

# COUNTY COLLEGE of MORRIS

# Continuing Education

*Connecting Learning & Life*

January – August, 2015



*Moira Wood, Addictions Counselor  
Mount Olive Counseling and Clinic  
CADC Graduate*

**January 13  
Information  
Sessions**

*Check out your options at our  
Information Session on  
Tuesday, January 13.*



COUNTY COLLEGE of MORRIS

*Connecting Learning & Life*

[www.ccm.edu/BusinessCommunity](http://www.ccm.edu/BusinessCommunity)

**#1 Ranked  
Training  
Provider  
for Businesses**

See pages 4–10



CORPORATE and COMMUNITY PROGRAMS  
PHONE: 973-328-5187  
EMAIL: CPP@CCM.EDU

County College of Morris is excited to offer its Spring and Summer 2015 Continuing Education catalog to you!

This semester we have added some wonderful new programs to enhance the growing list of professional and career certificates. Additionally, we now have a searchable version of this catalog available at [www.catalog.ccm.edu](http://www.catalog.ccm.edu).

**Career and Professional Programs**

New this semester are several programs for internet and mobile technology professionals including Web Analytics Certifications and a Search Engine Optimization Professional Certification. See page 18 for details. Because of the popularity of our Lean & Six Sigma Green Belt, we have added the Black Belt Certificate for this semester. And, as the New Pathways to Teaching in New Jersey program continues to grow, we are offering the "Stage 1" as well as the "Intro To Teaching-24 Hour Component" this semester. Need to learn QuickBooks? We have 3 completely new courses tailored to suit different experience needs. Having trouble communicating with your Spanish speaking employees or customers? Let us help with that too.

**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, Adults and the Young at Heart!**

We are pleased to announce that our ever-popular swimming programs are back! Plus, we are offering more cooking courses for couples and parent-child pairs. For youth and kid programs, check out page 50. CCM Celebrates Seniors will again be held in May as in years past (See page 49 for more information). And check out our all new dance classes revamped to make them more approachable.

**CCM Morristown**

Our Morristown location has put together a full array of Small Business, Microsoft Applications and English Language Learner courses.

Come investigate these programs at Tuesday, January 13th for no-cost information sessions. We connect learning and life!

Coordinator of Career & Professional Programs

214 Center Grove Road • Randolph, New Jersey 07869-2086 • 973-328-5187  
[www.ccm.edu/BusinessCommunity](http://www.ccm.edu/BusinessCommunity)



**Chance to help others grow through addictions counseling and the CADC Program**



Drug Counselor certification (CADC) just sealed the deal for her to eventually get hired. Obtaining a CADC is a long and involved progression taking up to three or four years

A life history of helping people through her career set the stage for Moira Wood to become an Addictions Counselor for Mount Olive Counseling and Clinic. Getting a Certified Alcohol and

for many people. Moira has found a way to not just persevere through process in just over two years, but to make it an endeavor of success! Her application was sent to the State Division of Consumer Affairs as this publication went to press.

To cut her teeth in addictions counseling, she secured a part-time position with NJ 211 – Addictions Hotline. She was able to put the training she was receiving in school to work immediately by answering questions and directing callers to further assistance. She quickly parlayed this position to an additional

part-time counseling internship with Mount Olive Counseling and Clinic where she has a host of responsibilities across the spectrum of CADC functions. Many of her hours at work qualified towards the 3,000 hours of supervised counseling required for certification. "There are twelve core functions of an alcohol and drug counselor; and I am fortunate to have exposure to all of them," said Moira.

Moira has used her complete life's work to develop the knowledge and skills needed for

Visit our website at [www.ccm.edu/BusinessCommunity](http://www.ccm.edu/BusinessCommunity),  
email us at [cpp@ccm.edu](mailto:cpp@ccm.edu) or call us at 973-328-5187 ext. 3

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***DID YOU KNOW  
CCM WORKS DIRECTLY  
WITH COMPANIES  
AND ORGANIZATIONS?***

Robert Lipka  
Director, Customized Training Solutions



For over 25 years, the Center for Business & Technology at CCM has been successfully providing business and staff development solutions to over 400 diverse organizations in the greater Morris County area.

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 onsite, 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**

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Please contact us for a free consultation: **Center for Business & Technology at CCM**  
Call 973-328-5188 or email [CBT@CCM.EDU](mailto:CBT@CCM.EDU) for Training Solutions Assistance  
or visit [www.ccm.edu/cbt](http://www.ccm.edu/cbt) for Services/Training Topics Information



## Maximizing Success for Morris Businesses.....

The Center for Business & 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:



**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 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.



**JEWISH 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 JCHC 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 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, see pages 4 and 6 and visit us at [www.ccm.edu/cbt](http://www.ccm.edu/cbt)



**To find out how we can do the same for your company and employees,  
contact us at 973-328-5188 or [CBT@CCM.EDU](mailto:CBT@CCM.EDU).**

# Training for Businesses

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

**#1  
PROVIDER OF TRAINING  
FOR BUSINESSES AMONG  
NJ COMMUNITY COLLEGES**

Beth Rodgers,  
Business Solutions Specialist



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 programs cover the following:**

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

Additionally, we have new grant programs to ready your workforce for emerging technologies and manufacturing specialties:

- **Technology Grant:** Business Objects, Microsoft .Net (C++ or Visual Basic .Net), Web Development Training (jQuery, Angular JS, Node.js, Microsoft technologies), Cloud Computing (AWS, Windows Azure), Service-Oriented Architecture, Business Intelligence, Mobile Apps, Software Engineering, DBMS and more....
- **Fabricated Metal/CNC Grant:** Metal Fabrication, Mechatronics, CNC Programming

**Contact us today to help  
drive your business' success!**

Call 973-328-5186 or  
email us at [CBT@CCM.EDU](mailto:CBT@CCM.EDU)



**Sampling of Courses for Your Business:**

Business/Personal Development Skills	
Business Writing	Performance Management
Business Communications	Team Building
Customer Service Skills	Supervisory/Management Skills
Conflict Resolution	Change Management
Diversity Management	Work Life Balance
Emotional Intelligence	Strategic Planning
Team Effectiveness	Innovative Thinking
Time Management	Marketing & Sales
Critical Thinking Skills	Multi-Generational Mgmt.
Stress Management	Succession Planning
Presentation Skills	Leadership Development

Technical/Specialty Skills	
Business Math	Mechanical Prototyping
Blue Print Reading	Computer Integrated Mfg.(CNC)
Microsoft Office Suite	General Mechanical Skills
GDT	Logistics
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 (ESL)	Occupational Spanish

## NO-COST TRAINING FOR BUSINESSES

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 coordinated with your Human Resources Department, and registration must be done through the Center for Business & Technology. For information and registration, go to [WWW.CCM.EDU/BUSINESSCOMMUNITY](http://WWW.CCM.EDU/BUSINESSCOMMUNITY) and CLICK ON NO-COST TRAINING FOR BUSINESSES.

### NOTE: For Employers and Employees

Employees must meet the following eligibility requirements:

- Public employees and unemployed persons are NOT eligible for this program
- Employees must work either part-time or full-time
- Employees must be paid by employer at their usual hourly rate while in training (companies with less than 250 employees are exempt)
- Employer must have a valid FEIN Number
- For PC courses, employees must have knowledge of Windows and know how to use the keyboard and mouse

Do you see courses you want to offer your employees but they're not listed for a day or time on our website that's convenient for your operations? Do you have needs for other topics? Additional offerings are available at competitive rates! We can also deliver any class in this program at your company site for groups of 11 or more participants for a nominal fee of \$300. Call about a custom class that fits your schedule at 973-328-5188 or email us at [cbt@ccm.edu](mailto:cbt@ccm.edu).

*Topics listed are offered as a One Day Course (9 a.m. – 5 p.m.), unless otherwise indicated. Early registration is recommended.*

## BUSINESS COMMUNICATIONS NO-COST TRAINING COURSES

### BUSINESS PROFESSIONALISM: ELIMINATING ROADBLOCKS TO SUCCESS

What is professionalism? Not understanding what it represents can limit your career advancement. Ignoring it can put your career on permanent hold. It is the cornerstone of the business world. Learn how to conduct yourself as a professional who sets standards which others will look at as the model. You will be guided to develop a positive and proactive approach in communications and how to best present yourself. The importance of convictions and accountability and their impact will be discussed to help you acquire the personal perspective, to become a polished and successful professional in your field. CHOOSE 1 MEETING, 4 HOURS TOTAL.

GO TO [www.ccm.edu/BusinessCommunity/NoCost.aspx](http://www.ccm.edu/BusinessCommunity/NoCost.aspx)

MORNING: Fri., Jan. 16, Henderson Hall, rm. 215, 8:30am-12:30pm

AFTERNOON: Fri., Jan. 16, Henderson Hall, rm. 215, 1pm-5pm

MORNING: Tues., Feb. 17, Landscape/Horticulture Techn Bldg(LHT), rm. 110, 8:30am-12:30pm

AFTERNOON: Tues., Feb. 17, Landscape & Horticulture Techn Bldg (LHT), rm. 110, 1pm-5pm

### MANAGING COMPLEXITY USING CRITICAL THINKING SKILLS

This course will enable you to think independently, make better decisions, deal with change quickly and effectively, think more creatively, and be more self-reflective. This is the basis for effective critical thinking, which is an essential skill in the workplace. You will learn to develop critical thinking skills to: detect inconsistencies and common mistakes in reasoning, recognize your own assumptions and biases, identify the importance and relevance of various ideas, and reach well-reasoned conclusions and solutions.

GO TO [www.ccm.edu/BusinessCommunity/NoCost.aspx](http://www.ccm.edu/BusinessCommunity/NoCost.aspx)

Fri., Jan. 16, Henderson Hall, rm. 212, 9am-5pm

Tues., Mar. 24, Landscape & Horticulture Techn Bldg (LHT), rm. 110, 9am-5pm

### PROBLEM SOLVING MADE EASY – MAKING ROOT CAUSE ANALYSIS WORK FOR YOU!

How do you best approach finding solutions to problems, especially ones that have the greatest impact on you? Come and understand the importance of accurately identifying the origin of a problem. This

**NEW!**

is the foundation for formulating solutions in an efficient, productive and timely way that yields meaningful results. You will learn the principles of Root Cause Analysis, how to use associated tools to recognize and address the key elements of a problem and develop a basis upon which to make informed decisions. Now you will be better equipped to not only develop and implement solutions but to also sustain their application.

GO TO [www.ccm.edu/BusinessCommunity/NoCost.aspx](http://www.ccm.edu/BusinessCommunity/NoCost.aspx)

Wed., Jan. 28, Landscape & Horticulture Techn Bldg (LHT), rm. 109, 9am-5pm

**NEW!**

### INNOVATIVE THINKING: UNLEASH THE POWER OF YOUR THINKING POTENTIAL

These challenging economic times call for extraordinary solutions. The innovative process can be messy. How do you approach the process and make it work? This training will present the practices to stimulate and promote creativity. You'll gain the skills required to become a more effective problem solver, decision maker and communicator. You will learn to expand your critical thinking skills, gain a focus to think strategically, and consider all sides of an issue. In this course you will learn techniques to turn existing problems into opportunities for growth, promote originality, and improve systems, products and processes. You will come to understand the importance of focusing on results vs. focusing on a good process. Discover brainstorming tools and techniques that promote creative thinking and generate ideas and solutions. This training fosters improving business results through a creative process that brings innovations to life.

GO TO [www.ccm.edu/BusinessCommunity/NoCost.aspx](http://www.ccm.edu/BusinessCommunity/NoCost.aspx)

Wed., Feb. 18, Landscape & Horticulture Techn Bldg (LHT), rm. 109, 9am-5pm

Fri., Apr. 17, Henderson Hall, rm. 212, 9am-5pm

### TRANSITION TO SUPERVISOR: YOU'VE BEEN PROMOTED, NOW WHAT?

Moving to a new management or supervisory role? Interested in growing into a supervisory role? Whether you like it or not, there is a transition period to establish new relationships with co-workers who were once peers. You are often thrust into managing change and

*No-Cost Training continued on next page.*

# Training for Businesses

meeting totally new expectations. So, how do you make the most of your natural talents to succeed? Come learn the fundamentals of management and leadership to make a seamless transition, competencies of successful leaders, communication skills that work, and individual development plans to maximize job performance.  
GO TO [www.ccm.edu/BusinessCommunity/NoCost.aspx](http://www.ccm.edu/BusinessCommunity/NoCost.aspx)

Thurs., Jan. 29, Learning Resource Center (LRC), rm. 106, 9am-5pm

## STRATEGIC PLANNING BASICS: MAKING YOUR INPUT COUNT

Do you and the people who work with you understand where your company is going? If not you may all develop your own priorities which will actually prevent you from getting where you need to be. To get everyone on the same wave-length you must have a strategic plan complete with the organization's values, vision, and mission. Next, there's the challenge of bringing these principles to life in a meaningful way that people can relate to and believe in. Acquire skills to identify the values that support your company and define its vision. Learn to apply tools and techniques to create a strategic plan that directs the organization from the executive to the front line.  
GO TO [www.ccm.edu/BusinessCommunity/NoCost.aspx](http://www.ccm.edu/BusinessCommunity/NoCost.aspx)

Wed., Jan. 14, Landscape & Horticulture Techn Bldg (LHT), rm. 109, 9am-5pm

Fri., Mar. 20, Henderson Hall, rm. 212, 9am-5pm

**NEW!**

## INTRODUCTION TO LEAN PRINCIPLES

This course is designed to introduce organizations and individuals to the classic and widely used "lean" practices that are now applicable to all industries. In this course you will learn to practically apply techniques that cut waste and improve process efficiency to increase quality, profitability, operational excellence and customer satisfaction. You will be introduced to Kaizen business improvement techniques and their application. You will become familiar with some of the key lean tools used to implement stream-lined processes within an organization for maximum affect (5S, JIT, Continuous Flow, Work Leveling, TPM, Quick Changeover, Work Standardization, Visual Management, Cause and Effect/5-Why Analyses, and Error Proofing).  
GO TO [www.ccm.edu/BusinessCommunity/NoCost.aspx](http://www.ccm.edu/BusinessCommunity/NoCost.aspx)

Fri., Mar. 13, Landscape & Horticulture Techn Bldg (LHT), rm. 110, 9am-5pm

## COMMUNICATING FOR BUSINESS SUCCESS

Have you ever been intrigued by someone who always seems to know what to say and how to say it in any situation? Now you too can learn skills that help you communicate with diplomacy, tact and confidence. This workshop will help you master body language, understand personality styles and their preferred methods of communication, manage your emotions and learn successful communication skills that will build rapport and strengthen relationships that create positive outcomes.  
GO TO [www.ccm.edu/BusinessCommunity/NoCost.aspx](http://www.ccm.edu/BusinessCommunity/NoCost.aspx)

Fri., Jan. 23, Henderson Hall, rm. 212, 9am-5pm

Fri., Mar. 6, Henderson Hall, rm. 212, 9am-5pm

Tues., Apr. 28, Landscape & Horticulture Techn Bldg (LHT), rm. 110, 9am-5pm

## STRATEGIES TO REDUCE CONFLICT IN THE WORKPLACE

Conflict is unavoidable...view it in this light and it can remove the fear that keeps us from approaching it directly and positively. How do you deal with conflict? Do you deal with it assertively and relaxed? Do you confidently confront conflict head-on? Or do you avoid conflict in the hopes that it will go away by itself? If the answer is "yes" to that last question, don't feel bad. The truth is that most of us have learned from experience that workplace conflicts too often lead to unproductive consequences such as anxiety, anger, intimidation, blame and resentment. Managed conflict is a healthy way to bring important

issues out in the open and strengthen your relationships with co-workers, bosses, vendors...even your friends and significant others.  
GO TO [www.ccm.edu/BusinessCommunity/NoCost.aspx](http://www.ccm.edu/BusinessCommunity/NoCost.aspx)

Tues., Jan. 27, Landscape & Horticulture Techn Bldg (LHT), rm. 110, 9am-5pm

## DYNAMIC PRESENTATIONS: CONVEY YOUR MESSAGE WITH CONFIDENCE

Would you like to speak in front of an audience (small or large) in a convincing, confident, and concise way? This course will teach you how to deliver dynamic and effective presentations. You will learn to build audience rapport through improved eye contact, vocal delivery and body language. The end result will be sharpening your public speaking skills (taking the fear out of the equation!).

GO TO [www.ccm.edu/BusinessCommunity/NoCost.aspx](http://www.ccm.edu/BusinessCommunity/NoCost.aspx)

Fri., Feb. 20, Henderson Hall, rm. 212, 9am-5pm

Fri., Apr. 24, Henderson Hall, rm. 212, 9am-5pm

**NEW!**

## ESSENTIAL TOOLS FOR MANAGEMENT SUCCESS

Business professionals today are dealing with rapid change and long term uncertainty. How do you make sure that you are prepared for the challenges ahead? One way is having the robust skills in multiple areas which will open a wide range of possibilities for success. This will allow you to adapt more easily, eliminate shortcomings, collaborate more successfully, and very importantly become more valuable to your organization. With the right development, there are no limits... as long as you have the key skills. This course will provide the latest tools to develop skills in the essential areas that are crucial to be a successful manager in today's business environment. The training will cover Leadership and People Management (retaining, motivating and coaching team members for high performance), Collaboration Skills (influencing, building relationships, managing conflicts and negotiating), and Business Management Skills (understanding strategies, business functions, and decision-making).

GO TO [www.ccm.edu/BusinessCommunity/NoCost.aspx](http://www.ccm.edu/BusinessCommunity/NoCost.aspx)

Fri., Feb. 6, Henderson Hall, rm. 212, 9am-5pm

Tues., Apr. 14, Landscape & Horticulture Techn Bldg (LHT), rm. 110, 9am-5pm

## DEMISTIFYING SOCIAL MEDIA

Be introduced to social media tools and make them work for you. Confused on where to start? Less than satisfied with your results? Come learn this interactive approach which will teach you advanced and effective networking skills. Become skilled in leveraging key social media sites, including Facebook, LinkedIn and Twitter. You will come to appreciate and learn the art and cultivation of proactive networking with tools that will grow your business. In addition, you will explore some of the major social media sites and look at how specialty sites and social media management tools can take social media usage to the next level. Learn the value of implementing social media to add an impact to such things as marketing and branding. Learn the importance of the use of metrics to measure the impact of a social media plan. Stay on top of social media trends and adjust your plan as the online world evolves and you keep pace with it.  
GO TO [www.ccm.edu/BusinessCommunity/NoCost.aspx](http://www.ccm.edu/BusinessCommunity/NoCost.aspx)

Fri., Feb. 27, Landscape & Horticulture Techn Bldg (LHT), rm. 109, 9am-5pm

## EMOTIONAL INTELLIGENCE (EI): BOOST YOUR POWER OF PERSUASION

Today's savvy employee is tuned into their emotional quotient (EQ). With high stressors in work environments, the way we relate and connect with one another defines the entire perception of an organization--especially in a service-oriented customer atmosphere. Learn the key factors needed to relate to others and be aware of the pitfalls of interpersonal relationships. This course will help you to identify the various ways to emotionally relate with others. Learn the various



traits defined by the EI models and how to strengthen your power of persuasion and influence through managing emotions.

GO TO [www.ccm.edu/BusinessCommunity/NoCost.aspx](http://www.ccm.edu/BusinessCommunity/NoCost.aspx)

Thurs., Feb. 5, Learning Resource Center (LRC), rm. 106, 9am-5pm

Fri., Apr. 10, Henderson Hall, rm. 212, 9am-5pm

## TECHNIQUES TO REDUCE STRESS:

### ACHIEVING WORK-LIFE BALANCE

Now, more than ever, companies are realizing that high stress environments lead to employee burnout, absenteeism, low productivity and high turn-over. Helping an employee maintain work-life balance is as vital to the staff as it is to the overall health of the company. Self-care in the workplace is a critical component of employee appreciation and satisfaction. Come learn tips, techniques and strategies for managing stress levels and reclaiming personal strength, energy and vitality to be more productive.

GO TO [www.ccm.edu/BusinessCommunity/NoCost.aspx](http://www.ccm.edu/BusinessCommunity/NoCost.aspx)

Thurs., Mar. 19, Learning Resource Center (LRC), rm. 106, 9am-5pm

## PROJECT MANAGEMENT FUNDAMENTALS

Today, in addition to the regular duties of your job, you are often expected to take on extra assignments and to get that additional job done well, done under budget, and done on time. This workshop is intended to familiarize participants with the basic understanding of project management while introducing some easy to use tools that can be employed immediately to help you and your team complete projects on time, within budget and quality specifications and stakeholder expectations. Participants will be introduced to the five essential Project Management Body of Knowledge (PMBOK) principles, project management process groups and learn about the essential activities that must be performed in each process group.

GO TO [www.ccm.edu/BusinessCommunity/NoCost.aspx](http://www.ccm.edu/BusinessCommunity/NoCost.aspx)

Thurs., Jan. 22, Learning Resource Center (LRC), rm. 106, 9am-5pm

Fri., Feb. 27, Landscape & Horticulture Techn Bldg (LHT), rm. 110, 9am-5pm

Tues., Apr. 7, Landscape & Horticulture Techn Bldg (LHT), rm. 110, 9am-5pm

## BUSINESS & EMAIL WRITING

This course is designed to teach participants the effective business writing skills and techniques to be used in communicating with internal and external audiences. Current business writing techniques will be applied along with a focus on a process for writing, guidelines for effective writing and techniques for editing. The workshop will also teach participants to prepare improved, complete, understandable and professionally acceptable e-mails. Opportunities will be provided to evaluate writing, edit samples of writing and practice editing to improve writing. Come brush-up your skills to write concise documents that can be understood by co-workers, clients and other members of the business community and increase your portability.

GO TO [www.ccm.edu/BusinessCommunity/NoCost.aspx](http://www.ccm.edu/BusinessCommunity/NoCost.aspx)

Fri., Feb. 13, Henderson Hall, rm. 114, 9am-5pm

Thurs., Apr. 9, Henderson Hall, rm. 114, 9am-5pm

## MANAGING YOUR WORKLOAD: HOW TO PRIORITIZE WHEN EVERYTHING IS IMPORTANT

Are you finding it difficult to function efficiently in today's high-pressure work environment? You're not alone. Today's high-demand work environments have left people feeling stressed, overwhelmed, and pulled in multiple directions. Demands are endless, schedules are constantly changing, responsibilities have been substantially increased and there are greater output expectations. STOP being reactive.....move toward developing a proactive mindset. Discover your own "delaying-tactics" so you can advance the timely completion of truly critical tasks. In this course you will learn how to take charge and be in control of your workload. You will be introduced

to practical tips and techniques to organize and manage shifting priorities that compete for your time, attention, and energy. You will acquire strategies to prioritize and sequence tasks to prepare a useful to-do list and then estimate time frames so you can schedule your tasks effectively and meet your deadlines. You will establish a proactive framework which will guide your daily activities and help you achieve a workday balance for success.

GO TO [www.ccm.edu/BusinessCommunity/NoCost.aspx](http://www.ccm.edu/BusinessCommunity/NoCost.aspx)

Tues., Mar. 10, Landscape & Horticulture Techn Bldg (LHT), rm. 110, 9am-5pm

Fri., Apr. 24, Henderson Hall, rm. 215, 9am-5pm

## INTRO TO LOGISTICS

Logistics is rapidly growing in importance here in New Jersey and in all areas of an organization. An understanding of logistics is critical in efficiently locating, moving, storing and purchasing goods and services at the lowest ultimate cost to the organization. This multi-session program will familiarize you with the various skills and knowledge that fall under the term logistics. This includes the various freight modes, importing/exporting, domestic and international freight terms, product and service flow, warehousing, inventory principles, infrastructure, logistics terminology, domestic and international documentation, Customs Border & Protection Agency Regulations, total landed cost calculations and the impact of geography. Sessions also include the metric system, pack-out calculations, map reading and tracking systems such as RFID. Participants will strengthen their communication, team building and customer service skills and acquire knowledge of MRP, Warehouse Management and Transportation Management Systems. 16 MEETINGS, 48 HOURS

GO TO [www.ccm.edu/BusinessCommunity/NoCost.aspx](http://www.ccm.edu/BusinessCommunity/NoCost.aspx)

Mon./Wed., Mar.16-May 6, Learning Resource Ctr (LRC), rm.106, 6:30pm-9:30pm

## SPANISH FOR IMPROVED WORKPLACE COMMUNICATIONS

This program is designed to encourage improved communications between English speaking and Spanish speaking co-workers. It seeks to build bridges of understanding, goodwill, and trust that fosters business success. The training will focus on the words and phrases needed to communicate at work with minimal difficulty. This type of communication does NOT require becoming fluent or learning the entire language. We understand that organizations invest in language training to meet specific objectives, not to create great Spanish speakers. This class will give individuals the basics to encourage communication with Spanish speaking co-workers. No prior knowledge of Spanish is required. Course materials cost of approximately \$25 (purchasing information provided upon registration). Choose day or evening. Must attend all meetings. 18 HOURS TOTAL

GO TO [www.ccm.edu/BusinessCommunity/NoCost.aspx](http://www.ccm.edu/BusinessCommunity/NoCost.aspx)

DAY: Wed., Feb.25-Apr.1 (6 mtgs), Learning Resource Ctr (LRC), rm.106, 1:30pm-4:30pm

EVE: Tues./Thurs., Mar.3-Mar.31 (9 mtgs), Cohen Hall, rm.269, 6:30pm-8:30pm

## ENGLISH AS A SECOND LANGUAGE (ESL) LEVEL 1

This course introduces students to basic structures and vocabulary of the English language through the skills of reading, writing, speaking, and listening. Learn strategies to advance reading, listening, and pronunciation skills. Expand your oral and written abilities. Course materials cost of approximately \$27 (purchasing information provided upon registration). Must attend all meetings. 4 MEETINGS, 16 HOURS TOTAL

GO TO [www.ccm.edu/BusinessCommunity/NoCost.aspx](http://www.ccm.edu/BusinessCommunity/NoCost.aspx)

Saturdays, Mar.7-Mar.28, CCM-MORRISTOWN/Schuyler Place, rm.220-D, 9am-1pm

**NEW!**

**NEW!**

# Training for Businesses

## PC SKILLS NO-COST TRAINING COURSES

### POWERPOINT FOR PRESENTATIONS WITH IMPACT

This course is designed to assist you in enhancing your Microsoft PowerPoint presentation by using features that will transform it into a powerful means of communication. Topics covered will include working with art, pictures, diagrams, charts and tables. You will format text on slides to enhance clarity while learning to add graphical objects to a presentation for improved visual appeal. You will also be introduced to adding tables and charts to a presentation to display data in a structured form.

GO TO [www.ccm.edu/BusinessCommunity/NoCost.aspx](http://www.ccm.edu/BusinessCommunity/NoCost.aspx)

*Fri., Jan. 23, Henderson Hall, rm. 114, 9am-5pm*

*Tues., Apr. 14, Henderson Hall, rm. 114, 9am-5pm*

### WORD FOR BEGINNERS

This course will introduce you to the basic operations of Microsoft Word. You will learn to create and edit a document, format paragraphs and pages, create a bulleted or number list and much more.

GO TO [www.ccm.edu/BusinessCommunity/NoCost.aspx](http://www.ccm.edu/BusinessCommunity/NoCost.aspx)

*Tues., Feb. 24, Henderson Hall, rm. 114, 9am-5pm*

### WORD INTERMEDIATE

This course will move beyond the basics of Microsoft Word. You will learn to customize tables and charts and manage lists. Additional instruction will introduce customizing the formatting of a document (using styles and themes), drawing and working with graphics, using the mail merge function and using macros to automate common tasks.

