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Summer

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.

Regards,

Paul Cecala, Coordinator of Career & Professional Programs

Non-Credit/Professional Development Catalog

The Division of Corporate and Community Programs, www.ccm.edu/BusinessCommunity (http://www.ccm.edu/BusinessCommunity), offers continuing education credit and non-credit courses through its departments of Career and Professional Programs (CPP), Customized Business Training (CBT), and Online Learning. To review and search courses, click on the Non-Credit/Professional Development Catalog in the left navigation panel.

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.

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 Partlow 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.

Course Code Course Title CEUs
SFD-308 Swim Lessons for Adults - Level I 0

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 Monday, May 16, 2016.

Annually, CCM celebrates older Americans during Older American’s Month. During our one day event, you will be provided breakfast and lunch as well 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 year more than 125 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 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.

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Adult Enrichment Programs

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.

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>CEUs</th>
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<tbody>
<tr>
<td>COS-452</td>
<td>American 1: The Southwest</td>
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<tr>
<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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<td>Italy 1: Fresh Made Pasta</td>
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<td>COS-287</td>
<td>Italy 2: Fresh Sausage and Pasta Bolognese</td>
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<td>Italian Cooking Series</td>
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<td>COS-362</td>
<td>Flavors of Italy - Vegan Style</td>
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<tr>
<td>COS-132</td>
<td>Wizards Luncheon</td>
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<tr>
<td>COS-128</td>
<td>Meatless Main Dishes</td>
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<tr>
<td>COS-327</td>
<td>Classical French Skills, Stocks, and Sauces</td>
<td>0</td>
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<tr>
<td>COS-334</td>
<td>Spanish Tapas Party</td>
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<tr>
<td>COS-396</td>
<td>Easy Thai Cooking</td>
<td>0</td>
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<tr>
<td>COS-432</td>
<td>Farm to Table Freshness</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.

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 (p. 4) Section.

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<td>GEN-423</td>
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<td>GEN-481</td>
<td>American Sign Language 3</td>
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</table>

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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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<tr>
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<th>Course Title</th>
<th>CEUs</th>
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<tbody>
<tr>
<td>MDB-161</td>
<td>Yoga for Beginners</td>
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<tr>
<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.

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
Mark Cosgrove, Chef, Chair of CCM Culinary Arts Department
Patricia Crew, Chef, CCM Adjunct Faculty - Culinary Arts
Marina Cupo, Certified Command Spanish Instructor,
Susanne Lowery, Certified Chef, CCM Adjunct Professor - Culinary Arts
Leah McCluskey, CPP Instructor - ALS
Nancy Nussbaum, Certified Kripalu Yoga Instructor, CPP Instructor
Linda Pacchiano, Certified Chef, CPP Instructor
Trayer Run-Kowzen, CCM Adjunct Professor - Health & Exercise Science

Courses
• CCM's Cooking School (p. 3)
• Golf (p. 5)
• Holistic Health and Wellness (p. 6)
• Languages (p. 6)

CCM's Cooking School

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Golf

Introduction To Golf

Never play golf before? Tired of being called a hacker? This course is extremely helpful for the first-time golfer! Topics include: equipment, rules of the game, basic grip, golf swing, putting and scoring. Make your first trip to the course an enjoyable experience with a lesson on pace of play and etiquette. Learn how to practice while developing timing, rhythm, and muscle memory through repetition for a smooth swing. Don't be left behind. Bring your own clubs or a limited number of clubs are provided by CCM. Must be 18 years of age. Class size 14. SFD-195.

28630 4 Sessions109
Apr 06 - Apr 27, W, Time: 06:00 PM -- 08:00 PM Room: Health & Pys. Educ. Complex HPE 200
Instructor: James Chegwidden
Total Cost: $109 (CPP-Non-Fundable Tuition $91 CPP:College Fee $13, CPP:Registration Fee $5)

Intermediate Golf

Tee it up at Farmstead Golf Course for an instructional nine holes of golf. This is a hands-on learning experience from tee to green. Understand club selection, course management, the rules, and how the natural elements come into play. Bring your own clubs, balls, soft spike shoes and other equipment to play. You should arrive by 5 p.m. and be prepared to play for approximately 2 1/2 hours. If you prefer a golf cart, you may rent one or share the expense with another student. The course is held rain or shine, unless the golf course closes for safety reasons. There is $10/session payable to Farmstead for golf fees. Must be 18 years of age. Class size: 12 Farmstead Golf Course, 88 Lawrence Road, Lafayette, NJ 07848, 973-383-1666. SFD-270.

28631 6 Sessions199
Apr 07 - May 12, TH, Time: 05:00 PM -- 08:00 PM
Instructor: James Chegwidden
Total Cost: $199 (CPP-Non-Fundable Tuition $156 CPP:College Fee $38, CPP:Registration Fee $5)

Off the Tee - Driving Clinic

SFD-332.

28632 3 Sessions79
Apr 09 - Apr 23, 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)
**Fairway to Green - Second Shot Clinic**
SFD-333.

28633 3 Sessions 79
Apr 09 - Apr 23, 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)

**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
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.

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

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.

Total Cost: $85 (CPP-Non-Fundable Tuition $70 CPP:College Fee $10, CPP:Registration Fee $5)
CCM in Morristown

About CCM in Morristown

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

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

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

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

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

Career and Technical Education

- QuickBooks Business Accounting (p. 8)
- Google Tools and Applications (p. 8)
- Supervisory Professional Development (p. 8)
- Supply Chain Strategy (p. 8)
- GED Preparation (p. 8)

CTE has long played a significant role in educating and training students to succeed in the workforce and help drive the U.S. economy. As the world and economy has evolved, so have many CTE programs. Global competition is shaping the way nations are preparing their workforce. We believe CTE can meet current and anticipate future demands of this dynamic economy by being flexible and quick to respond to employer needs.

Among CTE’s most essential partners are employers, including representatives from business, industry and labor unions. Employers play a significant role in designing and improving the programs in which their future employees will be trained. CTE’s comprehensive approach to include employers in program development is what sets us apart from traditional education programs.

All workers must be lifelong learners who continue to cultivate and grow their knowledge and skills through further education, which includes an industry recognized credential. Courses in the series includes:

QuickBooks Business Accounting

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<th>Course Title</th>
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<td>Quickbooks Advanced</td>
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Google Tools

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<th>Course Code</th>
<th>Course Title</th>
<th>CEUs</th>
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<tbody>
<tr>
<td>GLE-100</td>
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Supervisory Professional Development

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<tr>
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<td>SDC-102</td>
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<td>SDC-103</td>
<td>Transitioning From Co-Worker-Supervisor</td>
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<td>Performance Management</td>
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<td>SDC-302</td>
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<tr>
<td>SDC-303</td>
<td>Problem Solving &amp; Decision Making</td>
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Supply Chain Strategy

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<td>SCS-301</td>
<td>Change Management</td>
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GED Preparation

<table>
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<tr>
<td>GED-201</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.

Course Descriptions

- QuickBooks Business Accounting (p. 8)
- ADOBE Creative Suite (p. 9)
- GOOGLE Tools and Applications (p. 8)
- SUPERVISORY PROFESSIONAL DEVELOPMENT (p. 9)
- SUPPLY CHAIN STRATEGY (p. 10)
- GED Preparation (p. 8)

QuickBooks Business Accounting – BDT-110 Quickbooks Advanced

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

4 Sessions, 12 hrs.

Adobe Creative Suite

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

Adobe Illustrator – WCS-230 Introduction to Adobe Illustrator

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

4 Sessions, 12 hrs.

Adobe Premiere – WCS-240 Introduction to Adobe Premiere

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

4 Sessions, 12 hrs.

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

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

4 Sessions, 12 hrs.

GOOGLE Tools and Applications

Google Tools for Small Business – GLE-100 Google Business Applications

More than 5 million businesses world-wide run Google Tools, is yours? Google Tools is a collection of web-based programs and file storage that run in a web browser, so there is no hardware upgrades, software patches or maintenance required. All you need is a web browser to communicate and work together. Learn about:

• Google Drive - allows you to store your documents and files to the cloud, share them and have access to them from anywhere.
• Google Calendar - offers an excellent online calendar - easily schedule meetings at times that work for everyone, get meeting reminders and share calendars.
• Google Analytics - an easy to use tool to analyze your web statistics and reports for you to examine traffic to your website.
• Google Docs - create, share and work on documents with your whole team in real time.
• Google Sheets - lets you manage spreadsheet data faster with click to edit charts and discussion style comments.
• Google Slides - create presentations together, embed videos and do so much more.

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

2 Sessions, 8 hrs.

SUPERVISORY PROFESSIONAL DEVELOPMENT

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

Courses includes:

Leadership – SDC-101 Leadership - Supervisory Development

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

2 Sessions, 8 hrs.

Communication – SDC-102 Communication-Supervisory Development
The ability to communicate effectively both interpersonally and in writing. Including the ability to listen to the thoughts and ideas of others.

2 Sessions, 8 hrs.

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

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

2 Sessions, 8 hrs.

Performance Management – SDC-201 Performance Management

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

2 Sessions, 8 hrs.

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

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

2 Sessions, 8 hrs.

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

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

2 Sessions, 8 hrs.

Conflict Resolution – SDC-204 Conflict Resolution

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

2 Sessions, 8 hrs.

Planning and Organizing – SDC-301 Planning and Organizing

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

2 Sessions, 8 hrs.

Team Effectiveness – SDC-302 Team Effectiveness

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

2 Sessions, 8 hrs.

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

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

2 Sessions, 8 hrs.

SUPPLY CHAIN STRATEGY

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

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

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

Courses includes:

Project Management – SCS-201 Project Management

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

4 Sessions, 12 hrs.

Change Management – SCS-301 Change Management

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

4 Sessions, 12 hrs.

GED Preparation

GED Preparation - GED-201 Ged Preparation I

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

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

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

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

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

8 Sessions, 16 hrs.

Directions/Parking

- Directions to CCM in Morristown (p. 11)
- Directions to CCM in Morristown from Randolph Campus (p. 11)
- Directions to Randolph Campus (p. 11)
- Parking in Morristown (p. 11)

Directions to CCM in Morristown

Take Route 10 East to 287 South towards Morristown. Take exit 36 - Lafayette Avenue/Ridgedale Avenue towards Morris Avenue. Take the right only turn to continue on Morris Avenue. Continue straight on Morris, which turns into Park. At 2nd light, make right onto Speedwell Avenue and bear around the Green. Stay in the lane for U.S. 202 South. At light, cross over Washington Avenue; onto Bank Street. Enter the Ann/Bank Street parking garage on the right.

Directions to CCM in Morristown from Randolph Campus

From Campus Drive - make left onto Center Grove Road
Make slight left onto School House Road
Make right onto Millbrook Avenue
Make left onto Sussex Turnpike - will become Sussex Avenue
Turn slight right onto Speedwell Avenue/US-202
Make slight right onto N Park Place/US 202 S - Follow US 202S across Washington Street
Entrance to garage is on the right.

Directions to Randolph Campus

Paterson, Clifton, Ramsey & Related Areas

Take Route 46 or 80 West to intersection of Route 287 South in Parsippany
Remain on 287 to Route 10 West
Continue on Route 10 West to Randolph, noting CCM signs on right hand side of highway
Shortly after entering Randolph, make left hand turn of Center Grove Road at its Route 10 intersection
College entrance is ½ mile of the right

Newark, the Oranges & Livingston Areas

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

Parking in Morristown

Ann-Bank Street Parking Garage

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

Parking is not allowed on the Schuyler Place level of the garage between the hours of 8:00am-5:00pm

For Morristown courses contact CCM in Morristown at 30 Schuyler Place, 2nd Floor - Suite 220 at 973-328-5530 or visit our webpage at www.ccm.edu/morristown or email us at: ccmmorristown@ccm.edu.
English Language Learning (ELL)

CCM - English Language Learning Program

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

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

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

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

The CCM ELL MyEnglishLab On-line learning features includes:

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

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

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

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

Placement Testing is required before registering for ELL classes.

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

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

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

Please arrive 15 minutes before test

There is no fee for placement testing

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

Course Descriptions

- CCM ELL Blended Classroom and On-line Training Program (p. 13)
- Accent Modification (p. 13)
- Improving Your Pronunciation (p. 13)
- Conversation, Conversation (p. )
- TOEFL/TOEIC Prep (p. 13)
- Writing Enhancement (p. 14)
- Paragraph & Essay Writing (p. 14)

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

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

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

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

20 Sessions, 40 hrs

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

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

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

20 Sessions, 40 hrs.


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

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

20 Sessions, 40 hrs.

Accent Modification

Accent Modification - ENS-224 Accent Modification

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

10 Sessions, 15 hrs.

Improving Your Pronunciation

Improving Your Pronunciation - ENS-203 Improve Pronunciation

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

10 Sessions, 15 hrs.

Conversation, Conversation

Conversation, Conversation- ENS-250 Conversation, Conversation, Conversation

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

20 Sessions, 40 hrs.

TOEFL / TOEIC Prep

TOEFL/TOEIC Prep

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

20 Sessions, 40 hrs.
Writing Enhancement

Writing Enhancement- WTR-101 Writing Enhancement-Grammar, usage & Mech

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

10 Sessions, 20 hrs.

Paragraph & Essay Writing

Paragraph & Essay Writing- WTR-201 Paragraph and Essay Writing

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

10 Sessions, 20 hrs.

Microsoft Imagine Academy

• MS-Office Suite (p. 14)
• Microsoft Certification (p. 14)

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

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

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

MS-Office Suite

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

Microsoft Certification

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

• Ninety-one percent of hiring managers consider certification as part of their hiring criteria. (Microsoft, Microsoft Certification Program Satisfaction Study, April 2012)
• Certification, training, and experience are three of the top four most important characteristics when selecting a candidate for a cloud-related position. (IDC/Microsoft, Climate Change: Cloud's Impact on IT Organizations and Staffing, November 2012)

With the learning resources available as an MS Imagine Academy Member, students and educators can easily get certified in a variety of Microsoft products and at different levels of expertise. Passing
just one Microsoft Certification exam also makes you a member of the Microsoft Certified Professional (MCP) community.

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

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

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

30 Schuyler Place, 2nd Floor, Morristown, NJ 07960.

Course Descriptions

• Microsoft Office Word Series (p. 15)
• Microsoft Office Excel Series (p. 15)
• Microsoft Office PowerPoint Series (p. 15)
• Microsoft Office Outlook Series (p. 16)
• Microsoft Office Essentials (p. 16)

Microsoft Office Word Series

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

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

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

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

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

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

• Create and enhance documents.
• Review and finalize documents.
• Create interactive documents.

