# Table of Contents

Spring ................................................................................................................. 2

CCM in Morristown ...................................................................................... 3

English Language Learning (ELL) ................................................................. 3

Microsoft IT Academy ..................................................................................... 5

SCORE/CCM Business Training .................................................................... 8

Career and Technical Education .................................................................... 10

Directions/Parking .......................................................................................... 13

Index .................................................................................................................. 15
Spring

Welcome to CCM’s Continuing Education Programs!

County College of Morris (CCM) is excited to offer its Spring and Summer 2016 Continuing Education catalog to you! This semester we have added some wonderful new programs to enhance the growing list of professional and career certificates.

Career and Professional Programs

CCM is integrating all its Microsoft application training under the Microsoft IT Academy curricula. This spring we are introducing instructor led classes to the existing online courses in the Microsoft Office Suite. In the future, we will be revamping other programs in the MS Office Suite so that all our training is uniform and ensures it leads towards the Microsoft Office Specialist certification.

Additionally, you will see we have fully integrated the courses offered at our CCM in Morristown location throughout the catalog. Microsoft online courses offered in Morristown are now found under the computer applications section. English language learning (ESL or ELL) classes are listed under the “Languages” heading. And SCORE and small business development courses are now found under the “Small Business” heading. We hope this will make it easier to find all the options available to you by topic.

Business – 2 – Business Programs

Our #1 ranked Center for Business and Technology continues to offer no-cost or low-cost training options in a host of Microsoft Office and business communications skills. Additionally, we can provide customized training at your location or ours to meet most any training need your company may have. Let us be YOUR training department.

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

We are pleased to announce that our ever-popular swimming programs are back! Plus, we dramatically reduced the cost for our CCM Cooking School courses.

We invite you to learn more about our certificate program during our free information sessions in Cohen Hall on Thursday, January 7 at 6:30 p.m. We connect learning and life!

Paul Cecala, Coordinator of Career & Professional Programs

Student Finds Success in Her Job and for Her Employer after Completing Grant Writing Certificate at CCM

Megan LoBue, though relatively young in her career, has already racked up an impressive list of accomplishments in the nonprofit education space: A Fulbright Fellow as an English Teaching Assistant, Critical Essay Presenter, twice, at professional conferences, recipient of the President’s Fellowship for Summer Research at The University of Scranton, private English tutor, volunteer coordinator for the Jane Kopas Women’s Center in Scranton, PA. Now she is Assistant to the Principal and Foundation Trustee for the Calais School, a private, nonprofit school for students with special needs or multiple learning disabilities in grades Pre-K through 12 Plus, located in Whippany. She also recently completed CCM’s non-credit Grant Writing Certificate program.

As a one-person corporate communications and development office for the Calais School, she has in just two years made a significant impact on the school’s funding. In her words, “I have had tremendous success in grant writing. The school received the first two or three grants I wrote to fund new technology allowing me to grow my position. This year I have been developing our ‘together, we succeed’ campaign to raise money for the school. I have joined The Calais Foundation as a trustee.”

During the grant writing training, she researched potential funding opportunities and the information to put into the proposal, conferred with school staff for details and documentation, then compiled the information, and began writing the grant proposal.

One exciting program she worked on was the school’s Animal Adaptive Therapy program grant which brings service dogs to work with students. Her grant proposal and webinar presentation on how the service dogs detect stress in students helped the school win the Parlow Insurance Best Practices Award for Animal Assisted Therapy. She was also instrumental in organizing media coverage for the program at the New York Times, the Daily Record, the Star Ledger and the CBS evening news.

In two of the program’s four classes, she had her work evaluated by active grant writers and grant funders who provided feedback to improve the proposal. Lauren Swern, CCM’s adjunct instructor for this program and director of development for the New Jersey Highlands Coalition, stated, “Over 30 seasoned nonprofit leaders have participated in reviewing students’ letters of inquiry and proposal narrative sections helping empower their success in gaining funds for projects impacting Morris County and beyond. Megan’s class set a high bar of excellence in this interactive class. She demonstrates through her dedication and enthusiasm that raising funds is an investment in the future.”

The Grant Writing Certificate program encompasses four courses totaling 27 classroom hours. Students learn how to prospect for grants including using the Foundation Center for Grants online database of funding sources. This database is made available to all Morris County residents at no cost through the CCM Sherman H. Masten Learning Resource Center.

Additional courses include Grant Researching and Proposal Writing, Interactive Proposal Writing and Ethics in Grant Writing. In Grant Researching and Proposal Writing, Megan went step-by-step through the process. At each step, she and fellow students began writing and researching their potential proposals. The homework was to gather the needed documentation for the proposal. Then, she presented her proposal to a panel of local nonprofit leaders who shared their guidance on improving the proposal for submission.

During the Interactive Proposal Writing course, local funding source professionals attended the class evaluating students’ work and emphasizing the different approaches funding sources take in reviewing proposals. “The panels are one of the most compelling aspects of the program,” said LoBue. “Panel discussions are great icebreakers. The most difficult part of fundraising is ‘the ask.’ Having the opportunity to meet and speak with funders makes
this less daunting. This makes it much easier to form relationships with grant makers, individuals and organizations who will not only support your organization but become collaborators and stakeholders as well."

Using a series of case studies, students in the Ethics in Grant Writing class needed to identify the ethical issues grant writers may face and ways to appropriate resolve them.

In summing up her experience, Megan said, “I can honestly say this program is one of the best I have taken. It has made a significant impact on my career, improved my communication skills, and given me the practical experience to feel comfortable calling myself a grant writer.”

With the popularity of this program so strong, CCM has added a new certificate called Nonprofit Fundraising Essentials. This introduction to fundraising gives a great overview of fundraising from individual donors to programmatic grants. Additional leadership and management training for the nonprofit sector is planned for next year and beyond.

