

Opportunity Programs

Prevocational Training for Adults with Developmental Disabilities

These courses are prevocational training programs. They cover fundamental skills, and are intended for students who have the physical and intellectual capacity, as well as the desire, to become a member of the workforce.

Prospective students will be welcomed into this non-credit program under the auspices of the Center for Workforce Development Program. Please note that certification requires full participation in the course and lab experiences.

The goal of this program is to teach basic skills that may transfer to employment with local establishments. In addition, students will be coached on resume and interview preparation.

Class size is limited to 8 students per session. Priority will be given to students who have not yet completed an Opportunity Program course.

Opportunity Programs are administered in partnership with the Office of the Secretary of Higher Education as part of the County College-Based Center for Adult Transition Grant.

For more information and eligibility requirements, please visit our [Opportunity Programs website \(https://www.ccm.edu/programs/opportunity-programs/\)](https://www.ccm.edu/programs/opportunity-programs/)

Course Code	Course Title	CEUs
FDS-129E	Culinary Opportunity Program (COP)	7.2
CAR-203E	Home Improvement Retail Specialist Opportunity Program	4
HRT-138E	Horticultural Opportunity Program (HOP)	5.4
CAR-201E	Office Assistant Opportunity Program	4.5

For enrollment information, please contact Sarah Robey at srobey@ccm.edu or at 973-328-5189.

Courses

Culinary Opportunity Program (COP)

Students focus on fundamental culinary skills and have the chance to earn the ServSafe food handler certification. They acquire skills that prepare them for an entry-level position in food production, restaurants, supermarkets or delis. Students will gain experience in following recipes, knife cuts, preparing dishes, equipment cleaning and maintenance, sanitation and safety measures, and basic nutrition. FDS-129E.

Home Improvement Retail Specialist Opportunity Program

This course teaches vocational skills to prepare for careers at home improvement retail locations, hardware stores, and warehouses. Topics include the safe use of tools, moving and securing materials, and proper use of equipment. Students are introduced to the

carpentry, electrical, and plumbing fields, and they get hands-on practice applying what they learn in a workshop setting. CAR-203E.

Horticultural Opportunity Program (HOP)

This program teaches hands-on horticultural practices ranging from greenhouse production, to growing vegetables and herbs, to floriculture. Students learn about the safe use of tools, soil preparation and seeding, transplanting techniques, caring for plants, and more. HRT-138E.

Office Assistant Opportunity Program

This program prepares students to work in a clerical position in an office setting. Students will learn skills such as filing, typing, and organization. In addition, they will learn basic Microsoft office software applications, including Word and Excel. Students will have the opportunity for hands-on practice through assignments and situational role-playing. CAR-201E.