Microsoft Office Excel Series

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

Microsoft Excel Basic – MOS-102 MS Imagine Academy-Excel Basic

• Create and edit worksheets.
• Format worksheet data.
• Insert charts and graphics.

Microsoft Excel Intermediate – MOS-202 MS Imagine Academy-Excel Intermediate

• Enhance Excel workbooks.
• Work with worksheet data.
• Work with tables and charts.
• Use the advanced features of Excel

Microsoft Excel Advanced – MOS-302 MS Imagine Academy-Excel Advanced

• Customize Excel
• Work with worksheet data.
• Work with external data.
• Work with tables and charts.
• Automate workbooks

Microsoft Office PowerPoint Series

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

Basic Skills in Microsoft PowerPoint – MOS-103 Ms It Academy-Powerpoint Basic

• Describe how to work with and manage the PowerPoint 2010 environment.
• Explain how to create a basic PowerPoint 2010 presentation by adding text boxes and tables.
• Explain how to insert and format images and illustrations in a presentation.
• Describe how to finalize and deliver a presentation.

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

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

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

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

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

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

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

Skills in Microsoft Word Essentials – MSE-101 MS Imagine Academy Word 2013 Essentials
• Working with Templates
• Document Navigation

• Page Layout Options
• Modifying Tables
• Inserting Images

Microsoft Word Expert Essentials
This course focuses on the skills required to be an expert in Microsoft Word 2013. This course assumes that the students have already acquired the prerequisite knowledge needed to be a Word specialist or has taken up the Microsoft Office Specialist (MOS) exam 77-418. This course supports students in preparing for the MOS exams 77-425 and 77-426.

Skills in Microsoft Word Expert Essentials – MSE-201 MS Imagine Academy Word Expert Essential

Microsoft Excel Essentials
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 in rows and columns to organize data a d 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:

Skills in Microsoft Excel Essentials – MSE-102 MS Imagine Academy Excel 2013 Essential
• 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

Microsoft 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.

Skills in Microsoft Excel Expert Essentials – MSE-202 MS Imagine Academy Excel Expert Essenti

SCORE/CCM Business Training
SCORE (a national organization, with a local Northwest New Jersey chapter) and CCM in Morristown are dedicated to educating small business entrepreneurs in Morris County. SCORE members include volunteers of working and retired executives and business owners.
In addition to these affordable business workshops, additional programs, training and free counseling is available.

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

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

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

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

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

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

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

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

SEARCH ENGINE OPTIMIZATION

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

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

1 Session, 3 hrs.

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

BUILDING YOUR BUSINESS

This is a completely revitalized course focused on helping people think about how to start and or revitalize their business. The components of the course are:

1. Understanding what the real Key to Success is for a Small Business – Utilizing empirical data from 100’s of Businesses we discuss what of the key success factors matter most.
• Your Business Value Proposition - We teach people how to really evaluate their business ideas and determine how their business will compare to what is in the market now and how they need to think about making their business unique and successful.

• How to Leverage Lean Methodology – We review the basics of how to manage, test, analyze, and quick pivot if necessary to keep the business momentum going in the right direction as you are managing changes in the Google Age.

1 Session, 3 hrs.

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

SALES QUOTES AND PROPOSALS

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

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

1 Session, 3 hrs.

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

CUSTOMER RELATIONSHIP MANAGEMENT

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

Participants who complete the course will learn:

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

1 Session, 3 hrs.

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

USING SOCIAL MEDIA LEADS

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

1 Session, 3 hrs.

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

CASH FLOW MANAGEMENT AND BUSINESS LIQUIDITY

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

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

1 Session, 3 hrs.

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

THE IMPORTANCE OF THE BUSINESS PLAN

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

1 Session, 3 hrs.

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

SIMPLE STEPS TO STARTING A BUSINESS

Simple Steps to Starting a Business is a 5-part series of 3 hour workshops designed to give participants the tools, information and advice they need to succeed. The new program will help start-ups learn how to identify funding sources and cash flow, discover market opportunities, and plan a marketing approach. The program focuses on Business Concepts, Marketing Plan, Financial Projections, Funding Sources, and Next Steps. Each session is matched with exercises to help the entrepreneur plan for success.
5 Sessions, 15 hrs.

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

SCORE grows successful small businesses across America, one business at a time!

SCORE ... for entrepreneurs who wish to start or grow a business ... confidential, individualized, no-cost mentoring focused on today’s business challenges, delivered by highly experienced volunteer business professionals.

For more information or to register for counseling, go to http://northwestnj.score.org. (http://northwestnj.score.org)

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. 20)
- Adobe Creative Suite (p. 20)
- Important Notes (p. 20)

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 https://bookstore.ccm.edu/ and click on "Textbook Lookup." 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>
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<tbody>
<tr>
<td>CPC-497</td>
<td>Windows 10</td>
<td>0</td>
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<tr>
<td>CPC-530</td>
<td>Windows 8/8.1</td>
<td>0</td>
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<tr>
<td>CPC-514</td>
<td>Microsoft Word 2010 Basics</td>
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<tr>
<td>CPC-516</td>
<td>Microsoft Word 2010 Intermediate</td>
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<td>CPC-509</td>
<td>Microsoft Excel 2010 Basics</td>
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<tr>
<td>CPC-513</td>
<td>MS Access 2010 and the Use of Databases</td>
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<tr>
<td>CPC-527</td>
<td>Using MS Outlook 2010 To Manage Contacts and Calendars</td>
<td>0</td>
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<tr>
<td>CPC-512</td>
<td>Using MS PowerPoint 2010 To Engage Your Audience</td>
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<tr>
<td>CPC-528</td>
<td>Create Marketing Materials With MS Publisher 2010</td>
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<tr>
<td>MSE-101</td>
<td>MS Imagine Academy Word 2013 Essentials</td>
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<td>MSE-201</td>
<td>MS Imagine Academy Word Expert Essentials</td>
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<td>MSE-102</td>
<td>MS Imagine Academy Excel 2013 Essentials</td>
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<tr>
<td>MSE-202</td>
<td>MS Imagine Academy Excel Expert Essentials</td>
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<tr>
<td>MOS-101</td>
<td>MS Imagine Academy- Word Basic</td>
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<tr>
<td>MOS-201</td>
<td>MS Imagine Academy-Word-Intermediate</td>
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<tr>
<td>MOS-301</td>
<td>MS Imagine Academy-Word Advanced</td>
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<tr>
<td>MOS-102</td>
<td>MS Imagine Academy-Excel Basic</td>
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</tr>
<tr>
<td>MOS-202</td>
<td>MS Imagine Academy-Excel Intermediate</td>
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<tr>
<td>MOS-302</td>
<td>MS Imagine Academy-Excel Advanced</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.

**Adobe Creative Suite**

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<thead>
<tr>
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<tbody>
<tr>
<td>MS Project Certification - See Project Management Category</td>
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<tr>
<td>Quickbooks - See Small Business Category</td>
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<tr>
<td>WCS-200</td>
<td>Introduction to Adobe Photoshop</td>
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<tr>
<td>WCS-230</td>
<td>Introduction to Adobe Illustrator</td>
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<tr>
<td>WCS-240</td>
<td>Introduction to Adobe Premiere</td>
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</tr>
<tr>
<td>WCS-250</td>
<td>Introduction to Adobe In-Design</td>
<td>1.2</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.

**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. 20)
- Adobe Creative Suite (p. 20)

**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)

**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)

**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 date 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
Computer Training

formatting features as well as sophisticated visual elements such as clip art, WordArt and drawn objects. CPC-512.

28357 1 Session169
Apr 23, 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
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 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

**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 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. 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.

**MS Imagine Academy Excel Expert Essential**

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 77-418. This course supports students in preparing for the MOS exams 77-425 and 77-426. MSE-201.

**MS Imagine Academy Word Expert Essential**

This course focuses on the skills required to be an expert in Microsoft Word 2013. This course assumes that the students have already acquired the prerequisite knowledge needed to be a Word specialist or has taken up the Microsoft Office Specialist (MOS) exam 77-418. This course supports students in preparing for the MOS exams 77-425 and 77-426. MSE-201.

**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: . Create and enhance documents. . Review and finalize documents. . Create 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

58883 8 Sessions95
Jun 22 - Aug 10, W, 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)

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.

28904 3 Sessions245
Jan 09 - Jan 23, S, Time: 09:00 AM -- 12:00 PM Room: CCM - Morristown MOR 220H
Instructor: CCM Staff

28905 3 Sessions245
Apr 23 - May 07, S, Time: 09:00 AM -- 12:00 PM Room: CCM - Morristown MOR 220H
Instructor: CCM Staff

58904 3 Sessions245
Jul 16 - Jul 30, S, Time: 09:00 AM -- 12:00 PM Room: CCM - Morristown MOR 220H
Instructor: CCM Staff

Total Cost: $245 (CPP-Non-Fundable Tuition $193 CPP:College Fee $37, CPP:Registration Fee $5, Cpp-Mor: Site Fee $10)

Introduction to Adobe Illustrator

This course will take the student through most features of Adobe's industry standard vector graphics software, explaining not only how to use the multitude of features but also why and when to use them. This course will include insightful techniques on using the Live Color environment and its tools; the Isolation mode for working on complex artwork and tools for drawing, erasing, modifying and cropping graphics. Also, integration features with Flash as a key part of an entire uninterrupted workflow from initial concept to final execution. Designers from all fields - illustrators, animators, package designers, graphic designers and web designers will find this course useful. Course Objectives: Create custom shapes Draw and edit free-form vectors Create compound paths Perform advance path editing Align and distribute objects Make transformations WCS-230.

28902 3 Sessions245
Introduction to Adobe Premiere

In this course, you'll explore the most widely used features of Adobe Premiere to create digital movies containing video, audio, transitions, and special effects. You will create a project to become familiar with how to import, edit, and arrange video and audio clips. You will also export the project in QuickTime or Windows Media format. Course Objectives: Standards and Formats, Audio and Video Mixing, Clip Animation, Editing, Title, Superimposing, Transitions WCS-240.

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, Customized 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 WCS-250.

Construction Code

Uniform Construction Code (UCC) Inspector Courses

- Course List (p. 26)
- State-Wide Schedule (p. 26)

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)

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 https://bookstore.ccm.edu/ and click on “Textbook Lookup.” Students must obtain the text on their own and have it for the first day of class. Books may not be
Construction Code

stocked by the CCM bookstore; instead they may be available at retail outlets.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>CEUs</th>
</tr>
</thead>
<tbody>
<tr>
<td>CON-200</td>
<td>Building Inspector, RCS (90 Hours)</td>
<td>0</td>
</tr>
<tr>
<td>CON-127</td>
<td>Electric Inspector HHS (45 Hours)</td>
<td>0</td>
</tr>
<tr>
<td>CON-190</td>
<td>Subcode Official (45 Hours)</td>
<td>0</td>
</tr>
</tbody>
</table>

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

**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](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](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**


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](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. 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](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. 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](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. 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).

**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**

**Alcohol and Drug Counselor (CADC) Certificate Program**

- CDA-PRS - Chemical Dependency Associate-Peer Recovery Support Certificate (p. 27)
- Certified Alcohol and Drug Counselor (p. 28)
- General Information for CADC (p. 28)

**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](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 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](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.cerbd.com](http://www.cerbd.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 offered this semester:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>CEUs</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADC-548</td>
<td>C401 - Addiction Recovery</td>
<td>0</td>
</tr>
<tr>
<td>ADC-549</td>
<td>C402 - Psychological Client Education</td>
<td>0</td>
</tr>
<tr>
<td>ADC-550</td>
<td>C403 - Biochemical/Medical Client Education</td>
<td>0</td>
</tr>
<tr>
<td>ADC-551</td>
<td>C404 - Sociocultural Client Education</td>
<td>0</td>
</tr>
<tr>
<td>ADC-552</td>
<td>C405 - Addiction Recovery and Family Education</td>
<td>0</td>
</tr>
<tr>
<td>ADC-553</td>
<td>C406 - Biochemical and Sociocultural Family Education</td>
<td>0</td>
</tr>
<tr>
<td>ADC-554</td>
<td>C407 - Community and Professional Education</td>
<td>0</td>
</tr>
<tr>
<td>ADC-555</td>
<td>C408 - Opiate and Stimulant Education</td>
<td>0</td>
</tr>
<tr>
<td>ADC-556</td>
<td>C409 - Alcohol, Sedative, and Hallucinogens</td>
<td>0</td>
</tr>
</tbody>
</table>

**Domain V**

ADC-558     | C-501 - Ethical Standards                        | 0    |
ADC-559     | C-502 - Legal Aspects                            | 0    |
ADC-560     | C-503 - Cultural Competency                       | 0    |
ADC-561     | C-504 - Professional Growth                       | 0    |
ADC-562     | C-505 - Personal Growth                           | 0    |
ADC-563     | C-506 - Dimensions of Recovery                    | 0    |
ADC-564     | C-507 - Supervision                               | 0    |
ADC-565     | C-508 - Community Involvement                     | 0    |
ADC-566     | C-509 - Consultation                              | 0    |

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

**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.cerbd.com](http://www.cerbd.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 (p. 66).”

**Background Information**

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

**Legislation**

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

**Requirement/Application**

Go to [http://www.njconsumeraffairs.gov/](http://www.njconsumeraffairs.gov/). Go to left side of the page and click on “A-Z list”; click Alcohol and Drug Counselor; Go to bottom of page and click Application; click Application for Licensure or Certification as an Alcohol Counselor.
Additional Information

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

Faculty
Mark Brown, MA, LAC, LCADC, CCS
Mark has been working in the substance abuse counseling industry since 1998. After obtaining his CADC, he progressed to obtain his college degrees including a Masters in counseling. He is a qualified Certified Counseling Supervisor and has taught undergraduate courses in psychology at several NJ colleges.

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, LCADC, 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.

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 Session99
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 Session99
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, antipsychotics, agonist, and antagonist. ADC-550.

28302 1 Session99
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 Session99
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 Session99
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 Session 99
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 Session 99
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 Session 99
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 Session 99
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 Session 99
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 Session 99
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 Session 99
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 Session 99
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 Session 99
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 Session 99
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 Session 99
CPR and First Aid

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 Session 99
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. 32)
• Heartsaver CPR and First Aid for Community Leaders (p. 32)
• Youth Babysitter Certification Course - See "College For Kids & Teens" (http://www.ccm.edu/Media/Website%20Resources/pdf/cfk/Cfk16_web.pdf)

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.

