# 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 ............................................................................ 3
  Alcohol and Drug Counselor (CADC) Certificate
  Program ............................................................................................ 4
  Certified Nurse Aide and Certified Homemaker/Home Health Aide .......... 8
  Certified Peer Recovery Specialist ..................................................... 9
  CPR .................................................................................................. 9
  IV Therapy ...................................................................................... 10
  Medical Billing and Coding .............................................................. 10
  North Jersey Imaging Academy ......................................................... 12
  Nurses’ Continuing Education .......................................................... 12
Human Resources .................................................................................. 13
Information Technology and Computer Support ................................ 14
Nonprofit Leadership Training ............................................................. 14
Online Learning/Ed2go ......................................................................... 16
Project Management ............................................................................ 17
Six Sigma Certification ...................................................................... 18
Supply Chain Management ................................................................. 18
Teacher Education Programs ............................................................... 19
Customized Business Training ............................................................. 20
General Information ........................................................................... 22
  How to Sign Up for Community and Professional Programs (CPP) ....... 24
Index .................................................................................................. 25
Non-Credit/Continuing Professional Education

The Center for Workforce Development (http://www.ccm.edu/Workforce) at the County College of Morris offers non-credit Continuing Professional Education and Customized Business Solutions for businesses.

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 Career/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.

CCM Business Solutions can work with your business to design training programs which can be delivered on-site at your business, at our Randolph campus, or through a hybrid approach (virtual and in-person). You decide the dates, the time, a given course length and the delivery options. 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 wfd@ccm.edu for more information on any of our programs.

Continuing Professional Education

Learn About CCM’s Career Certificate Programs

Open House and Information Sessions are held in September and January.

See our our website (http://www.ccm.edu/workforce) for details.

At our Open House Information Sessions, CCM’s adult and continuing education certificate and certification program instructors are available to answer questions about their courses. Learn more about the career opportunities within each certificate area, understand the training program and commitment needed to complete the course of study, and speak with instructors who also work in the industry.

Registration is not required. For more information, call 973-328-5187 or email wfd@ccm.edu

Learn about careers in:

- Human Resources
- Project Management
- Supply Chain Management
- Website Development and Design
- Non-Profit Leadership
- Addictions Counseling
- Medical Billing and Coding
- Clinical Healthcare Professions
- Teaching through the New Pathways to Teaching in New Jersey (NPTNJ)
- Information Technology and Computer Training

English Language Learning

CCM’s English Language Learning (ELL) program provides English language instruction for limited English proficient adults to increase their ability to communicate in English. The content is compatible with principles of language acquisition for adult learners of English and includes skills useful in the workplace, life and academics.

Early Beginner, Beginner and Intermediate levels are made up of three units (Part 1, Part 2, Part 3) that allow the learner to logically progress and build upon new knowledge. Students remain in a class level for several sessions to assure mastery of all of the concepts and content that will successfully transition the student to the next level. There is one book specific to each class level and students will work through the book. Advanced level students will improve English language mastery, using skills that are critical to the workplace or future academic studies. The ELL program at CCM has something for everyone whose first language is not English. A student’s ability, confidence and success will grow with each level of learning. The goal of ELL is to improve a student’s knowledge and comfort level with English communication.

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 Early Beginner, Beginner, Intermediate, Advanced 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.

This program requires a textbook. Please see ‘Textbook Information’ under General Information (p. 22).

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. Visit our website (https://www.ccm.edu/workforce/businesscommunity/ell) for testing dates.
On the date/time of your placement test, you must bring a valid photo ID (driver's license or passport). The testing center is located in the Learning Resource Center – 1st floor, Room LRC-101.01.

The Center for Workforce Development at County College of Morris offers a range of Health Occupations Training Programs to meet the growing demand for entry into the healthcare profession, as well as programs for seasoned professionals. Please see below for more information about our programs, and visit our website (http://www.ccm.edu/workforce) for updates and course schedules.

### Health Occupations

Upon completion of a course, a certificate of completion may be awarded. See "(p. 22)Certificates and Transcripts."

### Courses

#### ESL Testing

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>CEUs</th>
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<tbody>
<tr>
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<td>ENS-213</td>
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<td>ESL Advanced</td>
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</tr>
<tr>
<td>ENS-255</td>
<td>ESL - TOEFL Prep</td>
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</tr>
</tbody>
</table>

#### ESL Early Beginner

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

#### ESL Beginner

This course is designed for non-native speakers, who are more proficient with English language skills than Early Beginner. It is the next level for individuals who have completed the CCM Early Beginner Series. In this course, you will continue to improve your English skills as you explore all aspects of the English language, focusing mainly on grammar and vocabulary through group and class discussion, and online exercises. Emphasis is on practical everyday English and communication skills. ENS-226.

#### ESL Intermediate

This course 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, how to access transportation and travel, to understand safety and security issues, to understand consumer education issues. ENS-215.

#### ESL Advanced

This course will focus on the English skills necessary to listen, speak, read and write effectively in the workplace or for academics, to apply standard grammar structures, for development of pronunciation skills for family and parenting in U.S. society, and to understand issues relative to the environment and the world. ENS-214.