GO TO [www.ccm.edu/BusinessCommunity/NoCost.aspx](http://www.ccm.edu/BusinessCommunity/NoCost.aspx)

*Tues., Jan. 13, Henderson Hall, rm. 114, 9am-5pm*

### WORD FOR ADVANCED USERS

This course is designed for participants who want to gain skills necessary to manage lengthy documents, collaborate with others, and secure documents. You will learn how to create, manage, revise, and distribute documents. Upon completion of the course, you will be able to use Word with other programs, collaborate on documents, manage document versions, add reference marks and notes and create forms.

GO TO [www.ccm.edu/BusinessCommunity/NoCost.aspx](http://www.ccm.edu/BusinessCommunity/NoCost.aspx)

*Thurs., Mar. 12, Henderson Hall, rm. 114, 9am-5pm*

### EXCEL FOR BEGINNERS

This course will introduce you to Microsoft Excel basics including creating spreadsheets, formulas, functions, text, formatting and charts. At the completion of the course you will be able to perform basic Excel skills such as modifying an existing worksheet, building worksheets, copying and moving cells and much more.

GO TO [www.ccm.edu/BusinessCommunity/NoCost.aspx](http://www.ccm.edu/BusinessCommunity/NoCost.aspx)

*Tues., Jan. 13, Landscape & Horticulture Techn Bldg (LHT), rm. 102, 9am-5pm*

*Thurs., Feb. 5, Henderson Hall, rm. 114, 9am-5pm*

*Wed., Apr. 8, Henderson Hall, rm. 114, 9am-5pm*

### EXCEL INTERMEDIATE

This course will reinforce the elements introduced in Microsoft Excel-Beginners, and expand upon that base to include using advanced formulas and working with various tools to analyze data in spreadsheets. You will also organize table data, present data as charts, and enhance the look and appeal of workbooks by adding graphical objects.

GO TO [www.ccm.edu/BusinessCommunity/NoCost.aspx](http://www.ccm.edu/BusinessCommunity/NoCost.aspx)

*Wed., Jan. 14, Henderson Hall, rm. 114, 9am-5pm*

*Tues., Jan. 20, Henderson Hall, rm. 114, 9am-5pm*

*Thurs., Feb. 26, Henderson Hall, rm. 114, 9am-5pm*

*Fri., Mar. 27, Landscape & Horticulture Techn Bldg (LHT), rm. 102, 9am-5pm*

*Wed., Apr. 29, Henderson Hall, rm. 114, 9am-5pm*

### EXCEL FOR ADVANCED USERS

This course is designed for students desiring to gain the skills necessary to create macros, collaborate with others, audit and analyze worksheet data with the use of PivotTables and PivotCharts, incorporate multiple data sources and import and export data. This course will assist you in increasing productivity and improving efficiency by streamlining your workflow.

GO TO [www.ccm.edu/BusinessCommunity/NoCost.aspx](http://www.ccm.edu/BusinessCommunity/NoCost.aspx)

*Wed., Feb. 11, Henderson Hall, rm. 114, 9am-5pm*

*Thurs., Mar. 26, Henderson Hall, rm. 114, 9am-5pm*

*Thurs., Apr. 30, Landscape & Horticulture Techn Bldg (LHT), rm. 102, 9am-5pm*

### OUTLOOK FOR ADVANCED USERS

This course will build upon each participant's knowledge of basic email usage. It will provide the opportunity to learn about the diverse range of Outlook capabilities to increase job effectiveness and productivity. Topics will include Folder and Mail Management, Advanced Calendaring and Task options, Contacts Management, the Address Book, Custom Forms Usage, Advanced email and Information Management and Outlook Security.

GO TO [www.ccm.edu/BusinessCommunity/NoCost.aspx](http://www.ccm.edu/BusinessCommunity/NoCost.aspx)

*Thurs., Jan. 15, Landscape & Horticulture Techn Bldg (LHT), rm. 102, 9am-5pm*

*Thurs., Apr. 16, Henderson Hall, rm. 114, 9am-5pm*



## CAREER & PROFESSIONAL DEVELOPMENT



### LEARN ABOUT CCM CAREER CERTIFICATE PROGRAMS OPEN HOUSE and INFORMATION SESSIONS

Tuesday, January 13th, 6:30-8:00pm

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.

- 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

- **Lean & Six Sigma Programs**

Henderson Hall, HH113

*Pre-registration required – See page 12 for details.*

- **Agile Project Management Program**

- **PMI Project Management Professional Program**

- **MS Project Management Courses**

Cohen Hall, CH 271

- **Human Resources Program**

Henderson Hall, HH 114

- **Internet & Mobile Technologies Certificates**

Cohen Hall, CH 269

- **Alternate Route Teacher Certification**

Cohen Hall, CH 153

*Pre-registration required – See page 37 for details.*

- **Certified Alcohol & Drug Counselor (CADC) Program**

Cohen Hall, CH 255

- **Certified Nurse's Aide and Clinical Health Professionals**

Henderson Hall, HH 204

- **Medical Billing and Coding Program**

Henderson Hall, HH 212

- **RN Refresher Program**

Cohen Hall, CH 156

*Pre-registration required – See page 34 for details.*



**LEAN & SIX SIGMA CERTIFICATION**

**INFORMATION SESSION  
Careers in Lean & Six Sigma -  
Yellow Belt Certification**

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

**Tuesday, Jan. 13, 6:30-8:30 p.m.,**  
Henderson Hall, HH 113

Park in lot 4, 5, 6 or 7 –  
Use temporary parking pass found with registration information

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

*\*28538. 1 Session: Henderson Hall, HH 113  
Time: 6:30-8:30 p.m., Tues, Jan. 13  
Total Cost: \$29 (tuition \$20, college fee \$3, print \$1, registration \$5)*

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.

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

**LEAN & SIX SIGMA INFORMATION SESSION AND YELLOW BELT CERTIFICATION**

A basic introductory course, the Yellow Belt Certification course discusses the values of Lean & Six Sigma, shows the business case for instituting continuous process improvement processes into an existing business as

a means of reducing costs, improving supply chain management and increasing profits. Pre-registration is required to receive the Yellow Belt Certificate. BCC 134 CEU 0.2

**INSTRUCTOR:** Michael Daniels, Master Black Belt, CCM Instructor

*\*28538. 1 Session: Henderson Hall, HH 113  
Time: 6:30-8:30 p.m., Tues, Jan. 13  
Total Cost: \$29 (tuition \$20, college fee \$3, print \$1, registration \$5)*

**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 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. CEU 9.0

**INSTRUCTOR:** Michael Daniels, Master Black Belt, CCM Instructor

**BCC 135**

*28539. Part 1 - 8 Sessions: Henderson Hall, HH 113  
Time: 6:30-9:30 p.m., Mon and Wed, Jan. 26-Feb. 23 (no class Feb. 4)  
Total Cost: \$369 (tuition \$285, college fee \$40, technology fee \$14, materials \$25, registration \$5)*

**BCC 136**

*28540. Part 2 - 8 Sessions: Henderson Hall, HH 113  
Time: 6:30-9:30 p.m., Mon and Wed, March 2-25  
Total Cost: \$369 (tuition \$285, college fee \$40, technology fee \$14, materials \$25, registration \$5)*

**BCC 137**

*\*28541. Part 3 - 9 Sessions: Henderson Hall, HH 113  
Time: 6:30-9:30 p.m., Mon and Wed, April 6-May 11 (no class April 29 and May 6)  
Total Cost: \$369 (tuition \$285, college fee \$40, technology fee \$14, materials \$25, registration \$5)*

**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. CEU 9.0

**INSTRUCTOR:** Michael Daniels, Master Black Belt, CCM Instructor

**BCC 138**

*28542. Part 1 - 8 Sessions: Henderson Hall, HH 114  
Time: 6:30-9:30 p.m., Tues and Thurs, Jan. 20-Feb. 12  
Total Cost: \$369 (tuition \$285, college fee \$40, technology fee \$14, materials \$25, registration \$5)*

**BCC 139**

*28543. Part 2 - 8 Sessions: Henderson Hall, HH 114  
Time: 6:30-9:30 p.m., Tues and Thurs, Feb. 24-March 19  
Total Cost: \$369 (tuition \$285, college fee \$40, technology fee \$14, materials \$25, registration \$5)*

**BCC 140**

*\*28544. Part 3 - 9 Sessions: Henderson Hall, HH 114  
Time: 6:30-9:30 p.m., Tues and Thurs, March 31-April 28  
Total Cost: \$369 (tuition \$285, college fee \$40, technology fee \$14, materials \$25, registration \$5)*

**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).

**QUICKBOOKS –**

See page 14

**MEDICAL BILLING & CODING CERTIFICATION –**

See page 30





**“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, a student who finished the 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 class room 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

## HUMAN RESOURCES

### **CERTIFICATE IN HUMAN RESOURCES PROFESSIONAL - GENERALIST**

#### **INFORMATION SESSION Careers in Human Resources**

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

**Tues, Jan 13, 6:30-8 p.m.,**

Henderson Hall, HH 114

Park in lot 4, 5, 6 or 7 –

Use temporary parking pass found with registration information

Pre-registration is not required.

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. Earn an individual certificate for each module; or attend all four 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!

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

**NOTE:** There will be a Field Trip on March 19 to the SHRM Sussex-Warren Chapter Meeting, for the Dept. of Labor Speaker.

**Certification:** You receive a certificate of completion for each course. You do not need to enroll in the certificate program to benefit from these courses. Upon completion of these six courses, you are awarded the Certificate of Completion in Human Resources by the college. See “How to Request a Certificate.”

#### **Curriculum:**

- HR Management & Staffing  
21 Hours, 7 Sessions
- Employment Law  
18 Hours, 6 Sessions
- Training & Staff Development  
12 Hours, 4 Sessions
- Total Rewards: Compensation & Benefits  
15 Hours, 5 Sessions
- Strategic HR Management & Capstone Project  
12 Hours, 4 sessions

**REQUIRED TEXT:** Angelo S. Dinisi, Ricky W. Griffin, Human Resources Management, 3rd Edition, Cengage Learning, 2008. ISBN-10: 0-618-79419-0, ISBN-13: 978-0-618-79419-5. Students must obtain the text on their own.

**INSTRUCTOR:** Judy Treibman, MBA, SPHR

## **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 CEU 2.5

*Offered next semester*

## **EMPLOYMENT LAW**

Organizations are subject to regulations on the federal, state and local levels. HR must understand and stay abreast of the latest regulations and the interplay among them. HR Professionals provide training to managers and employees on compliance issues and develop and implement policies, practices, and procedures. Students will learn about relevant legislation such as: Employment at will/wrongful discharge, NJ State and local legislation, OSHA, FLSA, ERISA, FMLA, NLRA, WARN, COBRA, HIPAA, and EEO.

CHR 122 CEU 2.1

*Offered next semester*

## **TRAINING & STAFF DEVELOPMENT**

Continuous learning is essential to have a productive and efficient workforce. HR enhances performance and productivity by delivering essential training based on business objectives.

- Define core competencies and conduct a needs assessment
- Design and deliver training programs
- Career development and performance management

CHR 119 CEU 1.4

\*28417. 4 Sessions: Cohen Hall, CH 257  
Time: 6:30-9:30 p.m., Thurs, Feb. 5-26  
Total Cost: \$195 (tuition \$168, college fee \$18, print \$4, registration \$5)

*Certificate in Human Resources continued on next page.*

**TOTAL REWARDS:****COMPENSATION & BENEFITS**

Compensation and benefits are primary factors in recruiting and retaining top talent, key to a company's competitiveness. HR develops 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
- Mandated and other benefits: paid time off, flexible schedules
- Motivating the workforce

CHR 117 CEU 1.8

\*28418. 5 Sessions: Cohen Hall, CH 257

Time: 6:30-9:30 p.m., Thurs, March 12-April 9  
Total Cost: \$209 (tuition \$180, college fee \$20, print \$4, registration \$5)

**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.

- Competitive environment: SWOT Analysis
- Trends in the workforce
- Health, safety, and security risks
- Organizational form and structure including mergers/acquisitions, rightsizing and contingent workers

CHR 123 CEU 1.4

\*28419. 4 Sessions: Cohen Hall, CH 257

Time: 6:30-9:30 p.m., Thurs, April 23-May 14  
Total Cost: \$195 (tuition \$168, college fee \$18, print \$4, registration \$5)

**SMALL BUSINESS SUPPORT**

ALL NEW FOR 2015

**QUICKBOOKS FOR BUSINESS OWNERS**

As the leading software to assist small business owners with managing their finances, QuickBooks training has been and continues to be very popular. We have revamped our QuickBooks 1 and 2 courses to focus more on specific types of PC users. And, we have added a longer more detailed certificate of completion program for the more advanced user.

INSTRUCTOR: CCM Staff

**INTRO TO QUICKBOOKS FOR THE PC NOVICE**

No PC experience need 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 CEU 0.7

28488. 2 Sessions: Henderson Hall, HH 113  
Time: 6:30-9:30 p.m., Tues, Feb. 24-March 3  
Total Cost: \$119 (tuition \$88, college fee \$14, technology fee \$11, print \$1, registration \$5)

28489. 2 Sessions: Henderson Hall, HH 113  
Time: 6:30-9:30 p.m., Tues, April 21-28  
Total Cost: \$119 (tuition \$88, college fee \$14, technology fee \$11, print \$1, registration \$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 CEU 0.4

28490. 2 Sessions: Henderson Hall, HH 113  
Time: 6:30-8:30 p.m., Thurs, Feb. 26-March 5  
Total Cost: \$119 (tuition \$88, college fee \$14, technology fee \$11, print \$1, registration \$5)

28491. 2 Sessions: Henderson Hall, HH 113  
Time: 6:30-8:30 p.m., Thurs, April 23-30  
Total Cost: \$119 (tuition \$88, college fee \$14, technology fee \$11, print \$1, registration \$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 CEU 1.8

\*28492. 5 Sessions: Henderson Hall, HH 113  
Time: 6:30-9:30 p.m., Tues, March 10-April 7  
Total Cost: \$299 (tuition \$236, college fee \$42, technology fee \$15, print \$1, registration \$5)

\*28493. 5 Sessions: Henderson Hall, HH 113  
Time: 6:30-9:30 p.m., Thurs, May 7-June 11 (no class May 21)  
Total Cost: \$299 (tuition \$236, college fee \$42, technology fee \$15, print \$1, registration \$5)

**COMMAND SPANISH FOR THE COMMUNITY WORKPLACE**

Are your employees having trouble communicating with Spanish speaking customers or co-workers? If you need or want to interact more effectively with this ever increasing population, then Command Spanish for the Community Workforce would be of great value to you. Our highly energetic dual-language instructor gives you the basic Spanish language you need to welcome and assist these members of your community. LNG 160 CEUs 2.1

INSTRUCTOR: Marina Cupo, CCM Adjunct Instructor, Command Spanish ® certified Instructor

\*28494. 6 Sessions: Cohen Hall CH 269  
Time: 6:30-9:30 p.m., Wed., Feb.11-March 18  
Total Cost: \$299 (tuition \$213, college fee \$43, materials \$38, registration \$5)

**PROJECT MANAGEMENT****INFORMATION SESSION  
Careers in Project Management**

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

**Tues, Jan 13, 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

Pre-registration is not required.

**CERTIFICATE IN  
PROJECT MANAGEMENT  
(PMP OR CAPM)**

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 project management concepts and the Project Management Body of Knowledge (PMBOK).



*I took the PMP exam today and passed! Thanks so much for your guidance and helpful tips. After completing your class, I used the winter months to build on the foundation you set and be properly prepared for today.*

Thanks again, Diane Van Arsdale

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:

- Planning for Project Success (Prerequisite)  
6 Sessions, 18 hours
- Planning Quality in the Project  
4 Sessions, 12 hours
- Identifying and Managing Project Risk  
4 Sessions, 12 hours
- Managing Project Performance  
5 Sessions, 15 hours
- Managing Project Teams  
4 Sessions, 12 hours
- Negotiation and Contract Management  
4 Sessions, 12 hours

#### Integrated throughout the curriculum:

- PMI's Code of Ethics and Professional Conduct
- Preparation and Tips for the Certification Exams

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.

#### 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:** A Guide to the Project Management Body of Knowledge (PMBOK Guide), Fifth Edition (ISBN 978-1-935589-67-9). 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 receive a certificate of completion for each course. You do not need to enroll in the 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 "How to Request a Certificate." You may then apply directly to the PMI for details on obtaining their PMP or CAPM certification.

**INSTRUCTOR:** Ciro Petti, PMP, MCT

#### COURSE DESCRIPTIONS AND SCHEDULE

*(Course not offered this semester will be offered the following semester.)*

#### **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 CEU 2.1

\*28474. 6 Sessions: Cohen Hall, CH 257  
Time: 6:30-9:30 p.m., Tues, Feb. 17-March 31 (no class March 17)  
Total Cost: \$399 (tuition \$342, college fee \$51, print \$1, registration \$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 CEU 1.4 Offer Fall 2015

#### **IDENTIFYING AND MANAGING PROJECT RISK**

**Prerequisite:** Planning for Project Success. Assessing project risks is sometimes considered an unnecessary, pessimistic and time consuming effort which wastes time and reduces morale in the project. There is nothing farther from the truth. Identifying and managing risk is essential to forestall, mitigate or eliminate negative occurrences to the project. The assessment of positive project risk is also considered. This class provides Project Managers with a proven approach to managing project risk. Risks present a serious deterrent potential to the successful completion of any project. They must be discovered, identified, analyzed both qualitatively and quantitatively, monitored, managed and planned for in order to avoid failure. Creating risk response plans for those risks 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 CEU 1.4 Offer Fall 2015

#### **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 CEU 1.8

\*28475. 5 Sessions: Cohen Hall, CH 257  
Time: 6:30-9:30 p.m., Tues, Jan. 6-Feb. 3  
Total Cost: \$249 (tuition \$212, college fee \$31, print \$1, registration \$5)

*Certificate in Project Management continued on next page.*



**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 CEU 1.4

\*28476. 4 Sessions: Cohen Hall, CH 257  
Time: 6:30-9:30 p.m., Tues, April 14-May 5  
Total Cost: \$225 (tuition \$194, college fee \$25, print \$1, registration \$5)

**NEGOTIATION AND CONTRACT MANAGEMENT**

**Prerequisite:** Planning for Project Success. For many people, negotiation is a topic that has a negative connotation. However, negotiation is a skill with which all Project Managers must be familiar. This class introduces key negotiating skills and develops strategies for dealing with a variety of negotiating situations. A common project activity where negotiation is appropriate is when contracting with external vendors. Utilizing external partners in your projects can supply needed expertise, benefiting the Project and the organization. This class demonstrates a disciplined approach to all project activities required to secure qualified vendors and administer their performance. It also includes the fundamentals of procurement and contract management for the project manager. We discuss the legal and commercial requirements surrounding contracts and how they contribute to the project. PMC 112 CEU 1.4

\*28477. 4 Sessions: Cohen Hall, CH 257  
Time: 6:30-9:30 p.m., Tues, May 19-June 9  
Total Cost: \$225 (tuition \$194, college fee \$25, print \$1, registration \$5)

**MCP - 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 CEU 3.3

**INSTRUCTOR:** Ciro Petti, PMP, MCT

\*28481. 4 Sessions: Henderson Hall, HH 114  
Time: 9 a.m.-4:30 p.m., Fri, May 1, 15, 29, June 12  
Total Cost: \$399 (tuition \$315, college fee \$46, technology fee \$28, materials \$5, registration \$5)

**SALES & MARKETING 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.

**DIGITAL MARKETING**

See Internet & Mobile Technology Section

**DIGITAL MARKETING ANALYTICS**

Internet & Mobile Technology Section

**SUPPLY CHAIN MANAGEMENT****INFORMATION SESSION  
Careers in Supply Chain  
Management**

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

**Tues., Jan 13, 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

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.

**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 breakdown.

**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:** Principles of Supply Chain Management A Balanced Approach, 3rd Edition, ISBN-13: 9780538475488. Students are responsible for obtaining their own textbook.

**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 "How to Request a Certificate."

**Instructor:** Ciro Petti, PMP, CPT



**COURSE DESCRIPTIONS AND SCHEDULE**

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

**THE STRATEGIC POWER IN SUPPLY CHAIN MANAGEMENT**

Learn why a network and alignment of firms committed to bringing products and services to market provide the core of a systemic, strategic coordination of common business functions. Also learn the origins of the supply chain and how savvy firms have harnessed and refined it to become powers in their industries. Before you can create and improve your supply chain, you must understand the five underlying principles and drivers of the supply chain and examine the characteristics of the successful ones. This course is a prerequisite for the program. SCM 100 CEU 1.4

\*28503. 4 Sessions: Cohen Hall, CH 257  
Time: 6:30-9:30 p.m., Wed, Jan. 21-Feb. 11  
Total Cost: \$199 (tuition \$172, college fee \$21, print \$1, registration \$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 serves as a key element in decision making. 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 supply chain management. 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 utilize the information to manage, correct and innovate operations. SCM 104 CEU 1.4

\*28504. 4 Sessions: Cohen Hall, CH 257  
Time: 6:30-9:30 p.m., Wed, Feb. 25-March 18  
Total Cost: \$199 (tuition \$172, college fee \$21, print \$1, registration \$5)

**MEASURING SUPPLY CHAIN PERFORMANCE**

**Prerequisite:** The Strategic Power in Supply Chain Management.

Traditionally companies have always measured their success by comparing themselves to their competition. 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 reveals how well your business functions. Learn about performance measures for global supply chains and understand the importance of aligning metrics with the 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 CEU 1.4

\*28505. 4 Sessions: Cohen Hall, CH 257  
Time: 6:30-9:30 p.m., Wed, March 25-April 15  
Total Cost: \$199 (tuition \$172, college fee \$21, print \$1, registration \$5)

**CREATING SUPPLY CHAINS FOR COMPETITIVE ADVANTAGE**

**Prerequisite:** The Strategic Power in Supply Chain Management.

An organization's supply chain is the largest component of its operations. It consists of several critical elements none of which should be overlooked or left to operate as best they can. Organizations that excel at what they do realize the potential of the supply chain. They are notable in their intense focus, aggressive, systematic execution of strategic 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. Supply chains are becoming longer as they expand to be more global. 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 CEU 1.4

\*28509. 4 Sessions: Cohen Hall, CH 257  
Time: 6:30-9:30 p.m., Wed, April 29-May 20  
Total Cost: \$199 (tuition \$172, college fee \$21, print \$1, registration \$5)

**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 fifth, unknown operation most successful firms employ. Review the many concepts in successful forecasting, pricing, inventory management and procurement. SCM 101 CEU 1.4

\*28507. 4 Sessions: Cohen Hall, CH 257  
Time: 6:30-9:30 p.m., Wed, May 27-June 17  
Total Cost: \$199 (tuition \$172, college fee \$21, print \$1, registration \$5)

**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 of the firm. You will examine all activities from 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 CEU 1.4

\*28508. 4 Sessions: Cohen Hall, CH 257  
Time: 6:30-9:30 p.m., Tues, June 16-July 7  
Total Cost: \$199 (tuition \$172, college fee \$21, print \$1, registration \$5)

**LEAN PRODUCTION AND SIX SIGMA ISSUES 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. The concepts of Lean Manufacturing are advantageous but difficult to attain. Six Sigma's continuous process control is a worthy pursuit but after measuring aspects of the process we must understand the critical ones and focus on them. 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 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 CEU 1.4

\*58509. 4 Sessions: Cohen Hall, CH 257  
Time: 6:30-9:30 p.m., Wed, June 24-July 15  
Total Cost: \$199 (tuition \$172, college fee \$21, print \$1, registration \$5)

## INTERNET AND MOBILE TECHNOLOGY TRAINING

### WEBSITE DESIGN

#### HOW TO DESIGN YOUR WEBSITE FROM SCRATCH

If you want to create a website for yourself, your family or for a small business, you probably think that it is very difficult. It is not! Learn how to design a site, plan pages and layout, choose colors and find free templates. You will see how to create the web-pages your site needs, how to insert pictures and links for a complete site. No technical expertise is required. Anyone can do it! You will learn how to create two sites - a personal/family website and one for a small business. This class is designed for the novice or small business owner who doesn't have any design or technical expertise. Be sure to bring a flash drive to take home your work and get it on the Web that evening! CPC 515 CEU 1.6

INSTRUCTOR: *Ciro Petti, PMP, MCT*

\*28370. 2 Sessions: Henderson Hall, HH 114  
Time: 9 a.m.-4:30 p.m., Fri, March 13 and 27  
Total Cost: \$269 (tuition \$193, college fee \$28, technology fee \$42, print \$1, registration \$5)

#### WEBSITE DEVELOPER

See Web Master Certificate

### SEARCH ENGINE OPTIMIZATION

#### SEARCH ENGINE OPTIMIZATION - MAXIMIZE WEB TRAFFIC FOR YOUR WEBSITE

What is the best way to get visitors to seek and visit your website? How do you get the search engines to know your site is there? Expand the reach of your website! This introductory course shows you how to get noticed and how to register your site with directories and industry-related sites. See how to use links profitably, the concept behind link-building, and rise to the top of the suggested sites the search engines provide. Learn the essentials of choosing the best keywords for your site to "advertise" your site. Optimize your site for factors search engines care about. Learn about pay-per-click. IMT 102 CEU 0.8

INSTRUCTOR: *Ciro Petti, PMP, MCT*

\*28371. 1 Session: Henderson Hall, HH 114  
Time: 9 a.m.-4:30 p.m., Fri, April 17  
Total Cost: \$284 (tuition \$222, college fee \$19, technology fee \$7, materials \$30, print \$1, registration \$5)



#### SEO CERTIFIED PROFESSIONAL CERTIFICATION

**Prerequisites:** Knowledge of Dreamweaver. WordPress users should be able to perform basic SEO integration to their themes. Driving traffic to an organization's website is the best way to increase customer base and product awareness in today's digital society. It is geared to the small/medium business owner who wants to increase traffic to her/his website. The professional web developer benefits by learning to integrate current SEO techniques into projects. Concepts such as on page optimization factors, Pay-Per-Click campaigns, SEO reporting and conversion, visitor traffic analysis, emerging trends, auto-pinging, social media marketing and Google Panda and more will be presented in this hands-on class. After the class the students will have the requisite knowledge and practical experience to pass the certification exam as an SEO Certified Professional (SEOCP) through [SEOCertification.org](http://SEOCertification.org). IMT 101 CEU 2.4

TEXT: SEO Certification Study Guide, 2013 purchased at [www.seocertification.org](http://www.seocertification.org)

INSTRUCTOR: *Carlos Osorio, MCS, SEOCP, Net+, Web Developer - LJ Associates*

\*28372. 10 Sessions: Henderson Hall, HH 114  
Time: 7-9 p.m., Mon and Wed, April 6-May 13 (no class April 29 and May 6)  
Total Cost: \$459 (tuition \$332, college fee \$71, technology fee \$20, materials \$30, print \$1, registration \$5)

#### WEB ANALYTICS I (ONLINE ONLY)

The course content teaches students the many ways to analyze data from a website and all the other digital and offline properties that drive traffic and sales to an entire brand. From a comprehensive Web Analytics overview to organizational readiness, segmentation, and competitive analysis, students gather a deep understanding of a complex topic.

Web Analytics I encompasses the Internet Marketing Fundamentals course, which provides a foundation on which the practitioner courses are built, and the Web Analytics Practitioner course. Upon successful completion of this course, the student receives a

certification for Web Analytics I and is qualified to obtain OMCP® (Online Marketing Certified Professional Organization) certification. CPC 534 CEU 9.6

**IMPORTANT NOTE:** \*\* Each class requires at least 80 hours to complete. Do not procrastinate. Successful students carve out two 2-3 hour blocks of time per week devoted to this course. Manage your time to submit exercises to the instructor on a regular basis. Failure to complete the course requirements within the allotted calendar period will result in a failing grade for the class.

