Table of Contents

Spring ...................................................................................................................... 2
  Spring College for Kids and Teens ......................................................... 3
Index ..................................................................................................................... 6
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.

Spring College for Kids and Teens

- SAT Prep (p. 4)
- Babysitting Certification (p. 4)
- College for Kids and Teens (p. 4)
- Youth Aquatics Program (p. 3)

The pool is now open and we are ready to dive in to the 2016 Swimming Program.

Toddler Swim (Ages 4-5)

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<tr>
<td>YTH-104</td>
<td>Toddler Swim (Ages 4-5 Years)</td>
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Youth Swim Placement Testing

Swim Evaluation will be held on Wednesday, March 9, 6:30-8:30 p.m. only. Lessons will be held for 8 sessions on Saturdays, March 12-May 7 (no class on March 26), 9 a.m.-12 p.m. (Instructor will notify you of the time slot for your child prior to the start of class.) Swim Evaluation will be held on Wednesday, March 9, 6:30-8:30 p.m. only. Lessons will be held for 8 sessions on Saturdays, March 12-May 7 (no class on March 26), 9 a.m.-12 p.m. (Instructor will notify you of the time slot for your child prior to the start of class.)

Welcome to Youth Aquatics Programs for children ages 5-14.

We will evaluate your child’s swimming ability on Wednesday, March 9, 6:30-8:30 p.m. only. The instructors will place your child in the appropriate class and notify you of the time slot prior to the start of class. During the swim evaluation, your child will be guided through various skills required for the class. Requests for refunds must be received three business days before the Swim Placement Testing date.

**YOUTH BEGINNER 1 (AGES 5-14 YRS.)**

Class maintains a maximum of six (6) swimmers. Prerequisite: This class is for swimmers who have no swimming experience but are comfortable in the water without a parent or who have passed the Toddler Swim class successfully. A flotation device will be used for swimmers and a focus on safety and awareness of water surroundings will be taught. Swimmers will be introduced to blowing bubbles, putting their face in the water, bobbing up and down in the water, elementary backstroke, floating on their stomach and back, jumping off the wall, and beginning a forward swimming motion in freestyle and backstroke to an object.

**YOUTH BEGINNER 2 (AGES 7-14 YRS.)**

Class maintains a maximum of six (6) swimmers. Prerequisite: Has taken Youth Beginner 1 swim class and passed the class successfully with no longer using flotation device. This is a continuation of the Youth Beginner 1 class to further develop the skills of blowing bubbles, putting their face in the water, bobbing up and down in the water, elementary backstroke, floating on their stomach and back, and jumping off the wall. An introduction to swimming freestyle with rotary breathing, un-assisted backstroke, elementary backstroke, and diving safety.

**YOUTH ADVANCED BEGINNER (AGES 7-14YRS.)**

Class maintains a maximum of (8) eight swimmers. Prerequisite: Has taken Youth Beginner 2 swim class and passed the class successfully with swimming half the length of the pool comfortably of freestyle with rotary breathing, backstroke, and elementary backstroke. Swimmers will continue to focus on swimming freestyle with rotary breathing, backstroke, elementary backstroke, and building endurance. Swimmers will be introduced to breaststroke.

**YOUTH INTERMEDIATE (AGES 7-14 YRS.)**

Class maintains a maximum of ten (10) swimmers. Prerequisite: Has taken Youth Advanced Beginner and passed the class successfully with swimming 25 yards of freestyle, backstroke, elementary backstroke, and breaststroke comfortably. Swimmers will continue to refine strokes, build endurance, and perfect their diving skills off the wall in the deep end of the pool. Swimmers will be introduced to butterfly and freestyle/backstroke flip turns.

**TEEN LESSONS (AGES 10-14 YEARS)**

Class maintains a maximum of six (6) swimmers. Ideal lessons for those beyond the age for progressive swim classes yet too young for adult classes. Participants progress at own pace so that they can develop the skills necessary to swim safely for fun and exercise, emphasizing swimming on front and back in shallow and deep water.
Adult Swim Instruction (See Enrichment Section)

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**SAT Prep**

NEWLY REVISED

This course was expanded to help students prepare for the current SAT, the 2016 PSAT/ NMSQT and the “redesigned” SAT coming in March 2016. The SAT is one of the key measurement tools that colleges use in making admission and financial aid decisions. The course will review the verbal and math skills that students need to help them achieve their optimal scores. Students learn key information, employ test-taking strategies, and take authentic practice tests. The SAT review book is included in the fee.

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**Babysitter Certification Training**

Want to become a more professionally trained babysitter? This is a fun way to learn the essential skills to safely care for infants, toddlers and young children. Learn the basics of first aid and infant and toddler CPR. In 6 hours, our experts will teach you some secrets to success, reveal “sitter survival” tips, and share ideas for finding and keeping clients. This fast-paced class is even more fun if you bring a friend. We suggest you bring lunch too!

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**College for Kids and Teens**

**Summer Programs for Grades 2-12!**

College For Kids will be even bigger and better than last year with more fun classes in a greater variety of program areas! Plan ahead for sessions the weeks of:

- July 4 (4 days only)
- July 11
- July 18
- July 25
- August 1
- August 8
- August 15

**New courses for High School students! Life Skills Bootcamp, Culinary Boot Camp, Career Oriented Sessions!**

More classes for 2-8 Graders!

New courses from popular vendors like Black Rocket, Sciensational, Super Science and others! Exciting new vendors! More teacher led classes on successful past topics and interesting new ones!

**Registration begins March 1, 2016.** Brochures will be posted to our website and mailed to past participants in late January. Watch our website www.ccm.edu/cfk or your mailbox for more details. Get your own copy of the brochure by emailing your name, address, email, and phone number to cfk@ccm.edu.

**Courses**

**SAT Prep**

Revised to prepare for the just released SAT and PSAT exams, this course utilizes the most up-to-date materials and information to prepare for the SAT and PSAT exams. You will review the verbal and math skills needed to take the SAT, one of the key measurement tools that colleges use in making admission and financial aid decisions. Take practice tests and learn key information, test-taking strategies, shortcuts and traps to avoid. You can and should prepare for this grueling four-hour exam by reviewing academic skills and learning test taking strategies. The SAT review book is included in the fee. Topics: SAT Verbal—Critical reading, reading comprehension, vocabulary, understanding test questions. SAT Math—Logical reasoning, efficient and effective use of time, comprehensive math skills. SAT Writing—Organizing and expressing ideas clearly, developing and supporting the main idea, appropriate word choice and sentence structure, grammatical rules.

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<tr>
<td>28104</td>
<td>10 Sessions</td>
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Instructors: Kathleen Haber, Catherine Luciani


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Instructor: Alexander Balish
28106 1 Session 59
Apr 01, F, Time: 09:00 AM -- 03:30 PM Room: Henderson Hall HH 215
Instructor: Alexander Balish

28107 1 Session 59
May 14, S, Time: 09:00 AM -- 03:30 PM Room: Henderson Hall HH 215
Instructor: Alexander Balish
Total Cost: $59 (Cpp-College for Kids Tuition $47 Cpp-Coll for Kids College Fee $7, Cpp-Coll for Kids Reg. Fee $5)
Index

S
Spring .................................................................2
Spring College for Kids and Teens ............................3