#### ESL - TOEFL Prep

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

### Alcohol and Drug Counselor Certificate (CADC)

Substance abuse counselors aid in the diagnosis, treatment and recovery process for people who struggle with addiction. Courses cover topics including, but not limited to: assessment, addiction recovery, counseling skills, crisis intervention, group and family counseling, consultation, disability, employment 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 as little as 3 - 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.

#### CPR / Basic Life Support (p. 9)

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's Aide (CNA)

A Certified Nurse's Aide (CNA) main role is to provide basic care to patients and assist them in daily activities that they may have trouble completing on their own. Learn to 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.

The Certified Nurse’s Aide Course combines lecture and labs in a hospital setting, and clinical experience in a long-term care setting, allowing students to successfully master the essential skills to 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’s Aide certification examination.

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.

All prerequisite courses must be taken before registering for the advanced coursework. If you are a medical professional or have previously taken courses in Medical Terminology or Anatomy, you may be able to “test out” of these prerequisite courses. Please contact the Center for Workforce Development at 973-328-5187.

Nurses’ Continuing Education
The Center for Workforce Development at CCM is an approved provider of continuing nursing education by the New Jersey State Nurses’ Association. Programs include Peripheral IV Therapy Skills and our RN Refresher Program.

The RN Refresher Program 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. In this program students will acquire the nursing knowledge and skills to assist with re-entry or initial entry to the acute care and long-term care setting. The program consists of 24 lecture hours at County College of Morris and 77 clinical hours of experiences arranged at an area hospital. The clinical experience is mandatory. Topics include: physical assessment, skills review, pharmacology update, legal and ethical issues, fluid and electrolyte imbalances, infection control and assessment and nursing management of major clinical problems. Objectives of the program include and are not limited to: 1) Employing 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.

Peripheral IV Therapy Skills 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.

Alcohol and Drug Counselor (CADC) Certificate Program

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

1. 270 hours of classroom training (5 domains, number of classes vary for each domain) Domains are: Assessment, Counseling, Case Management, Client Education, Professional Responsibility.
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

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

CCM offers the 5 Domains on a rotating basis, and each domain is a total of 54 hours. Students may be able complete all 5 domains within 3 - 4 semesters by taking multiple domains; students may also elect to complete 1 domain per semester. 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.

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

**Courses**

- **C101 - Initial Interviewing Process**
  Learn 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**
  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 on 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**
  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**
  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**
  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**
  Understand the nature of Gambling Disorder; identify and assess 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**
  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**
  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**
  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
Learn 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-254.

C205 - Group Counseling
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
Learn how SUD affects 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 (FASD) across the lifespan; Comprehend the lifelong primary and secondary characteristics associated with FASD, recognize the need for multidisciplinary assessment to determine appropriate services and evaluate appropriate treatment options for individuals with FASD. ADC-252.

C301 - Community Resources
Formulate and discuss diagnostic assessment and recommendations with a 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)
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
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
Learn 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
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
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
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
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

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

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

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. ADC-554.

C501 - Ethical Standards

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

Learn how 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

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

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

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

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

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

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-566.

C509 - Community Involvement

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.

Certified Nurse's Aide

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

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

Certified Nurse's Aide

A Certified Nurse's Aide's (CNA) main role is to provide basic care to patients and assist them in daily activities that they may have trouble completing on their own. Learn to 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.

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

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. Students will complete a Healthcare Professional BLS (Basic Life Support) course as part of the CNA program. There are additional expenses incurred by the student for these and other items.

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

This program requires a textbook. Please see ‘Textbook Information’ under General Information (p. 22).

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>AHP-160</td>
<td>Certified Nurse's Aide - Comprehensive</td>
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To register, go to https://webadvisor.ccm.edu/ and click on "Continuing Education (Non-Credit)." Have your credit card, social security number, and 5-digit Course Code number ready.

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. Students will complete a Healthcare Professional BLS (Basic Life Support) course as part of the CNA program. 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 and click on “Textbooks”. 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.
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.

CPR/Basic Life Support

Healthcare Professional 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.

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.

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

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

Certificates

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

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.
Peripheral IV Therapy Skills

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

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

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

Peripheral IV Therapy Skills

This course is designed for RNs, LPNs, Radiology Technologists, EMTs and other allied health professionals whose responsibilities include intravenous peripheral catheter insertion and care, and administration of intravenous solutions. Acquire the knowledge and psychomotor skills needed to successfully insert a short peripheral intravenous catheter. Although the focus of the class is skill acquisition, additional content will include the assessment and care of the peripheral intravenous catheter site and a discussion of the indications and complications of infusion therapy. NRS-426.

Medical Billing and Coding

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 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 following completion of the prerequisites.

This program requires textbooks which should be purchased directly from AAPC to assure the most current versions which are incorporated in the the certification examination. All students must obtain required course materials and online Blackboard access directly from AAPC immediately upon registering for the CCM courses. Failure to obtain the listed materials will limit your ability to participate in this course. Contact Justin White at AAPC to place your order - Justin.White@AAPC.com or (801) 800-8797.

