Perinatal Issues is a multidisciplinary educational experience designed to enhance the knowledge and skills of individuals who provide care and support for childbearing women, newborns, and families.

Certificate in Infectious Diseases And Infection Control *

(13 contact hours) Infectious diseases are a key concern for any healthcare professional. Globally, infectious diseases are responsible for more than 25% of all deaths, second only to
cardiovascular disease. Millions more individuals are affected by the most common types of infectious diseases, which can have both short- and long-term health consequences.

**Gerontiology** *
(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.

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

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

**Human Resources**

**Certificate in Human Resources Professional - Generalist**

More and more employers are looking at their workforce as a significant resource to the success of their company. Additionally, federal and state regulations require an even more professional human resources department to handle the many mandates and requirements of legally maintaining employees. Together, these factors can be daunting to the untrained. Let CCM be your answer to a safe, effective, and compliant workforce.

**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!

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.

**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” (p. 29).

**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.

**Curriculum**

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

**Courses**

**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 - Develop recruiting and retention strategies and practices - Manage a diverse workforce and a global workforce - Evaluate 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, NLRA, WARN, COBRA, HIPAA, and EEO. CHR-122.

Training & Staff Development

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

Total Rewards: Compensation & Benefits

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

Strategic HR Management & Capstone Project

In order to be an active partner in the strategic management of a company, HR must understand the business climate and the competition. HR translates corporate goals (both short and long-term) to the department and individual level. HR reduces or mitigates risk to the company. Students will work in groups on a project of choice and will identify and report on solutions drawing from multiple areas of HR. Major topics: - SWOT (strengths, weaknesses, opportunities, and threats) - Analysis - Health, safety, and security risks - workforce changes including mergers/ acquisitions, reductions in workforce. CHR-117.

Information Technology and Computer Support

Information Session: Information Technology Programs

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/BusinessCommunity (http://www.ccm.edu/businesscommunity) for details. Pre-registration is not required.

- In-Demand Technology (p. 17)
- Microsoft Office Specialist Certification (p. 17)

In-Demand Technology

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>CEUs</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPC-603</td>
<td>Introduction to R Programming and Data Science</td>
<td>1</td>
</tr>
<tr>
<td>CPC-604</td>
<td>Google Educator Level 1 Certification Prep Course</td>
<td>0.9</td>
</tr>
<tr>
<td>CPC-601</td>
<td>CompTIA A+ Essentials: Hardware</td>
<td>3</td>
</tr>
<tr>
<td>CPC-602</td>
<td>CompTIA A+ Essentials: Software</td>
<td>3</td>
</tr>
</tbody>
</table>

Certificate CompTIA A+ Computer Service Technician

As an IT professional, the value of certification is without question. The CompTIA A+ certifications are generally the benchmark of most entry-level positions in Information Technology. This certificate program will provide the foundations needed to pass the certification exams and put you on a path to a rewarding career as an IT professional. The CompTIA A+ certification is the starting point for a career in IT. This program covers core hardware and operating systems technologies. Upon completion of this program, you will be able to demonstrate basic knowledge of configuring, installing, diagnosing, repairing, upgrading, and maintaining computers and associated technologies.

The courses required for the A+ certification exam include:

- Comptia A+ Essentials: Hardware
- Comptia A+ Essentials: Software

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 both courses, you may be awarded the CompTIA A+ Computer Service Technician Certificate of Completion. See "Certificates and Transcripts (p. 29)."

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.

Microsoft Office Specialist Certificate

Certification validates the skills and knowledge you develop. Earning Microsoft Office Specialist Certification allows you to validate your skills in Office products and support your career readiness goals. Achieving a Microsoft Certification enables students to confidently enter the workforce with proven technical skills and an industry-recognized certification, both of which can significantly increase chances of finding employment. Most jobs today require some
degree of technology skills, and this only increases over time. To earn a Microsoft Office Specialist Certification for Office 2016, pass one of the following specialist exams: • 725: Word • 727: Excel • 731: Outlook

**AutoCAD**

**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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>CEUs</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOS-101</td>
<td>MS Word Essentials</td>
<td>1.8</td>
</tr>
<tr>
<td>MOS-102</td>
<td>MS Excel Essentials</td>
<td>1.8</td>
</tr>
<tr>
<td>MOS-104</td>
<td>MS Outlook Essentials</td>
<td>1.8</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.

