NON-CREDIT CATALOG
2020 - 2021
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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.

CareerAdvance USA Apprenticeships

As the recipient of a $4 million CareerAdvance USA Grant, County College of Morris (CCM) and its partner schools are offering training and apprenticeship programs for those looking to build rewarding and well-paying careers in the high-demand field of advanced manufacturing.

As a CCM CareerAdvance apprentice, you will gain skills in a condensed timeframe, while being paid, to obtain a job in advanced manufacturing. You also will have the opportunity to gain college credit during your participation if you would like to continue and pursue a certificate or college degree.

Apprenticeships are available to those with little to no knowledge of advanced manufacturing, along with those with a basic knowledge of the field.

To learn more about apprenticeships in advanced manufacturing, visit Apprenticeship.gov (https://www.Apprenticeship.gov)

For more information on CCM Career Advance Apprenticeships in Advanced Manufacturing, go to https://www.ccm.edu/apprenticeships (https://www.ccm.edu/apprenticeships/) or email CareerUSA@ccm.edu (CareerUSA@ccm.edu)

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.

The Center for Workforce Development offers a wide variety of continuing professional education courses and certifications. This online catalogue is representative of the subjects and classes and may not include all of the courses that are offered by Workforce Development. For the latest course offerings and dates, please refer to our website at www.ccm.edu/workforce (http://www.ccm.edu/workforce/). 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:

Data Analytics
Data Visualization
Engineering and Advanced Manufacturing
Programming / Coding
Microsoft Office Suite
Human Resources
Project Management
Supply Chain Management
Website Development and Design
Non-Profit Leadership
Addictions Counseling
Medical Billing and Coding
Clinical Healthcare Professions
Alternate Route to Teaching - New Pathways to Teaching in New Jersey (NPTNJ)
Information Technology and Computer Training
Business Skills

Financial accounting is important for all companies, regardless of their size. Small businesses sometimes lack the capacity to keep up with records of billing and expenses, and get behind with record keeping. Through our Business Skills courses at the Center for Workforce Development at CCM, businesses can learn to record transactions thoroughly and systematically. This is important for establishing a record of a company’s financial health, which becomes critical when applying for loans or establishing a working relationship with other businesses.

In Accounting Fundamentals you will learn the basics of recording financial data, and in QuickBooks you will learn how this popular accounting software can help you keep up, manage your inventory, bills and expenses and get organized for tax time. Both classes will give you the tools to analyze your company’s transactions so that you can move forward and make sound financial decisions.

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>BDT-124</td>
<td>Accounting Fundamentals</td>
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</tr>
<tr>
<td>BDT-125</td>
<td>QuickBooks Essentials</td>
<td>2.1</td>
</tr>
</tbody>
</table>

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

Data Analytics Certificate Program

Prerequisite: A solid foundation in Microsoft Excel.

The CCM Certificate in Data Analytics, offered through Workforce Development, provides participants with data acumen in the areas of data manipulation, visualization and interpretation. To obtain your certificate, you must take all of the following courses. Classes may be taken in any order, but the recommended sequence is:

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<td>CPC-603</td>
<td>Introduction to R Programming and Data Science</td>
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<tr>
<td>CPC-629</td>
<td>Business Analytics With Excel</td>
<td>0.6</td>
</tr>
<tr>
<td>CPC-624</td>
<td>Visual Basic: Applications in Excel</td>
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<tr>
<td>CPC-625</td>
<td>Tableau I</td>
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<tr>
<td>CPC-626</td>
<td>Tableau II</td>
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Through hands on projects, students will gain a working knowledge of data science and develop a working toolkit of software applications.

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

Introduction to R Programming and Data Science

Prerequisite: Working knowledge of personal computers. This ten-hour course introduces students to R, a free, open source, statistical software program used to analyze large data sets. Students will complete projects analyzing large data sets related to environmental and business issues. The course will cover exploratory data analysis techniques, visualization methods, modeling and ideas in reproducible research. R’s widespread popularity in today’s data driven business world makes R a must-know data analysis tool in almost every field of business: finance, bio science, supply chain, sports, retail, marketing, social media, manufacturing and even journalism. High school statistics teachers will benefit from this course as well, by incorporating technology, an element of the common core curriculum. At the completion of this introductory class, students will be able to produce their own R-based report in their own business or school environment. Enrollment is limited to 20. CPC-603.

