

COUNTY COLLEGE OF MORRIS

Chart **YOUR PATH** and make
bold career moves **in 2025!**

CENTER FOR WORKFORCE DEVELOPMENT

www.ccm.edu/workforce-development/

JANUARY - AUGUST 2025

GET A JOB



GET A BETTER JOB



DO BETTER AT THE JOB YOU ARE IN



**VETERAN
SERVICES**



**JOB
PLACEMENT**



**INDUSTRY
CREDENTIAL**



**TUITION
ASSISTANCE**



**IN-DEMAND
CAREER**



**CENTER FOR
WORKFORCE
DEVELOPMENT**

GO BIG

at CCM's Center for **WORKFORCE DEVELOPMENT**

Gain immediate access to a multitude of exclusive benefits supporting you, wherever you are in your career journey. **Learn Big** from an accomplished team of instructors. Participate in Career Advancing workshops. Move forward with resourceful industry insights. **Earn Big** with industry credentials. Expertly navigate job placement opportunities. **Save Big** with tuition assistance for qualified candidates.

The Center for Workforce Development at CCM is making it easier than ever to **Go Big** and find the program that is right for you.

Follow the icons in this schedule and learn about CCM's unique benefits:



Veteran Support – Veterans may now utilize their VA benefits for approved programs. Through partnership with NJMEP, additional tuition support is available for manufacturing programs for veterans and their immediate family members.



Tuition Assistance – Tuition assistance is available for qualified candidates.



In-Demand Career – The program is considered In-Demand based on the vast number of job openings in Morris County.



Industry Credential – The program prepares students to receive an Industry-recognized credential, which demonstrates the knowledge and skills required to succeed in a specific occupation or industry.



Job Placement – The Center for Workforce Development partners with local employers to provide interview opportunities during the program.



Stay informed regarding upcoming classes and events. Sign up for our e-newsletter at www.ccm.edu/workforce-development and follow us on social media.



For the most up-to-date information on what CCM has to offer, please visit our website at www.ccm.edu/workforce-development

Email us at wfd@ccm.edu
Call us at 973-328-5187

PROGRAMS FOR THE COMMUNITY AND BUSINESS

GED Preparation	4
Grant-Supported Training.....	9
Advancing Your Career No-Cost Workshop Series	12
Advanced Manufacturing Boot Camp and Apprenticeships. . .	22
The Women's Center.....	38
Custom Business Training.....	52

BUSINESS AND PROFESSIONAL DEVELOPMENT

Project Management	5
Microsoft Project	5
Project Management Essentials	5
Project Management PMP, CAPM Certification Prep	5
Human Resources	6
Certificate in Human Resources	6
Spanish in the Workplace	20
Accounting	7
Accounting Basics for Non-accountants	7
Accounting Fundamentals & More	7
QuickBooks Certification Prep.....	7
Contabilidad - Accounting for Spanish Speakers	8
Contabilidad Básica Para No-Contadores	8
Fundamentos De Contabilidad Y Mas	8
QuickBooks para Negocios.....	8

GRANT-SUPPORTED TRAINING

Training for New Jersey Businesses and Employees	9
Schedule At A Glance.....	10

COMPUTING AND INFORMATION TECHNOLOGIES

Data Analytics & Visualization	13
Introduction to R Programming	14
Advanced R Programming for Data Science	14
Visual Basic (VB) Applications in Excel	14
Business Analytics with Excel	14
Tableau.....	14
Coding	15
Introduction to Coding and Computer Programming	15
Python PCEP Prep Part 1.....	15
Python PCEP Prep Part 2	15
Cybersecurity Corporate Training	15
CompTIA Certifications	16
CompTIA® Tech+.....	17
CompTIA® A+ Core 1/Core 2	17
CompTIA® Network+	17
CompTIA® Security+	17
Microsoft Office Suite	18
MS Office Excel MO-200 Certification	18
Special Data Analytics Topics in Excel	18
MS Office Applications for Every Professional	18

DRONE

Remote Pilot (Drone) Certification	20
--	----

ENGINEERING AND ADVANCED MANUFACTURING

Advanced Manufacturing	22
Shop Basics.....	23
Advanced Manufacturing Core	23
CAM Fundamentals	23
NIMS Certification Prep	23
Computer Aided Design	23
AutoCAD 1, 2.....	23
SolidWorks Solid Modeling CAD	24
Manufacturing Basics	24
Blueprint Reading and Measurements.....	24
Geometric Dimensioning and Tolerancing (GD&T).....	24
Introduction to Manual Machining	24
Introduction to CNC	24
AWS Level 1 Welding	25
Introduction to Welding	25
AWS Level 1 Welding.....	25

HEALTH OCCUPATIONS

Certified Alcohol & Drug Counselor	27
Domains I, II, III, IV, V.....	28
Healthcare Professionals Clinical	30
Healthcare Professional Basic Life Support (BLS)	30
Certified Nurse Aide	30
Pharmacy Technician Certification.....	31
Peripheral IV Therapy Skills.....	31
RN Refresher.....	32
North Jersey Imaging Academy	33
Medical Billing & Coding	35

OPPORTUNITY PROGRAMS

Employment Readiness Bootcamp	36
Networking Event	36
Culinary Opportunity Program	37
Horticultural Opportunity Program	37
Home Improvement Retail Specialist	37
Office Assistant	37

TEACHING

Alternate Route to Teaching	39
--	----

ENGLISH LANGUAGE LEARNING (ELL)

ELL Courses, Levels and Books	40
ELL Class Schedules	41
English Language Learning Career Pathways	43
ESL for the Workplace	43
ESL for Healthcare.....	43
ESL for Engineering/Manufacturing	43
ESL for Information Technology.....	43

GENERAL INFORMATION

Instructor Bios	45-48
General Information & Policies	48
How to Register	49
Trustees, Administration and Staff	50
Campus Map and Parking Pass	51



The First Step to Greater Heights!

Climb Higher

Achieve More with a High School Diploma!

From preparation to scheduling your GED exam, CCM is your partner for career and college readiness.

The Center for Workforce Development offers comprehensive GED Preparation courses to help students earn their State of New Jersey High School Diploma. Our program is designed to ensure success on the General Education Development (GED) test, covering key subjects:

REASONING THROUGH LANGUAGE ARTS (RLA)

MATHEMATICAL REASONING

SCIENCE

SOCIAL STUDIES

What We Offer:

Personalized Support: Tailored instruction to meet each student's unique needs and learning style.

Test-Taking Strategies: Learn effective strategies for managing time, tackling different types of questions, and boosting exam performance.

Skill Building: Focus on critical thinking, problem-solving, and test preparation to ensure long-term academic success.

Confidence Boosting Workshops: Reduce test anxiety and develop the self-assurance to succeed, both on the GED and in future endeavors.

Beyond the GED:

Our program is designed to inspire and motivate students to not only earn their GED, but also to pursue higher education, certifications, or industry credentials. Whether you're preparing for the exam or planning your next steps, we are here to guide you toward a brighter future filled with educational and career opportunities.

Get Started Today—Empower Your Future!

Visit our website or SCAN QR CODE to learn more!



VIRTUAL INFORMATION SESSION

January 8, 6-7 p.m.
Scan QR code for details.



BUSINESS & PROFESSIONAL DEVELOPMENT

BUSINESS AND PROFESSIONAL DEVELOPMENT

PROJECT MANAGEMENT

Project Management is one of the most sought-after competencies for today's business professional. Skilled Project Managers must be able to deliver high-quality results on time and within budget.

Course #	Course Title	Date	Days	Time	Location	Cost
28413	Microsoft Project	Jan 7 - 23	Tues and Thurs	6:30-9:00 p.m.	HH 114	\$399
28411	Project Management Essentials	Feb 18 - April 8 (No class March 27)	Tues and Thurs	6:30-9:30 p.m.	Remote-Live	\$999
28412	Project Management PMP®, CAPM® Exam Prep	April 15 - May 22	Tues and Thurs	6:30-9:30 p.m.	Remote-Live	\$999
28414	Microsoft Project	May 29 - June 17	Tues and Thurs	6:30-9:00 p.m.	HH 114	\$399

INSTRUCTOR: Tom Schnipp, M.Ed., PMP, CSM

*Textbook(s) required. See course description on website.

Upon successful completion of Project Management Essentials, Project Management Exam Prep and Microsoft Project, you will be awarded a Certificate of Completion in Project Management by the college and be prepared to sit for the Project Management Institute PMP®, CAPM® certification exams. See "Certificates and Transcripts" in General Information.

Does your company have multiple employees needing Project Management training or certification? Receive a multi-student employer discount.
Contact cbt@ccm.edu for more information.

CERTIFICATE IN PROJECT MANAGEMENT WITH PMP® OR CAPM® OPTION

According to the Project Management Institute (PMI), the world leader in project management certifications, organizations with standardized practices attain better results. The Project Management Professional (PMP)® and Certified Associate in Project Management (CAPM)® recognize your knowledge of the profession's preeminent global standard, with the goal of advancing your career and making you stand out to prospective employers.

PROJECT MANAGEMENT ESSENTIALS (PMC-129E)

Learn practical and proven methods to manage people, procedures and time to achieve results. Learn to work with time constraints, resource allocation, quality control, risk management, cost control and communications management. This course examines case studies, professional literature and examples from various industries to teach the essentials of project management. This course is a prerequisite for the Project Management PMP®, CAPM® Exam Prep course.

14 sessions: 42 hrs, CEU 4.2

PROJECT MANAGEMENT PMP®, CAPM® EXAM PREP (PMC-131E)

PREREQUISITE: 'Project Management Essentials' or substantial prior project management experience with a solid understanding of the principles of project management. Ready to achieve certification in Project Management? This class meets the requirement for contact hours of education to be eligible to take the PMI certification exam for Project Management Professional (PMP)® or Certified Associate in Project Management (CAPM)®. This course is a robust and comprehensive grounding in the principles of project management and the PMI Project Management Body of Knowledge Guide (PMBOK) and satisfies requirements for obtaining Professional Development Units (PDUs).
12 sessions: 36 hrs, CEU 3.6

MICROSOFT PROJECT (PMC-130E)

Microsoft Project is the most popular project-planning tool in the world. Learn to use this tool to plan, schedule and manage tasks, resources and budgets, analyze workloads, produce reports and much more. This course is a popular hands-on simulation format wherein students work through a simulated project from the point of view of a project leader to produce a project schedule and explore its functionality.
6 sessions: 15 hrs, CEU 1.5

PROJECT MANAGEMENT CERTIFICATION BOOSTS MEDIAN SALARIES BY 26% OVER THOSE WHO ARE NOT CERTIFIED.

Project Management Institute (PMI)



Instructors will contact students with instructions for connecting to class online, using default email address on file. Make sure your email address on file is current!

For updates, changes and additional information, please visit our website.

scan here »



HUMAN RESOURCES

CERTIFICATE IN HUMAN RESOURCES PROFESSIONAL - GENERALIST

Federal and state regulations require a knowledgeable, professional Human Resources department to handle the many requirements to remain legally compliant as an employer. Managers, HR professionals and entrepreneurs who would like to learn more about the hiring and handling of employees, health insurance, compensation and other human resources programs and procedures will benefit from this comprehensive program. Whether you are interested in pursuing testing for credentials from organizations such as the Human Resources Certification Institute or the Society for Human Resource Management (SHRM), or simply looking to grow your expertise, this program provides you with the knowledge needed for career growth and preparation to sit for the SHRM certification exam. Program content is based on the SHRM's State of Human Resource Education Study in cooperation with the American Institute for Research and the SHRM Human Resource Curriculum: An Integrated Approach to HR Education. The program includes two field trips to local SHRM chapter meetings and guest speakers who are subject matter experts.

Four classes can be taken individually and in any order. The capstone course requires at least one other as a prerequisite.

Course #	Course Title	Date	Days	Time	Location	Cost
28384	Total Rewards: Compensation & Benefits	Feb 11 - March 11	Tues	6:15-9:15 p.m.	Remote-Live	\$429
28385	Strategic HR Management and Capstone Project	March 25 - April 15	Tues	6:15-9:15 p.m.	Remote-Live	\$399

INSTRUCTORS:

- Kenneth Sterzer, MPS, SHRM-CP, PHR
- Christina DeOliveira, MBA, CPC, ELI-MP

*Textbook(s) required. See course description on website.

You do not need to enroll in the certificate program to benefit from these courses. Upon completion of all five modules, you will be awarded a Certificate of Completion in Human Resources Professional by the college. See "Certificates and Transcripts" in General Information.

TOTAL REWARDS: COMPENSATION & BENEFITS (CHR-117E)

Compensation and benefits are primary factors in recruiting and retaining top talent and are key to a company's competitiveness. HR develops packages for executives and compensation and benefits levels for employees that are equitable and that fit the company's needs. Major topics discussed include salary grading and banding using a market-based strategy, management of company-paid benefits (medical, dental, etc.), ERISA and other regulatory issues pertaining to benefits, and other rewards including paid time off and flexible scheduling.

5 sessions: 15 hrs, CEU 1.5

STRATEGIC HR MANAGEMENT AND CAPSTONE PROJECT (CHR-127E)

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 to departmental and individual levels while minimizing 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. Major topics include SWOT (Strengths, Weaknesses, Opportunities and Threats) Analysis, health, safety and security risks, workforce changes including mergers/acquisitions and reductions in workforce.

4 sessions: 12 hrs, CEU 1.2

The following courses will be offered FALL 2025

HR MANAGEMENT AND STAFFING (CHR-121E)

The most valuable asset to any organization is its people. Learn how to identify and implement recruiting and retention programs to impact productivity and profitability. Topics include trends in HR Management and the contemporary role of HR in the large and small organization, recruiting and retention strategies and practices, managing a diverse workforce and a global workforce, and evaluating HR performance/effectiveness with metrics. The class will attend a Society of Human Resources chapter meeting (Sussex-Warren) during one session.

5 sessions: 15 hrs, CEU 1.5

EMPLOYMENT LAW (CHR-122E)

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.

6 sessions: 18 hrs, CEU 1.8

TRAINING AND STAFF DEVELOPMENT (CHR-119E)

Continuous learning is essential to a productive and efficient workforce. HR delivers corporate training to employees based on business' needs and objectives. This course covers defining core competencies, conducting a needs assessment, designing and delivering training programs, and linking career development and performance management to training.

3 sessions: 9 hrs, CEU 0.9

KEY:



VETERAN SERVICES



TUITION ASSISTANCE



IN-DEMAND CAREER



INDUSTRY CREDENTIAL



JOB PLACEMENT

ACCOUNTING

Our accounting series provides increasing knowledge of how to effectively manage transactions for a business. Students with no prior bookkeeping or accounting knowledge must start with Accounting Basics for Non-Accountants. Students with prior experience may enroll in Accounting Fundamentals. Strong computer skills and completion of all prerequisite accounting courses are required for those seeking certification as a QuickBooks professional.

Course #	Course Title	Date	Days	Time	Location	Cost
28231	Accounting Basics for Non-Accountants	Feb 19-March 5	Wed	6:30-9:30 p.m.	CH 156	\$249
28232	Accounting Fundamentals and More	Mandatory Orientation, March 26	Wed	6:30-7:30 p.m.	CH 156	\$399
		April 2-30		6:30-9:30 p.m.		
28234	Quickbooks Certification Prep	Mandatory Orientation, May 21	Wed	6:30-7:30 p.m.	CH 156	\$699
		May 28-July 9		6:30-9:30 p.m.		

*Textbook(s) required. See course description on website.

ACCOUNTING BASICS FOR NON-ACCOUNTANTS (BDT-161E)

PREREQUISITE: This is an introductory course on the basics of accounting. Basic computer skills are essential. A personal computer with Windows 10, while not needed, is helpful. A computer is required for the next classes in this program series.

If you have never had a bookkeeping or accounting course and the words "t-account" or "debit and credit entries" sound like a foreign language, you need to start here to advance in this series. Understand the theories and practices behind accounting, the process of recording financial transactions and then summarizing, analyzing and reporting these transactions. This class will equip you with the foundational knowledge to be successful in the Accounting Fundamentals and More course.

3 sessions: 9 hrs, CEU 0.9

INSTRUCTOR: CCM Staff

ACCOUNTING FUNDAMENTALS AND MORE (BDT-171E)

PREREQUISITE: Accounting Basics for Non-Accountants, or accounting/bookkeeping knowledge or prior work experience. Students should have a personal computer with Windows 10 and have strong computer skills. Students will receive CCM student credentials to access MS Excel.

Apply double entry bookkeeping and then dig deeper into the analysis and recording of financial transactions and financial statements. Get hands-on experience in accounts receivable, accounts payable, payroll procedures, sales taxes and common banking activities. Understand the role of the three main accounting statements: balance sheet, income statement and cash flow. This course is a prerequisite for QuickBooks. Students will receive information on the class structure, use of Excel and how to access MS Excel.

6 sessions: 16 hrs, CEU 1.6

INSTRUCTOR: CCM Staff

QuickBooks is an industry leader among business accounting and bookkeeping software. Validate your knowledge and **boost your career** through obtaining certification.



QUICKBOOKS CERTIFICATION PREP WITH EXAM VOUCHER (BDT-146E)

PREREQUISITE: Accounting Fundamentals or a minimum of one year work-related bookkeeping or accounting experience is required. Students must have good computer skills, along with a personal computer with Windows 10. Students receive CCM student credentials to access the QuickBooks software. Students who register for this class, and do not have the prerequisite knowledge, will be limited in their ability to participate in this course. If in doubt, please contact Workforce Development at wfd@ccm.edu prior to enrolling. A QuickBooks certification exam voucher is included with the course. QuickBooks is a computerized accounting system commonly used in small-to-medium sized businesses. Learn to create purchase orders, track sales and expenses, produce and manage invoices, monitor financial records and more. This course uses QuickBooks, emphasizing the cloud version, with an introduction to the QuickBooks desktop version. The course will help you prepare for the QuickBooks certification exam. Students will receive information on how to download the student version of QuickBooks directly from Intuit and learn more about the QuickBooks certification process.

This class, and the information you will learn, is not a substitute for professional accounting and tax advice. Instructors are unable to advise students on specific issues.

8 sessions: 22 hrs, CEU 2.2

INSTRUCTOR: CCM Staff

Instructors will contact students with instructions for connecting to class online, using default email address on file. Make sure your email address on file is current!

For updates, changes and additional information, please visit our website.

scan here»



CONTABILIDAD - ACCOUNTING FOR SPANISH SPEAKERS

Nuestra serie de contabilidad secuencial proporciona un conocimiento cada vez mayor de cómo manejar de manera efectiva las transacciones de una empresa. Domina la contabilidad computarizada utilizando QuickBooks y prepárate para la certificación como profesional de QuickBooks. Fortalece tus habilidades en computación y completa todos los cursos de contabilidad que son prerequisites necesarios para aquellos que buscan la certificación. Los estudiantes que no posean conocimientos previos de teneduría de libros o contabilidad deberán comenzar con Conceptos Básicos de Contabilidad para No Contadores. Los estudiantes con experiencia previa pueden inscribirse en Fundamentos de Contabilidad.

Course #	Course Title	Date	Days	Time	Location	Cost
28241	Contabilidad Básica para No-Contadores	19 de febrero al 5 de marzo	Miércoles	6:30-9:30 p.m.	EH 211	\$249
28242	Fundamentos de Contabilidad y Mas	Orientación obligatoria, 19 de marzo	Miércoles	6:30-7:30 p.m.	EH 211	\$399
		26 de marzo al 23 de abril		6:30-9:30 p.m.		
28245	Quickbooks para Negocios	Orientación obligatoria, 7 de mayo	Miércoles	6:30-7:30 p.m.	EH 211	\$699
		14 de mayo al 25 de junio		6:30-9:30 p.m.		

INSTRUCTOR: Ariel Mojena, CPA

*Se requieren libro(s) de texto. Ver descripción del curso en el sitio web.

CONTABILIDAD BÁSICA PARA NO-CONTADORES (BDT-167E)

PRERREQUISITO: Este es un curso introductorio sobre los fundamentos de la contabilidad. Los estudiantes usarán computadoras en el aula y las habilidades básicas de computación serán esenciales. Un ordenador personal con Windows 10, aunque no es necesario, es útil. Para las siguientes clases de esta serie de programas se requerirá de una computadora.

Si nunca has tenido un curso de teneduría de libros o contabilidad y las palabras “cuenta t” o “asientos de débito y crédito” suenan como un idioma extranjero, debes comenzar aquí para avanzar en esta serie. La comprensión de las teorías y prácticas detrás de la contabilidad, que es el proceso de registrar las transacciones financieras y luego resumir, analizar y reportar estas transacciones, es la base de esta clase. Esta clase le equipará con el conocimiento básico para tener éxito en los Fundamentos de Contabilidad y demás cursos.
3 sesiones: 9 horas, CEU 0.9

FUNDAMENTOS DE CONTABILIDAD Y MAS (BDT-172E)

PRERREQUISITO: Conceptos básicos de contabilidad para no contadores, o conocimientos de contabilidad / teneduría de libros, experiencia laboral previa. Los estudiantes deben tener una computadora personal con Windows 10 y tener fuertes habilidade en computación. Los estudiantes recibirán credenciales de estudiantes de CCM para acceder a MS Excel.

Aplicar contabilidad de partida doble y luego profundizar en el análisis registro de transacciones financieras y estados financieros. Obtenga experiencia práctica en cuentas por cobrar, cuentas por pagar procedimientos de nómina, impuestos sobre las ventas y actividades bancarias comunes. Comprenda el papel de los tres estados financieros principales: Balance, estado de resultados y flujo de efecti Este curso es un requisito previo para QuickBooks. Durante la orientación de una hora antes del trabajo de curso, los estudiantes recibirán información sobre la estructura de la clase, el uso de Excel y cómo acceder a MS Excel si un estudiante no tiene el software.
6 sesiones: 16 horas, CEU 1.6

QuickBooks

certification and
accounting courses
for Spanish speakers.



QUICKBOOKS PARA NEGOCIOS (BDT-170E)

PRERREQUISITO: Se requieren fundamentos de contabilidad o un mínimo de un año de experiencia en contabilidad o trabajo relacionado con la teneduría de libros. Los estudiantes deben tener buenas habilidades en computación, junto con una computadora personal con Windows 10. Los estudiantes reciben credenciales de estudiante de CCM para acceder al programa de QuickBooks. Los estudiantes que se inscriban en esta clase, y no tengan el conocimiento previo, se verán limitados en su capacidad para participar en este curso. Si tiene alguna duda, comuníquese con Workforce Development en wfd-ccm.edu antes de inscribirse.

