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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 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.

Adult Enrichment Programs
Invest in yourself!
County College of Morris offers a variety of enrichment programs. We offer classes to enrich your mind, your body and your spirit. There is a class for everyone.

• Aquatics (p. 3)
• CCM Celebrates Seniors (p. 3)
• CCM’s Cooking School (p. 3)
• Golf (p. 4)
• Languages (p. 4)
• Holistic Health and Wellness (p. 4)
• Online Learning (p. 4)

Aquatics
Learning to feel comfortable around and in water can be a lifesaving event for many people, especially parents watching after swimming children. CMC’s adult simmers classes can help you get beyond your fears in a nurturing environment with other adults - no kids allowed. The courses are taught in CCM’s Health/Physical Education Building, Aquatic Facility. Lockers are available to make yourself water ready. It is suggested that you bring a lock for locker use and a towel. Enrollment is limited to 10 participants.

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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.

For a listing of our Youth Aquatics and swim instruction program, please see the College for Kids and Teens section by clicking on the menu at the left.

CCM Celebrates Seniors
Mark your calendar for Friday, May 20, 2016.
Annually, CCM celebrates older Americans during Older American’s Month. During our one day event, you will be provided breakfast and lunch as door prizes. You will be able to attend 2 workshops from a selection of 10 or more. Some always popular ones include: the Planetarium show, Afternoon Tea, Cooking Demonstrations, legal and elder care advice. Our primary sponsor, AAA, brings their Car Fit vehicle to test your ability to adjust your care to your needs and safety. The day finishes with some fun entertainment in the early afternoon.

Each your more than 100 folk join us. Experience the variety of programming offered by one of Morris County’s greatest public resources, your nationally ranked community college.

Registration and Information
If you have attended this past year, a brochure will be mailed out to you. If you would like to receive one, please contact the Youth and Specialty Programs Coordinator at 973-328-5072 or email cpp@ccm.edu. Be sure to provide your name, complete mailing address, phone number and email address. Brochures and registration are usually available in March for the coming May date.

CCM’s Cooking School
NEW RECIPES! NEW PRICES! ADDITIONAL CHEFS!
The CCM Cooking School is for those individuals who have developed or are developing a passion for cooking and seek classical training in a non-credit, adult environment. The classes are offered on Saturday mornings and include instruction, hands on experience, and sampling of the products. You are welcome to bring an apron and side towel thought they are not necessary.

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

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

Bring to class
You may wish to bring the following with you to class:

• Your own apron or cooking coat - CCM does not provide them
• Something to drink. CCM will provide tap water only.

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<td>COS-453</td>
<td>American 2: The Mid-Atlantic</td>
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<tr>
<td>COS-454</td>
<td>American Cooking Series</td>
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<tr>
<td>COS-295</td>
<td>Italy 1: Fresh Made Pasta</td>
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Adult Enrichment Programs

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<td>COS-431</td>
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<td>COS-362</td>
<td>Flavors of Italy - Vegan Style</td>
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<td>COS-132</td>
<td>Wizards Luncheon</td>
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**Golf**

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

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

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<td>SFD-270</td>
<td>Intermediate Golf</td>
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<td>SFD-332</td>
<td>Off the Tee - Driving Clinic</td>
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<td>SFD-333</td>
<td>Fairway to Green - Second Shot Clinic</td>
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<td>SFD-334</td>
<td>The Chip Shot - Your Shot Game Clinic</td>
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<tr>
<td>SFD-335</td>
<td>Finish the Hole - Putting Clinic</td>
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**Languages**

**American Sign Language Courses**

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

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

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<td>American Sign Language 1</td>
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<tr>
<td>GEN-423</td>
<td>American Sign Language 2</td>
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**Holistic Health and Wellness**

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

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<td>Yoga for Beginners</td>
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<td>MDB-166</td>
<td>Mixed Level Yoga Class</td>
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<tr>
<td>AHP-101</td>
<td>Reiki Level 1 &amp; 2</td>
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**Online Learning**

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

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

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

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

**Online High School Diploma:** View options at [www.gatlineducation.com/ccm](http://www.gatlineducation.com/ccm).

**GED Preparation:** Want to pass the GED test? This course will help you develop the skills you'll need to succeed. Classroom options: For daytime GED classes, contact Morris County School of Technology at (973) 627-4600.
Faculty
Jim Chegwidden, CCM Golf Coach
Marina Cupo, Certified Command Spanish Instructor,
Susanne Lowery, Certified Chef, Culinary Arts Adjunct Professor
Leah McCluskey, Adjunct Instructor - ALS
Nancy Nussbaum, Certified Kripalu Yoga Instructor, Adjunct Instructor
Linda Pacchiano, Certified Chef, Adjunct Instructor
Trayer Run-Kowzen, Health & Exercise Science Adjunct Professor

Courses
- CCM's Cooking School (p. 5)
- Golf (p. 5)
- Holistic Health and Wellness (p. 6)
- Languages (p. )

CCM's Cooking School

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Golf
Introduction To Golf
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28630 4 Sessions109
Adult Enrichment Programs

The Chip Shot - Your Shot Game Clinic
SFD-334.
28634 3 Sessions 79
May 07 - May 21, S, Time: 08:00 AM -- 10:00 AM Room: Health & Pys. Educ. Complex HPE 200
Instructor: James Chegwidden
Total Cost: $79 (CPP-Non-Fundable Tuition $65 CPP:College Fee $9, CPP:Registration Fee $5)

Finish the Hole - Putting Clinic
SFD-335.
28635 3 Sessions 79
May 07 - May 21, S, Time: 10:00 AM -- 12:00 PM Room: Health & Pys. Educ. Complex HPE 200
Instructor: James Chegwidden
Total Cost: $79 (CPP-Non-Fundable Tuition $65 CPP:College Fee $9, CPP:Registration Fee $5)

Languages

American Sign Language 1
This introductory course introduces students to American Sign Language's most common grammar rules, non-manual signals and Deaf culture. Learn how to introduce yourself, exchange personal information, identify others, give commands, talk about surroundings, and use fingerspelling and numbers. Please bring a 3-ring binder for class materials. GEN-250.
28639 6 Sessions 159
Feb 25 - Mar 31, TH, Time: 06:30 PM -- 08:30 PM Room: Cohen Hall CH 269
Instructor: Leah McCloskey
Total Cost: $159 (CPP-Non-Fundable Tuition $139 CPP:College Fee $13, CPP:Printing Fee $2, CPP:Registration Fee $5)

American Sign Language 2
Continue learning about the deaf community's rich culture, ASL grammar, and the use of non-manual signals. Upon completion of this course, you will be able to tell where you live, compare and contrast, use negative statements, body shifting, pronouns, possessives, and discuss family, relationships and time. Please bring a 3-ring binder for class materials. GEN-423.
28640 6 Sessions 159
Apr 14 - May 19, TH, Time: 06:30 PM -- 08:30 PM Room: Cohen Hall CH 269
Instructor: Leah McCloskey
Total Cost: $159 (CPP-Non-Fundable Tuition $139 CPP:College Fee $13, CPP:Printing Fee $2, CPP:Registration Fee $5)

American Sign Language 3
Continue learning about the deaf community's rich culture, ASL grammar, and the use of non-manual signals. Upon completion of this course, you will be able to tell where you live, compare and contrast, use negative statements, body shifting, pronouns, possessives, and discuss family, relationships and time. Please bring a 3-ring binder for class materials. GEN-481.
28641 6 Sessions 159
May 26 - Jun 30, TH, Time: 06:30 PM -- 08:30 PM Room: Cohen Hall CH 269
Instructor: Leah McCloskey
Total Cost: $159 (CPP-Non-Fundable Tuition $139 CPP:College Fee $13, CPP:Printing Fee $2, CPP:Registration Fee $5)

Holistic Health and Wellness
Reiki Level 1 & 2
Reiki is a complementary healing system we can use to guide us through life. Its simplicity makes it accessible to everyone and lack of dogma means that it can be practiced by everyone, regardless of religious beliefs. Reiki promotes physical health, mental clarity, and spiritual progress, and can be incorporated into any lifestyle. In this course (Reiki 1 & Reiki II) you will learn about the history of Reiki and three of the four Reiki symbols to use during treatments on yourself, other people and animals, as well as for other creative uses such as clearing spaces, or working on problems and situations. AHP-101.
28943 2 Sessions 180
Jan 02 - Jan 09, S, Time: 10:30 AM -- 04:30 PM Room: CCM - Morristown MOR 220B
Instructor: Roxana Salas
28944 2 Sessions 180
Jan 23 - Jan 30, S, Time: 10:30 AM -- 04:30 PM Room: CCM - Morristown MOR 220B
Instructor: Roxana Salas
28944 2 Sessions 180
Jan 23 - Jan 30, S, Time: 10:30 AM -- 04:30 PM Room: CCM - Morristown MOR 220B
Instructor: Roxana Salas
28945 2 Sessions 180
Feb 06 - Feb 13, S, Time: 10:30 AM -- 04:30 PM Room: CCM - Morristown MOR 220B
Instructor: Roxana Salas
28946 2 Sessions 180
Feb 20 - Feb 27, S, Time: 10:30 AM -- 04:30 PM Room: CCM - Morristown MOR 220B
Instructor: Roxana Salas

28947 2 Sessions 180

Mar 05 - Mar 12, S, Time: 10:30 AM -- 04:30 PM Room: CCM - Morristown MOR 220B
Instructor: Roxana Salas

28948 2 Sessions 180

Apr 02 - Apr 09, S, Time: 10:30 AM -- 04:30 PM Room: CCM - Morristown MOR 220B
Instructor: Roxana Salas

28949 2 Sessions 180

Apr 16 - Apr 23, S, Time: 10:30 AM -- 04:30 PM Room: CCM - Morristown MOR 220B
Instructor: Roxana Salas

28950 2 Sessions 180

May 14 - May 21, S, Time: 10:30 AM -- 04:30 PM Room: CCM - Morristown MOR 220B
Instructor: Roxana Salas

28951 2 Sessions 180

May 28 - Jun 04, S, Time: 10:30 AM -- 04:30 PM Room: CCM - Morristown MOR 220B
Instructor: Roxana Salas

58953 2 Sessions 180

Jun 11 - Jun 18, S, Time: 10:30 AM -- 04:30 PM Room: CCM - Morristown MOR 220B
Instructor: Roxana Salas

Total Cost: $180 (CPP-Non-Fundable Tuition $140 CPP:College Fee $25, CPP:Registration Fee $5, Cpp-Mor: Site Fee $10)

Yoga for Beginners

For the novice who needs extra time to learn the poses, this class will take you step-by-step through the movements to enter the basic poses needed to practice yoga on a daily basis. Breath, asana (yoga postures) and meditation are interwoven to align the heart and mind through our body. This class is a breath-centered practice and encourages students to explore their own personal edge with consciousness and purpose. You learn how Yoga can infuse the everyday. MDB-161.

28620 8 Sessions 85

Jan 19 - Mar 08, T, Time: 08:15 PM -- 09:30 PM Room: Health & Pys. Educ. Complex HPE 229
Instructor: Trayer Run-Kowzun
Total Cost: $85 (CPP-Non-Fundable Tuition $70 CPP:College Fee $10, CPP:Registration Fee $5)

Mixed Level Yoga Class

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

28621 8 Sessions 85

Jan 28 - Mar 17, TH, Time: 06:30 PM -- 07:45 PM Room: Health & Pys. Educ. Complex HPE 229
Instructor: Nancy Nusbaum

28622 8 Sessions 85

Mar 31 - May 19, TH, Time: 06:30 PM -- 07:45 PM Room: Health & Pys. Educ. Complex HPE 229
Instructor: Nancy Nusbaum

28623 8 Sessions 85

(no class May 28)
Instructor: Trayer Run-Kowzun
Total Cost: $85 (CPP-Non-Fundable Tuition $70 CPP:College Fee $10, CPP:Registration Fee $5)

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Career and Professional Programs

Learn About CCM Career Certificate Programs

Open House and Information Sessions

Thursday, January 7, 2016, 6:30-8:00 pm

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

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

**Careers in Human Resources** - Cohen Hall, CH 255

**Lean Six Sigma Program Yellow Belt Certificate** - Cohen Hall, CH 256 *(registration required)*

**Careers in Project Management** - Cohen Hall, CH 257

**Careers in Supply Chain Management** - Cohen Hall, CH 257

**Careers in Website Design and Development** - Cohen Hall, CH 257

**Careers in Uniform Construction Code Enforcement** - Cohen Hall, CH 260

**Careers in Non-Profit Leadership** - Cohen Hall, CH 259

**Careers in Addictions Counseling** - Cohen Hall, CH 261

**Careers in Medical Billing and Coding** - Cohen Hall, CH 263

**Careers in Clinical Healthcare Professions** - Cohen Hall, CH 265

**Careers in Teaching** - Cohen Hall, CH 271 *(registration required)*

### Bookkeeper's Certificate

**Certified Bookkeeper - Online Course Through ED2GO**

Certified Bookkeepers are to bookkeeping what CPAs are to accounting: the elite of the profession. Becoming a Certified Bookkeeper can increase your earning potential, enhance your professional status, and give you a decisive edge in any job market. This 140-hour, self-paced online program was created by the American Institute of Professional Bookkeepers (AIPB) to prepare experienced bookkeepers for the certification exam at any Prometric Test Center. The AIPB certification is the only national standard for bookkeepers.

This program is offered through CCM's On-line training partner, Gatlin Education. To learn more, register and pay contact Gatlin Education at www.ed2go.com/ccm (http://www.ed2go.com/ccm). On the bottom of the home page, click on Career Training Programs - "Learn More".

### Computer Training

- Microsoft Office Certificate (p. 9)
- Adobe Creative Suite (p. 9)
- Important Notes (p. 9)

### Microsoft Imagine Academy Standardized Curricula

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

The program prepares you to be Microsoft Office Specialist (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 In-Classroom and 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.
- 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.

### Microsoft Office Essentials 2013

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.

### Microsoft Certification

Achieving a Microsoft Certification enables students to confidently enter the workforce with proven technical skills. As a business information worker, achieving a Microsoft Certification helps you build new skills and stay up to date with the latest technologies. Passing just one Microsoft Certification exam also makes you a member of the Microsoft Certified Professional (MCP) community with access to all of the benefits provided through the Microsoft Certification Program.

A Microsoft Certification is an industry standard which is recognized worldwide and which can help open doors to potential job opportunities. For completed details on how you may benefit from the MS Imagine Academy courses, please see our online catalog at www.ccm.edu/catalog/ (http://www.ccm.edu/catalog).
Microsoft Office Suite

All courses listed below may be taken individually or as part of a Microsoft Office User Certificate (as listed).

Prerequisites

Keyboarding skills (this program will not teach typing/keyboarding) and familiarity with personal computers.

CCM's Certificate in Microsoft Office

Learn the computer skills that will help you obtain employment or advance in your career. This program features: lab time to practice and develop new skills, and integration of Microsoft Office applications to move from one program to another. Earn a certificate of completion upon successfully finishing the program of courses. This program uses Microsoft Office 2010.

REQUIRED TEXT:

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

Certificate Courses

Students may choose take any single or combination of courses they choose to most effectively improve their PC skills. Those students completing one of the Windows courses and all the 8 remaining courses qualify for the Certificate of Completion in Microsoft Office.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>CEUs</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPC-497</td>
<td>Windows 10</td>
<td>0</td>
</tr>
<tr>
<td>CPC-530</td>
<td>Windows 8/8.1</td>
<td>0</td>
</tr>
<tr>
<td>CPC-514</td>
<td>Microsoft Word 2010 Basics</td>
<td>0</td>
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<tr>
<td>CPC-516</td>
<td>Microsoft Word 2010 Intermediate</td>
<td>0</td>
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<td>CPC-509</td>
<td>Microsoft Excel 2010 Basics</td>
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<tr>
<td>CPC-510</td>
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<td>0</td>
</tr>
<tr>
<td>CPC-513</td>
<td>MS Access 2010 and the Use of Databases</td>
<td>0</td>
</tr>
<tr>
<td>CPC-527</td>
<td>Using MS Outlook 2010 To Manage Contacts and Calendars</td>
<td>0</td>
</tr>
<tr>
<td>CPC-512</td>
<td>Using MS Powerpoint 2010 To Engage Your Audience</td>
<td>0</td>
</tr>
<tr>
<td>CPC-528</td>
<td>Create Marketing Materials With MS Publisher 2010</td>
<td>0</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 Essentia</td>
<td>0.6</td>
</tr>
<tr>
<td>MSE-102</td>
<td>MS Imagine Academy Excel 2013 Essential</td>
<td>1</td>
</tr>
<tr>
<td>MSE-202</td>
<td>MS Imagine Academy Excel Expert Essenti</td>
<td>0.6</td>
</tr>
<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>
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</tr>
<tr>
<td>MOS-301</td>
<td>MS Imagine Academy-Word Advanced</td>
<td>1</td>
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<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>
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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.