Course Code   Course Title       CEUs
CPR-129       CPR For Healthcare Providers 0

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).

Course Code   Course Title       CEUs
CPR-132       Heartsaver CPR/AED 0
CPR-133       Heartsaver First Aid 0

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
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

28212 1 Session99
Feb 09, T, Time: 05:00 PM -- 10:00 PM Room: Henderson Hall HH 215
Instructor: Alexander Balish

28213 1 Session99
Feb 19, F, Time: 09:00 AM -- 02:00 PM Room: Henderson Hall HH 215
Instructor: Alexander Balish

28214 1 Session99
Mar 19, S, Time: 09:00 AM -- 02:00 PM Room: Henderson Hall HH 215
Instructor: Alexander Balish

28215 1 Session99
Apr 23, S, Time: 09:00 AM -- 02:00 PM Room: Henderson Hall HH 215
Instructor: Alexander Balish

28216 1 Session99
May 21, S, Time: 09:00 AM -- 02:00 PM Room: Henderson Hall HH 215
Instructor: Alexander Balish

28217 1 Session99
Jun 11, S, Time: 09:00 AM -- 02:00 PM Room: Henderson Hall HH 215
Instructor: Alexander Balish

58550 1 Session99

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.

28232 1 Session59
Healthcare Professionals Clinical Training Programs

- Certified Nurse Aide (p. 34)
- Certified Homemaker/Home Health Aide (p. 34)
- Certified Medication Aide (p. 35)

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 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>
<th>Course Title</th>
<th>CEUs</th>
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<tbody>
<tr>
<td>AHP-306</td>
<td>Certified Nurse Aide</td>
<td>0</td>
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<tr>
<td>AHP-324</td>
<td>Mandatory CNA Registration Seminar</td>
<td>0</td>
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<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 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.

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.

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

**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/](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 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 Sessions 1359**

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 Sessions 1359**

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.

28443 15 Sessions769
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 Sessions769
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 Session99
Feb 22, M, Time: 03:00 PM -- 05:00 PM Room: Henderson Hall HH 212
Instructor: Cassandra Christie

28442 1 Session99
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 Sessions349
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 Sessions349
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 Sessions349
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
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.

28405 1 Session99
Apr 04, M, Time: 03:00 PM -- 05:00 PM Room: Henderson Hall HH 212
Instructor: Nancy Rothman

28406 1 Session99
Jun 20, M, Time: 03:00 PM -- 05:00 PM Room: Henderson Hall HH 204
Instructor: Nancy Rothman

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 " (p. 66)Certificates and transcripts" (http://catalog.ccm.edu/noncredit/spring/general-information/#certificates)

REQURED TEXT:
For required text book information, go to https://bookstore.ccm.edu/ and click on “Textbook Lookup.” 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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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>AHP-256</td>
<td>Medical Terminology for Healthcare Professionals</td>
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<tr>
<td>AHP-199</td>
<td>ICD-9-CM Introduction and Applications</td>
<td>0</td>
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<tr>
<td>AHP-301</td>
<td>Anatomy for Healthcare Professionals</td>
<td>0</td>
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<tr>
<td>AHP-228</td>
<td>CPT-4 Coding Course</td>
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<tr>
<td>AHP-327</td>
<td>ICD-10-CM Diagnosis Coding</td>
<td>0</td>
</tr>
<tr>
<td>AHP-243</td>
<td>Navigating the Medical Record</td>
<td>0</td>
</tr>
</tbody>
</table>
To register, go to 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, CPP 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. Diane Fulton, CPPM, BA, CPP 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, CPP 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, CPP Instructor**

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, CPP 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.

**Dr. Michelle Sykes, MD, CPP Instructor**

Dr. Sykes has practiced medicine for many years and now teaches at several colleges.

**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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Start Date</th>
<th>End Date</th>
<th>Room</th>
<th>Instructor</th>
<th>Total Cost</th>
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<tr>
<td>AHP-199</td>
<td>ICD-9-CM Introduction and Applications</td>
<td>2</td>
<td>Jan 30</td>
<td>Feb 20</td>
<td>HH 204</td>
<td>Claude Garbarino</td>
<td>$359 (CPP-Non-Fundable Tuition $308 CPP:College Fee $45, CPP:Materials Fee $75, CPP:Printing Fee $1, CPP:Registration Fee $5)</td>
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<td>CPT-4 Coding Course</td>
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<td>Mar 19</td>
<td>Apr 09</td>
<td>HH 212</td>
<td>Claude Garbarino</td>
<td>$299 (CPP-Non-Fundable Tuition $183 CPP:College Fee $35, CPP:Materials Fee $75, CPP:Printing Fee $1, CPP:Registration Fee $5)</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
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<tr>
<td>AHP-228</td>
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</tr>
</tbody>
</table>
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 TEXT: 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

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.

Physician’s Practice Management

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

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.

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.
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

58439 4 Sessions499
Jul 06 - Jul 19, TW, Time: 06:30 PM -- 08:30 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: Joann Baker

Total Cost: $499 (CPP-Non-Fundable Tuition $124 CPP:College Fee $99, CPP:Lab/Course Fee $10, CPP:Printing Fee $1, CPP:Registration Fee $5, CPP:Contracts $260)

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. #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 https://bookstore.ccm.edu/ and click on “Textbook Lookup.”

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<td>RN Refresher Program (Lecture/Clinical)</td>
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<tr>
<td>NRS-424</td>
<td>Mandatory RN Refresher Registration Seminar</td>
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<tr>
<td>NRS-199</td>
<td>Intravenous Therapy Certification Course</td>
<td>0.9</td>
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</table>

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, CPP 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. This includes intravenous line insertion and administration of intravenous medications. 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
Feb 26, F, Time: 08:30 AM -- 05:00 PM Room: Cohen Hall CH 120
Instructor: Eden Trinidad

28452 1 Session199
Mar 19, S, Time: 08:30 AM -- 05:00 PM Room: Cohen Hall CH 120
Instructor: Eden Trinidad

28453 1 Session199
Apr 16, S, Time: 08:30 AM -- 05:00 PM Room: Cohen Hall CH 120
Instructor: Eden Trinidad

28454 1 Session199
May 21, S, Time: 08:30 AM -- 05:00 PM Room: Cohen Hall CH 120
Instructor: Eden Trinidad

28455 1 Session199
Jun 25, S, Time: 08:30 AM -- 05:00 PM Room: Cohen Hall CH 120
Instructor: Eden Trinidad

Total Cost: $199 (CPP-Non-Fundable Tuition $143 CPP:College Fee $21, CPP:Lab/Course Fee $30, CPP:Registration Fee $5)

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
hospital) Time: Approximately 7 a.m.-3 p.m., Mon-Thurs, May 31-June 16
Instructor: CCM Nursing Staff
Total Cost: $1,595 (CPP-Non-Fundable Tuition $1,200 CPP-College Fee $195, CPP-Materials Fee $195, CPP:Registration Fee $5)

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)

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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<tr>
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<th>Course Title</th>
<th>CEUs</th>
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<td>CHR-121</td>
<td>HR Management and Staffing (Offered Fall 2016)</td>
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<tr>
<td>CHR-122</td>
<td>Employment Law (Offered Fall 2016)</td>
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<td>CHR-119</td>
<td>Training &amp; Staff Development</td>
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<td>CHR-117</td>
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<tr>
<td>CHR-123</td>
<td>Strategic HR Management &amp; Capstone Project</td>
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To register, go to [https://webadvisor.ccm.edu/](https://webadvisor.ccm.edu/) and click on "Continuing Education (Non-Credit)." Have your credit card, social security number, and 5 digit Course Code number ready.

**Certification**

You do not need to enroll in the certificate program to benefit from these courses. Upon completion of all five modules, you are awarded the Certificate of Completion in Human Resources by the college. See "Certificates and Transcripts (p. 66)."

**Required Text**

For required text book information, go to [https://bookstore.ccm.edu/](https://bookstore.ccm.edu/) and click on "Textbook Lookup." 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**

**Judy Treibman, MBA, SPHR, CCP Lead HR Instructor**

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.

**Kenneth Sterzer, MBA, SHRP, CPP Instructor 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."


"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 CHR-117.

**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.

28417 4 Sessions 195
Jan 28 - Feb 18, TH, Time: 06:30 PM -- 09:30 PM Room: CCM - Morristown MOR 220D
Instructor: Judy Treibman
Total Cost: $195 (CPP-Non-Fundable Tuition $168 CPP:College Fee $18, CPP:Printing Fee $4, CPP:Registration Fee $5)

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 CHR-121.

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

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 CHR-123.

Internet and Mobile Technology Training

Android Application Developer Certificate - Online (p. 45)
General Topics (p. 46)
Web Designer Certificate (p. 46)
Online Learning (p. 46)

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
**Internet and Mobile Technology Training**

- 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 [https://bookstore.ccm.edu/](https://bookstore.ccm.edu/) and click on “Textbook Lookup.” *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>
<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>
<td>0</td>
</tr>
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</table>

Website Developer: See Web Designer Certificate

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

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

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

**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”

**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

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. 45)
- Website Design (p. 47)
- Computer Graphics (p. 47)
- Web Designer Certificate (p. 47)

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 Session 299

Feb 25, TH, Time: 06:30 PM -- 09:30 PM Room: Henderson Hall HH 114

Instructor: Ciro Petti

28370 1 Session 299

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 Designer Certificate

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 web pages. 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 Sessions 299

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 Sessions 375

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
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.

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.
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.

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>CEUs</th>
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<tbody>
<tr>
<td>BCC-134</td>
<td>Lean &amp; Six Sigma Information Session and Yellow Belt Certification</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.

**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.

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<tr>
<td>BCC-135</td>
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<tr>
<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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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.

**This program is only offered in the spring semester.**

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<td>BCC-139</td>
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<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.

**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 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. 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 Sessions399
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 Sessions399
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-139.

28542 8 Sessions399
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-140.

28543 9 Sessions399
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)
(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)

Nonprofit Leadership Training

- Nonprofit Fundraising Essentials Certificate (p. 51)
- Grant Writing Certificate (p. 51)

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 textbook information, go to https://bookstore.ccm.edu/ and click on “Textbook Lookup.” 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.

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<th>Course Title</th>
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<td>NPC-215</td>
<td>Making the Ask - Face to Face Communications</td>
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<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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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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<td>NPC-210</td>
<td>Grant Researching and Proposal Writing Workshop</td>
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<td>NPC-212</td>
<td>Interactive Proposals Writing</td>
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<tr>
<td>NPC-213</td>
<td>Ethics in Grant Writing</td>
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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, CPP
Lead 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, CPP
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 $149
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:Printing Fee $2, CPP:Registration Fee $5)

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 $99
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:Printing Fee $2, CPP:Registration Fee $5)

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.

28400 2 Sessions $109
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)

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

28401 1 Session $49
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)

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.

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)

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.

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)

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 $9, CPP:Lab/Course Fee $6, CPP:Printing Fee $2, CPP:Registration Fee $5)
Online Learning

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

- Online Professional Development and Adult Enrichment Courses (p. 54)
- Online Career Training Certification Programs (p. )
- GED (p. 55)

**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
- QuickBooks Pro
- QuickBooks for Construction Companies

**Business and Management**

- Leadership
- PMP Certification Prep
- Project Management Fundamentals

**Computers and Technology**

- Computer Skills for Workplace
- Access, Excel, Word, PowerPoint
- Creating WordPress Websites
- Creating Web Pages
- CSS and XHTML
- Photoshop and Dreamweaver
- Java Programming
- SQL
- Comp TIA A+ Certification Prep
- Comp TIA Security+
  
  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**

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.

**Online 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.

**Business and Professional**

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

**Health Career and Fitness**

- Medical Billing and Coding
GED
One of the best ways to move forward in your career is to start with a High School Diploma!

ONLINE LEARNING

ONLINE HIGH SCHOOL DIPLOMA
View options at www.ed2go.com/ccm/ (http://www.ed2go.com/ccm)

GED PREPARATION
Want to pass the GED® test? This course will help you develop the skills you’ll need to succeed.

CLASSE$$ ROOM OPTIONS:
For daytime GED classes, contact Morris County School of Technology at 973-627-4600.

Project Management
• Certificate in Agile Project Management with SCRUM (p. 55)
• Certificate in Project Management with PMP or CAPM Option (p. 56)
• Microsoft Project Certification (p. 56)

Information Session: Careers in Project Management
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.

Certificate in Agile Project Management with SCRUM
This program will be offered 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 https://bookstore.ccm.edu/ and click on "Textbook Lookup." 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 and apply the principles and processes in A Guide to the Project Management Body of Knowledge (PMBOK Guide), Fifth Edition and other sources.

• 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 (p. 66)." 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>
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<tbody>
<tr>
<td>PMC-109</td>
<td>Planning for Project Success</td>
<td>0</td>
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<tr>
<td>PMC-114</td>
<td>Planning Quality in the Project</td>
<td>0</td>
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<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>
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<tr>
<td>PMC-112</td>
<td>Negotiation and Contract Management</td>
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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.

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<td>PMC-118</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
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.

Testimonials
“I attended all the courses of the CCM Project Management Certification Program. They were a great learning experience and I found them to be invaluable in preparation for the PMP certification exam, which I later took and passed. I think this program is an excellent way to prepare yourself for the exam or enhance your professional skills.” - Ed Sefcik, 2015 PMP certificate

Courses
Identifying and Managing Project Risk
Prerequisite: Planning for Project Success. Assessing project risks is sometimes considered an unnecessary, pessimistic and time consuming effort which reduces morale in the project. There is nothing farther from the truth. Identifying and managing positive and negative risk is essential to forestall, mitigate or eliminate negative occurrences to the project. They must be discovered, identified, analyzed both qualitatively and quantitatively, monitored, managed and planned for in order to avoid failure. Project Managers receive a proven approach to managing project risk. Creating risk response plans that exhibit a high combination of potential impact and likelihood is paramount to completing a project successfully. Engaging the project team and other resources must also be brought to bear in managing risk. PMC-101.

Planning for Project Success
Initiation of a project is a critical step that requires assessment of requirements, objectives and purpose. An important step is planning the project. Planning is critical to deliver a successful project on time and within budget. This class identifies tools and techniques to establish clear project definition, introduce the key components of a project plan and offer tested practices to ensure effective communications on the project. PMC-109.

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.

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.

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 Sessions 299
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 Sessions 449
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 (http://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!