QuickBooks es un sistema de contabilidad computarizado comúnmente utilizado en pequeñas y medianas empresas. Los estudiantes aprenden a crear órdenes de compra, rastrear ventas y gastos, producir y administrar facturas, monitorear registros financieros y más. Este curso utiliza QuickBooks, haciendo énfasis en la versión de la nube, con una introducción a la versión de escritorio de QuickBooks. Esta clase, y la información que aprenderá, no sustituye el asesoramiento contable y fiscal profesional. Los instructores no pueden asesorar a los estudiantes en temas específicos. *Se requiere un libro de texto para QuickBooks.

8 sesiones: 22 horas, CEU 2.2

KEY:



VETERAN
SERVICES



TUITION
ASSISTANCE



IN-DEMAND
CAREER



INDUSTRY
CREDENTIAL



JOB
PLACEMENT



GRANT-SUPPORTED TRAINING FOR NEW JERSEY BUSINESSES

To qualify,
your employer must be a
New Jersey non-governmental
business. If not qualified,
contact us for options.

Before registering,
please note attendance is required
at all class sessions for this grant
program.

**See courses that would benefit
your organization?**

CCM offers dedicated customized
training to groups of 10 or more to
address specific business needs.
Delivery is available at your site,
Remote-Live or on CCM's campus.

Questions about this program?

Email cbt@ccm.edu
or call 973-328-5188

**Scan the QR code
for more information:**



CENTER FOR
**WORKFORCE
DEVELOPMENT**

GRANT-SUPPORTED TRAINING SCHEDULE AT A GLANCE

View Prerequisites and descriptions at www.ccm.edu/programs/grant-supported-training

Month	Course Name	Dates	Times	Sessions	Hours	CEU	Location
JANUARY	Resilience in the Face of Change	1/7 - 1/9	1 - 4 PM	2	6	0.6	Remote-Live
	Introduction to Microsoft Office and 365	1/7 - 1/9	4 - 7 PM	2	6	0.6	Remote-Live
	Constructive Feedback in the Workplace	1/7 - 1/9	6 - 8 PM	2	4	0.4	Remote-Live
	Computer Basics	1/11	9 AM - 1 PM	1	4	0.4	HH-113
	Managing with Confidence: Essentials Skills for New Leaders - New	1/13 - 1/15	1 - 4 PM	2	6	0.6	Remote-Live
	Intro to Power BI - New	1/13 - 1/15	6 - 8 PM	2	4	0.4	Remote-Live
	Fundamentals of Artificial Intelligence & Machine Learning - New	1/14 - 1/16	6 - 8 PM	3	6	0.6	Remote-Live
	Spanish in the Workplace	1/14 - 1/23	2 - 5 PM	4	12	1.2	Remote-Live
	Microsoft Word for Beginners	1/14 - 1/23	4 - 6 PM	4	8	0.8	Remote-Live
	Computer Basics in Spanish - New	1/14 - 1/23	9:30 - 11:30 AM	4	8	0.8	On Campus
	PowerPoint Introduction	1/15	9 AM - 1 PM	1	4	0.4	Remote-Live
	Excel for Beginners	1/16 - 1/17	9 AM - 1 PM	2	8	0.8	Remote-Live
	Excel Intermediate	1/20 - 1/21	9 AM - 1 PM	2	8	0.8	Remote-Live
	Establishing Team Norms for a High Performing Culture - New	1/21 - 1/23	6 - 8 PM	2	4	0.4	Remote-Live
	Top Excel Tools for Efficiency	1/22 - 1/24	9 - 11 AM	3	6	0.6	Remote-Live
	PowerPoint Introduction	1/22 - 1/23	6 - 8 PM	2	4	0.4	Remote-Live
	Excel for Beginners	1/27 - 1/30	6 - 8 PM	4	8	0.8	Remote-Live
	Outlook in a Nutshell	1/28 - 1/30	4 - 7 PM	2	6	0.6	Remote-Live
	Project Management Introduction	1/28 - 1/30	6 - 9 PM	2	6	0.6	Remote-Live
	Blueprint Reading and Measurements	1/30	9 AM - 4 PM	1	6	0.6	AME-136
FEBRUARY	Constructive Collaboration in Teams and Organizations	2/3 - 2/5	9 AM - 12 PM	2	6	0.6	Remote-Live
	Excel Intermediate	2/3 - 2/6	6 - 8 PM	4	8	0.8	Remote-Live
	Microsoft Word: Intermediate - New	2/4 - 2/6	6 - 8 PM	2	4	0.4	Remote-Live
	Agile Project Management Basics	2/4 - 2/6	6 - 9 PM	2	6	0.6	Remote-Live
	Excel Functions: Enhance Your Worksheets	2/7 - 2/14	9 AM - 1 PM	2	8	0.8	Remote-Live
	PowerPoint Introduction	2/10	9 AM - 1 PM	1	4	0.4	Remote-Live
	50 Ways to Fight Bias	2/10 - 2/11	6 - 8 PM	2	4	0.4	Remote-Live
	Top Excel Tools for Efficiency	2/10 - 2/24	6 - 8 PM	3	6	0.6	Remote-Live
	Geometric Dimensioning and Tolerancing	2/13	9 AM - 4 PM	1	6	0.6	AME-136
	Excel for Beginners	2/17 - 2/19	9 AM - 1 PM	2	8	0.8	Remote-Live
	Understanding & Leveraging Your Leadership Style	2/18 - 2/20	1 - 4 PM	2	6	0.6	Remote-Live
	Understanding & Leveraging Your Leadership Style	2/18 - 2/20	1 - 4 PM	2	6	0.6	Remote-Live
	Interview Skills for the Hiring Manager - New	2/25 - 2/26	1 - 4 PM	2	6	0.6	On Campus
	Introduction to Microsoft Office and 365	2/25 - 2/27	4 - 7 PM	2	6	0.6	Remote-Live
MARCH	Excel for Beginners	3/3 - 3/5	9 AM - 1 PM	2	8	0.8	Remote-Live
	Constructive Feedback in the Workplace	3/3 - 3/5	6 - 8 PM	2	4	0.4	Remote-Live
	PowerPoint Introduction	3/3 - 3/5	6 - 8 PM	2	4	0.4	Remote-Live
	Microsoft Word for Beginners	3/4 - 3/13	4 - 6 PM	4	8	0.8	Remote-Live
	Excel Intermediate	3/10 - 3/11	9 AM - 1 PM	2	8	0.8	Remote-Live
	Managing with Confidence: Essentials Skills for New Leaders	3/10 - 3/12	1 - 4 PM	2	6	0.6	Remote-Live
	Fundamentals of Artificial Intelligence & Machine Learning	3/11 - 3/13	6 - 8 PM	3	6	0.6	Remote-Live
	Computer Basics	3/15	9 AM - 1 PM	1	4	0.4	HH-215
	Excel: Pivot Tables and Beyond	3/15	9 AM - 1 PM	1	4	0.4	Remote-Live
	Resilience in the Face of Change	3/17 - 3/19	1 - 4 PM	2	6	0.6	Remote-Live
	Intro to Power BI	3/17 - 3/19	6 - 8 PM	2	4	0.4	Remote-Live
	Outlook in a Nutshell	3/18 - 3/20	4 - 7 PM	2	6	0.6	Remote-Live
	Microsoft SharePoint: Exploring and Understanding How to Use the Platform	3/24 - 3/26	4 - 7 PM	2	6	0.6	Remote-Live
	Establishing Team Norms for a High Performing Culture	3/24 - 3/26	6 - 8 PM	2	4	0.4	Remote-Live
	Top Excel Tools for Efficiency	3/25 - 3/27	9 AM - 12 PM	2	6	0.6	Remote-Live
	Introduction to Manual Machining	3/26 - 3/27	9 AM - 4 PM	2	12	1.2	AME-136
	PowerPoint Introduction	3/26	9 AM - 1 PM	1	4	0.4	Remote-Live
	Sharepoint Advanced for M365 Owner Training	3/31 - 4/9	4 - 6 PM	4	8	0.8	Remote-Live

GRANT-SUPPORTED TRAINING SCHEDULE AT A GLANCE

View Prerequisites and descriptions at www.ccm.edu/programs/grant-supported-training

Month	Course Name	Dates	Times	Sessions	Hours	CEU	Location
APRIL	Introduction to Microsoft Office and 365	4/1 - 4/3	4 - 7 PM	2	6	0.6	Remote-Live
	Excel Advanced	4/4 - 4/11	9 AM - 1 PM	2	8	0.8	Remote-Live
	Excel for Beginners	4/7 - 4/9	9 AM - 1 PM	2	8	0.8	Remote-Live
	Microsoft Word for Beginners	4/8 - 4/17	4 - 6 PM	4	8	0.8	Remote-Live
	Geometric Dimensioning and Tolerancing	4/9 - 4/10	9 AM - 4 PM	2	12	1.2	AMEC-136
	Constructive Collaboration in Teams and Organizations	4/14 - 4/16	9 AM - 12 PM	2	6	0.6	Remote-Live
	Excel Intermediate	4/14 - 4/16	9 AM - 1 PM	2	8	0.8	Remote-Live
	Microsoft Word: Intermediate	4/15 - 4/17	6 - 8 PM	2	4	0.4	Remote-Live
	Top Excel Tools for Efficiency	4/21 - 4/23	9 AM - 12 PM	2	6	0.6	Remote-Live
	Outlook in a Nutshell	4/22 - 4/24	4 - 7 PM	2	6	0.6	Remote-Live
	PowerPoint Introduction	4/28	9 AM - 1 PM	1	4	0.4	Remote-Live
	Interview Skills for the Hiring Manager	4/29 - 4/30	1 - 4 PM	2	6	0.6	On Campus
MAY	Excel Functions: Enhance Your Worksheets	5/2 - 5/9	9 AM - 1 PM	2	8	0.8	Remote-Live
	Managing with Confidence: Essentials Skills for New Leaders	5/5 - 5/7	1 - 4 PM	2	6	0.6	Remote-Live
	Constructive Feedback in the Workplace	5/5 - 5/7	6 - 8 PM	2	4	0.4	Remote-Live
	Understanding & Leveraging Your Leadership Style	5/6 - 5/8	1 - 4 PM	2	6	0.6	Remote-Live
	Fundamentals of Artificial Intelligence & Machine Learning	5/6 - 5/8	6 - 8 PM	3	6	0.6	Remote-Live
	Excel: Pivot Tables and Beyond	5/10	9 AM - 1 PM	1	4	0.4	Remote-Live
	Intro to Power BI	5/12 - 5/14	6 - 8 PM	2	4	0.4	Remote-Live
	Excel for Beginners	5/13 - 5/14	9 AM - 1 PM	2	8	0.8	Remote-Live
	Microsoft SharePoint: Exploring and Understanding How to Use the Platform	5/13 - 5/15	4 - 7 PM	2	6	0.6	Remote-Live
	PowerPoint Introduction	5/15	9 AM - 1 PM	1	4	0.4	Remote-Live
	Establishing Team Norms for a High Performing Culture	5/19 - 5/21	6 - 8 PM	2	4	0.4	Remote-Live
	Excel Intermediate	5/20 - 5/21	9 AM - 1 PM	2	8	0.8	Remote-Live
	Resilience in the Face of Change	5/20 - 5/22	1 - 4 PM	2	6	0.6	Remote-Live
	Top Excel Tools for Efficiency	5/20 - 5/22	6 - 8 PM	3	6	0.6	Remote-Live
JUNE	Constructive Collaboration in Teams and Organizations	6/2 - 6/4	9 AM - 12 PM	2	6	0.6	Remote-Live
	Excel Advanced	6/6 - 6/13	9 AM - 1 PM	2	8	0.8	Remote-Live
	Constructive Feedback in the Workplace	6/9 - 6/11	6 - 8 PM	2	4	0.4	Remote-Live
	Interview Skills for the Hiring Manager	6/10 - 6/11	1 - 4 PM	2	6	0.6	On Campus
	Excel: Pivot Tables and Beyond	6/14	9 AM - 1 PM	1	4	0.4	Remote-Live
	Excel for Beginners	6/23 - 6/24	9 AM - 1 PM	2	8	0.8	Remote-Live
	Establishing Team Norms for a High Performing Culture	6/23 - 6/25	6 - 8 PM	2	4	0.4	Remote-Live
	Top Excel Tools for Efficiency	6/24 - 6/26	6 - 8 PM	3	6	0.6	Remote-Live
	Excel Intermediate	6/25 - 6/26	9 AM - 1 PM	2	8	0.8	Remote-Live
	PowerPoint Introduction	6/30	9 AM - 1 PM	1	4	0.4	Remote-Live

**CCM DELIVERS CUSTOM
BUSINESS TRAINING
FOR YOUR EMPLOYEES
AT EVERY SKILL LEVEL**

- IN-PERSON AT CCM
- ON-SITE
AT YOUR LOCATION
- REMOTE-LIVE
INSTRUCTION



Contact us: CBT@ccm.edu 973-328-5188

ADVANCING YOUR CAREER – STRATEGIES AND HOW-TOS FOR ALL CAREER EXPLORERS

A **FREE COMMUNITY SERVICE** offered by the Center for Workforce Development to help everyone, whether employed or unemployed, to plan, network and learn best practices from professionals who coach and teach what is needed while you are **ADVANCING YOUR CAREER!**

Various topics offered January through May, 2025

SEE SCHEDULE AND REGISTRATION at <https://www.ccm.edu/programs/advancing-your-career/>

Instructors will email class details at least 24 hours before the start of each workshop. Check your spam folder.

Spots are limited. Please only register for the workshops you will attend and place a reminder on your calendar.

FOCUS TOPIC / ADVANCING YOUR CAREER STRATEGIES	FACILITATOR and LOCATION	PICK ONLY ONE DATE PER TOPIC – workshops do not need to be taken in order.		
Career Exploration & Planning 101 Ready to embark on your career or thinking about changing to a new field or industry and don't know where to begin? Learn how to identify and explore potential career options, set SMART goals, and create a plan to help you get started.	Lilisa Williams Tuesday, 6:30-8:00PM, Remote-Live via Zoom	January 7	February 11	April 8
Career Boost Trio: Resumes, Cover Letters and LinkedIn Profile Enhance your job search with a well-constructed resume and cover letter and standout LinkedIn profile. Learn best practices to gain the attention of hiring managers and land that interview!	Christy Bouziotis Tuesday, 6:30-8:00PM, Remote-Live via Zoom	January 21	February 18	April 15
Leveraging Technology in Your Job Search Make your job search more effective! With the advent of AI, technology is more pervasive than ever in a job search. Learn what websites, platforms and AI tools are available to help you apply for jobs, boost search strategies and prepare for interviews.	Julia Salgado Tuesday, 6:30-8:00PM, Remote-Live via Zoom	January 28	March 4	April 29
The Interview: Putting It All Together Learn the secret to answering questions that come at all stages of the interview process. Find out ways to present yourself successfully, whether in person or virtually.	Susan Christensen Tuesday, 6:30-8:00PM, Remote-Live via Zoom	February 4	February 25	March 25
Ageism: Job Search Over 50 Navigating the job market as an older worker can indeed present challenges due to ageism. Learn strategies you can employ to overcome these obstacles, leverage your experience to your advantage and position yourself for success in your job search.	Linda Trignano Tuesday, 6:30-8:00PM, Remote-Live via Zoom	January 14	March 11	May 13
NEW SEMINAR! COMPUTER BASICS This course is designed to familiarize individuals with computers, their operation and applications. Participants will be introduced to varied MS Windows topics such as exploring the internet, conducting searches, how to find applications and files on your computer, as well as printing and the basics of using Zoom. This class will be taught in a computer lab, but you are welcome to bring a laptop.	Patricia Callahan Saturday, 9:00AM-1:00PM, CCM Campus, Henderson Hall Room 113	January 18	March 8	May 3

Additional information for unemployed, underemployed or dislocated individuals, including possible grant funded educational vouchers for training, can be found at <https://www.ccm.edu/workforce-development> in FAQs

VIRTUAL INFORMATION SESSIONS

Explore our programs! The Center for Workforce Development team will guide you through our programs, step by step. Learn about tuition assistance, minimum requirements, industry credentials, job outlook and major employers in the fields of:

HEALTH CARE • COMPUTER/TECHNOLOGY • ENGINEERING/MANUFACTURING • BUSINESS AND MORE...

Schedules and registration available at <https://www.ccm.edu/programs/workforce-development-information-sessions/>

Email us at wfd@ccm.edu for more information.

VIRTUAL INFORMATION SESSION

January 9, 6-7 p.m.
Scan QR code for details.



COMPUTING AND INFORMATION TECHNOLOGIES

DATA ANALYTICS AND VISUALIZATION

All companies, large and small, are using data to improve operations and financial performance. Data science allows companies to make data-driven decisions in marketing, sales, finance, purchasing and more. Through a progression of courses at CCM, you can earn a Certificate in Data Analytics or Data Visualization.

The Data Analytics and Visualization program will allow you to network and experience data from multiple professional perspectives. Explore data from various industries as your instructors guide you through learning these tools.

With CCM's expert team of Data Analytics and Visualization instructors, you will learn one of the most highly sought after skill sets, where analysis of data elements and the ability to tell a story with data are driving business decisions, large and small.

DIFFERENTIATE YOURSELF & GET RECOGNIZED

DATA ANALYTICS

- Business Analytics
- Introduction to R Programming
- Advanced R Programming
- Visual Basic Applications Using Excel

Take all 6 courses to receive a Data Analytics Certificate

DATA VISUALIZATION

- Tableau 1
- Tableau 2

Take both courses to receive a Data Visualization Certificate and prepare yourself for the Tableau Specialist Desktop Exam

DATA ANALYTICS CERTIFICATE PROGRAM

PREREQUISITE: A solid foundation in Microsoft Excel; some programming knowledge is helpful.

The CCM Certificate in Data Analytics, offered through the Center for Workforce Development, provides participants with data acumen in the areas of data manipulation, visualization and interpretation. To obtain your certificate, you must take the following courses. Classes may be taken in any order. Students will need to save their work to their local computer or a flash drive.

Spring 2025 Schedule

Course #	Course Title	Date	Days	Time	Location	Cost
28871	Introduction to R Programming	Jan 14-21	Tues and Thurs	6:30-8:30 p.m.	Remote-Live	\$299
28872	Advanced R Programming for Data Science	Jan 23-Feb 6	Tues and Thurs	6:30-8:30 p.m.	Remote-Live	\$499
28873	Visual Basic Applications in Excel	Feb 20-27	Tues and Thurs	6:30-8:30 p.m.	Remote-Live	\$299
28874	Business Analytics with Excel	March 6-13	Tues and Thurs	6:30-8:30 p.m.	Remote-Live	\$299
28875	Tableau I	March 18-April 10	Tues and Thurs	6:30-8:30 p.m.	Remote-Live	\$749
28876	Tableau II	April 22-May 15	Tues and Thurs	6:30-8:30 p.m.	Remote-Live	\$749

INSTRUCTORS: Weiwen Li, MA, Shehroz Malik, BS, Victoria Tamburro, MS, CCM Staff

*Textbooks are included.

Instructors will contact students with instructions for connecting to class online, using default email address on file. Make sure your email address on file is current!



For updates, changes and additional information, please visit our website.

scan here »

BUSINESS ANALYTICS WITH EXCEL (CPC-629E)

PREREQUISITE: Proficient/intermediate knowledge of MS Excel.

Learn how data science is applied in business. Explore concepts in correlation, regression analysis, hypothesis testing and multivariate analysis. Learn how correlation helps to understand portfolio diversification and design. 'What If' analysis will be covered utilizing the Solver and Goal Seek features of Excel.

3 sessions: 6 hrs, CEU 0.6

INSTRUCTOR: CCM Staff

VISUAL BASIC (VB) APPLICATIONS IN EXCEL (CPC-624E)

PREREQUISITE: Proficient knowledge of MS Excel.

Learn to record macros, read, write and debug VB code, pass lists and floating variables through VB, use conditional statements and create input and message boxes. At the end of this course, students will be familiar with the VBA programming language as it applies to Microsoft Excel and will apply this knowledge to make interactive and fully functional spreadsheets.

3 sessions: 6 hrs, CEU 0.6

INSTRUCTOR: Victoria Tamburro, MS

INTRODUCTION TO R PROGRAMMING (CPC-631E)

PREREQUISITE: Proficient knowledge of MS Excel.

R's widespread popularity to analyze large data sets makes it an essential tool in almost every field. The course will cover exploratory data analysis techniques, visualization methods, modeling and ideas in reproducible research using packages from base R. Students will learn the basic syntax for R and how functions and packages work.

3 sessions: 6 hrs, CEU 0.6

INSTRUCTOR: Weiwen Li, MA

ADVANCED R PROGRAMMING FOR DATA SCIENCE (CPC-603E)

PREREQUISITE: Proficient knowledge of MS Excel and the Introduction to R Programming course or some programming knowledge.

Expanding on the topics covered in the Introduction to R Programming course, students learn the use of the Tidyverse and the ggplot2, dplyr and tidyr packages. In addition, advanced data science methods such as k-means, clustering and dendrograms will be covered.

5 sessions: 10 hrs, CEU 1.0

INSTRUCTOR: Weiwen Li, MA

DATA VISUALIZATION CERTIFICATE PROGRAM

The CCM Certificate in Data Visualization offered through the Center for Workforce Development provides participants with an understanding of a visualization tool that presents large amounts of complex data in an easy to understand format. Visualizing data in the context of charts and graphs makes it easier to identify correlations, patterns, trends or areas that need improvement. By taking both courses, individuals will be prepared to take the Tableau Desktop Specialist certification exam. To obtain your data visualization certificate, you must take the following courses:

Course #	Course Title	Date	Days	Time	Location	Cost
28875	Tableau I	March 18-April 10	Tues and Thurs	6:30-8:30 p.m.	Remote-Live	\$749
28876	Tableau II	April 22-May 15	Tues and Thurs	6:30-8:30 p.m.	Remote-Live	\$749

INSTRUCTOR: Shehroz Malik, BS

TABLEAU

Tableau has advanced capability to analyze large datasets using multiple dimensions, and is used to create clear tables and visualizations. Take both classes to prepare for the Tableau Desktop Specialization Exam, an industry credential. The course includes a 1-year subscription to Tableau Desktop, an e-textbook from Logical Operations, homework, projects and practice questions. Following the CCM courses, if you are interested in demonstrating your mastery of Tableau, there are multiple levels of certification available through Tableau. Visit Tableau Certifications at <https://www.tableau.com/learn/certification>

TABLEAU I (CPC-651E)

This course is a fundamental building block as part of CCM's Data Visualization Certificate Program. This course provides a deep dive into the fundamentals of Tableau and the principles of effective data visualization.

Designed for students eager to master the fundamentals of data analysis and storytelling, this course challenges participants to think critically about data structure, the analytics and insights development process, and user centric design to drive outcomes inside an organization.

Through hands-on projects, case studies, and real-world datasets, students will develop the ability to create compelling visualizations that inform decision-making.