**Networking and Communications**

**Certificate Cisco Certified Entry Networking Technician (CCENT)**

Cisco Certified Entry Networking Technician (CCENT) validates the ability to install, operate and troubleshoot a small enterprise branch network, including basic network security. With a CCENT, a network professional demonstrates the skills required for entry-level network support positions - the starting point for many successful careers in networking. CCENT is the first step toward achieving CCNA, which covers medium-size enterprise branch networks with more complex connections. • ICND Part 1

**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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>CEUs</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAD-111</td>
<td>AutoCAD Level 1: Basic 2-D Drawing</td>
<td>2.4</td>
</tr>
<tr>
<td>CAD-120</td>
<td>AutoCAD Level 2: Beyond Basic</td>
<td>2.1</td>
</tr>
<tr>
<td>CAD-112</td>
<td>AutoCAD Civil 3D</td>
<td>3</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.

**CCNA Routing and Switching Certification**

Candidates can prepare for this exam by taking the Interconnecting Cisco Networking Devices Part 2 (ICND2) course. The exam tests a candidate’s knowledge and skills required to successfully install, operate, and troubleshoot a small to medium-size enterprise branch network. The exam includes topics on LAN switching technologies, IP routing technologies, IP services (FHRP, syslog, SNMP v2 and v3), troubleshooting, and WAN technologies. • ICND Part 1 • ICND Part 2

**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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>CEUs</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNA-102</td>
<td>ICND2 - 200-101 Interconnecting Cisco Networking Devices-Part 2</td>
<td>2.1</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.

**Web Development and Design**

**Courses**

**Introduction to R Programming and Data Science**

The job of data scientist is expected to grow 27 percent by 2022. According to the Institute of Electrical and Electronics Engineers (IEEE), the world's largest technical professional organization dedicated to advancing technology for the benefit of humanity, R places six in the Top Ten Languages for 2017. Business Insider magazine says R "is the programming language of choice for statisticians and anybody doing data analysis. "Google has noted the power R gives to its mathematicians. This ten-hour course is designed to introduce students to R, a free, open source, statistical software program that is used to analyze large data sets. Students will complete projects analyzing large data sets that are related to environmental and business issues. The course will cover exploratory data analysis techniques, visualization methods, modeling and ideas in reproducible research. R's wide-spread popularity in today's data driven business world, makes R a must-know data analysis tool in almost every field of business: finance, bio science, supply chain, sports, retail, marketing, social media, manufacturing and even journalism. High school statistics teachers will benefit from this course as well, by incorporating technology, an element of the common core curriculum. At the completion of this introductory class, you will be able to produce your own R-based report in your own business or school environment. Enrollment is limited to 20. CPC-603.
Technology in the classroom has had a huge impact on the way teachers teach and students learn. This course is designed with educators in mind. Via an organized, structured and professionally developed preparation course, you will be prepared to take the Google Level 1 Educator certification exam. During the course, students will learn and create practical, reusable content with Gmail and Google Groups, Drive, Sites, Classroom, Search, Calendar, Docs, Sheets, Slides, Forms and Keep, all the applications necessary for passing the exam. By mastering these skills, you will:

- Increase student learning and engagement,
- Streamline assessing and sharing student grades,
- Measure teaching impact with data analysis tools,
- Satiate individual needs with Google products,
- Boost educator and student technology literacy.

Individuals who have achieved certification may publicize their status with their personalized certificate and badge on their resume, portfolio, website or anywhere. The certification is valid for 36 months. The Google Educator Level 1 exam registration and fee is not included in the course. CPC-604.

Comptia A+ Essentials: Hardware

Prerequisite: Working knowledge of personal computers. This course will give you the foundations needed for the hardware portion of the CompTIA® A+ certification. Topics include installing, building, repairing, configuring, troubleshooting, and preventive maintenance of hardware. Through lectures and labs, you'll learn how to select parts and build your own computer, configure, troubleshoot, and maintain systems hardware. A list of required tools will be distributed at the first class meeting. CPC-601.