#### TECHNOLOGY REQUIREMENTS

##### Operating Systems:

- Windows XP (32-bit), Vista (32- or 64-bit), or Windows 7 or 8 (32- or 64-bit)
- Mac OS X 10.5.8 or later (x86 only)
- Linux (Ubuntu Linux, Lucid Lynx)

##### Hardware Requirements:

- 4 to 8 GB RAM
- 1 GB of free disk space
- Modern CPU (2008 - present)

**Software** - All software is available for download and is free of charge (open source).

INSTRUCTOR: *Market Motive Staff*

\*28373. 80 Hours: ONLINE ONLY  
Dates: Feb. 9-June 15  
Total Cost: \$1,149 (tuition \$999, college fee \$145, registration \$5)

#### WEB ANALYTICS II (ONLINE ONLY)

The course content teaches students the many ways to analyze data from a website and all the other digital and offline properties that drive traffic and sales to an entire brand. From a comprehensive Web Analytics overview to organizational readiness, segmentation, and competitive analysis, students gather a deep understanding of a complex topic.

Web Analytics I encompasses the Internet Marketing Fundamentals course, which provides a foundation on which the practitioner courses are built, and the Web Analytics Practitioner course. Upon successful completion of this course, the student receives a

certification for Web Analytics I and is qualified to obtain OMCP® (Online Marketing Certified Professional Organization) certification. CPC 535 CEU 6.6

**IMPORTANT NOTE:** \*\* Each class requires at least 80 hours to complete. Do not procrastinate. Successful students carve out two 2-3 hour blocks of time per week devoted to this course. Manage your time to submit exercises to the instructor on a regular basis. Failure to complete the course requirements within the allotted calendar period will result in a failing grade for the class.

#### TECHNOLOGY REQUIREMENTS

##### Operating Systems:

- Windows XP (32-bit), Vista (32- or 64-bit), or Windows 7 or 8 (32- or 64-bit)
- Mac OS X 10.5.8 or later (x86 only)
- Linux (Ubuntu Linux, Lucid Lynx)

##### Hardware Requirements:

- 4 to 8 GB RAM
- 1 GB of free disk space
- Modern CPU (2008 – present)

**Software** – All software is available for download and is free of charge (open source).

INSTRUCTOR: Market Motive Staff

\*28374. 55 Hours: ONLINE ONLY

Dates: Feb. 9-June 15

Total Cost: \$919 (tuition \$795, college fee \$119, registration \$5)

## COMPUTER GRAPHICS

### DREAMWEAVER (BASIC)

see Create Websites Quickly with Dreamweaver CS6

### PHOTOSHOP FOR PHOTOGRAPHERS

Adobe Photoshop is the industry standard for image manipulation. This 6 week course will cover basic Photoshop techniques for photographers. Topics will include basic selecting and compositing, painting tools and techniques, fixing and repairing defects in photographs, and modifying color and lighting. This course covers basic techniques that will allow students to become comfortable with creating basic compositions and enhancing photographs. CPC 532 CEU 2.1

INSTRUCTOR: Bill Yermal, Computer Instructor

28359. 6 Sessions: Henderson Hall, HH 114  
Time: 6:30-9:30 p.m., Mon, Feb. 23-March 30  
Total Cost: \$299 (tuition \$237, college fee \$39, technology fee \$18, registration \$5)

### PHOTOSHOP FOR DESIGNERS

Adobe Photoshop is the industry standard for image manipulation. This 6 week course will cover some of the basics and will also provide students with the skills to complete

more difficult Photoshop challenges. Topics include learning to use layers, layer effects, filters, lighting and texture effects. Advanced selecting, masking and blending, layer masks and quick masks as well as color correction techniques.

This course goes beyond basic techniques, and provides the in-depth information and real-world context for designers who want to learn more advanced Photoshop techniques. CPC 533 CEU 2.1

INSTRUCTOR: Bill Yermal, Computer Instructor

28360. 6 Sessions: Henderson Hall, HH 114  
Time: 6:30-9:30 p.m., Mon, June 1-July 6  
Total Cost: \$299 (tuition \$237, college fee \$39, technology fee \$18, registration \$5)

### ADOBE ILLUSTRATOR, PART 1

Graphic designers, web designers, animators, and digital artists work in various industries from fashion design through interactive design. They all require to understand the fundamentals of vector drawing which is the basis of most logo designs, infographics, web assets using Scalable Vector Graphics (SVG), data visualization and myriad other applications. Adobe Illustrator is the essential tool for digital artists and designers in the industry today. Learn the principles of vector drawing using Adobe Illustrator (CS6) in this introductory class. Explore the tools and features of the program in addition to learning about drawing techniques, typography, design, and outputting to various formats for on-line (web) and print graphics. CPC 504 CEU 2.1

INSTRUCTOR: Gerard Gorman, Computer Instructor

28346. 6 Sessions: Henderson Hall, HH 114  
Time: 6:30-9:30 p.m., Tues, May 5-June 9  
Total Cost: \$299 (tuition \$237, college fee \$39, technology fee \$18, registration \$5)

### ADOBE ILLUSTRATOR, PART 2

This class picks up where Part 1 leaves off by expanding on the basic tools and features and exploring the more advanced features of Adobe Illustrator CS6. Apply what you've learned to various projects as you create logos, icons, illustrations, infographics, graphs, charts, cartoons, and other design elements, in addition to combining Adobe Photoshop images, photography and typography into a composed page for publishing on paper or online. Look into the practical uses of color and formats used for real world projects.

INSTRUCTOR: Gerard Gorman, Computer Instructor

*This course requires a minimum of 5 students to run. Please contact Paul Cecala at pcecala@ccm.edu by May15th to be added to a waiting list. We will schedule the course for later this semester once we have reached the minimum required.*

## WEB MASTER CERTIFICATE

### INFORMATION SESSION Careers in Web Master

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

**Tues, Jan 13, 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

Pre-registration is not required.

Pursuing the Webmaster 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 these 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.

This course is particularly suited to Graphic Designers who have spent their career in print design. It will prepare you for transitioning to Web Design opportunities.

**Certification:** You receive a certificate of completion for each course. 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 "How to Request a Certificate."

INSTRUCTOR: Ciro Petti, PMP, CMT

### WEB DESIGN USING HTML, XHTML & CSS

**Prerequisites:** Competent computer skills, working knowledge of the Windows operating system and familiarity with the Internet. This introductory course in HTML5 (Hypertext Markup Language) and CSS3 (Cascading Style Sheets) provides the foundation for all webpages. The basis of the course is HTML5. Learn how to design, create and structure all types of webpages. 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

*Web Master Certificate  
continued on next page.*



operating system and familiarity with the Internet. CPC 478 CEU 1.6

\*28342. 2 Sessions: Henderson Hall, HH 114  
Time: 9 a.m.-4:30 p.m., Sat, Feb. 28 and  
March 14

Total Cost: \$289 (tuition \$200, college fee \$27,  
materials \$43, technology fee \$14, registration \$5)

### WEBPAGE INTERACTIVITY WITH JAVASCRIPT AND JQUERY

**Prerequisites:** Web Design Using HTML5 and CSS3.

JavaScript is the interactive engine of your Web site. It enables you to easily create and add light weight instructions to your Web pages that respond to user actions. Understand this useful, powerful and easy to understand language to develop intuitive user interaction for your Web site. You will create many useful interactive pages with JavaScript and jQuery with little effort. Learn how to create an FAQ, a photo gallery and fade elements in and out. Use forms, event handlers, rollovers, banners and more. After taking this course, you will be eager to start creating your own interactive Web pages. CPC 525 CEU 1.6

\*28343. 2 Sessions: Henderson Hall, HH 114  
Time: 9 a.m.-4:30 p.m., Sat, March 28 and  
April 11

Total Cost: \$289 (tuition \$200, college fee \$27,  
materials \$43, technology fee \$14, registration \$5)

### CREATE WEBSITES QUICKLY WITH DREAMWEAVER CS6

**Prerequisites:** Web Design Using HTML, XHTML and CSS.

Learn how to use the latest version of this popular 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 HTML, XHTML and CSS to the more efficient creation and maintenance of your website. CPC 495 CEU 2.5

**REQUIRED TEXT:** Bishop, Shuman & Reding, The Web Collection, Revealed, Premium Edition: Adobe Dreamweaver CS6, Flash CS6 and Photoshop CS6, 1st Edition, ISBN-10: 1-133-81514-6 ISBN-13: 978-1-133-81514-3.

\*28344. 3 Sessions: Henderson Hall, HH 114  
Time: 9 a.m.-4:30 p.m., Sat, April 18, May 2  
and May 16

Total Cost: \$359 (tuition \$237, college fee \$35,  
materials \$60, technology fee \$21, print \$1,  
registration \$5)

### CREATE WEB GRAPHICS - PHOTOSHOP CS6

**Prerequisites:** Dreamweaver CS6.

This course explores the many aspects of Photoshop CS6 interactively. Discover essential skills and explore the new features and capabilities of Adobe Photoshop CS6. You are shown techniques that focus on Internet, 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, correcting, editing, sharpening, restoring and presenting your work and creating specific exercises relevant to all phases of graphic design. CPC 522 CEU 2.5

**REQUIRED TEXT:** Bishop, Shuman & Reding, The Web Collection, Revealed, Premium Edition: Adobe Dreamweaver CS6, Flash CS6 and Photoshop CS6, 1st Edition, ISBN-10: 1-133-81514-6 ISBN-13: 978-1-133-81514-3.

\*28345. 3 Sessions: Henderson Hall, HH 114  
Time: 9 a.m.-4:30 p.m., Sat, May 30, June 6,  
and June 20

Total Cost: \$359 (tuition \$237, college fee \$35,  
materials \$60, technology fee \$21, print \$1,  
registration \$5)

### ANIMATE YOUR WEBSITE - FLASH CS6

**Prerequisites:** Dreamweaver CS6.

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. CPC 485 CEU 2.5

**REQUIRED TEXT:** Bishop, Shuman & Reding, The Web Collection, Revealed, Premium Edition: Adobe Dreamweaver CS6, Flash CS6 and Photoshop CS6, 1st Edition, ISBN-10: 1-133-81514-6 ISBN-13: 978-1-133-81514-3.

\*58346. 3 Sessions: Henderson Hall, HH 114  
Time: 9 a.m.-4:30 p.m., Sat, July 11-25

Total Cost: \$359 (tuition \$237, college fee \$35,  
materials \$60, technology fee \$21, print \$1,  
registration \$5)

## Online Learning

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



### COMPTIA 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.

## ANDROID APPLICATION DEVELOPER CERTIFICATE - ONLINE

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

**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. The entire certificate – all 3 courses – needs to be completed by June 15, 2015 to receive the certification from CCM. However, courses may be taken individually. Students need to register for each course individually.

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



**TECHNOLOGY REQUIREMENTS****Operating Systems:**

- Windows XP (32-bit), Vista (32- or 64-bit), or Windows 7 or 8 (32- or 64-bit)
- Mac OS X 10.5.8 or later (x86 only)
- Linux (Ubuntu Linux, Lucid Lynx)

**Hardware Requirements:**

- 4 to 8 GB RAM
- 1 GB of free disk space
- Modern CPU (2008 – present)

**Software** – All software is available for download and is free of charge (open source).

- Java Developers Kit (Java JDK version 6 or 7)
- Android SDK Bundle

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

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

**INSTRUCTOR:** Alex Tushinsky, Computer Instructor

### **INTRODUCTION TO JAVA FOR ANDROID DEVELOPMENT – ONLINE COURSE**

This course introduces the Java programming language in detail. Java is an all-purpose, object oriented programming language that can be used to build applications for Windows, OS X, Linux, and many other platforms, including Android. Java's main philosophy is to keep things simple, and everything you need to get started is free, and open-source. Because of its ability to "write once, run anywhere", Java is a very popular IT industry skill. This course covers:

- Installation / Configuration of Java JDK / Eclipse IDE / Android SDK - All required software is free and open source, and is available for Windows, OS X, and Linux.
- Overview of Java from Android's perspective.
- Object Oriented Programming
- Java language syntax, statements, different terms, concepts and techniques

Using the techniques learned we will build clear examples demonstrating how to achieve your application's goals. Once you register, please contact the instructor by email at [AtushinskyCCM@gmail.com](mailto:AtushinskyCCM@gmail.com) to obtain starting instructions. AAD 101 CEU 2.8

*\*28364. 24 hours: ONLINE ONLY*

*Dates: Feb. 9-June 15*

*Total Cost: \$449 (tuition \$396, college fee \$48, registration \$5)*

### **BEGINNING ANDROID DEVELOPMENT – ONLINE COURSE**

**Prerequisites:** Introduction to Java for Android Development, or a basic understanding of the Java programming language. Android device is not required in order to complete course exercises.

The Google Android operating system is the most popular mobile platforms available today. Learn to develop applications that run on Android OS, and make them available to the world using the Google Play store! This is a hands-on course where students build many examples demonstrating the topics being covered. Course topics include:

- Learn to build effective Android User Interfaces using the latest design guidelines.
- Work with many objects and libraries that make up Android, and understand how and when to use them.
- Localize applications for distribution in other countries.
- Understand the process of packaging and deploying your Android apps to the Google Play store.

Once you register, please contact the instructor by email at [AtushinskyCCM@gmail.com](mailto:AtushinskyCCM@gmail.com) to obtain starting instructions. AAD 102 CEU 2.8

*\*28365. 24 hours: ONLINE ONLY*

*Dates: Feb. 9-June 15*

*Total Cost: \$449 (tuition \$396, college fee \$48, registration \$5)*

### **ADVANCED ANDROID DEVELOPMENT – ONLINE COURSE**

**Prerequisite:** Beginning Android Development course, or equivalent experience.

Building upon the material covered in Beginning Android Development, this course is focused on more advanced topics of the Google Android platform. Class concentrate on working with the Android hardware, such as GPS, various sensors, and advanced OS topics such as background tasks, and asynchronous operations. Topics include:

- Work with device hardware, such as GPS and Camera
- Learn basics of several Google APIs including Google Maps
- Work with the Android file system to save / retrieve data
- Media Services (Audio / Video)
- Styles, Themes, and how to incorporate your own images into the Android user interface
- Sending / Receiving data using the Internet

- Structured Query Language and SQLite database applications
- SMS and Phone integration with your applications

Once you register, please contact the instructor by email at [AtushinskyCCM@gmail.com](mailto:AtushinskyCCM@gmail.com) to obtain starting instructions. AAD 103 CEU 2.8

*\*28366. 24 hours: ONLINE ONLY*

*Dates: Feb. 9-June 15*

*Total Cost: \$449 (tuition \$396, college fee \$48, registration \$5)*

## **COMPUTER TRAINING**

### **MICROSOFT OFFICE**

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.

**Important notes:**

- 1) To take exercises home, bring one of the following to match your home computer: USB flash drive.
- 2) Our classes are taught using Microsoft Office 2010. Although differences do exist, these classes are still helpful for students who have the earlier versions, especially 2007.

**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 "B" 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.

### **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 course. This course uses Microsoft Office 2010.

**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.

*Microsoft Office continued on next page.*

**For the MS Office Certificate, complete 1 of the following:**

- Windows 7 Operating System  
7 hours, 1 day
- Windows 8 Operating System  
7 hours, 1 day

**and all of the following:**

- MS Word 2010 Basic  
7 hours, 1 day
- MS Word 2010 Intermediate  
7 hours, 1 day
- MS Excel 2010 Basic  
7 hours, 1 day
- MS Excel 2010 Intermediate  
7 hours, 1 day
- MS Access 2010 and the Use of Databases  
7 hours, 1 day
- Using MS Outlook 2010 to Manage Contacts and Calendars  
7 hours, 1 day
- Using MS PowerPoint 2010 to Engage Your Audience  
7 hours, 1 day
- Create Marketing Materials with MS Publisher 2010  
7 hours, 1 day

**INSTRUCTORS:**

Jo Ellen Govantes, CCM Instructor  
Debbie Ryan, MOS, CCM Instructor

**WINDOWS 7**

This course will provide you with the basic skills you will need to get started with personal computers using Microsoft's most stable operating system. Stunning visuals, helpful snipping tool allows you to capture and edit within a document. Find files and folders quickly with Windows Search feature. Manage user accounts with greater detail especially for people that may use the same computer. Networking made easy for everyone. Locating and accessing networks is no longer a huge process. With HomeGroup you will be able to connect with anyone on your network, share images, movies, music and any other media you desire. Windows Media Player 12 is now ready for most anything you can throw at it. CPC 497 CEU 0.8 Professional Development Hours: 7

\*28347. 1 Session: Henderson Hall, HH 114  
Time: 9 a.m.-4:30 p.m., Sat, Jan. 31  
Total Cost: \$169 (tuition \$78, college fee \$11, technology fee \$21, materials \$54, registration \$5)

**WINDOWS 8**

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 7 course. CPC 530 CEU 0.8 Professional Development Hours: 7

\*28348. 1 Session: Henderson Hall, HH 113  
Time: 9 a.m.-4:30 p.m., Sat, Feb. 7  
Total Cost: \$169 (tuition \$78, college fee \$11, technology fee \$21, materials \$54, registration \$5)

**MICROSOFT WORD 2010 BASICS**

**Prerequisite:** Windows or equivalent knowledge.

This course teaches the basic functions and features of Word. Learn how to create and edit documents, move and copy text, format characters and paragraphs, create and manage tables, control page layout, and use proofing tools. Workbook included. CPC 514 CEU 0.8 Professional Development Hours: 7

\*28349. 1 Session: Henderson Hall, HH 113  
Time: 9 a.m.-4:30 p.m., Sat, Feb. 14  
Total Cost: \$169 (tuition \$78, college fee \$11, technology fee \$21, materials \$54, registration \$5)

**MICROSOFT WORD 2010 INTERMEDIATE**

**Prerequisite:** Word 2010 Basics.

Continue developing skills by illustrating a document with graphics, working with themes and building blocks, merging Word documents, working with styles and templates, developing multipage documents and working with references. CPC 516 CEU 0.8 Professional Development Hours: 7

\*28350. 1 Session: Henderson Hall, HH 113  
Time: 9 a.m.-4:30 p.m., Sat, Feb. 21  
Total Cost: \$169 (tuition \$78, college fee \$11, technology fee \$21, materials \$54, registration \$5)

**MICROSOFT EXCEL 2010 BASICS**

**Prerequisite:** Proficient use of mouse, keyboard and Windows.

Learn the basic functions and features of Excel. Learn how to enter and edit data, labels and formulas, work with functions, format cells, print worksheets, create charts, and save a workbook as a Web page. Workbook included. CPC 509 CEU 0.8 Professional Development Hours: 7

\*28351. 1 Session: Henderson Hall, HH 113  
Time: 9 a.m.-4:30 p.m., Sat, March 7  
Total Cost: \$169 (tuition \$78, college fee \$11, technology fee \$21, materials \$54, registration \$5)

**MICROSOFT EXCEL 2010 INTERMEDIATE**

**Prerequisite:** Excel 2010 Basic or equivalent knowledge.

Learn how to work with large worksheets, use 3-D formulas, customize Excel's toolbars and menus, apply special cell formatting, sort and filter lists, create combina-

tion charts and trend-lines, use Excel's auditing features and more. Workbook included. CPC 510 CEU 0.8 Professional Development Hours: 7

\*28352. 1 Session: Henderson Hall, HH 113  
Time: 9 a.m.-4:30 p.m., Sat, March 14  
Total Cost: \$169 (tuition \$78, college fee \$11, technology fee \$21, materials \$54, registration \$5)

**MS ACCESS 2010 AND THE USE OF DATABASES**

**Prerequisite:** Windows or equivalent knowledge and some knowledge of one other Microsoft Office application.

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 CEU 0.8 Professional Development Hours: 7

\*28353. 1 Session: Henderson Hall, HH 113  
Time: 9 a.m.-4:30 p.m., Sat, March 21  
Total Cost: \$169 (tuition \$78, college fee \$11, technology fee \$21, materials \$54, registration \$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 CEU 0.8 Professional Development Hours: 7

\*28354. 1 Session: Henderson Hall, HH 113  
Time: 9 a.m.-4:30 p.m., Sat, March 28  
Total Cost: \$169 (tuition \$78, college fee \$11, technology fee \$21, materials \$54, registration \$5)

**USING MS POWERPOINT 2010 TO ENGAGE YOUR AUDIENCE**

Create colorful and powerful presentations using PowerPoint. With PowerPoint presentation program you can organize and present information and create visual aids for a presentation. PowerPoint is a full feature program that provides a wide variety of editing and formatting features as well as sophisticated visual elements such as clip art, WordArt and drawn objects. CPC 512 CEU 0.8 Professional Development Hours: 7

\*28355. 1 Session: Henderson Hall, HH 113  
Time: 9 a.m.-4:30 p.m., Sat, April 11  
Total Cost: \$169 (tuition \$78, college fee \$11, technology fee \$21, materials \$54, registration \$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 CEU 0.8 Professional Development Hours: 7

\*28356. 1 Session: Henderson Hall, HH 113  
Time: 9 a.m.-4:30 p.m., Sat, April 18  
Total Cost: \$169 (tuition \$78, college fee \$11, technology fee \$21, materials \$54, registration \$5)

**GENERAL TOPICS IN PERSONAL & BUSINESS COMPUTING**

**BECOME A MASTER INTERNET NAVIGATOR**

Learn how to find the information you really want and need via the internet.

Understand the techniques that garner meaningful results by using various search engines, key search words, and much more. CPC 529 CEU 0.8 Professional Development Hours: 7

INSTRUCTOR: Jo Ellen Govantes, CCM Instructor

28357. 1 Session: Henderson Hall, HH 114  
Time: 9 a.m.-4:30 p.m., Sat, April 25  
Total Cost: \$169 (tuition \$78, college fee \$11, technology fee \$21, materials \$54, registration \$5)

**POWER YOUR WORKDAY**

Are you overwhelmed by your email inbox? Are you stressed by your "to-do" list? Are you afraid you will miss important work priorities?

This course teaches you how to use Microsoft Outlook in the most efficient manner possible. Learn how to competently organize your day while staying current with emails and tasks. You will zero out your inbox on a daily basis without losing a thing, track important tasks, complete

important and urgent tasks, feel confident and on top of your job. Immediately recognize the benefits, realize significant time-saving and stress-reducing results. See how you can do your work in an orderly and timely manner, tackle what is most important, get everything under control, stop missing deadlines, and pack more into each day.

This is not the typical time management class. It is simple, easy to apply and very powerful. CPC 521 CEU 0.8

INSTRUCTOR: Ciro Petti, PMP, CMT

\*28358. 1 Session: Henderson Hall, HH 114  
Time: 9 a.m.-4:30 p.m., Fri, Feb. 6  
Total Cost: \$169 (tuition \$78, college fee \$11, technology fee \$21, materials \$54, registration \$5)

**MS PROJECT CERTIFICATION**

See Project Management Category.

**QUICKBOOKS**

See Small Business Category

**CONSTRUCTION CODE**

**UNIFORM CONSTRUCTION CODE (UCC) INSPECTOR COURSES**

**Spring 2015 Schedule**

Area	Course	Length (hrs)	Spring 2015	Instructor	Times	Days
Building	RCS	90	WCC	Mike Kovenuk	6-9 p.m.	Tues & Thurs, Jan 22-May 5
	ICS	75	CCM	James Campbell	6-9 p.m.	Tues & Thurs, Jan 20-April 21
	HHS	60	SCCC	(TBA)	(TBA)	(TBA)
Electrical	ICS	60	WCC	Joe Rossi	6-9 p.m.	Thursday, Jan 22-June 4
	HHS	45				
Plumbing	ICS	120	SCCC-pt 2	Dave Menendez	5:30-9pm	Monday, 2/2 - 6/1 (no class 5/25)
	HHS	60	CCM	Bill Olinger	6-9 p.m.	Mon & Wed, 1/26 - 4/8 (no class March 2 & 4)
Fire	ICS	120	CCM	Tom Yotka	6-9 p.m.	Tues & Thurs, Jan 20-June 16
	HHS	60				
Construction Official		45	CCM	Dave Menendez	6-9:30 p.m.	Wednesday, Feb 4-May 6
Subcode Official		45				
Technical Assistant		50	WCCC	Joe Rossi	6-9 p.m.	Monday, Jan 26-May 4

CCM = County College of Morris, contact [cpp@ccm.edu](mailto:cpp@ccm.edu)  
SCCC= Sussex County College, 973-300-2140  
WCCC = Warren County Community College, call 908-689-7613

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)

**TUITION REIMBURSEMENT PROGRAM**

The college administers a DCA tuition-reimbursement program that refunds a portion (up to 75%) 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).

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 [www.state.nj.us/dca/codes/licensingunit](http://www.state.nj.us/dca/codes/licensingunit) under UCC information. CCM provides directions regarding their tuition reimbursement procedure and deadlines.

*Construction Code continued on next page.*



CCM is coordinating course offerings with the other Community Colleges in Northwestern NJ. If the course you want is not offered here this semester, please check with Sussex County College or Warren County Community College. All three schools are rotating the courses between them each semester.

**BUILDING INSPECTOR, ICS (75 HOURS)**

**Prerequisite:** Building Inspector RCS. Provides training to enforce building codes for Class 2 buildings. Topics include: structure design and analysis techniques, materials and standards, field identification of requirements, inspection techniques and tools. Cost of books is extra. CON 201 CEU 9.0

**TEXT:** Current editions of: Uniform Construction Code (UCC) Regulations, International Building Code (IBC), and International Mechanical Code (IMC). Order UCC regulations from [www.state.nj.us/dca/codes](http://www.state.nj.us/dca/codes) under Publications and Subscriptions. Order IBC and IMC from [www.iccsafe.org](http://www.iccsafe.org).

**INSTRUCTOR:** James Campbell, Construction Official, Morristown, DCA Instructor

\*28390. 25 Sessions: Henderson Hall, HH 111 Time: 6-9 p.m., Tues and Thurs, Jan. 20-April 14 (snow date: April 16) Total Cost: \$975 (tuition \$845, college fee \$124, print \$1, registration \$5)

**PLUMBING INSPECTOR, HHS (60 HOURS)**

**Pre-Requisite – Plumbing Inspector, RCS** This course meets the state’s requirements to become licensed as a Plumbing Inspector HHS and deals with the duties and responsibilities of installation of medical gas and vacuum piping systems, requirements for

health care facilities, oil/sand separators, rehabilitation and barrier-free subcode, special hazardous concerns, core administration, and plan review. CON 167 CEU 7.2

**TEXTS:** Current editions of:  
 • National Standard Plumbing Code (NSPC)  
 • NJ Uniform Construction Code (UCC)  
 • International Mechanical Code (IMC)  
 • International Fuel Gas Code (IFGC)  
 • ASHRAE 90.1-2004.

Order NSPC from Plumbing, Heating, Cooling Contractors Assoc., NJ Chapter: 609-499-8070 or [www.nj-phcc.org](http://www.nj-phcc.org); IMC & IFGC from International Code Council (ICC) at 888-422-7233 or [www.iccsafe.org](http://www.iccsafe.org), UCC at 609-984-0040 or [www.state.nj.us/dca/codes](http://www.state.nj.us/dca/codes).

**INSTRUCTOR:** Bill Olinger, Plumbing Subcode Office

\*28391. 20 Sessions: Cohen Hall, CH 271 Time: 6-9 p.m., Mon and Wed, Jan. 26-April 8 (no class March 2 and 4) Total Cost: \$729 (tuition \$633, college fee \$90, print \$1, registration \$5)

**FIRE INSPECTOR, ICS (120 HOURS)**

This course meets the educational requirements for licensure as a fire protection inspector. The program provides instruction in administrative and technical areas using the specified texts as they apply to plan review of Class II and Class III structures and the inspection of all structures as established in the Uniform Construction Code (UCC). CON 153 CEU 14.4

**Texts:** Current editions of:  
 • International Building Code (IBC)  
 • International Mechanical Code (IMC)  
 • National Electrical Code (NEC)  
 • Uniform Construction Code (UCC)  
 • National Fire Protection Association (NFPA) Codes 13, 13R, 13D, & 72.