8 sessions: 16 hrs, CEU 1.6

TABLEAU II (CPC-652E)

This course serves as a critical next step in CCM's Data Visualization Certificate Program. Build on the foundational skills learned in Tableau I and learn the practical application of advanced Tableau techniques in a simulated business environment. Students will collaborate with peers acting as business stakeholders to gather user requirements, develop a strategic roadmap, and create a polished, functional dashboard.

Key topics covered include advanced Tableau techniques such as Level of Detail (LOD) calculations, string functions, and advanced data visualization principles for designing clear, impactful dashboards. Additionally, students will learn how to refine the aesthetics of their visualizations to enhance user experience and communicate insights effectively.

Present your work in a professional setting, by building a personal Tableau portfolio, and discuss strategies for using your skills in the job market. This includes tips for job searching, interview preparation, and showcasing your data visualization expertise.

8 sessions: 16 hrs, CEU 1.6

KEY:



VETERAN SERVICES



TUITION ASSISTANCE



IN-DEMAND CAREER



INDUSTRY CREDENTIAL



JOB PLACEMENT

CODING

An increasing number of businesses rely on computer code and on individuals who are versed in a range of programming languages. Coding is not a skill limited to the technology sector. Individuals with coding skills may find careers in hospitals or manufacturing, as well as in high-tech companies. According to the Bureau of Labor Statistics (BLS), programmers earn a median salary of \$86,550 per year.

For all courses, students will need to save their work to their local computer or a flash drive.

CERTIFIED ENTRY-LEVEL PYTHON PROGRAMMER CERTIFICATION (PCEP)

Certified Entry-Level Python Programmer certification (Exam PCEP-30-0x) is a professional credential that measures the candidate's ability to accomplish coding tasks related to the essentials of programming in the Python language. To sit for the exam, a student should demonstrate sufficient knowledge of the universal concepts of computer programming, the syntax and semantics of the Python language, as well as the skills in resolving typical implementation challenges with the help of the Python Standard Library. PCEP is the starting point to launch a career in software development, Python programming and related technologies! Please check that your computer software is compatible with Python prior to registration.

Course #	Course Title	Date	Days	Time	Location	Cost
28321	Introduction to Coding and Computer Programming	Feb 24-March 3	Mon	6-9 p.m.	Remote-Live	\$229
28323	Python PCEP Prep Part 1	March 10-31	Mon	6-9 p.m.	Remote-Live	\$499
28324	Python PCEP Prep Part 2	April 14-May 5	Mon	6-9 p.m.	Remote-Live	\$499

INSTRUCTOR: Priscilla Burke, MA

INTRODUCTION TO CODING AND COMPUTER PROGRAMMING (CPC-640E)

If you are new to programming or want to learn more about this in-demand field, you will benefit from this introductory course that provides an overview of programming methodology. Topics covered will include computer science fundamentals (data types, data structures, input/output, functions, sorting/searching, program structure, etc.) and basic algorithms. This course is offered in a flexible format that includes online sessions with a live instructor and additional assignments for students to complete.

2 sessions: 6 hrs, CEU 0.6

PYTHON PCEP PREP PART 1 (CPC-646E)

PREREQUISITE: Introduction to Coding and Computer Programming or prior coding experience.

Python is a general-purpose programming language ideal for any application. This is a great language to start with if you are a beginner, and it is easy for experienced programmers to master. In this course, you will understand basic concepts of software development technology. Obtain the programming knowledge that will allow you to design, write, debug and run programs encoded in the Python language.

4 sessions: 12 hrs, CEU 1.2

PYTHON PCEP PREP PART 2 (CPC-647E)

PREREQUISITE: Python PCEP Prep Part 1.

In Part 2, learn the remaining skills to successfully pass the PCEP exam. Learn more advanced aspects of Python programming such as packages, exceptions, file processing and coding techniques and gain helpful tips for exam preparation. Upon completion of part 2, you will receive your exam voucher to be redeemed with the Python Institute.

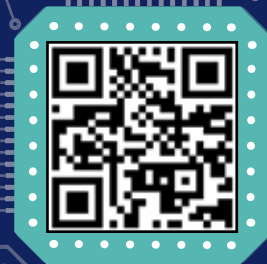
4 sessions: 12 hrs, CEU 1.2

In today's digital age, security is paramount. Equip your team with the knowledge and skills to protect your organization from cyber threats. Protect your business by scheduling a comprehensive **Cybersecurity Corporate Training** and safeguard your business with confidence!

Contact us today!

CBT@ccm.edu

973-328-5188



SCAN QR Code
for more information.

Instructors will contact students with instructions for connecting to class online, using default email address on file. Make sure your email address on file is current!



For updates, changes and additional information, please visit our website.

scan here »

COUNTY COLLEGE OF MORRIS

COMPTIA® CERTIFICATIONS

Plan your **IT** career
with industry credentials.



Benefits of teaming up with the Center for Workforce Development for your training:

1. Begin with the foundations and become certified in:
 - CompTIA Tech+
 - CompTIA A+ Core 1/Core 2
 - CompTIA Network+
 - CompTIA Security+
2. **ALL STUDY MATERIALS**, testing vouchers, plus tools and equipment **ARE INCLUDED** to ensure you have everything you need to succeed
3. Go from **TECH BEGINNER** to **IT PROFESSIONAL** in only **5 months!**
4. We are committed to your successful employment. Career advancing benefits are built into the program such as:
 - Career Preparation Workshops – Resume Writing and Interview preparation
 - Direct Career Placement Opportunities – Interviews with participating employers are included
4. Take all certifications from start to finish or select the certification you need to advance your career!

VISIT OUR WEBSITE TO REGISTER FOR OUR UPCOMING INFORMATION SESSIONS:

Wed, January 15, 6-7 P.M.



973-328-5187 • WFD@CCM.EDU
Visit website to learn more!
www.ccm.edu/programs/comptia-certifications/



CENTER FOR
WORKFORCE
DEVELOPMENT

COMPTIA® CERTIFICATIONS

CCM is the place to prepare for the nationally recognized CompTIA® exams.

CCM makes it easy to earn CompTIA® Certifications! EVERYTHING YOU NEED IS IN ONE COMPLETE PACKAGE.

CompTIA® is the industry standard for IT professionals and a necessity for future career growth in the field. As a CompTIA® Academic Partner, we bring you the best instructor-led training with CompTIA's highly regarded course materials and certification exam prep. Experience the difference with hands-on, in-person classes in CCM's IT labs, receive CompTIA's official CertMaster student guides & e-learning resources as well as any required certification exam vouchers, all included in our package at a special discounted price. As a CompTIA® Academic Partner, we can offer more than \$700 OF SAVINGS compared to other training providers' bundles and resources.

VIRTUAL INFORMATION SESSION: JANUARY 15, 6-7 P.M.

Pre-Registration Required: <https://www.ccm.edu/programs/workforce-development-information-sessions/>

MONDAY THRU THURSDAY CLASSES, 6 - 8:30 PM SAT LABS, 9AM-1PM

Course #	Course Title	Date	Location	Cost
28860	CompTIA® Tech+	Feb 3 – Feb 15 Sat Lab – Feb 8, 15	Hybrid	\$200
28861	CompTIA® A+ Core 1/Core 2	Feb 17 – April 5 Sat Lab – Feb 22, March 1, 8, 15, 22, 29, April 5	Hybrid	\$1,750
28862	CompTIA® Network+	April 14 – May 10 Sat Lab – April 19, 26 May 3, 10	Hybrid	\$1,250
28863	CompTIA® Security+	May 19 – June 16 Sat Lab – May 24, 31 June 7, 14 (No class May 26)	Hybrid	\$1,250

INSTRUCTOR: CCM Staff

*Textbook(s) required. See course description on website.

"Do you have any IT experience?"

Answer "YES!" to this interview question by showing your qualifications with CompTIA® certifications that help you stand out!

COMPTIA® TECH+ CERTIFICATION

COMPTIA® TECH+ (CPC-653E)

PREREQUISITE: Working knowledge of personal computers.

Have you ever wanted to start a career in technology but do not know where to start? If so, then CompTIA® Tech+ is the launching point for you! This foundational course covers various topics such as coding, cyber security, databases, networking, and emerging fields such as AI.

Develop technical literacy and gain exposure to potential job roles in technology. This course is designed to prepare the learner for the CompTIA® Tech+ certification. The CompTIA Tech+ certification is excellent for developing the foundation needed for a career in technology.

10 sessions: 28 hrs, CEU 2.8

COMPTIA® A+ SERIES COMPUTER TECHNICIAN CORE

COMPTIA® A+ CORE 1/ CORE 2 (CPC-654E)

PREREQUISITE: Working knowledge of personal computers.

Launch your IT career by becoming a CompTIA® A+ certified professional. This course covers basic computer hardware, operating system support, networking, Cloud concepts and computer security – exactly the skills that hiring managers want their entry-level workers to bring to the job. Gain insight into multiple operating systems, including Linux, Windows and Mac. Learn fundamental skills to be able to build a computer and configure, troubleshoot, maintain and upgrade systems hardware. Learn how a processor works, how memory is used and how mobile devices work (Apple or Android). Course includes materials, e-learning platform and Core 1—220-1101 and Core 2—220-1102 exam vouchers.

35 sessions: 98 hrs, CEU 9.8

COMPTIA® NETWORK+ CERTIFICATION

COMPTIA® NETWORK+ (CPC-655E)

PREREQUISITE: Must be able to configure and support PC, laptop and mobile (smartphone/tablet) to take this course.

Achieving the CompTIA® Network+ certification validates that the holder has the knowledge and skills required to troubleshoot, configure and manage common network wireless and wired devices, and understand and maintain network documentation.

In this course, learn how to establish network connectivity by deploying wired and wireless devices, understand and maintain network documentation as well as master basic network services, data center, cloud and virtual networking concepts.

20 sessions: 56 hrs, CEU 5.6

COMPTIA® SECURITY+ CERTIFICATION

COMPTIA® SECURITY+ (CPC-656E)

PREREQUISITE: It is necessary to have the following skills and knowledge to take this course:

- An understanding of compliance and how network, operational and application security work.
 - Configuring and managing network users, groups and shared resources.
 - Familiarity with access control measures, authentication, security policy and firewalls.
 - A+ and Net+ certifications are recommended, or 5+ years of related industry experience.
- This course covers in-depth security concepts, hardware, operating system support, Cloud concepts and penetration testing while emphasizing hands-on practical skills to address network issues. Learn the skills to install and configure systems to secure applications, networks and devices; perform threat analysis and respond with appropriate mitigation techniques; and develop awareness of applicable policies, laws and regulations.

20 sessions: 56 hrs, CEU 5.6

Instructors will contact students with instructions for connecting to class online, using default email address on file. Make sure your email address on file is current!

For updates, changes and additional information, please visit our website.

scan here »



MICROSOFT OFFICE SUITE

Whether you are looking for a new job, pursuing advancement opportunities or want to gain skills to become more productive in your current job, knowledge of the Microsoft Office suite of applications and validation of proficiency is crucial in today's work environment. Your ability to utilize Microsoft applications will open doors and improve your ability to compete in the workforce.

MICROSOFT OFFICE EXCEL MO-200 CERTIFICATION PREP

Microsoft Excel proficiency is one of the most sought-after skills in today's job market. Demonstrate your mastery of Excel by becoming MO-200 Microsoft Excel Certified. Work with Excel spreadsheets in simple to sophisticated ways and learn all skills necessary to pass the MOS Excel certification exam. Certification preparation includes live practice with the instructor with guidance in using the GMetrix learning management system. Course includes an exam voucher for the Microsoft Office Specialist: Excel Associate (Excel and Excel 2021), MO-200 exam, at CCM's state-of-the-art Testing Center. On the first day of class, receive your test access code, GMetrix self-study modules, GMetrix timed exam practice sessions, 1 practice exam, the Certification Exam and 1 exam retake. CCM's Testing Center is located in the Learning Resource Center.

CCM instructors utilize the Windows operating system to teach computer-based courses and Microsoft applications. Students must have a laptop or PC with the Windows operating system for this class. Note that if you are using a non-Windows based laptop or other operating system, your screen will look different than the instructor's and you will NOT be able to download practice materials.

EXPLORE OPTIONS TO IMPROVE SKILLS OR GET CERTIFIED

CERTIFICATION BENEFITS

- Reflect proven technical skills with an industry valued credential, Microsoft Office Specialist (MOS)
- Get a professional edge by providing globally recognized, industry endorsed evidence of skills mastery
- Guarantee potential employers of your skill set competence
- Increase your visibility and hiring potential
- Realize higher wages; MOS certification can earn an entry-level business employee as much as \$16,000 more in annual salary than non-certified peers
- Build confidence and competency in using Microsoft applications
- Certification does not expire

INSTRUCTOR: Elissa DeRose, MA, MLIS

REMOTE-LIVE OPTION

Sat, Feb 9-March 5, 9 a.m.-1 p.m.

Remote-Live

6 sessions: 24 hrs, CEU 2.4

Course: 28731

Cost: \$499

IN-PERSON OPTION

Wed, March 12-May 7

Mandatory Orientation, March 12, 5:30-6:30 p.m.

Class dates: March 19 - May 7, 5:30-8:30 p.m.

On campus: HH 114

9 sessions: 25 hrs, CEU 2.5

Course: 28732

Cost: \$499

**FOR ALL OF YOUR MICROSOFT OFFICE TRAINING NEEDS,
CHECK OUT THESE SPECIAL FOCUS TOPICS AND SIGN UP TODAY!**



SPECIAL DATA ANALYTICS TOPICS IN EXCEL

For full descriptions of the courses,
see page 14.

**BUSINESS ANALYTICS WITH EXCEL
VISUAL BASIC (VB) APPLICATIONS
IN EXCEL**

GRANT-FUNDED - NO-COST COURSES MICROSOFT APPLICATIONS FOR EVERY PROFESSIONAL

For full descriptions of these NO-COST COURSES and information on how to qualify, see
schedule and scan QR code on **PAGES 9-11**.

**WHAT'S IN THE CLOUD:
INTRODUCTION TO MICROSOFT
OFFICE (365)**

**EXPLORING AND UNDERSTANDING
HOW TO USE MICROSOFT
SHAREPOINT**

**OUTLOOK IN A NUTSHELL
POWERPOINT INTRODUCTION**

**MICROSOFT WORD BEGINNER
AND INTERMEDIATE**

EXCEL FOR BEGINNERS

EXCEL INTERMEDIATE

EXCEL ADVANCED

**TOP EXCEL TOOLS FOR
EFFICIENCY**

KEY:



**VETERAN
SERVICES**



**TUITION
ASSISTANCE**



**IN-DEMAND
CAREER**



**INDUSTRY
CREDENTIAL**



**JOB
PLACEMENT**



CENTER FOR
**WORKFORCE
DEVELOPMENT**

GO BIG AND EARN YOUR CERTIFICATION

Earn your credentials at
CCM's state of the art Testing Center!

As an authorized testing center, we deliver the
world's leading certification exams. From start to
finish – CCM is your companion in your educational
experience.

As an authorized Pearson VUE test center, CCM can
facilitate hundreds of certifications.

Earn any of the following
credentials at CCM!

- AWS LEVEL 1 WELDING
- MICROSOFT OFFICE
EXCEL SPECIALIST
- PROJECT MANAGEMENT
- PMP®, CAPM®
- QUICKBOOKS
- CERTIFIED ENTRY-LEVEL
PYTHON PROGRAMMER

- MANUFACTURING –
NIMS & SOLIDWORKS
- COMPTIA® A+,
NETWORK+,
SECURITY+
- TABLEAU
- ALTERNATE ROUTE TO
TEACHING
- PTCB CERTIFIED
PHARMACY TECHNICIAN
- CERTIFIED NURSE AIDE

Consider these **top 5 proven
benefits** of professional certi-
fication and get registered for a
certification in your field!

1. Realize a
Competitive Advantage
2. Boost Efficiency
3. Increase Your
Earning Potential
4. Establish
Professional Credibility
5. Grow Your
Knowledge and Skills

Explore the many industry-recognized certification prep classes that we offer. **PROFESSIONAL CERTIFICATIONS** can help differentiate you from other job applicants by showing your commitment to ongoing learning and your desire to excel in your profession. The advanced skills gained as you prepare for certification **keep you on the cutting edge of your industry**, can **increase your salary base**, and **up your professional credibility**.



TAKE OFF

WITH CCM'S **COMMERCIAL DRONE PILOT** CERTIFICATION COURSE!

Follow this next step to take your hobby and interests to the ultimate professional level as a Certified Drone Pilot! This course teaches you a multitude of skills from FAA requirements and regulations, to those needed to take-off your career in environmental photography/ videography, real estate, commercial cleaning, farm and landscaping, criminal justice and more.



SCAN QR CODE
to learn more!



Espanol En

SPANISH IN THE WORKPLACE

El Lugar de Trabajo

Bridging the communication gap between English and Spanish speakers in the workplace is crucial for fostering strong relationships and gaining a competitive edge.

- Improve your ability to communicate effectively to coworkers and clients.
- Demonstrate a willingness to learn about and respect other cultures.
- Build rapport and stronger workplace relationships.
- Expand your job skills.
- Boost productivity and efficiency.

Scan the QR code
to learn more and register:



Engineering and Manufacturing Bootcamps

Robotics and Automation Bootcamp

Jump boldly into the future - prepare for a career in smart automation technologies!

In this bootcamp, earn a Smart Automation Certification Alliance (SACA) Level 1 Certification. Learn basic operations competencies such as:

- Concepts & Terminology of Smart Manufacturing
- Basic Setup, Adjustment & Operation of Automated Machines
- Basic Robot Operation & Terminology
- Safety and Hand Tools
- Precision Measurement
- Blueprint & Schematic Reading
- Basic Electrical Control, Pneumatic, & Sensor Systems Operation
- Production Monitoring via HMI, Internet, Ethernet, & Smart Phones

Advanced Manufacturing Bootcamp

- Learn Shop Basics, including safety fundamentals
- Manual Machining basics
- Introduction to CAD and CAM
- Earn OSHA 10 certification
- Earn college credits towards an AAS in Mechanical Engineering Technology
- 159 total hours includes 80 shop hours
- Advanced level courses: CAM Fundamentals, NIMS Certification practice

Additional certifications include Level 1 NIMS and SolidWorks. Job Opportunities: Maintenance mechanic technician, manual machinist, CNC machinist, CAD drafter, QA/QC technician, die manufacturer and more!

Employers are ready to interview students for apprenticeship opportunities. Career preparation is available to assist students with mock interviews, social media profiles, resumes and cover letters.

If you are a high school administrator and leader that would like to implement this pathway for your students during HS hours, we also offer these programs for high school students who want to get a jumpstart in the workforce. To learn more, contact Jacob Fried at: jfried1@ccm.edu

**FREE FOR
VETERANS**

STUDENTS: find out which opportunity is best for you! Make an appointment to tour our Advanced Manufacturing facility during **office hours Tues/Thurs 2:30-4 p.m.** and get your questions answered. Email: wfd@ccm.edu or call: 973-328-5187.



ENGINEERING AND ADVANCED MANUFACTURING



GO BIG
with your career in
Advanced Manufacturing!
Scan QR code to find out how!

ENGINEERING AND ADVANCED MANUFACTURING

**OVER 800 MANUFACTURING COMPANIES IN MORRIS COUNTY ARE LOOKING FOR EMPLOYEES
AND YOU COULD BE ONE! NO PREVIOUS EXPERIENCE REQUIRED!**

PUT YOUR CAREER INTO HIGH GEAR WITH THESE GREAT PROGRAMS.
FOR A LIMITED TIME ONLY: THIS PROGRAM IS OF NO COST FOR QUALIFIED CANDIDATES.
Email wfd@ccm.edu for more information.

EARN WHILE YOU LEARN! Evening/Weekend and Daytime programs available!

The manufacturing industry is an important part of the economy of northern New Jersey. The industry supports jobs and careers with good wages and benefit packages. County College of Morris is committed to supporting the needs of employers for a well-trained workforce through training classes and programs for their current workers while also providing the skills necessary for job seekers to enter the advanced manufacturing industry. Continue to check the Workforce Development website for up-to-date information on program offerings, dates, times and locations.

**CCM PARTNERS WITH NJMFP TO PROVIDE TUITION SUPPORT FOR ANY MANUFACTURING
PROGRAM FOR VETERANS AND THEIR IMMEDIATE FAMILY MEMBERS.**

ADVANCED MANUFACTURING

APPRENTICESHIPS AND PRE-APPRENTICE BOOT CAMP

Gain the knowledge and skills required to enter the field of Advanced Manufacturing in CCM's Pre-Apprentice Boot Camp.

Course Title	Hours	CEUs	Cost
Shop Basics	33	3.3	\$250
Advanced Manufacturing Core	150	15	\$2,750
CAM Fundamentals	24	2.4	\$500
NIMS Certification Prep	30	3.0	\$500

OUR BOOT CAMP OFFERS:

- College credits and industry credentials (OSHA-10 and National Institute for Metalworking Skills)
- Interaction and interviews with potential employers
- Use of CCM's state-of-the-art Advanced Manufacturing and Engineering Center
- Tuition assistance
- Ability to continue your training with an Apprenticeship

OUR APPRENTICESHIPS AND JOB PLACEMENTS OFFER:

- Career opportunities after program completion
- Continued development of skills and industry knowledge
- Continued career growth within 12-24 months
- Wage increase halfway through the apprenticeship and upon completion
- Fantastic benefit packages and tuition reimbursement

IT'S A FACT:

- There are scholarships available to take this program for FREE!
- CCM has over 100 company partners and counting!

KEY:



VETERAN
SERVICES



TUITION
ASSISTANCE



IN-DEMAND
CAREER



INDUSTRY
CREDENTIAL



JOB
PLACEMENT

SHOP BASICS (MFG-101E)

Required for all students.

In this introductory course, establish a comprehensive understanding of the manufacturing process, including how to remain safe on the job and in the shop.

ADVANCED MANUFACTURING CORE (MFG-132E)

Building upon the information learned in Shop Basics, Advanced Manufacturing Core provides you with further knowledge in the areas of Blueprint Reading, Geometric Dimensioning & Tolerancing (GD&T), Bench Working Skills, Safety, 2-D AND 3-D Computer Aided Design (CAD), Manual Machining and Computer Numerically Controlled Machines (CNC). After successful completion of this class, students will be eligible to earn OSHA-10 Safety Certification and NIMS: Measurement Material and Safety Certification.

CAM FUNDAMENTALS (MFG-130E)

This class will provide you with the knowledge to create G-Code form 3D models using Computer Aided Manufacturing (CAM). Students will learn how to then use these codes to produce parts on the Computer Numerically Controlled Machines (CNC).

NIMS CERTIFICATION PREP (MFG-108E)

The National Institute for Metalworking Skills (NIMS) Certification Prep class provides students with practice exams and lab time to improve their skills. Students will be eligible to earn the NIMS: Bench Work & Layout certification upon completion of this class.