Business Analytics With Excel

Prerequisite: Proficient/Intermediate knowledge of MS Excel. The Business Analytics course is designed to teach students how data science is applied in business. Students will utilize the Analysis ToolPak built into Excel to explore concepts in correlation, regression analysis and hypothesis testing. Students will learn the theory behind these statistical methods as they master the practical application. Students will explore multivariate analysis and how correlation can help them understand portfolio diversification design. ‘What If’ analysis will be covered utilizing the Solver and Go Seek features of Excel. CPC-629.
Visual Basic: Applications in Excel

Prerequisite: Proficient knowledge of MS Excel. You will learn how to apply the VBA programming language to make your Excel spreadsheets much more powerful. This course starts you out with learning how to record macros and the basics of VB programming. The course will teach you to read, write and debug VB code. You will also learn how to pass lists and floating variables though VB. The course will teach you to use conditional statements, create input and message boxes. At the end of this course, you will be familiar with the VBA programming language, as it applies to Microsoft Excel. You will be able to apply this knowledge to make interactive and fully functional spreadsheets. CPC-624.

Tableau I

The first session in CCM's four-part series introduces Tableau. Learn basic Tableau fundamentals, as well as connecting and preparing data, exploring data and managing, sorting and grouping data. CPC-625.

Tableau II

This course picks up where Tableau I leaves off, and includes saving and sharing, filtering data, custom visualizations and creating maps, dashboards and stories. CPC-626.

Data Visualization

For the past four years, Glassdoor.com has rated Data Scientist as the ‘Best Job in America.’ Data science allows companies to make data driven decisions to improve the performance of the organization. Companies are adopting a culture where data drives decisions in marketing, sales, finance and purchasing. Through a progression of courses at CCM, you can earn a Certificate in Data Visualization.

Data Visualization Certificate Program

The CCM Certificate in Data Visualization provides participants with an understanding of a visualization tool which presents large amounts of complex data in an easy to understand format. Visual context such as charts and graphs make it easy to identify correlations, patterns, trends or areas needing improvement. By taking all four courses, individuals will be prepared to take the Tableau Desktop Specialist certification exam. To obtain your data visualization certificate, you must take all of the following courses:

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<tr>
<td>CPC-626</td>
<td>Tableau II</td>
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<td>CPC-627</td>
<td>Tableau III</td>
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<tr>
<td>CPC-628</td>
<td>Tableau IV</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

Tableau I

The first session in CCM’s four-part series introduces Tableau. Learn basic Tableau fundamentals, as well as connecting and preparing data, exploring data and managing, sorting and grouping data. CPC-625.

Tableau II

This course picks up where Tableau I leaves off, and includes saving and sharing, filtering data, custom visualizations and creating maps, dashboards and stories. CPC-626.

Tableau III

Students will move beyond fundamentals to perform advanced data visualization. Blend data to visualize relationships, join data, access data in pdfs and refine your visualizations with sets and parameters. CPC-627.

Tableau IV

Complete the CCM Tableau series and earn your Data Visualization Certificate as you conclude with manipulating data with calculations, visualizing data with advanced calculations, performing statistical analysis and forecasting, and learning to enrich visualizations, dashboards and maps. CPC-628.

Engineering

Computer Aided Design is used by professionals in all types of industries and is an essential skill that can continue to be built upon, with advanced courses covering various types of modeling. CCM offers a variety of courses in 2-D, 3-D and solid modeling CAD programs.

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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>CAD-111</td>
<td>AutoCAD Level 1: Basic 2-D Drawing</td>
<td>2.4</td>
</tr>
<tr>
<td>CAD-120</td>
<td>AutoCAD Level 2: Beyond Basic</td>
<td>2.1</td>
</tr>
<tr>
<td>CAD-112</td>
<td>AutoCAD Civil 3D</td>
<td>3</td>
</tr>
<tr>
<td>CAD-113</td>
<td>SolidWorks Solid Modeling CAD</td>
<td>1</td>
</tr>
<tr>
<td>CAD-114</td>
<td>Inventor Solid Modeling CAD</td>
<td>1</td>
</tr>
</tbody>
</table>