Comptia A+ Essentials: Software

Prerequisite: Working knowledge of personal computers. This course will give you the foundations needed for the software portion of the CompTIA® A+ certification exam. Topics include installing, building, repairing, configuring, and troubleshooting. Through lectures and labs, you will learn how to install and setup operating systems, configure, troubleshoot, maintain and manage hardware using operating systems. CPC-602.

MS Word Essentials

Prerequisite: Basic Windows skills. This course is designed for both new users and those who want to "fill in the gaps" in their knowledge of Word. You’ll become familiar with the most commonly used features of the program including how to enter, edit and format text, margins, tabs, indentations, headers and footers, clip art, and bulleted and numbered lists. MOS-101.

MS Excel Essentials

Prerequisite: Basic Windows skills. This course is designed for both new users and those who want to become more efficient users of Excel. You’ll learn how to add, rename and organize spreadsheets; add and format data; copy and paste data; insert/ delete rows and columns; sort data; and create a simple chart, MOS-102.

MS Outlook Essentials

You’ll learn how to send/receive, reply to, forward e-mail messages, attach files, and how to organize items with filters and categories. You’ll also learn to use the calendar feature, manage contacts, create and send appointments, schedule meetings, utilize voting buttons, change message appearance and archive email. MOS-104.

AutoCAD Level 1: Basic 2-D Drawing

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

AutoCAD Level 2: Beyond Basic

This course continues to build on the concepts introduced in the Basic 2D Drawing class. It is designed for the AutoCAD user looking to advance their knowledge of AutoCAD. To comprehend and utilize features, commands, and techniques for becoming more productive and efficient when creating, editing, annotating, and printing drawings with AutoCAD. Advanced AutoCAD applications to be covered: Dynamic Blocks, Attributes, Fields, External References, Advanced Layer Management tools, Object Linking and Embedding (OLE), Raster Images and PDFs, with an introduction to customization and 3D. Students will get hands-on experience working with real world drawing examples and exercises in a supervised CAD lab. CAD-120.

AutoCAD Civil 3D

For professionals already experienced in AutoCAD, a healthy knowledge of AutoCAD Civil 3D is a real resume booster and ups your appeal to prospective employers. For current engineering students, especially seniors, this is a great addition as you seek internship opportunities. For current industry professionals who need to update their knowledge, but cannot take time away from the work schedule, or anyone else that may be looking to learn or to just "brush up" their skillset, this course is designed with you in mind.

Topics Covered:
- Learn the AutoCAD Civil 3D user interface,
- Create points, point styles and label styles, work with point groups,
- Create, edit, view, and analyze surfaces,
- Create data shortcuts,
- Create and edit alignments,
- Create profiles, and profile views,
- Create assemblies, corridors, and intersections,
- Create cross-sections,
- Create grading solutions CAD-112.

ICND1 - 100-101 Interconnecting Cisco Networking Devices-Part 1

The course covers networking fundamentals, WAN technologies, basic security and wireless concepts, routing and switching fundamentals, and configuring simple networks. Topics include Operation of IP Data Networks; LAN Switching Technologies; IP Addressing (IPv4 & IPv6); IP Routing Technologies; IP Services (DHCP, NAT, ACLs); Network Device Security; Basic Troubleshooting. CNA-101.
ICND2 - 200-101 Interconnecting Cisco Networking Devices-Part 2

This course covers the Spanning Tree Protocol, OSPF (Open Shortest Path First) and EIGRP (Enhanced Interior Gateway Routing Protocol) IP for IPv4 and IPv6, troubleshooting IPv4 and IPv6 routing, Virtual Private Networks, and implementing Point-to-Point and Frame Relay WANs. CNA-102.