Adobe Creative Suite

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>CEUs</th>
</tr>
</thead>
<tbody>
<tr>
<td>WS-C200</td>
<td>Introduction to Adobe Photoshop</td>
<td>1.2</td>
</tr>
<tr>
<td>WS-C230</td>
<td>Introduction to Adobe Illustrator</td>
<td>1.2</td>
</tr>
<tr>
<td>WS-C240</td>
<td>Introduction to Adobe Premiere</td>
<td>1.2</td>
</tr>
<tr>
<td>WS-C250</td>
<td>Introduction to Adobe In-Design</td>
<td>1.2</td>
</tr>
</tbody>
</table>

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

MS Project Certification - See Project Management Category

QuickBooks - See Small Business Category

Important Notes

1. To take exercises home, bring a USB flash drive to save your work.
2. Our classes are taught using Microsoft Office 2010. Although differences do exist, these classes are still helpful for students who have the different versions of MS Office.

Randolph Campus Food Service

CCM does not provide food service on Saturdays. If your course meets over lunch on Saturdays, bring your own lunch. The cafeteria, in Cohen Hall, has vending machines for beverages and snacks. Usually a one-half hour break is scheduled. Beverages and food are not permitted in the computer classrooms.

Faculty

Christine Dimas, BS, Adjunct Instructor

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

Ciro Petti, MCT, PMP, Adjunct Instructor

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

Debbie Ryan, Adjunct Instructor

Debbie has been teaching the Microsoft office suite for CCM since 2011. She has been a highly sought after corporate trainer for a customized business training solutions department.

Courses

- Microsoft Office Suite (p. 9)
- Adobe Creative Suite (p. 9)
Microsoft Office Suite

Windows 8/8.1
Microsoft completed a major redesign of the Windows Operating System with this version. Understand how to use your computer more effectively by learning how to use all the features and tools of this updated operating system. The Windows 8 course will cover all the same topics as the Windows 10 course. CPC-530.

28354 1 Session169
Feb 20, S, Time: 09:00 AM -- 04:30 PM Room: Cohen Hall CH 156
Instructor: CCM Staff
Total Cost: $169 (CPP-Non-Fundable Tuition $120 CPP:College Fee $18, CPP:Lab/Course Fee $7, CPP-Materials Fee $19, CPP:Registration Fee $5)

Windows 10
Here we explore the latest version of the Windows OS - the primary version available for purchase with your tablets, Laptops and PCs. Stunning visuals, helpful snipping tool allows you to capture and edit within a document. Find files and folders quickly with Windows Search feature. Manage user accounts with greater detail especially for people that may use the same computer. Networking made easy for everyone. Locating and accessing networks is no longer a huge process. Connect with anyone on your network, share images, movies, music and any other media you desire. Windows Media Player is ready for most anything you can throw at it. CPC-497.

28353 1 Session169
Feb 13, S, Time: 09:00 AM -- 04:30 PM Room: Cohen Hall CH 156
Instructor: CCM Staff
Total Cost: $169 (CPP-Non-Fundable Tuition $120 CPP:College Fee $18, CPP:Lab/Course Fee $7, CPP-Materials Fee $19, CPP:Registration Fee $5)

Microsoft Excel 2010 Intermediate
This Intermediate Microsoft Excel training class is meant for students who want to further their skill set by learning to work with formulas, lists, and illustrations. Students will also work with charts and higher-level formatting. In the Intermediate Excel course you will learn how to format worksheets, filter, reorder and validate data in the worksheet. Learn how to sort data in lists and perform calculations on sorted data, as well as creating rules to validate your data. Learn how to format data as a table along with inserting and modifying rows and columns. Core topics covered include: Enhance Excel workbooks, Work with worksheet data, Work with tables and charts, Use the advanced features of Excel. CPC-510.

28352 1 Session169
Apr 02, S, Time: 09:00 AM -- 04:30 PM Room: Cohen Hall CH 156
Instructor: CCM Staff
Total Cost: $169 (CPP-Non-Fundable Tuition $120 CPP:College Fee $18, CPP:Lab/Course Fee $7, CPP-Materials Fee $19, CPP:Registration Fee $5)

Using MS Powerpoint 2010 To Engage Your Audience
Create colorful and powerful presentations using PowerPoint. With PowerPoint presentation program you can organize and present information and create visual aids for a presentation. PowerPoint is a full feature program that provides a wide variety of editing and formatting features as well as sophisticated visual elements such as clip art, WordArt and drawn objects. CPC-512.

28351 1 Session169
Mar 19, S, Time: 09:00 AM -- 04:30 PM Room: Cohen Hall CH 156
Instructor: CCM Staff

Microsoft Excel 2010 Basics
This Introduction to Microsoft Excel training class is designed for students new to working with Microsoft Word on Windows. In this Basic Excel training class, students will create and edit basic worksheets and workbooks. This course is designed for students who want to gain the necessary skills to create, edit, format, and print basic Microsoft Excel worksheets. The Basic Excel course includes the skills and knowledge you will need to get started using Excel; including how to create, edit and format worksheets; format cells and cell content. Core topics covered include: Create and edit worksheets, Format worksheet data, Insert charts and graphics. CPC-509.

28351 1 Session169
Mar 19, S, Time: 09:00 AM -- 04:30 PM Room: Cohen Hall CH 156
Instructor: CCM Staff
Total Cost: $169 (CPP-Non-Fundable Tuition $120 CPP:College Fee $18, CPP:Lab/Course Fee $7, CPP-Materials Fee $19, CPP:Registration Fee $5)

MS Access 2010 and the Use of Databases
Learn the hottest database software in today’s business environment. Learn to design, create, edit and analyze a relational database. Create tables, forms, simple queries and reports. Workbook included. CPC-513.

28355 1 Session169
Apr 09, S, Time: 09:00 AM -- 04:30 PM Room: Cohen Hall CH 156
Instructor: CCM Staff
Microsoft Word 2010 Basics

This Introduction to Microsoft Word training class is designed for students new to working with Microsoft Word on Windows. Students will learn to create, edit, format, and print Microsoft Word documents. This Basic Word course will cover the basic skills and knowledge you will need to get started using Word; including how to create, edit and lay out documents; along with proof-reading the documents. Core topics covered include: Create and manage documents, Enhance documents, Review and share documents. CPC-514.

28349 1 Session169
Mar 05, S, Time: 09:00 AM -- 04:30 PM Room: Cohen Hall CH 156
Instructor: CCM Staff
Total Cost: $169 (CPP-Non-Fundable Tuition $120 CPP:College Fee $18, CPP:Lab/Course Fee $7, CPP-Materials Fee $19, CPP:Registration Fee $5)

Microsoft Word 2010 Intermediate

Students in this Intermediate Word training class should already be able to create, edit, and print Word documents on Windows. In the Intermediate Microsoft Word course you will learn how to format text and paragraphs, manipulate text and control pagination. It will also cover working with columns and how to use tables, modify tables and lists to organize content and insert and format references and captions. Core topics covered include: Customize Word, Enhance and review documents, Share and protect documents. CPC-516.

28350 1 Session169
Mar 12, S, Time: 09:00 AM -- 04:30 PM Room: Cohen Hall CH 156
Instructor: CCM Staff
Total Cost: $169 (CPP-Non-Fundable Tuition $120 CPP:College Fee $18, CPP:Lab/Course Fee $7, CPP-Materials Fee $19, CPP:Registration Fee $5)

Using MS Outlook 2010 To Manage Contacts and Calendars

MS Outlook lets you efficiently manage contacts, calendars, meetings and tasks (to-do lists) allowing you to increase productivity and remove the stress of forgetting important dates, people and activities. This basic class helps you to begin organizing and managing your time using this powerful Microsoft tool. CPC-527.

28356 1 Session169
Apr 16, S, Time: 09:00 AM -- 04:30 PM Room: Cohen Hall CH 156
Instructor: CCM Staff
Total Cost: $169 (CPP-Non-Fundable Tuition $120 CPP:College Fee $18, CPP:Lab/Course Fee $7, CPP-Materials Fee $19, CPP:Registration Fee $5)

Create Marketing Materials With MS Publisher 2010

MS Publisher allows the user to create all kinds of print materials from invitations to newsletters, letterhead and business cards, to flyers and posters and much more. Rather than using an expensive graphic artist, you can create your own professional looking documents and then print them in-house. CPC-528.

28358 1 Session169
Apr 30, S, Time: 09:00 AM -- 04:30 PM Room: Cohen Hall CH 156
Instructor: CCM Staff
Total Cost: $169 (CPP-Non-Fundable Tuition $120 CPP:College Fee $18, CPP:Lab/Course Fee $7, CPP-Materials Fee $19, CPP:Registration Fee $5)

MS Imagine Academy Word 2013 Essentials


28880 5 Sessions95
Jan 21 - Mar 10, TH, Time: 01:00 PM -- 04:00 PM Room: CCM - Morristown MOR 220H
Instructor: Ramon Gordon

28885 5 Sessions95
Mar 24 - May 12, TH, Time: 01:00 PM -- 04:00 PM Room: CCM - Morristown MOR 220H
Instructor: Ramon Gordon

58880 5 Sessions95
Jun 23 - Aug 11, TH, Time: 01:00 PM -- 04:00 PM Room: CCM - Morristown MOR 220H
Instructor: Ramon Gordon
Total Cost: $95 (CPP-Non-Fundable Tuition $65 CPP:College Fee $15, CPP:Registration Fee $5, Cpp-Mor: Site Fee $10)

MS Imagine Academy Excel 2013 Essential

The Microsoft Excel 2013 Essential course shows you how to perform basic tasks in Excel present and analyze financial, engineering and statistical data. Using a grid of cells arranged
Computer Training

in rows and columns to organize data and perform simple and complex calculations. You will be introduced to the basics of working with Excel 2013. Learn how to create a workbook, how to add, modify and format data in the workbook. You will learn how to perform calculations by using the functions provided or by creating your own formulas. Some of the topics covered: creating, managing, navigating, and formatting worksheets, worksheet/workbook customization and views, inserting and formatting cells and ranges, creating, modifying, filtering, and sorting tables, formatting and modifying text with functions, creating and formatting charts...and much more MSE-102.

28886 8 Sessions95
Jan 22 - Mar 11, F, Time: 01:00 PM -- 04:00 PM Room: CCM - Morristown MOR 220H
Instructor: Ramon Gordon

28887 8 Sessions95
Mar 25 - May 13, F, Time: 01:00 PM -- 04:00 PM Room: CCM - Morristown MOR 220H
Instructor: Ramon Gordon

58887 8 Sessions95
Jun 24 - Aug 12, F, Time: 01:00 PM -- 04:00 PM Room: CCM - Morristown MOR 220H
Instructor: Ramon Gordon

Total Cost: $95 (CPP-Non-Fundable Tuition $65 CPP:College Fee $15, CPP:Registration Fee $5, Cpp-Mor: Site Fee $10)

MS Imagine Academy Excel Expert Essentials

This course focuses on the skills required to be an expert in Microsoft Excel 2013. This course assumes that the students have already acquired the prerequisite knowledge needed to be an Excel specialist or has taken up the Microsoft Office Specialist (MOS) exam 77-420. This course supports students in preparing for the MOS exams 77-427 and 77-428. MSE-202.

28888 5 Sessions95
Jan 22 - Mar 11, F, Time: 01:00 PM -- 04:00 PM Room: CCM - Morristown MOR 220F
Instructor: Ramon Gordon

28889 8 Sessions95
Mar 25 - May 13, F, Time: 01:00 PM -- 04:00 PM Room: CCM - Morristown MOR 220F
Instructor: Ramon Gordon

58888 8 Sessions95
Jun 24 - Aug 12, F, Time: 01:00 PM -- 04:00 PM Room: CCM - Morristown MOR 220F
Instructor: Ramon Gordon

Total Cost: $95 (CPP-Non-Fundable Tuition $65 CPP:College Fee $15, CPP:Registration Fee $5, Cpp-Mor: Site Fee $10)

MS Imagine Academy-Word Advanced

In this Microsoft Advanced Word training class, students learn advanced techniques, such as working with tables of contents, footnotes, and endnotes, adding comments, tracking changes, comparing and combining documents, creating envelopes and labels, using Mail Merge, and protecting documents. The Advanced Word course will cover working with graphical elements to create visually stunning documents, format illustrations, insert and modify text boxes, how to work with long documents, navigating documents, merging documents and manage and track changes. Core topics covered include: creating and enhancing documents, reviewing and finalizing documents, creating interactive documents. MOS-301.

28864 8 Sessions95
Jan 20 - Mar 09, W, Time: 01:00 PM -- 04:00 PM Room: CCM - Morristown MOR 220F
Instructor: Ramon Gordon

28865 8 Sessions95
Mar 23 - May 11, W, Time: 01:00 PM -- 04:00 PM Room: CCM - Morristown MOR 220F
Instructor: Ramon Gordon
MS Imagine Academy-Excel Advanced

This Advanced Microsoft Excel training class is designed for students to gain the skills necessary to audit and analyze worksheet data, utilize data tools, and collaborate with others. In the Advanced Excel course you will learn how to work with PivotTable and PivotChart reports in Excel. This includes editing and formatting PivotTable reports as well as inserting charts into your worksheets. Learn how to collaborate with others, including sharing Excel worksheets, as well as publishing worksheets as Web pages. Learn how to apply passwords to protect worksheets and authenticate users. Core topics covered include: . Customize Excel . Work with worksheet data . Work with external data . Work with tables and charts . Automate workbooks MOS-302.

Adobe Creative Suite

Introduction to Adobe Photoshop

The Introductory Adobe Photoshop course introduces users to the editing capabilities of Adobe Photoshop software. Students learn how to use Adobe Photoshop interface and access its expansive set of features. Lessons cover the basics of saving and storing image files and defining the various processes used for image editing. You will know how to use the paintbrush, airbrush, stamp and pencil tools. WCS-200.
Introduction to Adobe In-Design

This course provides skills and techniques on the latest Adobe product for graphic 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 enough information that you'll be able to learn it and absorb it. Plus this course provides details for those converting their layouts from other applications; including a color insert with examples of good layout choices, InDesign’s Swatches palette and much more.

Course Objectives:
- Convert Quark, PageMaker, and other existing documents.
- Customize your interface for efficient production.
- Create print and PDF workflow output to the latest standards.
- Properly plan for page size, column width, and paragraph design.
- Work with color palettes, overprinting, spot color, duotones, CMYK, and much more.
- Import documents, tables, graphics—virtually anything you can see on a screen, with full transparency available.
- Prepare your documents with separation previews, color paper, custom preview backgrounds, and more.

State Funded Tuition Reimbursement

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

REQUIRED TEXT:

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

### Uniform Construction Code (UCC) Inspector Courses

- Course List (p. 1)
- State-Wide Schedule (p. 15)

The Uniform Construction Code (UCC) courses are required for those interested in becoming NJ-licensed construction code inspectors and/or learning the various construction code requirements in the state. The New Jersey Department of Community Affairs (DCA) has approved CCM’s courses toward UCC inspectors’ licenses. The courses do not carry college credit.