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Courses

AutoCAD Level 1: Basic 2-D Drawing

This course is an introduction for new AutoCAD software users who require comprehensive training. It incorporates the features, commands, and techniques for creating, editing, annotating and printing 2D drawings with AutoCAD. The primary objective of
AutoCAD Level 2: Beyond Basic

This course continues to build on the concepts introduced in the Basic 2D Drawing class. It is designed for the AutoCAD user looking to advance their knowledge of AutoCAD. To comprehend and utilize features, commands, and techniques for becoming more productive and efficient when creating, editing, annotating, and printing drawings with AutoCAD. Advanced AutoCAD applications to be covered: Dynamic Blocks, Attributes, Fields, External References, Advanced Layer Management tools, Object Linking and Embedding (OLE), Raster Images and PDFs, with an introduction to customization and 3D. Students will get hands-on experience working with real world drawing examples and exercises in a supervised CAD lab. CAD-112.

AutoCAD Civil 3D

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

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

SolidWorks Solid Modeling CAD

SolidWorks is a widely used computer-aided design and engineering (CAD/CAE) package. Solid modeling topics include: sketching, basic 3D functions (extrude, revolve, etc.), advanced 3D functions (sweep, loft, etc.), assembly creation and an introduction to finite element analysis (FEA). Translate 3D solid models into 2D technical data packages for manufacturing. Learn fundamental and advanced functions in SolidWorks necessary for any designer, drafter, or engineer. Each topic will have an associated exercise for a hands-on understanding of the material, and each exercise will build upon previous exercises. At the end of the course, students will have a physical data package (models and drawings) that will show proficiency with the software. This data package may also be used for job interviews as evidence of proficiency. CAD-113.

Inventor Solid Modeling CAD

Inventor is intended for the prospective designer, inventor, prototyper, draftsperson, test fixture designer, advanced manufacturing technician, operator or engineer. This ten-hour course harnesses the power of the Inventor software tool to realize the 3D and 2D modeling of physical components as well as to introduce Inventor’s capabilities in assisting in the design and analysis of assemblies. Each topic will have an associated exercise for a hands-on understanding of the material, and each exercise will build upon previous exercises. At the end of the course, students will have a physical data package (models and drawings) that will show proficiency with the software. This data package may also be used for job interviews as evidence of proficiency. CAD-114.

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. 29).

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.
Health Occupations

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<tr>
<th>Course Code</th>
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<th>CEUs</th>
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<tr>
<td>ENS-213</td>
<td>ESL Early Beginner</td>
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<td>ENS-226</td>
<td>ESL Beginner</td>
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<tr>
<td>ENS-215</td>
<td>ESL Intermediate</td>
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<tr>
<td>ENS-214</td>
<td>ESL Advanced</td>
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<tr>
<td>ENS-255</td>
<td>ESL - TOEFL Prep</td>
<td>3</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

Upon completion of a course, a certificate of completion may be awarded. See ‘(p. 29) 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.

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.

Health Occupations

The Center for Workforce Development at County College of Morris offers a range of Health Occupations Training Programs to meet the growing demand for entry into 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.

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. 12)

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 BLS certification and 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](http://nj.gov/humanservices/dmhas/initiatives/workforce/FAQs_Becoming_LCADC_CADC.pdf), specifically page 34C-8, 13:34C-2.3
Course Descriptions

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-251.

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. 29).

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 Aide - Comprehensive

The Certified Nurse Aide - Comprehensive Course combines lecture and labs in a hospital setting and clinical experience in a long-term care setting, allowing students to master the essential skills to obtain an entry-level position in the healthcare field. This Comprehensive course includes Healthcare Professional BLS (Basic Life Support) certification and a three-day Skills Review and Exam program concluding with the state required skills evaluation. Upon the successful completion of the course, students are eligible to take the NJ State approved Certified Nurse Aide certification examination. Class size is limited to 10 students. AHP-163.

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
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 Health 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.

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

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.

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.

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<th>Course Title</th>
<th>CEUs</th>
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<tbody>
<tr>
<td>AHP-256</td>
<td>Medical Terminology for Healthcare Professionals</td>
<td>2.4</td>
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<tr>
<td>AHP-301</td>
<td>Anatomy for Healthcare Professionals</td>
<td>2.4</td>
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<tr>
<td>AHP-199</td>
<td>ICD-10-CM Introduction and Applications</td>
<td>1.6</td>
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<tr>
<td>AHP-352</td>
<td>CPT &amp; HCPCS Coding Course</td>
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Courses not offered one semester will be offered in the following semester. This certificate may require 2 semesters to complete.