Certificate in Web Development & Design

Prerequisites: Competent computer skills, working knowledge of the Windows operating system and familiarity with the Internet. Are you a successful print designer but need more information about creating or maintaining a web site? Are you now responsible for the company web site? Have you intended to catch up with digital design software but haven't yet found the time to do so? Do you need a production tool to make web page maintenance easy and worry free? Pursuing the Web Development & Design Certificate provides the foundation of all web pages and enables you to obtain solid skills in Web and digital design creation and expertise. You will create web pages with images, lists and tables. The addition of CSS skills enables you to format text, incorporate graphics and multimedia, create special effects and create interactive forms using the most current Web styling techniques used today. You will then use hands-on techniques to develop intuitive forms, interesting events, rollover images, slide presentations, FAQs, banners and more for your web site. This course will enable you to develop and maintain web sites using the tools used by web designers, create digital content and digital media and employ the technologies common to all web sites. You can then offer and apply web creative and maintenance skills to your clients, employer or personal web sites with complete confidence. The Web Development & Design Certification offers the basic hands-on skills and knowledge that a professional is expected to understand and use. Certification also prepares you to add digital expertise to your career as a digital web designer or web marketing / business specialist. Curriculum: This class includes Web Design Using HTML5 & CSS3, JavaScript, jQuery and Adobe Dreamweaver, the production tool that simplifies the creation and maintenance of Web sites. You will use the complete set of tools hands-on to design and control Web sites. REQUIRED TEXT: For required textbook information, go to https://bookstore.ccm.edu/college. Students must obtain the textbook 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. WDA-202.

Nonprofit Leadership Training

- Information Session (p. 20)
- Nonprofit Fundraising Essentials Certificate (p. 20)
- Grant Writing Certificate (p. 20)

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 raise funds 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 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 non-profits 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 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.

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-214 | Fundamentals for Fundraising Professionals | 0.3
NPC-215 | Making the Ask - Face to Face Communications | 0.6
NPC-216 | Create Donor-Centric Communications | 1.2
NPC-218 |Putting It All Together - Creating an Annual Fund Plan | 0.6
NPC-220 | Creating Special Events That Raise Funds And Friends | 0.6

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.

Grant Writing Certificate

Are you new to the field of grant writing? Or do you just want to improve your success rate in securing grant funds? CCM's Grant Writing Certificate not only prepares you to research grant options...
and write the proposals that get results, it also allows you the chance to meet with professionals on both sides of the funding table who will review and critique your work.

This is a HANDS-ON program for those writing grants. Come to the program with your funding need and leave the program with the necessary tools to be successful. Research the funding options that are best for your need. Write the statement of need, narrative and other pieces of the proposal. Several times throughout the program, professional grant writers and grant funders are invited into the class to provide current grant trends and evaluate your work providing real-life feedback on why they would or would not accept your work.

Who should attend: Newcomers to the grant development process and those who have some experience. This includes community-based organization staff, volunteers and board members. These courses are very useful for individuals who want to become grant writers.

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.

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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>CEUs</th>
</tr>
</thead>
<tbody>
<tr>
<td>NPC-211</td>
<td>Prospecting for Grants</td>
<td>0.6</td>
</tr>
<tr>
<td>NPC-210</td>
<td>Grant Researching and Proposal Writing</td>
<td>1.3</td>
</tr>
<tr>
<td></td>
<td>Workshop</td>
<td></td>
</tr>
<tr>
<td>NPC-212</td>
<td>Interactive Proposals Writing</td>
<td>0.7</td>
</tr>
<tr>
<td>NPC-213</td>
<td>Ethics in Grant Writing</td>
<td>0.2</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.

Courses

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

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.

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.

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

Grant Researching and Proposal Writing Workshop
This course provides a solid foundation in the fundamentals of grant writing. Learn step-by-step how to develop grant proposals through all the stages of program planning, locating funding sources, understanding funders, and writing compelling grant proposals in this complex and ever-changing world. At the end of the course, you will have the tools you need to succeed; a deeper understanding of basic grant writing terminology and components of a proposal, types of funding sources, and submission and follow-up techniques that make a difference. The last class will include a unique, seasoned funder’s panel discussion from a variety of local nonprofits offering tips on presenting and submitting successful grant application, as well as the opportunity to ask questions. NPC-210.

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.