Courses

PREREQUISITES

The following 4 courses are prerequisites required before taking any further course. Students may opt to "test out" of Medical Terminology for Healthcare Professionals and Anatomy for Healthcare Professionals by achieving a passing grade on the exam. Equivalent applicable work experience may considered via opt out testing or at the discretion of the Instructor.

REMAINING CURRICULUM

To prepare for the Coding Exam, you might wish to take the following course:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>CEUs</th>
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</thead>
<tbody>
<tr>
<td>AHP-329</td>
<td>AAPP CPC National Coding Certification Preparation Review Course &amp; Coding Exam</td>
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</table>

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

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. 22).”

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 and click on “Textbooks”. 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 and click on “Textbooks”. 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 and click on “Textbooks”. 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 includes overviews of the Healthcare Common Procedure Coding System (HCPCS) Level II and Category III codes. Practical application of the Current Procedural Terminology (CPT) coding system is part of every class. The importance and relevance of physician documentation is discussed, as well as the interpretation of this documentation in the assignment of CPT procedure codes. AHP-352.

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 CPT & 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.

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.

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 and click on “Textbooks”. 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.

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.

Workplace Simulation Training

Learn 3-M Encoding Software, the leading program used by hospitals, and get valuable hands-on experience. Using nearly 100 medical records, you will learn to properly code the medical bill on the actual software used today. Make the typical mistakes in a classroom setting and learn to avoid them so you won't make them on the job. AHP-312.

AAPP CMC National Coding Certification Preparation Review Course & Coding Exam

Prerequisite: Completion of ICD-10-CM/CPT 4 Coding - Practical Application. 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 environment. 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.

Nurses' Continuing Education

CCM's RN Refresher Program is approved by the New Jersey Board of Nursing (BON), and is held every other spring. Candidates must attend the mandatory information session. Please visit [our website](http://www.ccm.edu/workforce) for course dates and times.

RN Refresher Program (Lecture/ Clinical)

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.

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 program consists of 24 lecture hours at County College of Morris and 77 clinical hours of experiences arranged at an area hospital. The clinical experience is mandatory. Topics include: physical assessment, skills review, pharmacology update, legal and ethical issues, fluid and electrolyte imbalances, infection control and assessment and nursing management of major clinical problems. Objectives of the program include and are not limited to: 1) Employing 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.

Interested candidates must attend a Mandatory Information Session during our spring or fall Open House. See our [website](http://www.ccm.edu/workforce) for dates.

This mandatory session will identify whether the RN Refresher program is for you. The session reviews the RN Refresher application process and NJ BON requirements. We will discuss class schedule, admission requirements for health and physical exams, criminal background checks and go over expectations for licensing requirements. **There is no fee to attend the Mandatory Information Session.**

To continue through the registration process, you will be required to separately register and pay a processing fee. This NON-REFUNDABLE fee covers expenses incurred by the college to admit you into the program.

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>NRS-424</td>
<td>Mandatory RN Refresher Registration Seminar</td>
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</tr>
<tr>
<td>NRS-427</td>
<td>RN Refresher Program</td>
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Courses

Mandatory RN Refresher Registration Seminar

This is a mandatory seminar to identify whether the RN Refresher program is for you. We will discuss class schedule; admission requirements for health and physical exams, criminal background checks; and go over expectations for state license renewal. You may attend this session without paying; however, you will not be allowed to proceed through the registration process until you register and pay for this seminar. These NON-REFUNDABLE fees cover expenses incurred by the college to admit you into the program. NRS-424.
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. In this program you will acquire the nursing knowledge and skills to assist with re-entry or initial entry to the acute care and long-term care setting. The program consists of 24 lecture hours at County College of Morris and 77 clinical hours of experiences arranged at an area hospital. The clinical experience is mandatory. Topics include: physical assessment, skills review, pharmacology update, legal and ethical issues, fluid and electrolyte imbalances, infection control and assessment and nursing management of major clinical problems. Objectives of the program include and are not limited to: 1) Employing 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. NRS-427.

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.

Managers, HR Professionals, Entrepreneurs--if you would like to learn more about the hiring and handling of employees, health insurance, compensation, or other human resources programs and procedures, this course track is for you. Whether you are interested in pursuing testing for credentials from organizations such as the Human Resources Certification Institute or the Society for Human Resource Management (SHRM), or you are looking to grow your expertise, this program will provide you with the knowledge you need for your career growth and will prepare you to sit for the SHRM certification exam.

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

This program requires a textbook. Please see 'Textbook Information' under General Information (p. 22).

Curriculum

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<tr>
<th>Course Code</th>
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<th>CEUs</th>
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<tbody>
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<td>CHR-121</td>
<td>HR Management and Staffing</td>
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</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>
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<tr>
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<th>Course Title</th>
<th>CEUs</th>
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<tbody>
<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>
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</table>

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

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. 22)."

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.
Information Technology and Computer Training

Gain new skills to begin a career in the computer technology industry, OR learn new skills, update old skills and polish your resume to prepare for new career opportunities!

CCM is the place for you to obtain the knowledge you will need to obtain three of the most popular CompTIA® certifications: A+, Network+, and Security+. Each certification builds on the previous, starting with the A+ foundation.