ROBOTICS AND AUTOMATION BOOT CAMP (MFG-131E)

Industry 4.0 and Smart Automation Technologies are revolutionizing the workplace through the digitization of the manufacturing sector. This is performed using machine learning on cobots, electrical systems and more to automate tasks and processes to boost productivity. Earn SACA (Smart Automation Certification Alliance) Level 1 Certification to prepare you for your career with smart automation technologies.

VITAQUEST®





**COMPUTER AIDED DESIGN (CAD)** ★ ⚡ 👤

CCM's focused, streamlined approach to learning all of the basic and advanced features of AutoCAD 2D drawing ensures you will master the powerful tools and applications that this software offers.

Level 1: Fundamentals and Level 2: Beyond Fundamentals provide the must-have knowledge and skills needed to secure a position or enhance your existing skill set. Expanded content and advanced features and tools are incorporated into both courses. If you are an existing AutoCAD user with basic knowledge, the Beyond Fundamentals, Level 2 course will upgrade your skills to an advanced level. Students will learn by hands-on experience, real world drawing examples and exercises, all in a supervised CAD lab.

Course #	Course Title	Date	Days	Time	Location	Cost
28341	AutoCAD Level 1: Fundamentals	Feb 12 - April 2	Wed	5:30-8:30 p.m.	AME 134	\$629
28342	AutoCAD Level 2: Beyond Fundamentals	April 9 - May 28	Wed	5:30-8:30 p.m.	AME 134	\$629

INSTRUCTOR: Anthony Gaffney, BA

*Textbook(s) required. See course description on website.

AUTOCAD LEVEL 1: FUNDAMENTALS (CAD-231E)

This course is a comprehensive introduction for new AutoCAD and AutoCAD LT software users. It incorporates the features, commands and techniques for creating, editing, annotating and printing 2D drawings with AutoCAD. Focused applications for this level include the majority of Draw and Modify tools, Annotation tools for creating text, dimensions and leaders, Creating and Editing Block definitions, Hatching, Page setups with Layouts and titleblocks for plotting, printing and creating PDFs. This course will give the new AutoCAD user a comprehensive foundation to build upon or update existing AutoCAD users' skills with the latest release.

14 sessions: 28 hrs, CEU 2.8

AUTOCAD LEVEL 2: BEYOND FUNDAMENTALS (CAD-232E)

Building on the concepts introduced in Level 1, or for the AutoCAD user looking to advance their knowledge of AutoCAD, more advanced features, commands and techniques for production and efficiency will be integrated for creating, editing, annotating and printing drawings. Applications include Dynamic Blocks, Attributes and Fields, External References, Advanced Layer Management tools, Tables, Parametrics and working with the Sheet Set Manager. Also, Program Customization, Aliases, Macros and Tool Palettes, along with an introduction to 3D modeling.

8 sessions: 28 hrs, CEU 2.8

Instructors will contact students with instructions for connecting to class online, using default email address on file. Make sure your email address on file is current!

For updates, changes and additional information, please visit our website.

scan here »



SOLIDWORKS SOLID MODELING CAD

Solid Modeling is the computer modeling of 3D solid objects. The objective of solid modeling is to ensure that every surface is geometrically correct. CAD (Computer Aided Design) allows engineers and designers to build realistic computer models of parts and assemblies. It provides designers with the ability to provide cutaways of a design. The SolidWorks CAD software that students will use in class and at home will allow them to simulate an object from within and outside, as they design, create and animate a digital 3D model.

Course #	Course Title	Date	Days	Time	Location	Cost
28348	SolidWorks	March 18-May 6	Tues	5:30-8:30 p.m.	AME 134	\$529

INSTRUCTOR: Jeff Stearns, BS

*Textbook(s) required. See course description on website.

SOLIDWORKS (CAD-126E)

SolidWorks is a parametric computer-aided design and engineering (CAD/CAE) solid modeling package. Learn about 2D sketching, basic and intermediate 3D functions such as sketches and splines. You will also begin advanced modeling techniques. Begin with fundamental operations in SolidWorks and progress to higher level skills necessary for any designer, drafter or engineer. Students may bring their personal laptops or a flash drive to save their work.

8 sessions: 24 hours, CEU 2.4

MANUFACTURING BASICS

Today's world of Advanced Manufacturing is a blend of fundamental and new skills. Basic blueprint reading is a must-have for everyone from line to leadership. These skills enhancement courses provide novice and experienced workers with new knowledge and refresh the toolkit required of all staff in the manufacturing arena. An understanding of these dynamic process tools is a must-have for all types of companies.

These courses are offered at no cost to qualified New Jersey businesses on our Grant-Supported Training page www.ccm.edu/programs/grant-supported-training/. Center for Workforce Development can offer the following training programs customized to your business needs. Contact cbt@ccm.edu or 973-328-5188.

If you do not qualify to register for these trainings at no cost, please contact cbt@ccm.edu for alternate registration instructions.

Course Title	Date	Days	Time	Location	Cost
Blueprint Reading and Measurements	Jan 30	Thurs	9 a.m.-4 p.m.	AME 136	\$199
Geometric Dimensioning and Tolerancing	Feb 13	Thurs	9 a.m.-4 p.m.	AME 136	\$199
Introduction to Manual Machining	March 26-27	Wed and Thurs	9 a.m.-4 p.m.	AME 136	\$379
Introduction to CNC	April 9-10	Wed and Thurs	9 a.m.-4 p.m.	AME 136	\$379

INSTRUCTOR: Anthony Horbert, AAS, CSWA, CSWPA-WD, CSWPA-SM

BLUEPRINT READING AND MEASUREMENTS (WDT-145E)

Learn how to read shop and engineering blueprints and how to fabricate parts and perform assembly operations. Learn current drafting standards and blueprint reading techniques, review standard lines and symbols, sketching techniques, orthographic projection, auxiliary views, drawings, dimensions, tolerances, sectional views, title block information, machining specifications and specialized forms of engineering drawings. Learn how to draw principal and isometric views and understand how blueprints and tolerances relate to the manufacturing process.

1 session: 6 hrs, CEU 0.6

GEOMETRIC DIMENSIONING AND TOLERANCING (WDT-146E)

This course takes Blueprint Reading one step further. Through incorporating the Geometric Dimensioning and Tolerancing (GD&T) concepts, students will learn CNC machining tolerances, the Datum Reference Frame (DRF), interpretation of symbols, the Feature Control Frame, communicating basic dimensions and material condition modifiers.

1 session: 6 hrs, CEU 0.6

INTRODUCTION TO MANUAL MACHINING (WDT-217E)

This course covers precision measurements and elementary theory of cutting and machining methods with emphasis on the proper operation of the manual lathe and the vertical mill.

2 sessions: 12 hrs, CEU 1.2

INTRODUCTION TO CNC (WDT-149E)

This course provides a practical application of computerized product development and related prototyping concepts, as well as exposure to basic G-code programming, machine setup, manual and post processed programs, tool offsets and tool changing. Participants will be able to implement all previously learned prototyping concepts to successfully set up and operate CNC milling and CNC turning centers.

2 sessions: 12 hrs, CEU 1.2

KEY:



VETERAN SERVICES



TUITION ASSISTANCE



IN-DEMAND CAREER



INDUSTRY CREDENTIAL



JOB PLACEMENT

AWS LEVEL 1 WELDING (WDT-215E) ★ \$ ↗ ✔ 👤

**EARN YOUR INDUSTRY-RECOGNIZED CERTIFICATION IN CCM'S WELDING LAB
FOR AN IN-DEMAND CAREER.**



In this two-part series, learn the basics of welding in CCM's welding lab in the Advanced Manufacturing and Engineering Center. Welding is an essential skill used in manufacturing and technology. Employers are continually seeking skilled welders for their workforce. Add in preparation for American Welding Society (AWS) certification and be prepared to stand out in the job market!

INFORMATION SESSION: WEDNESDAY, JANUARY 15, 6-7 P. M.

Pre-Registration Required: <https://www.ccm.edu/programs/workforce-development-information-sessions/>

Next session is held on Monday and Wednesday evenings from 5:30-8:30 p.m. AND on Saturdays from 8:30 a.m.-12:30 p.m.
Class size is limited to 14 students.

NEXT COHORT STARTS ON JANUARY 27. To fill out the interest form and for further registration information and dates, please visit the website at <https://www.ccm.edu/programs/aws-level-1-welding/>

INTRODUCTION TO WELDING (WDT-333E)

This course will introduce students to welding technology and welding theory with an emphasis on basic Stick and MIG welding and operating procedures. Additional topics include hand tool and power tool use, measurement, welding career potentials and introduction to welding codes and standards. The objective of this course is to introduce students to the field of welding, build their knowledge from the ground up, and enable them to acquire a range of skills in this industry. Under the guidance of the instructor, students will have the opportunity to practice welding and create a solid welding foundation to prepare them for the AWS Level 1 course.

Cost: \$1,599

AWS LEVEL 1 WELDING (WDT-215E)

PREREQUISITE: 'Introduction to Welding' course, or 1 year of work experience in the welding field.

American Welding Society (AWS) Level 1 certification will prepare you well for the job market. In this 200-hour program, you will learn the differences and applications of the four main welding processes: Flux (FCAW or Flux Cored Arc Welding), Stick (SMAW or Shielded Metal Arc Welding), MIG (Metal, Inert Gas) and TIG (Tungsten, Inert Gas) welding. You will prepare to successfully pass the AWS Level 1 Entry-Welder certification exam. All students will begin with courses that include occupational orientation, basic health and safety of welders and drawing and welding symbol interpretation. Students will be able

to rotate into process specific instructional modules upon completion of these courses. In addition to the four welding processes, students will also learn thermal cutting and the foundation of welding inspection and testing.

Cost: \$3,999

This program requires student commitment and attendance over an approximately six-month period. Students are expected to supply their own safety gear/clothing including:

- Safety glasses
- Arc helmet min shade #10
- Shade 5 cutting glasses
- Hearing protection
- Gauntlet welding gloves
- TIG welding gloves
- Work shoes
- Cotton denim or flame-retardant jeans and shirt
- Welding jacket (optional, but highly recommended)

INSTRUCTOR: Joseph Eannetta, Lead Instructor, Certified Welder

Joe, a subject-matter expert, holds multiple certifications including AWS D1.1 structural steel certification using SMAW, FCAW and GMAW, ASME pipe welding certification using SMAW, FCAW and GTAW, as well as multiple OSHA certifications completed over 150 hours of OSHA safety training.

Instructors will contact students with instructions for connecting to class online, using default email address on file.
Make sure your email address on file is current!

For updates, changes and additional information, please visit our website.

scan here »



EARN BIG.

#1 Community College in NJ
for Alumni Salaries

SAVE BIG.

Tuition assistance
for qualified candidates.

GO BIG!

ENROLL TODAY!



Chart **YOUR PATH** at
www.ccm.edu/career-pathways/



GO BIG
with your career in
Healthcare!

Scan QR code to find out how!



HEALTH OCCUPATIONS

The Center for Workforce Development at County College of Morris offers a range of health occupations training programs to meet the growing demand for entry into healthcare professions, as well as programs for seasoned professionals.

ADDICTIONS COUNSELING PROGRAMS

CERTIFIED ALCOHOL AND DRUG COUNSELOR - CADC

VIRTUAL INFORMATION SESSION: JANUARY 8, 6-7 P.M.

Pre-Registration Required: <https://www.ccm.edu/programs/workforce-development-information-sessions/>

Substance abuse counselors aid in the diagnosis, treatment and recovery process for people who struggle with addiction. Courses cover topics including, but not limited to, assessment, addiction recovery, counseling skills, crisis intervention, group and family counseling, consultation, disability, employment, child and family services, ethics and culture. A supervised externship of 3,000 hours is part of the Addiction Professionals Certification Board's certification requirement.

GENERAL INFORMATION

PREREQUISITE: *High School diploma or GED.*

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. There are multiple requirements to qualify for certification. The education provided by CCM is just one requirement.

CCM offers five domains on a rotating basis. Each domain is a total of 54 hours. Students may be able to complete all five domains within 3-4 semesters by taking multiple domains. Students may also elect to complete one domain per semester. Students may enter the training at any point, regardless of experience, or the domain/lessons being offered. Students receive a certificate of completion for each course.



Each individual domain course provides CEUs at 0.6, 1.2, or 1.8 (6 hours, 12 hours or 18 hours respectively), depending on total number of hours per course. CEUs are awarded upon completion of each domain course.

While the NJ Division of Consumer Affairs (DCA) and the NJ Addictions Certification Board prefer that you complete the lessons and domains in order, there is no regulatory requirement to do so. To become a Certified Alcohol and Drug Counselor (CADC), you need to complete the following:

1. 270 hours of classroom training (5 domains, number of classes vary for each domain). Domains may be taken in any order and include Assessment, Counseling, Case Management, Client Education and Professional Responsibility
2. 30 hours of alcohol and drug abuse self-help group meetings
3. 3000 hours (1500 hours per year) of supervised experience (paid or voluntary)
4. Successful completion of test requirement, case preparation and oral presentation

It is the student's responsibility to become familiar with the following information in order to understand the certification process and careers in addictions counseling. Please visit the following websites:

Addiction Professionals Certification Board: <https://certbd.org/>

Legislation: <https://www.njconsumeraffairs.gov/regulations/Chapter-34C-Alcohol-and-Drug-Counselors.pdf>

Application for licensure: <https://www.njconsumeraffairs.gov/adc/Pages/applications.aspx/>

Frequently Asked Questions: https://nj.gov/humanservices/dmhas/initiatives/workforce/FAQs_Becoming_LCADC_CADC.pdf

NJ Division of Consumer Affairs, Alcohol and Drug Counselor Committee: <https://www.njconsumeraffairs.gov/adc/>

All classes are remote with live instruction.

The instructor will contact students with instructions for connecting online prior to the start of the class.

Instructors will contact students with instructions for connecting to class online, using default email address on file. Make sure your email address on file is current!

For updates, changes and additional information, please visit our website.

scan here »



HEALTH OCCUPATIONS

MONDAY AND WEDNESDAY CLASSES, 6 - 9 p.m.

INSTRUCTOR: TOM VIOLA MSW, LSW, LCAD

EARLY SPRING
DOMAIN I - PROFESSIONAL RESPONSIBILITY

Course	Course Name	Dates	Sessions	Hours	CEU	Cost
28261	C101 - Initial Interviewing Process (ADC-557E)	1/22 - 1/27	2	6	0.6	\$99
28262	C102 - Biopsychosocial Assessment (ADC-917E)	1/29 - 2/12 (No class 2/5)	4	12	1.2	\$198
28263	C103 - Diagnostic Summaries (ADC-918E)	2/17 - 2/26	4	12	1.2	\$198
28264	C104 - Differential Diagnosis (ADC-919E)	3/3 - 3/12	4	12	1.2	\$198
28265	C105 - Pharmacology (ADC-543E)	3/17 - 3/19	2	6	0.6	\$99
28267	C107 - Compulsive Gambling (ADC-545E)	3/24 - 3/26	2	6	0.6	\$99

LATE SPRING
DOMAIN III - CASE MANAGEMENT

Course	Course Name	Dates	Sessions	Hours	CEU	Cost
28281	C301 - Community Resources (ADC-253E)	3/31 - 4/16	6	18	1.8	\$297
28282	C302 - Consultation (Case Management) (ADC-254E)	5/5 - 5/21	6	18	1.8	\$297
28283	C303 - Documentation (ADC-255E)	6/2 - 6/11	4	12	1.2	\$198
28284	C304 - HIV & Resources (ADC-570E)	6/16 - 6/18	2	6	0.6	\$99

SUMMER
DOMAIN V - PROFESSIONAL RESPONSIBILITY

Course	Course Name	Dates	Sessions	Hours	CEU	Cost
58301	C501 - Ethical Standards (ADC-558E)	6/30 - 7/2	2	6	0.6	\$99
58302	C502 - Legal Aspects (ADC-559E)	7/7 - 7/9	2	6	0.6	\$99
58303	C503 - Cultural Competency (ADC-560E)	7/14 - 7/16	2	6	0.6	\$99
58304	C504 - Professional Growth (ADC-561E)	7/21 - 7/23	2	6	0.6	\$99
58305	C505 - Personal Growth (ADC-562E)	7/28 - 7/30	2	6	0.6	\$99
58306	C506 - Dimensions of Recovery (ADC-563E)	8/4 - 8/6	2	6	0.6	\$99
58307	C507 - Supervision (ADC-564E)	8/11 - 8/13	2	6	0.6	\$99
58308	C508 - Community Involvement (ADC-566E)	8/18 - 8/20	2	6	0.6	\$99
58309	C509 - Consultation (Professional) (ADC-565E)	8/25 - 8/27	2	6	0.6	\$99

KEY:

VETERAN
SERVICESTUITION
ASSISTANCEIN-DEMAND
CAREERINDUSTRY
CREDENTIALJOB
PLACEMENT

Tuesday and Thursday CLASSES, 6 - 9 P.M.

Instructor: Ron Faines LCADC, ACS, CCS

**EARLY SPRING
DOMAIN II - COUNSELING**

Course	Course Name	Dates	Sessions	Hours	CEU	Cost
28271	C201 - Introduction to Counseling (ADC-531E)	1/21 – 1/23	2	6	0.6	\$99
28272	C202 - Introduction to Techniques & Approaches (ADC-250E)	1/28 – 1/30	2	6	0.6	\$99
28273	C203 - Crisis Intervention (ADC-533E)	2/4 – 2/6	2	6	0.6	\$99
28274	C204 - Addiction Focused Counseling (ADC-251E)	2/11 – 2/27	6	18	1.8	\$297
28275	C205 - Group Counseling (ADC-535E)	3/4 – 3/6	2	6	0.6	\$99
28276	C206 - Family Counseling (ADC-252E)	3/11 – 3/20	4	12	1.2	\$198

**LATE SPRING
DOMAIN IV - CLIENT EDUCATION**

Course	Course Name	Dates	Sessions	Hours	CEU	Cost
28291	C401 - Addiction Recovery (ADC-548E)	4/8 – 4/10	2	6	0.6	\$99
28292	C402 - Psychological Client Education (ADC-549E)	4/15 – 4/17	2	6	0.6	\$99
28293	C403 - Biochemical/Medical Client Education (ADC-256E)	4/22 – 5/8	6	18	1.8	\$297
28294	C404 - Sociocultural Client Education (ADC-551E)	5/13 – 5/15	2	6	0.6	\$99
28295	C405 - Addition Recovery & Family Psychological Education (ADC-552E)	5/20 – 5/22	2	6	0.6	\$99
28296	C406 - Biochemical and Sociological Family Education (ADC-553E)	5/27 – 5/29	2	6	0.6	\$99
28297	C407 - Community and Professional Education (ADC-554E)	6/3 – 6/5	2	6	0.6	\$99

Check with your employer for tuition reimbursement and professional development allowances.

For remote-live classes, the Instructor will email a link to registered students 1-2 days before a class begins.

Make sure your email address on file is current!



Instructors will contact students with instructions for connecting to class online, using default email address on file. Make sure your email address on file is current!

For updates, changes and additional information, please visit our website.

scan here »



HEALTHCARE PROFESSIONALS CLINICAL TRAINING PROGRAMS

HEALTHCARE PROFESSIONAL BLS (BASIC LIFE SUPPORT) (CPR-129E)

This five-hour curriculum reflects the current American Heart Association guidelines for healthcare providers. This course is appropriate for nurses, paramedics, EMTs, police, fire personnel, lifeguards and other first responders.

Certification: American Heart Association CPR/BLS certificates will be emailed to students approximately 2-3 weeks after the course.

SATURDAY CLASSES

9 A.M.-2 P.M., ON CAMPUS: AME 103

Cost: \$99

Date	Course #	Date	Course #
Jan 25	28211	May 17	28215
Feb 8	28212	June 21	28216
March 1	28213	July 12	58211
April 5	28214	Aug 9	58212

The course includes adult and pediatric one-rescuer and two-rescuer CPR, adult and pediatric foreign body airway obstruction (FBAO), the use of bag mask ventilation devices for all victims, and automated external defibrillators (AED).

CCM students: This course can be used to fulfill one credit of the requirements for Health and Wellness electives and the CPR requirements for Nursing and Allied Health students in preparation for the Professional track/Clinical requirements. To obtain this credit, please contact your department BEFORE registering for the class.

1 session: 5 hrs, CEU 0.5

Class size is limited to 10 students.

INSTRUCTOR: Alex Balish, AHA & ASHI Certified Instructor

CERTIFIED NURSE AIDE

Some of the fastest-growing jobs in the nation, state and Morris County are in entry-level clinical healthcare fields. CCM has developed a high-quality, short-term clinical healthcare program to help people quickly enter the workforce, earn money and begin their healthcare careers.

The NJ Department of Health regulates and approves the CCM training program. Training will be conducted in CCM nursing labs and in actual care facilities. It includes 50 lecture hours and 40 clinical hours.

INSTRUCTOR: CCM Staff

*Textbook(s) required. See course description on website.

CNA PROGRAM SCREENING (AHP-365E)

All potential CNA students must undergo screening. Please register and pay the \$99 NON-REFUNDABLE processing fee, which covers the cost of a criminal background investigation and expenses incurred by the college to admit you into the program. Clearance and course registration can take up to six weeks, so start the process early. At their own expense, students must satisfactorily complete drug screening at facilities approved by CCM, as well as complete an extensive medical history review. Additional expenses include, but are not limited to, uniforms and textbooks.

Cost: \$99

CERTIFIED NURSE AIDE - COMPREHENSIVE (AHP-163E)

This course combines lecture and labs in a hospital setting and clinical experience in a long-term care setting, allowing students to master the essential skills to obtain an entry-level position in the healthcare field. This Comprehensive course includes Healthcare Professional BLS (Basic Life Support) certification concluding with the state required clinical skills exam. Upon the successful completion of the course, students are eligible to take the NJ State approved Certified Nurse Aide certification examination.

Cost: \$2,500

Class size is limited to 10 students.

Check our website for future dates.



KEY:



VETERAN SERVICES



TUITION ASSISTANCE



IN-DEMAND CAREER



INDUSTRY CREDENTIAL



JOB PLACEMENT

PHARMACY TECHNICIAN CERTIFICATION

Learn the knowledge and skills needed to become a Certified Pharmacy Technician (CPhT), credentialed by the Pharmacy Technician Certification Board (PTCB), in CCM's Pharmacy Technician Certification program. Pharmacy technicians work with licensed pharmacists in pharmacies, hospitals, and assisted living facilities to properly dispense medications, and with insurance companies to ensure the best coverage for the consumer.

*Textbook(s) required. See course description on website.

VIRTUAL INFORMATION SESSION: JANUARY 27, 6-7 P.M.