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<tr>
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<tr>
<td>SBC-329</td>
<td>Quickbooks Basics for the PC User</td>
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<tr>
<td>SBC-330</td>
<td>Advanced Quickbooks Certificate</td>
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Business Communications

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<th>CEUs</th>
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<tbody>
<tr>
<td>BCC-132</td>
<td>Toastmaster’s Basic Business Communications</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 https://bookstore.ccm.edu/ 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 fro 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 a sound 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. 59)
• Business Communications (p. 60)

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
Supply Chain Management

28490 2 Sessions 119
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 Sessions 299
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)

Faculty
Magdy Sharoupim, CPA, MBA, CCM Business Adjunct Professor

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>
<th>Course Title</th>
<th>CEUs</th>
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</thead>
<tbody>
<tr>
<td>SCM-100</td>
<td>The Strategic Power in Supply Chain Management</td>
<td>0</td>
</tr>
<tr>
<td>SCM-101</td>
<td>Sourcing, Suppliers, and Supply Chain Strategy</td>
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<tr>
<td>SCM-102</td>
<td>Answering Demand in Supply Chain Strategy</td>
<td>0</td>
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<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>
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<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>
</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.

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 https://bookstore.ccm.edu/ and click on “Textbook Lookup”. 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 (p. 66).”

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

Sourcing, Suppliers, and Supply Chain Strategy

Prerequisite: The Strategic Power in Supply Chain Management.

Begin to appreciate the necessary operations of a firm that serve as the source and foundation of a supply chain. 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.

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.

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.

28504 4 Sessions225

Feb 24 - Mar 16, 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)

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 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 Sessions 225
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 Sessions 225
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 Sessions 225
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. 62)
• Introduction To Teaching - 24 Hour component (p. 63)
• New Pathways Program (p. 63)

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.
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.

### Course Code  
**Course Title**  
**CEUs**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>CEUs</th>
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</thead>
<tbody>
<tr>
<td>ALT-107</td>
<td>Alternate Route Information Session</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.

### Introduction To Teaching - 24 Hour Component

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>CEUs</th>
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</thead>
<tbody>
<tr>
<td>ALT-109</td>
<td>Intro to Teaching - 24 Hour Component</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.

### New Pathways Program Stage I

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>CEUs</th>
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</thead>
<tbody>
<tr>
<td>ALT-101</td>
<td>New Pathways to Teaching Stage 1 - 60 Hours (4 Graduate Credits)</td>
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</tr>
<tr>
<td>ALT-111</td>
<td>New Pathways to Teaching Stage 1 - 60 Hours (Non-Credit)</td>
<td>0</td>
</tr>
</tbody>
</table>

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 Session 19**

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

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

### 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.bksr.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 Sessions 249**

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

**28516 10 Sessions 249**

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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**Customized Business Training**

**Did You Know CCM Works Directly with Companies and Organizations?**

For over 25 years, the Center for Business & Technology at CCM has been successfully providing business and staff development solutions to diverse organizations and industries in the greater Morris County area. This past year we served over 300 companies and over 4,000 employees.

**We can help you:**

- Solve Problems better and faster - Revitalize Innovation
- Increase Efficiency - Reduce Labor and Operating Costs
- Minimize Employee Turnover - Maximize Productivity
- Improve Customer Retention
- Strengthen Internal/External Communications
- Grow your Market Share and Maximize Profit Margins.
We provide services to:
• Customize solutions specifically for your unique business environment (realize gains of up to 30% ROI).
• Design a staff development plan, a corporate university, or simply add to what you already have in place.
• Identify what competencies will support your organization’s strategic plan and business objectives.
• Implement targeted solutions which utilize Needs/Skills Assessments, Performance Consulting, Tailored Training Programs, Certification Programs, On-Line Training and Coaching.
• Offer options ranging from private pay to grant funding that work within your budget.

The Center for Business & Technology will come to your location to understand your business and workplace culture at no cost. This allows us to design training programs which can be delivered on-site, off-site or on-line. Off-site courses can be held at our Randolph or Morristown facilities. You decide the dates, the time, a given course length and the delivery options.

Your payoff comes in two key ways:
• Lower Training Costs
• Increased Workplace Productivity, Efficiency and Profitability

Please contact us for a free consultation:
Center for Business & Technology at CCM
Email cbt@ccm.edu or call 973-328-5185 for Training Solutions Assistance
or visit www.ccm.edu/cbt (http://www.ccm.edu/cbt) for Services/Training Topics Information

Sample Topics
Sampling of Courses for Your Business
Business/Personal Development Skills

<table>
<thead>
<tr>
<th>Business Writing</th>
<th>Performance Management</th>
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<tbody>
<tr>
<td>Business Communications</td>
<td>Team Building</td>
</tr>
<tr>
<td>Customer Service Skills</td>
<td>Supervisory/Management Skills</td>
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<tr>
<td>Conflict Resolution</td>
<td>Change Management</td>
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<tr>
<td>Diversity Management</td>
<td>Work Life Balance</td>
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<tr>
<td>Emotional Intelligence</td>
<td>Strategic Planning</td>
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<tr>
<td>Team Effectiveness</td>
<td>Innovative Thinking</td>
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<tr>
<td>Time Management</td>
<td>Marketing &amp; Sales</td>
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<tr>
<td>Critical Thinking Skills</td>
<td>Multi-Generational Mgmt.</td>
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<tr>
<td>Stress Management</td>
<td>Succession Planning</td>
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<tr>
<td>Presentation Skills</td>
<td>Leadership Development</td>
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</tbody>
</table>

Technical Skills

<table>
<thead>
<tr>
<th>Business Math</th>
<th>Mechanical Prototyping</th>
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<tbody>
<tr>
<td>Blue Print Reading</td>
<td>Computer Integrated Mfg. (CNC)</td>
</tr>
<tr>
<td>Microsoft Office Suite</td>
<td>General Mechanical Skills</td>
</tr>
<tr>
<td>GDT</td>
<td>Logistics</td>
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</tbody>
</table>

Supply Chain Management Lean Thinking
Project Management Social Media
Lean 5S Program Development Languages
Lean Visual Production Database Tools
Six Sigma Web Development & Media Tools
Business Process Improvement Networking Fundamentals
GMP & GLP Cisco CCNA Routing Certification

Language Skills

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

Get details on hot in-demand programs we can provide for your business at www.ccm.edu/BusinessCommunity/InDemand.aspx (http://www.ccm.edu/BusinessCommunity/InDemand.aspx).

Testimonials
Maximizing Success for Morris Businesses......
• AAA New Jersey Automobile Club (p. 65)
• Atlantic Health System (p. 65)
• Dassault Falcon Jet (p. 64)
• GlaxoSmithKline (p. 65)
• Jewish Community Housing Corp. (p. 65)
• The MIGroup (p. 65)
• Tangoe, Inc. (p. 64)
• Metem Corporation (p. 65)

The Center for Business and Technology at County College of Morris (CCM) has played a key role in the delivery of productivity focused training programs for over 25 years. Here are some examples of customized solutions that increased business success:

DASSAULT FALCON JET: Robin Moriates, Training and Development Manager. The world leader in the integration of advanced and innovative airborne systems turned to CCM to increase their competitiveness through programs to upskill leadership and technology skills for their workforce. Robin feels, “Our relationship with CCM has been invaluable to the organization and training department. CCM, a strategic learning partner, has provided us with robust workshop topics from Leadership Development, Communications, Computer Skills and Presentations training. The facilitators are highly engaging and deliver interactive sessions. CCM is very flexible in customizing training content and ensures that the programs are relevant to our teams. The interactive exercises and activities make the training interesting and energizing for all participants.”

TANGOE, INC.: Beth Turano, Implementation Manager – Training. As a proven leading edge global provider of Communications Lifecycle Management (CLM) software and services to a diverse range of international businesses, Tangoe

Testimonials
needs a highly skilled workforce to keep the company on top of its game. They reached out to CCM to improve technical skills and increase productivity. Beth related, “The training provided by CCM, as part of the NJBIA grant funding, allowed us to provide Excel training to over 60% of our NJ workforce….The instructors did a great job working with the different skill levels within each class as well as working to understand our business environment and specific needs. As a result of this training, participants are already putting to use what they learned! We look forward to more Excel training and exploring other topics as well. Partnering with CCM was easy and successful and such a wonderful way to provide our employees with training.

JEWSH COMMUNITY HOUSING CORP.: Laurie Loughney, Chief Operating Officer. A major provider of senior housing and elder care services for seniors in the greater Morris area, this organization turned to CCM for technical skills training geared for impact. Laurie shared regarding Excel training provided to her Site Manager, “(my Manager) diligently applied what she learned in the (CCM) course…..she created a Marketing Management Program (and) because of her initiative (and the training received) the company did not have to buy an $8000 software program.” She further commented, added Critical Thinking Skills training has allowed advanced “problem solving techniques (to be) incorporated into JCHO quality assurance (practices)”.

ATLANTIC HEALTH SYSTEM: Amanda Raddin McGrath, Coordinator Organization Development. This recognized leader in quality health care and advanced medical technology chose to work with CCM to improve workforce communications and technology skills critical to their mission. Amanda relayed that “CCM is responsive to our needs….The course material is clearly presented and made relatable to the audience….our employees walk away with valuable tips and knowledge.” She additionally stated that the courses Atlantic Health selected to be delivered by CCM: “…are useful to (our) employees because they improve their day to day work environment, team work, (and) learning how to cope in stressful situations and (to) communicate better.”

AAA NEW JERSEY AUTOMOBILE CLUB: Betsy Adey, President. This leading provider of road side assistance, car care, travel and insurance offerings called on CCM to support the transformation of their business to be a sales-focused culture. Betsy recounts how this collaboration has unfolded, “AAA New Jersey Automobile Club began the process of exploring a training grant from the Department of Labor with County College of Morris over a year ago. Our goal was to give our employees the skills they need to succeed in a competitive and demanding business environment. CCM’s Center for Business and Technology guided us through the complex process of getting a grant. They monitored grant availability, assisted us in writing the grant, and made sure that we were first in line to receive an $80,000 training grant. We are currently in the process of implementing a year-long sales and sales management training program developed by CCM. We are thrilled to receive the funding needed to offer a training program to our employees that will address our corporate goals and have a direct impact on our bottom line. We are two months into the training and employee feedback has been very positive. We are extremely grateful for the expertise and commitment we received from CCM that made this possible.”

THE MIGROUP: Donna Collins, VP Domestic Client Services. As a global relocation outsourcing company, The MiGroup finds that strong communications, critical thinking and customer service skills are paramount to their success. They reached out to CCM to help achieve the attainment of these professional development goals for their employees. Donna shared that the grant course training “allows us to achieve these goals in a cost effective way and allows us to bring value to our clients and team members.” She added they were “able to heighten the quality of customer service” and that “the courses (delivered) through CCM have been a wonderful asset.”

GLAXOSMITHKLINE: Gilbert Shangha, Manager, Biostatistics. This major global healthcare company connected with CCM to implement a professional effectiveness program (Leadership Development focused). Gilbert commented “in particular, we really appreciated the kind of flexibility you (CCM) had in serving our specific needs for our Medical Department.” He further reported “My colleagues….scored the training with high marks….the training was well delivered and received.”

METEM CORPORATION: Elise Mundrick, Director, Human Resources. A leading innovator and supplier of advanced machining and engineering solutions for turbine engine super-alloy components in the power generation and aerospace industries worldwide, Metem came to CCM to strengthen management communication skills, knowledge of computer technology and ESL training for their production workforce. Elise shared regarding the delivery of our training services that, “CCM transformed Metem’s desire to offer pertinent on-site training opportunities to our employees into reality! Their responsiveness and flexibility, coupled with high level of professionalism, met the challenges of our busy, growing, multi-shift organization. The (delivery) process is simple, with minimal administration required on our part, and maximum results! The courses exceeded our expectations, as the instructors truly took the time to address the individual concerns our employees raised-and thus even solved a few everyday operational challenges! Our employees appreciated the opportunity to enhance their personal skills, in a format that accommodated their busy schedules, as we continue to expand and grow our in-house technology. CCM is a valued business partner and we look forward to offering more learning opportunities in the near future.”

The above snapshots are just a few examples of how CCM can design and tailor programs to meet specific objectives while saving your company money. To learn more, visit us at www.ccm.edu/cbt (http://www.ccm.edu/cbt/) (http://catalog.ccm.edu/noncredit/summer/customized-business-training/www.ccm.edu/cbt).

To find out how we can do the same for your company and employees, contact us at cbt@ccm.edu or 973-328-5188.

Grant-Funded Training
Grant-Funded Training for Business
Take advantage of cost-free training through a special state grant program! Classes are held on the Randolph campus at no charge to your company. Participation must be done online through CCM’s Center for Business & Technology. Classes available in Business/Communication Skills and Computer Skills. Most topics are offered as a one day course. For information, schedule and
We encourage you to share this opportunity with friends, family and coworkers and join thousands of others who have benefited from the training we provide.

**NOTE: For Employers and Employees**

Employees must meet the following eligibility requirements:

- Public employees and unemployed persons are NOT eligible for this program (a special program for unemployed can be found at [http://rtnj.org](http://rtnj.org))
- Employees must work either part-time or full-time for a New Jersey business
- Employees must be paid by their employer at their usual hourly rate while in training (companies with less than 250 employees are exempt)
- Employer's valid FEIN Number is required (Tax ID number - see your Human Resources Dept.)
- For PC courses, employees must have Windows knowledge and keyboard/mouse skills

**Funding Options**

**Cost Effective Training for Your Employees with County College of Morris!**

CCM, as a recommended training provider for the New Jersey Department of Labor, can help you access varied grant training funds which are currently available to develop and upgrade the skills of your workers. We can also design competitively priced private pay programs specifically tailored to your business.

**Customized Training** Grant programs cover the following:

- Course Development for Topics
- Class Materials (most topics)
- Instructor and Delivery

Proven programs that ready your workforce and organization to meet today's business challenges and remain viable and competitive:

- Transformational Leadership Program
- Supply Chain Management Program
- Succession Planning Development & Support
- Logistics for Profits Program
- Strategic Plan Development Services
- Project Management Certification
- Sales Training for Results Programs
- Six Sigma Certification
- Cyber Security at Work & Home

**Contact the Center for Business & Technology at CCM today to help drive your business' success!**

Email us at cbt@ccm.edu or call 973-328-5186.