REMAINING CURRICULUM

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<tr>
<th>Course Code</th>
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<th>CEUs</th>
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<tbody>
<tr>
<td>AHP-341</td>
<td>ICD-10-CM/CPT 4 Coding - Practical Application</td>
<td>4.2</td>
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<tr>
<td>AHP-343</td>
<td>Medical Billing</td>
<td>3.2</td>
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<tr>
<td>AHP-331</td>
<td>Evaluation and Management</td>
<td>1.6</td>
</tr>
<tr>
<td>AHP-267</td>
<td>Physician’s Practice Management and Regulatory Issues</td>
<td>1.8</td>
</tr>
<tr>
<td>AHP-243</td>
<td>Navigating the Medical Record</td>
<td>0.8</td>
</tr>
<tr>
<td>AHP-312</td>
<td>Workplace Simulation Training</td>
<td>1.6</td>
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To prepare for the Coding Exam, you might wish to take the following course:

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

To register, go to [https://webadvisor.com.edu](https://webadvisor.com.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. 29).’

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](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-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](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](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-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 ICD & CPT puzzle pieces together’ using both CPT and ICD scenarios. The beginner coder learns the concept of coding a diagnostic statement in an outpatient setting covering a wide variety of patient services. Gain practical application of ICD-10-CM diagnostic coding utilizing official coding guidelines and conventions. This also includes in depth instruction on CPT procedural coding covering anesthesia, pathology, laboratory, medicine and surgery. Practice knowledge of coding using workbook examples, operative reports and group discussions. This course will lay the foundation to prepare the student for the American Academy of Professional Coders (AAPC) Certified Professional Coder (CPC) national certification. AHP-341.

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.

AAPC CPC 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 space. Students are required to register and pay the AAPC examination fee separately. Exam fees are not included in the course fees. Students must register for the exam 4 weeks in advance of the exam date. For more information on the exam and registration, please contact: Justin White @AAPC: 801-236-2200 EXT 292 justin.white@aapc.com. AHP-329.

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. 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.

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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<td>NRS-424</td>
<td>Mandatory RN Refresher Registration Seminar</td>
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<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.

**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.

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<tr>
<td>NRS-426</td>
<td>Peripheral IV Therapy Skills</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**

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

**Employment Law**

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

**Training & Staff Development**

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

**Total Rewards: Compensation & Benefits**

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

**Strategic HR Management & Capstone Project**

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

Networking and Communications (p. 19)

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 (p. 19)

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 (p. 20)

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.

CompTIA

CompTIA A+ Computer Service Technician

As an IT professional, the value of certification is without question. Cement your knowledge of computer operating systems, networking, using mobile devices and understanding the importance of security. CompTIA® A+ certifications are the benchmark of most entry-level positions in Information Technology. Achieve professional accreditation AND make yourself more marketable to employers. Completing two classes, Hardware and Software, will prepare you to achieve CompTIA® A+ certification, and put you on the path to a rewarding career as an IT professional.

Upon completion of both courses, you will have basic knowledge of configuring, installing, diagnosing, repairing, upgrading and maintaining computers and associated technologies.

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>CEUs</th>
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<tbody>
<tr>
<td>CPC-601</td>
<td>CompTIA® A+ Core 1</td>
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</tr>
<tr>
<td>CPC-602</td>
<td>CompTIA® A+ Core 2</td>
<td>3</td>
</tr>
</tbody>
</table>

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

Certification

You do not need to enroll in the certificate program to benefit from these courses. Upon completion of both courses, you may be awarded the CompTIA A+ Computer Service Technician Certificate of Completion. See “Certificates and Transcripts (p. 29).”

CompTIA® Network+ Certification

PREREQUISITE: Regardless of whether you have passed A+ certification, it is necessary to have the following skills and knowledge to take this course:

- Configure and support PC, laptop, mobile (smartphone/tablet) and print devices
- Know basic network terminology and functions (such as Ethernet, TCP/IP, switches, routers)
- Configure and manage users, groups and shared resources in a simple SOHO network
- Understand the use of basic access control measures, such as authentication, security policy, encryption and firewalls

This course will enable IT professionals with job roles such as network administrator, network technician, network installer, help desk technician and IT cable installer to prepare for and pass the Network+ certification exam.