Order IBC & IMC from International Code Council (ICC) at 888-422-7233 or [www.iccsafe.org](http://www.iccsafe.org); UCC from Department of Community Affairs at 609-984-0040 or [www.state.nj.us/dca/codes](http://www.state.nj.us/dca/codes); and, NFPA codes at <http://www.nfpa.org>.

**Instructor:** Thomas Yotka, Construction Official

\*28392. 40 Sessions: Cohen Hall, CH 271 Time: 5:30-8:30 p.m., Tues and Thurs, Jan. 20-June 4 (snow dates: June 9 and 11) Total Cost: \$1,449 (tuition \$1,276, college fee \$167, print \$1, registration \$5)

**CONSTRUCTION CODE OFFICIAL (45 HOURS)**


The administration of a construction code compliance department is covered in this course which prepares you to lead and manage community’s construction code department. Discussions focus on legal methods of code enforcement, related legislation and the various subcodes. CON 196 CEU 5.4

**Text:** NJ Uniform Construction Code (UCC) Regulations. Order UCC regulations from [www.state.nj.us/dca/codes](http://www.state.nj.us/dca/codes) under Publications and Subscriptions or call 609-984-0040.

**INSTRUCTOR:** David Menendez, DCA, State of New Jersey

\*28393. 13 Sessions: Henderson Hall, HH 111 Time: 6-9:30 p.m., Wed, Feb 4-April 29 (snow date: May 6) Total Cost: \$549 (tuition \$473, college fee \$70, print \$1, registration \$5)

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



**QUICKBOOKS FOR CONTRACTORS**

**GRANT WRITING**



*“The Grant Writing Certification course was excellent. It provided hands-on, applied learning about grant writing and research. My skill set was enhanced greatly by the course. The instructor, Lauren, was an amazing mentor!”*

~ Francesca Lavin

**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. Information about a nonprofit will be provided to those who are new to the nonprofit industry. 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.

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

**INSTRUCTOR:** Lauren R. Swern, Communications, Marketing and Fundraising Professional

### 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 CEU 0.7

28398. 3 Sessions: Henderson Hall, HH 114  
Time: 6:30-8:30 p.m., Wed, March 4-18  
Total Cost: \$85 (tuition \$63, college fee \$9, technology fee \$6, printing \$2, registration \$5)

### GRANT RESEARCHING AND PROPOSAL WRITING WORKSHOP

Are you new to the field of grant writing? Or, do you just want to improve your success rate in securing grant funds? This course provides a solid foundation in the fundamentals of grant writing and helps you to navigate this challenging environment. Learn step-by-step how to develop grant proposals through all the stages of program planning, locating funding sources, understanding funders, cultivating relationships with potential foundation and corporate donors, and writing compelling grant proposals in the complex and ever-changing world of grants. At the end of the course, you will have the tools you need to succeed, including a deeper understanding of basic grant writing terminology and components of a proposal, types of funding sources that are targets for your organization and their priorities, 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. \*Bring a flash drive to save your work. NPC 210 CEU 1.5

28399. 4 Sessions: Landscaping and Horticulture Tech Building, LHT 102  
Time: 6:30-9:30 p.m., Wed, April 1-22  
Total Cost: \$149 (tuition \$123, college fee \$19, printing \$2, registration \$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 who 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 CEU 0.8

28400. 2 Sessions: Landscaping and Horticulture Tech Building, LHT 102  
Time: 6-9:30 p.m., Wed, April 29-May 6  
Total Cost: \$89 (tuition \$68, college fee \$7, technology fee \$7, printing \$2, registration \$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 CEU 0.2

28401. 1 Session: Cohen Hall, CH 269  
Time: 6:30-8:30 p.m., Wed, May 13  
Total Cost: \$49 (tuition \$36, college fee \$6, printing \$2, registration \$5)

### Online Learning

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

#### 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.

### 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).

#### PRAXIS I PREPARATION

Develop the knowledge and skills you need to pass the Praxis I Exam as you review and prepare for everything the test includes.



***Health Occupations Training Programs  
to meet the growing demand  
for entry into the healthcare profession***

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Drug Counselor . . . . . 27

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## Chance to help others grow *continued from page 2*



success in this field. Understanding the medical community, having worked in several medical offices, and its response to addictions as a disease has been extremely helpful in guiding clients through the support systems they need to successfully enter recovery. Her work in a legal office helped her to see how addicts need to be treated respectfully and with dignity to get access to those services. She began her career interviewing people as a journalist where she developed very powerful listening skills and a strong sense of empathy. All these things combined with her training at CCM made her the perfect candidate for an addictions counselor.

Moira has high praise for her CADC instructors, Ron Faines and Gail Buck. In her words, "They are both low key, personable and very approachable." She continued, "I looked forward to attending my classes. I have used a lot of what I learned in class in my daily work." The class work is just the surface of what a successful addictions counselor needs to know. Moira stated she spent many more hours reading a plethora of resource books and other materials to truly gain an understanding of the counseling profession. Additionally, she has leaned heavily on her clinical supervisors to provide further education, guidance and mentorship. Of her role, Moira says "I love the variety of tasks that I do. My Job is never boring; and can be challenging at times. She is excited to have participated in this program through CCM. She could have done it elsewhere but chose CCM because of its proximity to her home and ease of schedule. She is glad to have done it here after experiencing an online class or two and observing others who were trained elsewhere."

### ALCOHOL AND DRUG COUNSELOR (CADC) CERTIFICATE PROGRAM

#### INFORMATION SESSION Careers in Alcohol & Drug Counseling

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

**Tues, Jan 13, 6:30-8 p.m.,**

Henderson Hall, HH 215

Park in lot 4, 5, 6 or 7 –

Use temporary parking pass found with  
registration information

Pre-registration is not required.

**GENERAL INFORMATION:** County College of Morris is an approved education provider of classroom training required by the Addiction Professionals Certification Board of New Jersey, Inc. ([www.certbd.com](http://www.certbd.com)). All information related to licensing (certification) requirements as well as regulatory information and class descriptions can be found at other websites (see below). To become a CADC, you need to complete the following:

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

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

**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://www.njconsumer-affairs.gov/laws/adcregs.pdf>  
Specifically page 34C-8, 13:34C-2.3

**Requirement/Application:** go to <http://www.njconsumeraffairs.gov/>  
Go to left side of the page and click on "A-Z list"; click Alcohol and Drug Counselor; Go to bottom of page and click Application; click Application for Licensure or Certification as an Alcohol Counselor; scroll to page 16 for specific requirements

**Additional Information** available at: <http://www.state.nj.us/humanservices/das/workforce/LCADC%20CADC%20FAQs.pdf>

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

#### OBTAIN A BACHELOR'S DEGREE

Rutgers University-Newark now offers courses to complete a BA in Psychology at CCM. If you do not have your BA already, this could be a way to advance your education and your Alcohol and Drug Counseling career locally! For information, go to: <http://rutgersatccm.org/bachelor-arts-psychology-0>.

### DOMAIN I – ASSESSMENT

**INSTRUCTOR:** Ron Faines, MHS, LCADC, CCM Lead instructor

#### C 101 - INITIAL INTERVIEWING

At the end of this course, the student will understand how to create a therapeutic alliance with the client by incorporating skills in listening, processing, and providing feedback. Additionally, students will demonstrate through role-playing the following eight skills: Attending, Paraphrasing, Reflection of feeling, Summarizing, Probing, Interpreting, Providing

information and feedback, and Appropriate use of self-disclosure. ADC 557 CEU 0.7

\*28300. 1 Session: Cohen Hall, CH 259  
Time: 9 a.m.-3:30 p.m., Sat, Jan. 24  
Total Cost: \$99 (tuition \$80, college fee \$12, print \$2, registration \$5)

#### C102 – BIOPSYCHOSOCIAL ASSESSMENT

In this course, students will learn to gather information from the student and other sources, and evaluate the validity of the information for therapeutic purposes. Techniques to observe and document the psychological, social, and physiological signs and symptoms of alcohol and other drug abuse in the client so as to make an accurate diagnosis and formulate a treatment plan. Understanding the ways to refer clients for further treatment and complete necessary documentation and releases for the various treatment options will be discussed. ADC 540 CEU 0.7

\*28301. 1 Session: Cohen Hall, CH 259  
Time: 9 a.m.-3:30 p.m., Sat, Jan. 31  
Total Cost: \$99 (tuition \$80, college fee \$12, print \$2, registration \$5)

#### C103 - DIAGNOSTIC SUMMARIES

At the end of this course, the student will do the following. Develop a written diagnostic summary based on the results of separate assessments, including gambling, performed by other professionals. Document ongoing treatment needs identified by regular assessments performed throughout the continuum of care and negotiate adjustments to the treatment plans to assure new treatment needs are addressed. Formulate mutually agreed upon goals, objectives, and treatment methods based upon assessment findings of the client's strengths, weaknesses, needs, and problems for the purpose of directing a course of treatment. ADC 541 CEU 0.7

\*28302. 1 Session: Cohen Hall, CH 259  
Time: 9 a.m.-3:30 p.m., Sat, Feb. 7  
Total Cost: \$99 (tuition \$80, college fee \$12, print \$2, registration \$5)

**C104 - DIFFERENTIAL DIAGNOSIS (DSM)**

The session focuses on the DSM manual and its use in developing a diagnosis. Understanding the organizational scheme of the DSM, including the use of the five DSM axis, for listing general diagnostic categories is a critical skill learned. Some of the legal aspects of diagnosing and the limits of a CADC will be covered. ADC 542 CEU 0.7

\*28303. 1 Session: Cohen Hall, CH 259  
Time: 9 a.m.-3:30 p.m., Sat, Feb. 21  
Total Cost: \$99 (tuition \$80, college fee \$12, print \$2, registration \$5)

**C105 - PHARMACOLOGY AND PHYSIOLOGY**

Do you understand the workings of the human brain and the use of psychopharmacology? You should by the end of this session. Learn more about the human nervous system and the impact of drugs on developing addictions, tolerance, and withdrawal. Understand the interactions of drugs on the body's physiology. ADC 543 CEU 0.7

\*28304. 1 Session: Cohen Hall, CH 259  
Time: 9 a.m.-3:30 p.m., Sat, Feb. 28  
Total Cost: \$99 (tuition \$80, college fee \$12, print \$2, registration \$5)

**C106 - PRENATAL ALCOHOL USE AND FETAL ALCOHOL SPECTRUM DISORDERS: ASSESSMENT AND INTERVENTION**

This session delves into the impact of addiction on women of childbearing years and pregnant women. Some topics include: screening tools, referral and treatment options, Fetal Alcohol Syndrome, understanding treatment and assessment options for these clients. ADC 544 CEU 0.7

\*28305. 1 Session: Cohen Hall, CH 259  
Time: 9 a.m.-3:30 p.m., Sat, March 7  
Total Cost: \$99 (tuition \$80, college fee \$12, print \$2, registration \$5)

**C107 - COMPULSIVE GAMBLING**

Addictions are addictions. No matter the vice. Understand the nature of a gambling addiction and the at-risk personality characteristics as well as treatment planning and recovery issues for compulsive gamblers. ADC 545 CEU 0.7

\*28306. 1 Session: Cohen Hall, CH 259  
Time: 9 a.m.-3:30 p.m., Sat, March 21  
Total Cost: \$99 (tuition \$80, college fee \$12, print \$2, registration \$5)

**C108 - CO-OCCURRING DISORDER ASSESSMENT**

Often times, addictions are just one of several diagnoses an individual may present. Knowing what other clinical disorders are

present and understanding the interplay between them are covered in this session. Use SAMHSA's Four Quadrant Framework to conceptualize clients according to substance abuse and mental health symptom severity. ADC 546 CEU 0.7

\*28307. 1 Session: Cohen Hall, CH 259  
Time: 9 a.m.-3:30 p.m., Sat, March 28  
Total Cost: \$99 (tuition \$80, college fee \$12, print \$2, registration \$5)

**C109 - ASSESSMENT TOOLS**

Learn the fundamentals of use and purpose of more than 10 different common assessment tools. Knowing what the tools are, when to use them and how to read the results are important skills for determining clients' treatment successes, failures, strengths and weaknesses. Gain a basic understanding of how to select, administer, score and interpret the results to clients. ADC 547 CEU 0.7

\*28308. 1 Session: Cohen Hall, CH 259  
Time: 9 a.m.-3:30 p.m., Sat, April 11  
Total Cost: \$99 (tuition \$80, college fee \$12, print \$2, registration \$5)

**DOMAIN II – COUNSELING**

INSTRUCTOR: Ron Faines, MHS, LCADC, CCM Lead instructor

**C201 - INTRODUCTION TO COUNSELING**

In this introduction to counseling, you will define counseling/ therapy as per the IC&RC. Learn to Identify key concepts of, and noted figures associated with the following counseling approaches: Reality Therapy, Cognitive/Behavior Therapy, Transitional Analysis, Structural Family Therapy, Client Centered Therapy, Psychodynamic Therapy, and Gestalt Therapy. Understand the rationale for choosing and changing counseling approaches during the course of counseling. ADC 531 CEU 0.7

\*28309. 1 Session: Cohen Hall, CH 259  
Time: 9 a.m.-3:30 p.m., Sat, April 18  
Total Cost: \$99 (tuition \$80, college fee \$12, print \$2, registration \$5)

**C202 - COUNSELING SKILLS**

Begin to put into practice the different counseling skills discussed in the previous session. Integrate self-help group participation as an adjunct to the counseling process. Identify six stages of counseling and employ the skills found in each stage. ADC 532 CEU 0.7

\*28310. 1 Session: Cohen Hall, CH 259  
Time: 9 a.m.-3:30 p.m., Sat, April 25  
Total Cost: \$99 (tuition \$80, college fee \$12, print \$2, registration \$5)

**C203 - CRISIS INTERVENTION**

Managing the client in crisis is a paramount task of any successful counselor. Learn to define crisis intervention within the framework of alcohol/drug counseling as per IC & RC; identify causes of crisis, the five psychological reactions to crisis, explain four goals of crisis intervention and describe six stages comprising the crisis intervention process. Identify the risk factors and cues associated with suicide as well as handling a suicidal client. Identify & explain the qualities of an effective crisis counselor. ADC 533 CEU 0.7

\*28311. 1 Session: Cohen Hall, CH 259  
Time: 9 a.m.-3:30 p.m., Sat, May 9  
Total Cost: \$99 (tuition \$80, college fee \$12, print \$2, registration \$5)

**C204 - ADDICTION FOCUSED COUNSELING**

Continue to hone the skills of counseling addicts. Identify three modalities of A & D treatment. Identify five goals of individual alcohol/drug counseling. Differentiate the stages of recovery. Learn how to properly end treatment as a process. ADC 534 CEU 0.7

\*28312. 1 Session: Cohen Hall, CH 259  
Time: 9 a.m.-3:30 p.m., Sat, May 16  
Total Cost: \$99 (tuition \$80, college fee \$12, print \$2, registration \$5)

**C205 - GROUP COUNSELING**

Group Counseling is an important component of most treatment plans. Here we explore the various aspects of successful group therapy, define the process, stages of it and handling the various roles group members take on. Understand the counselor's role in a group setting including the different leadership styles. ADC 535 CEU 0.7

\*28313. 1 Session: Cohen Hall, CH 259  
Time: 9 a.m.-3:30 p.m., Sat, May 30  
Total Cost: \$99 (tuition \$80, college fee \$12, print \$2, registration \$5)

**C206 - FAMILY COUNSELING**

Successful addiction recovery means changes in the entire family structure and dynamic. Understand the roles family members play in this dynamic. Explain how SUD affect the family collectively, as well as, each member. Distinguish between interdependence, co-dependence, and dependence. Define intervention and explain the intervention process. Become familiar with family related support groups and community-based service providers for families. ADC 536 CEU 0.7

\*28314. 1 Session: Cohen Hall, CH 259  
Time: 9 a.m.-3:30 p.m., Sat, June 6  
Total Cost: \$99 (tuition \$80, college fee \$12, print \$2, registration \$5)

**C207 - COGNITIVE BEHAVIORAL THERAPY**

This session will give a deeper insight into using Cognitive Therapy as a treatment modality. It explains how a client's cognitions represent a synthesis of internal and external stimuli. Learn to identify the role of cognitions in the client's view of self, view of the world, and view of the past and the future. Demonstrate how alterations in client cognitions affect the client's affective state and patterns of behavior. Apply CBT theory and techniques to the treatment of substance abuse disorders. ADC 537 CEU 0.7

\*28315. 1 Session: Cohen Hall, CH 259  
Time: 9 a.m.-3:30 p.m., Sat, June 13  
Total Cost: \$99 (tuition \$80, college fee \$12, print \$2, registration \$5)

**C208 - MOTIVATIONAL INTERVIEWING/MOTIVATIONAL ENHANCEMENT**

Again, focusing on different therapeutic modalities, gain the insights needed to use these counseling techniques with substance abusers. Assess client's readiness to change using a client-centered interviewing style and at least one validated questionnaire. Describe ways in which counselor's interactional style can affect clients' levels of motivation, resistance and willingness to provide assessment information. Learn to use open-ended questions and a non-confrontational style to elicit the client's perspective on the presenting problem(s). Discuss the spirit of Motivational Enhancement Therapy (MET), and the importance of client-centered principles in substance abuse treatment. ADC 538 CEU 0.7

\*28316. 1 Session: Cohen Hall, CH 259  
Time: 9 a.m.-3:30 p.m., Sat, June 20  
Total Cost: \$99 (tuition \$80, college fee \$12, print \$2, registration \$5)

**C209 - PHARMACOLOGICAL APPROACHES TO NICOTINE DEPENDENCE**

At the end of this course, the student will describe approaching and assessing Nicotine Dependence. Identify various pharmacological interventions for Nicotine Dependence, and the pros and cons of each. Learn the evidence supporting pharmacological interventions for Nicotine Dependence. Explain the relationship between tobacco dependence and other mental and addictive disorders. ADC 539 CEU 0.7

\*28317. 1 Session: Cohen Hall, CH 259  
Time: 9 a.m.-3:30 p.m., Sat, June 27  
Total Cost: \$99 (tuition \$80, college fee \$12, print \$2, registration \$5)

**HEALTHCARE PROFESSIONAL EXTERNSHIP (OPTIONAL)**

**Prerequisite:** Must have completed at least one (1) CADC Domain or the entire Medical Billing and Coding certificate. This practical work experience course is not required as part of any certificate but can be included at the student's request. Externships may be selectively offered based on the following: 1) the student's demonstrated professionalism in class, 2) obtaining 2 letters of recommendation, at least one of which is from an instructor in your program (the other may be from another instructor or a professional in your field of study who can attest to your ability and professional ethics). CCM will assist you in identifying a local healthcare organization for a volunteer work experience (100 hours for Medical Billing and Coding, 300-500 per semester for CADC) under the supervision of a seasoned professional in your field. All sites will be within a 25 mile radius of CCM's Randolph Campus. Externship site schedules will be determined between the student, site supervisor and CCM Externship Coordinator. Additionally, students will be required to attend 3 classroom sessions on job search techniques and preparation which will include resume writing, interview preparation, targeted job search, networking skills and more. No text required. AHP 309

INSTRUCTOR: Terri Seibert, MA

28440. 3 Lecture Sessions: Henderson Hall, HH 204  
Time: 6:30-9:30 p.m., Mon, Feb. 23-March 9  
Externship site location: Determined by CCM  
Externship site schedule: Arranged with externship site and student  
Total Cost: \$369 (tuition \$300, college fee \$44, materials \$20, registration \$5)

28441. 3 Lecture Sessions: Henderson Hall, HH 212  
Time: 6:30-9:30 p.m., Mon, June 1-15  
Externship site location: Determined by CCM  
Externship site schedule: Arranged with externship site and student  
Total Cost: \$369 (tuition \$300, college fee \$44, materials \$20, registration \$5)

**CPR & FIRST AID****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 person-

nel, lifeguards, and other first responders. 30 minutes is allotted for lunch. Vending machines available on campus. CPR 129

**CCM students:** This course can be used to fulfill one credit of the requirements for Health and Wellness electives in certain majors; 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 Administrative Assistant BEFORE registering for the class to learn how to obtain this credit. CPR 129

INSTRUCTOR: Alex Balish, AHA & ASHI Certified Instructor

28211. 1 Session: Henderson Hall, HH 204  
Time: 8:30 a.m.-2:30 p.m., Mon, Jan. 5  
Total Cost: \$99 (tuition \$77, college fee \$9, materials \$7, print \$1, registration \$5)

28212. 1 Session: Henderson Hall, HH 204  
Time: 8:30 a.m.-2:30 p.m., Sat, Feb. 14  
Total Cost: \$99 (tuition \$77, college fee \$9, materials \$7, print \$1, registration \$5)

28213. 1 Session: Henderson Hall, HH 204  
Time: 8:30 a.m.-2:30 p.m., Sat, March 21  
Total Cost: \$99 (tuition \$77, college fee \$9, materials \$7, print \$1, registration \$5)

28214. 1 Session: Henderson Hall, HH 204  
Time: 8:30 a.m.-2:30 p.m., Sat, April 18  
Total Cost: \$99 (tuition \$77, college fee \$9, materials \$7, print \$1, registration \$5)

28215. 1 Session: Henderson Hall, HH 204  
Time: 8:30 a.m.-2:30 p.m., Sat, May 16  
Total Cost: \$99 (tuition \$77, college fee \$9, materials \$7, print \$1, registration \$5)

28216. 1 Session: Henderson Hall, HH 204  
Time: 8:30 a.m.-2:30 p.m., Sat, June 13  
Total Cost: \$99 (tuition \$77, college fee \$9, materials \$7, print \$1, registration \$5)

58550. 1 Session: Henderson Hall, HH 111  
Time: 8:30 a.m.-2:30 p.m., Tues, July 14  
Total Cost: \$99 (tuition \$77, college fee \$9, materials \$7, print \$1, registration \$5)

58551. 1 Session: Henderson Hall, HH 215  
Time: 8:30 a.m.-2:30 p.m., Sat, July 18  
Total Cost: \$99 (tuition \$77, college fee \$9, materials \$7, print \$1, registration \$5)

58552. 1 Session: Henderson Hall, HH 212  
Time: 3:30-9:30 p.m., Thurs, July 23  
Total Cost: \$99 (tuition \$77, college fee \$9, materials \$7, print \$1, registration \$5)

58553. 1 Session: Henderson Hall, HH 215  
Time: 8:30 a.m.-2:30 p.m., Fri, July 31  
Total Cost: \$99 (tuition \$77, college fee \$9, materials \$7, print \$1, registration \$5)

58554. 1 Session: Henderson Hall, HH 215  
Time: 8:30 a.m.-2:30 p.m., Sat, Aug. 22  
Total Cost: \$99 (tuition \$77, college fee \$9, materials \$7, print \$1, registration \$5)



### HEARTSAVER CPR & FIRST AID FOR COMMUNITY LEADERS

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).

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 is consists of 2 primary parts – 4 hours for CPR/AED and 3 hours for First Aid.

#### 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.

#### HEARTSAVER FIRST AID

Heartsaver First Aid Course is a credentialed course and intended for those people with a duty to respond to a first aid emergency. This course contains information on how to manage illness and injuries in the first few minutes until professional help arrives. The workbook provided is intended to be used as a reference for the student after the class. This course can be tailored for adults or pediatrics. Training topics include: First Aid Basics, Medical Emergencies, Injury Emergencies, Environmental Emergencies, and Asthma care. CPR 131

INSTRUCTOR: Alex Balish, AHA & ASHI Certified Instructor

#### HEARTSAVER CPR/FIRST AID FOR COMMUNITY LEADERS

28230. 1 Session: Henderson Hall, HH 204  
Time: 8:30 a.m.-4 p.m., Sat, March 7  
Total Cost: \$99 (tuition \$77, college fee \$9, materials \$7, print \$1, registration \$5)

28231. 1 Session: Henderson Hall, HH 204  
Time: 8:30 a.m.-4 p.m., Sat, May 9  
Total Cost: \$99 (tuition \$77, college fee \$9, materials \$7, print \$1, registration \$5)

Or you can sign-up individually

#### HEARTSAVER CPR/AED (ONLY) CPR 132

28232. 1 Session: Henderson Hall, HH 204  
Time: 8:30 a.m.-12:30 p.m., Sat, March 7  
Total Cost: \$59 (tuition \$44, college fee \$5, materials \$4, print \$1, registration \$5)

28233. 1 Session: Henderson Hall, HH 204  
Time: 8:30 a.m.-12:30 p.m., Sat, May 9  
Total Cost: \$59 (tuition \$44, college fee \$5, materials \$4, print \$1, registration \$5)

#### HEARTSAVER FIRST AID (ONLY) CPR 133

28234. 1 Session: Henderson Hall, HH 204  
Time: 1-4 p.m., Sat, March 7  
Total Cost: \$49 (tuition \$35, college fee \$5, materials \$3, print \$1, registration \$5)

28235. 1 Session: Henderson Hall, HH 204  
Time: 1-4 p.m., Sat, May 9  
Total Cost: \$49 (tuition \$35, college fee \$5, materials \$3, print \$1, registration \$5)

### 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

**Tues. Jan 13, 6:30-8 p.m.,**

Henderson Hall 212

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

This certificate program prepares you for entry level positions in the health care administrative arena and introduces medical billing and reimbursements. 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 positions upon completion of these courses. Education, several years of practical experience and passing a national exam are required to become a Certified Coding Specialist.

This certificate requires 2 semesters to complete. 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.

**Textbooks:** Students are required to obtain textbooks on their own. Required texts are listed with each class. Unless otherwise indicated, texts can be purchased through Amazon, Barnes & Noble or from the publisher.

**Certification:** CCM's program prepares students for the National Healthcareer Association Certification as a Certified Billing and Coding Specialist.

Additionally, you receive a certificate of completion for each course. To earn CCM's Certificate in Medical Billing and Coding Specialist, you are to complete all 11 courses. See "How to Request a Certificate." The Externship Program is not required for the certificate, but can be included at the student's request.