**CCM in Morristown**

**About CCM in Morristown**

CCM in Morristown offers a variety of academic degree deferring credit courses and non-credit continuing education courses; Department of Labor programs; ESL/GED, and community-based events with an emphasis on business and professional development training and college preparation.

Located on the second floor of the Morris County Administration Annex Building at 30 Schuyler Place, in space provided by the Morris County Board of Chosen Freeholders, CCM in Morristown is a short drive from CCM’s Randolph campus and also easily accessible from Interstate 287, Exit 36 with free parking in the Bank Street Garage (attached to building) available to all students.

Morristown is the county seat and the economic and multicultural center of Morris County. The Schuyler Place location provides CCM in Morristown with a full service, state-of-the-art facility offering easy, flexible and innovative resources for academic and professional training. Educational opportunities are offered for traditional students, adults returning to school, career professionals, local businesses, municipal and county government, and secondary school districts.

CCM in Morristown also fosters team-based educational innovation by deepening the connections among students, faculty, the local business community and Morristown’s population of legal, medical, retail and financial professionals and entrepreneurs who can benefit from CCM’s broad educational and training resources.

For more information, contact us at 973-328-5530 or email ccmmorristown@ccm.edu.

---

**English Language Learning (ELL)**

**CCM - English Language Learning Program**

The purpose of the CCM ELL program is to provide English language instruction for limited English proficient adults which will increase their ability to communicate in English. The content will be compatible with principles of language acquisition for adult learners of English and includes skills useful in workplace, life, and academic applications. Skills will be integrated into reading, writing, speaking and listening formats. This course is designed to prepare students to communicate effectively in a multi-faceted society. Progress through levels will be measured by an approved standardized test or documentation of attainment of competencies.

The CCM ELL program course curriculums will conform to the federally defined Workforce Development ESL levels of:

<table>
<thead>
<tr>
<th>Level</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Beginning Literacy ESL</td>
</tr>
<tr>
<td>II</td>
<td>Beginning ESL</td>
</tr>
<tr>
<td>III</td>
<td>Low Intermediate ESL</td>
</tr>
<tr>
<td>IV</td>
<td>High Intermediate ESL</td>
</tr>
<tr>
<td>V</td>
<td>Low Advanced ESL</td>
</tr>
<tr>
<td>VI</td>
<td>High Advanced ESL</td>
</tr>
</tbody>
</table>

The CCM ELL program includes an on-line learning component called *MyEnglishLab*. *MyEnglishLab* provides practice exercises and language learning tasks online which students either complete in the CCM Computer Lab or at home. All practice language learning activities taken from the *MyEnglishLab* are coordinated with each book in the series used to support the six levels of ESL taught in the program. *MyEnglishLab* is an excellent way of consolidating learning in an interactive way for students, and of monitoring your progress and record-keeping.

The CCM ELL *MyEnglishLab* On-line learning features includes:

- Simulations that teach learners to perform specific tasks in applications through guided, multi-step exercises.
- Activities allowing learners to apply course concepts in an interactive questioning environment.
- Exercises allowing learners to practice in the actual application being studied.
- Supplied sample files include sample documents, application files, programs, and programming code that enable learners to practice with these files, enhancing the learning experience.
- A course topics list containing active hyperlinks, permitting quick access to specific topics.
- Search text enables learners to rapidly search all text within a course to easily retrieve information required.
- Courses challenge the learner with a variety of question formats, including multi-step simulations, true/false, multiple choice, and fill-in-the-blank.
- A skill assessment at the end of each learning module.
- A glossary provides a reference for definitions of unfamiliar terms.
• Bookmarking tracks the learner's progress in a course.

Continuing Education English Language Learning (ELL) at CCM Courses Available in Morristown

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>CEUs</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENS-213</td>
<td>English Second Lang-Beginner-Levels 1&amp;2</td>
<td>4</td>
</tr>
<tr>
<td>ENS-215</td>
<td>Eng Second Language-Intermed-Levels 3&amp;4</td>
<td>4</td>
</tr>
<tr>
<td>ENS-214</td>
<td>English Second Language-Adv-Levels 5&amp;6</td>
<td>4</td>
</tr>
<tr>
<td>ENS-203</td>
<td>Improve Pronunciation</td>
<td>1.5</td>
</tr>
<tr>
<td>ENS-224</td>
<td>Accent Modification</td>
<td>1.5</td>
</tr>
<tr>
<td>ENS-250</td>
<td>Conversation, Conversation, Conversation</td>
<td>4</td>
</tr>
<tr>
<td>ENS-255</td>
<td>TOEFL/TOEIC Prep</td>
<td>2.25</td>
</tr>
<tr>
<td>WTR-101</td>
<td>Writing Enhancement-Grammar, usage &amp; Mech</td>
<td>1.5</td>
</tr>
<tr>
<td>WTR-201</td>
<td>Paragraph and Essay Writing</td>
<td>1.5</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.

Placement Testing is required before registering for ELL classes.

All Placement Testing is held at CCM in Morristown - 30 Schuyler Place

Test times are - 9:30am, 10:30am, & 11:30am for the morning

Test times are - 5:00pm, 6:00pm, & 7:00pm for the evening

Please arrive 15 minutes before test

There is no fee for placement testing

You Must Test Before Registering For Classes to Ensure Proper Placement.

Course Descriptions

• CCM ELL Blended Classroom and On-line Training Program (p. 4)
• Accent Modification (p. 5)
• Improving Your Pronunciation (p. 5)
• Conversation, Conversation (p. 5)
• TOEFL / TOEIC Prep (p. 5)
• Writing Enhancement (p. 5)
• Paragraph and Essay Writing (p. 5)

These courses are designed for non-native speakers who wish to improve their English conversational skills. These classes explore all aspects of the English language, through group and class discussion, dialogue, and pronunciation practice, as well as vocabulary and grammar. Emphasis is on practical every day English and communication skills. Instruction is offered at multiple levels to provide English instruction from Basic to Advanced students. Since proper placement is important, we urge you to attend the placement testing. Placement testing is free.