Microsoft Office Suite

The Microsoft Office suite of applications are used universally by corporations, small businesses, in education and at home, by professionals, students and individuals, all who need to navigate and function effectively in a world powered by technology. Knowing Microsoft Word, Excel, PowerPoint and Outlook opens doors and improves your ability to compete in the workforce. Earning Microsoft Office Specialist (MOS) Certifications reflects proven technical skills with an industry valued credential. Each MS application has its own certification exam. Passing a core exam in any area allows you to add MOS to your resume.

Networking and Communications

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, Cisco Certified Networking Associate, which covers medium-size enterprise branch networks with more complex connections.

Programming and Data Analysis

Basic programming skills with progression to more advanced programming, along with the ability to extract, manipulate and understand data, trends and make projections, are in-demand skills for the 21st century workforce. Unlocking business intelligence through analysis of “big data,” using bitcoin technology to secure business transactions and harnessing the power of artificial intelligence to propel business, are driving forces for today’s successful businesses.

Web Development and Design

Web Design and Development Certification enables you to add digital expertise to your career as a digital web designer or web marketing / business specialist. Learn to develop and maintain websites using the tools used by web designers. Create digital content and digital media and employ technologies common to all websites.

You can also learn WordPress without a certification option. Learn to create blogs/websites that give you flexibility as well as an easy way to connect with social media platforms.

Nonprofit Leadership Training

Nonprofit Fundraising Essential 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.

CCM understands the unique needs of professionals working in non-profit organizations, particularly the challenges in developing awareness of your organization, fundraising on large and small scales, cultivating and soliciting a donor base, creating special events that have impact and communicate your organization’s mission and message, writing effective grant applications that yield results, along with being financially, legally and ethically compliant.

If you’re already a non-profit leader or manager and want to stand out professionally, or if you simply need to improve your skills to help your organization move to the next level, the CCM Non-Profit Leadership Training Program is for you. You can earn two CCM specialty certificates: Non-profit Fundraising Professional and Grant Writing. Following the training received in this program, students may also wish to investigate the Certified Fund Raising Executive (CFRE) credential. First awarded in 1981, it is also the first globally-recognized credential for fundraising professionals.

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

This program requires a textbook. Please see 'Textbook Information' under General Information (p. 22).

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.

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

Following the Fundamentals course, improve your understanding and skills with four more specialized courses. Whether you’re new to the field of grant writing or just want to improve your success rate in securing grant funds, this special CCM Grant Writing Certificate Program will provide you with an overview of necessary techniques for writing foundation grant proposals. This is a HANDS-ON program that includes a unique expert panel discussion from a variety of local nonprofits and foundations offering tips on presenting and submitting a successful grant application as well as the opportunity to ask questions.

Come to the program with your funding need and leave the program with the necessary tools to be successful. Research the funding options that are best for your need. Write the statement of need, narrative and other pieces of the proposal. Several times throughout the program, professional grant writers and grant funders are invited into the class to provide current grant trends and evaluate your work, providing 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.

This program requires a textbook. Please see 'Textbook Information' under General Information (p. 22).

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

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<tbody>
<tr>
<td>NPC-222</td>
<td>Fundamentals for Fundraising Professionals</td>
<td>1.5</td>
</tr>
<tr>
<td>NPC-211</td>
<td>Prospecting for Grants</td>
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<tr>
<td>NPC-210</td>
<td>Grant Researching and Proposal Writing Workshop</td>
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<tr>
<td>NPC-212</td>
<td>Interactive Proposals Writing</td>
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<tr>
<td>NPC-213</td>
<td>Ethics in Grant Writing</td>
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</table>

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

Courses

Fundamentals for Fundraising Professionals

This team-taught course, presented by leading industry recognized professionals, lays the groundwork for all other courses, creating a better understanding of the unique aspects of the management and work performed in the nonprofit sector. Session one presents a broad overview of the nonprofit sector including, among other topics, an overview of the fundraising climate, giving trends, and understanding your organization’s unique niche in the nonprofit space. Subsequent sessions cover legal basics and best practices including by-laws and requirements that will keep your organization legally compliant; review of key financial reports to understand your organization’s financial picture from an outside perspective, the fundamentals of nonprofit finance including how to read audited financial statements, with emphasis on income statements and balance sheets; the special tax implications and considerations for a nonprofit, tax code changes that affect nonprofit organizations and finally, the unique aspects of managing your board and board governance in the non-profit world, for new organizations or those that have a seasoned board. NPC-222.

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-223.

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, in partnership with Ed2Go, brings affordable, relevant on-line learning with easily accessible, internet based learning modules, offered in a variety of formats to meet your life-style and learning needs.

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

PROFESSIONAL DEVELOPMENT COURSES

These six-week, online courses, will help you learn a new skill or enhance an existing skill. You’ll spend roughly two to four hours each week completing two engaging lessons in an enjoyable, interactive learning environment. Expert instructors develop and lead every course. You’ll be able to interact with them and with fellow students in lively online discussion areas. New sessions start every month, so you can sign up anytime. For a full listing of course options, go online to www.ed2go.com/ccm/ (https://www.ed2go.com/ccm). If you need more information about the courses, please contact ed2go.support@cengage.com.