**General Information**

- Certificates and Transcripts (p. 66)
- Course Cancellations and Changes (p. 67)
- Credit Courses (p. 67)
- Emergency and Inclement Weather Closing (p. 67)
- Employer Paid Training (p. 67)
- Lifetime Learning Credit Act (p. 67)
- Morris County Agencies Only (p. 67)
- Purchasing Text Books (p. 67)
- Student Records (p. 68)
- Student Withdrawal and Refunds (p. 67)
- Traffic and Parking Regulations (p. 67)
- Use of CCM Library (p. 68)
- Visit CCM's Website (p. 68)

**Certificates and Transcripts**

Certificates may be awarded upon request to participants who successfully complete an entire certificate program or the individual classes within these programs (80% attendance is required). Request the certificate using the “Request for Certificate” form found at [www.ccm.edu/businesscommunity](http://www.ccm.edu/businesscommunity) under “Other useful links”. Email your request to cpp@ccm.edu (CPP@CCM.EDU).

For proof of course or program completion, please request a transcript from the Office of Records and Registration by going to [http://tinyurl.com/gs5sy8f](http://tinyurl.com/gs5sy8f) and following the instructions for completing the form.

**Course Cancellations and Changes**

It is to your advantage to register early to ensure a class will run.

On occasion, courses may be cancelled for a variety of reasons including low enrollment. Every effort is made to contact students using the contact information of record on file with the Office of Records and Registration as far in advance of the class as possible. If a course is cancelled, we attempt to notify participants by telephone or email prior to the first class meeting. Students will receive a full refund. Please be sure your current contact information has been recorded by the Office of Records and Registration by using the “Change of Information” form found at [http://tinyurl.com/q8wrej7/](http://tinyurl.com/q8wrej7/). For regulatory compliance reasons, the information entered at the time of online registration may not update your official college information of record.

Because of the uncertainties regarding course enrollment and the appropriation of public funds for community colleges, the college reserves the right to modify, alter or cancel any of its programs, courses or services. The college reserves the right to change instructors, to cancel, combine or divide courses, to change the time, date or place of meeting, to change the cost per course, to make other necessary decisions in these course offerings, and to do so without obligation. The college is not responsible for errors in printed material.
Credit Courses

CCM credit programs cover a spectrum of transfer and career-oriented fields of study. For information on credit courses, call the Admissions Office at 973-328-5100.

Emergency and Inclement Weather Closings

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

• 24-hour number 973-328-5580. A recorded message details the status of the campus.
• CCM’s website: www.ccm.edu (http://www.ccm.edu)

See your instructor at the next class for make-up information. In the event that the college closed on what was to have been your only or last session, you will be contacted regarding the make-up class.

We regret it may not be possible to notify each person individually though every attempt is made to do so by CCM staff and your class instructor. It is imperative that CCM have correct contact information in its student records management system. If this information has changed since you last updated it with the Office of Records and Registration directly, please follow the instructions in the “STUDENT RECORDS” paragraph below to make corrections.

Employer Paid Training

CCM welcomes payment by employers. To do so, each employee must register individually and pay at the time of registration. Online registration and payment may only be done via a single credit card.

Other ways to register include mailing separate registration forms and checks for each individual to the Records and Registration Office, or coming in person to the Records and Registration Office.

Purchase Orders will only be accepted from County of Morris Agencies (see below). All registrations must be accompanied by full payment for the course(s) for which the student is registering.

Purchasing Text Books

Courses which require textbooks state so in the course description. It is the student’s responsibility to have the necessary book in hand for the beginning of the first class. You may purchase most books through the CCM Campus store or other retail outlets. For textbook information, availability, and pricing please contact the CCM Campus Store online at https://bookstore.ccm.edu.

The Campus Store offers various options for purchasing some books including: rental, purchasing used, online purchase with store or home delivery. The CCM Campus store is open 8:30am-4:30pm, Tuesday, Wednesday and Friday and 8:30pm-6:30pm on Monday and Thursday during the academic year and 8:30-4:30, Monday thru Friday during summer sessions.

Student Records

All student records are maintained by the Office of Records and Registration. This office is the only office on campus to have access to social security numbers and the only office that can formally change information in our student records management system.

For regulatory purposes related to out-of-county tuition costs, changes of address and other contact information must be made in writing using the appropriate form provided by the Office of Records and Registration found at http://tinyurl.com/o8wrej7/. Simply entering correct information at the time of class registration does not change your official information. Please ensure CCM has current and correct contact information.

Student Withdrawal and Refunds

Students will receive a full refund (minus a $10 drop fee per course) if notification is received in writing three (3) business days prior to the first class. Mail your request to Records and Registration, County College of Morris, 214 Center Grove Road, Randolph, New Jersey 07869-2086 or email it to registrar@ccm.edu. Thereafter there are no refunds. Refunds are not issued for purchases made by students related to their courses. Refunds are issued to the student registered for the course, not the organization/sponsor paying for the course. Refunds may take 4-6 weeks to be processed and mailed. It is not possible to transfer course costs from one semester to another.

Traffic and Parking Regulations

County College of Morris provides on-campus parking for its students, guests and visitors. We have well-lighted parking lots with emergency phones under a blue colored light, and the lots are regularly patrolled by our Department of Public Safety. Persons driving or parking on campus are expected to observe all traffic signs and regulations. Maximum speed limit on campus is 25 MPH unless posted otherwise.

Students are required to display a temporary parking pass on the front dashboard of their car while parked on campus. Temporary Parking Passes may be obtained in a couple ways:
How to Sign Up for Community and Professional Programs (CPP)

Courses begin throughout the semester. Registration must be completed three business days prior to the first class (required for on-line registration). Seats are limited so register early.

Courses are for those 18 years of age or older with the exception of youth programs. Payment in FULL is due at the time of registration.

PLEASE NOTE: Your Social Security Number is required for future on-line registration and/or continuing education tax reporting.

You must print the registration form from our website at www.ccm.edu/BusinessCommunity (http://www.ccm.edu/BusinessCommunity).

On-Line Instant Enrollment

You can register for classes ONLINE. This option can be used up to three full business days before the course start date. Search for the course(s) you want - enter only the 5 digit course code number, pay and get immediate confirmation of your registration. Go to https://webadvisor.ccm.edu. Follow the instructions. Your registration will not be processed without payment. VISA, MasterCard and Discover are accepted. See directions below.

PLEASE NOTE: Change of Information. The on-line system is unable to automatically update changes of name, address or phone number since your last registration. To change your information, go to www.ccm.edu (http://www.ccm.edu). Put Change of Information Form into the Search Box. Print and complete. This helps the college contact you with mailings, course changes or cancellations. You may not receive your certificate or transcript if your information is not updated. Please help us serve you better.

For on-line registration assistance, call 973-328-5187. For technical assistance with WEB registration, contact the Help Desk at 973-328-5600, 8 a.m.-7 p.m., Monday through Thursday, and 8 a.m.-4:30 p.m. on Friday.

How to REGISTER AND PAY at www.ccm.edu (http://www.ccm.edu) for NON-CREDIT COURSES

1. Scroll to bottom of page
2. Select Business & Community
3. Under Upcoming Events, select Web Advisor/Registration
4. Select Continuing Education (non-credit)
5. Select Register and Pay for Continuing Education classes (non-credit)
6. Enter only the course code number (example 48200) then submit
7. Enter all required information and submit (if registering a child, use child’s name and social security number)
8. Enter credit card information
   a. Credit card number no spaces or dashes
   b. Expiration date, month/year
   c. Name on credit card - This can be different from the student’s name
   d. Email address - Please verify accuracy. Confirmation of payment will be sent to this address
9. Click Submit
10. Print the confirmation page for your records

Register by Mail

Mail completed registration form and payment to:
County College of Morris, Records & Registration
214 Center Grove Road
Randolph, NJ 07869-2086

Total payment by check or money order must accompany your registration. Each student should send a separate check. Do not mail cash. Check or money order should be made payable to County College of Morris.

In-Person Registration

In-person registration may be completed in the Student Community Center, 220 (parking lot 6 - obtain a visitor’s pass at the Public Safety Office located opposite lot 5). The Records and Registration Office is open 8:30 a.m. - 4:30 p.m., Tuesday, Wednesday and Friday and 8:30 a.m. - 6:30 p.m. on Mondays and Thursdays (while evening classes are in session). You may pay by check, money order, VISA, MasterCard or Discover.
### Summer College for Kids and Teens

- **Week 1:** July 5 - July 8 (4 days only)  
  (p. 69)
- **Week 2:** July 11 - July 15  
  (p. 69)
- **Week 3:** July 18 - July 22  
  (p. 69)
- **Week 4:** July 25 - July 29  
  (p. 70)
- **Week 5:** August 1 - August 5  
  (p. 70)
- **Week 6:** August 8 - August 12  
  (p. 70)

County College of Morris invites you and your children to our Summer 2016 College for Kids & Teens Program. This year’s program runs from July 5th – August 12th. Also experience our NEW EXPANDED 2016 College For TEENS! College for Teens promises to be engaging, exciting, and filled with learning experiences. We have the solution to keeping young minds engaged. Our newly expanded College for Teens program is especially promising. CCM has been thoughtful in creating a programs for grades 3-8, with many popular and new classes, and for 9-12th graders, that will be career oriented and filled with practical learning information. Using CCM professors and CCM adjunct faculty gives participants a preview of the college and more importantly the CCM experience. Our campus is located on 218 acres of rolling terrain in Randolph. We offer a summer experience that captures the interests of kids and teens while meeting the needs and concerns of parents. We hope you will join us!

NOTE: If you are registering your child for a full day, please register for Free Lunch Care also. Pre and After care is also available.

Visit our Online Catalog (http://www.ccm.edu/Media/Website%20Resources/pdf/cfk/Cfk16_web.pdf?utm_medium=banner&utm_campaign=CFK-Star-Wars&utm_source=homepage”) for details or continue below.

#### Week 1: July 5 - July 8 (4 days only)

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<td>CFK-547</td>
<td>Lunch Care</td>
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<tr>
<td>CFK-898</td>
<td>Make Your First Video Game</td>
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<tr>
<td>CFK-899</td>
<td>Minecraft Designers</td>
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<td>CFK-915</td>
<td>Fashion Sewing - Extended Hours</td>
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<tr>
<td>CFK-891</td>
<td>Create Your Own Coloring Book</td>
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<tr>
<td>CFK-781</td>
<td>Mask and Shield Making</td>
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<tr>
<td>CFK-720</td>
<td>Teen - Babysitting Certification Training</td>
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#### Week 2: July 11 - July 15

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<td>CFK-501</td>
<td>After Care</td>
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<tr>
<td>CFK-869</td>
<td>Code Breakers</td>
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<tr>
<td>CFK-809</td>
<td>LEGO Video Games</td>
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<tr>
<td>CFK-589</td>
<td>Video Game Animation</td>
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<tr>
<td>CFK-508</td>
<td>Advanced Robotics - Kingii Dragon Robot</td>
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<tr>
<td>CFK-575</td>
<td>Super Science Make &amp; Take It</td>
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</tr>
<tr>
<td>CFK-882</td>
<td>Music and Voice Camp</td>
<td>0</td>
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<tr>
<td>CFK-256</td>
<td>Teen - Culinary Boot Camp - Baking</td>
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<tr>
<td>CFK-762</td>
<td>Teen - Plein-Air Drawing and Painting</td>
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<tr>
<td>CFK-765</td>
<td>Teen - Paint Your Very Own Masterpiece</td>
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<tr>
<td>CFK-456</td>
<td>Teen - SAT Prep</td>
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#### Week 3: July 18 - July 22

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<tr>
<td>CFK-501</td>
<td>After Care</td>
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<tr>
<td>CFK-862</td>
<td>Creative Design and Robotics</td>
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<tr>
<td>CFK-600</td>
<td>Make Your First 3-D Video Game</td>
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<tr>
<td>CFK-879</td>
<td>Minecraft Animators</td>
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<tr>
<td>CFK-893</td>
<td>Minecraft Modders</td>
<td>0</td>
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<tr>
<td>CFK-896</td>
<td>Electronic Lab Workshop</td>
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</tr>
<tr>
<td>CFK-590</td>
<td>CSI (Crime Scene Investigation)</td>
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<tr>
<td>CFK-881</td>
<td>Design Diva</td>
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<tr>
<td>CFK-912</td>
<td>Teen - Life Skills Boot Camp (track 1&amp;2)</td>
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<tr>
<td>CFK-910</td>
<td>Teen - Life Skill Boot Camp (track 1)</td>
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<tr>
<td>CFK-911</td>
<td>Teen - Life Skills Boot Camp (Track 2)</td>
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<td>CFK-260</td>
<td>Teen - Darkroom Photography</td>
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<tr>
<td>CFK-913</td>
<td>Teen - Portfolio Development</td>
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Week 4: July 25 - July 29

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<td>Lunch Care</td>
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<tr>
<td>CFK-501</td>
<td>After Care</td>
<td>0</td>
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<tr>
<td>CFK-708</td>
<td>App Attack</td>
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<tr>
<td>CFK-605</td>
<td>LEGO Films &amp; Stop Animation</td>
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<tr>
<td>CFK-669</td>
<td>Creative Engineering (Make &amp; Take Lab)</td>
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<tr>
<td>CFK-375</td>
<td>Crazy Contraptions</td>
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<tr>
<td>CFK-882</td>
<td>Music and Voice Camp</td>
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<tr>
<td>CFK-436</td>
<td>Teen - Culinary Boot Camp - Entrees</td>
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<tr>
<td>CFK-156</td>
<td>Teen - Identity Through Photography</td>
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</tr>
<tr>
<td>CFK-825</td>
<td>Teen - Photoshop and the Digital Image</td>
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Week 5: August 1 - August 5

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<tr>
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<td>CFK-547</td>
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<tr>
<td>CFK-501</td>
<td>After Care</td>
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<tr>
<td>CFK-846</td>
<td>App Adventures: The Next Level</td>
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<tr>
<td>CFK-893</td>
<td>Minecraft Modders</td>
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<tr>
<td>CFK-842</td>
<td>Harry Potter - Join Our Magical Mystery Tour</td>
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<tr>
<td>CFK-511</td>
<td>Introduction to Vex IQ Robotics</td>
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<tr>
<td>CFK-585</td>
<td>Amusement Park Physics</td>
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<tr>
<td>CFK-132</td>
<td>Teen - Project Ceramics</td>
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<td>CFK-914</td>
<td>Teen - Game Concepts</td>
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<td>CFK-906</td>
<td>Teen - Fashion Sewing</td>
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<tr>
<td>CFK-879</td>
<td>Minecraft Animators</td>
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<tr>
<td>CFK-702</td>
<td>Maker Lab: Make Your First 3D Model</td>
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<tr>
<td>CFK-916</td>
<td>Minecraft Designers</td>
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<tr>
<td>CFK-233</td>
<td>Video Game Odyssey</td>
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<tr>
<td>CFK-789</td>
<td>Teen - Painting With Watercolor</td>
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<tr>
<td>CFK-136</td>
<td>Teen - Babysitting Certification Training</td>
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Courses

Teen - Project Ceramics

Explore the history and art of ceramics. Experience and employ a variety of techniques and materials while developing your skills, your art and your portfolio in a true studio setting. Learn about Traditional, Modern and Contemporary styles to apply design ideas to your projects. Demonstrations and projects will get you started. The extended sessions allow for full ceramic processing of individual works including firing (Kiln) for final painting and presentation. CFK-132.