The technical courses levels must be taken in the following sequence:
- RCS (Residential and Small Commercial Specialist)
- ICS (Industrial and Commercial Specialist)
- HHS (High Rise and Hazardous Specialist)

### Licensing and Registration with NJ DCA

Questions related to license applications and TA registration should be addressed to the DCA’s Licensing Unit at 609-984-7834. Information and forms are also available at http://www.state.nj.us/dca/divisions/codes/offices/localcode.html under UCC information.
State-Wide Uniform Construction Code Schedule

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

For more information from local schools, please contact us at:
County College of Morris, CCP@ccm.edu
Warren County Community College, 908-689-7613

Online Learning

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

Quickbooks for Contractors

Faculty

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

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

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

Courses

Building Inspector, RCS (90 Hours)

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

28390 30 Sessions975

Jan 19 - Feb 11, TTH, Time: 06:30 PM -- 09:30 PM Room: Cohen Hall CH 271
Feb 23 - Mar 17, TTH, Time: 06:30 PM -- 09:30 PM Room: Cohen Hall CH 271
Mar 29 - Apr 21, TTH, Time: 06:30 PM -- 09:30 PM Room: Cohen Hall CH 271
May 03 - May 19, TTH, Time: 06:30 PM -- 09:30 PM Room: Cohen Hall CH 271

(no class Feb. 16 & 18, March 22 & 24, April 26 & 28)

Instructor: Thomas Yotka
Total Cost: $975 (CPP-Non-Fundable Tuition $845 CPP:College Fee $124, CPP:Printing Fee $1, CPP:Registration Fee $5)

Electric Inspector HHS (45 Hours)

Prerequisite: Completion of I.C.S. course or I.C.S. license holder. Covers advanced electrical system design. This course prepares students to take the Electrical Code Inspector licensing exam. REQUIRED TEXT: For required text book information, go to www.ccm.bkstr.com and click on "Books". Students must obtain the text on their own and have it for the first day of class. CON-127.

28391 15 Sessions525

Jan 20 - Feb 10, MW, Time: 06:00 PM -- 09:00 PM Room: Cohen Hall CH 271
Feb 22 - Mar 16, MW, Time: 06:00 PM -- 09:00 PM Room: Cohen Hall CH 271

(no class Feb. 15 & 17)

Instructor: David Menendez
Total Cost: $525 (CPP-Non-Fundable Tuition $388 CPP:College Fee $131, CPP:Printing Fee $1, CPP:Registration Fee $5)

Subcode Official (45 Hours)

This course meets the state’s educational program requirements to become licensed as a New Jersey Subcode Official. The course deals with the subcode official’s duties and responsibilities in code administration, legalities of code enforcement, and related legislation. REQUIRED TEXT: For required text book information, go to www.ccm.bkstr.com and click on "Books". Students must obtain the text on their own and have it for the first day of class. CON-190.

28392 15 Sessions525

Mar 28 - Apr 20, MW, Time: 06:00 PM -- 09:00 PM Room: Cohen Hall CH 271
May 02 - May 23, MW, Time: 06:00 PM -- 09:00 PM Room: Cohen Hall CH 271

(no class April 25 & 27)

Instructor: James Campbell
Total Cost: $525 (CPP-Non-Fundable Tuition $388 CPP:College Fee $131, CPP:Printing Fee $1, CPP:Registration Fee $5)

Graduate & Professional Exam Preparation Courses

Online Learning

www.ed2go.com/ccm (http://www.ed2go.com/ccm)
More and more employers are expecting employees to have advanced degrees in order to advance a career. Now prepare for the exams from the comfort of your home or while on business travel anywhere in the world. Let CCM’s online training partner – Ed2Go—take the fear and concern from you. These courses offer practical advice on test taking strategies as well as a review of the content needed to score well on the exams. Courses are designed to be completed in 6 weeks and start monthly with instructors available to answer questions when you get stuck.

**GRE Preparation - Part 1 (Verbal and Analytical)**

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

**GRE Preparation - Part 2 (Quantitative)**

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

**GMAT Preparation**

Discover powerful test-taking techniques and methods for improving your score on the GMAT.

**LSAT Preparation - Part 1**

Learn about law school entrance procedures, developing analytical reasoning skills, and improving your test-taking skills (Course 1 of 2).

**Nonprofit Leadership Training**

- Nonprofit Fundraising Essentials Certificate (p. 16)
- Grant Writing Certificate (p. 16)

**Nonprofit Fundraising Essentials Certificate**

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

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

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

**REQUIRED TEXT:**

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

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

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>CEUs</th>
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<tbody>
<tr>
<td>NPC-214</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>
<td>0</td>
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<tr>
<td>NPC-216</td>
<td>Create Donor-Centric Written Communications</td>
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<tr>
<td>NPC-218</td>
<td>Putting It All Together - Creating an Annual Fund Plan</td>
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<tr>
<td>NPC-220</td>
<td>Creating Special Events That Raise Funds And Friends</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.

**Grant Writing Certificate**

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

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

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

**REQUIRED TEXT:**

For required text book information, go to www.ccm.bkstr.com (http://www.ccm.bkstr.com) and click on “Books.” **Students must obtain the text on their own and have it for the first day of class. Books may not be stocked by the CCM bookstore; instead they may be available at retail outlets.**
The Certificate of Completion consists of the following courses. However, individuals can take any one or combination of courses. The certificate is only granted to those who complete the entire series.

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<tr>
<td>NPC-211</td>
<td>Prospecting for Grants</td>
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<tr>
<td>NPC-210</td>
<td>Grant Researching and Proposal Writing Workshop</td>
<td>0</td>
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<tr>
<td>NPC-212</td>
<td>Interactive Proposals Writing</td>
<td>0</td>
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<tr>
<td>NPC-213</td>
<td>Ethics in Grant Writing</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.

Online Learning

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

Supplement your classroom education!

A-Z Grant Writing

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

Advanced Grant Proposal Writing

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

Faculty

Lauren R. Swern, BS, Communications, Marketing and Fundraising Professional, Adjunct Instructor

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

Christine Dimas, BS, Adjunct Instructor

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

Testimonials

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

Courses

Grant Researching and Proposal Writing Workshop

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

28399 4 Sessions

Mar 16 - Mar 30, W, Time: 06:30 PM -- 09:30 PM Room: Henderson Hall HH 114
Apr 13, W, Time: 06:30 PM -- 09:30 PM Room: Henderson Hall HH 114
(no class April 6)

Instructor: Lauren Swern

Total Cost: $149 (CPP-Non-Fundable Tuition $123 CPP:College Fee $19, CPP:Lab/Course Fee $6, CPP:Total Fee $9)

Prospecting for Grants

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

28398 3 Sessions

Feb 17 - Feb 24, W, Time: 06:30 PM -- 08:30 PM Room: Henderson Hall HH 114
Mar 09, W, Time: 06:30 PM -- 08:30 PM Room: Henderson Hall HH 114

Instructor: Lauren Swern

Total Cost: $99 (CPP-Non-Fundable Tuition $77 CPP:College Fee $9, CPP:Lab/Course Fee $6, CPP:Total Fee $15)

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.

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**28400 2 Sessions109**

Apr 20 - Apr 27, W, Time: 06:00 PM -- 09:30 PM Room: Henderson Hall HH 114

Instructor: Lauren Swern

Total Cost: $109 (CPP-Non-Fundable Tuition $86 CPP:College Fee $9, CPP:Lab/Course Fee $7, CPP:Printing Fee $2, CPP:Registration Fee $5)

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**Ethics in Grant Writing**

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

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**28401 1 Session49**

May 02, M, Time: 06:30 PM -- 08:30 PM Room: Henderson Hall HH 215

Instructor: Lauren Swern

Total Cost: $49 (CPP-Non-Fundable Tuition $36 CPP:College Fee $6, CPP:Printing Fee $2, CPP:Registration Fee $5)

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**Fundamentals for Fundraising Professionals**

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

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**28550 1 Session49**

Feb 08, M, Time: 06:30 PM -- 09:30 PM Room: Cohen Hall CH 269

Instructor: Lauren Swern

Total Cost: $49 (CPP-Non-Fundable Tuition $36 CPP:College Fee $6, CPP:Printing Fee $2, CPP:Registration Fee $5)

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**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.

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**28551 2 Sessions99**

Feb 15 - Feb 22, M, Time: 06:30 PM -- 09:30 PM Room: Cohen Hall CH 269

Instructor: Lauren Swern

Total Cost: $99 (CPP-Non-Fundable Tuition $82 CPP:College Fee $10, CPP:Printing Fee $2, CPP:Registration Fee $5)

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**Create Donor-Centric Written Communications**

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

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**28552 3 Sessions149**

Mar 07 - Mar 21, M, Time: 06:30 PM -- 09:30 PM Room: Henderson Hall HH 114

Instructor: Christine Dimas

Total Cost: $149 (CPP-Non-Fundable Tuition $100 CPP:College Fee $33, CPP:Lab/Course Fee $9, CPP:Printing Fee $2, CPP:Registration Fee $5)

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

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

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**28554 2 Sessions99**

Apr 18 - Apr 25, M, Time: 06:30 PM -- 09:30 PM Room: Henderson Hall HH 114

Instructor: Christine Dimas

Total Cost: $99 (CPP-Non-Fundable Tuition $77 CPP:College Fee $9, CPP:Lab/Course Fee $6, CPP:Printing Fee $2, CPP:Registration Fee $5)
Creating Special Events That Raise Funds And Friends

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

28555 2 Sessions99
Apr 04 - Apr 11, M, Time: 06:30 PM -- 09:30 PM Room: Cohen Hall CH 269
Instructor: Christine Dimas
Total Cost: $99 (CPP-Non-Fundable Tuition $77 CPP:College Fee $8, CPP:Lab/Course Fee $6, CPP:Printing Fee $2, CPP:Registration Fee $5)

Health Occupations

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

Alcohol and Drug Counselor Certificate- CADC
Chemical Dependency Associate
CPR and First Aid
Home Health Aide Certificate
Medical Billing and Coding Specialist
Medication Aide Certificate
Nurse’s Aide Certificate
Nurses’ Continuing Education
RN Refresher Course
Tuition-Free Healthcare Training

Information Session: Careers in Addictions Counseling

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

Thurs., January 7, 6:30-8 p.m.
Cohen Hall, CH 261
Park in lot 4, 5, 6 or 7 - Use temporary parking pass found with registration information
Pre registration is not required.

CDA-PRS – Chemical Dependency Associate-Peer Recovery Support Certificate

This new certification combines the Chemical Dependency Associate with the Peer Recovery Support training and is intended for use in State Licensed Treatment facilities dealing with addiction and co-occurring clients.

This training is intended for entry level students (not for those with an existing LCADC or CADC or other DCA License). Students must work in a supervised work setting that will be eligible for the LCADC/ CADC to enroll in the program. Program details will be coming shortly.

General Information

County College of Morris is an approved education provider of classroom training required by the Addiction Professionals Certification Board of New Jersey, Inc. (www.certbd.com). All information related to licensing (certification) requirements as well as regulatory information and class descriptions can be found at other websites (see below).

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

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

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

Background Information

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

Legislation

Go to http://nj.gov/humanservices/dmhas/initiatives/workforce/FAQs_Becoming_LCADC_CADC.pdf, specifically page 34C-8, 13:34C-2.3
Course Descriptions
Go to www.certbd.com (http://www.certbd.com). Go to Approved Course; Manuals and Study Guides; CADC Education Materials.

CADC - Certified Alcohol and Drug Counselor
CCM offers the 5 Domains on a rotating basis, 1 domain each fall, 2 domains each spring/summer. It may take up to 4 semesters to complete all 5 domains. Students may enter the training at any point regardless of past experience or current domain and lessons being offered. While the NJ DCA and the NJ Addictions Certification Board prefer you complete the lessons and domains in order, there is no regulatory requirement to do so. Continue scrolling down for additional useful information.

The below listed courses are being offer this semester:

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>CEUs</th>
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<tbody>
<tr>
<td>ADC-548</td>
<td>C401 - Addiction Recovery</td>
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<tr>
<td>ADC-549</td>
<td>C402 - Psychological Client Education</td>
<td>0</td>
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<tr>
<td>ADC-550</td>
<td>C403 - Biochemical/Medical Client Education</td>
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<tr>
<td>ADC-551</td>
<td>C404 - Sociocultural Client Education</td>
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<tr>
<td>ADC-552</td>
<td>C405 - Addiction Recovery and Family Psychological Education</td>
<td>0</td>
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<tr>
<td>ADC-553</td>
<td>C406 - Biochemical and Sociocultural Family Education</td>
<td>0</td>
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<tr>
<td>ADC-554</td>
<td>C407 - Community and Professional Education</td>
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<tr>
<td>ADC-555</td>
<td>C408 - Opiate and Stimulant Education</td>
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<tr>
<td>ADC-556</td>
<td>C409 - Alcohol, Sedative, and Hallucinogens</td>
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<tr>
<td>Domain V</td>
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<tr>
<td>ADC-558</td>
<td>C-501 - Ethical Standards</td>
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<tr>
<td>ADC-559</td>
<td>C-502 - Legal Aspects</td>
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<td>ADC-560</td>
<td>C-503 - Cultural Competency</td>
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<td>ADC-561</td>
<td>C-504 - Professional Growth</td>
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<td>ADC-562</td>
<td>C-505 - Personal Growth</td>
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<tr>
<td>ADC-563</td>
<td>C-506 - Dimensions of Recovery</td>
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<td>ADC-564</td>
<td>C-507 - Supervision</td>
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<td>ADC-565</td>
<td>C-508 - Community Involvement</td>
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</tr>
<tr>
<td>ADC-566</td>
<td>C-509 - Consultation</td>
<td>0</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.

General Information
County College of Morris is an approved education provider of classroom training required by the Addiction Professionals Certification Board of New Jersey, Inc. (www.certbd.com (http://www.certbd.com)). All information related to licensing (certification) requirements as well as regulatory information and class descriptions can be found at other websites (see below).

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

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

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

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

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

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

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

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

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

Faculty
Gail Buck, LCADC, MA, Adjunct Instructor
Gail began teaching Domain 3 of the CADC with CCM in 2013. She has a long career with Drug Court in the Essex County Vicinage.

Ronald Faines, LCADCA, MA, CADC Lead Instructor
Ron has been teaching for CCM since 2010. He also teaches for other community colleges in this program. He is a supervisor with the Essex County Vicinage Drug Court.
Dale Favia, MA, Adjunct Instructor
Dale has been with CCM since 2014 focusing on job development and externship programs. She has an extensive background in pharmaceutical sales and informatics. Additionally she operates a non-profit self-help group for professionals seeking employment.

Courses

C401 - Addiction Recovery
At the end of this course, the student will understand the difference between substance abuse and substance dependence as per the current DSM, acquire basic knowledge of the various models of addiction, and explain to client the various stages of addiction and recovery. ADC-548.