Online Learning/Ed2go

CCM’s on-line training partner, Ed2Go, offers you the option to learn online -- anywhere, anytime. Convenient, six-week, instructor led courses available starting as low as $115. 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. See a sample of options below. For a full listing of available courses go to www.ed2go.com/ccm/ (https://www.ed2go.com/ccm)

- Online Professional Development Courses (p. 22)
- Online Career Training Certification Programs (p. 23)
- Sales Skills (p. 23)
- GED (p. 23)

Professional Development Courses

Accounting and Finance
- Accounting Fundamentals
- QuickBooks

Business
- Effective Business Writing
- Using Social Media in Business
- PMP Prep

Computers Applications
- Microsoft Excel (2013 or 2016)

Design and Composition
- Creating Web Pages

Healthcare
- Medical Terminology

Personal Development
- Grammar Refresher
- Speed Spanish

Sales and Marketing Skills
- Professional Sales Skills
- Effective Selling

Technology
- Creating WordPress Websites
- Intro to Java Programming
- Intro to SQL

Writing and Publishing
- Effective Writing
- A to Z Grant Writing
- Advanced Grant Proposal Writing
- Beginning Writers Workshop

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.com/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
• Certified Bookkeeper
• Paralegal
• Six Sigma Greenbelt, Blackbelt

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

Hospitality and Gaming
• Certified Wedding Planner
• Event Management and Design
• Travel Agent Training

IT and Software
• Microsoft Certified Solutions Associate

Media and Design
• Digital Arts Certificate
• Game Arts Certificate
• Graphic Design

Skilled Trades and Industrial
• HVACR Technician
• Home Inspection Certificate

Teacher Professional Development
• Child Development Associate 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](http://www.ed2go.com/ccm). For more information, call 877-221-5151

Sales Skills
ONLINE LEARNING
[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.

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

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

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
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 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 and apply the principles and processes in A Guide to the Project Management Body of Knowledge (PMBOK Guide), Fifth Edition and other sources.
• 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.

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 (p. 29).” You may then apply directly to the PMI for details on obtaining their PMP or CAPM certification.

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.

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.

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>
</tr>
</thead>
<tbody>
<tr>
<td>PMC-109</td>
<td>Planning for Project Success</td>
<td>1.8</td>
</tr>
<tr>
<td>PMC-114</td>
<td>Planning Quality in the Project</td>
<td>1.2</td>
</tr>
<tr>
<td>PMC-111</td>
<td>Managing Project Teams</td>
<td>1.2</td>
</tr>
<tr>
<td>PMC-112</td>
<td>Negotiation and Contract Management</td>
<td>1.2</td>
</tr>
<tr>
<td>PMC-109</td>
<td>Identifying and Managing Project Risk</td>
<td>1.2</td>
</tr>
<tr>
<td>PMC-113</td>
<td>Managing Project Performance</td>
<td>1.5</td>
</tr>
<tr>
<td>PMC-114</td>
<td>Planning for Project Success</td>
<td>1.8</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.

Courses

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 in order 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.

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.

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-101.

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.

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.

Six Sigma Certification

Green Belt Certification Prep Course

Process improvement professionals are currently in high demand. Companies would prefer to bring already trained individuals on board to minimize their own training costs. New companies are realizing the benefits of a structured continuous improvement program and new industries are realizing that it’s not just for manufacturing. Salaries for certified Six Sigma Green Belts are $80K-$90K. With this in mind, CCM is offering Six Sigma certification in a way that smaller companies can afford to bring on at least one key knowledgeable individual to shepherd the company through the growth and increased profits larger companies experience with Six Sigma improvements. This course is affordable, offered over ten weeks, to allow individuals to continue working and immediately put into practice the skills being learned in class.

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

<table>
<thead>
<tr>
<th>CourseCode</th>
<th>CourseTitle</th>
<th>CEUs</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCC-142</td>
<td>Green Belt Certification Prep Course</td>
<td>4</td>
</tr>
</tbody>
</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.

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>CourseCode</th>
<th>CourseTitle</th>
<th>CEUs</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCM-100</td>
<td>The Strategic Power in Supply Chain Management</td>
<td>1.2</td>
</tr>
<tr>
<td>SCM-101</td>
<td>Sourcing, Suppliers, and Supply Chain Strategy</td>
<td>1.2</td>
</tr>
<tr>
<td>SCM-102</td>
<td>Answering Demand in Supply Chain Strategy</td>
<td>1.2</td>
</tr>
<tr>
<td>SCM-103</td>
<td>Lean Production and Six Sigma Tactics in Supply Chain</td>
<td>1.2</td>
</tr>
<tr>
<td>SCM-104</td>
<td>Using Information Technology Strategically</td>
<td>1.2</td>
</tr>
<tr>
<td>SCM-105</td>
<td>Measuring Supply Chain Performance</td>
<td>1.2</td>
</tr>
</tbody>
</table>
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.