CAREER TRAINING CERTIFICATION PROGRAMS

Are you looking to start a new career or gain skills to advance in your existing career? If so, you’ve come to the right place! You can start these career training programs anytime and work at a pace that suits your individual style. You’ll have access to all the lessons and assignments from day one, and many of these programs can be completed in less than six months. You’ll get all the materials and instructor assistance you need to have a truly comprehensive learning experience. For a full listing of course options, go online to https://careertraining.ed2go.com/ccm. If you need assistance with
program selection, program mechanics and enrollment assistance, please call 855-598-3856.

GRADUATE AND PROFESSIONAL EXAM PREPARATION COURSES

Ed2Go offers preparation courses for GRE, LSAT, GMAT, PRAXIS Core. Visit their website for details.

(p. 54) 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

Project Management

Certificate in Project Management with PMP or CAPM Option

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

This is a comprehensive course presented in two parts. It is tailored for the new or future project manager, but is equally appropriate for the business owner, entrepreneurs and department heads who find themselves working in teams or at the helm of a project.

Students will work on a project plan of their choosing. Enrollment in Microsoft Project 2016 is recommended.

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<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>PMC-125</td>
<td>Project Management Practical Application I</td>
<td>2.1</td>
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<tr>
<td>PMC-126</td>
<td>Project Management Practical Application II</td>
<td>2.1</td>
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<tr>
<td>PMC-127</td>
<td>Project Management PMP, CAPM Prep</td>
<td>3.5</td>
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</tbody>
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Certification

You do not need to enroll in the entire certificate program to benefit from these courses. Upon completion of these three courses, you are awarded the Certificate in Project Management (CPM) by the college. See “Certificates and Transcripts (p. 22).” You may then apply directly to the PMI for details on obtaining their PMP or CAPM certification.

Microsoft Project with Certification Prep

Microsoft Project is the most popular project planning tool in the world. It is used in over 100 countries. This class will also review the Microsoft Project 2016 certification exam, Exam 74-343: Managing Projects with Microsoft Project.

Agile Project Management

According to the Project Management Institute (PMI), the world leader in Project Management Certifications, the PMI Agile Certified Practitioner (PMI-ACP®) is the fastest growing certification. Agile is a newer and effective method for managing projects, which is being used by countless organizations.

This course is for those who are seeking to prepare for the PMI-ACP® certification exam or professionals who are working in a team environment and want to learn more about the Agile principles and values to apply in the workplace. Topics covered include: Agile Principles and Mindset, Value Driven Concepts, Adaptive Planning, preparation for the PMI-ACP certification, and many other topics which drive the Agile Methodology.

This program requires a textbook. Please see ‘Textbook Information’ under General Information (p. 22).

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.

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<tr>
<td>PMC-123</td>
<td>Agile Project Management Certification Prep</td>
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Courses

Project Management Practical Application I

This is a two-part course. The course lays out current, successful project management methods, diagrams, software, evaluation and review techniques. Practice skills in creativity, situational problem solving and leadership. See how to work sensibly with project teams, conflict resolution and negotiations. Learn about practical and proven methods to manage people, procedures and time to achieve results. Learn about realistic up-to-date project concepts like critical path, critical chain project management and agile project management. Understand how to work with time constraints, smart planning, resource allocation, quality control, risk management, controlling costs and communications management. This course is tailored for the new or future project manager, but is equally appropriate for the business owner, entrepreneurs and department heads who find themselves working in teams or at the helm of a project. Students will work on a project plan of their choosing. Enrollment in Microsoft Project 2016 is recommended. PMC-125.

Project Management Practical Application II

This is a two-part course. The course lays out current, successful project management methods, diagrams, software, evaluation and review techniques. Practice skills in creativity, situational problem solving and leadership. See how to work sensibly with project teams, conflict resolution and negotiations. Learn about practical and proven methods to manage people, procedures and time to achieve results. Learn about realistic up-to-date project concepts like critical path, critical chain project management and agile project management. Understand how to work with time constraints, smart
planning, resource allocation, quality control, risk management, controlling costs and communications management. This course is tailored for the new or future project manager, but is equally appropriate for the business owner, entrepreneurs and department heads who find themselves working in teams or at the helm of a project. Students will work on a project plan of their choosing. Enrollment in Microsoft Project 2016 is recommended. PMC-126.

**Project Management PMP, CAPM Prep**

Project Management Practical Application I and II are appropriate prerequisite preparation for the novice. This class meets the educational requirement for taking the Project Management Professional (PMP) or Certified Associate in Project Management (CAPM) certification exams offered by the Project Management Institute (PMI). The course provides a robust foundation for the student's preparation in becoming eligible to take these two certification exams. This course also satisfies requirements for obtaining Professional Development Units (PDUs). PMC-127.

**Microsoft Project With Certification Prep**

Microsoft Project is the most popular project planning tool in the world, used in over 100 countries. This hands-on course covers these skills: Develop a plan, build a schedule and assign resources; Track and manage tasks, resources, and budgets; Analyze workloads to share resources across multiple projects; Apply best practice principles to plan, manage, maintain and direct projects; Produce project status charts and reports. This class provides review for the Microsoft Project 2016 certification exam, Exam 74-343: Managing Projects with Microsoft Project. PMC-124.