Week 6: August 8 - August 12

<table>
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<td>Minecraft Modders</td>
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<tr>
<td>CFK-702</td>
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<td>CFK-916</td>
<td>Minecraft Designers</td>
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<td>CFK-233</td>
<td>Video Game Odyssey</td>
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<tr>
<td>CFK-789</td>
<td>Teen - Painting With Watercolor</td>
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<tr>
<td>CFK-136</td>
<td>Teen - Babysitting Certification Training</td>
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Week 5: August 1 - August 5

58215 10 Sessions449
Aug 01 - Aug 12, MTWTHF, Time: 09:00 AM -- 12:00 PM Room: DeMare Hall DH 200
Grades 9-12 Note: (This is a Two-Week Course - August 1-August 12)
Instructor: Jane Biron

Babysitting 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! YTH-111.

28105 1 Session59
Feb 15, M, Time: 09:00 AM -- 03:30 PM Room: Student Community Center SC 234D
Instructor: Alexander Balish

28106 1 Session59
Apr 01, F, Time: 09:00 AM -- 03:30 PM Room: Henderson Hall HH 215
Instructor: Alexander Balish

28107 1 Session59
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)

Teen - Babysitting 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 in-depth skills of first aid and infant and toddler CPR. In 15 hours, our experts will teach you some secrets to success, reveal "sitter survival" tips, and share ideas for finding and keeping clients. This moderately-paced class is even more fun if you bring a friend. CFK-136.

58220 5 Sessions199
Aug 08 - Aug 12, MTWTHF, Time: 09:00 AM -- 12:00 PM Room: Cohen Hall CH 263
Grades 8-12
Instructor: Alexander Balish
Teen - Identity Through Photography

In this class, students will follow in the footsteps of photographers and artists like Luigi Ontani, Claude Cahun, Cindy Sherman and others who explored and researched their personal, cultural and gender identity through self-portraits. Students will view and discuss work by these artists and build their own character. CFK-156.

58213 5 Sessions 349

Jul 25 - Jul 29, MTWTHF, Time: 09:00 AM -- 12:00 PM Room: Emeriti Hall EH 215
Grades 9-12
Instructor: Avi Erez

Video Game Odyssey

Unlock the keys to game design by choosing your own adventure! Unlike any other Black Rocket game design course, students in this program will make special top-down adventure games like Pokemon or Zelda to compete with their friends. Design unlimited levels and levels as you continue your quest in becoming a game design master. Student-created games will be available on a password protected Black Rocket website to share with friends and family. Students will work in pairs or teams for most of the program. CFK-233.

58145 5 Sessions 249

Aug 08 - Aug 12, MTWTHF, Time: 09:00 AM -- 12:00 PM Room: Emeriti Hall EH 209
Grades 3-5
Instructor: Black Rocket Productions LLC

58146 5 Sessions 249

Aug 08 - Aug 12, MTWTHF, Time: 01:00 PM -- 04:00 PM Room: Emeriti Hall EH 209
Grades 6-8
Instructor: Black Rocket Productions LLC

Teen - Culinary Boot Camp - Baking

Do you dream of working in a professional kitchen, or even just developing your cooking skills? During this culinary boot camp, students will gain an introduction to knife skills and various cooking methods. Through this, they will understand how to create delicious meals, and build confidence in reading recipes and improvising meals at home. CCM's Culinary Boot Camp is a 4-hour class, including a 30-minute break for lunch. Desserts will consist of dishes they cook in class in addition to anything they'd like to bring from home. We will cover: 1 - cookies & bars, 2 - quick breads, 3 - yeast breads, 4 - artisan breads, 5 - enriched yeast breads. Within those classes, we'll discuss the chemistry of baking, and building confidence in reading recipes and making substitutions. CFK-256.

58201 5 Sessions 299

Teen - Darkroom Photography

For photography lovers, beginners or not, this course will give any student the full hands-on darkroom photography experience. We will be building our own pinhole cameras, developing black & white film, creating photograms and more. Students will learn the skills to execute a final darkroom photography project of their own. CFK-260.

58208 5 Sessions 349

Jul 11 - Jul 15, MTWTHF, Time: 09:00 AM -- 01:00 PM Room: Student Community Center SC 240
Grades 9-12
Instructor: Meghann Miller

Teen - Culinary Boot Camp - Entrees

TEEN - CULINARY BOOT CAMP - ENTREE'S Do you dream of working in a professional kitchen, or even just developing your cooking skills? During this culinary boot camp, students will gain an introduction to basic knife skills, various cooking methods, creating balanced meals, and building confidence in reading recipes and making substitutions. Through this, they will understand how to create delicious meals, and build confidence in improvising meals.
at home. 1 - stocks, sauces, and soups 2 - eggs & vegetables 3 - potatoes & poultry 4 - grains & fish 5 - pasta & pork CFK-436.

58209 5 Sessions299
Jul 25 - Jul 29, MTWTHF, Time: 09:00 AM -- 01:00 PM Room: Student Community Center SC 240
Grades 9-12
Instructor: Meghann Miller

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. YTH-100.

28103 10 Sessions299
Mar 29 - Apr 28, TTH, Time: 05:00 PM -- 07:00 PM Room: Henderson Hall HH 204
SAT Test Date: May 7 (see High School for testing center)
Instructors: Kathleen Haber, Catherine Luciani

28104 10 Sessions299
May 03 - Jun 02, TTH, Time: 05:00 PM -- 07:00 PM Room: Henderson Hall HH 204
SAT Test Date: June 4 (see High School for testing center)
Instructors: Kathleen Haber, Catherine Luciani

Teen - SAT Prep
This course reviews the verbal and math skills for high school students planning on taking the SAT, one of the key measurement tools that colleges use in making admission and financial aid decisions. Students take practice tests and learn key information, test-taking strategies, shortcuts and traps to avoid. Students 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. CFK-456.

58212 8 Sessions449
Jul 11 - Jul 22, MTTHF, Time: 09:00 AM -- 01:00 PM Room: Henderson Hall HH 204
Grades 9-12 Anticipated SAT Test - October 1, 2016 July 11 - July 22 (Note: SAT Prep is a two week course) Monday, Tuesday, Thursday, & Friday only
Instructors: Kathleen Haber, Catherine Luciani

Pre-Care
Offered as a service to working parents who have children enrolled at College for Kids, the PreCare and AfterCare options are a safe and affordable way to extend your child's experience. In the morning, your child will be escorted from PreCare to their program. In the afternoon, they will be escorted from their program to AfterCare. Our program is flexible. Choose PreCare, AfterCare or both to meet your needs. CFK-499.

58172 5 Sessions20
Jul 25 - Jul 29, MTWTHF, Time: 07:30 AM -- 09:00 AM Room: Sheffield Hall SH 200
Instructor: CCM Staff

58173 5 Sessions20
Aug 01 - Aug 05, MTWTHF, Time: 07:30 AM -- 09:00 AM Room: Sheffield Hall SH 200
Instructor: CCM Staff

58174 5 Sessions20
Aug 08 - Aug 12, MTWTHF, Time: 07:30 AM -- 09:00 AM Room: Sheffield Hall SH 200
Instructor: CCM Staff

58170 5 Sessions20
Jul 11 - Jul 15, MTWTHF, Time: 07:30 AM -- 09:00 AM Room: Sheffield Hall SH 200
Instructor: CCM Staff

58171 5 Sessions20
Jul 18 - Jul 22, MTWTHF, Time: 07:30 AM -- 09:00 AM Room: Sheffield Hall SH 200
Instructor: CCM Staff

After Care
Offered as a service to working parents who have children enrolled at College for Kids, the PreCare and AfterCare options are a safe and affordable way to extend your child's experience. In the morning, your child will be escorted from PreCare to their program. In the afternoon, they will be escorted from their program to AfterCare. Our program is flexible. Choose PreCare, AfterCare or both to meet your needs. CFK-501.

58175 5 Sessions40
Jul 11 - Jul 15, MTWTHF, Time: 04:00 PM -- 06:00 PM Room: Sheffield Hall SH 200
Instructor: CCM Staff

58176 5 Sessions40
Jul 18 - Jul 22, MTWTHF, Time: 04:00 PM -- 06:00 PM Room: Sheffield Hall SH 200
Instructor: CCM Staff

58177 5 Sessions40
Jul 25 - Jul 29, MTWTHF, Time: 04:00 PM -- 06:00 PM Room: Sheffield Hall SH 200
Instructor: CCM Staff

58178 5 Sessions40
Aug 01 - Aug 05, MTWTHF, Time: 04:00 PM -- 06:00 PM Room: Sheffield Hall SH 200
Instructor: CCM Staff

58179 5 Sessions40
Aug 08 - Aug 12, MTWTHF, Time: 04:00 PM -- 06:00 PM Room: Sheffield Hall SH 200
Instructor: CCM Staff

Advanced Robotics - Kingii Dragon Robot
Advanced Robotics - The Ultimate Experience. Make and take home Sciensational Workshop's new advanced robot - The Kingii Dragon Robot. It is by far the wackiest lizard to ever have roamed the planet earth. It is a very smart lizard with artificial intelligence. When threatened, it opens and closes its mouth, flashes its eyes and, dramatically its cape or frill on its neck rapidly spreads out. What an awesome sigh! This whacky lizard's neck moves and its tail wags. It is so smart, it stops when it's about to crash into something. Its four legs can move so quickly. With its Infra Red Sensor, there is an escape mode as well as an approach mode. It's true to life features will make him an unusual pet to enjoy! CFK-508.

58111 5 Sessions249
Jul 11 - Jul 15, MTWTHF, Time: 09:00 AM -- 12:00 PM Room: Cohen Hall CH 267
Grades 3-5
Instructor: Sciensational Workshops For Kids, Inc.

Introduction to Vex IQ Robotics
Have fun building, designing, and programming robots with the all-new VEX IQ robotic system and curriculum. Vex has taken its high school program which is used by over 10,000 teams around the world to learn robotics, and adapted it to meet elementary and middle school aged children. Starter projects will include Armbot IQ, Clawbot IQ, Ike, and V-Rex! Have fun working with IQ Sensors that allow for autonomous and hybrid control of VEX IQ robots and other creations. VEX IQ Sensors connect to a robot or mechanism quickly and are easily programmed to help measure time, position distance, rotation, sense touch, provide feedback, allow for human-to-robot interaction, and much more. CFK-511.

58137 5 Sessions249
Aug 01 - Aug 05, MTWTHF, Time: 01:00 PM -- 04:00 PM Room: Cohen Hall CH 265
Grades 6-8
Instructor: Super Science Programs For Kids, LLC

Lunch Care
A supervised lunch period is offered free of charge daily from 12-1pm. Students are to bring their own lunch. There is no storage or refrigeration available. Please register for FREE Lunch Care as a separate class. CFK-547.

58180 5 Sessions0
Jul 05 - Jul 08, TWTHF, Time: 12:00 PM -- 12:30 PM Room: Cohen Hall CH 220A
Instructor: CCM Staff

58181 5 Sessions0
Jul 11 - Jul 15, MTWTHF, Time: 12:00 PM -- 01:00 PM Room: Cohen Hall CH 220A
Instructor: CCM Staff

58182 5 Sessions0
Jul 18 - Jul 22, MTWTHF, Time: 12:00 PM -- 01:00 PM Room: Cohen Hall CH 220A
Instructor: CCM Staff

58183 5 Sessions0
Jul 25 - Jul 29, MTWTHF, Time: 12:00 PM -- 01:00 PM Room: Cohen Hall CH 220A
Instructor: CCM Staff

58184 5 Sessions0
Aug 01 - Aug 05, MTWTHF, Time: 12:00 PM -- 01:00 PM Room: Cohen Hall CH 220A
Instructor: CCM Staff
Summer College for Kids and Teens

58185 5 Sessions0
Aug 08 - Aug 12, MTWTHF, Time: 12:00 PM -- 01:00 PM Room: Cohen Hall CH 220A
Instructor: CCM Staff

Super Science Make & Take It

Discover the excitement of science and make a variety of toys designed to illustrate science concepts that make learning fun. Most of the projects can be taken home as they are made throughout the week. Make your own working telescope as you learn about the optics of light. Construct an electro-magnet and a working electric motor. Build an adjustable, ball-launching catapult that changes the trajectory of a flinging projectile. Create a working model of Hero Alexandria's fountain or vortex tornado in a bottle. Make ultra-violet bead bracelets, a working compass, submarine divers, and more. Projects will vary by age level and instruction will be taught in more depth for older students. CFK-575.

58112 5 Sessions249
Jul 11 - Jul 15, MTWTHF, Time: 09:00 AM -- 12:00 PM Room: Cohen Hall CH 263
Grades 3-5
Instructor: Super Science Programs For Kids, LLC

58113 5 Sessions249
Jul 11 - Jul 15, MTWTHF, Time: 01:00 PM -- 04:00 PM Room: Cohen Hall CH 263
Grades 3-5
Instructor: Super Science Programs For Kids, LLC

Amusement Park Physics

Have you ever wondered how they design and build those crazy rollercoasters and other amusement park rides? Join us and learn about friction, gravity, momentum, velocity, and other effects of force and motion as they relate to theme park rides. We’ll design, construct, and test loop-the-loops, marble catchers, ball machines, ferris wheels, swinging amusement rides, and more. This is the way to experiment and build as you learn physics concepts in a fun and activity-based atmosphere! CFK-585.

58138 5 Sessions249
Aug 01 - Aug 05, MTWTHF, Time: 01:00 PM -- 04:00 PM Room: Cohen Hall CH 263
Grades 4-8
Instructor: Super Science Programs For Kids, LLC

Video Game Animation

Take your game design to the next level by creating and animating your own character sprites, objects, and backgrounds. Start with a name, develop the character’s personality, signature moves, special powers, and a story line. Finish with a fully animated character to be used in future games. Students do not need any prior experience in game design, animation, or sketching. Student created animations will be available on a password protected Black Rocket website to share with friends and family. Games are only compatible on PC computer. To convert the games to Mac versions, see instructor for more information. Students will work in teams for most of the program. CFK-589.