Pre-Registration Required:

<https://www.ccm.edu/programs/workforce-development-information-sessions/>

PHARMACY TECHNICIAN SCREENING (AHP-371E)

To become a student in the pharmacy technician program, you must participate in the mandatory Pharmacy Technician Screening. Please register and pay the \$99 NON-REFUNDABLE processing fee, which covers the cost of a criminal background investigation and expenses incurred by the college to admit you into the program. Students, at their own expense, must satisfactorily complete a drug screening at facilities approved by CCM. Students must pass English and Math CASAS literacy exam at the 8th grade level. Please email wfd@ccm.edu with any questions.

Course: 88620

Cost: \$99

YOU MUST REGISTER FOR YOUR SCREENING CLEARANCE NO LATER THAN FEBRUARY 10 FOR THE SPRING SESSION.

PHARMACY TECHNICIAN CORE TRAINING (AHP-372E)

PREREQUISITES:

- at least 18 years of age
- high school diploma or equivalent
- pass the Pharmacy Technician Screening

Once cleared, students will prepare to sit for the PTCB CPhT exam. Students will engage in training that provides an overview of the profession of pharmacy technician, review of the different career tracks and preparation for interviews with employer partners. The remainder of the program teaches the fundamental skills needed to be a successful pharmacy technician. Students will be required to sit for the PTCB's Certified Pharmacy Technician Exam.

Mon-Thurs, 6-9 p.m.

Spring session to begin on or about February 24!

Hybrid format – online via Zoom and in-person on the CCM campus

Cost: \$3,400

CCM partners with local hospitals

to conduct interviews during this program.

Become a Pharmacy Technician and gain a direct pathway to your healthcare career!



PERIPHERAL IV THERAPY SKILLS

SATURDAY CLASSES

8 A.M.-12 P.M., ON CAMPUS: CH 120

Cost: \$249

Date	Course #
March 22	28491
May 10	28492
June 7	28493

INSTRUCTOR: Mora Karas, MSN

PERIPHERAL IV THERAPY SKILLS (NRS-426E)

This course is for RNs, LPNs, Radiology Technologists, EMTs and other allied health professionals whose responsibilities include intravenous peripheral catheter insertion and care and administration of intravenous solutions.

Acquire the knowledge and skills needed to successfully insert a short peripheral intravenous catheter. Although the focus of the class is on skill acquisition, additional content will include the assessment and care of the peripheral intravenous catheter site and a discussion of the indications and complications of infusion therapy.

This nursing continuing professional development activity was approved by New Jersey State Nurses Association, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation. 1 session, 4 hrs, CEU 0.4

Class size is limited to 8 students.

Instructors will contact students with instructions for connecting to class online, using default email address on file. Make sure your email address on file is current!

For updates, changes and additional information, please visit our website.

scan here »



NURSES' CONTINUING EDUCATION

RN REFRESHER PROGRAM – NEW JERSEY BOARD OF NURSING (NJ BON) APPROVED

RN Refresher Program is held every other spring. Join us in 2025. This course will not be offered again until 2027. Interested candidates must attend the mandatory information session on February 5.

ATTENDANCE AT THE MANDATORY INFORMATION SESSION IS REQUIRED

RN Refresher application process and NJ BON requirements. Interested candidates must register for and attend this session.

**Wednesday, February 5, 2025,
6:30-8:30 p.m. – Virtual Meeting**

This is a mandatory session to identify whether the RN Refresher program is for you. This mandatory session will review class schedule, admission requirements for health and physical exams, criminal background checks and go over expectations for licensing requirements. There is no fee to attend the Mandatory Information session. Registration is required in order to receive a Zoom link.

RN REFRESHER MANDATORY INFO SESSION (NRS-428E)

Course: 28500

1 Session: 2 hours

Time: 6:30-8:30 p.m., Wed, Feb 5, 2025

Cost: \$0

Following this information session, any prospective student interested in moving forward in the RN Refresher course must register and pay for the following Program Screening in order to be reviewed and accepted.

RN REFRESHER PROGRAM SCREENING (NRS-424E)

Please register and pay the \$99 NON-REFUNDABLE processing fee, which covers expenses incurred by the college to admit you into the program. Prior to the first day of class, students, at their own expense, must satisfactorily complete drug screening at facilities approved by CCM, as well as complete an extensive medical history review. Additional expenses include, but are not limited to, uniforms and student malpractice insurance. You must register for your screening clearance no later than April 11.

Course: 28501

Cost: \$99

Applicant Information Sessions will be scheduled following registration.

RN REFRESHER PROGRAM (LECTURE AND CLINICAL)

CCM reserves the right to change the dates/times, method of delivery of the course, and course content depending on enrollment, clinical site access, and instructor availability. All potential students must complete an extensive medical history review prior to enrolling in the program. Visit <https://www.ccm.edu/workforce-development/workforce-programs/> for up-to-date information.

SPRING 2025 COURSE DATES AND TIMES

RN REFRESHER PROGRAM (NRS-429E)

This is an intensive program for RNs who want to return to the nursing workforce and need to update their skills and nursing theory, or for current RNs in non-clinical roles wanting to revive their clinical skills. In this program, you will acquire the nursing knowledge and skills to assist with re-entry or initial entry to the acute care and long-term care setting. The program consists of 24 lecture hours, 8 nursing lab hours and 64 clinical hours arranged at an area hospital. The clinical experience is mandatory. Topics include: physical assessment, skills review, pharmacology update, and nursing management of major clinical problems. Objectives include and are not limited to: 1) Employing the nursing process utilizing critical thinking and clinical judgment. 2) Reviewing and increasing knowledge related to care of patients with common medical-surgical conditions, including use of technology and psychomotor skills.

INSTRUCTOR: CCM Nursing Faculty

Course: 28502

Total of 18 Sessions, 100 hours,
May 12-June 12, 2025

Lectures and lab will be held on the CCM campus.
Clinical Sessions are upon assignment to local hospitals.
Cost (lecture and clinical): \$2,300

Lecture Series: 8 sessions, 24 hours

Room: TBD

Mon, Tues, Wed, May 12-28

(No class May 26)

Lab Session: 1 session, 8 hours

Thurs, May 29, 8 a.m.-4:30 p.m.

Cohen Hall 163-165

Final exam: in-person: 1 session, 4 hours

Fri, May 30, 8 a.m.-12 p.m.

Room: TBD

Clinical Sessions: 8 sessions, 64 hours

Location: TBD (assignments to a local hospital)

Time: Approximately 7 a.m.-3:30 p.m., Mon-Thurs, June 2-12, 2025

Check with your employer for tuition reimbursement and professional development allowances.

KEY:



VETERAN SERVICES



TUITION ASSISTANCE



IN-DEMAND CAREER



INDUSTRY CREDENTIAL



JOB PLACEMENT

NORTH JERSEY IMAGING ACADEMY

County College of Morris and Passaic County Community College have formed a partnership in the North Jersey Imaging Academy for Computed Tomography, Magnetic Resonance Imaging and Mammography. These certificate programs offer didactic (lecture) courses that meet the ARRT requirement for “structured education.” In addition, the program offers clinical education in CT, MRI and Mammography.

Who should attend: These programs are intended for Radiologic Technologists who have a current NJ license and ARRT certified Radiographic Technologists looking to improve their career opportunities with additional advanced certifications.

About the programs: The CT, MRI and Mammography programs comply with the guidelines required by The American Registry for Radiologic Technologists located at 1255 Northland Drive, St. Paul, Minnesota 55120-1155 www.arrt.org. The program is approved for CEUs by the American Society of Radiologic Technologists (ASRT). Each certification program consists of three main components:

- Didactic Education in Cross Sectional Anatomy (CT and MRI only)
- Didactic Education in the specialty area
- Clinical Practice in the specialty area

Students enrolling in CT or MRI are required to take the Cross Sectional Anatomy class unless a similar course was previously taken. Please provide documentation of that course during your application process.

Didactic courses are offered as online evening courses, beginning at 6 p.m. In the future, courses may be offered with remote-live instruction or at the Passaic County Public Safety Academy (PSA) located at 300 Oldham Road, Wayne, NJ 07470. For directions and parking information, visit <https://pccc.edu/locations/#public-safety-academy>.

All interested candidates must submit the application, resume, ARRT and DEP NJ License to Professor Denise Vill’Neuve by January 9, 2025. Once received, you will be contacted with the additional steps to be able to register for the course.

Professor Denise Vill’Neuve
County College of Morris
214 Center Grove Road
Randolph, NJ 07869
dvillneuve@ccm.edu

If you need to update your current BLS/CPR certification, see page 30.

Course #	Course Title	Date	Days	Time	Location	Cost
28534	MRI Lecture – 66 hours	TBD	TBD	6-9 p.m.	Remote-Live	\$1,000
28536	Mammography Lecture – 48 hours	Feb 4 - June 3 (No class March 25)	Tues	6- 9 p.m.	Remote-Live	\$720

For updated information about these courses, visit <https://www.ccm.edu/programs/north-jersey-imaging-academy/>. Contact Professor Denise Vill’Neuve for clearance and registration information at dvillneuve@ccm.edu

Instructors will contact students with instructions for connecting to class online, using default email address on file. Make sure your email address on file is current!

For updates, changes and additional information, please visit our website.

scan here »



MAGNETIC RESONANCE IMAGING (MRI) CERTIFICATION PROGRAM

MRI LECTURE - 66 HOURS (AHP-351E)

The Magnetic Resonance Imaging (MRI) lecture course provides a comprehensive overview of MR imaging principles, as well as the instrumentation associated with MR imaging. It gives a basic understanding of the principles and system components of MR image acquisition. It will also give the specific clinical applications, coils that are available and their use, considerations in the scan sequences, specific choices in protocols and positioning criteria. The course will provide the student with MR pulse sequences, image formation and image contrast. It will also give the MR scan procedures for the central nervous and musculoskeletal system, as well as neck, chest, abdomen and pelvic systems. Weekly quizzes and midterm and final examinations will be given.

22 sessions, 66 hrs.

MRI CLINICAL PLACEMENT (AHP-337E)

This six-month proctored placement provides you with practical experience to complete the competencies required for certification in Magnetic Resonance Imaging (MRI). You will receive clinical placement oversight as you complete all of the competencies. Students are expected to work consistently toward completing the clinical component of the certification. Students may enroll for an additional period of placement, as necessary, at their own expense.

Clinical Affiliate to be scheduled by program faculty. Schedule to be determined by instructor.

MAMMOGRAPHY

MAMMOGRAPHY LECTURE - 48 HOURS (AHP-356E)

This lecture course will provide licensed/ ARRT certified radiographers preparation for the practice of mammography.

16 sessions, 48 hrs.

MAMMOGRAPHY CLINICAL (AHP-350E)

This six-month proctored placement provides you with practical experience to complete the competencies required for certification in mammography. You will receive clinical placement oversight as you complete all of the competencies. Students are expected to work consistently toward completing the clinical component of the certification. Students may enroll for an additional period of placement, as necessary, at their own expense.

Clinical Affiliate to be scheduled by program faculty. Schedule to be determined by instructor.

The following courses will be offered Fall 2025

CROSS SECTIONAL ANATOMY - 32 HOURS - REQUIRED FOR CT AND MRI LECTURE (AHP-374E)

This is a 32-hour, 11-week lecture course in sectional anatomy. Sectional anatomy introduces the student to the fundamental anatomy of the head, neck, chest, abdomen, pelvis and extremities. In addition, imaging modalities are discussed and introduced to the student along with CT and MRI images.

11 sessions, 32 hrs

COMPUTED TOMOGRAPHY (CT) CERTIFICATION PROGRAM

CT LECTURE - 66 HOURS (AHP-375E)

The Computed Tomography (CT) program offers an educational opportunity to gain skills in the advanced imaging modality of computed tomography. The 66-hour lecture course includes, but is not limited to: patient care and safety, CT physics, systems operations and instrumentation, data acquisition, image display and post processing of all imaging procedures, quality control, contrast media and administration. Midterm and final exams will be given.

22 sessions, 66 hrs

CT CLINICAL (AHP-335E)

This six-month proctored placement provides you with practical experience to complete the competencies required for certification in computed tomography. You will receive clinical placement oversight as you complete all of the competencies. Students are expected to work consistently toward completing the clinical component of the certification. Students may enroll for an additional period of placement, as necessary, at their own expense.

Clinical Affiliate to be scheduled by program faculty. Schedule to be determined by instructor.



IMPORTANT: Registration closes two days before the class start date.
Seats are limited - **REGISTER EARLY!**

Registration instructions at www.ccm.edu/workforce-development/

KEY:



VETERAN
SERVICES



TUITION
ASSISTANCE



IN-DEMAND
CAREER



INDUSTRY
CREDENTIAL



JOB
PLACEMENT



MEDICAL BILLING AND CODING

NEW CERTIFICATION PREPARATION OPPORTUNITIES

The Center for Workforce Development's Medical Billing and Coding program will prepare students for Medical billing and coding specialists who have two credentials earn an average of \$66,198, and those with three credentials or more make an average of \$71,361 annually, according to the AAPC's 2023 Medical Coding and Billing Salary Report.

**NEW
STUDENTS**
Next session
starts Fall
2025

The Center for Workforce Development's Medical Billing and Coding program has developed new certification tracks for Spring 2025. The certification program will prepare students for four industry-recognized certifications, and students will have the option to obtain one or all four credentials. Earning multiple credentials is an advantage to medical coders and billers, which demonstrates their skills and is a pathway to provide opportunities for career advancement.

- American Health Information Management Association (AHIMA) - the nation's leading authority on health information. Two certifications offered:
 - Certified Coding Specialist (CCS)®
 - Certified Coding Specialist, Physician-based (CCS-P)®
- American Academy of Professional Coders (AAPC) - the nation's leading medical coding certification organization. Certification offered:
 - Certified Professional Coder (CPC)®
 - Certified Professional Biller (CPB)®

The program will deliver excellence by providing students with more opportunities to succeed in this field by offering several engaging services. The program will include preparation for certifications, valuable insights from several industry experts, a hands-on coding simulation experience, interview and resume preparation, and direct internship connections.

Upon completion of this program students can apply for entry-level administrative coding and billing positions. Students will earn a CCM Certificate of Completion for any course or the entire program (once all courses are satisfactorily completed).

SCAN THE QR CODE OR VISIT OUR WEBSITE
to fill out an interest form for this new program:



PREVOCATIONAL TRAINING FOR ADULTS WITH INTELLECTUAL OR DEVELOPMENTAL DISABILITIES



**Information
Session
December 18,
5-6 p.m.**

CCM's Opportunity Programs, designed for adult students with intellectual or developmental disabilities, introduce skills needed to be successful in a work environment. The programs are prevocational training programs for students who have both the capacity and the desire to become members of the workforce.

The programs include resume preparation and workforce readiness skills, as well as skills specific to the employment area. Scholarships may be available for students who qualify, or students may be eligible for funding from their service providers.

LAUNCHING SOON: EMPLOYMENT READINESS BOOTCAMP

A short, intensive course designed to prepare students to be successful in a new job. Topics will include basic financial literacy, workplace expectations, and proper communication.

NETWORKING EVENT

Students will be invited to showcase their knowledge and experience and practice their networking skills with local employers and other community members. This event is held once each semester for currently enrolled students who are ready to seek employment.

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

KEY:



VETERAN
SERVICES



TUITION
ASSISTANCE



IN-DEMAND
CAREER



INDUSTRY
CREDENTIAL



JOB
PLACEMENT

Supporting growth for employment – programs that cultivate vocational skills for your next opportunity!

All class sessions are limited to 8 students.

HORTICULTURAL OPPORTUNITY PROGRAM

This program teaches hands-on horticultural practices ranging from greenhouse production, to growing vegetables and herbs, to floriculture.

Fri, Feb 14-May 9,
9:30 a.m.-2 p.m.
(No class April 18)

Cost: \$2,999



OFFICE ASSISTANT OPPORTUNITY PROGRAM

Students will practice clerical skills such as filing, typing, and organization. In addition, they will learn basic Microsoft Office software applications.

Tues and Fri, Feb 4-March 4,
9 a.m.-2 p.m.

Cost: \$2,999



HOME IMPROVEMENT RETAIL SPECIALIST OPPORTUNITY PROGRAM

This course teaches vocational skills in construction to prepare for careers at home improvement organizations, hardware stores, and local warehouses. Topics include the safe use of tools, moving and securing materials and proper use of equipment.

Fri, Feb 28-April 25,
9 a.m.-2 p.m.
(No class April 18)

Cost: \$2,999



CULINARY OPPORTUNITY PROGRAM

Students in this two-part program learn fundamental culinary skills including following recipes, sanitation, and using commercial kitchen equipment, and the opportunity to earn the Serv-Safe Food Handler certification. This course is held at Morris County Vocational School in Denville.

Next enrollment beginning Fall 2025



CONTACT US

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

For more information about the programs or to fill out an interest form, visit <https://www.ccm.edu/programs/opportunity-programs/>

Instructors will contact students with instructions for connecting to class online, using default email address on file. Make sure your email address on file is current!



For updates, changes and additional information, please visit our website.

scan here »



THE WOMEN'S CENTER

COUNTY
COLLEGE
OF MORRIS

Empowering Individuals to Achieve Financial Independence

Are you going through or planning
a divorce or separation?

Are you widowed or caring for
a disabled partner or family member?

AND

Do you need a new job to earn more money
to support yourself?

If you answered YES to these questions,

WE CAN HELP!

Phone: 973-328-5025

Email: womenscenter@ccm.edu

Web: www.ccm.edu/student-support/the-womens-center/

Location: Student Community Center, Suite 127

GET STARTED TODAY
by completing
our enrollment form



SCAN ME

FREE SERVICES INCLUDE

- Individual Goal Setting
- Job Search Strategies
- Divorce Workshop Series
- Job Readiness Workshops
- Interviewing Skills
- Free Legal Consultations with Family Law Attorneys
- Career Coaching
- LinkedIn Tutorials
- Connection to Community Resources
- Resumes and Cover Letters
- Training Scholarships

"The Women's Center staff helped me find my strengths when I was convinced I had none. I suddenly had a group that supported me and wanted me to succeed. Through education, access to computers, expert guidance, assistance with writing a resume and how to properly search for employment, they really prepared me to reenter the workforce. I couldn't have done it without them!" - Kim

"It is difficult to encapsulate in one single nutshell all the help I have gratefully received from The Women's Center, but if I had to say it in one word, I would say I have been TRANSFORMED into someone who is once again ready to resume her career where she left off, and make her mark upon the world!" - Teresa

The Women's Center provides some services on a remote basis.

INFORMATION SESSION

January 13, 6-7 p.m.

Scan QR code for details.



TEACHING

ALTERNATE ROUTE TO TEACHING

Have you ever thought about becoming a teacher? If you have a Bachelor's degree, but do not have teaching certification, then this program may be right for you. County College of Morris, in collaboration with Brookdale Community College, offers prospective teachers the opportunity to obtain their New Jersey K-12 teaching certification through Brookdale's non-credit Alternate Route to Teaching Community College Program (ART-CC). ART-CC is a 400-hour teacher preparation program.

To become a licensed teacher without completing a traditional teacher training program, you must already hold a bachelor's degree (or higher) with a cumulative GPA of 3.0 or greater if you graduated September 2016 or later. For candidates completing degrees before that, a GPA of 2.75 or higher is required.

Course #	Course Title	Date	Days	Time	Location	Cost
28521	Alternate Route to Teaching – 50-hour Preservice Component	Jan 27 - March 31	Mon	6-9 p.m.	Remote-Live	\$399
28522	Alternate Route to Teaching – 50-hour Preservice Component	April 7 - June 16 (No class May 26)	Mon	6-9 p.m.	Remote-Live	\$399

INSTRUCTOR: Robert I. Grundfest, M.Ed.

*Textbook(s) required. See course description on website.

ALTERNATE ROUTE TO TEACHING – 50 HOUR PRESERVICE COMPONENT (ALT-113E)

This 50-hour course requires 30 hours of classroom training, 8 hours of observing other NJ certified teachers and 12 hours of direct student contact as a substitute, tutor or after-school program teacher.

10 sessions: 30 hrs, CEU 3.0

Before beginning the Alternate Route to Teaching process, prospective candidates should review the following websites:

- NJ Department of Education Step 1: Establishing Eligibility ([nj.gov](https://www.nj.gov/education/certification/certsandtitles/))
- Teacher Candidate Basic Skills Requirement:
 - › Bachelor's degree from an accredited college or university with a cumulative 2.75 GPA (if you graduated prior to September 2016) or a 3.0 GPA (if you graduated after September 2016) or higher from a Bachelor's or Master's degree program.
 - › Meet the content requirements. You must have the equivalent of a major in the subject you want to teach or 64 credits in liberal arts for an elementary certificate. Check the requirements at <https://www.nj.gov/education/certification/certsandtitles/>
- Brookdale Community College Alternate Route to Teaching <https://www.brookdalecc.edu/continuing/careerdevelopment/alternative-route-to-teaching/>

Candidates complete the 50-hour Alternate Route to Teaching – Preservice course through CCM. After the introduction, the remaining 350 hours are spread across six courses of online learning at Brookdale. Please contact Brookdale Community College for more information on their courses.

Students may enter the first of the six Brookdale courses, The Process of Teaching and Learning, without a contracted teaching position; however continued enrollment in the program requires students to have a full-time contract teaching position and enrollment in the NJ Department of Education, Provisional Teacher Program. Completion of the ART-CC program

will confer the NJDOE CE-VOPC (Continuing Education—Verification of Program Completion). A Standard Certificate will be issued after the candidate successfully teaches for an additional two years.

Concurrently during the preservice phase, candidates should complete the NJDOE requirements to obtain a Certificate of Eligibility to teach. See the NJDOE website for the required documents.

A Provisional Certificate will be issued by the NJDOE through the school district in which the candidate works after the candidate completes the 50 hours of preservice, accepted an offer of employment, confirmed enrollment in an alternate route to teaching program and is enrolled in a district mentoring program.

CCM's Alternate Route to Teaching – Preservice meets the entrance requirements of Brookdale Community College and New Jersey City University. For further information on the Brookdale program, visit the Brookdale Alternate Route website at <https://www.brookdalecc.edu/continuing/careerdevelopment/alternative-route-to-teaching/> or contact Karin Swan at 732-224-2988 or email kswan@brookdalecc.edu. Individuals who would like to obtain master's level credits while completing an Alternate Route to Teaching program should review the requirements of New Jersey City University's New Pathways to Teaching program.



Instructors will contact students with instructions for connecting to class online, using default email address on file. Make sure your email address on file is current! Email Records and Registration at registrar@ccm.edu to check your current contact information. Submit new contact information using form <https://www.ccm.edu/wp-content/uploads/2016/05/Change-of-Info-Form-1.pdf>



For updates, changes and additional information, please visit our website at www.ccm.edu/workforce/ or scan »

ENGLISH LANGUAGE LEARNING



Learn English at CCM and
GO BIG!
Scan QR code to find out how!