Achieving the CompTIA® Network+ certification validates that the holder has the knowledge and skills required to troubleshoot, configure and manage common network wireless and wired devices; establish basic network design and connectivity; understand and maintain network documentation; identify network limitations and weaknesses; and implement network security, standards and protocols. Through this course, students will have a basic understanding of emerging technologies including unified communications, mobile, cloud and virtualization technologies. The CompTIA® exam registration fee is not included in the course.

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<tr>
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<tbody>
<tr>
<td>CPC-606</td>
<td>CompTIA Network+</td>
<td>4</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.
CompTIA® Security+ Certification

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

• Understand basics of encryption, data protection and incident response.

• Have basic understanding of how network security, compliance and operational security and application security works.

• Configure and manage users, groups and shared resources on a network.

• Understand the use of access control measures, authentication, security policy and firewalls.

The CompTIA® Security+ course will teach the knowledge and skills required to install and configure systems to secure applications, networks, and devices; perform threat analysis and respond with appropriate mitigation techniques; participate in risk mitigation activities; and operate with an awareness of applicable policies, laws, and regulations. Key concepts include threats attacks and vulnerabilities, technologies and tools, architecture and design, identity and access management, risk management and cryptography and PKI.

Security+ emphasizes hands-on practical skills, ensuring the security professional is better prepared to problem solve a wider variety of network issues. This course focuses on the latest trends and techniques in risk management, risk mitigation, threat management and intrusion detection. This certification covers the Junior IT Auditor/Penetration Tester job role, in addition to the previous job roles for Systems Administrator, Network Administrator, and Security Administrator.

This course will enable IT professionals with job roles such as Network Engineer, Systems Administrator, Information Security Analyst, or Information Technology Manager to prepare and pass the CompTIA® Security+ certification. The CompTIA® exam registration fee is not included in the course.

This program requires a textbook. Please see ‘Textbook Information’ under General Information (p. 29).

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<tr>
<th>Course Code</th>
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<th>CEUs</th>
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<td>CPC-611</td>
<td>CompTIA Security+</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

CompTIA® A+ Core 1

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

CompTIA® A+ Core 2

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

CompTIA Network+

PREREQUISITE: Regardless of whether you have passed A+ certification, it is necessary to have the following skills and knowledge to take this course: Configure and support PC, laptop, mobile (smartphone/tablet) and print devices; Know basic network terminology and functions (such as Ethernet, TCP/IP, switches, routers); Configure and manage users, groups and shared resources in a simple SOHO network; Understand the use of basic access control measures, such as authentication, security policy, encryption and firewalls. This course enables IT professionals with job roles such as network administrator, network technician, network installer, help desk technician and IT cable installer to prepare for and pass the Network+ certification exam. Achieving the CompTIA® Network+ certification validates that the holder has the knowledge and skills required to troubleshoot, configure and manage common network wireless and wired devices; establish basic network design and connectivity; understand and maintain network documentation; identify network limitations and weaknesses; and implement network security, standards and protocols. Through this course, students will have a basic understanding of emerging technologies including unified communications, mobile, cloud and virtualization technologies. The CompTIA® exam registration fee is not included in the course. CPC-606.

CompTIA Security+

Prerequisite: It is necessary to have the following skills and knowledge to take this course: Understand basics of encryption, data protection and incident response; Understand how network security, compliance and operational security and application security work; Configure and manage users, groups and shared resources on a network; Understand the use of access control measures, authentication, security policy and firewalls. The CompTIA® Security+ course will teach the knowledge and skills required to install and configure systems to secure applications, networks, and devices; perform threat analysis and respond with appropriate mitigation techniques; participate in risk mitigation activities; and operate with an awareness of applicable policies, laws, and regulations. Key concepts include threats attacks and vulnerabilities, technologies and tools, architecture and design, identity and access management, risk management and cryptography and PKI. Security+ emphasizes hands-on practical skills, ensuring the security professional is better prepared to problem solve a wider variety of network issues. This course focuses on the latest trends and techniques in risk management, risk mitigation, threat management and intrusion detection. This
certification covers the Junior IT Auditor/Penetration Tester role, in addition to the previous job roles for Systems Administrator, Network Administrator, and Security Administrator. This course will enable IT professionals with job roles such as Network Engineer, Systems Administrator, Information Security Analyst, or Information Technology Manager to prepare and pass the Security+ certification. The CompTIA® exam registration fee is not included in the course. CPC-611.