**Certificate Series in recommended sequence:**

- 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.)*

- REMAINING CERTIFICATE COURSES
  - ICD – 9- CM Procedure Coding
  - ICD 9-CPT Coding – Practical Application
  - Navigating the Medical Record
  - Workplace Simulation Training – 3M Encoding Software System
  - Account Management and Medical Billing
  - Practice Management
  - Introduction to CMS/Billing Forms for Payers
  - Certified Billing and Coding Specialist Exam and Prep Course (optional)
  - Medical Billing Externship (optional)

*Courses not offered one semester will be offered in the following semester. This certificate requires 2 semesters to complete.*

**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. AHP 256 CEU 2.1

**REQUIRED TEXT:** Peggy Leonard, Quick & Easy Medical Terminology, 7th Ed., Elsevier Health Division, 2013, ISBN: 978-1455740703

**INSTRUCTOR:** Lorraine Kowalski, RDH, MA

\*28424. 6 Sessions: Henderson Hall, HH 212  
Time: 6:30-9:30 p.m., Mon, Feb. 2-March 9  
Total Cost: \$259 (tuition \$220, college fee \$33, print \$1, registration \$5)

**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. AHP 301 CEU 2.1

**REQUIRED TEXT:** Krumbardt & Alcamo, Baron's EZ Anatomy & Physiology, 2nd ed. ISBN 978-0-7641-4468-4

**INSTRUCTOR:** Jonathan Pereira, Biology/Chemistry Department, CCM

\*28425. 6 Sessions: Henderson Hall, HH 212  
Time: 6:30-9:30 p.m., Wed, Feb. 4-March 11  
Total Cost: \$259 (tuition \$220, college fee \$33, print \$1, registration \$5)

**ICD-9-CM INTRODUCTION AND APPLICATIONS**

ICD-9-CM is very much alive, and will be active at least through October 2015! This course reviews the background of the ICD system, and its roots in the mid-1600s. ICD9 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 ICD10CM easier and less stressful to medical coding professionals. AHP 199 CEU 2.8

**REQUIRED TEXT:** Optum, ICD-9-CM Professional for Hospitals, Vols 1-3, 2014, 1st Ed., Cengage Publications, ISBN 978-1-62254-010-5

**INSTRUCTOR:** Claude Garbarino, Jr., CCS

\*28426. 6 Sessions: Henderson Hall, HH 212  
Time: 9 a.m.-1 p.m., Sat, Feb. 7-March 14  
Total Cost: \$359 (tuition \$308, college fee \$45, print \$1, registration \$5)

**CPT-4 CODING COURSE**

This course, in addition to a main focus on CPT coding, includes overviews of HCPCS Level II codes, as well as Category III codes. Practical application of the CPT coding system is part of every class. The importance and relevance of physician documentation is discussed, as well as the interpretation of this documentation in the assignment of CPT procedure codes. AHP 228 CEU 1.4

**REQUIRED TEXT:** CPT 2014 Professional Edition, AMA, ISBN 978-1-60359-844-6

**INSTRUCTOR:** Claude Garbarino, Jr., CCS

\*28427. 4 Sessions: Henderson Hall, HH 212  
Time: 6:30-9:30 p.m., Mon and Wed, March 16-25  
Total Cost: \$259 (tuition \$193, college fee \$30, materials \$30, print \$1, registration \$5)

**ICD-9-CM PROCEDURE CODING**

**Prerequisite:** ICD-9-CM Introduction and Application course. A continuation of the ICD-9-CM Introduction and Application course, focusing on the appropriate use of ICD-9-CM procedure codes. Procedures include those operations on the skin, bones, female and male reproductive system, endoscopies, biopsies, and diagnostic testing. AHP 278 CEU 0.9

**REQUIRED TEXT:** Optum, ICD-9-CM Professional for Hospitals, Vols 1-3, 2014, 1st Ed., Cengage Publications, ISBN 978-1-62254-010-5

**INSTRUCTOR:** Claude Garbarino, Jr., CCS

\*28431. 2 Sessions: Henderson Hall, HH 212  
Time: 9 a.m.-1 p.m., Sat, March 21-28  
Total Cost: \$119 (tuition \$98, college fee \$11, print \$5, registration \$5)

**NAVIGATING THE MEDICAL RECORD**

**Prerequisites:** ICD-9-CM Introduction and Applications and CPT-4 Coding. This hands-on workshop is for new medical coders ready to review and code hospital medical records. Participants practice the knowledge learned in the ICD-9-CM and CPT-4 coding courses and code actual hospital charts. Books from the ICD-9-CM Procedures and CPT-4 Coding courses are used in this class. No text required. AHP 243 CEU 0.9

**INSTRUCTOR:** Claude Garbarino, Jr., CCS

\*28433. 2 Sessions: Henderson Hall, HH 212  
Time: 9 a.m.-1 p.m., Sat, April 11-18  
Total Cost: \$119 (tuition \$98, college fee \$11, print \$5, registration \$5)

**WORKPLACE SIMULATION TRAINING - 3M ENCODING SOFTWARE**

Obtaining real-world, hands-on experience is critical for anyone entering the workforce today. This course will provide exactly that with the leading software used by hospitals for their medical coding and billing. Students will work with realistic looking medical data for simulated patients and have to enter the codes using the industry standard 3M Medical Encoding Software. It will be as good as actually working in the field. No text required. AHP 312 CEU 1.0

**INSTRUCTOR:** Claude Garbarino, Jr., CCS

\*28429. 4 Sessions: Henderson Hall, HH 113  
Time: 9 a.m.-12 p.m., Sat, April 25-May 16  
Total Cost: \$239 (tuition \$170, college fee \$26, technology fee \$28, materials \$10, registration \$5)

**ACCOUNT MANAGEMENT AND MEDICAL BILLING**

If you are interested in becoming a billing specialist or if you're currently working in a billing office and are looking for new techniques to improve your skills, this course is for you. Examine and discuss claims related to legal issues, claims submissions—paper vs. electronic, processing problems, appeals, collections, ICD-9, CPT-4 and HCPC coding. Medical office and hospital billing or medical records background is helpful but not required. AHP 281 CEU 2.4

**REQUIRED TEXT:** Marilyn Fordney, Insurance Handbook for Medical Office, 13 Ed., 2014, Text & Workbook, Elsevier, ISBN 978-1-4557-3325-5. Workbook for the above text. ISBN 978-1-4557-4811-2

**INSTRUCTOR:** Kathleen Shera, CPC

\*28434. 5 Sessions: Henderson Hall, HH 212  
Time: 9 a.m.-1 p.m., Sat, May 30-June 27  
Total Cost: \$259 (tuition \$221, college fee \$32, print \$1, registration \$5)

**ICD-CPT CODING – PRACTICAL APPLICATION**

**Prerequisite:** Knowledge of medical terminology and anatomy are strongly recommended and a working knowledge of CPT and ICD coding gained through basic coding classes or experience prior to registering for this class. 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 anesthesia, pathology, laboratory, medicine and surgery. Practice knowledge of coding using

*Medical Billing continued on next page.*

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. AHP 280 CEU 2.1

**REQUIRED TEXT:** Carol Buck, Step-By-Step Medical Coding 2014 Edition, 2013 - Text and Workbook Package, Elsevier, ISBN 978-0-323-24083-3. Optum, ICD-9-CM Professional for Hospitals, Vols 1-3, 2014, 1st Ed., Cengage Publications, ISBN 978-1-62254-010-5. CPT 2014 Professional Edition, AMA, ISBN 978-1-60359-844-6

**INSTRUCTOR:** JoAnn Baker, CCS, CPC-H, CPC, CHCC, CPC-I, AHIMA Approved ICD-10-CM/PCS Trainer

\*28435. 6 Sessions: Henderson Hall, HH 212  
Time: 6:30-9:30 p.m., Wed, April 1-May 6  
Total Cost: \$279 (tuition \$239, college fee \$34, print \$1, registration \$5)

### PRACTICE MANAGEMENT

Learn how to manage the ever changing, rapidly paced environment of a physician office. This course concentrates on teaching the essential functions in such areas as front office management, human resource management, patient flow, 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 CEU 1.4

**INSTRUCTOR:** Diane Fulton, CCM Instructor

\*28436. 4 Sessions: Landscape & Horticulture Technology Building, LHT 102  
Time: 6:30-9:30 p.m., Mon, March 30-April 20  
Total Cost: \$219 (tuition \$168, college fee \$25, materials \$20, print \$1, registration \$5)

### INTRODUCTION TO CMS/ COMMERCIAL BILLING FORMS & TERMINOLOGY

This course explores and demystifies medical billing forms, notably the CMS 1450 and the CMS 1500 billing forms. Form locators will be explained and choices discussed. Medical billing terminology as is demon-

strated in explanation of benefits notices will be reviewed and clarified. No text required. AHP 313 CEU 1.0

**INSTRUCTOR:** Judy Tomasini, CCM Instructor

\*28432. 3 Sessions: Henderson Hall, HH 212  
Time: 6:30-9:30 p.m., Mon, Jan. 5-26 (no class Jan. 19)  
Total Cost: \$139 (tuition \$85, college fee \$13, materials \$35, print \$1, registration \$5)

\*28437. 3 Sessions: Henderson Hall, HH 212  
Time: 6:30-9:30 p.m., Mon, April 27-May 11  
Total Cost: \$139 (tuition \$85, college fee \$13, materials \$35, print \$1, registration \$5)

### CERTIFIED BILLING AND CODING SPECIALIST EXAM AND PREP COURSE (OPTIONAL)

A Certified Billing and Coding Specialist's main focus is on converting a medical procedure, diagnosis, or symptom into specific codes for submitting a claim for reimbursement. Benefits to obtaining a Billing and Coding Certification may include more job opportunities, higher wages, and increased job security. CBCS exam is through the National Health Career Association. Registration closes two weeks before exam date. Learn strategies for successful test taking. This prep course is a focused review module offering concise core content aligned with the exam. AHP 298

**REQUIRED TEXT:** Ascend Learning, Certified Billing and Coding Specialist (CBCS) Study Guide, 2012, Ascend Learning, ISBN 9781565335325

**INSTRUCTOR:** CCM Staff Instructors

28438. 4 Sessions: Henderson Hall, HH 114  
Time: 6:30-8:30 p.m., Mon and Wed, Feb. 9-18  
Total Cost: \$329 (tuition \$160, college fee \$24, exam \$135, print \$5, registration \$5)

28439. 4 Sessions: Henderson Hall, HH 212  
Time: 6:30-8:30 p.m., Wed, May 27-June 17  
Total Cost: \$329 (tuition \$160, college fee \$24, exam \$135, print \$5, registration \$5)

### HEALTHCARE PROFESSIONAL EXTERNSHIP (OPTIONAL)

**Prerequisite:** Must have completed at least one (1) CADC Domain or the entire Medical Billing and Coding certificate. This practical work experience course is not required as part of any certificate but can be included at the student's request. Externships may be selectively offered based on the following: 1) the student's demonstrated professionalism in class, 2) obtaining 2 letters of recommendation, at least one of which is from an instructor in your program (the other may be from another instructor or a professional in your field of study who can attest to your ability and professional ethics). CCM will assist you in identifying a local healthcare organization for a volunteer work experience (100 hours for Medical Billing and Coding, 300-500 per semester for CADC) under the supervision of a seasoned professional in your field. All sites will be within a 25 mile radius of CCM's Randolph Campus. Externship site schedules will be determined between the student, site supervisor and CCM Externship Coordinator. Additionally, students will be required to attend 3 classroom sessions on job search techniques and preparation which will include resume writing, interview preparation, targeted job search, networking skills and more. No text required. AHP 309

**INSTRUCTOR:** Terri Seibert, MA

28440. 3 Lecture Sessions: Henderson Hall, HH 204  
Time: 6:30-9:30 p.m., Mon, Feb. 23-March 9  
Externship site location: Determined by CCM  
Externship site schedule: Arranged with externship site and student  
Total Cost: \$369 (tuition \$300, college fee \$44, materials \$20, registration \$5)

28441. 3 Lecture Sessions: Henderson Hall, HH 212  
Time: 6:30-9:30 p.m., Mon, June 1-15  
Externship site location: Determined by CCM  
Externship site schedule: Arranged with externship site and student  
Total Cost: \$369 (tuition \$300, college fee \$44, materials \$20, registration \$5)

## HEALTHCARE PROFESSIONALS CLINICAL TRAINING PROGRAMS



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

### INFORMATION SESSION – Careers in Healthcare Professions and Certified Nurse's Aide

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

**Tues., Jan 13, 6:30-8 p.m.,** Henderson Hall, HH 204

Park in lot 4, 5, 6 or 7 – Use temporary parking pass found with registration information

Pre-registration is not required.



**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 nurse aide certification examination. The course is approved by the following New Jersey agencies:

- NJ Department of Health and Senior Services certification program
- NJ Division of Long-Term Care Systems
- NJ Department of Education
- NJ Department of Labor and Workforce Development

Instruction includes 50 instructional hours and 40 clinical hours. The entire program is conducted in conjunction with a local hospital system which also seeks to hire successful graduates. Registration can take up to 6 weeks to complete the prerequisite documentation. Please note registration deadlines for each course below.

Contact Coordinator of Career and Professional Programs to register at 973-328-5182 or email [cpp@ccm.edu](mailto:cpp@ccm.edu).

Prior to the first day of class, the program requires students to satisfactorily complete:

- A Criminal Background Investigation
- Drug screening

Prior to the first day of class, students must be able to show:

- Proof of current health insurance (or will be required to purchase insurance)
- Completion of a medical examination
- Current immunizations including a 2-step Mantoux Test and Influenza vaccine (as seasonally appropriate)
- Current CPR for Healthcare Professionals Certification (See page 29 for class dates)

There are additional expenses incurred by the student for items including (but not limited to) individual CPR, health insurance, malpractice insurance and uniforms. AHP 306 CEU 10.8 Instructional Hrs: 90

**REQUIRED TEXT:** Pamela J. Carter, RN, BSN MED, CNOR and Wanda M Goldschmidt, RN, MSN, MC, MA, Textbook for Long-Term Care NURSING ASSISTANTS, 2nd edition, Publisher: Wolters Kluwer/ Lippincott Williams & Wilkins, ISBN 978-0-7817-8068-1

**INSTRUCTOR:** Nancy Rothman, BSN, MBA, CCM Program Lead Instructor

\*28403. 18 Sessions: May 26 – Jul 2  
Location: Saint Clare's Hospital- Dover, 3rd Floor-CCM Training Room  
Class Days: 8:30 a.m.-3:30 p.m., Mon-Thurs  
Clinical Days: 7:30 a.m.-1 p.m., Mon-Fri

Specific daily schedule provided by instructor on first day of class.

Total Cost: \$1,359 (tuition \$987, college fee \$132, course fee \$109, miscellaneous fee \$126, registration \$5)

**MANDATORY Registration Seminar for this session is Mon, Apr 13, 2015 (see details below)**

\*88403. 18 Sessions: Aug 17-Sept 24  
Location: Saint Clare's Hospital- Dover, 3rd Floor-CCM Training Room  
Class Days: 8:30 a.m.-3:30 p.m., Mon-Thurs  
Clinical Days: 7:30 a.m.-1 p.m., Mon-Fri  
Specific daily schedule provided by instructor on first day of class.

Total Cost: \$1,359 (tuition \$987, college fee \$132, course fee \$109, miscellaneous fee \$126, registration \$5)

**MANDATORY Registration Seminar for this session is Mon, July 7, 2015 (see details below)**

**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

**INSTRUCTOR:** Nancy Rothman, BSN, MA, CCM Program Lead Instructor

28409. 1 Session: Henderson Hall, Conference Room 110  
Time: 3-5 p.m., Mon, Apr 13  
Total Cost: \$99 (tuition \$10, college fee \$1, Background Check \$83, registration \$5)

58409. 1 Session: Henderson Hall, Conference Room 110  
Time: 10 a.m.-12 p.m., Mon, July 6  
Total Cost: \$99 (tuition \$10, college fee \$1, Background Check \$83, registration \$5)

**CNA SKILLS REVIEW & EXAM RE-TEST**

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. 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 later than originally planned. Please email [CPP@ccm.edu](mailto:CPP@ccm.edu) at least 1 week prior to confirm schedule. AHP 322

**REQUIRED TEXT:** Pamela J. Carter, RN, BSN MED, CNOR and Wanda M Goldschmidt, RN, MSN, MC, MA, Textbook for Long-Term Care NURSING ASSISTANTS, 2nd edition, Publisher: Wolters Kluwer/ Lippincott Williams & Wilkins, ISBN 978-0-7817-8068-1

**INSTRUCTOR:** Nancy Rothman, BSN, MBA, CCM Lead Instructor

28410. 3 Sessions: Saint Clare's Hospital- Dover, 3rd Floor-CCM Training Room  
Time: 8:30 a.m.-3 p.m., Mon, Tues, and Thurs, March 2-3 and 5

Total Cost: \$229 (tuition \$129, college fee \$15, lab \$4, exam fee \$76, registration \$5)

28411. 3 Sessions: Saint Clare's Hospital- Dover, 3rd Floor-CCM Training Room  
Time: 8:30 a.m.-3 p.m., Tues-Thurs, May 19-21

Total Cost: \$229 (tuition \$129, college fee \$15, lab \$4, exam fee \$76, registration \$5)

88410. 3 Sessions: Saint Clare's Hospital- Dover, 3rd Floor-CCM Training Room  
Time: 8:30 a.m.-3 p.m., Tues-Thurs, Sept. 22-24

Total Cost: \$229 (tuition \$129, college fee \$15, lab \$4, exam fee \$76, registration \$5)

**CERTIFIED 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 in this program will learn how to properly and lovingly 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 in the process. 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. And this field is a stepping stone to a longer career in the healthcare professions. AHP 316 CEU 9.1 Instructional hours: 76

Contact Coordinator of Career and Professional Programs for details at 973-328-5182 or email [cpp@ccm.edu](mailto:cpp@ccm.edu).

16 Sessions. Location: Saint Clare's Hospital- Dover, 3rd Floor-CCM Training Room  
Dates and Times: TBA

## NURSE'S CONTINUING EDUCATION

### NJSNA APPROVED PROVIDER

The Career and Professional Program of County College of Morris 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. Provider # P211- 4/12-15. 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.

### RN REFRESHER PROGRAM – NJ BON AND NJSNA APPROVED

CCM's popular RN Refresher Program will next be held May 12, 2015. A mandatory information session will be held Tues January 8, 2015 and again on Monday, March 9, 2015. Interested candidates MUST attend 1 of these sessions. Also, you should contact the NJ Board of Nursing in advance of registering to determine the individual requirements to qualify for re-certification and licensure.

#### MANDATORY INFORMATION SESSION

RN Refresher application process and NJ BON requirements.

Interested candidates must register for and attend 1 of the sessions.

**Tues, Jan 13, 6:30-8:00 p.m.,**

Cohen Hall, CH 271

or

**Mon, Mar 9, 6:30-8:00 p.m.,**

Cohen Hall, CH 257

Park in lot 4, 5, 6 or 7 –

Use temporary parking pass found with registration information

Registration is not required to attend.

However, registration for this program is required before you will be able to continue the registration process for the RN Refresher Program.

### RN REFRESHER PROGRAM (LECTURE/CLINICAL)

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. NRS 298 Contact hours: 101

#### A. Enrollment Requirements:

- Process registration form and payment (See How to Sign Up for Non-Credit Programs).
- Submit the following to Professor Monica Maraska, Cohen Hall, CH300, by April 14, 2014 Course is held provided there is sufficient registration.
  - Copy of your registration form.
  - Copy of Malpractice Insurance (\$1-\$6 million policy - contact Cotterell, Mitchell, Fifer, Inc. 151 William Street, New York, NY 10038, 1-800-221-4904 or 1-212-233-8911 or Nursing Service Organization, 159 E. County Line Road, Hatboro, PA 19040, 1-800-247-1500, FAX: 1-800-739-8818).
  - Current CPR for Health Care Providers (American Heart Association can be obtained at CCM. See page X for details).
  - Original RN license and malpractice insurance must be shown to Professor Maraska at the first class.
- Licensees seeking reinstatement of their license after 5 years or who are on inactive status more than 5 years may be required to retake, and pass, the NCLEX exam. Contact the Board of Nursing regarding your status.
- Nurses with a lapsed RN license must apply to the NJ Board of Nursing for a license "Reinstatement Packet" and "Request for Nurse Refresher Course: Clinical Practice Letter." The original "Permission to Complete Nurse Refresher Course" must be shown to Professor Maraska prior to beginning the course. The New Jersey Board of Nursing's main web site is: <http://www.njconsumeraffairs.gov/nursing/>
- Licensure Reinstatement Application Packet can be downloaded from the NJ Board of Nursing website at <http://www.njconsumeraffairs.gov/nursing/ReactApp.pdf>

#### B. Health Clearance Requirements:

- Attend the Mandatory Registration Seminar to receive full details and forms.
  - 1) Health form to be completed by your health care provider.
  - 2) A Criminal History Background Check (in addition to the check done by the Board of Nursing - Cost is covered as part of the Mandatory Registration Seminar).
  - 3) Urine Drug Testing Information. The student is responsible for the

provider fee, paid at time of service (approximately \$50.00)

- Do not delay beginning these requirements as it takes 6-8 weeks to process them and time is needed to obtain appointments with health care providers and testing laboratories. You will not be accepted into the program without having completed all requirements and results are obtained by the Health Office 2 weeks prior to the beginning of class (April 27, 2014).
- For more information: Contact Monica Maraska, Nursing Department, County College of Morris, (973) 328-5352 or email at [mmaraska@ccm.edu](mailto:mmaraska@ccm.edu). White uniforms or scrubs are required for clinical sessions. Proficient keyboarding (typing) skills are recommended. CCM does not provide job placement.

INSTRUCTOR: CCM Nursing Staff

\*28448. 19 Sessions, Lecture and Clinical, May 11-June 12

Lecture Series: 8 Sessions, Nursing Laboratory, Cohen Hall, CH 168

Time: 9 a.m.-12 p.m., Mon-Thurs, May 11-21

Clinical Sessions: 11 Sessions, Location to be determined (assignments to a local hospital)

Time: Approximately 8 a.m.-3 p.m., Mon-Thurs, May 26-June 12

Total Cost (lecture and clinical): \$1,595 (tuition \$1200, college fee \$195, materials \$195, registration \$5)

**MANDATORY Registration Seminar for this session is Tues, Jan 13 or Mon, Mar 9. (see details below)**

### MANDATORY RN REFRESHER REGISTRATION SEMINAR

You must attend one of these mandatory seminars 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

INSTRUCTOR: Monica Maraska, MSN, CCM Nursing Program Chairperson

28460. 1 Session: Cohen Hall, CH 156

Time: 6:30-8:30 p.m., Tues, Jan. 13

Total Cost: \$99 (tuition \$10, college fee \$1, background check \$83, registration \$5)

28461. 1 Session: Cohen Hall, CH 257

Time: 6:30-8:30 p.m., Mon, March 9

Total Cost: \$99 (tuition \$10, college fee \$1, background check \$83, registration \$5)

## NURSING SKILLS UPDATES FOR REGISTERED NURSES

This is an excellent course for nurses who have not worked in acute care for a period of time. A review of basic, intermediate and advanced nursing skill will be presented. Specific skills include: intradermal, subcutaneous and intramuscular injections; administration of medications through intermittent infusion (IVPB) and through gastrostomy/nasogastric tubes (GT/NGT); care of peripheral and central IV lines, including access and dressing changes; current wound care trends; tracheostomy care and suctioning; use of electronic health records (computerized charting). Use of patient simulators will be utilized to enhance clinical nursing judgment skills as well. A review of the principles regarding these procedures and a demonstration are provided. Opportunities for hands-on practice and return demonstration will be made available if desired. NRS 410 CEU 0.7 Contact Hours: 6

INSTRUCTOR: CCM Nursing Staff

\*28449. 1 Session: Cohen Hall, CH 120  
Time: 9 a.m. - 3:30 p.m., Sat, Feb. 7  
Total Cost: \$199 (tuition \$149, college fee \$18, lab fee \$20, materials \$5, print \$2, registration \$5)

## INTRAVENOUS THERAPY TRAINING 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. We follow the latest industry standard guidelines. This course qualifies for NJSNA and ANCCA for continuing education hours.

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: indications and complications of intravenous therapy, 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! NRS 199 Contact Hours: 8

INSTRUCTOR: Eden Trinidad, MSN, RN, CCRN, Nurse Educator, VA New Jersey Health Care System

\*28459. 1 Session: Cohen Hall, CH 120  
Time: 8:30 a.m.-5 p.m., Sat, Jan. 24  
Total Cost: \$199 (tuition \$143, college fee \$21, lab fee \$30, registration \$5)

\*28451. 1 Session: Cohen Hall, CH 120

Time: 8:30 a.m.-5 p.m., Sat, Feb. 14  
Total Cost: \$199 (tuition \$143, college fee \$21, lab fee \$30, registration \$5)

\*28452. 1 Session: Cohen Hall, CH 120  
Time: 8:30 a.m.-5 p.m., Sat, March 21  
Total Cost: \$199 (tuition \$143, college fee \$21, lab fee \$30, registration \$5)

\*28453. 1 Session: Cohen Hall, CH 120  
(Instructor - CCM Nursing Staff)  
Time: 8:30 a.m.-5 p.m., Fri, April 17  
Total Cost: \$199 (tuition \$143, college fee \$21, lab fee \$30, registration \$5)

\*28454. 1 Session: Cohen Hall, CH 120  
Time: 8:30 a.m.-5 p.m., Sat, May 16  
Total Cost: \$199 (tuition \$143, college fee \$21, lab fee \$30, registration \$5)

\*28455. 1 Session: Cohen Hall, CH 120  
Time: 8:30 a.m.-5 p.m., Sat, June 13  
Total Cost: \$199 (tuition \$143, college fee \$21, lab fee \$30, registration \$5)

## COMMAND SPANISH FOR NURSES

This program prepares non-Spanish-speaking nurses to provide medical care and attention to Spanish-speaking patients in medical office settings and in hospitals. In addition to workplace Spanish language, this program provides trans-cultural training for nurses and future nurses. Emphasis is placed on enhancing quality of patient care. No prior knowledge of Spanish necessary. AHP 308 CEUs 2.1 Contact Hours 18

INSTRUCTOR: Marina Cupo, CCM Adjunct Instructor, Command Spanish ® certified Instructor

\*28456. 6 Sessions: Henderson Hall, HH 204  
Time: 6:30-9:30 p.m., Wed, April 8-May 13  
Total Cost: \$299 (tuition \$213, college fee \$43, materials \$38, registration \$5)

## ARRHYTHMIA RECOGNITION FOR NURSES

This 1-day course provides the learner knowledge of arrhythmia recognition. The course covers the basics of the heart's conduction system, the electrophysiologic process and how to interpret a rhythm strip. Instruction and practice is provided on recognition and initial treatment of sinus, atrial, junctional and ventricular arrhythmias. NRS 425 Contact Hours: 8

REQUIRED TEXT: EKG Plain and Simple. 3rd Edition, Karen M. Ellis. Pearson, ISBN-13: 978-0-13-237729-4

INSTRUCTOR: CCM Nursing Staff

\*28462. 1 Session: Cohen Hall, CH 120  
Time: 8 a.m.-4:30 p.m., Fri, Feb. 27  
Total Cost: \$149 (tuition \$127, college fee \$17, registration \$5)

\*28463. 1 Session: Cohen Hall, CH 120  
Time: 8 a.m.-4:30 p.m., Sat, April 11  
Total Cost: \$149 (tuition \$127, college fee \$17, registration \$5)

## Online Learning

www.ed2go.com/ccm



## NURSING CERTIFICATES

Contact our online training partner directly at [www.ed2go.com/ccm](http://www.ed2go.com/ccm)

### CERTIFICATE IN PERINATAL ISSUES

(20 contact hours, \$109) The Certificate in Perinatal Issues is a multidisciplinary educational experience designed to enhance the knowledge and skills of individuals who provide care and support for childbearing women, newborns, and families.

### CERTIFICATE IN HEALTHY AGING

(10 contact hours, \$69) Gain an overview of aging, including the impact of nutrition and physical activity, changes in the healthy aging brain, and the role of sexuality in healthy aging.

### GERONTOLOGY

(44 contact hours, \$225) Prove you have the skills required to meet the health care needs of a rapidly aging population.

### END OF LIFE CARE

(26 contact hours \$1149) Understand the needs of individuals living with debilitating, chronic, or terminal illnesses.

### PAIN ASSESSMENT AND MANAGEMENT

(24 contact hours, \$149) 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 IN NURSING

(23 contact hours, \$159) Examine key legal and ethical issues to improve your practice and provide better patient care.

BACK  
by Popular  
Demand!

NEW!



## TUITION-FREE HEALTHCARE TRAINING

## HEALTH PROFESSIONS PATHWAYS GRANT OR TAAACT HEALTHCARE GRANT

Healthcare professionals are in high demand and County College of Morris (CCM) is offering an exciting program to provide grant-funded, tuition-free training to help you get into the field. CCM is a partnering college with 2 regional grant programs that can potentially pay for your training. These capacity-building initiatives are designed to strengthen and expand healthcare industry occupational training through workforce readiness and integrated basic skills preparation, workforce supportive services, and occupational skill development leading to certification and employment in one of the following training programs:



- Certified Nursing Assistant (CNA)
- Certified Homemaker Health Aide (CHHA)
- Certified Medication Aide
- Certified Medical Billing and Coding Specialist
- Emergency Medical Technician (EMT)
- Clinical Medical Assistant (CMA)
- Phlebotomy Technician
- Pharmacy Technician
- EKG Technician
- Certified Assisted Living Administrator (CALA)
- Dental Radiographic Technician
- Certified Alcohol and Drug Counselor

CCM also provides job search services as you complete your training program and with resources that can facilitate your career transition. For more information and program requirements, visit [www.ccm.edu/healthgrant](http://www.ccm.edu/healthgrant), call (973) 328 – 2490 or email: [njhpcc@ccm.edu](mailto:njhpcc@ccm.edu)



***“For individuals like [me], this was the perfect pathway for building a foundation to develop the occupational skills required to become a certified professional in the healthcare system.”***

Devon Curtis, Grant Recipient  
Certified Nursing Assistant, Medication Aide



*The NNJHPC has been partially funded by the U.S. Department of Health and Human Services Administration for Children and Families through the Northern New Jersey Health Professions Consortium (Grant Number 90FX0001). This document was supported by Grant Number 90FX0001 from the Administration for Children and Families, U.S. Department of Health and Human Services (HHS). Its contents are solely the responsibility of the authors and do not necessarily represent the official views of HHS.*



## ALTERNATE ROUTE INFORMATION SESSION Careers in Teaching

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

**Tues, Jan 13, 6:30-8 p.m.,**

Cohen Hall CH 153

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. ALT 107

28514. 1 Session: Cohen Hall, CH 153  
Time: 6:30-8 p.m., Tues, Jan. 13  
Total Cost: \$15

Please visit our website at <http://www.ccm.edu/businessCommunity/altroute.aspx> for specifics. For additional information, please email us at [altroute@ccm.edu](mailto:altroute@ccm.edu).