ENGLISH LANGUAGE LEARNING (ELL)

CCM's English Language Learning (ELL) program provides English language instruction for limited English proficient adults. The content is compatible with principles of language acquisition for adult learners of English and includes skills useful in the workplace, life and academics. ELL classes are generally offered in two segments (Part 1, Part 2) which align to sections of the book. Skills are integrated into reading, writing, speaking and listening formats.

The CCM ELL program course curriculum conforms to the federally defined Workforce Development ESL levels, and certificates are available in Foundations of English, Early Beginner, Beginner, Intermediate, Advanced Intermediate levels, Pronunciation and Conversational English.

The CCM ELL program also includes an online learning component called MyEnglishLab. MyEnglishLab provides practice exercises and language learning tasks that students complete either in the classroom or at home.

NEW STUDENTS - HOW TO GET STARTED

- You must register for an ESL Placement Test. Test dates are listed on this schedule.
- Register for a specific date/time using the course # online or in our office at the Student Community Center, SCC 125. The exam fee is \$20.
- Testing will be held in the Learning Resource Center, 1st floor, CCM Testing Center. Walk-ins will not be accepted.

CCM's ESL COURSES AND DESCRIPTIONS

Placement into the following courses is based on student's placement test scores.

NEW STUDENTS MUST REGISTER FOR A PLACEMENT EXAM BEFORE REGISTERING FOR A COURSE.

ESL LEVELS	ESL LEVEL DESCRIPTIONS	COURSE BOOKS
FOUNDATIONS OF ENGLISH (ENS-317E)	For non-native speakers who have no or extremely limited English language communication skills. Individuals with marginal skills will find this an excellent first course.	Pearson Word by Word Picture Dictionary
EARLY BEGINNER (ENS-213E)	For non-native speakers with very limited English language skills. Emphasis is on practical everyday English and communication skills. Students will gain the baseline proficiency needed to advance to a Beginner level.	Pearson Focus on Grammar with My English Lab, Book 1
BEGINNER (ENS-226E)	For students who are more proficient with English language skills than Early Beginner. It is the next level for individuals who have completed the CCM Early Beginner series.	Pearson Focus on Grammar with My English Lab, Book 2
INTERMEDIATE (ENS-215E)	Level improves grammar through in-class exercises, group work, new vocabulary along with learning and practicing pronunciation to improve fluency and accuracy in English.	Pearson Focus on Grammar with My English Lab, Book 3
ADVANCED (ENS-312E)	Level focuses on the English skills necessary to listen, speak, read and write effectively in the workplace or for academics, to apply standard grammar structures and develop and improve pronunciation skills.	Pearson Focus on Grammar with My English Lab, Book 4
ESL CONVERSATIONAL (ENS-309E) Intermediate - Advanced	For students with the ability to hold a basic conversation in English at a minimum to fair level of understanding. This class will increase confidence and allow students to be more comfortable conversing in English.	No book required.
ESL PRONUNCIATION (ENS-322E) Intermediate - Advanced	For students who are looking to improve their pronunciation and communication skills. This course will help you to speak with clarity and work on problematic sounds while perfecting word stress, rhythm, linking and intonation.	Well Said Intro – Pronunciation for Clear Communication

*Textbook(s) required. See course description on website.

*Certification: Upon completion of a course, a certificate of completion may be awarded if the student has met the course requirements of attendance and participation. See "Certificates and Transcripts" in General Information.

ALL NEW ELL STUDENTS MUST REGISTER FOR A PLACEMENT TEST

Spring 2025: ALL CLASSES \$300, 40 HOURS, 20 SESSIONS, 4.0 CEUs.

CLASSES ARE IN-PERSON AT CCM. CHECK THE LOCATION FOR EACH CLASS.

YOU MUST REGISTER FOR PART 1 BEFORE MOVING ON TO A PART 2 CLASS.

KEY:



**VETERAN
SERVICES**



**TUITION
ASSISTANCE**



**IN-DEMAND
CAREER**



**INDUSTRY
CREDENTIAL**



**JOB
PLACEMENT**

EARLY SPRING 2025**ALL NEW ELL STUDENTS MUST REGISTER FOR A PLACEMENT TEST COST: \$20 (ENS-230E)**

Wed, Jan 8		Thurs, Jan 9		Sat, Jan 11		Mon, Jan 13	
Time	Course #	Time	Course #	Time	Course #	Time	Course #
3:30 p.m.	28740	5:30 p.m.	28743	8:30 a.m.	28746	3:30 p.m.	28749
4:15 p.m.	28741	6:15 p.m.	28744	9:15 a.m.	28447	4:15 p.m.	28750
5:00 p.m.	28742	7:00 p.m.	28745	10:00 a.m.	28748	5:00 p.m.	28751
MORNING CLASSES – All classes are 9:30-11:30 a.m. Cost: \$300							
Course	Course Name	Staff	Days	Dates	Location		
FOUNDATIONS OF ENGLISH (ENS-317E) MORNING CLASS							
28761	Foundations of English Late Morning	Michael Keane	M/W	1/27-4/2 11:45 AM-1:45 PM	HH 215		
28762	Foundations of English	Elsa Todd	T/TH	1/28-4/3	HH 111		
BOOK 1: ESL EARLY BEGINNER (ENS-213E) MORNING CLASSES							
28763	Early Beginner PART 1	Pauline Karakat	T/TH	1/28-4/3	HH 204		
28764	Early Beginner PART 2	Genetie Ejigu	M/W	1/27-4/2	HH 204		
28765	Early Beginner PART 2	Rebecca Uong	T/TH	1/28-4/3	HH 215		
BOOK 2: ESL BEGINNER (ENS-226E) MORNING CLASSES							
28766	Beginner PART 1	Joan Pinto	M/W	1/27-4/2	HH 215		
28768	Beginner PART 1	Genetie Ejigu	T/TH	1/28-4/3	HH 212		
28767	Beginner PART 2	Anna Taylor	M/W	1/27-4/2	HH 212		
28795	Beginner PART 2	Joan Pinto	T/TH	1/28-4/3	CH 162		
BOOK 3: ESL INTERMEDIATE (ENS-215E) MORNING CLASSES							
28769	Intermediate PART 1	Michael Keane	M/W	1/27-4/2	CH 260		
28770	Intermediate PART 2	Norma Pravec	T/TH	1/28-4/3	CH 260		
BOOK 4: ESL ADVANCED INTERMEDIATE (ENS-312E) MORNING CLASSES							
28771	Advanced PART 1	Sharon Ferreira	M/W	1/27-4/2	CH 162		
ESL CONVERSATIONAL (ENS-309E) - INTERMEDIATE TO ADVANCED NOT FOR EARLY BEGINNERS/BEGINNERS OR VERY LIMITED ENGLISH LANGUAGE PROFICIENCY							
28793	ESL Conversational Late Morning	Brian Sferra	T/TH	1/28-4/3 11:45 AM - 1:45 PM	HH 215		
EVENING CLASSES – All classes are 6:00-8:00 p.m. Cost: \$300							
Course	Course Name	Staff	Days	Dates	Location		
FOUNDATIONS OF ENGLISH (ENS-317E) EVENING CLASS							
28773	Foundations of English	Olga Phleps	M/W	1/27-4/2	HH 111		
28774	Foundations of English	Pauline Karakat	T/TH	1/28-4/3	HH 111		
BOOK 1: ESL EARLY BEGINNER (ENS-213E) EVENING CLASSES							
28792	Early Beginner PART 1	Maraline Ashley	M/W	1/27-4/2	HH 204		
28791	Early Beginner PART 1	Jennifer Zirkel	T/TH	1/28-4/3	HH 215		
28776	Early Beginner PART 2	CCM Staff	M/W	1/27-4/2	HH 212		
28790	Early Beginner PART 2	Vanessa Gonzalez	T/TH	1/28-4/3	HH 212		
BOOK 2: ESL BEGINNER (ENS-226E) EVENING CLASSES							
28779	Beginner PART 1	Mario Benitez	M/W	1/27-4/2	CH 104		
28780	Beginner PART 1	Joan Pinto	T/TH	1/28-4/3	CH 108		
28781	Beginner PART 2	Celeste Kaitsa	M/W	1/27-4/2	CH 106		
28782	Beginner PART 2	Anna Taylor	T/TH	1/28-4/3	CH 106		
BOOK 3: ESL INTERMEDIATE (ENS-215E) EVENING CLASSES							
28784	Intermediate PART 1	Candice Jahn	T/TH	1/28-4/3	DH 251		
28785	Intermediate PART 2	Pauline Karakat	M/W	1/27-4/2	CH 269		
28786	Intermediate PART 2	Norma Pravec	T/TH	1/28-4/3	CH 269		
BOOK 4: ESL ADVANCED INTERMEDIATE (ENS-312E)							
28787	Advanced PART 1	Anne Marie Tatkow	T/TH	1/28-4/3	CH 260		
28794	Advanced PART 2	Michael Keane	M/W	1/27-4/2	CH 260		
ESL CONVERSATIONAL (ENS-309E) - INTERMEDIATE TO ADVANCED NOT FOR EARLY BEGINNERS/BEGINNERS OR VERY LIMITED ENGLISH LANGUAGE PROFICIENCY							
28788	ESL Conversational	Brian Sferra	T/TH	1/28-4/3	CH 102		

LATE SPRING 2025**ALL NEW ELL STUDENTS MUST REGISTER FOR A PLACEMENT TEST COST: \$20 (ENS-230E)**

Mon, April 7		Wed, April 9		Thur, April 10		Sat, April 12	
Time	Course #	Time	Course #	Time	Course #	Time	Course #
3:30 p.m.	28800	3:30 p.m.	28803	5:30 p.m.	28806	8:30 a.m.	28809
4:15 p.m.	28801	4:15 p.m.	28804	6:15 p.m.	28807	9:15 a.m.	28810
5:00 p.m.	28802	5:00 p.m.	28805	7:00 p.m.	28808	10:00 a.m.	28811
MORNING CLASSES – All classes are 9:30-11:30 a.m. No Classes Monday, May 26 COST: \$300							
Course	Course Name	Staff	Days	Dates	Location		
FOUNDATIONS OF ENGLISH (ENS-317E) MORNING CLASS							
28821	Foundations of English	CCM Staff	M/W	4/21-6/30	HH 111		
28822	Foundations of English	Elsa Todd	T/TH	4/22-6/26	HH 111		
BOOK 1: ESL EARLY BEGINNER (ENS-213E) MORNING CLASSES							
28823	Early Beginner PART 1	Genetie Ejigu	M/W	4/21-6/30	HH 204		
28824	Early Beginner PART 1	CCM Staff	T/TH	4/22-6/26	HH 204		
28825	Early Beginner PART 2	Pauline Karakat	T/TH	4/22-6/26	HH 215		
BOOK 2: ESL BEGINNER (ENS-226E) MORNING CLASSES							
28826	Beginner PART 1	Anna Taylor	M/W	4/21-6/30	HH 215		
28850	Beginner PART 1	Joan Pinto	T/TH	4/22-6/26	CH 162		
28828	Beginner PART 2	Joan Pinto	M/W	4/21-6/30	HH 212		
28827	Beginner PART 2	Genetie Ejigu	T/TH	4/22-6/26	HH 212		
BOOK 3: ESL INTERMEDIATE (ENS-215E) MORNING CLASSES							
28829	Intermediate PART 1	Norma Pravec	T/TH	4/22-6/26	CH 260		
28830	Intermediate PART 2	Michael Keane	M/W	4/21-6/30	CH 260		
BOOK 4: ESL ADVANCED INTERMEDIATE (ENS-312E) MORNING CLASSES							
28831	Advanced PART 1	Sharon Ferreira	M/W	4/21-6/30	CH 162		
ESL CONVERSATIONAL (ENS-309E) - INTERMEDIATE TO ADVANCED							
NOT FOR EARLY BEGINNERS/BEGINNERS OR VERY LIMITED ENGLISH LANGUAGE PROFICIENCY							
28851	ESL Conversational Late Morning	Brian Sferra	T/TH	4/22-6/26 11:45 AM-1:45 PM	HH-215		
EVENING CLASSES – All classes are 6:00-8:00 p.m. No Classes Monday, May 26 COST: \$300							
Course	Course Name	Staff	Days	Dates	Location		
FOUNDATIONS OF ENGLISH (ENS-317E) EVENING CLASS							
28833	Foundations of English	Olga Phelps	M/W	4/21-6/30	HH 111		
28834	Foundations of English	Pauline Karakat	T/TH	4/22-6/26	HH 111		
BOOK 1: ESL EARLY BEGINNER (ENS-213E) EVENING CLASSES							
28848	Early Beginner PART 1	Maraline Ashley	M/W	4/21-6/30	HH 204		
28836	Early Beginner PART 1	Vanessa Gonzalez	T/TH	4/22-6/26	HH 215		
28838	Early Beginner PART 2	CCM Staff	M/W	4/21-6/30	HH 212		
28837	Early Beginner PART 2	Jennifer Zirkel	T/TH	4/22-6/26	HH 204		
BOOK 2: ESL BEGINNER (ENS-226E) EVENING CLASSES							
28839	Beginner PART 1	Celeste Kaitisa	M/W	4/21-6/30	CH 104		
28840	Beginner PART 1	Anna Taylor	T/TH	4/22-6/26	CH 108		
28841	Beginner PART 2	Marion Benitez	M/W	4/21-6/30	CH 106		
28842	Beginner PART 2	Joan Pinto	T/TH	4/22-6/26	CH 106		
BOOK 3: ESL INTERMEDIATE (ENS-215E) EVENING CLASSES							
28843	Intermediate PART 1	Pauline Karakat	M/W	4/21-6/30	DH 251		
28844	Intermediate PART 1	Norma Pravec	T/TH	4/22-6/26	CH 269		
28845	Intermediate PART 2	Candice Jahn	T/TH	4/22-6/26	DH 251		
BOOK 4: ESL ADVANCED INTERMEDIATE (ENS-312E)							
28849	Advanced PART 1	Michael Keane	M/W	4/21-6/30	CH 269		
28846	Advanced PART 2	Anne Marie Tatkow	T/TH	4/22-6/26	CH 260		
ESL CONVERSATIONAL (ENS-309E) - INTERMEDIATE TO ADVANCED							
NOT FOR EARLY BEGINNERS/BEGINNERS OR VERY LIMITED ENGLISH LANGUAGE PROFICIENCY							
28847	ESL Conversational	Brian Sferra	T/TH	4/22-6/26	CH 102		

ENGLISH LANGUAGE LEARNING CAREER PATHWAYS

NEW! INDUSTRY-CONTEXTUALIZED ENGLISH LANGUAGE TRAINING DEVELOPED FOR THE WORKFORCE

CCM partnered with businesses to create focused English Language courses that will help students communicate more fluently and advance their career in the fastest growing industries. Students can take advantage of this opportunity to improve their English skills and perform their jobs better, obtain advancement and further their career. Visit our website for upcoming course dates and registration.

ESL FOR THE WORKPLACE (ENS-323E)

PREREQUISITE: *Intermediate level or above.*

This course is recommended in combination with any ESL Level Intermediate and above or Workplace ESL course. This workplace English course is designed to advance a student's ability to effectively communicate with colleagues and managers in any industry. Students will learn communication skills which are essential for common interactions in a workplace setting. Students will learn written and verbal workplace terminology, etiquette and phrases to build fluency and confidence in speaking English across various social and professional settings. Improved workplace literacy benefits students and enhances their opportunities for career growth and development.

INSTRUCTOR: Elsa Todd

Tues and Thurs, Feb 4-March 6, 11:45 a.m. - 1:45 p.m.

On Campus: HH 212

10 sessions: 20 hrs, CEU 2.0

Course: 28755

Cost: \$200

ESL FOR HEALTHCARE (ENS-324E)

PREREQUISITE: *Intermediate level or above.*

ESL for Health Science is intended for non-native current or aspiring medical professionals who need to acquire English language skills specific to the healthcare field. The purpose of the course is to help students build vocabulary, learn key medical terminology and strengthen the listening and speaking skills that are essential in English-speaking healthcare organizations. Through healthcare focused materials, listening activities and real-life scenarios, students will build awareness of English-speaking clinical settings and learn how to communicate effectively with patients and coworkers. This course includes CPR and First Aid Certification.

INSTRUCTOR: CCM Staff

Mon and Wed, Feb 3-April 9, 6-8 p.m.

On Campus: CH 271

20 sessions: 40 hrs, CEU 4.0

Course: 28756

Cost: \$500

ESL FOR ENGINEERING/MANUFACTURING (ENS-325E)

PREREQUISITE: *Intermediate level or above.*

This course will teach English skills to non-native current or aspiring engineering and manufacturing professionals to enhance operation in the industrial setting. Students will learn terminology that is key to navigating these specific environments safely and productively. Through utilization of industry-specific materials, students will be able to convert metrics, read blueprints and understand terminology that will increase confidence and productivity in their profession. Students can take this course if they are already employed in this industry or in preparation for the Advanced Manufacturing Bootcamp program which includes direct employment opportunities. This course includes OSHA 10 certification.

INSTRUCTOR: Elsa Todd and Brian Hamilton

Tues and Thurs, Feb 4-April 10, 6-8 p.m.

On Campus: AME 106

20 sessions: 40 hrs, CEU 4.0

Course: 28757

Cost: \$500

ESL FOR INFORMATION TECHNOLOGY (ENS-330E)

PREREQUISITE: *Intermediate level or above.*

The ESL for Information Technology course is intended for English language learners who want to venture into tech-related careers. Students will gain a solid foundation in technological fundamentals for everyday life. This course infuses language learning while teaching basic computer user knowledge, IT concepts and terminology. Through this course, students also learn basic hardware and software, light cyber security and problem solving. At the end of the course, students will explore IT related fields and gain insights into careers in the growing field of IT.

INSTRUCTOR: CCM Staff

Mon and Wed, Feb 3-April 9, 6-8 p.m.

On Campus: EH 229

20 Sessions: 40 hours, CEU 4.0

Course: 28818

Cost: \$500



ALREADY REGISTERED AT CCM?

REGISTERED STUDENTS GAIN ACCESS TO THESE EXCLUSIVE BENEFITS:

- Register with **JobConnect** to access full-time and part-time jobs posted by area employers.
- Fine-tune your job search using our online tools and techniques. These college-sponsored online services are available 24/7:
 - **SkillsFirst** offers advice, samples and AI technology to create focused, targeted resumes with suggested “key words”. The system offers 100’s of resume and cover letter examples, practice interviews and professional video coaching.
 - Explore career options and occupational employment outlooks on **Career Concourse**.
- Individualized assistance is available in person, through Zoom, by phone or email, with hours that **include evenings**.



Ready to move to the next level?

- Talk to a Career Services professional to discuss the **next step** on your career ladder.
- Get up to date information on your career outlook, current wages and major companies in your field.

Regardless of where you are in your career, CCM Career Services is here to meet your needs.

Visit Career Services at CCM to explore our programs and services!

<https://www.ccm.edu/student-support/career-services/>

SCAN QR CODE to learn more!



Gifty Adjin-Tettey, RN, MSN - Gifty has over 16 years of experience as a registered nurse and is currently the nursing director at a long-term care facility in New Jersey. She received an Associate of Applied Science degree in Nursing from LaGuardia Community College, Long Island City, New York and went on to receive a bachelor's in nursing and a master's degree in Executive Leadership in Healthcare from the Chamberlain College of Nursing in Addison, Illinois. As a nurse leader, it is her passion to use her knowledge and expertise to mentor people entering the health field, improve their skills and develop best practices that will ultimately lead to better health outcomes.

Maraline Ashley, MA - Maraline has been committed to teaching and learning for over 20 years. She earned her bachelor's degree in secondary education from York College of Pennsylvania, MAT from Mary Grove College and second field certification in English as a Second Language from Montclair State University. She is committed to her students in their language acquisition journey and creates a positive classroom community that develops confidence in their English language communication.

Bret Babich, MA - Bret has over 15 years of experience in analyzing and transforming complex data into actionable insights. He has experience in the public and private sectors of industry working with a wide variety of datasets. He earned an MA from Southern New Hampshire University and holds multiple industry credentials.

JoAnn Baker, CCS, COC, CPC - JoAnn has more than 20 years of experience in coding, auditing and training for acute-care hospital inpatient and outpatient departments, physicians' offices and government services. She holds several national coding certifications with the American Health Information Management Association and the American Academy of Professional Coders. Currently, she is employed as a clinical documentation analyst for the computer assisted coding products. Ms. Baker is a past member of the AAPC National Advisory Board, founder and past president of the AAPC local chapter Essex County, New Jersey. She earned an AA in applied Social Science from County College of Morris.

Alex Balish, AHA & ASHI Certified Instructor - Alex is deeply passionate about providing others with life-saving information. With over twenty years of experience in the field of First Aid, CPR and AED certification and the training of thousands of students, Alex possesses a strong understanding of his students' needs and how they most effectively learn these life-saving techniques.

Mario Benitez, MA - Mario has worked as an educator for the last 10 years. He holds a master's degree from William Paterson University in Curriculum and Learning with a concentration in Bilingual/ESL Education. Having immigrated from El Salvador, he personally relates to the challenges of being a language learner. He is currently an ESL instructor and is fulfilling a life-long dream of teaching at a community college.

Andrea Booker-Dubose, RN - With over 15 years of diverse experience in healthcare, Andrea has dedicated her career to various roles aimed at improving patient outcomes and advancing medical research. She holds a degree in Nursing Science and a bachelor's degree in Business Administration with a concentration in healthcare management. Over the past five years, her work has spanned medical surgical nursing, clinical research focused on maternal and child health to reduce fetal mortality rates in NJ,

and research in healthcare for the homeless aimed at reducing hospital readmission rates for severe infectious diseases. She is excited to embark on a new venture as a CNA instructor at County College of Morris, where she looks forward to sharing her knowledge and passion for healthcare with the next generation of caregivers.

Christy Bouziotis, Ph.D., M.A., CPRW - Christy has been writing professionally for more than 25 years and holds Ph.D., MA and BA degrees in English literature. Earlier in her career, she spent over a decade in corporate communications for companies including Intel and IEEE, where she developed a passion for business writing and the challenge of communicating highly complex information in clear, vivid terms. Since earning her Certified Professional Resume Writer (CPRW) credential and taking up resume writing 15 years ago, Christy has authored more than 8,000 resumes, cover letters, and biographies for job seekers across all backgrounds and industries. In addition to her resume-writing work with a top career services firm, Christy teaches classes in business writing, resume writing, and public speaking at County College of Morris.

Priscilla Burke, MA - After beginning her own education at CCM, Priscilla received her BA in Justice Studies in 2018 and her MA in Social Research and Analysis in 2021 from Montclair State University. She has worked with prominent media and marketing companies in the pharmaceutical sector and currently holds a senior position in the luxury automotive industry. She has a deep understanding of Python, allowing her to develop sophisticated data models, perform complex data manipulations and derive actionable insights efficiently. Priscilla also possesses a versatile skill set in SQL and R, enabling her to effectively tackle complex analytical challenges. She excels in utilizing tools like Tableau to create compelling visualizations and reports, enhancing decision-making processes.