CCM ELL Blended Classroom and On-line Training Program

BEGINNERS-Levels I & II-ELL - ENS-213 English Second Lang-Beginner-Levels 1&2

After successfully completing the appropriate level of this program, the student will be able to:

• Demonstrate English skills necessary to access applied technology.
• Demonstrate English skills necessary for effective interpersonal communication.
• Demonstrate English skills necessary for effective telephone communication.

20 Sessions, 40 hrs

INTERMEDIATE-Levels III & IV-ELL - ENS-215 Eng Second Language-Intermed-Levels 3&4

After successfully completing the appropriate level of this program, the student will be able to:

• ENS-213 English Second Lang-Beginner-Levels 1&2 outcomes and;
• Demonstrate English skills necessary to communicate effectively on health and nutrition topics.
• Demonstrate English skills necessary to understand U.S. concepts of time and money and how to use those skills to function.
• Demonstrate English skills necessary to access transportation and travel.

20 Sessions, 40 hrs.


After successfully completing the appropriate level of this program, the student will be able to:

• ENS-215 Eng Second Language-Intermed-Levels 3&4 outcomes and;
• Demonstrate English skills necessary to understand safety and security issues.
• Demonstrate English skills necessary to understand consumer education issues.
• Demonstrate English skills necessary to utilize government and community resources.

20 Sessions, 40 hrs.
Accent Modification
Accent Modification - ENS-224 Accent Modification
This course provides a systematic approach to learning or adopting a more neutral accent for social or business purposes. Accent modification is the process of learning the sound system of a language or dialect. This involves several steps, which include identifying deviations in the person's current speech from the desired accent (such as pronunciation, speech patterns and speech habits), changing the way one uses the mouth, teeth and tongue to form vowel and consonant sounds, modifying one's intonation and stress patterns and changing one's rhythm. One may alter their speech to more closely resemble the accent of a specific group. Practice will be provided in a variety of conversational situations. No Placement Test for this course - Advanced Students Only.

10 Sessions, 15 hrs.

Improving Your Pronunciation
Improving Your Pronunciation - ENS-203 Improve Pronunciation
This course provides English language instruction for English proficient adults which will increase their ability to communicate in English. This course will include skills useful in the workplace, life and academic settings. It is designed to prepare students to communicate effectively in society. No Placement Test for this course - Advanced Students Only. CEU’s 1.5

10 Sessions, 15 hrs.

Conversation, Conversation
Conversation, Conversation- ENS-250 Conversation, Conversation, Conversation
This course will focus on speaking practice, pronunciation improvement and vocabulary expansion. While reading and writing English are recognized as very important, our course is designed to give each student maximum opportunity to hear, understand, and speak the English language to improve their level of proficiency in verbal communication. - Advanced Students Only. CEU’s 4.0

20 Sessions, 40 hrs.

TOEFL / TOEIC Prep
Conversation, Conversation- ENS-255 TOEFL/TOEIC Prep
This class is designed to familiarize students with the format and content of the TOEFL and TOEIC tests. We prepare for these exams through practice tests, grammar review, listening comprehension practice, vocabulary review, reading, and writing practice. - Advanced Students Only. CEU’s 4.0

20 Sessions, 40 hrs.

Writing Enhancement
Writing Enhancement- WTR-101 Writing Enhancement-Grammar, usage & Mech
This course covers the technical areas of writing that students need to master before moving on to paragraphs and then essays, along with identifying nouns and verbs, detecting the subject and predicate of a sentence, correctly locate fragments, run-on sentences and complex sentences. Including, learning how to correctly identify the parts of a sentence, learning subject-verb agreement, using pronouns, adjectives and adverbs in sentences. Students will be able to proofread their writing for grammar, usage and mechanics errors. This course is designed for Intermediate and Advanced students only. CEU’s 2.0

10 Sessions, 20 hrs.

Paragraph and Essay Writing
Paragraph & Essay Writing- WTR-201 Paragraph and Essay Writing
This course is designed to teach students to put thoughts in a concise, clear and creative way so that the reader understands what is being imparted is the foundation of writing and writing well. Writing skills help the learner gain independence, comprehensibility, fluency and creativity in their writing. Once mastered, the writer will be able to write so that not only they can read what they have written, but others can read and understand it. Students will be able to proofread their writing for grammar, usage and mechanics. This course is designed for Intermediate and Advanced students only. CEU’s 2.0

10 Sessions, 20 hrs.

Microsoft Imagine Academy

• MS-Office Suite (p. 6)
• Microsoft Certification (p. 6)

The Microsoft Imagine Academy program is a hybrid on-line MS-Office product suite training program that combines classroom, instructor-led training together with on-line, self-pace courses, to provide professional, Microsoft endorsed, interactive, e-learning content and material, available to you anytime. The on-line training content includes performance-based simulations mirroring actual work environments to execute critical tasks.