## 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 24 Hour Pre-service Completion Certificate
- Certificate of Eligibility (CE)

Before beginning the alternate route to teaching process, prospective candidates should visit the NJ Department of Education website for further details on becoming a teacher in NJ. Additionally, you will find helpful information on the New Pathways to Teaching website. These sites are:  
New Pathways site = [www.nptnj.org](http://www.nptnj.org)  
NJ DoEd = <http://www.state.nj.us/education/educators/license/>

The NPTNJ program is divided into two stages: Stage I and Stage II. Candidates must first complete the Intro to Teaching Course (below) prior to beginning Stage I, which begins in April, 2015 if there is sufficient enrollment. Stage I students have classes two nights a week for 6 weeks from 6:30 to 9:30 p.m. In addition to 6 weeks of Stage I coursework, Stage I students must also complete 15 hours of classroom observations in public or private schools of their choice, located in New Jersey.

## INTRO TO TEACHING - 24 HOUR COMPONENT

This course will include: 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 4 hour classroom observation requirement. ALT 109

**REQUIRED TEXT:** Levin, F. (2010). Introduction to Teaching: A Guide for New Jersey's Alternate Route Teachers. Boston: Pearson Allyn & Bacon Publishers. Available in Campus Store.

**INSTRUCTOR:** Stacey Opper, MA, CCM Adjunct Professor, NJ Cert. Teacher K-8

28516  
Time:  
Four  
Total

Anderson Hall, HH 212  
Section #28516 is cancelled and is being replaced with section #28519. Please see online catalog for details.

**NEW PATHWAYS TO TEACHING  
STAGE 1 -60 HOURS**

Pre-Requisite: A NJ Dept. of Ed. Certificate of Eligibility. Stage I is a 60-hour course introducing the participant to the world of teaching in the K-12 classroom. The basics of teaching pedagogy, classroom management and other essential skills to running a classroom will be covered. 15 hours are spent observing in a K-12 classroom which you arrange for yourself with the district of your choosing. A teaching job is not required for Stage I enrollment and registrants may continue current employment but must arrange time off to fulfill the 15 hours of observation. Offered in conjunction with New Jersey City University, students may take this course for credit towards a Master's Degree or as a non-credit course.

Stage I is offered in April each year. Students must complete Stage I with a grade of B to be eligible for Stage II. In order to enroll you must have a GPA of 2.75, regardless of the New Jersey Department of Education's PRAXIS II flexibility rule, and possess a Certificate of Eligibility (CE).

To enroll you must have 3 sealed, official transcripts, a NJ DoE Certificate of Eligibility (CE), and a GPA of 2.75 or greater. Transcripts should be mailed to: Alternate Route To Teaching, Henderson Hall 210, County College of Morris, 214 Center Grove Road, Randolph, NJ 07869. All application information must be received and approved prior to enrolling in the class.

**REQUIRED TEXT:** Looking Into Classrooms Package, 2014 Ed. Pearson Allyn & Bacon Publishers, ISBN: 9781269651943. Available in Campus Store.

**INSTRUCTOR:** Hilary Carmen, MA, NJ Cert Teacher, CCM Adjunct Instructor

**ALT 111  
NEW PATHWAYS TO TEACHING STAGE 1  
-60 HOURS (NON-CREDIT)**

28517. 15 Sessions: Henderson Hall, HH 212  
Time: 6:30-9:30 p.m., Tues and Thurs, April 14-June 9 (no class May 21 & 26)  
Fifteen (15) Additional hours of school observations will be discussed on the first day.  
Total Cost: \$1,300  
Cost of textbooks additional and available in Campus Store, purchase in advance.

**ALT 101  
NEW PATHWAYS TO TEACHING STAGE 1  
-60 HOURS (4 Graduate credits)**

28518. 15 Sessions: Henderson Hall, HH 212  
Time: 6:30-9:30 p.m., Tues and Thurs, April 14-June 9 (no class May 21 & 26)  
Fifteen (15) Additional hours of school observations will be discussed on the first day.  
Total Cost: \$3,227 (includes a one-time \$25 transcript fee to NJCU)  
Cost of textbooks additional and available in Campus Store, purchase in advance.

**COURSES FOR  
CHILD CARE PROVIDERS**

Co-sponsored by Child & Family Resources (CFR) or Kids In Motion, LLC, these courses are for Child Care Center Directors and Staff, Family Child Care Providers, Parents, Nannies, School-Age Providers, Kindergarten and Elementary School Teachers.

**CHILD CARE DEVELOPMENT  
ASSOCIATE (CDA)**

These courses may be used to fulfill some of the CDA education requirements. Students seeking CDA certification should contact Child & Family Resources at 973-398-1730 for more information. These courses meet the annual staff development requirement enacted by the New Jersey Bureau of Child Care Licensing for the in-service areas of child growth and development, positive guidance and discipline, and health and safety procedures. CDA designation must be renewed every 3 years. These courses may be used to fulfill the requirements of the CDA designation.

**HOW TO TEACH YOGA,  
DANCE AND SPORTS TO  
PRESCHOOLERS, 101**

This class is an introduction class teaching the fundamentals of Yoga, Dance and Sports to young children. Participants will discover the essentials of class design, use of music, props and equipment that is safe and effective, while keeping children engaged. Each participant will leave with confidence to create fun, safe and effective class formats for young children, following AFAA recommended guidelines. Use of props and music as well as safety and professionalism will be taught. Also, you'll learn special techniques for working with children and learn how to keep their attention and cope with distracting behavior. CCP 526 CEU 0.2

**INSTRUCTOR:** Maria Costanza, Kids In Motion – Child Fitness Trainer

\*28329. 1 Session: Henderson Hall, HH 204  
Time: 7-9 p.m., Mon, Feb.2  
Total Cost: \$39 (tuition \$29, college fee \$4, print \$1, registration \$5)

**KIDS DANCE CHOREOGRAPHY  
MADE SIMPLE**

Calling all teachers! No experience is necessary to learn how to instruct children's dance classes that are recognizable dance routines. Parents love to see their little boys and girls alike moving to today's hit songs or dancing to favorites like the cha cha side or the Macarena. Participants will learn the basics of the 32 count phrase, how to find the beat, how to improvise and the methods used to create an enjoyable play or graduation ceremony. Dress comfortably. CCP 528 CEU 0.2

**INSTRUCTOR:** Maria Costanza, Kids In Motion – Child Fitness Trainer

\*28332. 1 Session: Henderson Hall, HH 204  
Time: 7-9 p.m., Mon, March 16  
Total Cost: \$39 (tuition \$29, college fee \$4, print \$1, registration \$5)

**PRESCHOOL LITERACY & EARLY  
LEARNING STANDARDS**

Young children develop skills such as persistence, creativity, attentiveness, independence, and flexibility through time, relationships and materials. We will look at the Department of Education's newly revised Early Learning Standards with a special concentration on Literacy. Don't miss this opportunity to learn and re-examine your approaches to learning! CCP 533 CEU 0.3

**INSTRUCTOR:** Melissa A. Rivera, Quality Improvement Specialist – CFR

\*28328. 1 Session: Cohen Hall, CH 271  
Time: 6-8:30 p.m., Wed, April 15  
Total Cost: \$39 (tuition \$29, college fee \$4, print \$1, registration \$5)

**100 POSES – ESSENTIALS FOR  
SAFE AND FUN YOGA FOR KIDS**

That's right...100 yoga poses will be modeled, along with creative ideas and safety guidelines for instructing young children. Taught by children's fitness expert, Maria Costanza of Kids in Motion, participants will learn how the classic "down dog" becomes mean dog, cute dog and big dog or how the tree poses becomes apple orchard, the magic autumn tree or the Halloween forest. Dress comfortably, and be prepared to do poses along with the group. CCP 527 CEU 0.2

**INSTRUCTOR:** Maria Costanza, Child Fitness Trainer – Kids In Motion

\*28330. 1 Session: Henderson Hall, HH 204  
Time: 7-9 p.m., Mon, May 11  
Total Cost: \$39 (tuition \$29, college fee \$4, print \$1, registration \$5)

**HARD JOYS OF MANAGING  
BEHAVIOR WITH A CREATIVE  
MIND AND PLAYFUL SPIRIT**

During this workshop there will be an exploration of the variability and uniqueness of children's experience with behavior. Teachers will investigate these behaviors as clues to developmental issues. We will discuss different "energy zones" and how they apply to behavioral difficulties. There will be opportunity for learning and applying solutions to address these "energy zones". CCP 534 CEU 0.2

**INSTRUCTOR:** Linda Bartek-Smith, Quality Development Coordinator –CFR

\*28331. 1 Session: Henderson Hall, HH 204  
Time: 7-9 p.m., Wed, June 10  
Total Cost: \$39 (tuition \$29, college fee \$4, print \$1, registration \$5)





County College of Morris in Morristown is located at 30 Schuyler Place, 2nd Floor, Suite 220. Our location is located one block from the Morristown Green and within easy access of the Morristown train station. For more information, regarding credit and continuing courses held here, visit our webpage: [www.ccm.edu/morristown](http://www.ccm.edu/morristown), send us an email [ccmmorristown@ccm.edu](mailto:ccmmorristown@ccm.edu) or call us at 973-328-5530.

We offer the following courses and are creating more to keep up with the ever changing demand of the busy professional, career changers or those interested in improving their English Learning skills and much more:

### • *Microsoft IT Academy*

Microsoft IT Academy is a program designed to offer students learning solutions for IT skills training and certification as well as technology essentials for professionals. Microsoft IT Academy and its resources can help build a successful future with the skills that employers demand.

### • *GED–General Education Test Preparation*

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 GED Test Prep Program makes it possible for qualified individuals to earn a high school credential, thus providing an opportunity to:

- Pursue Higher Education
- Obtain jobs or job promotion
- Achieve personal goals

### • *English Language Learning*

The CCM ELL program includes six levels of ESL Training. The program is designed to address and meet the varying needs of those seeking English language skills to better interact at home, in the workplace and the community. With the blended learning of MyEnglishLab, an on-line interactive tool for students to use.

### • *Small Business*

CCM and SCORE (a national organization with a local chapter) 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 affordable business workshops, seminars - training and free business counseling is available. For additional information contact SCORE at: <http://northwestnj.score.org> or 973-442-6400

**Directions to CCM in Morristown:** Take Route 10 East to 287 South towards Morristown, taking exit 36 - Lafayette Avenue/Ridgedale Avenue to Morris Avenue. Take the right only turn to continue on Morris Avenue. Continue straight on Morris, which turns into Park Avenue. At second light, make right onto Speedwell Avenue and bear left around the Green. At light, cross over Washington Street entering the Ann-Bank street parking garage on the right. The parking garage can also be accessed from the Schuyler Street entrance.

**Parking Directions:** Parking for CCM in Morristown will be at the Ann-Bank Street parking garage. Parking for faculty and students will be validated at the reception desk. To leave the parking garage the Bank Street exit has to be used. Exiting on the Schuyler side is for parking garage card holders only. Park only in the permitted areas - parking in the restricted or County Employees Only designated areas could result in fines or the car being towed at the owner's expense. Please do not park on the Schuyler street level side of the garage.

**SPRING/SUMMER 2015 PROFESSIONAL DEVELOPMENT AT CCM IN MORRISTOWN**

For full course descriptions, registration information go to our website at [www.ccm.edu/morristown](http://www.ccm.edu/morristown), email us at: [cmmorristown@ccm.edu](mailto:cmmorristown@ccm.edu) or call us at 973-328-5530

Code	Section	Course Title	Day	Time	Date	Room	Price
<b>Quickbooks:</b>							
BDT 110	28900	Intro to QuickBooks	Tues	6:00pm-9:00pm	3/3-3/31	MOR, 220F	\$245
<b>New SQL Server 2012:</b>							
SQL 300	28908	Querying SQL Server	Sat	9:00am-5:00pm	2/28-3/28	MOR, 220H	\$950
SQL 301	48909	Administer SQL	Sat	9:00am-5:00pm	5/16-6/20	MOR, 220H	\$950
SQL 302		Implementing a Data Warehouse			Coming Fall 2015		\$950
<b>New Adobe Creative Cloud:</b>							
WDA 210	28901	Dreamweaver CC	Thurs	6:00pm-9:00pm	2/5-2/26	MOR, 220F	\$245
WCS 200	28904	Photoshop CC	Thurs	6:00pm-9:00pm	3/5-3/26	MOR, 220F	\$245
WCS 250	28903	In-Design CC	Thurs	6:00pm-9:00pm	4/2-4/23	MOR, 220F	\$245
WCS 105	28905	How to Build an App	Tues	6:00pm-9:00pm	4/7-4/28	MOR, 220H	\$245
WCS 230	48902	Illustrator CC	Thurs	6:00pm-9:00pm	5/7-5/28	MOR, 220F	\$245
BDT 110	48900	Intro to QuickBooks	Tues	6:00pm-9:00pm	6/2-6/23	MOR, 220F	\$245
<b>New Supply Chain Series:</b>							
SCS 101	28940	Supply Chain Basics	Thurs	6:30pm-9:30pm	3/5-3/26	MOR, 220E	\$199
SCS 201	28941	Project Mgmt.	Thurs	6:30pm-9:30pm	4/2-4/23	MOR, 220E	\$199
SCS 301	48942	Change Mgmt.	Thurs	6:30pm-9:30pm	5/5-5/28	MOR, 220E	\$199

**Microsoft IT Academy at CCM in Morristown:** Microsoft IT Academy courses require that you come in for a two (2) hour orientation. Learn how to login, obtain the access code and how to access the course material. If you take subsequent courses, this step 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. All Microsoft IT Academy Courses are online - except for Orientation and the final class. All classes are conducted on-line with instructor support. Participants must complete all assignments and return for post testing

Code	Section	Course Title	Day	Time	Date	Room	Price
<b>Session 1: Orientation – Saturday, January 24, 2015</b>							
MOS 101	28860	Word - Basic	S	9:00am-11:00am	1/24-2/21	MOR, 220H	\$95
MOS 201	28861	Word-Intermediate	S	9:00am-11:00am	1/24-2/21	MOR, 220H	\$95
MOS 301	28862	Word - Advanced	S	9:00am-11:00am	1/24-2/21	MOR, 220H	\$95
MOS 102	28863	Excel - Basic	S	9:00am-11:00am	1/24-2/21	MOR, 220H	\$95
MOS 202	28864	Excel - Intermediate	S	9:00am-11:00am	1/24-2/21	MOR, 220H	\$95
MOS 302	28865	Excel - Advanced	S	9:00am-11:00am	1/24-2/21	MOR, 220H	\$95
MOS 103	28866	PowerPoint - Basic	S	9:00am-11:00am	1/24-2/21	MOR, 220H	\$95
MOS 203	28867	PowerPoint -Interm	S	9:00am-11:00am	1/24-2/21	MOR, 220H	\$95
MOS 303	28868	PowerPoint - Adv	S	9:00am-11:00am	1/24-2/21	MOR, 220H	\$95
MOS 104	28869	Outlook	S	9:00am-11:00am	1/24-2/21	MOR, 220H	\$95
MOS 105	28870	Access - Basic	S	9:00am-11:00am	1/24-2/21	MOR, 220H	\$95
MOS 205	28871	Access - Intermed	S	9:00am-11:00am	1/24-2/21	MOR, 220H	\$95
MOS 305	28872	Access - Advanced	S	9:00am-11:00am	1/24-2/21	MOR, 220H	\$95
MOS 106	28873	SharePoint I	S	9:00am-11:00am	1/24-2/21	MOR, 220H	\$95
<b>Session 2: Orientation – Saturday, April 11, 2015</b>							
Code	Section	Course Title	Day	Time	Date	Room	Price
MOS 101	28880	Word - Basic	S	9:00am-11:00am	4/11-5/9	MOR, 220H	\$95
MOS 201	28881	Word - Intermed	S	9:00am-11:00am	4/11-5/9	MOR, 220H	\$95
MOS 301	28882	Word - Advanced	S	9:00am-11:00am	4/11-5/9	MOR, 220H	\$95
MOS 102	28883	Excel - Basic	S	9:00am-11:00am	4/11-5/9	MOR, 220H	\$95
MOS 202	28884	Excel - Intermed	S	9:00am-11:00am	4/11-5/9	MOR, 220H	\$95
MOS 302	28885	Excel - Advanced	S	9:00am-11:00am	4/11-5/9	MOR, 220H	\$95
MOS 103	28886	PowerPoint - Basic	S	9:00am-11:00am	4/11-5/9	MOR, 220H	\$95
MOS 203	28887	PowerPoint -Interm	S	9:00am-11:00am	4/11-5/9	MOR, 220H	\$95
MOS 303	28888	PowerPoint - Adv	S	9:00am-11:00am	4/11-5/9	MOR, 220H	\$95
MOS 104	28889	Outlook	S	9:00am-11:00am	4/11-5/9	MOR, 220H	\$95
MOS 105	28890	Access - Basic	S	9:00am-11:00am	4/11-5/9	MOR, 220H	\$95
MOS 205	28891	Access - Intermed	S	9:00am-11:00am	4/11-5/9	MOR, 220H	\$95
MOS 305	28892	Access - Advanced	S	9:00am-11:00am	4/11-5/9	MOR, 220H	\$95
MOS 206	28893	SharePointII	S	9:00am-11:00am	4/11-5/9	MOR, 220H	\$95

<b>Summer Session: Orientation – Saturday, June 20, 2015</b>							
Code	Section	Course Title	Day	Time	Date	Room	Price
MOS 101	58860	Word - Basic	S	9:00am-11:00am	6/20-7/25	MOR, 220H	\$95
MOS 201	58861	Word - Intermed	S	9:00am-11:00am	6/20-7/25	MOR, 220H	\$95
MOS 301	58862	Word - Advanced	S	9:00am-11:00am	6/20-7/25	MOR, 220H	\$95
MOS 102	58863	Excel - Basic	S	9:00am-11:00am	6/20-7/25	MOR, 220H	\$95
MOS 202	58864	Excel - Intermed	S	9:00am-11:00am	6/20-7/25	MOR, 220H	\$95
MOS 302	58865	Excel - Advanced	S	9:00am-11:00am	6/20-7/25	MOR, 220H	\$95
MOS 103	58866	PowerPoint - Basic	S	9:00am-11:00am	6/20-7/25	MOR, 220H	\$95
MOS 203	58867	PowerPoint - Intermed	S	9:00am-11:00am	6/20-7/25	MOR, 220H	\$95
MOS 303	58868	PowerPoint - Adv	S	9:00am-11:00am	6/20-7/25	MOR, 220H	\$95
MOS 104	58869	Outlook	S	9:00am-11:00am	6/20-7/25	MOR, 220H	\$95
MOS 105	58870	Access - Basic	S	9:00am-11:00am	6/20-7/25	MOR, 220H	\$95
MOS 205	58871	Access - Intermed	S	9:00am-11:00am	6/20-7/25	MOR, 220H	\$95
MOS 305	58872	Access - Advanced	S	9:00am-11:00am	6/20-7/25	MOR, 220H	\$95

<b>NEW Microsoft IT Academy 2013 Essentials – Get introduced to Microsofts Newest Office Suite with Essentials</b>							
Code	Section	Course Title	Day	Time	Date	Room	Price
<b>Session 1: Orientation – Saturday, January 24, 2015</b>							
MSE 101	28874	Word 2013 Essentials	S	9:00am-11:00am	1/24-2/21	MOR, 220F	\$95
MSE 102	28875	Excel 2013 Essentials	S	9:00am-11:00am	1/24-2/21	MOR, 220F	\$95
MSE 103	28876	PowerPoint 2013	S	9:00am-11:00am	1/24-2/21	MOR, 220H	\$95
MSE 105	28877	Access 2013	S	9:00am-11:00am	1/24-2/21	MOR, 220H	\$95
MSE 106	28878	Windows 8 Desktop	S	9:00am-11:00am	1/24-2/21	MOR, 220H	\$95
MSE 107	28879	MS Office Web Apps	S	9:00am-11:00am	1/24-2/21	MOR, 220H	\$95
<b>Session 2: Orientation – Saturday, April 11, 2015</b>							
MSE 101	28894	Word 2013 Essentials	S	9:00am-11:00am	4/11-5/9	MOR, 220H	\$95
MSE 102	28895	Excel 2013 Essentials	S	9:00am-11:00am	4/11-5/9	MOR, 220H	\$95
MSE 103	28896	PowerPoint 2013	S	9:00am-11:00am	4/11-5/9	MOR, 220H	\$95
MSE 105	28897	Access 2013	S	9:00am-11:00am	4/11-5/9	MOR, 220H	\$95
MSE 106	28898	Windows 8 Desktop	S	9:00am-11:00am	4/11-5/9	MOR, 220H	\$95
MSE 107	28899	MS Office Web Apps	S	9:00am-11:00am	4/11-5/9	MOR, 220H	\$95
<b>Summer Session: Orientation – Saturday, June 20, 2015</b>							
MSE 101	58874	Word 2013 Essentials	S	9:00am-11:00am	6/20-7/25	MOR, 220H	\$95
MSE 102	58875	Excel 2013 Essentials	S	9:00am-11:00am	6/20-7/25	MOR, 220H	\$95
MSE 103	58876	PowerPoint 2013	S	9:00am-11:00am	6/20-7/25	MOR, 220H	\$95
MSE 105	58877	Access 2013	S	9:00am-11:00am	6/20-7/25	MOR, 220H	\$95
MSE 106	58878	Windows 8 Desktop	S	9:00am-11:00am	6/20-7/25	MOR, 220H	\$95
MSE 107	58879	MS Office Web Apps	S	9:00am-11:00am	6/20-7/25	MOR, 220H	\$95

<b>New Lunchtime Series – Supervisory Development at CCM in Morristown</b>							
Code	Section	Course Title	Day	Time	Date	Room	Price
SDC 101	28920	Leadership	M/W	12:00pm-4:00pm	2/2-2/4	MOR, 220C	\$95
SDC 102	28921	Communication	M/W	12:00pm-4:00pm	2/9-2/11	MOR, 220C	\$95
SDC 103	28922	Transition to Supv	M/W	12:00pm-4:00pm	2/23-2/25	MOR, 220C	\$95
SDC 201	28923	Performance Mgmt	M/W	12:00pm-4:00pm	3/2-3/4	MOR, 220C	\$95
SDC 202	28924	Motivational Envir	M/W	12:00pm-4:00pm	3/9-3/11	MOR, 220C	\$95
SDC 203	28925	Managing Change	M/W	12:00pm-4:00pm	3/16-3/18	MOR, 220C	\$95
SDC 204	28926	Conflict Resolution	M/W	12:00pm-4:00pm	3/23-3/25	MOR, 220C	\$95
SDC 301	28927	Plan and Organize	M/W	12:00pm-4:00pm	3/30-4/1	MOR, 220C	\$95
SDC 302	28928	Team Effectiveness	M/W	12:00pm-4:00pm	4/6-4/8	MOR, 220C	\$95
SDC 303	28929	Problem Solving	M/W	12:00pm-4:00pm	4/13-4/15	MOR, 220C	\$95
SDC 304	28930	Cultural Competent	M/W	12:00pm-4:00pm	4/20-4/22	MOR, 220C	\$95



**SPRING/SUMMER 2015 – ENGLISH LANGUAGE LEARNING (ELL) AT CCM IN MORRISTOWN**

For full course descriptions and registration information go to our website at [www.ccm.edu/morristown](http://www.ccm.edu/morristown), email us at [ccmmorristown@ccm.edu](mailto:ccmmorristown@ccm.edu) or call us at 973-328-5530.

**All Testing is done in Morristown** at 30 Schuyler Place, 2nd Floor. You must test before registering for classes to ensure proper placement.

**Morning test times** - 9:30am, 10:30am & 11:30am (Last morning test is given at 11:30am).

**Evening test times** - 5:00pm, 6:00pm & 7:00pm (Last evening test is given at 7:00pm).

Price of ELL courses does not include the book. See on-line brochure for book ordering information.

Students returning to the same ELL level do not need to repurchase book.

**Spring FIRST Session: Placement Test** - Wednesday, January 7, 2015 - (1/7/15)

**Continuing Education ELL at CCM in Morristown Classes**

Code	Section	Course Title	Day	Time	Date	Room	Price
ENS 213	28800	Beginner-Levels I & II	T/Th	9:30am-11:30am	1/13-3/19	MOR, 220H	\$235
ENS 213	28007	Beginner-Levels I & II	T/Th	6:00pm-8:00pm	1/13-3/19	MOR, 220D	\$235
ENS 215	28801	Intermed-Levels III & IV	T/Th	9:30am-11:30am	1/13-3/19	MOR, 220E	\$235
ENS 215	28802	Intermed-Levels III & IV	T/Th	9:30am-11:30am	1/13-3/19	MOR, 220F	\$235
ENS 215	28806	Intermed-Levels III & IV	T/Th	6:00pm-8:00pm	1/13-3/19	MOR, 220B	\$235
ENS 214	28803	Advanced-Levels V & VI	T/Th	9:30am-11:30am	1/13-3/19	MOR, 220C	\$235
ENS 214	28804	Advanced-Levels V & VI	T/Th	9:30am-11:30am	1/13-3/19	MOR, 220B	\$235
ENS 203	28811	Improve Pronunciation	Th	12:30pm-2:00pm	2/19-4/23	MOR, 220B	\$115
ENS 224	28810	Accent Modification	Th	12:00pm-1:30pm	4/9-6/11	MOR, 220C	\$115
WTR 101	28812	Grammar, Usage&Mech	M/W	9:30am-11:00am	2/9-3/11	MOR, 220B	\$115
WTR 201	28813	Paragraph & Essay Writing	M/W	9:30am-11:00am	3/23-4/22	MOR, 220B	\$115

**Continuing Education ELL at CCM in RANDOLPH - Evening Classes**

ENS 219	28805	Beginner-Levels I & II	M/W	6:00pm-8:00pm	1/14-3/25	HH, 215	\$235
ENS 220	28808	Advanced-Levels V & VI	M/W	6:00pm-8:00pm	1/14-3/25	CH, 255	\$235

**Spring Second Session: Placement Test** - Tuesday, March 24, 2015 - (3/24/15)

**Continuing Education ELL at CCM in Morristown Classes**

Code	Section	Course Title	Day	Time	Date	Room	Price
ENS 213	28820	Beginner-Levels I & II	T/Th	9:30am-11:30am	4/7-6/11	MOR, 220H	\$235
ENS 213	28821	Beginner-Levels I & II	T/Th	6:00pm-8:00pm	4/7-6/11	MOR, 220D	\$235
ENS 215	28822	Intermed-Levels III & IV	T/Th	9:30am-11:30am	4/7-6/11	MOR, 220E	\$235
ENS 215	28823	Intermed-Levels III & IV	T/Th	9:30am-11:30am	4/7-6/11	MOR, 220F	\$235
ENS 215	28824	Intermed-Levels III & IV	T/Th	6:00pm-8:00pm	4/7-6/11	MOR, 220B	\$235
ENS 214	28825	Advanced-Levels V & VI	T/Th	9:30am-11:30am	4/7-6/11	MOR, 220C	\$235
ENS 214	28826	Advanced-Levels V & VI	T/Th	9:30am-11:30am	4/7-6/11	MOR, 220B	\$235

**Continuing Education ELL at CCM in RANDOLPH - Evening Classes**

ENS 219	28827	Beginner-Levels I & II	M/W	6:00pm-8:00pm	4/6-6/15	HH, 215	\$235
ENS 220	28828	Advanced-Levels V & VI	M/W	6:00pm-8:00pm	4/6-6/15	CH, 255	\$235

**Summer 2015 Mini Session: RETURING STUDENTS ONLY - Not for new students. NO Placement Test**

All courses for the Mini Session are twenty (20) hours.