Trish Callahan, MBA - Trish has about 30 years of Information Technology experience, including years as a business analyst, project manager and information technology trainer. She has taught email, word processing, SharePoint, Service Now and many other applications. Trish serves as a part-time instructor at County College of Morris where she teaches courses including SharePoint, Excel, MS Word and PowerPoint. Trish received two undergraduate degrees from the University of Utah and an MBA from Centenary College.

Patricia Cardenas Randall, MBA, D&I, Strategic Advisor - Patricia brings over 30 years' experience as an accomplished HR Business Partner, Global HR Operations Leader, and HR Advisor, specializing in connecting organizational strategy with bespoke HR solutions. Her expertise spans diverse industries such as biotech, consumer products, life sciences, public health, technology, non-profits, and startups in the US and globally. Patricia holds a BA in Economics from the University of California San Diego, an MBA from the University of Michigan, and a Diversity & Inclusion for HR Certificate from Cornell University.

Susie Christensen, MBA - Susie Christensen has experience working in leadership development and corporate training, with a focus on teaching interviewing skills to managers. After leaving the corporate world, she worked as an independent consultant in those areas and has been teaching in CCM's business development since 2020. She received her bach-

elor's degree in psychology from Princeton University and an MBA and masters in Industrial and Labor Relations from Cornell University. She loves teaching in many capacities, and teaches fitness classes as well.

Alyse Cutler, MBA - Alyse has over 5 years of experience in Supply Chain Management and has been instructing computer software skills classes for over 2 years. She holds an MBA and a Bachelor of Science degree in Information Systems from Ramapo College in NJ. Currently, Alyse teaches Microsoft Office classes at Rockland BOCES. She has also instructed Microsoft Office and Power BI classes as well as data analysis using Microsoft Excel for employees in Bergen County through the Bergen Community College Workforce Development program. Alyse looks forward to helping individuals and businesses improve their computer software skills with a hands-on and engaging learning approach.

Ana Christina DeOliveira, MBA, CPC, SHRM-SCP - Ana is a Certified Professional Coach who has worked with many companies to build high-performance teams, forge relationships and increase the effectiveness of each organization. She has many professional certifications and holds an MBA from Excelsior College, as well as a BS in Business Administration from Thomas Edison State College.

Elissa DeRose, MA, MLIS - Elissa's background in the Education, Information Literacy, and Technology Literacy fields spans a wide range of areas over her 20 year career including holding current roles as a Technical Services Supervisor in the NJ public libraries, CCM Workforce Development instructor, and adjunct Information Literacy/Technology Literacy faculty at a NJ university. Past experience includes faculty and administrator roles in private and public K-12 schools, adult education instruction, and professional roles in the public library systems. She earned her Master of Arts in Educational Leadership and a certificate in Educational Assessment from Montclair State University as well as a Master of Library Information Science from Rutgers University. Her focuses include technology training, professional development training, instructional support/coaching, program development, curriculum development, research, and Information Literacy/Technology Literacy.

Joseph Eannetta - Joe is a highly experienced welder and welding instructor, teaching all welding processes. With over 18 years of welding and fabrication experience, Joe has worked in numerous different areas of the welding industry including: Heavy equipment, Industrial fabrication, Architectural metal work, Pharmaceutical and Water treatment. Joe holds certifications in all major welding processes including: AWS D1.1 structural steel certification using SMAW, FCAW and GMAW; ASME pipe welding certification using SMAW, FCAW and GTAW; and has completed over 150 hours of OSHA safety training.

Genetie Ejigu-Laryea, MA - Genetie has been an ESL instructor, administrator, and teacher trainer for over 30 years. She has a MA in teaching ESL and a second MA in Education. She has helped countless students of all ages and from diverse cultures to improve their fluency in English. Genetie taught in an International School in Africa for 28 years. More recently, she has served as an Academic Advisor to international students in the US. She has taught students of all ages and skill levels, and brings a positive, creative approach to her instruction.

Ronald Faines, LCADC - Ron has been teaching CADC students for more than 25 years and has worked in the field of addictions counseling for 30 years. He has a strong interest in preparing upcoming counselors and therapists to assist individuals in recovering from addictions. He holds an MS in Human Services from Lincoln University and a BSBA from Bloomfield College. Ron is also a Licensed Clinical Alcohol & Drug Counselor (LCADC) and Certified Clinical Supervisor.

Sharon Ferreira, BA - Sharon has over 30 years of experience working with students from every corner of the globe, from Nepal to Nicaragua. She has earned degrees in German Language and Studies, and Elementary Education from American University and the University of the District of Columbia. She has taught ESL at Fairleigh Dickinson University and has been in her present position as an ESL instructor at CCM since 2001. Sharon was the founding ESL consultant on the Souplia Project in 2017.

Kelly Fitzpatrick, MA, CFA, Tableau Desktop Specialist - Kelly is on the faculty of CCM as an Assistant Professor of Mathematics. Prior to teaching at CCM, Professor Fitzpatrick worked in hedge fund management as an execution trader. Other experience includes derivatives and equity strategy and credit and global risk management. Professor Fitzpatrick holds an MA in Mathematics of Finance from Columbia University and BA in Mathematics from the State University of New York at Geneseo.

Diane Fulton, BA, CPPM - Diane is an instructor in CCM's Medical Billing and Coding Program, teaching Physician Practice Management and Regulatory Issues. She holds a BA in Business Administration and Spanish from Rutgers University and is a Certified Physician Practice Manager through the American Academy of Professional Coders. She has greater than 30 years of professional experience in healthcare management, medical practice administration, reimbursement provider/patient advocate and operations.

Anthony Gaffney, BA - Tony has over 20 years of experience in the industry as an AutoCAD/Civil 3D Consultant, Instructor and Designer/Operator for a wide variety of both civil and environmental firms. He brings real world scenarios into the classroom to make the training curriculum relevant and reliable. Tony has a BA from Boston College and many industry-recognized credentials including AutoCAD Drafting and Design, Architectural Woodworking, A+ and Microsoft Professional Certifications.

Andrew Goldstein, BA, CEH (ISO/IEC 17024) - Andrew is a cybersecurity professional who possesses over five years of combined cybersecurity and information technology experience, plus is an EC-Council accredited Certified Ethical Hacker. Andrew was a DSSI research assistant during his time at Drew University and graduated with a Bachelor of Arts in Mathematics. He then worked as a consultant and penetration tester for a NJ based cybersecurity firm before leaving to found his own tech startup. In his current role at the County College of Morris, Andrew is busy supporting people of all different backgrounds to become the next generation of cybersecurity professionals.

Vanessa Gonzalez, MEd - Vanessa is a dedicated educator who holds a Master's Degree in Curriculum and Instruction. She will complete her ESL certification in June 2025. With 13 years of experience in bilingual and bicultural certification, Vanessa connects with a diverse range of students and fosters inclusive learning environments. She

Instructors

creates engaging, culturally responsive lessons that inspire curiosity and a love for learning. She inspires her students to become lifelong learners and thoughtful leaders in their communities.

Kathleen Green, RN, MSN - Kathy has over 30 years of experience as a registered nurse and is currently the staff educator for a home health care agency. She received her bachelor's of nursing degree from William Paterson University, and her master's in nursing education from New York University. Kathy's strengths include patience and adapting to the student's needs. Robert I. Grundfest, MEd - Bob is a New Jersey Certified Social Studies Teacher for Grades 6-12 and a New Jersey Certified Elementary Teacher. Bob has been training and supporting prospective teachers for the New Pathways to Teaching in New Jersey (NPTNJ) program since its inception in 2003 and has been an educator in public schools and universities for 35 years. Teaching defines him professionally; he brings a passion for education to the classroom every day.

Brian Hamilton, AAS - Brian has over 10 years of industry experience where he spent most of his time as an engineering technician and machinist for the Department of Defense at Picatinny Arsenal. Brian has also spent the past 8 years as a technology teacher at Morris Hills High School as a CTE metalworking instructor. He received an associate's degree in the applied sciences from the County College of Morris. His strengths include mechanical drawings, engineering design, 3D modeling, manual and CNC machining, metrology, sheet metal, welding, fabrication and process improvement.

Steven Hegge, AWS CWI/NCCER welding instructor - Steven has over 12 years of experience as a welder, serving in multiple positions of welding and fabrication. He has also served as an NCCER welding instructor. Steven is currently working as an Inspector for the Tri-state area on projects for the Port Authority of NY/NJ, MTA, NY DOT, NYDOB and more.

Anthony Horbert, AAS, CSWA, CSWPA-WD, CSWPA-SM - Anthony is the Coordinator of Advanced Manufacturing and Engineering Lab Supervisor at CCM. With more than ten years' hands-on experience in manufacturing as a design engineer, CNC operator and engineer technician, Anthony designed CCM's unique Advanced Manufacturing Pre-Apprentice Boot Camp. Anthony's skill set includes a thorough mastery of SolidWorks, AutoCAD and manual and computerized machining skills.

Candice Jahn, MA - Candice has diverse teaching experience in ESL, ranging from elementary to high school settings, with extensive experience in teaching adult English Language Learners. Candice holds CELTA certification, an internationally recognized credential in teaching English to adult learners. Candice received her MA in Language Education from Rutgers University and a BA from Wilkes University in Communications. **Celeste Kaitisa, BA** - Celeste has been a Certified English as Second Language Teacher for 10 years. She has been running an English as a Second Language Program for 10 years in Summit, New Jersey. Celeste also worked for Tutor ABC helping students to learn English with a curriculum based on vocabulary, writing skills, reading and oral communication. She loves creating lessons that have a real-life component to them, and creating a safe environment for learning.

Pauline Karakat, MA - Pauline has been working as an English as a Second Language Instructor for over 10 years. She is committed to helping individuals who want to improve their English language skills to reach their professional, academic, and/or personal goals. One way she does this is by framing English language reading, writing, speaking, and listening exercises with

an American cultural context; Pauline believes that this can help students achieve their desired level of linguistic fluency. Before receiving her TESOL (Teachers of English to Speakers of Other Languages) certificate, she received a Bachelor of Arts degree in English from Seton Hall University and a Master of Arts in Interdisciplinary Studies from New York University's Gallatin School of Individualized Study.

Mora Karas, MSN, RN - Mora is a registered nurse of seventeen years and an educator at heart. She has clinical experience in acute care, surgical services, long term care, infection control and staff development. She is a full time faculty member of the nursing department at County College of Morris. Mora has been recognized for her ability to connect with her students and meet their diverse learning needs.

Michael Keane, BA, CELTA - Michael Keane has been an ESL instructor since 2012, when he moved to Ukraine and taught English there for a year. He spent the better part of the next ten years teaching ESL at Rutgers-Newark, finding time in the process to get his CELTA certificate from the University of Texas at Austin. As a student of Ukrainian and German himself, he knows how difficult it can be to learn a language, and brings empathy and understanding to the classroom.

Kelvin King, BBA - Kelvin began pursuing aviation as a career at 14 at Aviation High School in Queens, earning his airframe and powerplant aircraft maintenance licenses. He continued training at Dowling College, receiving his BBA in Marketing and a minor in Political Science. He finished training at ATP Flight School with the ratings and certificates needed to become an airline pilot. He also served as a cadet in the Air Force Junior ROTC NY 932nd Wing where he developed a professional approach towards life's matters and eventually became a cadet wing group commander, with the rank of Cadet Major. Kelvin is now a Captain at United Airlines, and the Founder & CEO of Alpha Aviation, Inc. and Alpha Drones USA.

Madhavi Kulkarni, BArch, LEED AP - A passion for teaching, coupled with her completion of the Rutgers Master Gardener program of Morris County, pointed Madhavi towards teaching the Horticulture Opportunity Program at CCM. In 2023-24, she had 100+ hours of volunteer experience at arboretums in Morris County, closely working with professional gardeners to improve and maintain the public gardens. Madhavi also has 20 years of experience in architectural and landscape design with a bachelor's degree in architecture and LEED AP accreditation. With this blend of technical leadership and experience, Madhavi brings an understanding of equipping students with practical skills, and positions her to contribute to CCM's mission of helping students prepare for employment.

Weixen Li, MS - Weixen received her MSc in Statistics from the University of South Carolina. She has worked in the electric power industry for decades, gaining experience in data analytics, database management and data science. She has conducted products for research institutes, utility companies and manufacturers. She also teaches statistics and quantitative analysis at Centenary University. She is very passionate about advancing mathematics and data analytics.

Jacob Mahon, BS, AAS, CIT+ - As a technology enthusiast and researcher, Jacob is involved in research regarding engineering new ways of finding vulnerabilities in the Linux kernel as well as assisting in the creation of new recommendations for the United States in how to adjust its policy in reaction to new technologies. As a CompTIA Certified Technical Trainer, Jacob is well-versed in technology industry certifications. He earned an AAS in Computer Information Systems from the County College of Morris, a BS in Finance from Seton Hall University, and is currently at the New

Jersey Institute of Technology pursuing a Master's in Computer Science with the intention of continuing on to a PhD.

Shehroz Malik, BA - Shehroz is a supply chain strategy consultant at Accenture with over five years of experience in the pharmaceutical and medical device industry. His experience includes digital transformations, demand & supply planning, new product introduction and data analytics and strategy. In addition to teaching at CCM, he was a Teaching Assistant in data science courses and programs at the University of Pennsylvania. He holds a Bachelor of Arts in Political Science from the University of Pennsylvania and is a Military Veteran.

Robert Malloy, NCCER, Fork Lift, and Welder certified - Robert has over 10 years of experience as a welder, fabricator, and instructor of welding technology. He served as a Navy hull technician for several years. He is a proven project manager who continues to follow new developments in the field. As an instructor, Robert facilitates critical thinking and collective problem solving with a focus on team collaboration.

Brian Mate, MA - Brian holds a Master of Arts in Educational Leadership from Montclair State University and has taught Mathematics to students in Northern New Jersey for over 13 years. He works with NJ educators in a leadership capacity to integrate curricula to build global competency. Brian is dedicated to improving lessons and procedures to ensure the success of all students.

Gregory Matchak - Greg Matchak is an AWS qualified welder in structural stainless steel (D1.6), experienced with MIG (GMAW), TIG (GTAW), Stick (SMAW), and Flux Core (FCAW). He has worked as an instructor in multiple subjects, teaching a variety of students throughout New Jersey.

Frank Meze, M. ED, LDTC - Frank has over 10 years of experience in the field of education. He received his bachelor's degree in elementary education, social studies, and special education from William Paterson University. Frank has gone on to obtain a masters in special education plus his Learning Disabilities Teacher Consultant certificate and Supervisor certificate from William Paterson University as well. Frank's specialization lies in his ability to work with all types of learners to help them grasp all types of social studies material. Frank is also a longtime special education rights advocate who donates time to help parents navigate the special education process for their children. As an additional skill, Frank also received his Drone Pilot license through County College of Morris' Certified Drone Pilot program.

Ariel Mojena, CPA - Ariel is a licensed CPA, QuickBooks Certified ProAdvisor and senior finance professional with over 25 years of corporate accounting and finance experience. He has his own accounting and tax business that helps small and mid-sized business leaders with real-time business insights and solutions. Ariel teaches Principles of Accounting at Eastwick College and looks forward to sharing this information with CCM students to help them prepare for a financial career.

Cliff Moore, MS, RPh - Cliff has over 40 years of experience as a registered pharmacist and has more recently served as the Director of Pharmacy of a large multi-state hospital system. He received a bachelor's degree in pharmacy from St. John's University and a master's degree in healthcare management from Saint Elizabeth University. His strengths include building, leading and motivating high performance teams. He has been recognized for providing quality services to customers in the most cost-effective manner.

Debora Mumma, BA - Debora is an experienced educator with over 10 years of teaching experience. She holds TEFL and TESOL certifica-

tions and is the founder of English in the US, specializing in training ESL teachers and teaching English online. As an immigrant herself, Debora relates deeply to her students' experiences, especially in the college setting, where she has collaborated with various institutions in New Jersey. Additionally, she has taught English as a Foreign Language (EFL) overseas, enhancing her global perspective on language learning. She has a BA in both English and Portuguese.

Stephen Nalepka, BS - Stephen received a Bachelor of Science in Mechanical Engineering from Arizona State University. Since graduating, Stephen has worked as an industrial technician, mechanical designer and manual machinist. He wishes to help those who want to start a career in manufacturing by sharing his knowledge and experience in the industry.

Monica Nieves, MEd - Monica has over 20 years of teaching experience. She received her bachelor's degree in education from Montclair State University, her English as a Second Language certification from Rowan University and her master's degree in education from Augustana University. She has taught many different subjects to students of all ages, but enjoys teaching languages the most. Helping others communicate and gain confidence in their speaking abilities is her passion. Her strengths include motivating students and making content easily comprehensible.

Emily O'Brien, AS - Emily has over 20 years of experience as an instructor for CCM's Workforce Development Department providing instruction in MS Office applications for corporate clients and open enrollment programs. For over 25 years, she has provided instruction at the adult level in multiple settings and is a sought after trainer and instructor. Emily is skilled in developing, coordinating and implementing training sessions for client needs and delivering technical information to train non-technical audiences. Emily is an alumna of CCM.

Dave Oldenhage, BS, CPhT, CHEP - Dave earned his Bachelor of Science degree from Montclair State University and was trained in non-sterile and aseptic compounding by PCCA in Houston, Texas. He has been educating students in Pharmacy Technician Programs and related subjects for over 15 years. Dave has held managerial positions within independent homecare and compounding pharmacies and institutional pharmacies across the tri-state area. As a Curriculum Specialist for the United States Department of Education, he develops compliance policies for accredited vocational schools. Dave continues his education as a Certified Higher Education Professional and being an active member within the Pharmacy Technician Certification Board (PTCB) and National Pharmacy Technician Association (NPTA).

Lorie Pezzuti, BA - Lorie has 30 years of Information Technology experience in the telecommunications industry, where she held various positions in systems analysis and design, programming and data analytics. She has worked with many corporate colleagues to assist in using technology to solve business problems. Lorie earned a BA in Computer Science from Rutgers University. As a CCM Workforce Development instructor, she hopes to share real world industry scenarios as part of the information technology curriculum.

Olga Phelps, MA - Olga has worked as an instructor of ESL, German, and Russian for over 25 years. She holds a masters degree in Linguistics and Education from Herzen University in St. Petersburg, Russia. Olga is fluent in Russian and German and is a trained artist. She is passionate about teaching and is happy to bring her expertise and enthusiasm to the students at CCM.

Joan Pinto, MA - Joan has taught ESL for more than 15 years. Her teaching experience includes years of working with adults of refugee populations through the Paterson Board of Education. She has also taught ESL to adults for the Diocese of Paterson. She currently teaches ESL as part of the Continuing Education Program at MCVTS, a program sponsored by the DOL. Joan has worked in higher education as a liaison with student-interns and various industries. She earned a BA from William Paterson University, and an MA from Montclair State University.

Norma Pravec, MA, MBA - Norma has been an English instructor for speakers of other languages at the college level for more than 20 years. She has also worked as a financial specialist and investment banker. She holds both a Master of Arts in Applied Linguistics and an MBA from Montclair State University and a BA in French and Spanish from William Paterson University.

Kyle J Runo - Kyle brings extensive experience from the energy, aerospace, and defense industries to his role as an Advanced Manufacturing Instructor at County College of Morris. He teaches students how to integrate CAM, CAD, and machine tools into efficient manufacturing processes. A graduate of the Workforce Development Program, Kyle advanced to Head of Milling Operations at Colinear Machine and Design, where he helped develop and oversee the production of components for F15 and F16 fighter jets and Black Hawk helicopters. He later founded Elite Engineering Solutions LLC, most notably contributing to projects such as General Dynamics nuclear submarines, Collins Aerospace jet engines, NNSA nuclear weapons development and testing, and the SpaceX Falcon 9 rocket. Kyle's goal here at CCM is to inspire future engineers and machinists to reach their fullest potential through hard work and the relentless pursuit of greatness.

Kate Sa, BA, MED - Kate is a certified ESL teacher who has taught adult students for more than 20 years. She has helped parents, as well as corporate employees, to realize their personal, professional and academic goals through greater fluency. She led ESL and Workforce Development programs at the New Brunswick Schools' Adult Learning Center for 17 years. She is excited to continue to help all ESL students - from Early Beginner to Advanced - to acquire skills in reading, writing, listening, and speaking in English. Kate has a BA from Thiel College, and a M.Ed. from Rutgers University.

Julia Salgado, MS, MBA - Julia is a certified Change Management practitioner with over 20 years of experience in the Consumer-Packaged Goods (CPG), Quick Service Restaurant (QSR) and Life Sciences industries. As the Change Management Program Lead at Bayer Crop Science IT, she is passionate about guiding individuals and teams through complex change, helping them navigate challenges with clarity. Julia is also a certified facilitator for programs such as the Six Working Genius, PsychoGeometrics Shapes, and #IAMRemarkable. She is also an active Leadership Team member for the Crop Science IT ignite employee engagement program and serves as communications lead for the GROW Women in IT business resource group. Julia holds a BA in Criminal Justice (Northeastern Illinois University), an MBA (Lakeforest Graduate School of Management), and an MS in Learning and Organizational Change (Northwestern University). In addition, she volunteers with the Posse Foundation, supporting inner-city youth with extraordinary leadership potential.

Tom Schnipp, MEd, PMP, CSM - Tom has over 25 years' experience managing IT and business projects in the nonprofit, telecommunications and financial services industries for mid-size and Fortune 500 companies. Tom is a certified Project Management Professional (PMP), a

Certified Scrum Master (CSM) and a member of both Project Management International (PMI) and the New Jersey Chapter of PMI. Tom's other volunteer experiences include past Board Member of the Morris County Economic Development Corporation and past Board Member and Treasurer of the Parks Alliance of Morris County. He holds undergraduate degrees in History and International Relations from Boston University, a master's degree in Education from Rutgers and a Graduate Certificate in Project Management from Stevens Institute of Technology.

Brian Sferra, MEd - Brian has taught ESL for more than 25 years in public schools in Roxbury and North Plainfield Schools (K-12), has taught college and adult students at Centenary University, the Summer Language and Culture program at Sussex County College, Rutgers PALS in New Brunswick, and the Fairleigh Dickinson L.I.E.E. program, a part of Berlitz. He has tutored private students in ESL for many years. He holds a MEd from Rutgers University Graduate School of Education and a BA in English from Rutgers University. He holds New Jersey certifications in ESL K-12, Teacher of English, and Elementary Education. His real-life experience in the business world from 1972-1994 and love of language has enabled him to share and teach non-native English learners.