28300 1 Session 99
Jan 30, S, Time: 09:00 AM -- 03:30 PM Room: Henderson Hall HH 111
Instructor: Ronald Faines
Total Cost: $99 (CPP-Non-Fundable Tuition $80 CPP:College Fee $12, CPP:Printing Fee $2, CPP:Registration Fee $5)

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

28301 1 Session 99
Feb 06, S, Time: 09:00 AM -- 03:30 PM Room: Henderson Hall HH 111
Instructor: Ronald Faines
Total Cost: $99 (CPP-Non-Fundable Tuition $80 CPP:College Fee $12, CPP:Printing Fee $2, CPP:Registration Fee $5)

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

28302 1 Session 99
Feb 13, S, Time: 09:00 AM -- 03:30 PM Room: Henderson Hall HH 111
Instructor: Ronald Faines
Total Cost: $99 (CPP-Non-Fundable Tuition $80 CPP:College Fee $12, CPP:Printing Fee $2, CPP:Registration Fee $5)

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

28303 1 Session 99
Feb 27, S, Time: 09:00 AM -- 03:30 PM Room: Henderson Hall HH 111
Instructor: Ronald Faines
Total Cost: $99 (CPP-Non-Fundable Tuition $80 CPP:College Fee $12, CPP:Printing Fee $2, CPP:Registration Fee $5)

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

28304 1 Session 99
Mar 05, S, Time: 09:00 AM -- 03:30 PM Room: Henderson Hall HH 111
Instructor: Ronald Faines
Total Cost: $99 (CPP-Non-Fundable Tuition $80 CPP:College Fee $12, CPP:Printing Fee $2, CPP:Registration Fee $5)

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

28305 1 Session 99
Mar 12, S, Time: 09:00 AM -- 03:30 PM Room: Henderson Hall HH 111
Instructor: Ronald Faines
Total Cost: $99 (CPP-Non-Fundable Tuition $80 CPP:College Fee $12, CPP:Printing Fee $2, CPP:Registration Fee $5)

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

28306 1 Session99
Mar 19, S, Time: 09:00 AM -- 03:30 PM Room: Henderson Hall HH 111
Instructor: Ronald Faines
Total Cost: $99 (CPP-Non-Fundable Tuition $80 CPP:College Fee $12, CPP:Printing Fee $2, CPP:Registration Fee $5)

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

28307 1 Session99
Apr 02, S, Time: 09:00 AM -- 03:30 PM Room: Henderson Hall HH 111
Instructor: Ronald Faines
Total Cost: $99 (CPP-Non-Fundable Tuition $80 CPP:College Fee $12, CPP:Printing Fee $2, CPP:Registration Fee $5)

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

28308 1 Session99
Apr 09, S, Time: 09:00 AM -- 03:30 PM Room: Henderson Hall HH 111
Instructor: Ronald Faines
Total Cost: $99 (CPP-Non-Fundable Tuition $80 CPP:College Fee $12, CPP:Printing Fee $2, CPP:Registration Fee $5)

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

28309 1 Session99
Apr 23, S, Time: 09:00 AM -- 03:30 PM Room: Henderson Hall HH 111
Instructor: Ronald Faines
Total Cost: $99 (CPP-Non-Fundable Tuition $80 CPP:College Fee $12, CPP:Printing Fee $2, CPP:Registration Fee $5)

C-502 - Legal Aspects
At the end of this course, the student will adhere to federal, state, and agency regulations regarding alcohol and other drug abuse treatment by following appropriate procedures to protect client rights, understand the regulations of New Jersey's rules (N.J.S.A. 45:2D -1 et seq.), also referred to as the "Alcohol and Drug Counselor Licensing and Certification Act" and the regulations (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.

28310 1 Session99
Apr 30, S, Time: 09:00 AM -- 03:30 PM Room: Henderson Hall HH 111
Instructor: Ronald Faines
Total Cost: $99 (CPP-Non-Fundable Tuition $80 CPP:College Fee $12, CPP:Printing Fee $2, CPP:Registration Fee $5)

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

28311 1 Session99
May 07, S, Time: 09:00 AM -- 03:30 PM Room: Henderson Hall HH 111
Instructor: Ronald Faines
Total Cost: $99 (CPP-Non-Fundable Tuition $80 CPP:College Fee $12, CPP:Printing Fee $2, CPP:Registration Fee $5)
C-504 - Professional Growth
At the end of this course, the student will identify and integrate information from current evidence based literature to foster professional development. Identify and utilize self-assessment instruments to gain greater understanding of one's strengths and weaknesses, identify their degree of competence relative to the 12 Core Functions of the ICRC, increase their understanding of the importance of professional and continuing education and develop their own professional improvement plan, and utilize clinical supervision as a way of identifying professional growth needs. ADC-561.

28312 1 Session99
May 14, S, Time: 09:00 AM -- 03:30 PM Room: Henderson Hall HH 111
Instructor: Ronald Faines
Total Cost: $99 (CPP-Non-Fundable Tuition $80 CPP:College Fee $12, CPP:Printing Fee $2, CPP:Registration Fee $5)

C-505 - Personal Growth
At the end of this course, the student will identify self-care activities which can foster personal growth, develop and utilize strategies to maintain personal, physical, spiritual and mental health in order to ensure professional effectiveness, increase their understanding of the importance of personal growth and develop their own personal growth plan. ADC-562.

28313 1 Session99
May 21, S, Time: 09:00 AM -- 03:30 PM Room: Henderson Hall HH 111
Instructor: Ronald Faines
Total Cost: $99 (CPP-Non-Fundable Tuition $80 CPP:College Fee $12, CPP:Printing Fee $2, CPP:Registration Fee $5)

C-506 - Dimensions of Recovery
At the end of this course, the student will be able to develop an operational understanding of Wellness and Recovery, increase their understanding of the importance of Wellness and Recovery by developing an individualized Wellness Recovery Action Plan and develop an on-going self-monitoring plan in order to periodically enhance their personal plan. ADC-563.

28314 1 Session99
Jun 04, S, Time: 09:00 AM -- 03:30 PM Room: Henderson Hall HH 111
Instructor: Ronald Faines
Total Cost: $99 (CPP-Non-Fundable Tuition $80 CPP:College Fee $12, CPP:Printing Fee $2, CPP:Registration Fee $5)

C-507 - Supervision
At the end of this course, the student will describe supervision as described in NJ LCADC/CADC regulations and understand the benefits of supervision, including the Blended Model. They will distinguish among supervision, consultation, and personal therapy, understand the role of clinical supervision in helping the counselor identify critical issues and appropriate responses in the counseling relationship and know the necessary components to be incorporated when presenting a case in supervision. Students are expected to develop and utilize a range of options to explore and discuss personal feelings and concerns about clients, know when to contact their supervisor regarding potential legal and ethical situations and be familiar with State regulations regarding requirements for giving & receiving clinical supervision as an intern, as a CADC, or if one is working in a licensed facility. ADC-564.

28315 1 Session99
Jun 11, S, Time: 09:00 AM -- 03:30 PM Room: Henderson Hall HH 111
Instructor: Ronald Faines
Total Cost: $99 (CPP-Non-Fundable Tuition $80 CPP:College Fee $12, CPP:Printing Fee $2, CPP:Registration Fee $5)

C-508 - Community Involvement
At the end of this course, the student will understand the importance of professional networking, begin to develop skills in how to establish and maintain a professional network, learn the importance of advocating for one's clients as well as issues in the field, learn best practices to contribute to de-stigmatizing SUD related issues and understand important cultural issues in the community and be able to incorporate relevant community information into their work. ADC-565.

28316 1 Session99
Jun 18, S, Time: 09:00 AM -- 03:30 PM Room: Henderson Hall HH 111
Instructor: Ronald Faines
Total Cost: $99 (CPP-Non-Fundable Tuition $80 CPP:College Fee $12, CPP:Printing Fee $2, CPP:Registration Fee $5)

C-509 - Consultation
At the end of this course, the student will define Consultation as per the IC&RC Core Function, explain the benefits of consultation, identify the tasks involved when seeking consultation, and utilize peers, clinical supervisors, and a multi-disciplinary team to enhance the quality of care. ADC-566.

28317 1 Session99
Jun 25, S, Time: 09:00 AM -- 03:30 PM Room: Henderson Hall HH 111
Instructor: Ronald Faines
Total Cost: $99 (CPP:Non-Fundable Tuition $80 CPP:College Fee $12, CPP:Printing Fee $2, CPP:Registration Fee $5)

CPR and First Aid

- CPR for Healthcare Providers - CPR/BLS (p. )
- Heartsaver CPR and First Aid for Community Leaders (p. 24)
- Youth Babysitter Certification Course - See “Fall College For Kids” (http://catalog.ccm.edu/noncredit/spring/spring-college-kids/#Babysitter)

CPR for Healthcare Providers - CPR/BLS

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

Who should take this course?

This course is appropriate for nurses, paramedics, EMTs, police, fire personnel, lifeguards, and other first responders.

CCM students:

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

General Information

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

Certificates:

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

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>CEUs</th>
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<tbody>
<tr>
<td>CPR-129</td>
<td>CPR For Healthcare Providers</td>
<td>0</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.

Heartsaver CPR and First Aid for Community Leaders

You will learn the basics of CPR, proper use of an AED (Automated External Defibrillator) and essential first aid techniques for daily life.

The program consists of 2 primary parts - 4 hours for CPR/AED and 3 hours for First Aid.

Who should take this course?

This training is appropriate for coaches, athletic trainers, youth leaders, lifeguards, security guards and others in similar leadership roles. It does not meet requirements for healthcare professionals who should take CPR/BLS (See above).

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<tr>
<th>Course Code</th>
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<th>CEUs</th>
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<tbody>
<tr>
<td>CPR-132</td>
<td>Heartsaver CPR/AED</td>
<td>0</td>
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<tr>
<td>CPR-133</td>
<td>Heartsaver First Aid</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.

Faculty

Alexander Balish, AHA & ASHI certified Instructor, Adjunct Instructor

Alex has been teaching for CCM since 2013. He has been teaching CPR, First Aid and other related courses for more than a decade. He owns his own CPR training company - Care1st.

Cassie Christie, BSN, RN, Adjunct Instructor

Cassie has been teaching with CCM since 2015 and for more than a decade with other schools including the LPN program at the Morris County School of Technology. Additionally she owns her own training company teaching CPR and other healthcare related topics.

She has more than 20 years experience as an RN working in acute and long-term care as well as at-home settings.

Susan Goodman, AHA CPR instructor

Courses

CPR for Healthcare Providers

This six-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.

28211 1 Session99

Jan 30, S, Time: 09:00 AM -- 02:00 PM Room: Henderson Hall HH 215

Instructor: Alexander Balish
Heartsaver CPR & First Aid for Community Leaders

Heartsaver CPR/AED

The Heartsaver CPR/AED Program CPR and (AED) training to laypersons that require certification such as coaches, athletic trainers, lifeguards, security guards and more. The training is available to police and fire departments, corporations and businesses following passage of the Public Access Defibrillation bill, which allows laypersons to receive instruction and use new Automatic External Defibrillator (AED) equipment. This course also teaches participants how to recognize a medical emergency, adult, child and infant CPR training, first aid for choking victims, and the use of barrier devices to reduce the risk of infection. CPR-132.

Heartsaver First Aid

Heartsaver First Aid Course is a credentialed course and intended for those people with a duty to respond to a first aid emergency. This course contains information on how to manage illness and injuries in the first few minutes until professional help arrives. The workbook provided is intended to be used as a reference for the student.
Healthcare Professionals Clinical Training Programs

- Certified Nurse Aide (p. 26)
- Certified Homemaker/Home Health Aide (p. 26)
- Certified Medication Aide (p. 27)

Information Session: Career in Healthcare Professions and Certified Nurse's Aide

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

Thursday, January 7, 6:30-8 p.m.
Cohen Hall, CH 265
Park in lot 4, 5, 6 or 7
Use temporary parking pass found with registration information
Pre-registration is not required.

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

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

It is an excellent way to learn about the healthcare industry, try out patient care skills and determine if a career path into nursing or other medical fields is for you. Not only can you earn while you learn, but you may qualify for tuition reimbursement through your employer to help pay for advanced certifications and degrees.

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

Certified Nurse Aide

CCM's Certified Nurse Aide training is highly sought after.

Employers seek out our graduates before the course even ends!

One of our unique features is that the training takes place in an actual healthcare facility so that students are fully immersed in their training from the moment the class begins.

STEPS TO ENROLLING:

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

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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>AHP-306</td>
<td>Certified Nurse Aide</td>
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<tr>
<td>AHP-324</td>
<td>Mandatory CNA Registration Seminar</td>
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</tr>
<tr>
<td>AHP-322</td>
<td>CNA Skills Review &amp; Exam</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.

REQUIRED TEXT:

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

Certified Homemaker/Home Health Aide

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

Certified Homemaker/Home Health Aide

STEPS TO ENROLLING:

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

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<tbody>
<tr>
<td>AHP-330</td>
<td>Mandatory CHHA Registration Seminar</td>
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<tr>
<td>AHP-316</td>
<td>Certified Homemaker/Home Health Aide</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.

**REQUIRED TEXT:**

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

**Certified Medication Aide**

Approved by the NJ Department of Health and Senior Services, this course is specifically designed for individuals who already possess a CNA or CHHA and who's employer wants them to obtain this additional certification.

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<tbody>
<tr>
<td>AHP-316</td>
<td>Certified Medication Aide</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.

**REQUIRED TEXT:**

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

**Faculty**

**Cassie Christie, BSN, RN, Adjunct Instructor**

Cassie has been teaching with CCM since 2015 and for more than a decade with other schools including the LPN program at the Morris County School of Technology. Additionally she owns her own training company teaching CPR and other healthcare related topics. She has more than 20 years experience as an RN working in acute and long-term care as well as at-home settings.

**Nancy Rothman, BSN, MA, RN - Clinical Programs Instructor**

Nancy helped introduce our Certified Nurse's Aide program to the local market in 2013. She has more than 20 years of experience in long-term care nursing and more than 10 years in Nursing Education. She is NJ Department of Health and Senior Services approved to teach the CNA and Medication Aide programs and NJ Board of Nursing approved to teach Home Health Aides.

**Jodie Joaquin, BSN, RN, NJ DHSS Skills Examiner**

Jodie has been assisting CCM with the CNA Skills exams since 2014. She is certified by the NJ DHSS as an Examiner. Additionally, she has several decades nursing and nurse manager experience in long-term care and other facilities.

**Sue Mader, BSN, RN, Adjunct Instructor Courses**

Certified Nurse Aide

The CNA course combines lecture and labs in a hospital setting and clinical experience in a long-term care setting allowing students to successfully master the essential skills to obtaining entry-level employment in the healthcare industry. Upon the successful completion of the course, students are eligible to take the NJ State approved Certified Nurse Aide certification examination. Registration can take up to 6 weeks to complete the prerequisite documentation. You must participate in the Mandatory CNA Registration Seminar before registering for this class. Prior to the first day of class, the program requires students to satisfactorily complete a Criminal Background Investigation and a drug screening at facilities approved by CCM as well as complete an extensive medical history review and show proof of CPR for Healthcare Professionals. There are additional expenses incurred by the student for items. REQUIRED TEXT: For required text book information, go to www.ccm.bkstr.com and click on "Books". Students must obtain the text on their own and have it for the first day of class. AHP-306.

**28404 18 Sessions1359**

May 23 - Jun 30, MTWTHF, Time: 08:30 AM -- 02:30 PM

(no class May 30) Location: Saint Clare's Hospital- Dover 3rd Floor- CCM Training Room. Specific daily schedule provided by instructor on first day of class. MANDATORY Registration Seminar for this session is Mon, April 4, 2016 (see details above).

Instructor: Nancy Rothman

**58408 18 Sessions1359**

Aug 01 - Sep 09, MTWTHF, Time: 08:30 AM -- 02:30 PM

Summer Course - Registration begins March 1, 2016 (no class Sept. 5) Location: Saint Clare's Hospital- Dover 3rd Floor- CCM Training Room. Specific daily schedule provided by instructor on first day of class. MANDATORY Registration Seminar for this session is Mon, June 20, 2016 (see details above)

Instructor: Nancy Rothman

Total Cost: $1,359 (CPP-Non-Fundable Tuition $1,088 CPP:College Fee $162, CPP-Materials Fee $64, CPP:Lab/Course Fee $40, CPP:Registration Fee $5)

**Certified Homemaker/Home Health Aide**

Need to care for an elderly, sickly or disabled person at home? Want to get paid to be more than just a companion to some who needs help with daily living tasks? Ever consider becoming a Home Health Aide? Are you a CNA looking to advance? Hospitals often prefer dual certified CNAs and CHHAs. Participants will learn how to properly care for the daily living needs of people who cannot do it for themselves. Learn how to feed, bathe and dress someone without making them feel less of a person or harming them. Care for someone who wants to live at home rather than in a hospital setting. Certified by the NJ Department of Health and Senior Services, Certified Home Health Aides are the true front lines of healthcare in an aging population. Prior to the first day of class, the program requires students to satisfactorily complete a Criminal Background Investigation and a drug screening at facilities approved by CCM as well as complete an extensive medical history review and show proof of CPR for Healthcare Professionals. REQUIRED TEXT: For required text book information, go to www.ccm.bkstr.com and click on "Books". Students must obtain the text on their own and have it for the first day of class. AHP-316.
Healthcare Professionals Clinical Training Programs

28443 15 Sessions 769
Apr 04 - Apr 29, MTWTHF, Time: 08:30 AM -- 02:30 PM
Location: Saint Clare's Hospital- Dover 3rd Floor-CCM Training Room. Specific daily schedule provided by instructor on first day of class. MANDATORY Registration Seminar for this session is Mon, Feb. 22, 2016 (see details above)
Instructors: Cassandra Christie, Susan Madar, Nancy Rothman

58443 15 Sessions 769
Jul 05 - Jul 29, MTWTHF, Time: 08:30 AM -- 02:30 PM
Summer Course - Registration begins March 1, 2016. Location: Saint Clare's Hospital- Dover 3rd Floor-CCM Training Room. Specific daily schedule provided by instructor on first day of class. MANDATORY Registration Seminar for this session is Mon, May 23, 2016 (see details above)
Instructors: Cassandra Christie, Susan Madar, Nancy Rothman
Total Cost: $769 (CPP-Non-Fundable Tuition $644 CPP:College Fee $98, CPP:Materials Fee $22, CPP:Registration Fee $5)

Certified Medication Aide
Prerequisite: Certified Nurse Aide or Certified Home Health Aide certifications. Currently working as a CNA or CHHA and want to advance? Add this certification to your resume. Certified Medication Aides, under the supervision of a Registered Nurse, can administer medication to patients. This course is approved by the NJ Board of Nursing. REQUIRED TEXT: For required text book information, go to www.ccm.bkstr.com and click on "Books". Students must obtain the text on their own and have it for the first day of class. AHP-318.