**Agile Project Management Certification Prep Course**

This course is for those who are seeking to prepare for the PMI-ACP certification exam or professionals who are working in a team environment and want to learn more about the Agile principles and values to apply in the workplace. Topics covered include: Agile Principles and Mindset, Value Driven Concepts, Adaptive Planning, preparation for the PMI-ACP certification, and many other topics which drive the Agile Methodology. In order to sit for the PMI-ACP exam, a student must have: 1) 2,000 hours of general project experience working on teams. A current PMP® or PgMP® will satisfy this requirement but is not required to apply for the PMI-ACP; 2) 1,500 hours working on agile project teams or with agile methodologies. This requirement is in addition to the 2,000 hours of general project experience and 3) 21 contact hours of training in agile practices. This course satisfies the 21-hour training requirement, and also satisfies the Professional Development Unit (PDU) requirement of PMI to maintain PMI-ACP certification. PMC-123.

**Six Sigma Certification**

**Green Belt Certification Prep Course**

CCM is offering American Society for Quality (ASQ) 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 that 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.

To sit for the ASQ Green Belt Exam requires three years of work experience in one or more areas of the Six Sigma Green Belt body of knowledge.

This program requires a textbook. Please see ‘Textbook Information’ under General Information (p. 22).

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

**Courses**

**Green Belt Certification Prep Course**

Upon completion of this 40-hour course, you will be prepared to sit for the American Society for Quality Green Belt certification exam. You should be able to organize complex issues into a structured, prioritized format; define projects against a project metric; gather data relative to the project metric; and analyze the data and identify the improvement tasks necessary to improve the project metric to a target value. BCC-142.

**Supply Chain Management**

**Certificate in Supply Chain Management**

The integrated nature of today’s Supply Chain makes this an essential course for all business professionals: IT, Marketing, Sales, Finance, Operations, Supply Management/Purchasing, Logistics, Transportation, Production, Quality and more. Every department and external resource plays an integral role in a company’s supply chain.

Whether you’re new to the workforce, or an experienced staff member, manager or executive, missteps in the supply chain costs organizations time, money and lost customers. This course will give you a new way of looking at and conducting business across tiers inside and outside the organization, resulting in cost savings, revenue growth and an increased competitive advantage. Learn how to synchronize supply with demand, conceptualize and build infrastructure to service the corporation’s needs, measure supply chain performance, and about the global impact on supply chain technology which is requiring organizations to rethink global strategies.

**Discover:**
Course Code | Course Title | CEUs
--- | --- | ---
SCM-109 | Supply Chain Management for Professionals | 4
SCM-108 | APICS (CSCP) Certified Supply Chain Professional Certification | 4.8

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**

**Supply Chain Management for Professionals**

Do you know your role in Supply Chain Management? The integrated nature of today's Supply Chain makes this an essential course for all business professionals: IT, Marketing, Sales, Finance, Operations, Supply Management/Purchasing, Logistics, Transportation, Production, Quality and more! Every department and external resource plays an integral role in a company's supply chain. Whether you're new to the workforce, or an experienced staff member, manager or executive, missteps in the supply chain costs organizations time, money and lost customers. This class will give you a new way of looking at and conducting business across tiers inside and outside the organization, resulting in cost savings, revenue growth and an increased competitive advantage. In this class you will learn the concepts and the practical real-life applications of supply chain management through interactive discussions and activities, case studies, online resources and course designed materials. You'll discover: What a supply chain is. How to break down silos to work cross-functionally among departments. Collaborative efforts with suppliers and customers. Methods to set up an effective supply chain. The evolving practices and future trends in supply chain management SCM-109.

**APICS (CSCP) Certified Supply Chain Professional Certification**

This program is advanced level course. This certification program is for those looking towards supply chain career advancement or a career change to the supply chain field. APICS certification is the premier, globally recognized credential in the supply chain industry. The class will prepare students to sit for the APICS CSCP certification exam. To sit for the exam requires a prerequisite minimum of an undergraduate Bachelor's degree or 3 years of on-the-job supply chain experience. Course registration includes all learning materials, online exam practice and a voucher for the APICS CSCP exam. SCM-108.

**Teacher Education (Alternate Route)**

**New Pathways to Teaching in New Jersey**

New Pathways to Teaching in New Jersey (NPTNJ) is a statewide alternate route teacher preparation program of 400 hours designed to provide candidates with the skills and strategies necessary to become excellent, successful teachers. The program provides a process for individuals who already hold a Bachelor's degree (or higher) to become licensed teachers without having to complete a traditional teacher training program. Candidates can take the NPTNJ pre-service coursework (50 hours) at CCM. Following the required 50-hour program, the remaining 350 hours are spread across four semesters or approximately two years of online learning under the oversight and administration of New Jersey City University (NJCU). [NJCU New Pathways Program](https://www.njcu.edu/academics/professional-education-and-lifelong-learning/new-pathways-teaching-nj).

The NPTNJ program is regulated and approved by the NJ Department of Education (NJDOE) and accredited by the Council for the Accreditation of Educator Preparation (CAEP). A Standard Certificate will be issued after the candidate completes the 400 hours of course work, successfully teaches for two years, and completes an edTPA Portfolio with a passing grade. This program prepares candidates for a standard K-12 Teaching Certificate. PreK-3 and Certificates of Technical Education must find alternate programs.