Networking and Communications

Networking and Communications

CISCO® CCNA Certification Prep

Cisco has updated the Certified Network Associate (CCNA) effective February 2020. The certification exam has been updated and streamlined into ONE certification exam. This course prepares you to sit for the new CCNA exam. According to Cisco®, 78% of technology executives and managers consider technical certifications to be a critical success factor, and 99% of organizations use certifications in making hiring decisions. You can earn a CCNA to establish your credentials in the ever-changing networking industry. Bring your skills up to date with the latest in networking, security, automation and programmability. Boost your confidence and credibility. This single certification validates your expertise across many IT careers.

This program requires a textbook. Please see 'Textbook Information' under General Information (p. 29).

Course Code Course Title CEUs
CNA-105 CISCO CCNA Certification Prep 2.8

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

CISCO CCNA Certification Prep

Cisco has updated the Certified Network Associate (CCNA) effective February 2020. The certification exam has been updated and streamlined into ONE certification exam. This course prepares you to sit for the new CCNA exam. According to Cisco®, 78% of technology executives and managers consider technical certifications to be a critical success factor, and 99% of organizations use certifications in making hiring decisions. You can earn a CCNA to establish your credentials in the ever-changing networking industry. Bring your skills up to date with the latest in networking, security, automation and programmability. Boost your confidence and credibility. This single certification validates your expertise across many IT careers. CNA-105.

Programming

Programming

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.

Course Code Course Title CEUs
CPC-603 Introduction to R Programming and Data Science 1
CPC-607 Python Programming 1
CPC-624 Visual Basic: Applications in Excel 0.6
CPC-612 C# - Intro to Programming Concepts 3
CPC-613 C++ Object Oriented Programming 3
CPC-610 Fundamentals of Blockchain 1.2

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.

Introduction to R Programming and Data Science

Prerequisite: Working knowledge of personal computers. This ten-hour course introduces students to R, a free, open source, statistical software program used to analyze large data sets. Students will complete projects analyzing large data sets related to environmental and business issues. The course will cover exploratory data analysis techniques, visualization methods, modeling and ideas in reproducible research. R’s widespread popularity in today’s data driven business world makes R a must-know data analysis tool in almost every field of business: finance, bio science, supply chain, sports, retail, marketing, social media, manufacturing and even journalism. High school statistics teachers will benefit from this course as well, by incorporating technology, an element of the common core curriculum. At the completion of this introductory class, students will be able to produce their own R-based report in their own business or school environment. Enrollment is limited to 20. CPC-603.

Python Programming

Prerequisite: Proficient knowledge of MS Excel. You will learn how to apply the VBA programming language to make your Excel
Web Development and Design

Web Development and Design Certification

PREREQUISITES: Competent computer skills, working knowledge of Windows

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. Learn CSS skills needed to format text, incorporate graphics and multimedia, create special effects, and create interactive forms using the most current web styling techniques. Create web pages with images, lists, tables, events, rollover images, slide presentations, FAQs, banners and more. Offer creative design and maintenance skills to your clients, employer, or to your personal website with complete confidence.

This class includes Web Design Using HTML5 & CSS3, JavaScript, jQuery and Adobe Dreamweaver, the production tool that simplifies the creation and maintenance of websites.

Certificate: Upon completion of the course, the Certificate in Web Development & Design may be awarded upon request. See “Certificates” on General Information page.

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<td>WDA-242</td>
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</table>

Courses

WordPress

PREREQUISITE: working knowledge of computers

WordPress is a powerful web design platform that is user-friendly for those with little to no programming experience. Learn the tips and tricks to create a modern website that will allow for flexibility and easy updates, with many popular embedded features that can expand reach through social media. Learn to add plugins to a site to maximize its performance.

Certificate: Upon completion of the course, the Certificate in Web Development & Design may be awarded upon request. See “Certificates” on General Information page.