Mandatory CHHA Registration Seminar
A mandatory seminar to identify whether the CHHA program is for you. We will discuss the career field; class schedule; admission requirements for health and physical exams, criminal background checks; and go over expectations for state certification exams. 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. AHP-330.

28441 1 Session 99
Feb 22, M, Time: 03:00 PM -- 05:00 PM Room: Henderson Hall HH 212
Instructor: Cassandra Christie

28442 1 Session 99
May 23, M, Time: 03:00 PM -- 05:00 PM Room: Henderson Hall HH 204
Instructor: Cassandra Christie

Total Cost: $99 (CPP-Non-Fundable Tuition $20 CPP:College Fee $1, CPP:Miscellaneous Fee $73, CPP:Registration Fee $5)

CNA Skills Review & Exam
Is your CNA license out of date and you need to retake the exam? Did you have difficulty with the skills test or written exam and need a review? This 3-day review is what you need. Required for those completing the CCM CNA course, it is also for individuals needing to renew their certification. 1 Day is spent reviewing the written exam materials. The second day focuses on the hands-on skills exam. The final day is for the Skills practical exam. Before registering, it is your responsibility to confirm with the NJ Department of Health and Senior Services that this is the course you need to renew your certification. Class size is limited by NJ DHSS regulation. ** Schedule subject to move. Please email CPP@ccm.edu at least 1 week prior to confirm schedule. REQUIRED TEXT: For required text book information, go to www.ccm.bkstr.com and click on "Books". Students must obtain the text on their own and have it for the first day of class. AHP-322.

28411 3 Sessions 349
Mar 07 - Mar 10, MTTH, Time: 08:30 AM -- 03:00 PM
Location: Saint Clare's Hospital- Dover, 3rd Floor-CCM Training Room
Instructor: Nancy Rothman

28412 3 Sessions 349
Jun 27 - Jun 30, MTTH, Time: 08:30 AM -- 03:00 PM
Location: Saint Clare's Hospital- Dover, 3rd Floor-CCM Training Room
Instructor: Nancy Rothman

88447 3 Sessions 349
Sep 06 - Sep 09, TWF, Time: 08:30 AM -- 03:00 PM
Fall 2016 Course - Registration begins March 1, 2016. Location: Saint Clare's Hospital- Dover, 3rd Floor-CCM Training Room
Instructor: Nancy Rothman
Total Cost: $349 (CPP-Non-Fundable Tuition $184 CPP:College Fee $28, CPP:Lab/Course Fee $6, CPP:Miscellaneous Fee $126, CPP:Registration Fee $5)

Mandatory CNA Registration Seminar
A mandatory seminar to identify whether the CNA program is for you. We will discuss the career field; class schedule; admission requirements for health and physical exams, criminal background checks; and go over expectations for state certification exams. 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. AHP-324.
Medical Billing and Coding

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

Information Session: Careers in Medical Billing and Coding

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

Thurs, January 7, 6:30-8 p.m.
Cohen Hall, CH 263
Park in lot 4, 5, 6 or 7
Use temporary parking pass found with registration information
Pre-registration is not required.

Certificate in Medical Billing and Coding Specialist

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

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

Certification and Certificates

CCM is one of a very few colleges in NJ that have aligned themselves with the American Academy of Professional Coders - seen as the nation's leading professional association and medical coding certification organization. Upon completion of this curriculum, students will qualify to complete the AAPC certification exam and may eliminate or reduce the need for "apprenticeship" work experience before obtaining their national certification. Eligibility does require a passing grade in each of the courses within the certificate program.

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

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

Certificate Curriculum

4 PREREQUISITE COURSES

- Medical Terminology for Allied Health Professionals
- Anatomy for Allied Health Professionals
- ICD - 9 - CM Introduction and Applications
- CPT - 4 Coding

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

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

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<td>AHP-199</td>
<td>ICD-9-CM Introduction and Applications</td>
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<td>Anatomy for Healthcare Professionals</td>
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<td>AHP-228</td>
<td>CPT-4 Coding Course</td>
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<td>ICD-10-CM Diagnosis Coding</td>
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<td>Navigating the Medical Record</td>
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<td>ICD-CPT Coding - Practical Application</td>
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<td>AHP-267</td>
<td>Physician's Practice Management</td>
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<td>AAPC CPC National Coding Certification Preparation (Optional)</td>
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<tr>
<td>AHP-309</td>
<td>Healthcare Professional Externship (Optional)</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.
Faculty

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

Ms. Dale Favia, MBA, Adjunct Externship Instructor
Dale has several decades experience in the Biotechnology/Pharmaceutical industry in both sales and pharma-statistics. Additionally, she operates a non-profit organization to assist the unemployed in their job search. She has been teaching job search, networking and interview skills for more than 10 years and initiated the Externship program for CCM's Medical Billing and Coding Certificate.

Ms. Diane Fulton, CPPM, BA, Adjunct Instructor
Diane is currently the Asst. Vice President of Insurance and Practice Development at Diopsys, Inc. She entered the field of health care reimbursement over 30 years ago gaining expertise in practice management, medical coding, billing and collections. Trained by attorneys as a patient and provider advocate, she expanded her knowledge base by working with a variety of medical providers including hospitals, home-care, pharmacy, and various physician disciplines which encompassed neonatology, internal medicine, radiology, cardiology and pathology. Diane works as an Adjunct Instructor member for County College of Morris where she teaches in the Medical Billing and Coding Certificate Program. She is on the Board Directors of the Children's Emergency Medical Fund and is a graduate of Rutgers College.

Mr. Claude Garbarino, CCS, Adjunct Lead Instructor
Claude has several decades of experience working in multiple medical billing venues including hospitals, medical practices and third party billing companies. Most recently and in semi-retirement, he has maintained his own home-based consulting business. As one of the first instructors for CCM's medical Billing and Coding Program, he has been teaching in this program for more than 20 years.

Ms. Lorraine Kowolski, RDH, MA
Lorraine has taught for CCM for many years, first in our Dental Assisting program and then in other continuing education allied health courses.

Ms. Kathy Shera, CPC, CPB, Adjunct Instructor
Kathy is a graduate of CCM's Medical Billing and Coding program who has now worked in the field for more than a decade. She began teaching for CCM in 2012. Kathy is a past president of the AAPC NJ chapter.

Courses

ICD-9-CM Introduction and Applications
ICD-9-CM is very much alive, and will be active at least through October 2016! This course reviews the background of the ICD system, and its roots in the mid-1600s. ICD-9-CM diagnosis coding is the focus of this course, and includes steps for coding assignment, review and clarification of coding conventions, and hands-on coding exercises. This course will make the eventual transition to ICD-10-CM easier and less stressful to medical coding professionals. REQUIRED TEXT: For required text book information, go to www.ccm.bkstr.com and click on “Books”. AHP-199.

28428 6 Sessions359
Jan 30 - Feb 20, S, Time: 09:00 AM -- 01:00 PM Room: Henderson Hall HH 204
Mar 05 - Mar 12, S, Time: 09:00 AM -- 01:00 PM Room: Henderson Hall HH 204
(no class Feb. 27)
Instructor: Claude Garbarino
Total Cost: $359 (CPP-Non-Fundable Tuition $308 CPP:College Fee $45, CPP:Printing Fee $1, CPP:Registration Fee $5)

CPT-4 Coding Course
This course, in addition to a main focus on CPT coding, includes overviews of HCPCS Level II codes, as well as Category III codes. Practical application of the CPT coding system is part of every class. The importance and relevance of physician documentation is discussed, as well as the interpretation of this documentation in the assignment of CPT procedure codes. REQUIRED TEXT: For required text book information, go to www.ccm.bkstr.com and click on “Books”. AHP-228.

28429 3 Sessions299
Mar 19, S, Time: 09:00 AM -- 01:00 PM Room: Henderson Hall HH 212
Apr 02 - Apr 09, S, Time: 09:00 AM -- 01:00 PM Room: Henderson Hall HH 212
(no class March 26)
Instructor: Claude Garbarino
Total Cost: $299 (CPP-Non-Fundable Tuition $183 CPP:College Fee $35, CPP:Materials Fee $75, CPP:Printing Fee $1, CPP:Registration Fee $5)

Navigating the Medical Record
Prerequisites: ICD-9-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-9-CM and CPT-4 coding courses and code actual hospital charts. Books from the ICD-9-CM Procedures and CPT-4 Coding courses are used in this class. REQUIRED
For required text book information, go to www.ccm.bkstr.com and click on "Books". AHP-243.

**28431 2 Sessions149**

Apr 16 - Apr 23, S, Time: 09:00 AM -- 01:00 PM Room: Henderson Hall HH 212

Instructor: Claude Garbarino

Total Cost: $149 (CPP-Non-Fundable Tuition $120 CPP:College Fee $19, CPP:Printing Fee $5, CPP:Registration Fee $5)

**Medical Billing I**

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

**28433 4 Sessions259**

Apr 30 - May 21, S, Time: 09:00 AM -- 01:30 PM Room: Henderson Hall HH 212

Instructor: Kathleen Shera

Total Cost: $259 (CPP-Non-Fundable Tuition $220 CPP:College Fee $33, CPP:Printing Fee $1, CPP:Registration Fee $5)

**Medical Terminology for Healthcare Professionals**

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

**28426 8 Sessions359**

Jan 25 - Feb 15, M, Time: 06:30 PM -- 09:30 PM Room: Henderson Hall HH 212

Feb 29 - Mar 21, M, Time: 06:30 PM -- 09:30 PM Room: Henderson Hall HH 212

(no class Feb. 22)

Instructor: Lorraine Kowalski

Total Cost: $359 (CPP-Non-Fundable Tuition $307 CPP:College Fee $45, CPP:Printing Fee $2, CPP:Registration Fee $5)

**Physician’s Practice Management**

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

**28435 4 Sessions229**

Jan 21 - Feb 02, TTH, Time: 06:30 PM -- 09:30 PM Room: Emeriti Hall EH 211

(This session intended for students who started in the Fall 2015)

Instructor: Diane Fulton

**28436 4 Sessions229**

May 18 - Jun 08, W, Time: 06:30 PM -- 09:30 PM Room: Emeriti Hall EH 229

(This session intended for students who start in the Spring 2016)

Instructor: Diane Fulton

Total Cost: $229 (CPP-Non-Fundable Tuition $178 CPP:College Fee $29, CPP:Lab/Course Fee $12, CPP:Printing Fee $5, CPP:Registration Fee $5)

**ICD-CPT Coding - Practical Application**

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

**28432 8 Sessions359**

Apr 04 - May 23, M, Time: 06:30 PM -- 09:30 PM Room: Henderson Hall HH 212

Instructor: Joann Baker
Anatomy for Healthcare Professionals

An introductory class designed to introduce the medical coder to the gross anatomy of the 11 functional organ systems of the human body. The medical coder develops skills to apply anatomy fundamentals to medical record. The medical coder will gain an understanding of the anatomy organs referenced in medical procedures and diagnosing coding. REQUIRED TEXT: For required text book information, go to www.ccm.bkstr.com and click on "Books". AHP-301.

28427 6 Sessions 259
Jan 27 - Feb 17, W, Time: 06:30 PM -- 09:30 PM Room: Henderson Hall HH 212
Mar 02 - Mar 09, W, Time: 06:30 PM -- 09:30 PM Room: Henderson Hall HH 212
(no class Feb. 24)
Instructor: CCM Staff
Total Cost: $259 (CPP-Non-Fundable Tuition $220 CPP:College Fee $33, CPP:Printing Fee $1, CPP:Registration Fee $5)

Healthcare Professional Externship (Optional)

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

28440 3 Sessions 369
Apr 05 - Apr 19, T, Time: 06:30 PM -- 09:30 PM Room: Henderson Hall HH 114
(This session intended for students who started in the Fall 2015)
Instructor: Dale Favia

58440 3 Sessions 289
Jul 07 - Jul 21, TH, Time: 06:30 PM -- 09:30 PM Room: Henderson Hall HH 113
Summer Course - Registration begins March 1, 2016 (This session intended for students who start in the Spring 2016)
Instructor: Dale Favia

ICD-10-CM Diagnosis Coding

Prerequisite: ICD-9-CM Introduction and Application course or experience in diagnosis coding. A continuation of the ICD-9-CM Introduction and Application course, we focus on the upgrades to ICD-10-CM diagnosis codes. Understand the increase number of digits to each code and the levels of specificity that allows. Learn about the most common codes, how and why to use them as a foundation for learning the coding system. This course will give the student confidence needed to assign this new code set. REQUIRED TEXT: For required text book information, go to www.ccm.bkstr.com and click on "Books". AHP-327.

28430 6 Sessions 259
Mar 16 - Mar 23, W, Time: 06:30 PM -- 09:30 PM Room: Henderson Hall HH 212
Apr 06 - Apr 27, W, Time: 06:30 PM -- 09:30 PM Room: Henderson Hall HH 212
(no class March 30)
Instructor: Joann Baker

Total Cost: $259 (CPP-Non-Fundable Tuition $220 CPP:College Fee $33, CPP:Printing Fee $1, CPP:Registration Fee $5)

Medical Billing 2

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

28434 4 Sessions229

Jun 04 - Jun 25, S, Time: 09:00 AM -- 01:00 PM Room: Henderson Hall HH 212

Instructor: Kathleen Shera

Total Cost: $229 (CPP-Non-Fundable Tuition $190 CPP:College Fee $33, CPP:Printing Fee $1, CPP:Registration Fee $5)

AAPC CPC National Coding Certification Preparation (Optional)

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

28439 4 Sessions499

Mar 01 - Mar 10, TTH, Time: 06:30 PM -- 08:30 PM Room: Emeriti Hall EH 210

(This session intended for students who started in the Fall 2015)

Instructor: Joann Baker

Nurses' Continuing Education

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

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

The RN Refresher Program

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

STEPS TO ENROLLING:

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

IV Therapy Certification Course

This course helps current RNs and other healthcare professional who need to perform intravenous injections to learn the current clinically accepted techniques for different types of IVs.

REQUIRED TEXT:

For required text book information, go to www.ccm.bkstr.com (http://www.ccm.bkstr.com) and click on "Books".

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<td>RN Refresher Program (Lecture/Clinical) ¹</td>
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<td>NRS-199</td>
<td>Intravenous Therapy Certification Course</td>
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¹ The RN Refresher course is offered from Mid-May to Mid-June each year. Specific course details are available in the Spring Continuing Education brochure when it is available.

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

Online Learning

www.ed2go.com/ccm (http://www.ed2go.com/ccm)
Gerontology
(44 contact hours) Prove you have the skills required to meet the health care needs of a rapidly aging population.

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

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

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

Faculty
Eden Trinidad, MSN, RN, CCRN, CCM Adjunct Instructor
Eden has been teaching the CCM IV Therapy Certification for more than a decade. She has also been the Nurse Educator for the VA much longer. In 2015 she received the Nursing Professional Development Specialist Certification from the American Nursing Credentialing Center.