58110 5 Sessions249
Jul 11 - Jul 15, MTWTHF, Time: 01:00 PM -- 04:00 PM Room: Cohen Hall CH 156
Grades 6-8
Instructor: Black Rocket Productions LLC

CSI (Crime Scene Investigation)

Become a Super Science Sleuth! Learn about forensics, crime scene investigations and crime lab chemistry as you perform experiments designed to show you just how those tricky cases are solved. Search for evidence, gather clues, and discover how science can help solve a mystery! Dust for and classify fingerprints, analyze handwriting, test for blood type and DNA using simulated blood, and use “Glow Blood” to see where humans can’t see. Examine hair fibers, practice chemistry to identify mystery substances, and much more. All sleuths take home a CSI kit. CFK-590.

58122 5 Sessions249
Jul 18 - Jul 22, MTWTHF, Time: 01:00 PM -- 04:00 PM Room: Cohen Hall CH 263
Grades 3-5
Instructor: Super Science Programs For Kids, LLC

Make Your First 3-D Video Game

Try this new version of a Black Rocket classic! This class allows you to develop a game concept that goes well beyond the limitations of the traditional 2D game design classes. Students will learn the physics behind 3D games; explore beginner event scripting, level design, controlling flow of gameplay, and storytelling. Student created games will be available on a password protected Black Rocket website to share with friends and family. Students will work in pairs or teams for most of the program. CFK-600.

58117 5 Sessions249
Jul 18 - Jul 22, MTWTHF, Time: 09:00 AM -- 12:00 PM Room: Cohen Hall CH 156
Grades 3-5
Instructor: Black Rocket Productions LLC

58118 5 Sessions249
Jul 18 - Jul 22, MTWTHF, Time: 01:00 PM -- 04:00 PM Room: Cohen Hall CH 156
Grades 6-8
Instructor: Black Rocket Productions LLC

LEGO Films & Stop Animation

Make your LEGO sets come to life! Bring in your favorite action figures or LEGO sets and create a short film with your friends. Whether you want to recreate a scene from Star Wars or design a world of your own, this class brings your dreams to the screen. Students will need to bring in LEGO sets or action figures from home, but all other equipment provided. Student created films will be available on a password protected website to share with friends and family. Students will work in pairs or teams for most of the program. CFK-605.

58126 5 Sessions249
Jul 25 - Jul 29, MTWTHF, Time: 09:00 AM -- 12:00 PM Room: Emeriti Hall EH 210
Grades 3-5
Instructor: Black Rocket Productions LLC

58127 5 Sessions249
Jul 25 - Jul 29, MTWTHF, Time: 01:00 PM -- 04:00 PM Room: Emeriti Hall EH 210
Grades 6-8
Instructor: Black Rocket Productions LLC

Creative Engineering (Make & Take Lab)

Activities Include: Work with an advanced three dimensional construction kit that is yours to keep and take home. Design and build simple or complex models of a vehicle, a robot or buildings. You will also get your own 3-volt geared motor to power up a moveable Radar Surveyor. Learn the many ways you can make your motor run. Hands on is the only way, so prepare to build from directions, and from your own imagination! CFK-669.

58128 5 Sessions249
Jul 25 - Jul 29, MTWTHF, Time: 09:00 AM -- 12:00 PM Room: Cohen Hall CH 269
Grades 1-6
Instructor: Scienstational Workshops For Kids, Inc.

Maker Lab: Make Your First 3D Model

Calling all boys and girls who want to be the designers of the future! In this class if you can dream it you can make it - create your first action figure, design custom jewelry, or make a new toy! Using professional-level modeling software, kids will sculpt, texture, and render their own 3D creation. No prior experience is necessary and 3D designs will be available on a password protected website to share with friends and family. 3D printing is not included, but can be purchased separately through a 3rd party company. Students will work in pairs or teams for most of the program. CFK-702.

58141 5 Sessions249
Aug 08 - Aug 12, MTWTHF, Time: 09:00 AM -- 12:00 PM Room: Cohen Hall CH 156
Grades 6-8
Instructor: Black Rocket Productions LLC

58142 5 Sessions249
Aug 08 - Aug 12, MTWTHF, Time: 01:00 PM -- 04:00 PM Room: Cohen Hall CH 156
Grades 3-5
Instructor: Black Rocket Productions LLC

App Attack

Take the first steps into the world of mobile app design and customize your own game app! Using a specialized app and game development tool, students will explore the world of web-based (HTML5) mobile apps. In addition to learning the basics of mobile app design and game development, you will also see firsthand how the world of App publishing functions. Student-created apps will be accessible on a private site and can be played on any mobile device or computer. Publishing to App Stores not included. No prior experience is necessary and students do not need to own a smartphone or tablet to take the class. Students will work in pairs or teams for most of the program. CFK-708.

58124 5 Sessions249
Jul 25 - Jul 29, MTWTHF, Time: 09:00 AM -- 12:00 PM Room: Cohen Hall CH 156
Grades 6-8
Instructor: Black Rocket Productions LLC

58125 5 Sessions249
Jul 25 - Jul 29, MTWTHF, Time: 01:00 PM -- 04:00 PM Room: Cohen Hall CH 156
Grades 3-5
Instructor: Black Rocket Productions LLC

Teen - Babysitting 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 in-depth skills of first aid and infant and toddler CPR. In 15 hours, our experts will teach you some secrets to success, reveal "sitter survival" tips, and share ideas for finding and keeping clients. This moderately-paced class is even more fun if you bring a friend. CFK-720.

58200 4 Sessions199
Teen - Plein-Air Drawing and Painting

In this new workshop, we'll begin each morning with a short stroll, observing CCM's campus beauty. Students will be encouraged to draw what we see in a natural setting. We'll then move back inside the classroom to finish our drawings and render them in watercolor. By Friday we'll have a drawing book or portfolio filled with our "fresh air" inspired landscapes and plants. CFK-762.

58202 5 Sessions299

Jul 11 - Jul 15, MTWTHF, Time: 09:00 AM -- 12:00 PM Room: DeMare Hall DH 200

Grades 9-12

Instructor: Jane Biron

Teen - Paint Your Very Own Masterpiece

Who is your favorite artist? Do you have a favorite painting? In this workshop, we'll choose the work of a famous artist to learn from as we copy and paint our own masterpiece. All the while we'll be learning technique and style. We'll discover how artists work and why they paint the subjects they choose to portray. You'll leave CCM on Friday with your masterpiece and lots of art history information to boot. CFK-765.

58203 5 Sessions299

Jul 11 - Jul 15, MTWTHF, Time: 01:00 PM -- 04:00 PM Room: DeMare Hall DH 200

Grades 9-12

Instructor: Jane Biron

Mask and Shield Making

Have fun learning about Native American, African and Polynesian masks and shields. Why are they used? What do the designs mean, if anything? We'll spend our week making masks we can actually wear. Who knows - it could be the start of this year's Halloween costume. CFK-781.

58106 4 Sessions249

Jul 05 - Jul 08, TWTHF, Time: 12:30 PM -- 04:15 PM Room: DeMare Hall DH 200

Grades 6-8

Instructor: Jane Biron

Teen - Painting With Watercolor

Develop your skills and technique in painting and illustration through the beautiful and expressive medium of watercolor. Through demonstrations and projects, you will learn effective ways of controlling the paint and creating your image. CFK-789.

58219 5 Sessions299

Aug 08 - Aug 12, MTWTHF, Time: 09:00 AM -- 12:00 PM Room: DeMare Hall DH 272

Grades 9-12

Instructor: Joanne Olivier

LEGO Video Games

Combine your two favorite activities: LEGOs and Video Games! Students will create their own LEGO universe, characters, and adventures in an interactive 2-D Video Game. Everyone is welcome in this one of a kind class. At the end of the program, every student will have a finished LEGO Video Game that can be shared with friends and family through a password protected Black Rocket website. Games are only compatible on PC computers. To convert the games to Mac versions, see instructor for more information. Students will work in pairs or teams for most of the program. CFK-809.

58109 5 Sessions249

Jul 11 - Jul 15, MTWTHF, Time: 09:00 AM -- 12:00 PM Room: Cohen Hall CH 156

Grades 3-5

Instructor: Black Rocket Productions LLC

Teen - Photoshop and the Digital Image

For beginners and intermediate students, this digital photography class will cover both basics and advanced tools for photo manipulation and beyond. Students will conduct their own photo shoots, edit and manipulate photographs in traditional and experimental ways, and make photographic prints. Students will also work with found images from the web. Each student will receive their own entry level digital camera with SD card included in the course materials to keep. As part of the course, these students will participate in the Class 2016 Fall Catalog Photo Contest. The winning photo will be featured in the Fall Catalog. CFK-825.

58214 5 Sessions349

Jul 25 - Jul 29, MTWTHF, Time: 01:00 PM -- 04:00 PM Room: Emeriti Hall EH 215

Grades 9-12

Instructor: Avi Erez

Harry Potter - Join Our Magical Mystery Tour

All aboard for lots of hands-on fun. Join in the escapades of Harry and his friends. Play quidditch. Make an edible wand. We will brew some fantastic potions to drink. Let's create and watch some
amazing chemical reactions. Watch a mirage appear. Experiment with colored magic sand. Make cool crystals. See a mysterious glowing ball - you won't believe it! Wonder where the sorting hat will place you? Come join us where the magic of science, art, and literature meet. Harry, Ron, and Hermione are waiting for your arrival! CFK-842.

58136 5 Sessions249
Aug 01 - Aug 05, MTWTHF, Time: 09:00 AM -- 12:00 PM Room: Cohen Hall CH 265
Grades 1-6
Instructor: Sciensational Workshops For Kids, Inc.

App Adventures: The Next Level
Continue your quest to make the next viral app! Whether you want to move past the basic techniques learned in App Attack or want to jump right in, we are ready for you! Students will choose from a selection of different web-based (HTML5) mobile apps and explore more in-depth programming concepts. Student-created apps will be accessible on a Black Rocket site and can be played on any mobile device or computer. Publishing to App Stores not included. No prior experience is necessary and students do not need to own a smartphone or tablet to take the class. Students will work in pairs or teams for most of the program. CFK-846.

58132 5 Sessions249
Aug 01 - Aug 05, MTWTHF, Time: 09:00 AM -- 12:00 PM Room: Emeriti Hall EH 210
Grades 6-8
Instructor: Black Rocket Productions LLC

Creative Design and Robotics
The world of the future belongs to....robots! Robotics is one of America's fastest growing industries. Learn the fundamentals of motorized mechanisms and basic design principles in this unique class. Separate fact from fantasy by designing and building your first robot. After learning the basic principles of design, students will build prototypes and learn problem-solving to improve how their robots function in a series of design challenges! Students will work in pairs or teams for most of the program. CFK-862.

58116 5 Sessions249
Jul 18 - Jul 22, MTWTHF, Time: 01:00 PM -- 04:00 PM Room: Emeriti Hall EH 210
Grades 3-5
Instructor: Black Rocket Productions LLC

Code Breakers
Calling all future coders, programmers, & designers! Learn the basics of coding languages like HTML, JavaScript, and CSS through a series of web projects and design challenges each day and be on your way to becoming the next tech star! Whether you want to be the next Mark Zuckerberg or the high school student who just made $1 million dollars for programming in his bedroom, this course has the essentials you need to begin your journey. Projects will be available on a Black Rocket website to share with friends and family. Students will work in pairs or teams for most of the program. CFK-869.

58107 5 Sessions249
Jul 11 - Jul 15, MTWTHF, Time: 09:00 AM -- 12:00 PM Room: Emeriti Hall EH 210
Grades 6-8
Instructor: Black Rocket Productions LLC

Minecraft Animators
Bring your favorite Minecraft characters to life in an animated short film! Learn how studios like Pixar and Disney make movies like Inside Out and Frozen using techniques like key framing, tweening, texturing, and animating rigged 3D models! Student projects will be available on a Black Rocket website to share with friends and family. You do not need to own a Minecraft account to use the software in this class. Students will work in pairs or teams for most of the program. CFK-879.
Design Diva

All participants learn foundational design principles, color theory, fabric science, fashion illustration, simple patternmaking and of course garment sewing! All participants will design, create and sew their own designs! And on Friday afternoon, we will have a runway fashion show, where our students become models and walk the runway with their new creations!!! No experience necessary. This is an amazing week. You will see a new fashion designer emerge from someone who began the week with limited sewing or design knowledge! Don't miss this week! CFK-881.

Music and Voice Camp

Does your child dream of what it's like to be behind the microphone, performing like their favorite singer? Well, here's their chance! This one-of-a-kind camp designed by a GRAMMY award winning music producer and two-time Parent's Choice Gold winner offers campers an actual recording studio experience by introducing them to the amazing world of the music industry. Campers will have a blast developing their skills in Songwriting, Music Recording, Voice-overs and Audio Equipment Operation. Campers can work interchangeably as talent and/or crew, behind the scenes or behind the microphone. They'll learn vocal warm up routines, perform voice-overs and TV/radio announcements, have a blast singing karaoke to their favorite songs, and the best part is they will have the unique opportunity to create their very own song from start to finish and record it live! It isn't often that a child can say they had a hand in fully producing a song from beginning to end and have a copy of that song to share with friends and family for years to come. Campers will receive one professionally edited audio CD that contains all of their camp recordings for the week. This CD is included in the camp fee. CFK-882.

Create Your Own Coloring Book

Coloring is no longer just for kids. But, as a kid, designing your own coloring book might be just what you'd like to do to start off your summer. We'll each choose a theme and make lots of drawings - both simple and intricate. We'll use a black marker to make sharp outlines. And when we've gathered together enough drawings to make our books, we'll have them printed and bound. You'll end your week with a book for yourself and another to give as a gift. Don't worry if you think you can't draw - you can! CFK-891.

Minecraft Modders

Use your favorite game to learn the basics of modding and foundations of programming. Learn scripting and logic statements as you create your first mod! Introductory coding will also be taught through a simulated environment inspired by Minecraft. Student projects will be available on a Black Rocket website to share with friends and family. To access their project at home students must own a PC/MAC version of Minecraft. Tablet, phone, and game console version of Minecraft are not compatible. Students will work in teams for most of the program. CFK-893.
Instructor: Black Rocket Productions LLC

58134 5 Sessions249
Aug 01 - Aug 05, MTWTHF, Time: 09:00 AM -- 12:00 PM Room: Emeriti Hall EH 209
Grades 3-5
Instructor: Black Rocket Productions LLC

58135 5 Sessions249
Aug 01 - Aug 05, MTWTHF, Time: 01:00 PM -- 04:00 PM Room: Emeriti Hall EH 209
Grades 6-8
Instructor: Black Rocket Productions LLC

Electronic Lab Workshop
Learn about electronics the best way possible. You will experiment and take home your own Electronic Lab Kit. You will get to build a super race car engine sound, electric fan, motion detector, power microphone, trombone sounds, space war sounds, and so many more neat projects. That’s not all. It is not just about building. You will learn what direct current is and which materials conduct electricity. Learn what happens when you place batteries in series. Learn what resistors and capacitors do and so much more. Better yet, make your own battery. Make a mind reading game, a musical doorbell, and a lie detector, control electronic currents by the clap of your hands, and still more than that. Yes it is Sciensational Workshop’s way of science. Fun, hands on and educational. Kids will be grouped by age. CFK-896.