The program prepares you to be Microsoft MOS certified. To be MOS certified you need to be proficient with various features of one or more MS-Office products. With MOS certification, employers will know you have the desktop computing skills needed to work more productively and efficiently using Microsoft Office. The Microsoft Imagine Academy training solution provides the necessary tools to reinforce learning and validate knowledge for certification students and the business information worker. Microsoft Imagine Academy On-line learning features includes:

• Simulations that teach learners to perform specific tasks in applications through guided, multi-step exercises.
• Activities allowing learners to apply course concepts in an interactive questioning environment.
• Exercises allowing learners to practice in the actual application being studied.
• Supplied sample files include sample documents, application files, programs, and programming code that enable learners to practice with these files, enhancing the learning experience.
• A course topics list containing active hyperlinks, permitting quick access to specific topics.
• Search text enables learners to rapidly search all text within a course to easily retrieve information required.
• Courses challenge the learner with a variety of question formats, including multi-step simulations, true/false, multiple choice, and fill-in-the-blank. A skill assessment at the end of each learning module.
• A glossary provides a reference for definitions of unfamiliar terms.
• Bookmarking tracks the learner’s progress in a course.

MS-Office Suite

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>CEUs</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOS-101</td>
<td>MS Imagine Academy- Word Basic</td>
<td>1</td>
</tr>
<tr>
<td>MOS-201</td>
<td>MS Imagine Academy-Word-Intermediate</td>
<td>1</td>
</tr>
<tr>
<td>MOS-301</td>
<td>MS Imagine Academy-Word Advanced</td>
<td>1</td>
</tr>
<tr>
<td>MOS-102</td>
<td>MS Imagine Academy-Excel Basic</td>
<td>1</td>
</tr>
<tr>
<td>MOS-202</td>
<td>MS Imagine Academy-Excel Intermediate</td>
<td>1</td>
</tr>
<tr>
<td>MOS-302</td>
<td>MS Imagine Academy-Excel Advanced</td>
<td>1</td>
</tr>
<tr>
<td>MOS-103</td>
<td>Ms It Academy-Powerpoint Basic</td>
<td>.6</td>
</tr>
<tr>
<td>MOS-203</td>
<td>Ms It Academy-Powerpoint Intermediate</td>
<td>1</td>
</tr>
<tr>
<td>MOS-104</td>
<td>Ms It Academy- Outlook 2010</td>
<td>1</td>
</tr>
<tr>
<td>MSE-101</td>
<td>MS Imagine Academy Word 2013 Essentials</td>
<td>1</td>
</tr>
<tr>
<td>MSE-201</td>
<td>MS Imagine Academy Word Expert Essenti</td>
<td>0.6</td>
</tr>
<tr>
<td>MSE-102</td>
<td>MS Imagine Academy Excel 2013 Essentials</td>
<td>1</td>
</tr>
<tr>
<td>MSE-202</td>
<td>MS Imagine Academy Excel Expert Essenti</td>
<td>0.6</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.

Microsoft Certification

Achieving a Microsoft Certification enables students to confidently enter the workforce with proven technical skills. As an educator, achieving a Microsoft Certification helps you build new skills and stay up to date with the latest technologies.

• Ninety-one percent of hiring managers consider certification as part of their hiring criteria. (Microsoft, Microsoft Certification Program Satisfaction Study, April 2012)

• Certification, training, and experience are three of the top four most important characteristics when selecting a candidate for a cloud-related position. (IDC/Microsoft, Climate Change: Cloud’s Impact on IT Organizations and Staffing, November 2012)

Microsoft Office Word Series

This three course series covers the beginning, intermediate, and advanced features and capabilities of Microsoft Word. It is designed to help users prepare for the MOS Word Core Exam. It discusses document management techniques, including document creation and display, creating document folders, sending documents through email, and adding hyperlinks. The series also examines how to add, delete, and format text, and various paragraph formatting techniques. Additional topics covered in this series include page formatting, printing, creating tables, and inserting objects into Word documents. This series of courses includes the following:

Microsoft Word Basic – MOS-101 MS Imagine Academy- Word Basic

• Create and manage documents.
• Enhance documents.
• Review and share documents.

Microsoft Word Intermediate – MOS-201 MS Imagine Academy-Word-Intermediate

• Customize Word
• Enhance and review documents.
• Share and protect documents.

Microsoft Word Advanced – MOS-301 MS Imagine Academy-Word Advanced

When you pass a Microsoft Certification exam, you become a member of the Microsoft Certified Professional (MCP) community, with access to all of the benefits provided through the Microsoft Certification Program. You can use your Microsoft account to access your certification dashboard, where you’ll find lots of ways to keep your skills relevant, applicable, and competitive.

Exams you pass and certifications you earn become part of your official transcript, which you can allow potential employers to access directly. A Microsoft Certification is an industry standard which is recognized worldwide and which can help open doors to potential job opportunities.

Microsoft Imagine Academy courses require that you come in for in-classroom orientation for approximately two (2) hours to learn how to login, obtain the access code and how to access the material. If you take subsequent courses, this will not have to be repeated. All class orientations are held in Room 220H at CCM in Morristown.

30 Schuyler Place, 2nd Floor, Morristown, NJ 07960.
• Create and enhance documents.
• Review and finalize documents.
• Create interactive documents.

Microsoft Office Excel Series

This series is designed to help users prepare for the MOS Excel Core examination. The series begins with beginning Excel tasks, such as entering and editing data, using Find, Replace, and AutoFill, and creating hyperlinks. It also covers locating, opening, and saving files, and using the help function, Office Assistant. Formatting worksheets is covered in detail, including cell and number formatting, adjusting rows and columns, and the use of AutoFormat, styles, and Format Painter. More advanced topics covered include page setup, managing worksheets and data, and creating formulas and functions. An overview of charts and objects, including the Chart Wizard, is also provided. This series of courses includes the following:

Microsoft Excel Basic – MOS-102 MS Imagine Academy-Excel Basic
• Create and edit worksheets.
• Format worksheet data.
• Insert charts and graphics.