Code	Section	Course Title	Day	Time	Date	Room	Price
ENS 213	58800	Beginner-Levels I & II	T/Th	9:30am-11:30am	6/30-7/30	MOR, 220H	\$120
ENS 213	58801	Beginner-Levels I & II	T/Th	6:00pm-8:00pm	6/30-7/30	MOR, 220D	\$120
ENS 215	58802	Intermed-Levels III & IV	T/Th	9:30am-11:30am	6/30-7/30	MOR, 220E	\$120
ENS 215	58803	Intermed-Levels III & IV	T/Th	9:30am-11:30am	6/30-7/30	MOR, 220F	\$120
ENS 215	58804	Intermed-Levels III & IV	T/Th	6:00pm-8:00pm	6/30-7/30	MOR, 220B	\$120
ENS 214	58805	Advanced-Levels V & VI	T/Th	9:30am-11:30am	6/30-7/30	MOR, 220C	\$120
ENS 214	58806	Advanced-Levels V & VI	T/Th	9:30am-11:30am	6/30-7/30	MOR, 220B	\$120

**Continuing Education ELL at CCM in RANDOLPH - Evening Classes**

Code	Section	Course Title	Day	Time	Date	Room	Price
ENS 219	58807	Beginner-Levels I & II	M/W	6:00pm-8:00pm	6/29-7/29	HH, 215	\$120
ENS 220	58808	Advanced-Levels V & VI	M/W	6:00pm-8:00pm	6/29-7/29	CH, 255	\$120

For full course descriptions and registration information go to our website at [www.ccm.edu/morristown](http://www.ccm.edu/morristown).

Price of ELL courses does not include the book. See on-line brochure for book ordering information.

## Online Learning

www.ed2go.com/ccm



## ONLINE PROFESSIONAL DEVELOPMENT AND ADULT ENRICHMENT COURSES

### ed2go Instructor-led courses

Learn More Online –anytime, anywhere - in 6 weeks. Most Courses are \$99.

#### How to Get Started:

1. Go to [www.ed2go.com/ccm](http://www.ed2go.com/ccm)
2. Click on enroll through a local college or university. Choose a course, and complete the enrollment process.
3. Choose date
4. Sign in
5. Payment option
6. Purchase

#### Start Dates:

2015 – Jan 21, Feb 18, Mar 18, Apr 15, May 13, Jun 17, Jul 15, Aug 12

**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.

#### ACCOUNTING

Accounting Fundamentals

#### BUSINESS AND MANAGEMENT

Leadership

PMP Certification Prep

Project Management Fundamentals

#### COMPUTERS AND TECHNOLOGY

Computer Skills for Workplace

Access, Excel, Word, PowerPoint 2007, 2010

QuickBooks 2010

Creating WordPress Websites

Creating Web Pages

CSS and XHTML

Photoshop and Dreamweaver CS5

Java Programming

#### SQL

Comp TIA A+ Certification Prep

C# Programming

PHP and MySQL

Intro to Networking

#### DIGITAL PHOTOGRAPHY

Digital Photography

Secrets of Better Photography

#### TEACHING AND EDUCATION

Differentiated Instruction in Classroom

Singapore Math

Solve Classroom Discipline Problems

Teaching Smarter with SMART Boards

#### TEST PREP

GED and GRE Preparation

#### WRITING AND PUBLISHING

A-Z Grant Writing

Beginner Writer's Workshop

Effective Business Writing

Grammar Refresher

Writing Essentials

#### PERSONAL DEVELOPMENT HAS A VARIETY OF COURSES WITHIN THESE POPULAR TOPICS

Arts

Children Parents and Family

Personal Finance

Health and Wellness

Your first point of contact for course and registration questions should be at [ed2go.support@cengage.com](mailto:ed2go.support@cengage.com).

If you do not get a response, please contact CCM at [CPP@ccm.edu](mailto:CPP@ccm.edu).

## Online Learning

www.ed2go.com/ccm



## 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.

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Administrative Professional

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Medical Billing and Coding

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Veterinary Assistant

#### HOSPITALITY AND GAMING

Certified Wedding Planner

Travel Agent Training

#### IT AND SOFTWARE

A+ Certification

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Cisco CCNA

System Engineer 2003 (MCSE)

Web Database Developer

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For registration, pricing and payment, visit [www.GatlinEducation.com/ccm](http://www.GatlinEducation.com/ccm)

#### Features:

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

#### How to Get Started:

1. All materials are included in the program fees.
2. Register and pay at [www.gatlineducation.com/ccm](http://www.gatlineducation.com/ccm). For more information, call 877-221-5151

To learn more and register, go to [www.ed2go.com/ccm](http://www.ed2go.com/ccm)

## 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

**SWIM LESSONS FOR ADULTS - LEVEL I**

This is an introduction to swimming for those who may fear the water and their ability to swim. Basic swimming techniques of breathing (blowing bubbles), floating on your back and front, proper kicking techniques, primary swim strokes of freestyle, and backstroke. Class is limited to 10 students per instructor. SFD 308

INSTRUCTOR: CCM Swim Instructors  
28573. 9 Sessions: Health/Physical Education Bldg., Aquatic Facility, HPE 140  
Time: 6:30-7:30 p.m., Tues and Thurs, March 10-April 7

Total Cost: \$199 (tuition \$130, college fee \$20, course fee \$44, registration \$5)

28574. 9 Sessions: Health/Physical Education Bldg., Aquatic Facility, HPE 140  
Time: 6:30-7:30 p.m., Tues and Thurs, April 9-May 7

Total Cost: \$199 (tuition \$130, college fee \$20, course fee \$44, registration \$5)

**TODDLER SWIM (AGES 4-5 YEARS) LESSONS**

See Youth / College for Kids

**YOUTH SWIM LESSONS**

See Youth / College for Kids

**NEW!****CCM'S COOKING SCHOOL NEW CLASSES AND NEW RECIPES!!**

Have a passion for cooking? Now you can learn from the best right here in Randolph. County College of Morris cooking school features a state-of-the-art teaching kitchen located in the Student Community Center. Learn great new recipes, professional cooking techniques, and the hottest trends in food. Enjoy cooking and dining in class. All courses include a fee for food. Register early as classes are limited in size.

**Directions for the Teaching Kitchen:** The Teaching Kitchen is located in the Student Center. The entrance is located on the outside of the building, the side facing parking lot 6 (not facing the center of campus). Refer to campus map for directions ([www.ccm.edu](http://www.ccm.edu), CCM Site Map (bottom of screen), Campus Map, Building 1).

**Bring to class:** You are welcome to bring an apron and side towel. It is suggested to bring a carry-out container as well.

**NEW!****GROUP TEAM BUILDING COOKING CLASSES**

Looking for a fun and different experience for your organization's team? Want to build camaraderie, leadership or group cohesiveness in an atmosphere outside the organization's normal venue? How about private cooking lessons for your team or group in our Teaching Kitchen with one of our professional chefs. Our Cooking classes requires between 6 and 15 "students" per session. Learn some new kitchen skills, prepare some great menus, have lots of fun in the process! To get more information, contact us at [cpp@ccm.edu](mailto:cpp@ccm.edu).

**ALL AMERICAN COOKING SERIES:**

Take one or all 4 of these cooking classes that will allow you to sample flavors and cuisines from different parts of the USA. Or try just one!

INSTRUCTOR: Linda Pacchiano, Chef

**DOWN-HOME SOUTHERN COOKING**

Nothing is more satisfying than authentic southern cooking. Learn the secrets for making these traditional old-fashioned "comfort food" recipes: Southern Fried Buttermilk Chicken, Ultra-Creamy Mashed Potatoes, Braised Southern Greens and Georgia Peach Pie with Bourbon Whipped Cream. COS 406

28582. 1 Session: SCC Teaching Kitchen, SC 241

Time: 2-5 p.m., Sun, March 1

Total Cost: \$79 (tuition \$56, college fee \$6, materials \$12, registration \$5)

**NEW YORK, NEW YORK – AN ITALIAN-AMERICAN FEAST**

Capture the flavors from dishes that are typically found in New York's Little Italy and on Arthur Avenue in the Bronx. Italian Antipasto Salad with Balsamic Vinaigrette, Mushroom Bruschetta with Caramelized Shallots, Homemade Ravioli with Classic Marinara

Sauce, Veal Saltimbocca, and Chocolate Almond Biscotti Cookies. COS 442

28583. 1 Session: SCC Teaching Kitchen, SC 241

Time: 2-5 p.m., Sun, March 8

Total Cost: \$79 (tuition \$56, college fee \$6, materials \$12, registration \$5)

**CALIFORNIA DREAMIN' CUISINE**

You don't have to wait for the farmer's market in this part of the country where fresh produce is year-round. We'll create several dishes that reflect the light and healthy side of cuisine from beautiful, sunny California: Chilled Cucumber Soup, Grilled Flank Steak with an Herb Balsamic Marinade, Roasted Vegetable Strudel, Mixed Fresh Fruits with Lemon Sorbet and Raspberry Coulis. COS 440

28584. 1 Session: SCC Teaching Kitchen, SC 241

Time: 2-5 p.m., Sun, March 15

Total Cost: \$79 (tuition \$56, college fee \$6, materials \$12, registration \$5)

**CELEBRATE MARDI GRAS NEW ORLEANS STYLE**

Even without the colorful costumes and beads, we'll savor the flavors of some of the most classic dishes of this famous food Mecca: New Orleans Barbecued Shrimp, Chicken and Smoked Sausage Jambalaya with Brown Rice, Mardi Gras Style Chopped Salad with Champagne Vinaigrette, Bananas Foster. COS 441

28581. 1 Session: SCC Teaching Kitchen, SC 241

Time: 2-5 p.m., Sun, Feb. 22

Total Cost: \$89 (tuition \$56, college fee \$6, materials \$22, registration \$5)

**SUPER BOWL PRE-GAME PARTY**

Calling all Football Fans! Let's prepare for that big game together! Gather your football loving friends or come and make new ones before the big game. We will be making and sharing scrumptious snacks, including Asian Sticky Wings, Crab Quesadillas with Guacamole, Blue Cheese and Sausage Stuffed Mushrooms, Grilled Meatball Pizzas and Banana Split Bars. COS 443

INSTRUCTOR: Suzanne Lowery, Chef

28585. 1 Session: SCC Teaching Kitchen, SC 241  
Time: 3:30-6:30 p.m., Sat, Jan. 24  
Total Cost: \$79 (tuition \$56, college fee \$6, materials \$12, registration \$5)

**BETTER WITH BACON**

Just about everything tastes better with a bit of bacon, even sweets! We will learn to make Spinach, Mushroom and Bacon Mini Quiches, smoky Bacon and Tomato Soup, a creamy BLT Salad, Bacon and Chicken Skewers, Spinach and Bacon Potatoes Au Gratin, and Nutty Chocolate Covered Bacon. COS 392

INSTRUCTOR: Suzanne Lowery, Chef

28586. 1 Session: SCC Teaching Kitchen, SC 241  
Time: 2-5 p.m., Sun, Feb. 8  
Total Cost: \$79 (tuition \$56, college fee \$6, materials \$12, registration \$5)

**COUPLES VALENTINE'S DAY DINNER – VIVE LA FRANCE!**

Spend this special day cooking with your favorite valentine. Our menu will include several French classics that are very easy to prepare: Cream of Asparagus Soup, Salmon Wellington, Haricots Verts with Toasted Almonds, and Individual Chocolate Soufflés with Dark and White Chocolate-Dipped Strawberries. COS 444

INSTRUCTOR: Linda Pacchiano, Chef

28587. 1 Session: SCC Teaching Kitchen, SC 241  
Time: 3:30-6:30 p.m., Sat, Feb. 14  
Total Cost: \$89 PER PERSON (tuition \$56, college fee \$6, materials \$22, registration \$5)

**CHEESE, PLEASE!!**

Appetizer, entrée or dessert, everyone loves cheese! Learn to make Parmesan Shrimp Toasts, creamy Gorgonzola Onion Soup, Asiago and Pesto Stuffed Chicken Breasts with Romano Risotto and a Mixed Berry Mascarpone Cream Tart to end the meal. COS 391

INSTRUCTOR: Suzanne Lowery, Chef

28588. 1 Session: SCC Teaching Kitchen, SC 241  
Time: 3:30-6:30 p.m., Sat, March 28  
Total Cost: \$79 (tuition \$56, college fee \$6, materials \$12, registration \$5)

**GIRL'S NIGHT OUT IN FRANCE**

From Paris to Provence, some of the best dishes in the world come from France, the culinary kingdom. Olive Tapenade spread on Garlic Toast is classic French snack. A Lyonnaise Salad features bacon, blue cheese and croutons. Dinner will be a Lemon Roasted Chicken with Fennel Au Gratin and Cherry Clafoutis, a custardy cake, is the piece de resistance. COS 445

INSTRUCTOR: Suzanne Lowery, Chef

28589. 1 Session: SCC Teaching Kitchen, SC 241  
Time: 6:30-9:30 p.m., Mon, April 20  
Total Cost: \$79 (tuition \$56, college fee \$6, materials \$12, registration \$5)

**COUPLES COOKING – A GOURMET DINNER FOR TWO**

We're repeating this previously sold-out class this semester due to popular demand. Join the fun with a friend or special someone and enjoy an easy-to-prepare gourmet dinner. Your menu will include Roasted Beet Salad with Goat Cheese and Sliced Almonds, Bacon-Wrapped Filet Mignon with Cabernet Shallot Sauce, Potatoes Au Gratin, and will conclude with a sumptuous dessert: Pate a Chou Profiteroles with Chocolate Sauce and Ice Cream. COS 305

INSTRUCTOR: Linda Pacchiano, Chef

28590. 1 Session: SCC Teaching Kitchen, SC 241  
Time: 3:30-6:30 p.m., Sat, April 11  
Total Cost: \$89 PER PERSON (tuition \$56, college fee \$6, materials \$22, registration \$5)

**COUPLES FISH FEST**

Fresh fish is not only delicious, but good for you too. Grab your significant other and learn to make Zuppa di Clams served with Parmesan Herb Bread, Red Curried Snapper, Spiced Rubbed Tilapia with Ratatouille vegetables and Grilled Chili Shrimp with Mango and Mixed Greens. COS 448

INSTRUCTOR: Suzanne Lowery, Chef

28591. 1 Session: SCC Teaching Kitchen, SC 241  
Time: 3:30-6:30 p.m., Sat, April 18  
Total Cost: \$89 PER PERSON (tuition \$56, college fee \$6, materials \$22, registration \$5)

**TUTTO VEGETARIANO IN TUSCANY**

Tuscany offers beautiful landscapes, art, wine, and of course, delicious food. In this healthy class, we follow the Tuscan tradition of using simple, quality ingredients to create a flavorful feast. We'll make Tuscan White Bean and Garlic Soup, Pesto and V-Ricotta Pizza, Lemon-Caper Scaloppini, and Almond Biscotti. COS 417.

INSTRUCTOR: Eileen Mallor, Chef

28592. 1 Session: SCC Teaching Kitchen, SC 241  
Time: 2-5 p.m., Sun, April 26  
Total Cost: \$79 (tuition \$56, college fee \$6, materials \$12, registration \$5)

**ADULT/CHILD CUPCAKE CRAZINESS**

Take this class with your favorite junior baker and together you will make cupcakes with lots of pizzazz: Super-Chocolate Chocolate Cupcakes, Crunchy Coconut Cupcakes with a Lemony Surprise Inside, White on White Vanilla Cream Mini Cupcakes with Colorful Sprinkles, Awesome Apple Caramel Cupcakes. COS 449

INSTRUCTOR: Linda Pacchiano, Chef

28593. 1 Session: SCC Teaching Kitchen, SC 241  
Time: 3:30-6:30 p.m., Sat, May 2  
Total Cost: \$79 (tuition \$56, college fee \$6, materials \$12, registration \$5)

Adult must register him/herself AND be the adult accompanying child. Child must be 8-12 years old. One child per adult. A parental permission slip will need to be filled out that day by the registered adult.

**GIRLS' NIGHT OUT IN MEXICO**

Gather your friends or come and make some new ones on girl's night out in the kitchen. Join us in learning to prepare south-of-the-border specialties. A quick and easy Tortilla Soup will start out the meal along with fresh Guacamole and Chips. Steak Fajitas and a crunchy Jicama Salad will be followed by traditional Flan custard served with sweet Aniseed Cookies. COS 446

INSTRUCTOR: Suzanne Lowery, Chef

28594. 1 Session: SCC Teaching Kitchen, SC 241  
Time: 6:30-9:30 p.m., Mon, May 4  
Total Cost: \$79 (tuition \$56, college fee \$6, materials \$12, registration \$5)

**EASY WEEKNIGHT HEALTHY MEALS – ADULT WITH TEEN**

Many people want to eat more meatless meals – or have teens that want to - but think it's too difficult, time consuming, and won't be satisfying enough. This class will bust those myths. We'll make Creamy Macaroni and Cashew Cheese; Veggie-Noodle Salad with Spicy Peanut Sauce; Lasagna; Tuna-style Chickpea-Salad; Mushroom-Walnut Burgers and Sweet Potato Fries. COS 447

INSTRUCTOR: Eileen Mallor, Chef

28595. 1 Session: SCC Teaching Kitchen, SC 241  
Time: 3:30-6:30 p.m., Sat, May 9  
Total Cost: \$79 (tuition \$56, college fee \$6, materials \$12, registration \$5)

Adult must register him/herself AND be the adult accompanying the teen. Teen must be 12-17 years old. One teen per adult. A parental permission slip will need to be filled out that day by the registered adult.

**COUPLES HOLIDAY IN ITALY**

The warm and wonderful Mediterranean flavors of Italy will whisk you both off on a virtual vacation. We will prepare Sausage and Kale Zuppa Toscana, Chicken Saltimbocca, Fettuccine Alfredo, Balsamic Zucchini and Tomato Salad and Tiramisu. COS 450

INSTRUCTOR: Suzanne Lowery, Chef

28596. 1 Session: SCC Teaching Kitchen, SC 241  
Time: 3:30-6:30 p.m., Sat, May 16  
Total Cost: \$79 PER PERSON (tuition \$56, college fee \$6, materials \$12, registration \$5)

**EASY THAI COOKING I**

Another of our most popular classes, see how easy it is to create the exotic flavors of Thai food right in your home kitchen. You will learn and practice the secrets to balancing flavors to get the right mix of sweet, sour, salty and spicy, essential techniques for creating perfect Thai cuisine. In this class we'll make and sample a complete menu of classic Thai dishes including: Thai Spring Rolls, Beef Satay with Peanut Dipping Sauce, Thai Stir-Fry Basil Chicken over Jasmine rice and Grilled Pineapple with Coconut Milk Caramel Sauce. COS 396

INSTRUCTOR: Linda Pacchiano, Chef

28597. 1 Session: SCC Teaching Kitchen, SC 241  
Time: 6:30-9:30 p.m., Mon, June 1  
Total Cost: \$79 (tuition \$56, college fee \$6, materials \$12, registration \$5)

**ADULT/CHILD COOKING BASICS WORKSHOP**

Bring your budding junior chef to this workshop and they will learn lots of cooking skills and techniques that they can apply back in their home kitchens. The class will cover a full menu: Colorful Confetti Salad, Oven-Fried Chicken, Cheesy Mashed Potatoes and Chocolate Chip Cookie Ice Cream Sandwiches. COS 451

INSTRUCTOR: Linda Pacchiano, Chef

28599. 1 Session: SCC Teaching Kitchen, SC 241  
Time: 3:30-6:30 p.m., Sat, June 13  
Total Cost: \$79 (tuition \$56, college fee \$6, materials \$12, registration \$5)

Adult must register him/herself AND be the adult accompanying child. Child must be 8-12 years old. One child per adult. A parental permission slip will need to be filled out that day by the registered adult.

**DANCE ALL NEW CLASSES FOR 2015**

How often have you gone to a wedding or party and watched as others had so much fun grooving to the beat of the music? Wouldn't you like to be the one others envy watching as you and your partner gracefully move across the dance floor? But dancing is much more! It is a great form of aerobic exercise that really is LOTS of fun too! It's also an indoor "sport" that you can do any time of the year. Additionally, recent studies have found that dancing maximizes brain function and can actually stave off dementia.

**ALL ARE WELCOME!** All singles, all partners, all experience levels. CCM welcomes anyone and everyone to its dance classes. We encourage dancing with anyone you wish, your best friend, your spouse, your neighbor – any singles and all partners will feel comfortable on our dance floor. Partner dancing is a fun, exciting adventure to share with a friend or that special someone in your life. Let our professional instructors turn your 2 left feet into a working pair!

**\*\* All classes priced per person. All participants need to register individually. \*\***

**DANCE TECHNIQUES – LEADING & FOLLOWING**

One of the biggest obstacles partners face while learning to dance is when to lead and how to follow. This course will teach you some basic technique to make your dancing so much more fun. And if you don't already know how to dance, that's okay; we'll be using some real dances. You'll need a partner for this, but please register separately. SFD 330

INSTRUCTOR: Ronnie Landolfi, Dance Instructor

28618. 3 Sessions: Health/Physical Education Building, HPE 229  
Time: 6:30-8 p.m., Wed, Feb. 18-March 4  
Total Cost: (per person) \$59 (tuition \$47, college fee \$7, registration \$5)

**DANCE TECHNIQUES – OOH! THAT LATIN MOTION**

Ever wonder why Latin dancing looks so smooth and sexy? The secret is in the knees. I'll show you how to do it correctly and with very little effort while learning basic steps in some of the most popular Latin dances: Merengue, Cha Cha, and more. You'll need a partner for this, but don't forget to register separately. SFD 331

INSTRUCTOR: Ronnie Landolfi, Dance Instructor

28619. 3 Sessions: Health/Physical Education Building, HPE 229  
Time: 6:30-8 p.m., Wed, March 18-April 1  
Total Cost: (per person) \$59 (tuition \$47, college fee \$7, registration \$5)

**SOCIAL SWING (SWING INTO SPRING)**

Most people have seen or danced some style of Swing because it's still such a popular dance. But did you know there are many forms of it from very slow to very fast. What I'm going to teach you in this class is how to dance some very popular Swing styles to songs that you know and love from the '50's to today's music. You'll be amazed at how many more songs you'll be able to dance to after this course. Singles are welcome, but there's no guarantee of a partner. SFD 324

INSTRUCTOR: Ronnie Landolfi, Dance Instructor

28617. 3 Sessions: Health/Physical Education Building, HPE 229  
Time: 6:30-8 p.m., Wed, April 15-April 29  
Total Cost: (per person) \$59 (tuition \$47, college fee \$7, registration \$5)

**EXERCISE WITH BELLY DANCING**

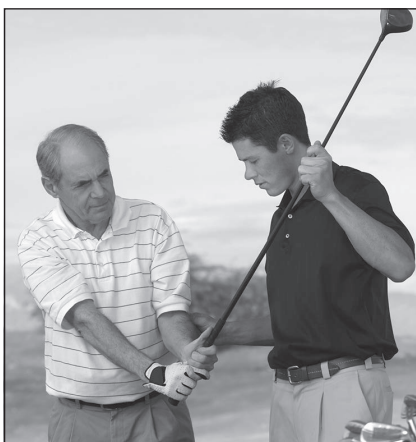
You'll gain strength and flexibility and tone muscles as you undulate and shimmy your way through this course... and all without ever getting down on the floor or jumping around! It's easy and fun and I'll lead you through the most basic stretches right up through figure 8's and more. This class is good for anyone who wants to exercise without worrying about hurting knees and joints. No previous dance experience necessary. SFD 265

INSTRUCTOR: Ronnie Landolfi, Dance Instructor

28620. 9 Sessions: Health/Physical Education Building, HPE 229  
Time: 8-9:30 p.m., Wed, Feb. 18-April 29 (no class March 11 and April 8)  
Total Cost: (per person) \$149 (tuition \$128, college fee \$16, registration \$5)



**GOLF**



**BEGINNING GOLF**

Tired of being called a hacker? This course is extremely helpful for the beginner amateur 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 as 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 10. SFD 195

INSTRUCTOR: Jim Chegwiddden, Golf Coach

28635. 5 Sessions: *Health & Physical Education Building, Gymnasium (if inclement weather)*  
 Time: 6-7:30 p.m., Wed, March 25-April 22  
 Total Cost: \$109 (tuition \$91, college fee \$13, registration \$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: 9 SFD 270

INSTRUCTOR: Jim Chegwiddden, Golf Coach

28636. 4 Sessions: *Farmstead Golf Course, 88 Laurence Road, Lafayette, NJ 07848 (973-383-1666)*  
 Time: 5:30-8 p.m., Thurs, April 9-30  
 Total Cost: \$159 (tuition \$129, college fee \$25, registration \$5, golf fees additional)

**HOLISTIC HEALTH AND WELLNESS**

**MIXED LEVEL YOGA CLASS**

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.