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 (p. 29)."

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

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 the demand of your 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 find in business’ strategy. 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. 27)
- 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 has 6 components:

- 400 hours of training over the course of 2 years.
- Completion of an EdTPA portfolio
- A 50 hour Pre-service Course.
- 4 semesters of training.
- 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/rpr/preparation/BasicSkillsExemptionCutScores.pdf

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. (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/rpr/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 (http://www.ccm.edu/businessCommunity) for details.

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>CEUs</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALT-113</td>
<td>NPTNJ Introduction to Teaching - 50 Hour Preservice Component</td>
<td>3</td>
</tr>
</tbody>
</table>

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

NPTNJ Introduction to Teaching - 50 Hour Preservice Component

This 50-hour course replaces the "Introduction to Teaching Course - 24-hour Component". 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, CCM's Workforce Development team has been successfully providing business and staff development solutions through Customized Business Training (CBT) to diverse organizations and industries in the greater Morris County area. Annually we serve 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
- 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 percent 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.

Workforce Development's business focused professionals will come to your location to understand your business and workplace culture at no cost. This allows CCM to design training programs which can be delivered on-site, off-site or on-line. Off-site courses can be held at our Randolph campus. 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:

Workforce Development Continuing Professional Education / Customized Business Training may be contacted at: cbt@ccm.edu, or call 973-328-5186 for Training Solutions Assistance or visit www.ccm.edu/BusinessCommunity/businesssolutions for further Information.

Sample Topics

Sampling of Courses for Your Business

Business / Personal Development Skills

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

Technical Skills

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

...
Language Skills

English as a Second Language (ESL)

Get details on hot in-demand programs we can provide for your business at [www.ccm.edu/BusinessCommunity/businesssolutions/indemand](http://www.ccm.edu/businesscommunity/businesssolutions/indemand).

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 [http://www.ccm.edu/BusinessCommunity/businesssolutions/grantsupported/](http://www.ccm.edu/BusinessCommunity/businesssolutions/grantsupported/).

Most 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](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, as well as any other prerequisite noted for registration

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 [https://www.ccm.edu/businesscommunity/businesssolutions/](https://www.ccm.edu/businesscommunity/businesssolutions/)

**NEW Grant Opportunities for Businesses** - The New Jersey Department of Labor and Workforce Development spearheaded the creation of eight Talent Development Centers at institutions of higher education to serve as "centers for excellence" for providing workforce training and skill development focused on a specific key industry in New Jersey: Advanced Manufacturing, Health Care, Life Sciences, Financial Services, Construction and Utilities, Retail, Tourism and Hospitality, 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 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. 29)
- Course Cancellations and Changes (p. )
- Accessibility Services (p. )
- Emergency and Inclement Weather Closing (p. 30)
- Employer Paid Training (p. )
- Morris County Agencies Only (p. 30)
- Purchasing Text Books (p. )
- Student Records (p. )
- Student Withdrawal and Refunds (p. 31)
- Traffic and Parking Regulations (p. 31)

Certificates and Transcripts

Certificates may be awarded upon request to participants who successfully complete an entire certificate program or the individual classes within these programs (a minimum of 80% attendance/participation is required, programs may have additional requirements). Students may request a certificate by using the “Request a Certificate” form found at [www.ccm.edu/2017/09/06/continuing-education-certificate-request-form](http://www.ccm.edu/2017/09/06/continuing-education-certificate-request-form).
certificate-request-form) (http://www.ccm.edu/2017/09/06/continuing-education-certificate-request-form). 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 www.ccm.edu/admissions/records-and-registration/ (http://www.ccm.edu/admissions/records-and-registration) and following the instructions for completing the form. Be sure to indicate/state you are seeking your NON-CREDIT course transcript.

**Course Cancellations and Changes**

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

On occasion, courses may be cancelled for a variety of reasons including low enrollment. Every effort is made to contact students using the contact information of record on file with the Office of Records and Registration as far in advance of the class as possible.