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<tbody>
<tr>
<td>WDA-241</td>
<td>WordPress for Businesses, Entrepreneurs And Bloggers</td>
<td>1.2</td>
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</table>
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. To earn a Microsoft Office Specialist Certification for Office 2016, pass one of the following specialist exams: • 725: Word • 727: Excel • 731: Outlook

### Microsoft Word MOS Certified

**MOS-115 Microsoft Word Novice to MOS Certified**

**PREREQUISITE:** Prior MS Word experience. Students needing to learn the basics of Word should enroll in the 'Novice to MOS Certified' class. This course provides a refresher of MS Word, including skills and concepts that are often overlooked or underused in this powerful office tool. Students learn higher level skills and prepare for the core MOS Word Certification Exam 77-725. A review of important basics such as margins, tabs, indentations, tables, headers and footers, along with focused content like bulleted and numbered lists, mail merge, templates, macros, track changes and layout and design options are included. The objectives of the 77-725 Exam: document creation and management; formatting of text, paragraphs and sections; creating tables and lists; creating and managing references and inserting and formatting graphic elements will be covered. This course is bundled with textbooks and an exam voucher to take the MOS Word certification exam at CCM’s state-of-the-art Test Center in the Learning Resource Center. The test voucher, a $150 value, includes a test access code with GMetrix self-study modules, GMetrix timed exam practice sessions, 1 practice exam, the Certification Exam and 1 exam retake. MOS-118.

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<td>Introduction to Microsoft Office and 365</td>
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<tr>
<td>MOS-116</td>
<td>Outlook Essentials</td>
<td>0.9</td>
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<tr>
<td>MOS-118</td>
<td>Microsoft Word Novice to MOS Certified</td>
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<td>MOS-119</td>
<td>Microsoft Word MOS Certified</td>
<td>1.8</td>
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<tr>
<td>MOS-120</td>
<td>Microsoft Excel Novice to MOS Certified</td>
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<td>MOS-121</td>
<td>Microsoft Excel MOS Certified</td>
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<td>MOS-122</td>
<td>Microsoft Excel Expert</td>
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<td>MOS-115</td>
<td>MS Powerpoint Essentials</td>
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### Courses

#### Introduction to Microsoft Office and 365

**PREREQUISITE:** Basic Windows and computer skills needed

This beginner-level course is an introduction to the most popular Microsoft Office applications: Outlook, Word, Excel and PowerPoint, as well as MS 365, the cloud based version of the MS Office package which is used almost universally in the workplace. Learn to create calendar entries and meeting invitations, a simple text document, a basic spreadsheet and a simple slide presentation. Students with no prior MS Office experience should start with this course, and later progress to a certified MS Office professional with followup courses. MOS-117.

#### Outlook Essentials

You’ll learn how to send/receive, reply to, forward e-mail messages, attach files, and how to organize items with filters and categories. You’ll also learn to use the calendar feature, manage contacts, create and send appointments, schedule meetings, utilize voting buttons, change message appearance and archive email. MOS-116.

#### Microsoft Word Novice to MOS Certified

**PREREQUISITE:** Introduction to Microsoft Office and 365, or some familiarity with MS Word Novice users will master essential Word skills or ‘fill in the gaps’ in their basic knowledge of Word. Following two dedicated sessions to increase knowledge of the most common features of the program, novice students are joined by intermediate students, as they work to master new and higher level skills and to prepare for the core MOS Word Certification Exam 77-725. Basics such as enter, edit and format text, margins, tabs, indentations, headers and footers, clip art and bulleted and numbered lists, mail merge, tables, templates, track changes and layout and design options are included. The objectives of the 77-725 Exam: document creation and management; formatting of text, paragraphs and sections; creating tables and lists; creating and managing references and inserting and formatting graphic elements will be covered. This course is bundled with textbooks and an exam voucher to take a MOS Word certification exam at CCM’s state-of-the-art Test Center in the Learning Resource Center. The test voucher, a $150 value, includes a test access code with GMetrix self-study modules, GMetrix timed exam practice sessions, 1 practice exam, the Certification Exam and 1 exam retake. MOS-119.
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. http://www.cfre.org/

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. 29).

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>
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<th>Course Title</th>
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<tr>
<td>NPC-222</td>
<td>Fundamentals for Fundraising Professionals</td>
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<tr>
<td>NPC-215</td>
<td>Making the Ask - Face to Face Communications</td>
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<td>Create Donor-Centric Communications</td>
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<tr>
<td>NPC-223</td>
<td>Creating Special Events That Raise Funds And</td>
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<td></td>
<td>Friends</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. 29).