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

INSTRUCTOR: Nancy Nusbaum, Certified Kripalu Yoga Instructor

28621. 8 Sessions: *Health & Physical Education Building, HPE 229*  
 Time: 6:30-7:45 p.m., Thurs, Jan. 29-March 19  
 Total Cost: \$85 (tuition \$70, college fee \$10, registration \$5)

28622. 8 Sessions: *Health & Physical Education Building, HPE 229*  
 Time: 6:30-7:45 p.m., Thurs, April 9-June 4 (no class May 21)  
 Total Cost: \$85 (tuition \$70, college fee \$10, registration \$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 CEU 1.4 Professional Development Hours for Teachers: 12

INSTRUCTOR: Mara Barr, Certified Teacher of the Deaf

\*28639. 6 Sessions: *Henderson Hall, HH 204*  
 Time: 6:30-8:30 p.m., Wed, Jan. 21-Feb. 25  
 Total Cost: \$159 (tuition \$139, college fee \$13, print \$2, registration \$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 CEU 1.4 Professional Development Hours for Teachers: 12

INSTRUCTOR: Mara Barr, Certified Teacher of the Deaf

\*28640. 6 Sessions: *Henderson Hall, HH 204*  
 Time: 6:30-8:30 p.m., Thurs, March 12-April 23 (no class April 2)  
 Total Cost: \$159 (tuition \$139, college fee \$13, print \$2, registration \$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 CEU 1.4 Professional Development Hours for Teachers: 12

INSTRUCTOR: Mara Barr, Certified Teacher of the Deaf

\*28643. 6 Sessions: *Henderson Hall, HH 204*  
 Time: 6:30-8:30 p.m., Thurs, April 30-June 11 (no class May 21)  
 Total Cost: \$159 (tuition \$139, college fee \$13, print \$2, registration \$5)

**INTRODUCTION TO BASIC ITALIAN**

If you have a desire to learn Italian because you wish to travel to Italy and want to use it to get around the country or because you have friends and/or relatives who live and/or work in Italy and want to call them and speak to them in Italian, or you simply want to be able to read an Italian newspaper and/or magazine to keep up with the latest news from there and around the world or you just wish to visit the Little Italy's near your neighborhood, than this is the course for you. Please purchase textbook before the first class. LNG 158

REQUIRE TEXT: Joseph Cremona, BUONGIORNO ITALIA, New Edition, BBC. ISBN: 978-0563-51945-4

INSTRUCTOR: Domenico Tancredi

28641. 8 Sessions: *Henderson Hall, HH 111*  
 Time: 7-9 p.m., Mon, Feb. 9-March 30  
 Total Cost: \$179 (tuition \$147, college fee \$22, print \$5, registration \$5)

**INTRODUCTION TO BASIC ITALIAN PART 2**

This course will expand your knowledge of Italian acquired in the previous course, Introduction to Basic Italian. By the end of this course, you will be able to: express your preferences; tell time, as well as military time; use the various means of transportation to get around in the different cities of Italy; and, see and enjoy the beautiful sights of the cities studied in class. So, are you ready for a trip to Il Bel Paese (The Beautiful Country), as two very famous Italian poets, Dante Alighieri, and later Francesco Petrarca, referred to their native land in their respective works: La Divina Commedia and Il Canzoniere. LNG 159

**REQUIRE TEXT:** Joseph Cremona, BUONGIORNO ITALIA, New Edition, BBC. ISBN: 978-0563-51945-4  
**INSTRUCTOR:** Domenico Tancredi 28642. 8 Sessions: Henderson Hall, HH 111  
 Time: 7-9 p.m., Tues, April 21-June 9  
 Total Cost: \$179 (tuition \$147, college fee \$22, print \$5, registration \$5)

**PERSONAL ENRICHMENT**

**BOATING SAFETY**

NJ law requires all powerboat operators 16 years and older to obtain a NJ Boating Safety Certificate. Fee includes pamphlets and manual About Boating Safety. This course is for the novice and experienced powerboat, personal watercraft operators and other boaters. Topics include an introduction to boating terminology, personal safety equipment, boat handling and trailering, navigation, storing and protecting your boat, boating laws, dealing with emergencies and water sports. Students completing this course and passing the exam are eligible to receive the New Jersey Boating Safety Certificate. Bring photo identification or NJ driver's license. Students must bring pen, pencil, and self-addressed stamped envelope to the first night of class. Attendance at all sessions is mandatory. GEN 470

**INSTRUCTOR:** US Coast Guard Auxiliary 28575. 2 Sessions: Henderson Hall, HH 204  
 Time: 6:-30-10 p.m., Mon and Tues, April 13-14  
 Total Cost: \$75 (tuition \$17, college fee \$3, contract fee \$50, registration \$5)

**GED**

One of the best ways to move forward in your career is to start with a High School Diploma!

**Online Learning**

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

**ONLINE HIGH SCHOOL DIPLOMA**

View options at [www.gatlineducation.com/ccm](http://www.gatlineducation.com/ccm)

**GED PREPARATION**

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

**Classroom options:** For daytime GED classes, contact Morris County School of Technology at 973-627-4600.

**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.

**SENIORS**



**CCM CELEBRATES SENIORS**

**Mark your calendar for**

**Friday May 29, 2015**

*A fun day of learning, activities, food and friends!*

**GET INFO:** If you have attended this past year, a brochure will be mailed out to you.

If you would like to receive one, please call 973 328 5187, ext 3, or email [cpp@ccm.edu](mailto:cpp@ccm.edu).

Please leave your complete mailing address.



YOUTH PROGRAMS



# College FOR Kids & Teens

Spring 2015

*From swimming to sign language and art,  
programs are available for students to enjoy  
at County College of Morris.*

*SAT Preparation reviews the verbal and math skills  
for high school students planning to take the SAT exam.*





## YOUTH AQUATICS PROGRAM (AGES 4-14)

**NEW!**

### TODDLER SWIM (AGES 4-5 YEARS)

**Prerequisite:** Toddler is comfortable in water without a parent.

A flotation device will be used for swimmers and a focus on safety and awareness of water surroundings will be taught. Swimmers will be introduced to blowing bubbles, putting their face in the water, bobbing up and down in the water while holding onto the wall, and jumping in the water off the pool wall. Swimmers will learn the beginning stages to floating on their stomach and back, elementary backstroke, and freestyle and backstroke with a teaching device. Class maintains a maximum of six (6) swimmers per instructor. YTH 104

**INSTRUCTOR:** CCM Swim/Lifeguard Staff

28100. 6 Sessions: Health/Physical Education Building, Aquatic Facility, HPE 140  
Time: 6:30-7 p.m., Tues & Thurs, March 10 -26  
Total Cost: \$89 (tuition \$68, college fee \$6, course fee \$10, registration \$5)

28101. 6 Sessions: Health/Physical Education Building, Aquatic Facility, HPE 140  
Time: 7-7:30 p.m., Tues & Thurs, March 10 -26  
Total Cost: \$89 (tuition \$68, college fee \$6, course fee \$10, registration \$5)

28102. 6 Sessions: Health/Physical Education Building, Aquatic Facility, HPE 140  
Time: 6:30-7 p.m., Tues & Thurs, March 31-April 16  
Total Cost: \$89 (tuition \$68, college fee \$6, course fee \$10, registration \$5)

28103. 6 Sessions: Health/Physical Education Building, Aquatic Facility, HPE 140  
Time: 7-7:30 p.m., Tues & Thurs, March 31-April 16  
Total Cost: \$89 (tuition \$68, college fee \$6, course fee \$10, registration \$5)

### YOUTH SWIM LESSONS

Lessons will be held for 8 sessions on Saturdays, March 14- May 9 (no class on Apr 4).

Welcome to Youth Aquatics Programs for children ages 5-14. Our instructors will lead swimmers from their current experience level through the appropriate class levels to being confident swimmers and help them gain an awareness of water safety. Our American Red Cross trained and certified lifeguards/instructors follow a prescribed curriculum of progressively adding new and more difficult skills for the swimmers to master. Our experience runs the spectrum of students from infants to grandparents and everything in between with a basic understanding of age appropriate techniques and expectations so we can meet each swimmer

at his/her experience base and move them to a goal of greater ability. Classes maintain a maximum of ten (10) swimmers per instructor.

**INSTRUCTOR:** CCM Swim/Lifeguard Staff

### YOUTH SWIM BEGINNER 1 (AGES 5-14 YRS.)

**Prerequisite:** This class is for swimmers who have no swimming experience but are comfortable in the water without a parent or who have passed the Toddler Swim class successfully. A flotation device will be used for swimmers and a focus on safety and awareness of water surroundings will be taught. Swimmers will be introduced to blowing bubbles, putting their face in the water, bobbing up and down in the water, elementary backstroke, floating on their stomach and back, jumping off the wall, and beginning a forward swimming motion in freestyle and backstroke to an object. YTH 105

28104. 8 Sessions: Health/Physical Education Building, Aquatic Facility, HPE 140  
Time: 9-9:45 a.m., Sat, March 14-May 9 (no class April 4)  
Total Cost: \$139 (tuition \$112, college fee \$6, course fee \$16, registration \$5)

28105. 8 Sessions: Health/Physical Education Building, Aquatic Facility, HPE 140  
Time: 10-10:45 a.m., Sat, March 14-May 9 (no class April 4)  
Total Cost: \$139 (tuition \$112, college fee \$6, course fee \$16, registration \$5)

28106. 8 Sessions: Health/Physical Education Building, Aquatic Facility, HPE 140  
Time: 11-11:45 a.m., Sat, March 14-May 9 (no class April 4)  
Total Cost: \$139 (tuition \$112, college fee \$6, course fee \$16, registration \$5)

### YOUTH SWIM BEGINNER 2 (AGES 7-14 YRS.)

**Prerequisite:** Has taken Youth Beginner 1 swim class and passed the class successfully with no longer using flotation device. This is a continuation of the Youth Beginner 1 class to further develop the skills of blowing bubbles, putting their face in the water, bobbing up and down in the water, elementary backstroke, floating on their stomach and back, and jumping off the wall. An introduction to swimming freestyle with rotary breathing, un-assisted backstroke and elementary backstroke, and diving safety. YTH 106

28107. 8 Sessions: Health/Physical Education Building, Aquatic Facility, HPE 140  
Time: 9-9:45 a.m., Sat, March 14-May 9 (no class April 4)  
Total Cost: \$139 (tuition \$112, college fee \$6, course fee \$16, registration \$5)

28108. 8 Sessions: Health/Physical Education Building, Aquatic Facility, HPE 140

Time: 10-10:45 a.m., Sat, March 14-May 9 (no class April 4)  
Total Cost: \$139 (tuition \$112, college fee \$6, course fee \$16, registration \$5)

### YOUTH SWIM ADVANCED BEGINNER (AGES 7-14YRS.)

**Prerequisite:** Has taken Youth Beginner 2 swim class and passed the class successfully with swimming half the length of the pool comfortably of freestyle with rotary breathing, backstroke, and elementary backstroke. Swimmers will continue to focus on swimming freestyle with rotary breathing, backstroke, elementary backstroke, diving safety, and building endurance. Swimmers will be introduced to breaststroke. YTH 107

28109. 8 Sessions: Health/Physical Education Building, Aquatic Facility, HPE 140  
Time: 9-9:45 a.m., Sat, March 14-May 9 (no class April 4)  
Total Cost: \$139 (tuition \$112, college fee \$6, course fee \$16, registration \$5)

28110. 8 Sessions: Health/Physical Education Building, Aquatic Facility, HPE 140  
Time: 10-10:45 a.m., Sat, March 14-May 9 (no class April 4)  
Total Cost: \$139 (tuition \$112, college fee \$6, course fee \$16, registration \$5)

### YOUTH SWIM INTERMEDIATE (AGES 7-14 YRS.)

**Prerequisite:** Has taken Youth Advanced Beginner and passed the class successfully with swimming 25 yards of freestyle, backstroke, elementary backstroke, and breaststroke comfortably. Swimmers will continue to refine strokes, build endurance, and perfect their diving skills off the wall in the deep end of the pool. Swimmers will be introduced to butterfly and freestyle/backstroke flip turns. YTH 108

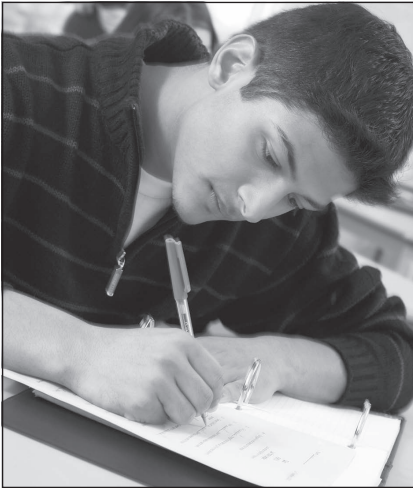
28111. 8 Sessions: Health/Physical Education Building, Aquatic Facility, HPE 140  
Time: 11-11:45 a.m., Sat, March 14-May 9 (no class April 4)  
Total Cost: \$139 (tuition \$112, college fee \$6, course fee \$16, registration \$5)

### TEEN SWIM LESSONS (AGES 10-14 YEARS)

Ideal lessons for those beyond the age for progressive swim classes yet too young for adult classes. Participants progress at own pace so that they can develop the skills necessary to swim safely for fun and exercise, emphasizing swimming on front and back in shallow and deep water. YTH 109

28112. 8 Sessions: Health/Physical Education Building, Aquatic Facility, HPE 140  
Time: 11-11:45 a.m., Sat, March 14-May 9 (no class April 4)  
Total Cost: \$139 (tuition \$112, college fee \$6, course fee \$16, registration \$5)

**SAT PREP**



This course reviews the verbal and math skills for high school students planning to take 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.

YTH 100

**INSTRUCTORS:** Catherine Luciani and Kathy Haber, SAT Teachers

28220. 10 Sessions: Sheffield Hall, SH 101  
 Time: 5-7 p.m., Wed and Thurs, Feb. 4-March 5  
 Total Cost: \$299 (tuition \$234, college fee \$34, text \$23, print \$3, registration \$5)  
 Test Date: March 2015

28222. 10 Sessions: Emeriti Hall, EH 211  
 Time: 5-7 p.m., Wed and Thurs, April 29-June 4 (no class May 20-21)  
 Total Cost: \$299 (tuition \$234, college fee \$34, text \$23, print \$3, registration \$5)  
 Test Date: June 2015

**NEW!**

**WILL YOU BE READY TO DANCE?**

**GUYS** – Here is a great date night for you and your special someone! Take some dance classes then go for a late dinner. Your partner will love you forever!

**GALS** – Want to make your prom special? Treat your date to dance lessons. Be the ones to glide around the dance floor and be the belle of the dance.

Prom will be coming up before you know it, will you be ready? What about that Sweet 16 or holiday party? Wouldn't you like to learn partner dancing and confidently show off your skills?! Learn the basics to several dance styles from simple Latin, to box Steps, to Swing and more. Understand how to lead or follow. Partner with anyone you wish - best friend, girlfriend or boyfriend, even a family member! You must be 16 or older to participate. Each person must register for this class. YTH 111

**INSTRUCTOR:** Ronnie Landolfi, Dance Instructor

28616. 4 Sessions: Health/Physical Education Building, HPE 229  
 Time: 5:30-7 p.m., Fri, April 10-May 1  
 Total Cost: \$59 (tuition \$47, college fee \$7, registration \$5)

**COLLEGE FOR KIDS SUMMER PROGRAMS**

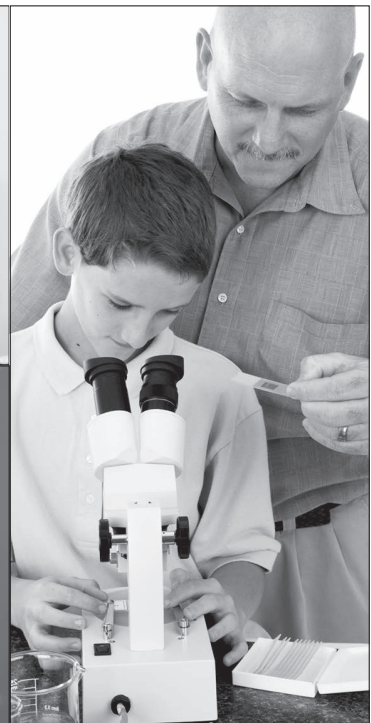
College For Kids will be even bigger and better than last year with more fun classes in a greater variety of program areas! Plan ahead for sessions the weeks of:

**June 29 (4 days only), July 6, July 13, July 20 and July 27**

- More classes for K-2nd Graders!
- New courses for Junior and Senior High students!
- New courses from popular vendors (like Black Rocket, Sciensational, Super Science and others)!
- Exciting new vendors!
- More teacher led classes on popular topics and interesting new ones!

**Registration begins February 2015.** Brochures will be posted to our website and mailed to past participants in late January. Watch our website [www.ccm.edu/cfk](http://www.ccm.edu/cfk) or your mailbox for more details.

Get your own copy of the brochure by emailing your name, address, email, and phone number to [cfk@ccm.edu](mailto:cfk@ccm.edu).





# Directions to County College of Morris Randolph Campus

## 214 Center Grove Road, Randolph, NJ 07869

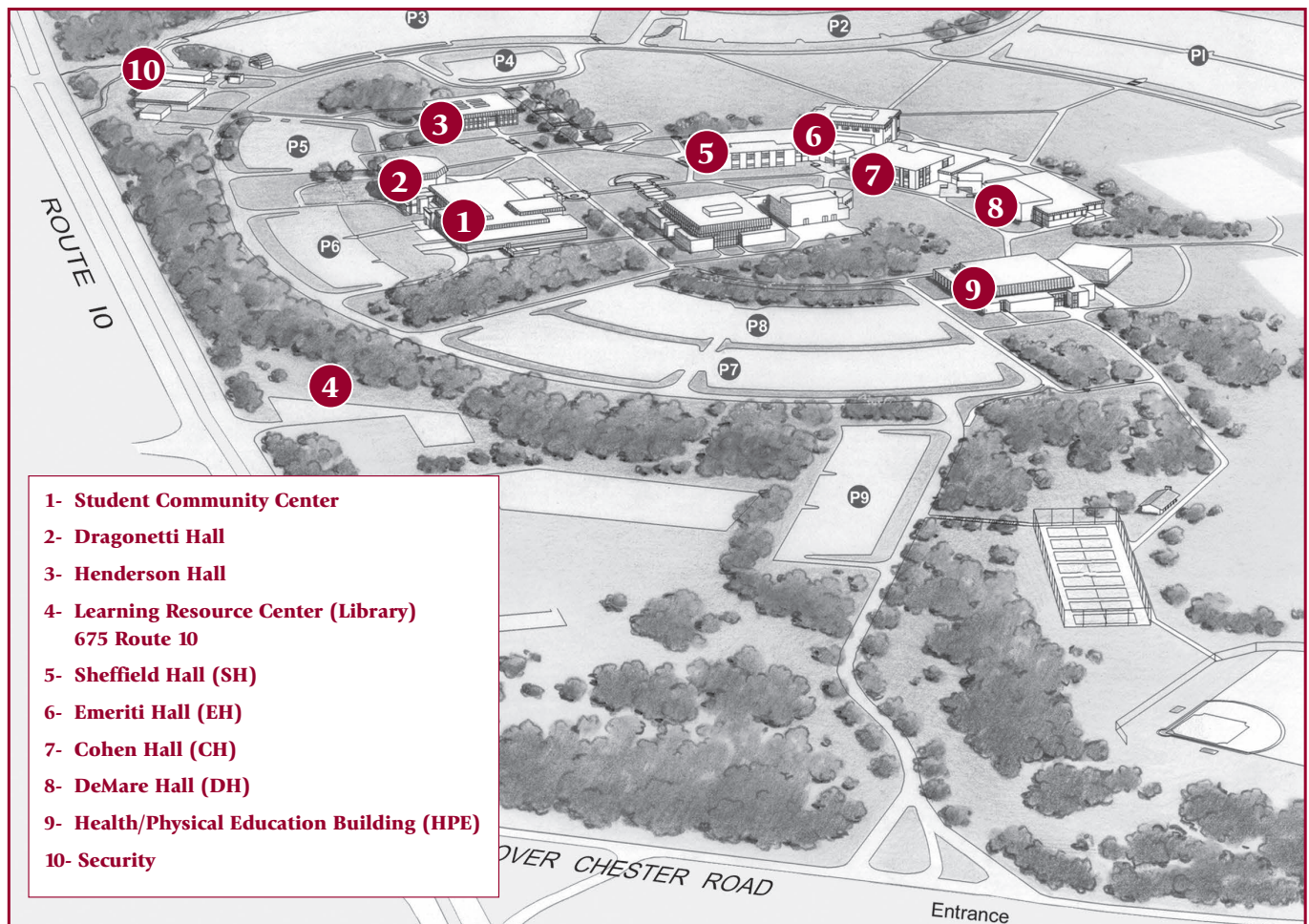
**Paterson, Clifton, Ramsey & related areas:** Take Route 46 or 80 West to intersection of Route 287 South in Parsippany. Remain on 287 to Route 10 West; continue on Route 10 West to Randolph, noting CCM signs on right hand side of highway shortly after entering Randolph. Make left turn on Center Grove Road at its Route 10 intersection. College entrance 1/2 mile on right side of road.

**Newark, the Oranges, & Livingston areas:** Take Route 280 to intersection of Route 80 West. Follow Route 80 to intersection of 287 South in Parsippany; then follow balance of directions from "Paterson, Clifton etc."

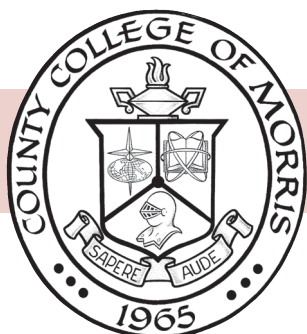
**Port Jervis, Newton & related areas:** Travel south on Route 206 to Route 46 East to Route 10 East to Dover-Chester Road, noting CCM signs on right side of highway. College entrance 400 feet on left side of road.

**Trenton, Princeton, & Somerville areas:** Travel North on 287 to Route 10 West; then follow balance of directions from "Paterson, Clifton, etc." after Route 10 West.

## RANDOLPH CAMPUS



Clip the parking pass and display on your dashboard when on campus.



### Community and Professional Programs

# Temporary Parking Pass

**Students should park in Lots 1,2,3,4 and 7, and Lot 5 after 5 p.m. No parking in Lot 8.**

*If your class meets more than 3 times you must obtain a temporary parking permit from Public Safety (across from lot 5)*



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## General Information

### CERTIFICATES

Certificates may be awarded to participants who successfully complete courses leading to further certification (80% attendance is required). These courses are indicated by an asterisk (\*) before the course number. The instructor will advise participants at the first class meeting on how certificates are awarded. If you did not receive your certificate, email [cpp@ccm.edu](mailto:cpp@ccm.edu) following the "How to Request A Certificate" procedure above.

### CONTINUING EDUCATION UNITS (CEU)

The Continuing Education Unit (CEU) records participation in a continuing education program that does not carry credit toward a degree but does meet established criteria for increasing knowledge and competency. Courses being offered for CEU's are so designated in the course description. Participants who need to verify CEU's may request an official transcript from the Records and Registration Office. Go to <http://www.ccm.edu/admissions/recordsRegistration/transcriptrequests.aspx> for details.

### COMPANIES AND ORGANIZATIONS

Your registration cannot be processed without full payment. Therefore, please submit these items together: your registration form, company payment and any balance due by you. It is strongly recommended that companies use corporate credit cards to register students. A separate check is required for EACH student.

### COURSE CANCELLATIONS & CHANGES

Because of the uncertainties regarding course enrollment and regarding 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 may cancel a course if registration fails to meet expected levels. 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. The college is not responsible for errors in printed material. Please be sure your current contact information has been recorded by the Records and Registration Office to make contacting you easier.

### CREDIT COURSES

CCM credit (undergraduate degrees and certificates of accomplishment) programs cover a spectrum of transfer and career-oriented fields of study. A list of current programs is included in this publication for your convenience. For information on credit courses, contact the Admissions Office at 973-328-5100 or [admiss@ccm.edu](mailto:admiss@ccm.edu).

### EMERGENCY & 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.

- 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 is not possible to notify each person individually.

### HOW TO REQUEST A CERTIFICATE

Request the certificate in a letter, including your daytime phone number and a copy of the course certificates. FAX your request to CPP at 973-328-5082; send an email to [CPP@CCM.EDU](mailto:CPP@CCM.EDU); or send a letter to:

CPP - Certificate Request  
County College of Morris  
Henderson Hall Room 210  
214 Center Grove Road  
Randolph, NJ 07869

### LIFETIME LEARNING CREDIT ACT

Individuals can qualify for an educational tax credit for tuition and fees paid for continuing education courses. A family can claim on its tax return a credit equal to 20 percent of the first \$10,000 of educational expenses for a maximum tax credit of \$2,000. The tax credit is subject to income and other limitations. For detailed information contact the IRS at any IRS office or at <http://www.irs.gov/Individuals/Education-Credits>.

### MORRIS COUNTY AGENCIES ONLY - PAYMENT PROCEDURE

These include municipalities, schools and affiliate Morris County agencies, such as courts and parks. Submit a voucher or purchase order in lieu of payment. This must accompany the registration form via mail or in person.

### PURCHASING TEXTBOOKS

Required Texts are listed with each course that requires a book. 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 at 973.328.5378 or online at [WWW.CCMBOOKSTORE.COM](http://WWW.CCMBOOKSTORE.COM). The CCM Campus store is open 8:30-4:30, Monday through Friday and until 6:30pm on Monday and Thursday during the academic year. The Campus Store offers various options for purchasing some books including: rental, purchasing used, online purchase with store or home delivery.

### SENIOR CITIZENS

Each year CCM provides a one-day workshop series to seniors at a very discounted price. Due to rising expenses and reduced income from county and state funding sources, CCM is no longer able to offer discounted pricing on its continuing education programs to senior citizens. We apologize for the inconvenience and greatly appreciate your continued support of our programs.

### STUDENT WITHDRAWAL & REFUNDS

Students will receive a full refund (minus a \$10 drop fee per course) if notification is received in writing three business days prior to the first class. Mail your request to Records and Registration, County College of Morris, 214 Center Grove Road, Randolph, NJ 07869-2086. Thereafter there are no refunds. Refunds are not issued for purchases made by students related to their courses. Refunds are issued to the student registering 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, which are regularly patrolled by 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. Vehicles in violation of campus parking rules and regulations may be subject to towing at owner's risk and expense. Parking lot 5 is reserved for staff during the day and is available for student parking after 5 p.m.

### USE OF CCM LIBRARY

Participants enrolled in non-credit courses may charge books out of the college library. Morris County residents with valid library cards from a Morris County public library may use that card to register for borrowing privileges at CCM.

### VISIT CCM'S WEBSITE

CCM's exciting website is complete with tools to make your experience more personal. As you discover what CCM has to offer, we hope you will take the opportunity to personalize your CCM site so we can provide you with information that fits your particular needs and interests. The more we know about you, the easier it is for us to help you through the application and enrollment process. We look forward to meeting you at [www.ccm.edu](http://www.ccm.edu).



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# Registration Form

Register by Web: See Registration Information

Register by mail: County College of Morris, Records and Registration, 214 Center Grove Rd, Randolph, NJ 07869-2086

**Remember: Confirmations are not mailed.**

**Please Print • All Information must be completed or registration will be delayed.**

Social Security:    -   -     Birthdate:   /   /

(Required for ALL Registration)

Name: \_\_\_\_\_  
Last First Int.

Address: \_\_\_\_\_ Apt.: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

E-mail: \_\_\_\_\_  
*Please provide e-mail address if you would like to receive course cancellation and other information about CCM.*

Telephone: day (\_\_\_\_\_) \_\_\_\_\_ evening (\_\_\_\_\_) \_\_\_\_\_

Cell phone: (\_\_\_\_\_) \_\_\_\_\_ Emergency phone: (\_\_\_\_\_) \_\_\_\_\_

Race (Optional): \_\_\_\_\_ Birth year (Optional): \_\_\_\_\_

How did you hear about our program/course?:  Brochure  Newspaper  Website  Facebook, etc.  Other \_\_\_\_\_

**Please check applicable boxes:**

- This is my first time attending a class (credit or non-credit).
- \* This is a change of name since I last registered with CCM. Former name: \_\_\_\_\_
- \* My contact information has changed since I last registered with CCM. Former address, phone number, or email: \_\_\_\_\_

\*Go to [www.ccm.edu](http://www.ccm.edu). Put **Change of Information Form** into Search Box. Print and complete.

Course Code Number					Class Begins	Course Title	Total Cost
8	8	3	0	2	2/15	RESUME WRITING (EXAMPLE)	\$25
<b>Alternate Choice</b>						<b>Total</b>	

- **Senior Citizens:** Senior Citizen Fee (65 years and older) Proof of Senior Citizen and form of payment must accompany registration form, or registration will be delayed.
- **College for Kids & Teens:** Birthdate \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Age \_\_\_\_\_  
 Parent/Guardian Telephone Number: Day \_\_\_\_\_ Eve \_\_\_\_\_ Cell \_\_\_\_\_
- **Amount Enclosed:** \$   Check # \_\_\_\_\_  Money Order # \_\_\_\_\_

## How to Sign Up for Community & 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 use the registration form on **page 59**, or print one from our website at **www.ccm.edu/BusinessCommunity**.

**1. ON-LINE INSTANT ENROLLMENT:** You can now register for classes ONLINE. **This option can be used up to three business days before the course start date.** Search for the course(s) you want, 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**. 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 to 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** for NON-CREDIT COURSES:

1. Scroll to bottom of the 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

**2. 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.

**3. 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.







Corporate and Community Programs  
214 Center Grove Road  
Randolph, New Jersey 07869-2086

Nonprofit Organization  
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Dover, NJ 07801  
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## Open House and Information Sessions

Tuesday, January 13, 6:30–8 p.m.

### Learn About CCM Career Certificate Programs

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.

See Page 11 or individual certificate programs for details.



Watch for all Fall Catalog! Online early August – mailed to homes late August.