Microsoft Excel Intermediate – MOS-202 MS Imagine Academy-Excel Intermediate
• Enhance Excel workbooks.
• Work with worksheet data.
• Work with tables and charts.
• Use the advanced features of Excel

Microsoft Excel Advanced – MOS-302 MS Imagine Academy-Excel Advanced
• Customize Excel
• Work with worksheet data.
• Work with external data.
• Work with tables and charts.
• Automate workbooks

Microsoft Office PowerPoint Series

This series shows users how to create presentations using PowerPoint. The series is designed to help users prepare for the MOS PowerPoint Core examination. The basics of PowerPoint, including navigation, templates, copying and deleting slides, and modifying the Slide Master, are presented. Detailed information on layout concepts and inserting text is provided, as well as how to integrate graphics and tables in presentations. Advanced topics covered include adding custom features and formatting, producing notes and handouts, running a slide show, and Web-based features such as hyperlinks, emailing slides, and publishing to the Web. This series of courses includes the following:

Basic Skills in Microsoft PowerPoint – MOS-103 Ms It Academy-Powerpoint Basic
• Describe how to work with and manage the PowerPoint 2010 environment.

Intermediate Skills in Microsoft PowerPoint – MOS-203 Ms It Academy-Powerpoint Intermed
• Using text boxes, tables, and multimedia.
• Finalize and deliver a presentation.

Microsoft Office Outlook Series

This series teaches users how to use the major components of Outlook: Outlook Today, Contacts, Inbox, Calendar, Notes, and Tasks. Topics include navigating between components in Outlook; adding and using information about contacts; reading, sending, customizing, and organizing e-mail messages; scheduling appointments, events, and meetings; and creating tasks and notes. This series of courses includes the following:

Microsoft Outlook Basic – MOS-104 Ms It Academy - Outlook 2010
• Use e-mail messaging to communicate with others.
• Communicate and connect with contacts.
• Plan with the Calendar, Tasks, Notes, and Journal features.
• Organize Outlook views and items.

Microsoft Outlook Intermediate
• Use features of Outlook for enhancing e-mail communication.
• Manage contacts and schedules.

Microsoft Outlook Advanced
• Set up and configure e-mail accounts.
• Configure e-mail message settings.

Microsoft Office Essentials

The Microsoft Office Essentials series introduces the user to the latest features and tools in the latest versions of MS-Office desktop productivity series of products. This series of courses includes:

Microsoft Word Essentials

The Microsoft Word 2013 Essential course shows you how to perform basic tasks in Word to create, format, add themes to enhance and share documents using the new and improved features in 2013 through examples and scenarios that one might experience in the workplace. Learn how to use templates; customizing your document using themes, page layouts and tables and how to add images and multimedia to your document.

Skills in Microsoft Word Essentials – MSE-101 MS Imagine Academy Word 2013 Essentials
• Working with Templates
• Document Navigation
SCORE (a national organization, with a local Northwest New Jersey chapter) and CCM in Morristown are dedicated to educating small business entrepreneurs in Morris County. SCORE members include volunteers of working and retired executives and business owners.

In addition to these affordable business workshops, additional programs, training and free counseling is available.

SCORE is a resource partner of the Small Business Administration (SBA) and consists of a network of 13,000+ volunteers in more than 350 chapters across the country. These volunteers have owned successful small businesses and/or served in a wide variety of key corporate leadership positions.

Score offers FREE counseling and business advice to entrepreneurs, both start-ups and existing businesses. SCORE can help you evaluate a business concept, stimulate business growth and ensure the long-term growth, profitability and success of your business.

In addition to counseling, held at both our Morristown and Randolph campuses, SCORE has partnered with CCM in Morristown to offer free and low-cost seminars on an array of business topics such as creating a business plan, financial management, QuickBooks and more, all of which are designed to help you create and operate a successful small business.

All SCORE Small Business workshops are held at CCM in Morristown, 30 Schuyler Place, 2nd Floor – Suite 220.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>CEUs</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC-101</td>
<td>Score - Quickbooks for Small Business</td>
<td>0.6</td>
</tr>
<tr>
<td>BDT-110</td>
<td>Quickbooks Advanced</td>
<td>1.5</td>
</tr>
</tbody>
</table>

In CCM in Morristown, SCORE Business Counseling Sessions are held on Tuesday mornings from 9:00am to 12:00pm and in the evening from 6:00pm to 8:00pm.

In CCM in Randolph, SCORE Business Counseling Sessions are held on Wednesday mornings from 9:30am to 12:00pm and on Thursday evenings from 6:00pm to 8:00pm.

To make a SCORE appointment at either location go to: http://northwestnj.score.org/

The CCM in Morristown Small Business workshops are held at CCM in Morristown, 30 Schuyler Place, 2nd Floor – Suite 220.
To register, go to https://webadvisor.ccm.edu/ and click on "Continuing Education (Non-Credit)." Have your credit card, social security number, and 5 digit Course Code number ready.

Course Descriptions

• Search Engine Optimization (p. 9)
• Building Your Business (p. 9)
• Sales Quotes and Proposals (p. 9)
• Customer Relationship Management (p. 9)
• Using Social Media Leads (p. 9)
• Cash Flow Management and Business Liquidity (p. 10)
• The Importance of the Business Plan (p. 10)
• Simple Steps to Starting a Business (p. 10)

SCORE (a national organization, with a local NW New Jersey chapter) and CCM are dedicated to educating small business entrepreneurs in Morris, Sussex and Warren Counties. SCORE members include executive volunteers, professionals, and business owners with a wealth of industry experience from various sectors and can utilize over 11,000 other SCORE Volunteers Nationwide to help solve business issues. In addition SCORE provides affordable business workshops, programs, training and free business mentoring to clients.

Contact www.northwestnj.score.org to register for a workshop or set up a mentoring session to discuss your issues.