Courses

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

28450 1 Session199
Jan 23, S, Time: 08:30 AM -- 05:00 PM Room: Cohen Hall CH 120
Instructor: Eden Trinidad

28451 1 Session199

Intravenous Therapy Certification Course

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 program consists of 24 lecture hours at County College of Morris and 77 clinical hours experiences arranged at area hospitals. 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. For enrollment and health clearance requirements, please go to our website at www.ccm.edu/catalog. 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. NRS-298.

28448 19 Sessions1595
May 16 - May 26, MTWTH, Time: 09:00 AM -- 12:00 PM Room: Cohen Hall CH 163
May 16 - May 26, MTWTH, Time: 09:00 AM -- 12:00 PM Room: Cohen Hall CH 165
May 31 - Jun 16, MTWTH, Time: 07:00 AM -- 03:00 PM
Lecture Series: 8 Sessions, Nursing Laboratory, Cohen Hall, CH 163-165 Time: 9 a.m.-12 p.m., Mon-Thurs, May 16-26 Clinical & Lab Sessions: 11 Sessions, Location: TBD (assignments to a local
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.

28460 1 Session99
Jan 07, TH, Time: 06:30 PM -- 08:30 PM Room: Cohen Hall CH 267
Instructor: CCM Staff

28461 1 Session99
Mar 07, M, Time: 06:30 PM -- 08:30 PM Room: Cohen Hall CH 269
Instructor: CCM Staff

Total Cost: $99 (CPP-Non-Fundable Tuition $10 CPP:College Fee $1, CPP:Miscellaneous Fee $83, CPP:Registration Fee $5)

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Tuition-Free Healthcare Training

**NO COST HEALTHCARE INSTRUCTION**

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

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

Health Profession Certificate Programs

CCM offers several different healthcare training programs which can take from three weeks up to two years to complete, depending on the field of study. We offer:

- Certified Nursing Assistant (CNA)
- Certified Homemaker Health Aide (CHHA)
- Certified Medication Aide (C-Med)
- Certified Medical Billing and Coding Specialist (CPC)
- Certified Alcohol and Drug Counselor (CADC)

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

- Have a high school diploma or GED
- Meet residency requirements
- Be unemployed/underemployed

Learn More

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

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

Testimonials

“For individuals like [me], this is the perfect pathway for building a foundation to develop the occupational skills required to be a certified professional in the healthcare system.” ~ Devon Curtis, Grant Recipient, Spring 2014

Human Resources

Certificate in Human Resources Professional - Generalist

Meets 2013 SHRM standards

Information Session: Careers in Human Resources

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

Thursday January 7, 6:30-8 p.m.
Cohen Hall, CH 255
Park in lot 4, 5, 6 or 7
Use temporary parking pass found with registration information
Pre-registration is not required.

Program Description

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

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

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

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

IMPORTANT NOTE:

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

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

Curriculum

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<td>HR Management and Staffing (Offered Fall 2016)</td>
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<td>CHR-122</td>
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<td>CHR-119</td>
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<td>CHR-123</td>
<td>Strategic HR Management &amp; Capstone Project</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.

Certification

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

Required Text

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

Faculty

Instructor: Judy Treibman, MBA, SPHR

Judy began teaching the HR Certificate program in 2013. She completely revised the program to meet SHRM 2013 standards.

Judy has been working in the HR field for more than a 2 Decades. She is currently HR Generalist for SOS Security, LLC.

Testimonials

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

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

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

Courses

Total Rewards: Compensation & Benefits

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

28418 5 Sessions209

Mar 03 - Mar 31, TH, Time: 06:30 PM -- 09:30 PM Room: CCM - Morristown MOR 220D

Instructor: Judy Treibman

Total Cost: $209 (CPP-Non-Fundable Tuition $180 CPP-College Fee $20, CPP:Printing Fee $4, CPP:Registration Fee $5)

Training & Staff Development

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

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

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.

Strategic HR Management & Capstone Project

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

Android Application Developer Certificate - Online

Students may take any individual class without completing the certificate if she/he chooses.

(NOTE- Android Applications classes are currently being updated and will be available again for the Fall 2016 semester.)

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

Overview

This CCM Certificate program will provide the basic training one needs to program applications for Android devices. It is an online program. It starts with foundational knowledge of Java programming skills for Androids and various other platforms. From there the course gets specific with development and programming for the Android operating system. The Advanced Android Development course works more with programming for Android hardware – like sensors – and more advanced OS tasks. The Certificate consists of 3 courses covering 72 instruction hours. The entire certificate can be completed in four months.

Background Needed

While this certificate is best for someone with a basic programming or IT background, anyone with a tech savvy mind should be able to complete this 3 course certificate and create applications that can help grow a company’s online presence.

Schedule

This certificate is offered only and completely online. It is a self-paced program with the instructor scheduled to be available for help at given dates and times or as arranged directly with the instructor. Students may enroll in any of the scheduled courses. The entire certificate – all 3 courses – needs to be completed by Dec 18, 2015 to receive the certification from CCM. However, courses may be taken individually. Students need to register for each course individually.

IMPORTANT NOTE: ** Each class requires at least 24 hours to complete. Do not procrastinate. Successful students carve out two 2-3 hour blocks of time per week devoted to this course. Manage your time to submit exercises to the instructor on a regular basis. Failure to complete the course requirements within the allotted calendar period will result in a failing grade for the class.

Technology Requirements

• Operating Systems
  • Windows XP (32-bit), Vista (32- or 64-bit), or Windows 7 or 8 (32- or 64-bit)
  • Mac OS X 10.5.8 or later (x86 only)
  • Linux (Ubuntu Linux, Lucid Lynx)
• Hardware Requirements
• 4 to 8 GB RAM
• 1 GB of free disk space
• Modern CPU (2008 – present)

Software
• All software is available for download and is free of charge (open source).
• Java Developers Kit (Java JDK version 6 or 7)
• Android SDK Bundle

Instructions for setting up your development environment are provided as part of each course.

You must have a fast internet connection in order to view the online course material. You should also have an email account in order to be able to interact with the instructor via email and/or online chat. Instructor support via telephone for these courses is not provided.

General Topics

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

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>CEUs</th>
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<tbody>
<tr>
<td>IMT-103</td>
<td>Become Cybersafe! - Safeguard Your Internet Presence</td>
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</tbody>
</table>

Website Developer: See Web Designer Certificate

Dreamweaver (Basic): See Create Websites Quickly with Dreamweaver CS6

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

Web Designer Certificate

Information Session: Careers in Web Master
Where to find employers, salaries, training that is needed, how to get started.

Thursday, January 7, 6:30-8 p.m.
Cohen Hall, CH 257
Park in lot 4, 5, 6 or 7
Use temporary parking pass found with registration information Pre-registration is not required.

Pursuing the Web Designer Certificate courses enables you to obtain solid skills in website creation design and expertise. You may then offer and apply those skills to your employer, clients or personal Websites.

By taking these courses, you are able to develop and maintain websites using the required authoring and scripting languages, create content and digital media, and employ the technologies for all types of websites. Webmaster Certification offers the basic hands-on skills and knowledge that a professional is expected to understand and use. Certification also prepares you to pursue a career as a web designer or web marketing / business specialist.

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

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<tr>
<td>CPC-478</td>
<td>Web Design Using HTML5 &amp; CSS3</td>
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<tr>
<td>CPC-525</td>
<td>Make Your Website Interactive With Javascript and jQuery</td>
<td>0</td>
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<tr>
<td>CPC-495</td>
<td>Adobe Dreamweaver - Efficient Web Pages</td>
<td>0</td>
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<tr>
<td>CPC-522</td>
<td>Create Web Graphics With Photoshop</td>
<td>0</td>
</tr>
<tr>
<td>CPC-485</td>
<td>Animate Your Website With Flash</td>
<td>0</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.

Certification
You need not enroll in the certificate program to benefit from these courses. Upon completion of these five courses, you are awarded the CCM’s Web Master Certificate by the college. See “Certificates and Transcripts” (http://catalog.ccm.edu/noncredit/spring/general-information)

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

ComTIA Security+ Certification Prep
Master the terms and concepts you need to pass the CompTIA® Security+ exam and earn your Security+ certificate.

PMP Certification Prep 2
Prepare to take - and pass - the Project Management Institute’s PMP certification exam.

Faculty

Gerard Gorman, MS, Adjunct Instructor
Ciro Petti, MBA, PE, MCT, PMP, Adjunct Instructor
Alex Tushinsky, BS, MCT, MCP, Adjunct Instructor

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

Alex Tushinsky, BS, MCT, MCP, Adjunct Instructor
Alex has been teaching IT courses for CCM since 2009. He currently provides online training in the mobile device space. He has been working in the internet and mobile technologies sector
for more than 2 decades managing and developing websites and mobile applications.

Bill Yermal, BS, Adjunct Instructor

Courses

• Android Application Developer Certificate (p. 37)
• Website Design (p. 39)
• Computer Graphics (p. 39)
• Web Designer Certificate (p. 39)

Android Application Developer Certificate

Note: CCM’s Android program is currently being upgraded and should return in the fall 2016.

Website Design

Become Cybersafe! - Safeguard Your Internet Presence

Prerequisites: Basic internet and or smart phone use Do you know how to protect your computer or smart phone from hackers? Are you constantly getting spammed or infected with computer viruses? Then this course is for you! As a non-technical end-user of technology devices, this course enables you to use them more securely and minimize digital risks. You will learn to identify many of the common risks and ways to safely protect yourself in using end-user technology. You will begin to understand security compliance considerations, social engineering, malware, and various other data security-related concepts. You will explore the hazards and pitfalls of technology use. This course is designed to prepare you for the Certified CyberSAFE credential. IMT-103.

28369 1 Session75
Feb 25, TH, Time: 06:30 PM -- 09:30 PM Room: Henderson Hall HH 114
Instructor: Ciro Petti

28370 1 Session75
Jun 02, TH, Time: 06:30 PM -- 09:30 PM Room: Henderson Hall HH 114
Instructor: Ciro Petti

Total Cost: $75 (CPP-Non-Fundable Tuition $40 CPP:College Fee $26, CPP:Lab/Course Fee $3, CPP:Printing Fee $1, CPP:Registration Fee $5)

Web Design Using HTML5 & CSS3

Prerequisites: Competent computer skills, working knowledge of the Windows operating system and familiarity with the Internet.

This introductory course in HTML5 (Hypertext Markup Language) and CSS3 (Cascading Style Sheets) provides the foundation for all webpages. The basis of the course is the state of the art HTML5. Learn how to design, create and structure all types of web pages. The addition of CSS3 skills enables you to format text, incorporate graphics and multimedia, and create interactive forms using the most current Web styling techniques used today. Prerequisites: Competent computer skills, working knowledge of the Windows operating system and familiarity with the Internet. REQUIRED TEXT: For required text book information, go to www.ccm.bkstr.com and click on "Books". Students must obtain the text on their own and have it for the first day of class. CPC-478.

28342 2 Sessions299
Apr 02, S, Time: 09:00 AM -- 04:30 PM Room: Henderson Hall HH 114
Apr 16, S, Time: 09:00 AM -- 04:30 PM Room: Henderson Hall HH 114
Instructor: Ciro Petti

Total Cost: $299 (CPP-Non-Fundable Tuition $239 CPP:College Fee $36, CPP:Lab/Course Fee $14, CPP:Printing Fee $5, CPP:Registration Fee $5)

Animate Your Website With Flash

Prerequisites: Dreamweaver CSS. Flash is not dead! It is used extensively on the Web repeatedly. Learn how to design Flash projects with sophisticated animation, import video and sound files and create buttons with interactivity. Work with powerful new features that make developing your Flash sites fast, easy and fun. Create cool vector-based artwork and animation with Flash drawing tools. Use the new animation engine to easily create attractive, lightweight animation for online and CD/DVD ROM projects. Import graphics from other programs and add music or video for immersive multimedia creations. Control movie playback and create interactive controls. REQUIRED TEXT: For required text book information, go to www.ccm.bkstr.com and click on "Books". Students must obtain the text on their own and have it for the first day of class. CPC-485.

28346 3 Sessions375
Feb 20, S, Time: 09:00 AM -- 04:30 PM Room: Henderson Hall HH 114
Mar 05, S, Time: 09:00 AM -- 04:30 PM Room: Henderson Hall HH 114
Mar 19, S, Time: 09:00 AM -- 04:30 PM Room: Henderson Hall HH 114
Instructor: Ciro Petti

58346 3 Sessions375
Jul 23 - Jul 30, S, Time: 09:00 AM -- 04:30 PM Room: Henderson Hall HH 114
Aug 06, S, Time: 09:00 AM -- 04:30 PM Room: Henderson Hall HH 114

Computer Graphics

see Computer Training Section for Adobe Creative Suite courses online.

Web Designer Certificate

Web Design Using HTML5 & CSS3

This introductory course in HTML5 (Hypertext Markup Language) and CSS3 (Cascading Style Sheets) provides the foundation for all webpages. The basis of the course is the state of the art HTML5. Learn how to design, create and structure all types of web pages. The addition of CSS3 skills enables you to format text, incorporate graphics and multimedia, and create interactive forms using the most current Web styling techniques used today. Prerequisites: Competent computer skills, working knowledge of the Windows operating system and familiarity with the Internet. REQUIRED TEXT: For required text book information, go to www.ccm.bkstr.com and click on "Books". Students must obtain the text on their own and have it for the first day of class. CPC-478.

28342 2 Sessions299
Apr 02, S, Time: 09:00 AM -- 04:30 PM Room: Henderson Hall HH 114
Apr 16, S, Time: 09:00 AM -- 04:30 PM Room: Henderson Hall HH 114
Instructor: Ciro Petti

Total Cost: $299 (CPP-Non-Fundable Tuition $239 CPP:College Fee $36, CPP:Lab/Course Fee $14, CPP:Printing Fee $5, CPP:Registration Fee $5)

Animate Your Website With Flash

Prerequisites: Dreamweaver CSS. Flash is not dead! It is used extensively on the Web repeatedly. Learn how to design Flash projects with sophisticated animation, import video and sound files and create buttons with interactivity. Work with powerful new features that make developing your Flash sites fast, easy and fun. Create cool vector-based artwork and animation with Flash drawing tools. Use the new animation engine to easily create attractive, lightweight animation for online and CD/DVD ROM projects. Import graphics from other programs and add music or video for immersive multimedia creations. Control movie playback and create interactive controls. REQUIRED TEXT: For required text book information, go to www.ccm.bkstr.com and click on "Books". Students must obtain the text on their own and have it for the first day of class. CPC-485.

28346 3 Sessions375
Feb 20, S, Time: 09:00 AM -- 04:30 PM Room: Henderson Hall HH 114
Mar 05, S, Time: 09:00 AM -- 04:30 PM Room: Henderson Hall HH 114
Mar 19, S, Time: 09:00 AM -- 04:30 PM Room: Henderson Hall HH 114
Instructor: Ciro Petti

58346 3 Sessions375
Jul 23 - Jul 30, S, Time: 09:00 AM -- 04:30 PM Room: Henderson Hall HH 114
Aug 06, S, Time: 09:00 AM -- 04:30 PM Room: Henderson Hall HH 114

Summer Course - Registration begins March 1, 2016
Instructor: Ciro Petti
Adobe Dreamweaver - Efficient Web Pages

Prerequisites: Web Design Using HTML, XHTML and CSS. Learn how to use the latest version of this popular professional website, page creation and editing software from Adobe. Dreamweaver allows you to create webpages in the most efficient manner possible. Find the quickest way to create a well-designed, user-friendly Website! Learn how to use its easier interface for finding and updating the source instructions that drive your webpages, produce cleaner CSS styling and much more. Transition your skills from HTML5, and CSS to the more efficient creation and maintenance of your website. REQUIRED TEXT: For required text book information, go to www.ccm.bkstr.com and click on "Books". Students must obtain the text on their own and have it for the first day of class. CPC-495.