Candidates must complete 400 hours of training over the course of 2 years:

- A 50-hour pre-service course at CCM
- 4 semesters of online education with NJCU

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 350 hour semester phase of the program a candidate must possess a Certificate of Eligibility (CE) from the NJ DOE and successfully pass the Praxis II. A Certificate of Eligibility is not required to register for the CCM pre-service course. Candidates are not required to have a position as Teacher or Co-Teacher of Record to enter the 3 semesters of training for the remainder of the program through NJCU.

For complete and current information on certificate of eligibility requirements, please visit the [NJ DOE website](https://nj.gov/education/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
Before contacting CCM, please be sure you have thoroughly reviewed the NJ DOE website (https://nj.gov/education/license/alternate.htm) for the requirements needed for the specific teaching certification you desire.

NJCU New Pathways to Teaching in New Jersey

**Seminars 1, 2, 3 and 4 are offered fully online by NJCU.**

- Semester 1 (105 hours): may be taken for 7 graduate credits.
- Semester 2 (90 hours): may be taken for 6 graduate credits.
- Semester 3 (90 hours): may be taken for 6 graduate credits.
- Semester 4 (84 hours): may be taken for 5 graduate credits.
- State Performance Assessment via edTPA Portfolio.

**To begin the New Pathways to Teaching process:**

1. Application into Semester One requires the following:
   - Verification of completion of 50-hour Pre-service Introduction to Teaching class.
   - Letter of employment from school district (if you have secured a job)
   - Bachelor’s degree or higher from an accredited four-year college or university
   - GPA of 3.0 or higher
   - Passing PRAXIS II score
   - Copy of your Certificate of Eligibility (CE).

2. Concurrently during the pre-service phase, candidates should:
   - Complete the NJ DOE requirements to obtain a Certificate of Eligibility to teach. See the NJ DOE website for the required documents.

3. A Provisional Certificate will be issued by the NJ DOE through the School District in which the candidate works after candidates have completed the 50 hours of pre-service, have accepted an offer of employment, have confirmed enrollment in the New Pathway’s 400-hour program and are enrolled in a district mentoring program.

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

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<tr>
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<tr>
<td>ALT-113</td>
<td>NPTNJ Introduction to Teaching - 50 Hour Preservice Component</td>
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</tbody>
</table>

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

**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.

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**CCM Business Solutions**

**CCM's Center for Workforce Development works directly with companies and organizations**

**We can help you:**
- Revitalize Innovation
- Reduce Labor and Operating Costs
- Maximize Productivity
- Improve Customer Relations
- Strengthen Internal/External Communications
- Cultivate a Positive Work Environment

**We provide services to:**
- Customize workforce development solutions to meet your specific business goals
- Design a staff development plan, a corporate university, or supplement your existing training
- Identify competencies that support your organization’s strategic plan and business objectives
- Implement targeted solutions which utilize Needs/Skills Assessments, Tailored Training Programs, Certification Programs, and Performance Consulting and Coaching through private pay or grant funding options
- Offer options ranging from private pay to grant funding that work within your budget

For over 30 years, CCM’s Center for Workforce Development team has been successfully providing business and staff development solutions through customized business training to diverse organizations and industries in the greater Morris County area, serving over 4,000 employees.

The Workforce Development Center 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 through a hybrid approach (virtual and in-person). 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.

For a free consultation please contact:
Beth Rodgers, Associate Director,
Center for Workforce Development
County College of Morris Customized Business Solutions
brodgers@ccm.edu (cbt@ccm.edu) or 973-328-5186
https://www.ccm.edu/workforce

Sample Topics
Sampling of Courses for Your Business

Business / Personal Development Skills
Supervisory Management Skills
Leadership Development
Emotional Intelligence
Business Communications
Customer Service Skills
Team Building
Time Management
Diversity Management
Critical Thinking Skills
Stress Management
Presentation Skills
Performance Management
Strategic Planning
Change Management
Business Writing
Marketing and Sales
Team Effectiveness
Conflict Resolution
Mult-generational Management
Innovative Thinking
Work-Life Balance
Succession Planning

Technical and Manufacturing Skills
Microsoft Office Suite
MS Office Specialist Certification
Social Media
Supply Chain Management
Project Management
Networking Fundamentals
Program Development
Languages
Computer Integrated Manufacturing
Blue Print Reading
Business Process Improvement
GDT
Database Tools
CompTIA A+ Certification
Web Design/Development
Logistics
Six Sigma
Cisco CCNA Network Technician
Lean SS
Mechanical Prototyping
Business Math
Lean Thinking
Lean Visual Production

Industry Certifications
Project Management (PMI-PMP, CAPM, ACP)
APICS Certified Supply Chain Professional (CSCP)
CompTIA A+ certification
CISCO certified entry networking technician (CCENT)
APICS Certified in Logistics, Transportation, and Distribution (CLTD)
ASQ Six Sigma Green Belt/Black Belt
Microsoft Office Specialist certifications
CompTIA Network+ and Security + certifications
CISCO certified routing and switching technician (CCNA)
APICS Certified in Inventory Management (CPIM)

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

Get details on in-demand programs we can provide for your business at https://www.ccm.edu/workforce

Grant-Funded Training
Grant-Supported Training for Your Employees

The Center for Workforce Development at CCM offers grant-supported training for New Jersey employees in the areas of Business skills, Technology skills and Manufacturing-related skills. Classes typically run as a one-day training session at our Randolph campus. For registration information and schedule, go to https://www.ccm.edu/workforce

These classes may be customized and delivered at your site for a nominal fee.