The Northwest NJ SCORE chapter serves the counties of Morris, Sussex and Warren with counseling offered in Florham Park, Morristown, Newton and Randolph. Workshops are available to existing business owners and those thinking of starting a business in the following topics:

Search Engine Optimization

With so much hype around social media, many businesses have lost sight of Search Engine Optimization, couple that with Google recent updates and suddenly there is another huge opportunity. Billions of searches are performed every day in the top search engines, does your business show up or do your competitors? In this power packed session you will learn:

• To choose the right keywords to connect with your customers
• How to Avoid Tactics that will get you Banned from Google
• How to make your website immune to Google’s updates
• A shortcut that Google loves and will reward your business for.

1 Session, 3 hrs.

To register for this course go to: http://northwestnj.score.org

Sales Quotes and Proposals

This course is designed for the business owner, vice president of sales, sales managers or a sales person selling a product or service in a business to business environment. The course focuses on how to close more sales when you are required to send a quote or a proposal to a prospective client. Participants who complete the course will learn:

• How to get out of the quoting game and still increase sales and profits
• How to outpace the competition
• How to unhook your competition from the prospect
• What motivates prospects to buy

1 Session, 3 hrs.

To register for this course go to: http://northwestnj.score.org

Customer Relationship Management

This course is designed for the business owner, vice president of sales, sales managers or a sales person selling a product or service in a business to business environment. The course focuses on the primary requirements necessary to build a strong sales culture, increase sales and profits in a business selling environment. Participants who complete the course will learn:

• How to identify a real prospect opportunity
• How to increase sales and profits
• How to increase the sales close ratio
• How to shorten the sales cycle

1 Session, 3 hrs.

To register for this course go to: http://northwestnj.score.org

Using Social Media Leads

Instead of making cold calls, would you rather generate warm leads? Do you want to enhance your online reputation to help
you close more deals? At this talk you will learn how to grow your business with proven lead generation tactics. Become thought leaders in their specialties and enhance their professional careers with proactive social media engagement.

1 Session, 3 hrs.

To register for this course go to: http://northwestnj.score.org

Cash Flow Management and Business Liquidity

The Cash Flow Management and Business Liquidity Management module is meant to give new business developers a keen understanding of the criticality of measuring and managing their cash flows and business liquidity and answer the following questions:

• How is cash flow and liquidity defined and how do they differ from one another?
• Why are both critical across all stages of business development?
• How are both measured and reported?
• How are cash flows forecasted and how frequently should they be monitored?
• How is liquidity measured by creditors and suppliers?

1 Session, 3 hrs.

To register for this course go to: http://northwestnj.score.org

The Importance of the Business Plan

Two of the most asked questions at our Seminars and Counseling sessions are: “How do I prepare a Business Plan”? And, “Is a Business Plan really necessary”? YES! And we can help and guide in answering the first question. This seminar is designed for either startups or existing businesses. It instructs a participant on the necessity and effectiveness of a Business Plan. Used correctly, it is a clear, concise tool that will serve not only as an organizational/financial guide, but also assist in your marketing efforts and provide a roadmap for success. Please be prepared to discuss your ideas for your business and learn why a business plan is needed.

1 Session, 3 hrs.

To register for this course go to: http://northwestnj.score.org

Simple Steps to Starting a Business

Simple Steps to Starting a Business is a 5-part series of 3 hour workshops designed to give participants the tools, information and advice they need to succeed. The new program will help start-ups learn how to identify funding sources and cash flow, discover market opportunities, and plan a marketing approach. The program focuses on Business Concepts, Marketing Plan, Financial Projections, Funding Sources, and Next Steps. Each session is matched with exercises to help the entrepreneur plan for success.

5 Sessions, 15 hrs.
industry-standard vector graphics software, explaining not only This course will take the student through most features of Adobe's Adobe Illustrator – WCS-230 Introduction to Adobe Illustrator tools and technology that create them. Adobe Creative Suite tools the casual learner and the professional with a practical guide to the way. Above all, the courses in this program will provide both projects of all kinds and avoiding typical technical pitfalls along ways. It is about designing, organizing, and producing multi-media sound, and video to deliver messages and content in meaningful applications. This program will show you how to use text, images, and includes a color insert with examples of good layout choices, details for those converting their layouts from Quark or PageMaker2, information that you’ll be able to learn it and absorb it. Plus, provides insight on complex artwork, and tools for drawing, erasing, modifying, and cropping graphic. Also, integration features with Flash as a key part of an entire uninterrupted workflow from initial concept to final execution. Designers from all fields—illustrators, animators, package designers, graphic designers, web designers, will find this course useful.

4 Sessions, 12 hrs.

Adobe Premiere – WCS-240 Introduction to Adobe Premiere

In this course, you’ll explore the most widely used features of Adobe Premiere to create digital movies containing video, audio, transitions, and special effects. You will create a project to become familiar with how to import, edit, and arrange video and audio clips. You will also export the project in QuickTime or Windows Media format.

4 Sessions, 12 hrs.

Adobe InDesign – WCS-250 Introduction to Adobe In-Design

This course provides skills and techniques on the latest Adobe product for graphics users of all levels. Teaches not just which InDesign command does what but also why it works and when to use it. Includes short, real-world projects that teach just enough information that you’ll be able to learn it and absorb it. Plus, provides details for those converting their layouts from Quark or PageMaker2, and includes a color insert with examples of good layout choices, InDesign’s Swatches palette, and more.

4 Sessions, 12 hrs.

Google’s free cloud solutions are a great introduction to this new type of computing. They are user-friendly, whatever your skill level.

QuickBooks Business Accounting

QuickBooks Business Accounting – BDT-110 Quickbooks Advanced

This QuickBooks Business Accounting class covers the fundamentals of using QuickBooks 2013 to track the finances of a small business. Students will learn how to set up a new company, work with lists, set up inventory, process invoices, work with bank accounts, process payments, enter and pay bills and use online banking.