28344 3 Sessions375

May 21, S, Time: 09:00 AM -- 04:30 PM Room: Henderson Hall HH 114
Jun 04, S, Time: 09:00 AM -- 04:30 PM Room: Henderson Hall HH 114
Jun 11, S, Time: 09:00 AM -- 04:30 PM Room: Henderson Hall HH 114

Instructor: Ciro Petti

Total Cost: $375 (CPP-Non-Fundable Tuition $299 CPP:College Fee $45, CPP:Lab/Course Fee $21, CPP:Printing Fee $5, CPP:Registration Fee $5)

Create Web Graphics With Photoshop

Prerequisites: experience with Dreamweaver CSS. This course explores the many aspects of Photoshop interactively. Discover essential skills and explore the new features and capabilities of Adobe Photoshop for the Web. You are shown techniques that focus on the Internet primarily but can be translated to graphic design, multimedia, digital photography and video uses. Understand the powerful imaging subjects such as masks and layers, painting and retouching and selections and layers. Learn the basics in creating elements for your Web pages as well as correcting, editing, sharpening, restoring and presenting your work and creating specific exercises relevant to all phases of graphic design especially the Web. REQUIRED TEXT: For required text book information, go to www.ccm.bkstr.com and click on "Books". Use the section number for each course to identify the book required. Students must obtain the text on their own and have it for the first day of class. CPC-522.

58345 3 Sessions375

Jun 25, S, Time: 09:00 AM -- 04:30 PM Room: Henderson Hall HH 114
Jul 09, S, Time: 09:00 AM -- 04:30 PM Room: Henderson Hall HH 114
Jul 16, S, Time: 09:00 AM -- 04:30 PM Room: Henderson Hall HH 114

Lean and Six Sigma Certification

Information Session: Careers in Lean & Six Sigma - Yellow Belt Certification

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

Thursday January 7, 6:30-8:30p.m.
Cohen Hall, CH 256
Park in lot 4, 5, 6 or 7
Use temporary parking pass found with registration information

Walk-ins are welcome. Registration is required to receive the Yellow Belt Certificate.

Process improvement professionals are currently in high demand. Companies would prefer to bring already trained individuals on board to minimize their own training costs. New companies are realizing the benefits of a structured Continuous Improvement Program and new industries are realizing that it's not just for
manufacturing. Salaries for certified Lean Six Sigma Green Belts are $80K-$90K.

With this in mind, CCM is offering Lean & Six Sigma certifications in a way that smaller companies can afford to bring on at least 1 key knowledgeable individual to shepherd the company through the growth and increased profits larger companies experience with Lean and Six Sigma improvements. Our course, open to the public, is affordable, offered in the evening, 2 nights per week to allow individuals to continue working and immediately put into practice the skills being learned in class.

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

**Green Belt Certification**

Upon completion of this 3 course program you should be able to organize complex issues into a structured, prioritized format; define projects against a project metric; gather data relative to the project metric; analyze the data and identify the improvement tasks necessary to improve the project metric to a target value.

22 individual lessons on the various Lean and Six Sigma processes will be covered over the course of 25 three hour sessions. This pace allows students to integrate the processes into their work environment and thought process. The certificate has been split into 3 segments. All 3 parts must be completed to obtain the certification.

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

**Black Belt Certification**

Upon completion of this 3-part program you reinforce the concepts and processes learned in the Green Belt Certification. In addition you should gain a strong basis in applied statistics including functional adequacy in design of experiments. The Black Belt takes you to a higher level of process improvement skills including the business analysis processes needed for simple and complex improvements.

22 individual lessons on Six Sigma process improvement methodology will be covered over the course of 25 three hour sessions. This pace allows students to integrate the processes into their work environment and thought process. The certificate has been split into 3 segments. All 3 parts must be completed to obtain the certification.

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<tr>
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<th>Course Title</th>
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<td>BCC-134</td>
<td>Lean &amp; Six Sigma Information Session and Yellow Belt Certification</td>
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<tr>
<td>BCC-135</td>
<td>Green Belt Certification - Part 1</td>
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<td>BCC-136</td>
<td>Green Belt Certification - Part 2</td>
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<tr>
<td>BCC-137</td>
<td>Green Belt Certification - Part 3</td>
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This program is only offered in the spring semester.

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<tr>
<td>BCC-140</td>
<td>Black Belt Certification - Part 3</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.  

**Faculty**

Mr. Michael Daniels, Master Black Belt

Mr. Daniels has been leading companies through Lean and Six Sigma continuous improvement processes since 1999 as both an employee and as a consultant. He has assisted defense contractors, pharmaceutical, manufacturing, education and logistics companies. He is seen as a thought leader in the continuous improvement process industry.

**Courses**

**Green Belt Certification - Part 1**

Upon completion of this 3 course program you should be able to organize complex issues into a structured, prioritized format; define projects against a project metric; gather data relative to the project metric; analyze the data and identify the improvement tasks necessary to improve the project metric to a target value.

22 individual lessons on the various Lean and Six Sigma process will be covered over the course of 25 three hour sessions. This pace allows students to integrate the processes into their work environment and thought process. The certificate has been split into 3 segments. All 3 parts must be completed to obtain the certification. BCC-135.

**28539 8 Sessions399**

Feb 08, M, Time: 06:30 PM -- 09:30 PM Room: Henderson Hall HH 113
Feb 15 - Feb 29, MW, Time: 06:30 PM -- 09:30 PM Room: Henderson Hall HH 113
Mar 07 - Mar 09, MW, Time: 06:30 PM -- 09:30 PM Room: Henderson Hall HH 113
(no class Feb. 10, March 2)

Instructor: Michael Daniels

Total Cost: $399 (CPP-Non-Fundable Tuition $300 CPP:College Fee $45, CPP:Lab/Course Fee $24, CPP:Materials Fee $25, CPP:Registration Fee $5)

**Green Belt Certification - Part 2**

Upon completion of this 3 course program you should be able to organize complex issues into a structured, prioritized format; define projects against a project metric; gather data relative to the project metric; analyze the data and identify the improvement tasks necessary to improve the project metric to a target value.
22 individual lessons on the various Lean and Six Sigma process will be covered over the course of 25 three hour sessions. This pace allows students to integrate the processes into their work environment and thought process. The certificate has been split into 3 segments. All 3 parts must be completed to obtain the certification. BCC-136.

28540 8 Sessions 3999
Mar 14 - Apr 04, MW, Time: 06:30 PM -- 09:30 PM Room: Henderson Hall HH 113
Apr 13, W, Time: 06:30 PM -- 09:30 PM Room: Henderson Hall HH 113
(no class April 6 & 11)
Instructor: Michael Daniels
Total Cost: $399 (CPP-Non-Fundable Tuition $300 CPP:College Fee $45, CPP:Lab/Course Fee $24, CPP-Materials Fee $25, CPP:Registration Fee $5)

Green Belt Certification - Part 3
Upon completion of this 3 course program you should be able to organize complex issues into a structured, prioritized format; define projects against a project metric; gather data relative to the project metric; analyze the data and identify the improvement tasks necessary to improve the project metric to a target value. 22 individual lessons on the various Lean and Six Sigma process will be covered over the course of 25 three hour sessions. This pace allows students to integrate the processes into their work environment and thought process. The certificate has been split into 3 segments. All 3 parts must be completed to obtain the certification. BCC-137.

28541 9 Sessions 3999
Apr 18 - May 02, MW, Time: 06:30 PM -- 09:30 PM Room: Henderson Hall HH 113
May 09, M, Time: 06:30 PM -- 09:30 PM Room: Henderson Hall HH 113
May 16 - May 23, MW, Time: 06:30 PM -- 09:30 PM Room: Henderson Hall HH 113
(no class May 4 & 11)
Instructor: Michael Daniels
Total Cost: $399 (CPP-Non-Fundable Tuition $300 CPP:College Fee $45, CPP:Lab/Course Fee $24, CPP-Materials Fee $25, CPP:Registration Fee $5)

Black Belt Certification - Part 1
Upon completion of this 3-part program you reinforce the concepts and processes learned in the Green Belt Certification. In addition you should gain a strong basis in applied statistics including functional adequacy in design of experiments. The Black Belt takes you to a higher level of process improvement skills including the business analysis processes needed for simple and complex improvements. 22 individual lessons on Six Sigma process improvement methodology will be covered over the course of 25 three hour sessions. This pace allows students to integrate the processes into their work environment and thought process. The certificate has been split into 3 segments. All 3 parts must be completed to obtain the certification. BCC-138.

28542 8 Sessions 3999
Feb 09 - Mar 03, TTH, Time: 06:30 PM -- 09:30 PM Room: Henderson Hall HH 113
Instructor: Michael Daniels
Total Cost: $399 (CPP-Non-Fundable Tuition $300 CPP:College Fee $45, CPP:Lab/Course Fee $24, CPP-Materials Fee $25, CPP:Registration Fee $5)

Black Belt Certification - Part 2
Upon completion of this 3-part program you reinforce the concepts and processes learned in the Green Belt Certification. In addition you should gain a strong basis in applied statistics including functional adequacy in design of experiments. The Black Belt takes you to a higher level of process improvement skills including the business analysis processes needed for simple and complex improvements. 22 individual lessons on Six Sigma process improvement methodology will be covered over the course of 25 three hour sessions. This pace allows students to integrate the processes into their work environment and thought process. The certificate has been split into 3 segments. All 3 parts must be completed to obtain the certification. BCC-139.

28543 8 Sessions 3999
Mar 15 - Apr 07, TTH, Time: 06:30 PM -- 09:30 PM Room: Henderson Hall HH 113
Instructor: Michael Daniels
Total Cost: $399 (CPP-Non-Fundable Tuition $300 CPP:College Fee $45, CPP:Lab/Course Fee $24, CPP-Materials Fee $25, CPP:Registration Fee $5)

Black Belt Certification - Part 3
Upon completion of this 3-part program you reinforce the concepts and processes learned in the Green Belt Certification. In addition you should gain a strong basis in applied statistics including functional adequacy in design of experiments. The Black Belt takes you to a higher level of process improvement skills including the business analysis processes needed for simple and complex improvements. 22 individual lessons on Six Sigma process improvement methodology will be covered over the course of 25 three hour sessions. This pace allows students to integrate the processes into their work environment and thought process. The certificate has been split into 3 segments. All 3 parts must be completed to obtain the certification. BCC-140.

28544 9 Sessions 3999
Apr 19 - May 05, TTH, Time: 06:30 PM -- 09:30 PM Room: Henderson Hall HH 113
May 12 - May 19, TTH, Time: 06:30 PM -- 09:30 PM Room: Henderson Hall HH 113
(no class May 10)
Instructor: Michael Daniels
Total Cost: $399 (CPP-Non-Fundable Tuition $300 CPP:College Fee $45, CPP:Lab/Course Fee $24, CPP-Materials Fee $25, CPP:Registration Fee $5)

Online Learning

www.ed2go.com/ccm
- Professional Development and Adult Enrichment Courses (p. 43)
  - Career Training Certification Programs (p. 43)

Professional Development and Adult Enrichment Courses
Learn More Online - anytime, anywhere - in 6 weeks. Most courses are $99.

ed2go Instructor-Led Courses

Accounting
  - Accounting Fundamentals

Business and Management
  - Leadership
  - PMP Certification Prep
  - Project Management Fundamentals

Computers and Technology
  - Computer Skills for Workplace
  - Access, Excel, Word, PowerPoint 2007, 2010
  - QuickBooks 2010
  - Creating WordPress Websites
  - Creating Web Pages
  - CSS and XHTML
  - Photoshop and Dreamweaver CS5
  - Java Programming
  - SQL
  - Comp TIA A+ Certification Prep
  - C# Programming
  - PHP and MySQL
  - Intro to Networking

Digital Photography
  - Digital Photography
  - Secrets of Better Photography

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

Test Prep
  - GED and GRE Preparation

Writing and Publishing
  - A-Z Grant Writing
  - Beginner Writer’s Workshop
  - Effective Business Writing
  - Grammar Refresher
  - Writing Essentials

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

How to Get Started
1. Go to 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

Start Dates
Start Dates: 2016 – Jan 13, Feb 10, Mar 16, Apr 13, May 18, Jun 15, Jul 13, Aug 17

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

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

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

Business and Professional
- Administrative Professional
- Bookkeeping the Easy Way
- Paralegal
- Project Management
- Six Sigma Greenbelt, Blackbelt

Health Career and Fitness
- Medical Billing and Coding
- Medical Transcription
- Pharmacy Technician
- Veterinary Assistant

Hospitality and Gaming
- Certified Wedding Planner
- Travel Agent Training

IT and Software
- A+ Certification
- AutoCad
- Cisco CCNA
- System Engineer 2003 (MCSE)
- Web Database Developer

Media and Design
- 3ds max
- Digital Arts Certificate
- Game Arts Certificate
- Graphic Design

Skilled Trades and Industrial
- Freight Broker/Agent Training
- HVAC Technician
- Home Inspection Certificate

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

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

How to Get Started
1. All materials are included in the program fees.

2. Register and pay at www.gatlineducation.com/ccm (http://www.gatlineducation.com/ccm). For more information, call 877-221-5151

Project Management
- Certificate in Agile Project Management with SCRUM (p. 44)
- Certificate in Project Management with PMP or CAPM Option (p. 45)
- Microsoft Project Certification (p. 45)

Information Session: Careers in Project Management
Where to find employers, salaries, training that is needed, how to get started
Thursday, January 7, 6:30-8p.m.
Cohen Hall, CH 257
Park in lot 4, 5, 6 or 7
Use temporary parking pass found with registration information
Pre-registration is not required.

Certificate in Agile Project Management with SCRUM
This program will be offered until Fall 2016.

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

The certificate encompasses 5 primary topics completed over 12 full days of training. Topics include:
- Principles and Functions of Agile Project Management
- The Agile Charter, Environment and Activities
- Practical Agile Vision, Roadmaps, Sprints and Releases
- Managing the Agile mechanism
- How to Safeguard Agile Project Management Success

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

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

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

**Certificate in Project Management with PMP or CAPM Option**

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

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

**Curriculum**

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

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

**Learning and Program Objectives**

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

**REQUIRED TEXT:**

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

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

**Certification**

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

**Course Descriptions and Schedule**

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>CEUs</th>
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<tbody>
<tr>
<td>PMC-109</td>
<td>Planning for Project Success</td>
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<tr>
<td>PMC-114</td>
<td>Planning Quality in the Project</td>
<td>0</td>
</tr>
<tr>
<td>PMC-101</td>
<td>Identifying and Managing Project Risk</td>
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<tr>
<td>PMC-113</td>
<td>Managing Project Performance</td>
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<tr>
<td>PMC-111</td>
<td>Managing Project Teams</td>
<td>0</td>
</tr>
<tr>
<td>PMC-112</td>
<td>Negotiation and Contract Management</td>
<td>0</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 Project Certification**

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

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

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

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

**REQUIRED TEXT:**

For required text book information, go to www.ccm.bkstr.com (http://www.ccm.bkstr.com) and click on "Books". *Students must obtain the text on their own and have it for the first day of class.*
Managing Project Teams

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

28476 4 Sessions249

Apr 19 - May 10, T, Time: 06:30 PM -- 09:30 PM Room: Cohen Hall CH 269
Instructor: Ciro Petti
Total Cost: $249 (CPP-Non-Fundable Tuition $211 CPP:College Fee $32, CPP:Printing Fee $1, CPP:Registration Fee $5)

Negotiation and Contract Management

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

28477 4 Sessions249

May 24 - Jun 14, T, Time: 06:30 PM -- 09:30 PM Room: Cohen Hall CH 269
Instructor: Ciro Petti
Total Cost: $249 (CPP-Non-Fundable Tuition $211 CPP:College Fee $32, CPP:Printing Fee $1, CPP:Registration Fee $5)

Managing Project Performance

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

28475 5 Sessions299
Mar 08 - Apr 05, T, Time: 06:30 PM -- 09:30 PM Room: Cohen Hall CH 269
Instructor: Ciro Petti
Total Cost: $299 (CPP-Non-Fundable Tuition $260 CPP:College Fee $33, CPP:Printing Fee $1, CPP:Registration Fee $5)

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

Microsoft Project Certification
Why are thousands of businesses requiring skills in project management AND Microsoft Project? Clear thinking managers trained in project management techniques and the skills for using MS Project are more productive and efficient in completing projects on-time and on budget. Get both in this class which is for individuals looking to separate themselves from the pack. Certified project managers will learn how to take advantage of MS Project to plan and manage projects. The novice or un-trained project manager will learn project management concepts and terminology as well as the use of MS Project, the most popular Project Management software on the market. Equally important, you will work through hands-on assignments to accomplish the technical tasks which prepare you to pass the certification exam in MS Project. Preparation is focused on: Microsoft Exam 74-343 Managing Projects with Microsoft Project 2013 PMC-118.