Students will receive a full refund. Please be sure your current contact information has been recorded by the Office of Records and Registration by using the “Change of Information” form found at www.ccm.edu/wp-content/uploads/2016/05/Change-of-Info-Form-1.pdf (http://www.ccm.edu/wp-content/uploads/2016/05/Change-of-Info-Form-1.pdf). For regulatory compliance reasons, the information entered at the time of online registration may not update your official college information of record.

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

**ACCESSIBILITY SERVICES**

In accordance with the policies underlying Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, the ADA Amended Acts (ADAAA) 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 disabilitieservices@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 per student. Other ways to register include mailing separate registration forms and checks for each individual to the Records and Registration Office, or coming in person to the Records and Registration Office. Purchase Orders will only be accepted from County of Morris Agencies (see below). All registrations must be accompanied by full payment for the course(s) for which the student is registering.

**Morris County Agencies Only - payment procedure**

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

**Purchasing 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 8:30 a.m. - 4:30 p.m., Tuesday, Wednesday and Friday and 8:30 a.m. - 6:30 p.m. on Monday and Thursday during the academic year and 8:30 a.m. - 4:30 p.m., Monday 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 found at [www.ccm.edu/wp-content/uploads/2016/05/Change-of-Info-Form-1.pdf](http://www.ccm.edu/wp-content/uploads/2016/05/Change-of-Info-Form-1.pdf). Simply entering correct information at the time of class registration does not change your official information. Please 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.

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

- Online enrollment process (p. ___)
- Register by mail (p. ___)
- In-person registration (p. ___)

Courses begin throughout the semester. **Seats are limited so register early.** Courses are for those 18 years of age or older.

Payment in FULL is due at the time of registration.

**PLEASE NOTE:** Your Social Security Number is required for online 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 or via US Mail, you must print the registration form from our current schedule 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).

Online Instant Enrollment

You can register for classes ONLINE. Your Social Security Number is required for online registration. Your registration will not be processed without payment. VISA, MasterCard and Discover are accepted.

**PLEASE NOTE:** [Change of Information](http://www.ccm.edu/wp-content/uploads/2016/05/Change-of-Info-Form-1.pdf). The online system is unable to automatically update changes of name, address or phone number since your last registration. To change your information, go to Change of Information Form (http://www.ccm.edu/wp-content/uploads/2016/05/Change-of-Info-Form-1.pdf). Print, complete, and send to County College of Morris, Records & Registration, 214 Center Grove Road, Randolph, NJ 07869-2086. 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 CCM Solution Center at 973-328-5600, Monday thru Thursday 7:30 a.m.-8 p.m., Friday 7:30 a.m.-4:30 p.m., and Saturday 8 a.m.-3 p.m.

How to REGISTER AND PAY for NON-CREDIT COURSES

1. Go to [https://webadvisor.ccm.edu](https://webadvisor.ccm.edu).
2. Select Continuing Education (Non-Credit)
3. Select Register and Pay for Continuing Education Classes (Non-Credit)
4. In the "Course Code Number" box, enter only the 5 digit course code number (example 88200) then submit
5. Select the course then submit
6. Enter all required information and submit
7. 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

8. Click Submit
9. 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.
# Index

## A
Alcohol and Drug Counselor (CADC) Certificate Program .................. 5

## C
Career and Professional Programs ............................................. 2
Certified Nurse Aide and Certified Homemaker/Home Health Aide ... 9
Certified Peer Recovery Specialist ............................................. 10
CPR ......................................................................................... 11
Customized Business Training ................................................... 28

## E
English Language Learning ......................................................... 2

## G
General Information .................................................................... 29
Graduate & Professional Exam Preparation Courses ..................... 3

## H
Health Occupations .................................................................... 4
How to Sign Up for Community and Professional Programs (CPP) . 31
Human Resources ......................................................................... 16

## I
Information Technology and Computer Support ......................... 17
IV Therapy .................................................................................. 11

## M
Medical Billing and Coding ......................................................... 12

## N
Non-Credit/Continuing Professional Education ............................ 2
Nonprofit Leadership Training ..................................................... 20
North Jersey Imaging Academy ................................................... 14
Nurses’ Continuing Education .................................................... 15

## O
Online Learning/Ed2go ............................................................... 22

## P
Project Management .................................................................... 23

## S
Six Sigma Certification ............................................................... 25
Supply Chain Management .......................................................... 25

## T
Teacher Education Programs ...................................................... 27