4 Sessions, 12 hrs.

Adobe Creative Suite

The CCM in Morristown Adobe training program is about introducing users to the basic parts of multi-media, as well as about how to integrate individual tools together with current technology and applications. This program will show you how to use text, images, sound, and video to deliver messages and content in meaningful ways. It is about designing, organizing, and producing multi-media projects of all kinds and avoiding typical technical pitfalls along the way. Above all, the courses in this program will provide both the casual learner and the professional with a practical guide to understanding and using multi-media materials and content and the tools and technology that create them. Adobe Creative Suite tools tools include:

Adobe Illustrator – WCS-230 Introduction to Adobe Illustrator

This course will take the student through most features of Adobe’s industry-standard vector graphics software, explaining not only how to use the multitude of features but also why and when to use them. This course will include insightful techniques on using the Live Color environment and its tools; the Isolation mode for working on complex artwork, and tools for drawing, erasing, modifying, and cropping graphic. Also, integration features with Flash as a key part of an entire uninterrupted workflow from initial concept to final execution. Designers from all fields—illustrators, animators, package designers, graphic designers, web designers, will find this course useful.

4 Sessions, 12 hrs.

Adobe Premiere – WCS-240 Introduction to Adobe Premiere

In this course, you’ll explore the most widely used features of Adobe Premiere to create digital movies containing video, audio, transitions, and special effects. You will create a project to become familiar with how to import, edit, and arrange video and audio clips. You will also export the project in QuickTime or Windows Media format.

4 Sessions, 12 hrs.

Adobe InDesign – WCS-250 Introduction to Adobe In-Design

This course provides skills and techniques on the latest Adobe product for graphics users of all levels. Teaches not just which InDesign command does what but also why it works and when to use it. Includes short, real-world projects that teach just enough information that you’ll be able to learn it and absorb it. Plus, provides details for those converting their layouts from Quark or PageMaker2, and includes a color insert with examples of good layout choices, InDesign’s Swatches palette, and more.

4 Sessions, 12 hrs.

Google’s free cloud solutions are a great introduction to this new type of computing. They are user-friendly, whatever your skill level.
SUPERVISORY PROFESSIONAL DEVELOPMENT

The Supervisor Professional Development Program provides individuals with the technical and analytical skills they need to make immediate contributions to the divisions and departments they are a part of or wish to join. You will be exposed to a full range of functional operational management areas. Concentrations in areas such as leadership development, team building, communication skills, change management, conflict resolution, problem solving and managing a diverse workforce are offered. This continuing education program has been developed to provide first level supervisory management and professional development for public or private sector employees. The program provides a solid foundation for managing the challenges supervisors face in today’s demanding work environment. You can take the whole program to earn a Supervisor Professional Development certificate or mix and match what you need. There are eleven (11) custom courses to choose from; choose which ones are more important to you. Each workshop would be two (2) afternoons for four (4) hours.

Courses includes:

Leadership – SDC-101 Leadership - Supervisory Development

Participants will learn the foundations of leadership through the exploration of personal vision, values and style. Participants will learn new skills and behaviors that will enhance their ability to lead others.

2 Sessions, 8 hrs.

Communication – SDC-102 Communication-Supervisory Development

The ability to communicate effectively both interpersonally and in writing. Including the ability to listen to the thoughts and ideas of others.

2 Sessions, 8 hrs.

Transitioning from Co-worker to Supervisor – SDC-103 Transitioning From Co-Worker-Supervisor

The next step is realizing the care and responsibility you need to motivate employees who are no longer co-workers. Your supervisory skills are tested with a supervisory promotion and the transition is not always easy. When learning how to transition from co-worker to supervisor, there are few skills that will help you answer these questions and make the transition as smooth as possible.

2 Sessions, 8 hrs.

Performance Management – SDC-201 Performance Management

Conduct high performance reviews; focusing on results while effectively measuring achievement.

2 Sessions, 8 hrs.

Creating a Motivational Environment – SDC-202 Creating a Motivational Environment

Employees who feel they are valued and recognized for the work they do are more motivated, responsible and productive than those who don’t. Creating an atmosphere that helps supervisors and managers create a more dynamic, loyal and energized workforce.

2 Sessions, 8 hrs.

Managing Change and Resistance – SDC-203 Managing Change and Resistance

Understand the fundamentals of change, the change process, obstacles resistance, understanding negative reactions and easing the tension.

2 Sessions, 8 hrs.

Conflict Resolution – SDC-204 Conflict Resolution

Understand reactions to conflict in order to better manage attitudes. Analyze conflict situations to determine best approach to achieve desired outcomes and develop conflict resolution strategies that foster teamwork.

2 Sessions, 8 hrs.

Planning and Organizing – SDC-301 Planning and Organizing

Participants will identify their organizational pitfalls, explore the benefits of being organized and understand the importance of respecting themselves enough to adopt new work habits.

2 Sessions, 8 hrs.

Team Effectiveness – SDC-302 Team Effectiveness

Key skills required by anyone required to lead a team or those required to work within one. The main subject areas which will be addressed in detail are team building, team management and the individual’s roles within the team.

2 Sessions, 8 hrs.

Problem Solving and Decision Making – SDC-303 Problem Solving & Decision Making

You will be provided with the training and tools necessary to become an inventive, logical decision maker. You will explore a structured way to approach and dismantle problems and you will learn to clarify problems in terms of objectives and issues with a view toward optimum outcomes.

2 Sessions, 8 hrs.

SUPPLY CHAIN STRATEGY

Supply Chain Management (SCM) is the management of the follow of goods and services. It includes the movement and storage of raw materials, work in process inventory, and finished goods from point of origin to point of consumption. Interconnected or interlinked networks, channels and node businesses are involved in the provision of products and services required by end users in a supply chain. Supply chain management has been defined as the design, planning, execution, control and monitoring of supply chain activities.
with the objective of creating net value, building a competitive infrastructure, leveraging worldwide logistics, synchronizing supply with demand and measuring performance globally.