28481 4 Sessions449
Mar 18, F, Time: 09:00 AM -- 04:30 PM Room: Henderson Hall HH 114
Apr 01, F, Time: 09:00 AM -- 04:30 PM Room: Henderson Hall HH 114
Apr 15, F, Time: 09:00 AM -- 04:30 PM Room: Henderson Hall HH 114
Apr 29, F, Time: 09:00 AM -- 04:30 PM Room: Henderson Hall HH 114
Instructor: Ciro Petti
Total Cost: $449 (CPP-Non-Fundable Tuition $357 CPP:College Fee $54, CPP:Lab/Course Fee $28, CPP:Materials Fee $5, CPP:Registration Fee $5)

Sales Skills
Online Learning
www.ed2go.com/ccm
Professional Sales Skills
Discover how to begin a successful and rewarding career in sales.

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

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

Small Business Support
CCM is developing a core curricula of skills needed to build and develop new and small businesses. Starting with QuickBooks as the most highly used accounting software for small business owners, we have developed a series of classes to help all levels of computer knowledge make the best use possible of this common program. One of the most sought after skills employers expect from employees, beyond the technical skills of a particular job, is the ability to effectively communicate with co-workers and customers. Our Basic Communications course follows the Toastmaster's curriculum for public speaking and networking. Watch for more to follow!

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

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

Additional programs for small businesses
See CCM in Morristown for additional opportunities for small business owners. More QuickBooks training, Entrepreneur and
small business development courses as well as small business coaching through SCORE are available at the Morristown location.

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

Performing Payroll in QuickBooks

Preparing payroll in any small business can be a daunting task. Whether you have one employee or 20, the federal and state requirements are often the same. However, by using the payroll feature in QuickBooks 2013, you can master efficient techniques for creating paychecks, paying liabilities for taxes, and generating dazzling reports quickly and easily. 24-hour course with classes starting monthly. For easy registration, go to www.ed2go.com/ccm (http://www.ed2go.com/ccm).

Start Your Own Small Business

Learn how to take your dream of starting a business and put it into action. In this class, you’ll learn everything you need to know about starting a business. You’ll begin by discovering the tricks to picking the right opportunity for you. Next, you’ll learn how to develop proven marketing techniques to easily build sales. Since every business needs money, we’ll discuss traditional and nontraditional financing options. Finally, you’ll learn easy-to-implement employee-management procedures and how to write business policies that help you build your business.

You, as a business owner, need to manage all your limited resources. One resource that often gets overlooked is your time. In the final lesson, you’ll learn time-management techniques especially for entrepreneurs. While taking this course, you’ll discover the secrets that separate the successful entrepreneurs from the struggling ones. 24-hour course with classes starting monthly. For easy registration, go to www.ed2go.com/ccm (http://www.ed2go.com/ccm).

Creating a Successful Business Plan

Turn your business ideas into a solid plan for financing and long-term success. Committing your idea to paper in the form of a business plan not only increases your chances of obtaining financing, but also in keeping your business strategically focused. With the support of your instructor and a network of like-minded students, you’ll work through all of the major components of writing a business plan and emerge with your first draft in hand. And most importantly, you will have completed the first--and most difficult--step on the path to small business success. 24-hour course with classes starting monthly. For easy registration, go to www.ed2go.com/ccm (http://www.ed2go.com/ccm).

Marketing Your Business on the Internet

Find out how to market your business on the Internet, even if you have little or no money to spend! In this practical, hands-on course, you’ll discover proven methods that will help you establish an Internet presence and build an online brand identity. You’ll learn how search engine optimization (SEO) works and how to track your site’s performance using Web analytics. You’ll understand how to use online advertising, email marketing, and social media (including blogs) to drive business to your Web site. Finally, you’ll learn how to keep your visitors coming back again and again!

Throughout the course, you’ll learn to think strategically about marketing your website, products, and services using Internet technologies. You’ll explore how to use an Internet marketing checklist and other tools and materials to develop an online business strategy. Before you know it, you’ll have the skills and knowledge you need to develop a winning Internet marketing plan for your own business. 24-hour course with classes starting monthly. For easy registration, go to www.ed2go.com/ccm (http://www.ed2go.com/ccm).

Courses

- QuickBooks (p. 48)
- Business Communications (p. 49)

Quickbooks

Intro to Quickbooks for the PC Novice

No PC experience needed for this class. You will be introduced to the basic functions of QuickBooks and begin to create the accounts needed to manage your business' finances. The pace of class is set by the personal computer abilities and knowledge of the students. Learn how to start a company in QuickBooks and create a chart of accounts. Learn to use the lists within QuickBooks for employees, vendors, customer jobs and companies. Explore the various ways QuickBooks can make your banking, inventory control and other financial aspects of your business run more efficiently. SBC-328.

28488 2 Sessions119

Feb 06 - Feb 13, S, Time: 09:00 AM -- 12:00 PM Room: Henderson Hall HH 113

Instructor: Magdy Sharoupim

Total Cost: $119 (CPP-Non-Fundable Tuition $88 CPP:College Fee $14, CPP:Lab/Course Fee $11, CPP:Printing Fee $1, CPP:Registration Fee $5)

Quickbooks Basics for the PC User

For the Computer user looking to improve efficiency with an automated bookkeeping program, learn the basic functions of QuickBooks and begin to create the accounts needed to manage your business' finances. Learn how to start a company in QuickBooks and create a chart of accounts. Learn to use the lists within QuickBooks for employees, vendors, customer jobs and companies. Understand the various ways QuickBooks can make your banking, inventory control and other financial aspects of your business run more efficiently. SBC-329.

28489 2 Sessions119

Mar 08 - Mar 10, TTH, Time: 06:30 PM -- 08:30 PM Room: Henderson Hall HH 113

Instructor: Magdy Sharoupim

28490 2 Sessions119

Apr 02 - Apr 09, S, Time: 09:00 AM -- 11:00 AM Room: Henderson Hall HH 113
Instructor: Magdy Sharoupim
Total Cost: $119 (CPP-Non-Fundable Tuition $88 CPP:College Fee $14, CPP:Lab/Course Fee $11, CPP:Printing Fee $1, CPP:Registration Fee $5)

Advanced Quickbooks Certificate

Picking up where the introductory classes leave off, you will become proficient in developing ledger accounts, payroll, financial statements, invoices and expenses. Never before will you be as prepared for your accountant which should reduce the time and cost of your banking and accounting services. Make your tax preparation seem like a breeze. By the completion of this program you should be able to fully manage the financial functions of your business using QuickBooks. SBC-330.

28491 5 Sessions299
Apr 23 - May 21, S, Time: 09:00 AM -- 12:00 PM Room: Henderson Hall HH 113

Instructor: Magdy Sharoupim
Total Cost: $299 (CPP-Non-Fundable Tuition $236 CPP:College Fee $42, CPP:Lab/Course Fee $15, CPP:Printing Fee $1, CPP:Registration Fee $5)

Business Communications

Toastmaster's Basic Business Communications

The number one skill preventing worker promotion is the ability to effectively communicate in a variety of business settings. Are your lack of public speaking skills holding you back from career advancement or personal achievement? If so, you can learn 1) leadership & communication skills, 2) conference management, 3) how to deliver an informational speech, 4) how to use visuals effectively 5) qualities of a persuasive talk, 6) speaking on your feet, 7) honing critical thinking & listening skills and 8) analyzing an audience. We will meet 10 times, 2 hours each Wednesday night. Upon completion, you’ll speak and act like a true Toastmaster.

BCC-132.

28492 10 Sessions199
Feb 03 - Feb 17, W, Time: 06:30 PM -- 08:30 PM Room: Cohen Hall CH 269
Mar 02 - Mar 23, W, Time: 06:30 PM -- 08:30 PM Room: Cohen Hall CH 269
Apr 06 - Apr 20, W, Time: 06:30 PM -- 08:30 PM Room: Cohen Hall CH 269

(no class Feb. 24 , March 30)

Instructor: Dori Zarr
Total Cost: $199 (CPP-Non-Fundable Tuition $168 CPP:College Fee $25, CPP:Printing Fee $1, CPP:Registration Fee $5)

Faculty
Magdy Sharoupim, CPA, MBA, CCM Business Adjunct Professor
Dori Zarr, MA, Toastmaster, CCM Adjunct Instructor

Supply Chain Management

Information Session: Careers in Supply Chain Management

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

Thursday, January 7, 6:30-8p.m.
Cohen Hall, CH 257
Park in lot 4, 5, 6 or 7
Use temporary parking pass found with registration information
Pre-registration is not required.

Certificate in Supply Chain Management

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

Course Descriptions and Schedule

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

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>SCM-100</td>
<td>The Strategic Power in Supply Chain Management</td>
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<tr>
<td>SCM-101</td>
<td>Sourcing, Suppliers, and Supply Chain Strategy</td>
<td></td>
</tr>
<tr>
<td>SCM-102</td>
<td>Answering Demand in Supply Chain Strategy</td>
<td></td>
</tr>
<tr>
<td>SCM-104</td>
<td>Using Information Technology Strategically</td>
<td>0</td>
</tr>
<tr>
<td>SCM-105</td>
<td>Measuring Supply Chain Performance</td>
<td>0</td>
</tr>
<tr>
<td>SCM-106</td>
<td>Creating Supply Chains for Competitive Advantage</td>
<td>0</td>
</tr>
<tr>
<td>SCM-103</td>
<td>Lean Production and Six Sigma Tactics in Supply Chain</td>
<td>0</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.

Learning and Program Objectives

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

**General Program Description**

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

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

**REQUIRED TEXT:**

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

**Certification**

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

**Faculty**

**Ciro Petti, MBA, PE, MCT, PMP, Adjunct Instructor**

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

**Courses**

**The Strategic Power in Supply Chain Management**

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

**28503 4 Sessions225**

Jan 20 - Feb 10, W, Time: 06:30 PM -- 09:30 PM Room: Henderson Hall HH 204

Instructor: Ciro Petti

**Sourcing, Suppliers, and Supply Chain Strategy**

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

**28504 4 Sessions225**

Feb 24 - Mar 16, W, Time: 06:30 PM -- 09:30 PM Room: Henderson Hall HH 204

Instructor: Ciro Petti

**Answering Demand in Supply Chain Strategy**

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

**28505 4 Sessions225**

Feb 24 - Mar 16, W, Time: 06:30 PM -- 09:30 PM Room: Henderson Hall HH 204

Instructor: Ciro Petti

**Lean Production and Six Sigma Tactics in Supply Chain**

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

**Using Information Technology Strategically**

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

28505 4 Sessions225

Mar 30 - Apr 20, W, Time: 06:30 PM -- 09:30 PM Room: Henderson Hall HH 204

Instructor: Ciro Petti

Total Cost: $225 (CPP-Non-Fundable Tuition $190 CPP:College Fee $29, CPP:Printing Fee $1, CPP:Registration Fee $5)

Measuring Supply Chain Performance

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

28506 4 Sessions225

Apr 27 - May 18, W, Time: 06:30 PM -- 09:30 PM Room: Henderson Hall HH 204

Instructor: Ciro Petti

Total Cost: $225 (CPP-Non-Fundable Tuition $190 CPP:College Fee $29, CPP:Printing Fee $1, CPP:Registration Fee $5)

Creating Supply Chains for Competitive Advantage

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

28507 4 Sessions225

May 25 - Jun 15, W, Time: 06:30 PM -- 09:30 PM Room: Henderson Hall HH 204

Instructor: Ciro Petti

Total Cost: $225 (CPP-Non-Fundable Tuition $190 CPP:College Fee $29, CPP:Printing Fee $1, CPP:Registration Fee $5)

Teacher Education Programs

- Information Session (p. )
- Introduction To Teaching - 24 Hour component (p. )
- New Pathways Program (p. )

New Pathways to Teaching in New Jersey

County College of Morris, New Jersey City University and participating NJ Community Colleges are offering an alternate route to teacher certification, which is an approved program of the New Jersey Department of Education.

This program is for candidates who possess:
- Bachelor’s degree or higher from an accredited four year college or university
- GPA of 2.75 or higher
- Passing PRAXIS II score
- Introduction to Teaching Profession: A 24 Hour Pre-service Completion Certificate (Based on CE Type)
- Certificate of Eligibility (CE)
- A minimum score on a standardized College entrance exam as defined by the NJ DOE. Go to this link for details. http://www.state.nj.us/education/educators/rpr/preparation/BasicSkillsExemptionCutScores.pdf

Please visit our website at http://www.ccm.edu/businessCommunity/altroute.aspx for specifics.
For additional information, please call 973-328-5072.

Information Sessions: Careers in Teaching - The Alternate Route Program

Where to find employers, salaries, training that is needed, how to get started. The new changes that are being implemented as part of the New CE requirements, as well as Standard and Provisional Certificates.

Thurs, January 7, 2016, 6:30-8 p.m.
Teacher Education Programs

Cohen Hall, CH 271
Park in lot 4, 5, 6 or 7
Use temporary parking pass found with registration information
Registration information is found in the back of the brochure.

Please visit our website at http://www.ccm.edu/businessCommunity/altroute.aspx for specifics. For additional information, please call 973-328-5072.

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

**Introduction To Teaching - 24 Hour Component**

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

**New Pathways Program Stage I**

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<td>ALT-101</td>
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<tr>
<td>ALT-111</td>
<td>New Pathways to Teaching Stage 1 - 60 Hours</td>
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Stage I begins April each year. Please visit our website at http://www.ccm.edu/businessCommunity/altroute.aspx for specifics. For additional information, please call 973-328-5072.

**New Pathways Program Stage II**

Stage II begins September each year. Please visit our website at http://www.ccm.edu/businessCommunity/altroute.aspx for specifics. For additional information, please call 973-328-5072.

To register, go to https://webadvisor.ccm.edu/ and click on "Continuing Education (Non-Credit / Credit)." Have your credit card, social security number, and 5 digit Course Code number ready. For additional information, please call 973-328-5072.

**Courses**

**Alternate Route Information Session**

This information session covers where to find employers, salaries, training that is needed and how to get started. ALT-107.

28514 1 Session19

Jan 07, TH, Time: 06:30 PM -- 08:00 PM Room: Cohen Hall CH 271

Instructor: CCM Staff

Total Cost: $19 (CPP:Non-Fundable Tuition $13 CPP:College Fee $1, CPP:Registration Fee $5)

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**Intro to Teaching - 24 Hour Component**

This course is for individuals interested in a standard Certificate of Eligibility in K-12. The course includes: overview of the teaching profession, classroom management, assessment tools, lesson plans, learning strategies, job search strategies for teachers, diversity in the classroom, implementation of technology, and classroom observations. Upon completion, students receive a certificate from the New Jersey Department of Education, which must be included to receive their Certificate of Eligibility. This is a non-credit course with 20 hours of class work and a four hour classroom observation requirement. REQUIRED TEXT: For required text book information, go to www.ccm.bkstr.com and click on "Books". Students must obtain the text on their own and have it for the first day of class. ALT-109.

28515 10 Sessions249

Jan 25 - Feb 25, MTH, Time: 06:00 PM -- 08:00 PM Room: Henderson Hall HH 111

Instructor: Robert Grundfest

28516 10 Sessions249

Apr 11 - May 23, M, Time: 06:00 PM -- 08:00 PM Room: Henderson Hall HH 111

Jun 06 - Jun 20, M, Time: 06:00 PM -- 08:00 PM Room: Henderson Hall HH 111

(no class May 30)

Instructor: Robert Grundfest

Total Cost: $249 (CPP:Non-Fundable Tuition $200 CPP:College Fee $43, CPP:Printing Fee $1, CPP:Registration Fee $5)
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