If you work for a New Jersey non-governmental business, these classes are grant-supported, and therefore, of no cost to you. See your Human Resources department for an EIN/Tax ID number.

(If you are a government employee, or if you are currently unemployed and would like to take one of these classes, alternate registration instructions are available on our website (https://www.ccm.edu/workforce/grantsupported/one-day-skills-training).)

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.

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

• Public employees and unemployed persons are NOT eligible for this program (a special program for unemployed can be found at http://rtwnj.org)
• Employees must work either part-time or full-time for a New Jersey business
General Information

- 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

All registrations for the Grant-Supported Training Program must be done through CCM's Center for Workforce Development, Business Solutions.

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.

View a sample of Workforce Development courses for your business at https://www.ccm.edu/workforce.

For more information, contact us at wfd@ccm.edu

Opportunities and Programs for the Unemployed, Underemployed or Dislocated

You may qualify for educational vouchers up to $5,000 covering: training, materials and exam fees.

CCM is committed to assisting community members who are unemployed, underemployed, or dislocated from their employment. Through partnerships with various grants, the One-Stop Career Centers and other job seeker groups, CCM offers a wide variety of programs with the goal of helping people get a job, get a better job, or be more effective in your field, or a new field, through retraining and education opportunities.

For more information, contact Morris/Sussex/Warren Employment and Training Services at msw-ets@co.morris.nj.us or call 973-285-6880.

General Information

- Certificates and Transcripts (p. 22)
- Course Cancellations and Changes (p. 23)
- Accessibility Services (p. 23)
- Emergency and Inclement Weather Closing (p. 23)
- Employer Paid Training (p. 23)
- Morris County Agencies Only (p. 23)
- Purchasing Text Books (p. 23)
- Student Records (p. 23)
- Student Withdrawal and Refunds (p. 23)
- Traffic and Parking Regulations (p. 23)

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/](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](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 as far in advance of the class as possible using the contact information on file with the Office of Records and Registration. Please be sure your contact information is current (See 'Student Records' section). 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 American with Disabilities Act (ADA) of 1990, the ADA Amended Acts (ADAA) of 2008 and County College of Morris policy, no qualified individual with a disability shall, solely on the basis of that disability, be excluded from participation to County College of Morris programs or activities. Students may seek reasonable accommodations for their documented disability by self-identifying and registering with the Office of Accessibility Services. Students who are approved through Accessibility Services for classroom accommodations are encouraged to meet with faculty members on an individual basis to discuss their specific needs. To register or learn about services, students may
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 that it may not be possible to notify each person individually though every attempt is made to do so by CCM staff and your class instructor. It is 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” section below to make corrections.

Employer Paid Training

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

Morris County Agencies Only - payment procedure

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

Purchasing 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 through 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, changes of address and other contact information must be requested in writing using the appropriate form provided by the Office of Records and Registration found at 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 make sure that CCM has your current contact information.

Student Withdrawal and Refunds

Students will receive a full refund (minus a $10 drop fee per course) if notification is received in writing three (3) business days prior to the first class. Mail your request to Records and Registration, County College of Morris, 214 Center Grove Road, Randolph, New Jersey 07869-2086 or email it to registrar@ccm.edu. Thereafter 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 several 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 Workforce Development Programs

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 use the registration form from our current schedule, or print one from our website https://www.ccm.edu/workforce. 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. The online system is unable to automatically update changes of name, address or phone number since your last registration. To change your information, see 'Student Records' section. Print, complete, and send the Change of Information form 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.

For on-line registration assistance, call 973-328-5187. If you have technical problems with website 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:

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 ..........4

C
Career and Professional Programs ........................................2
Certified Nurse Aide and Certified Homemaker/Home Health Aide ...8
Certified Peer Recovery Specialist ..........................................9
CPR ....................................................................................9
Customized Business Training ............................................20

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

G
General Information ..........................................................22
Graduate & Professional Exam Preparation Courses .................3

H
Health Occupations ...........................................................3
How to Sign Up for Community and Professional Programs (CPP) .24
Human Resources ................................................................13

I
Information Technology and Computer Support ......................14
IV Therapy ...........................................................................10

M
Medical Billing and Coding ..................................................10

N
Non-Credit/Continuing Professional Education .......................2
Nonprofit Leadership Training .................................................14
North Jersey Imaging Academy .............................................12
Nurses’ Continuing Education ..............................................12

O
Online Learning/Ed2go .......................................................16

P
Project Management ............................................................17

S
Six Sigma Certification ..........................................................18
Supply Chain Management .....................................................18

T
Teacher Education Programs ............................................19