Our instructor has 20 years' experience in Global Supply Chain Strategy with some of the leading Fortune 500 companies. With core competencies in:

- Global Supply Chain Strategy
- Global Strategic Sourcing
- Process Efficiency Improvement
- Organizational Development
- SAP System Set-up
- Training of sourcing strategy development, procurement fundamentals, negotiation skills, interpersonal communication and conflict resolution.

Courses includes:

**Project Management – SCS-201 Project Management**

This course will cover the application of knowledge, skills and techniques needed to execute projects effectively and efficiently. Project Management processes fall into five groups: Initiating, Planning, Executing, Monitoring and Controlling, and Closing. If you are new to Project Management, learn the skills needed to define the project, motivate team members and align the project to business goals to successfully complete the project. Learn how to accomplish all five steps.

*4 Sessions, 12 hrs.*

**Change Management – SCS-301 Change Management**

Change Management emphasizes the "people side" of change and targets leadership within all levels of an organization including executives, senior leaders, middle managers and line supervisors. When change management is done well, people feel engaged in the change process and work collectively towards a common objective and delivering results. Learn how Change Management can provide a competitive advantage allowing your organization to quickly and effectively implement change to meet market needs.

*4 Sessions, 12 hrs.*

**GED Preparation**

GED Preparation - GED-201 Ged Preparation I

Many adults who did not complete a high school program of instruction have continued to learn through a variety of experiences encountered in everyday life. The purpose of the GED Test Preparation Program is to provide an opportunity for these individuals to have their learning acquired from such educational experiences evaluated and recognized. The GED tests make it possible for qualified individuals to earn a high school credential thus providing opportunities for adults to:

- Pursue higher education
- Obtain jobs or job promotion
- Achieve personal goals

On January 2, 2014, GED Testing Service unveiled a new assessment in all jurisdictions (except Canada) that ensures the GED® testing program is no longer an endpoint for adults, but a springboard for more education, training, and better-paying jobs.

The new assessment will continue to provide adults the opportunity to earn a high school credential, but it goes further by measuring career- and college-readiness skills that are the focus of today's curriculum and tomorrow's success.

Four content areas—literacy, mathematics, science, and social studies—will measure a foundational core of knowledge and skills that are essential for career and college readiness.

*8 Sessions, 16 hrs.*

**Directions/Parking**

- Directions to CCM in Morristown (p. 13)
- Directions to CCM in Morristown from Randolph Campus (p. 13)
- Directions to Randolph Campus (p. 13)
- Parking in Morristown (p. 14)

**Directions to CCM in Morristown**

Take Route 10 East to 287 South towards Morristown. Take exit 36 - Lafayette Avenue/Ridgedale Avenue towards Morris Avenue.

Take the right only turn to continue on Morris Avenue. Continue straight on Morris, which turns into Park. At 2nd light, make right onto Speedwell Avenue and bear around the Green. Stay in the lane for U.S. 202 South.

At light, cross over Washington Avenue; onto Bank Street. Enter the Ann/Bank Street parking garage on the right.

**Directions to CCM in Morristown from Randolph Campus**

From Campus Drive - make left onto Center Grove Road

Make slight left onto School House Road

Make right onto Millbrook Avenue

Make left onto Sussex Turnpike - will become Sussex Avenue

Turn slight right onto Speedwell Avenue/US-202

Make slight right onto N Park Place/US 202 S - Follow US 202S across Washington Street

Entrance to garage is on the right.

**Directions to Randolph Campus**

Paterson, Clifton, Ramsey & Related Areas

Take Route 46 or 80 West to intersection of Route 287 South in Parsippany

Remain on 287 to Route 10 West

Continue on Route 10 West to Randolph, noting CCM signs on right hand side of highway

Shortly after entering Randolph, make left hand turn of Center Grove Road at its Route 10 intersection

College entrance is ½ mile of the right

Newark, the Oranges & Livingston Areas

Take Route 280 to intersection of Route 80 West.
Follow Route 80 to intersection of Route 287 South in Parsippany
Remain on 287 to Route 10 West
Continue on Route 10 West to Randolph, noting CCM signs on right
hand side of highway
Shortly after entering Randolph, make left hand turn of Center Grove
Road at its Route 10 intersection
College entrance is ½ mile of the right

Parking in Morristown

Ann-Bank Street Parking Garage
Parking for CCM will be at the Ann-Bank Street parking garage.
CCM in Morristown will validate parking for faculty staff and students
of CCM at the Ann-Bank Street parking garage. Parking is validated
at the reception desk. Entrance and exit are located on the Bank
Street side of the parking garage. Entering and exiting are not
permitted on the Schuyler Place side of the parking garage. Park
only in the permitted areas - parking in the restricted areas can result
in the car being towed at the owner’s expense.

Parking is not allowed on the Schuyler
Place level of the garage between the
hours of 8:00am-5:00pm
For Morristown courses contact CCM in Morristown at 30 Schuyler
Place, 2nd Floor - Suite 220 at 973-328-5530 or visit our webpage at
www.ccm.edu/morristown (http://www.ccm.edu/morristown) or email
us at: ccmmorristown@ccm.edu.
# Index

## C
- Career and Technical Education ................................................... 10
- CCM in Morristown ................................................................. 3

## D
- Directions/Parking ...................................................................... 13

## E
- English Language Learning (ELL) ................................................ 3

## M
- Microsoft IT Academy ............................................................... 5

## S
- SCORE/CCM Business Training .................................................. 8
- Spring ....................................................................................... 2