58121 5 Sessions249
Jul 18 - Jul 22, MTWTHF, Time: 09:00 AM -- 12:00 PM Room: Cohen Hall CH 265
Grades 2-7
Instructor: Sciensational Workshops For Kids, Inc.

Make Your First Video Game
If you love playing video games, this is the camp for you! Make your first video game in this one-of-a-kind class that shows you the keys to designing your own 2D platformer game. Conceptualization, play experience, challenge levels, graphics, sounds, and simple coding are just some of the concepts that we’ll explore. No prior experience necessary, just a desire to have fun. Student created games will be available on a password protected Black Rocket website to share with friends and family. All materials are included in the fee. Students will use full size sewing machines. All fabrics are supplied for this camp. Please note we cannot guarantee specific fabrics for individual students. CFK-906.

58100 4 Sessions249
Jul 05 - Jul 08, TWTHF, Time: 08:15 AM -- 12:00 PM Room: Cohen Hall CH 156
Grades 6-8
Instructor: Black Rocket Productions LLC

58101 4 Sessions249
Jul 05 - Jul 08, TWTHF, Time: 12:30 PM -- 04:15 PM Room: Cohen Hall CH 156
Grades 3-5
Instructor: Black Rocket Productions LLC

Minecraft Designers
If you love the game Minecraft, but always wanted to design your own characters and buildings for your games, this class is for you! Learn the basics of creating 3D models using new software to design your very own objects, create skins for characters, and import them into your favorite Minecraft games. To access their project at home, students must own a PC/MAC version of Minecraft. Tablet, phone, and game console version of Minecraft are not compatible. Parent email address is required to use 3D modeling software. Students will work in pairs or teams for most of the program. CFK-899.

58102 4 Sessions249
Jul 05 - Jul 08, TWTHF, Time: 08:15 AM -- 12:00 PM Room: Emeriti Hall EH 210
Grades 3-5
Instructor: Black Rocket Productions LLC

58103 4 Sessions249
Jul 05 - Jul 08, TWTHF, Time: 12:30 PM -- 04:15 PM Room: Emeriti Hall EH 210
Grades 6-8
Instructor: Black Rocket Productions LLC

Teen - Fashion Sewing
The Fashion Sewing Camp is a fun filled camp filled with never ending sewing projects! We start with learning how to work with commercial sewing patterns. Students will begin by sewing a pair of pull on pajama shorts, followed by a flirty summer skirt and a complete this fun filled week by sewing a tote bag! All materials are included in the fee. Students will use full size sewing machines. All fabrics are supplied for this camp. Please note we cannot guarantee specific fabrics for individual students. CFK-906.

58218 5 Sessions449
Aug 01 - Aug 05, MTWTHF, Time: 09:00 AM -- 12:00 PM Room: DeMare Hall DH 111
Aug 01 - Aug 05, MTWTHF, Time: 01:00 PM -- 04:00 PM Room: DeMare Hall DH 111
Grades 9-12
Teen - Life Skill Boot Camp (track 1)

CFK-910.

58205 5 Sessions299
Jul 18 - Jul 22, MTWTHF, Time: 09:00 AM -- 12:00 PM Room: Cohen Hall CH 267
Grades 9-12
Instructor: CCM Staff

Teen - Life Skills Boot Camp (Track 2)

CFK-911.

58206 5 Sessions299
Jul 18 - Jul 22, MTWTHF, Time: 01:00 PM -- 04:00 PM Room: Cohen Hall CH 267
Grades 9-12
Instructor: CCM Staff

Teen - Life Skills Boot Camp (track 1&2)

Real Life, Real Students, Real Stories, Real Lessons The County College of Morris Life Skills Boot Camp is created for High School students preparing to enter an ever changing world. Real Life, Real Students, Real Stories, Real Lessons incorporated in a fun, relaxed and engaging environment “Connecting Life and Learning”, CCM Student Ambassadors and esteemed leaders share how they successfully made the transition and the game plans to success. “Stay Calm” You don't want to miss this! BONUS: Discount if you take both tracks. CFK-912.

58204 5 Sessions525
Jul 18 - Jul 22, MTWTHF, Time: 09:00 AM -- 12:00 PM Room: Cohen Hall CH 267
Jul 18 - Jul 22, MTWTHF, Time: 01:00 PM -- 04:00 PM Room: Cohen Hall CH 267
Grades 9-12
Instructor: CCM Staff

Teen - Portfolio Development

Intended for intermediate art and photography students with an existing art portfolio. This course offers a review of one’s past artwork by instructor Sol Erez- artist, photographer and educator. Each student will be challenged with personalized, concentrated exercises and assignments focused on expediting, refining and better understanding their portfolio. CFK-913.

58207 5 Sessions299

Teen - Game Concepts

This course provides the student with an introduction to fundamental game design concepts. Several theories behind what makes games appealing and why we play are dissected and analyzed. In addition, the history of the game industry, social impact and the future of gaming are discussed. Students analyze various games and genres and create their own analog game. CFK-914.

58216 5 Sessions299
Aug 01 - Aug 05, MTWTHF, Time: 01:00 PM -- 04:00 PM Room: Cohen Hall CH 256
Grades 9-12
Instructor: Trevor Nelson

Fashion Sewing - Extended Hours

The Fashion Sewing Camp is a fun camp filled with never ending sewing projects! We start with learning how to work with commercial sewing patterns. Students will begin by sewing a pair of pull on pajama shorts, followed by a flirty summer skirt and complete this exciting week by sewing a tote bag! All materials are included in the fee. Students will use full size sewing machines. All fabrics are supplied for this camp. Please note we cannot guarantee specific fabrics for individual students. CFK-915.

58104 4 Sessions449
Jul 05 - Jul 08, TWTHF, Time: 08:15 AM -- 12:00 PM Room: DeMare Hall DH 111
Jul 05 - Jul 08, TWTHF, Time: 12:30 PM -- 04:15 PM Room: DeMare Hall DH 111
Grades 6-8
Instructor: So You

Minecraft Designers

If you love the game Minecraft, but always wanted to design your own characters and buildings for your games, this class is for you! Learn the basics of creating 3D models using new software to design your very own objects, create skins for characters, and import them into your favorite Minecraft games. To access their project at home, students must own a PC/MAC version of Minecraft. Tablet, phone, and game console version of Minecraft are not compatible. Parent email address is required to use 3D modeling software. Students will work in pairs or teams for most of the program. CFK-916.

58143 5 Sessions249
Babysitting 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! YTH-111.

28105 1 Session59
Feb 15, M, Time: 09:00 AM -- 03:30 PM Room: Student Community Center SC 234D
Instructor: Alexander Balish

28106 1 Session59
Apr 01, F, Time: 09:00 AM -- 03:30 PM Room: Henderson Hall HH 215
Instructor: Alexander Balish

28107 1 Session59
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)

General Info

County College of Morris invites you and your children to our Summer 2016 College for Kids & Teens Program. This year’s program runs from July 5th – August 12th. Our campus is located on 218 acres of rolling terrain in Randolph. We offer a summer experience that captures the interests of kids and teens while meeting the needs and concerns of parents. We hope you will join us!

* SOMETHING FOR EVERYONE!

Most courses are for children entering grades 3-8. Also see the New & Expanded Teens Section for grades 9-12.

* FLEXIBLE SCHEDULING!

Students register for classes to create the schedule that meets their interests and needs. Choose to come for 1-6 weeks of full day or half-day! (See course descriptions for times, ages and pricing).

* FUN AND EXCITING COURSES!

Vendor and instructor classes to choose from every week. Hands-on courses in arts & crafts, science, computers, apps, video games, music and voice camp, fashion design/sewing, and more!

* SAFETY IS OUR CONCERN TOO!

Students are always supervised by trained staff. All courses are taught by licensed and experienced teachers. Most courses are held in the main academic complex on campus unless otherwise indicated.

* CONVENIENT EXTENDED CARE OPTIONS!

We offer supervised pre-care, lunch care, and after care as a service to working parents who have children enrolled in College for Kids & Teens.

*REGISTER NOW!

Registration starts March 14, 2016.

* Note: Week 1 runs for 4 days Tuesday 7/5 – Friday 7/8; CCM is closed Monday 7/4. Course times will be extended each of the 4 days to incorporate 5 days of curriculum.

FAQs

When/where/how much is a course?

Classes are held Monday - Friday, July 5 – August 12, 2016. Note: There are no classes on Monday, July 4th as CCM is closed in observance of Independence Day. Course times for Week 1 will be extended each of the 4 days to incorporate 5 days of curriculum. Most courses are held in the main academic complex on campus unless otherwise indicated. Specific class dates/times/prices are included in the course descriptions. Please see each course for details.

How do I register? (See page 4)

* Online registration - up to 3 days prior to course start date - is hassle free with no more waiting in lines. Go to our website at www.ccm.edu/cfk (http://www.ccm.edu/cfk). There is a step-by-step guide to walk you through online registration.

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In step one, click on [webadvisor.ccm.edu](https://webadvisor.ccm.edu).

- In-person registration is done at Records and Registration and payment can be made at the Bursar’s office, both located in the Student Community Center.
- For mailed registrations add several days to the registration process and improve the likelihood of availability in your desired courses. Many courses fill up quickly. Register as early as you are able to ensure availability of your desired schedule. All registrations must be completed with your child’s information including your child’s social security number.

**Will I receive confirmation?**

Online registrations receive confirmation to the program. All registrants will receive a welcome packet upon enrollment consisting of Medical, Authorization for Pick Up and Student Code of Conduct forms. Signed forms must be returned before the start of the program. **No child will be allowed to attend classes without completed forms on file.** Late registrations (2 weeks or less) will not be mailed out a packet. You will have to complete the forms upon arrival for class on Monday. Please allow extra time to do so. You can also find the forms online at [www.ccm.edu/cfk](http://www.ccm.edu/cfk). Forms are located on the left-hand side of the page. Courses are filled on a first come-first served basis. You will not receive a confirmation of courses prior to the start of classes. If you have not received a packet within 3 weeks of registering, please contact the director at cfk@ccm.edu to ensure receipt of your mailed registration.

**Refunds/Dropping a Course:**

Students will receive a full refund (minus a $10 service fee per course) if notification is received in writing **three business days prior to the first class.** Thereafter there is no refund. Refunds may take 4-6 weeks to be processed. **Mail your request to the Registrar: RECORDS AND REGISTRATION, County College of Morris, 214 Center Grove Road, Randolph, NJ 07869-2086.** Or you can email your request to registrar@ccm.edu.

**Course Cancellations and Changes:**

The college reserves the right to change instructors, to cancel, combine or divide courses, to change the time, date or place of meeting, to change the cost per course, to make other necessary decisions in these course offerings, and to do so without obligation. The college may cancel a course if registration fails to meet expected levels. If a course is filled or cancelled, you will be placed in an alternate choice prior to start of the class. We will contact you by email. Please be sure to have an updated email on file. The college is not responsible for errors in printed materials.

**Pick up and drop off by parent or guardian:**

The pick-up and drop off policy is subject to change and you will be notified by email, so please be sure to give a current email address. **Grades 3-8:** Students must be signed in and signed out at the table in the lobby of Cohen Hall. Parents should park in Lot 7 and walk their student down to/from the building. **No elementary or middle school student is permitted on campus unescorted at any time.** You must pick up your child within 10 minutes of the end of class.

Any abuse of this policy will result in the immediate expulsion from the program without refund. **Grades 9-12:** High School students may sign themselves in/out at the beginning /end of their scheduled program day unescorted; however absentees will be confirmed with the parent/guardian daily.

**Pre-Care and After Care:**

**Grades 3-8:** Pre-care and After Care students must be signed in and signed out at the table in the lobby of Cohen Hall. Parents should park in Lot 7 and walk their student down to/from the building. **No elementary or middle school student is permitted on campus unescorted at any time.** Pre-care students will be directed to their first class. You must pick up your child within 10 minutes of the end of aftercare. Any abuse of this policy will result in the immediate expulsion from the program without refund. Please be prompt.

**Grades 9-12:** If parents desire supervision for High School students they must register for appropriate program. High School students may sign themselves in/out at the beginning /end of their scheduled program day unescorted; however absentees will be confirmed with the parent/guardian daily.

**Lunch and Snacks:**

Students remaining on campus through the lunch hour must register for the Free Lunch Care option so the college has a record of who is to be on campus at all times. Students enrolled in the Free Lunch Care Program will eat lunch in the Cohen Hall Cafeteria (between Sheffield and Cohen Halls) daily from 12-1pm. Students are to bring lunch from home. Lunch is supervised by CFK staff. There will be a 15 minute snack break in both the morning and afternoon sessions. Please bring a neat and healthy snack. Students are responsible for their own snacks and lunch. No refrigeration or storage is available. Vending machines with snacks and drinks are available. Children not enrolled for FREE Lunch Care may not be alone on campus between morning and afternoon sessions.

**Supervision:**

Students are supervised by CFK staff at all times during the program day. Students are escorted between classes, buildings and to/from during snacks and lunch. **No elementary or middle school student is permitted on campus unescorted at any time.**

**Grades 9-12:** High School students may sign themselves in/out at the beginning /end of their scheduled program day unescorted. **All other times they must be under CFK staff supervision.** Absentees will be confirmed with parent/guardian daily. Noise cancelling headphones or excessive cell phone/tablet usage is prohibited. CCM is not responsible for any personal items.
Youth and Specialty Programs Office:
James Bryant
973-328-5072 • Monday-Friday, 9 a.m. - 3 p.m. • Email: cfk@ccm.edu

Please note that classes are cancelled due to low enrollment two weeks prior to the start date. Do not wait to register. You will be notified of any changes by email. Please be sure you give a current email. We are not responsible for incorrect registration information provided to us.

Forms
To access the Summer College for Kids registration forms, please visit www.ccm.edu/cfk/ (http://www.ccm.edu/cfk).
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