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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<td>Fundamentals for Fundraising Professionals</td>
<td>1.5</td>
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<tr>
<td>NPC-210</td>
<td>Grant Researching and Proposal Writing Workshop</td>
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<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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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

County College of Morris – 2019-2020
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](http://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](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. )How to Get Started

1. Go to [www.ed2go.com/ccm](http://www.ed2go.com/ccm/)
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 that 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>
<th>Course Title</th>
<th>CEUs</th>
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<tbody>
<tr>
<td>PMC-129</td>
<td>Project Management Essentials</td>
<td>4.2</td>
</tr>
<tr>
<td>PMC-127</td>
<td>Project Management PMP, CAPM Prep</td>
<td>3.5</td>
</tr>
</tbody>
</table>

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

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

### Microsoft Project

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.

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<tbody>
<tr>
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<td>Microsoft Project 2016</td>
<td>1.5</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.

### 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. 29).

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<tr>
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<th>CEUs</th>
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<tbody>
<tr>
<td>PMC-123</td>
<td>Agile Project Management Certification Prep Course</td>
<td>4.8</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.

### Courses

#### Project Management Essentials

Project management is one of the most sought after competencies for today's business professional. This course is your opportunity to acquire or increase your existing project management knowledge and understanding to apply project management skills and theory in your workplace. Skilled Project Managers are able to deliver results in the shortest time, at the least cost and with the highest quality. The course lays out current, successful project management methods, diagrams, software, evaluation and review techniques. Experience the vital discipline of coordinating a team's efforts toward successful project outcomes. 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 the results you need. 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, cost control and communications management. This course, tailored for the new or future project manager, 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. PMC-129.

#### 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 2016

Microsoft Project is the most popular project planning tool in the world, used in over 100 countries. With this hands-on course, gain the knowledge to be able to: 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. PMC-130.
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.

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. 29).

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<tr>
<th>Course Code</th>
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<td>BCC-142</td>
<td>Green Belt Certification Prep Course</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

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:
- 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

Following this course, students can further their education and enhance their resume and career opportunities by preparing to become a Certified Supply Chain Professional with CCM’s APICS certification.

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<tr>
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<tbody>
<tr>
<td>SCM-109</td>
<td>Supply Chain Management for Professionals</td>
<td>4</td>
</tr>
<tr>
<td>SCM-108</td>
<td>APICS (CSCP) Certified Supply Chain</td>
<td>4.8</td>
</tr>
</tbody>
</table>

Certified Production and Inventory Management (CPIM)
APICS CPIM is the right designation if you want to demonstrate mastery of an organization’s internal operations and in-depth understanding of materials management, master scheduling, forecasting, production planning and how it applies across the extended supply chain. For more information, please visit...
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 an 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-109.

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 Bachelors 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 pre-service course, 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 N.J. 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 4 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/).

This program is for candidates who possess:

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

Before contacting CCM, please be sure you have thoroughly reviewed the NJ DOE website (https://nj.gov/education/license/) for the requirements needed for the specific teaching certification you desire.

NJCU New Pathways to Teaching in New Jersey

Semesters 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>
<th>Course Code</th>
<th>Course Title</th>
<th>CEUs</th>
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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.

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
brodgens@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  Performance Management
Leadership Development  Strategic Planning
Emotional Intelligence  Change Management

Solutions for Business

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
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 (https://www.ccm.edu/workforce/).

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

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 (https://www.ccm.edu/workforce/).

These classes may be customized and delivered at your site for a nominal fee. For more information, go to https://www.ccm.edu/workforce/corporate (https://www.ccm.edu/workforce/corporate/).

If you work for a New Jersey non-governmental business, these classes are grant-supported, and therefore, of no cost to you. However, employees must meet eligibility requirements. For more information, go to https://www.ccm.edu/workforce.

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 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. 30)
- Course Cancellations and Changes (p. )
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. 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 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 contact the Office of Accessibility Services at 973-328-5284 or aso@ccm.edu.

Emergency and Inclement Weather Closings

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

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 Workforce Development schedule.

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 (http://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.-4:30 p.m., Tuesday, Wednesday and Friday and 8:30 a.m.-6:30 p.m. on Mondays and Thursdays (while evening classes are in session). You may pay by check, money order, VISA, MasterCard or Discover.
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