Kathleen Shera, CPC, CPB - Kathleen is a Certified Professional Coder and Certified Professional Biller through the American Academy of Professional Coders and is an instructor of Medical Billing for CCM. Kathleen has a varied health care background, including many years as a medical biller and coder for a large medical practice management company.

Michelle Sykes, MD - Dr. Sykes attended Northwestern University in Illinois for her undergraduate education. She received her Medical Doctorate at the New Jersey School of Medicine and completed her Fellowship in Pediatrics at Morristown Memorial Hospital. In 2015, Dr. Sykes entered the field of higher education as an instructor at the county college level at CCM and Sussex County Community College.

Victoria Tamburro, MSBA - Victoria has a diverse background in software development and music education. She holds a Bachelor of Music degree from Temple University and a Master of Science in Business Analytics from Rutgers University, where she graduated Summa Cum Laude. With 5 years of experience at Miles IT as Software Development Lead and Project Manager, Victoria's expertise lies in system architecture, machine learning, and data analytics. She excels in leading teams and is passionate about using technology to create impactful solutions while remaining committed to continuous learning.

Anne Marie Tatlow, MEd - Anne Marie has over 25 years' experience working with students in Ireland, New Jersey and Texas. She teaches elementary school, as well as workshops at Artworks, extracurricular art in local schools, and at CCM. She has degrees from The National College of Art & Design in Dublin, Ireland and The College of New Jersey. Her strengths in art and language help to alleviate the learning burden on the multi-language learner. She provides a relaxed, nurturing environment for students in order to enhance their learning experience and unleash their true potential.

Anna Taylor, MEd - Anna is a professional English language instructor with 20 years of experience teaching ESL/EFL in the US and overseas. Having worked with English learners for a long time, Anna knows about the difficulties immigrants face and is passionate about helping English learners achieve their goals. Anna holds a master's degree in Teaching English as a Foreign Language from Bilkent University, Turkey. Her professional interests include fostering learner

autonomy, a learner-centered approach and developing communicative skills in English.

Elsa Todd, TEFL/TESOL - Elsa is a passionate educator with dual expertise in language instruction and communication. With over 20 years of experience as a Certified TEFL/TESOL and Spanish Instructor, she brings a wealth of experience fostering language acquisition and cultural understanding in her students. Her background extends beyond the classroom as an entrepreneur with experience as a Bilingual Marketer, Social Media Professional, and Translator. This unique combination allows her to bridge the gap between language learning and practical application in today's globalized world.

Judy Treibman, MBA, SHRM-SCP, SPHR, GBA - Judy is a dynamic, results-oriented HR Professional with more than 20 years of experience in business. She is an evening Instructor at County College of Morris for the HR Certificate program, which she also designed. She currently holds the position of Benefits Supervisor at Formosa Plastics Corp. in Livingston and her prior experience ranges from large manufacturers to small entrepreneurial companies. Judy earned a master's degree in Business Administration from Fairleigh Dickinson University. She holds the credentials of SPHR and SHRM-SCP.

Linda Trignano, MS - Linda Trignano of Trignano Consulting helps individuals and business leaders keep productivity, morale, and engagement high during turbulent times of change, trauma, and loss. Linda is a certified corporate recruiter and trainer and has served as a subject matter expert at AT&T for instructing managers on how to hire and interview. With over 23 years of facilitation experience, she works with both individuals and leaders helping them reach their full potential through mentoring, training, and coaching. Linda holds an MS in Management -Training from Montclair State University, a BA in Communications from Ramapo College, a Human Resources Certification from Rutgers University, Project Management Certification from Stevens Institute of NJ, and a coaching degree from Coach University, CO.

Sean Van Kersen, PharmD., BS - Sean received his Doctor of Pharmacy and BS in Biology at Wilkes University in Wilkes-Barre, Pennsylvania. He is a registered New Jersey Pharmacist who has an extensive background in retail pharmacy management and is currently a Pharmacist at Morristown Medical Center. He has experience building and developing highly efficient teams and hopes to help any student who has a passion in pharmacy.

Robert Vendetti, BS - Robert is a master carpenter and cabinetmaker who has instructed students in vocational and technical education for over 40 years. He has experience with carpentry, welding, modular construction, solar energy systems, and more. He helps students to develop a strong work ethic while learning critical problem solving skills. Robert holds certifications for teaching Industrial Arts, Skilled Trade Carpentry and Cabinetmaking, and Electric and Gas Welding. In addition, Robert is an accomplished athlete who has competed in many marathons and cycling events.

Thomas Viola, MSW, LSW, LCADC - Tom has 10 years of experience working with people affected by substance abuse and addiction, including working in the venues of counseling, treatment facilities and courts. He is an instructor for multiple domains in the Certified Drug and Alcohol Counselor Certificate program. Tom holds a master's degree in Social Work from Rutgers University and a BA from William Paterson University.

Jeffrey Wierzbicki, BS - Jeffrey is a highly creative, award-winning chef who for over 20 years has served as both a professional chef

and a culinary arts instructor at the high school and college levels. He received his Bachelor's degree in Culinary Arts from Johnson & Wales University in Rhode Island with a concentration in Leadership Studies and is a certified culinary instructor, culinarian, and ServSafe instructor. Jeffrey believes that cooking is an important creative and emotional outlet that bridges social gaps and fosters dialogue that encourages inclusiveness and celebrates diversity; he is multilingual and enjoys sharing his love of culinary arts in several languages with students of many ages and abilities.

Lilisa J Williams, MBA - Lilisa has over 30 years of experience as a professional and personal development trainer and college instructor in the private sector and higher education system. She most recently led Hudson County Community College's employee development programs as the former Director of Faculty and Staff Development and former co-chair of the President's Advisory Council on Diversity, Equity and Inclusion. She holds a master's degree in human resources from Fairleigh Dickinson University, bachelor's degree in political science from Fairleigh Dickinson University, and associate's degree in business/ public administration from Union County College (Union College of NJ). Lilisa's strengths are empowering employees to maximize their performance and productivity. She has earned recognition for her ability to inspire and motivate others to go beyond their perceived limitations.

Rita Williams-Bogar, MBA, CPCU, ARM, AU, AINS, ChFC - Rita is an award-winning, expert facilitator in the areas of leadership development, team building, emotional intelligence and diversity. She is a dynamic keynote speaker and conference presenter. Rita brings corporate experience in management, administration, HR and public affairs. She is a contributing author to the book, *Big Bold Business Advice*. Rita is an Adjunct Faculty member at Montclair State University, William Paterson University, Walden University, Bergen Community College and CCM, having taught at the college level for more than 25 years. Rita holds a BS from Bryant College and an MBA from Walden University, as well as many industry certifications.

Jennifer Zirkel, MEd - Jennifer received a Bachelor of Arts degree in Linguistics and Spanish from Montclair State University, along with becoming TESL certified. Upon graduating, she began teaching high school ESL and has been teaching for nine years. She has since received a master's degree in Language Education from Rutgers University. Jennifer is passionate about creating a safe and encouraging classroom community in order to help students reach their full potential, feel confident, and accomplish their goals.

GENERAL INFORMATION AND POLICIES

CERTIFICATES AND TRANSCRIPTS

Certificates may be awarded upon request to participants who successfully complete an entire certificate program or the individual classes within these programs (a minimum of 80% attendance/participation is required; programs may have additional requirements). Students may choose "Certificate Request" under Administrative Information at www.ccm.edu/workforce-development/. Electronic certificates will be emailed ten business days after receipt of request. For proof of course or program completion, please request a transcript from the Office of Records and Registration by going to www.ccm.edu/admissions/records-and-registration and follow the instructions for completing the form. Be sure to state that you are seeking your NON-CREDIT course transcript.

COURSE CANCELLATIONS AND CHANGES

It is to your advantage to register early to help ensure that a class will run; courses may be cancelled for a variety of reasons including low enrollment. We make every effort to contact students as far in advance of the class as possible using the contact information on file. Please be sure your contact information is current (See "Student Records" section). Because of the uncertainties regarding course enrollment and the appropriation of public funds for community colleges, the college reserves the right to modify, alter or cancel any of its programs, courses or services. The college reserves the right to change instructors, to cancel, combine or divide courses, to change the time, date or place of meeting, to change the cost per course, to make other necessary decisions in these course offerings and to do so without obligation. The college is not responsible for errors in printed material.

ACCESSIBILITY SERVICES

In accordance with the policies underlying Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, the ADA Amended Acts (ADAA) of 2008 and County College of Morris policy, no qualified individual with a disability shall, solely on the basis of that disability, be excluded from participation in County College of Morris programs or activities. Students may seek reasonable accommodations for their documented disability by self-identifying and registering with the Office of Accessibility Services. Students who are approved through Accessibility Services for classroom accommodations are encouraged to meet with faculty members on an individual basis to discuss their specific needs. To register or learn about services, students may contact the Accessibility Services office at 973-328-5284 or aso@ccm.edu.

EMERGENCY AND INCLEMENT WEATHER CLOSINGS

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

- 24-hour number 973-328-5580. A recorded message details the status of the campus.
- CCM's website: www.ccm.edu

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

EMPLOYER PAID TRAINING

CCM welcomes payment by employers. To do so, an employer may register a group of employees, or each employee may register their personal information individually in the Workforce Development non-credit registration system and the company can then finalize registration(s) and make payment via credit card. Please contact the Center for Workforce Development at wfd@ccm.edu for further instruction and assistance to register and pay for employees. Other ways to register include mailing separate registration forms and payment for each individual to the Records and Registration Office, or coming in person to the Records and Registration Office. Purchase Orders will only be accepted from County of Morris Agencies (see below). All registrations must be accompanied by full payment for the course(s) for which the student is registering.

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. Online registration cannot be accomplished with this payment method. Municipalities and government agencies outside of Morris County must pay by credit card or check.

NONDISCRIMINATION STATEMENT

County College of Morris will not discriminate against students based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years old or older. County College of Morris will take affirmative action to provide equal opportunity in all programming and will operate programs as required under title 29 of the code of federal regulations, part 30.

PURCHASING TEXTBOOKS

Courses that require textbooks state so in the course description. It is the student's responsibility to have the necessary books in hand for the beginning of the first class. For textbook information, see course description on website. You will find most books at retail or online outlets.

STUDENT CREDENTIALS AND STUDENT IDENTIFICATION

WFD students receive CCM student credentials and are required to obtain picture identification for all on-campus classes. You will receive student credentials via email to your personal email address in advance of your course start date. These credentials supply you with a CCM student email address, access to technology resources when required for a course and complementary MS Office 365 access. Student credentials are needed to obtain a student picture identification card prior to your first on-campus class. All students must wear their CCM ID while on campus. Please visit the Office of Campus Life for more information on obtaining a student ID. Individuals taking one-day Grant-Supported Training courses will not receive student credentials, but must obtain a visitor pass through the Public Safety Office.

STUDENT RECORDS

CCM's Office of Records and Registration maintains all student records. This office is the only office that can formally change information in the Student Records Management System.

For regulatory purposes, last names, birth dates and social security numbers cannot be changed over the phone or via course registration. You should update your personal and contact information in writing using the form provided by the Office of Records and Registration found at <https://www.ccm.edu/admissions/records-registration/resources-records-registration-team/>. Proof of certain personal information updates may be requested. Please make sure that CCM has your current contact information when you register in the Workforce Development non-credit registration system.

STUDENT WITHDRAWAL AND REFUNDS

Students will receive a full refund if a request to withdraw is received in writing three (3) business days prior to the first class. Email or U.S. Mail your request to: Center for Workforce Development at wfd@ccm.edu or to Records and Registration, County College of Morris, 214 Center Grove Road, Randolph, New Jersey 07869-2086 or email it to registrar@ccm.edu. Thereafter, no refunds will be made for dropped courses. Please contact Workforce Development at wfd@ccm.edu with questions or concerns. Refunds are not issued for purchases made by students related to their courses. Refunds are issued to the student registered for the course, not the organization/sponsor paying for the course. Refunds are issued through the same payment source that the student registered with and may take two to four weeks to be received. 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. The well-lit parking lots have emergency phones under a blue colored light. The lots are patrolled regularly by the Department of Public Safety. Persons driving or parking on campus must observe all traffic signs and regulations. Maximum speed limit on campus is 25 MPH unless posted otherwise. Students are required to display a temporary parking pass on the front dashboard of their car while parked on campus. Temporary Parking Passes may be obtained by:

1. Visiting the Public Safety Office located in the 675 building, Academic Dr. and Route 10 East, parking lot 10, or
2. Removing the pass from the current print version of the Workforce Development schedule, or
3. Printing a parking pass from the "Administrative Information" section on our website www.ccm.edu/workforce/

Vehicles in violation of campus parking rules and regulations may be subject to towing at owner's risk and expense. Parking Lots 5 and 8 are reserved for staff. Parking Lot 5 is available for student parking after 5 p.m. only. If these regulations are modified during campus emergencies, signs will be posted.

GET A JOB, GET A BETTER JOB, DO BETTER AT THE JOB YOU ARE IN!

INFORMATION TECHNOLOGY



CUSTOM BUSINESS TRAINING



WELDING



DRONE PILOT



GO BIG!

AT CCM's CENTER FOR **WORKFORCE DEVELOPMENT**

HEALTHCARE



ACCOUNTING



DATA ANALYTICS



OPPORTUNITY PROGRAMS



ENGLISH LANGUAGE LEARNING



ADVANCED MANUFACTURING



Seats are limited.
Be sure to **REGISTER EARLY.**

REGISTER TODAY!

Registration closes **2 business**
days before class start date.



To register for Workforce Development courses go to www.ccm.edu/workforce-development/



ONLINE:

Go to the course description and click
on the REGISTER button.

VISIT:

CCM Center for Workforce
Development

Student Community Center, Room 125

214 Center Grove Road
Randolph, NJ 07869-2086



Need help?

973-328-5187 • wfd@ccm.edu

County College of Morris Board of Trustees

George J. Milonas '98, *Chair*
Paul R. Licitra, *Vice Chair*
Lauren C. Inganamort, *Secretary*
Dr. Nancy H. Gartenberg
Laura M. Gabrielsen
Dr. Barbara L. Hadzima
Justin Lash
James B. Loveys
Hector H. Mislavsky
Devanshu L. Modi, Esq.
Donna T. Pepe
Andrew Frederick '24 '23, *Alumni Trustee*
Sandra Geiger, *Trustee Emerita*
W. Thomas Margetts, *Trustee Emeritus*
Thomas A. Pepe, *Trustee Emeritus*
Dr. Joseph S. Weisberg, *Trustee Emeritus*

County College of Morris College Administration

Dr. Anthony J. Iacono, *President*
Karen VanDerhoof, CPA, *Executive Vice President of Business and Finance*
Patrick J. Enright, *Senior Vice President of Academic Affairs, Workforce Development and Student Success*
Melissa Albright, *Vice President of Marketing, Public Relations and Enrollment Management*
Vivyen Ray, SHRM-SCP, *Vice President of Human Resources and Labor Relations*
Kelly Fitzpatrick, *Associate Vice President of Institutional Effectiveness*
Julian Gomez, *Executive Director of Educational Opportunity and Cultural Engagement*
Kelly L. Meola, *Executive Director of Institutional Advancement*

County College of Morris Foundation Board of Directors

Kelly L. Meola, *Executive Director of Institutional Advancement*
Board of Directors
William K. McElroy '83, *Chair*
John P. Beyel, Esq., *Vice Chair*
Edward F. Nelson '72, *Treasurer*
Eileen Paragano '91, *Secretary*
Joseph G. Bilotti '88, *Faculty Representative*
Joseph D'Auria
Stephen Eulie '81
Carol Fitzpatrick '86
Thomas F. Hayes
Everton Scott
Eric Seguin
M.J. Sully, Esq.
Patrick Swaszek '05
Greg Volz '94
Wilson Vasquez
Gil Zweig

County College of Morris Workforce Innovation and Experiential Learning

Dr. Katrina Bell, *Associate Vice President of Academic Affairs and Workforce Development*

Center for Workforce Development

Alexandra Hoffmann, *Director*
Dawn Thomas-McFarland, *Associate Director*
Joanne Louie, *Business Services Coordinator*
Crystal Lutton, *Administrative Assistant*
Kathy Sheehy, *Administrative Assistant*
Julie Gause, *Community Relations and Social Media Coordinator*

Andrew Goldstein, *Coordinator of Cyber IT Training at Workforce Development*
Sarah Robey, *Transition Program Coordinator*
Wendi Manderioli, *Transitions Success Coach*
Anthony Horbert, *Coordinator Advanced Manufacturing and Engineering*
Bret Babich, *Data Specialist*
Jacob Fried, *Business Development Coordinator*

Career and Transfer Services

Rosemary Grant, *Director*
Kari Hawkins, *Coordinator of Transfer Services*
Claire Menzer, *Data Systems Coordinator*
Suzanne Maida, *Job Development Specialist*
Sheila PraSisto, *Administrative Assistant*
Yvette Colio-Andrade, *Career Pathway Coordinator*
Amber Pantiliano, *Program Manager*
Rebecca Ulong, *Placement Coordinator*
Nicole Williams, *Career and Transfer Coach*

The Women's Center

Michele Johnson, *Career Counselor*
Kathy Vincelette, *Employment Specialist*

Morris County Board of County Commissioners

Christine Myers, *Director*
Stephen H. Shaw, *Deputy Director*
Douglas R. Cabana, Esq.
John Krickus
Thomas J. Mastrangelo
Tayfun Selen
Deborah Smith

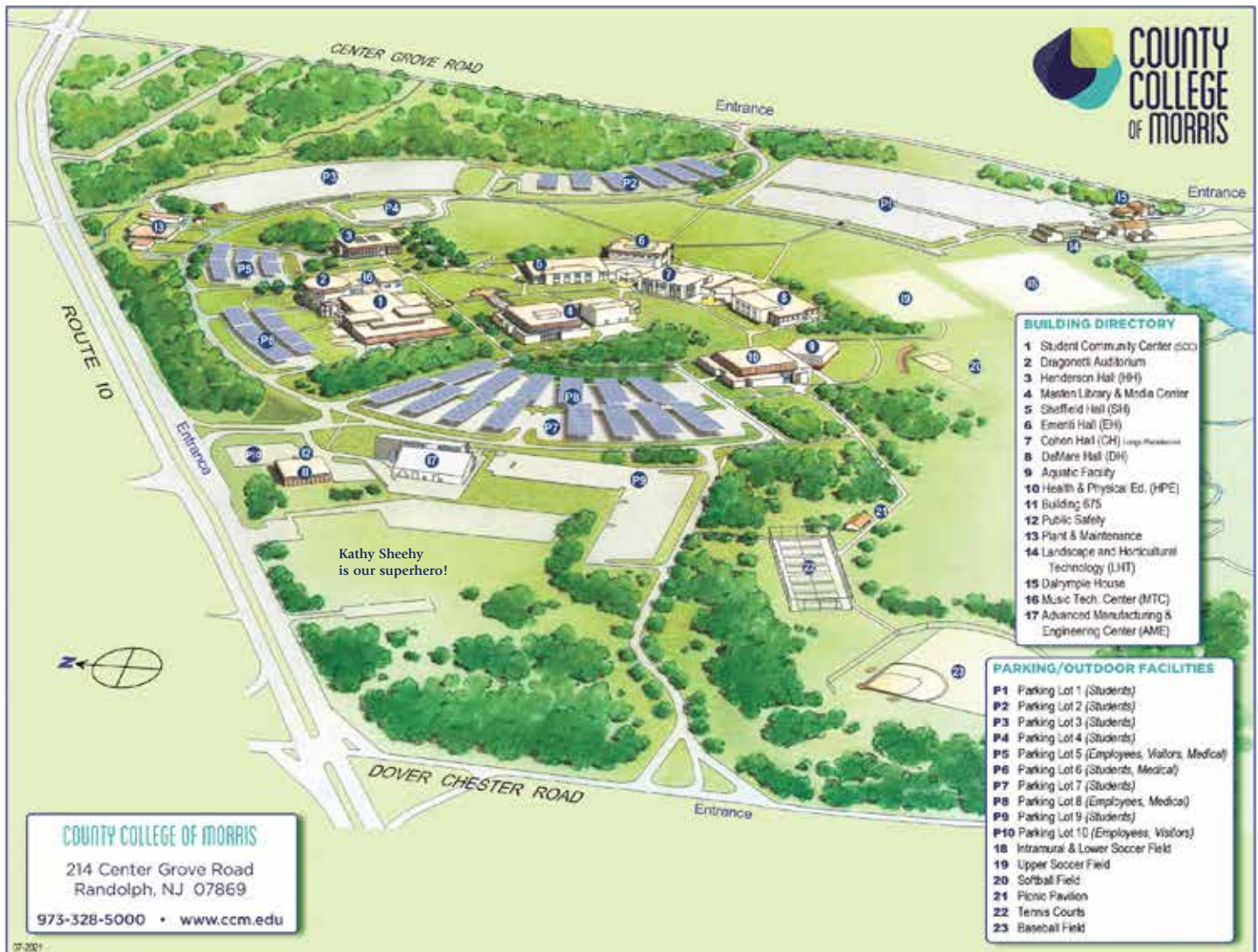
CCM Mission Statement

County College of Morris is **committed to excellence** in teaching and lifelong learning through the delivery of **exceptional programs** and services to our students and to the larger community that reflect a dedication to inclusiveness and diversity, educational advancement, cultural enrichment and workforce development.

CCM Values Statement

The College's commitment to serve the residents and businesses of Morris County and the State of New Jersey and to sustain engaged citizenship within a diverse population of students and community members is reflected in six values:

- A **commitment to people**, evidenced by a secure, supportive environment responsive to the needs of students, employees and the community
- A **commitment to the academic mission** of the college, which entails the search for truth and respect for scholarship and learning
- A **commitment to honesty and integrity** in all endeavors
- A **commitment to the stewardship** of the public trust
- A **commitment to diversity** that respects individual differences and upholds the dignity of every person
- A **commitment to providing access and services to all** regardless of financial, academic, educational or physical challenges



Clip the parking pass and display on your dashboard when on campus.



Workforce Development Continuing Professional Education

TEMPORARY PARKING PASS

Students should park in student parking and may park in Lot 5 after 5 p.m. No parking in Lot 8.



CENTER FOR
WORKFORCE
DEVELOPMENT

Continuing Professional Education

214 Center Grove Road
Randolph, New Jersey 07869-2086

Nonprofit Organization
U.S. Postage
PAID
Dover, NJ 07801
Permit No. 263

ECRWSS

POSTAL CUSTOMER

INFORMATION SESSIONS

Take a walk through the programs
and schedule with the
Center for Workforce Development team.

PRE-REGISTRATION REQUIRED.

Go to www.ccm.edu/programs/workforce-development-information-sessions/
to reserve your spot and get the link!

Business Professional	Drone Pilot Certification
Grant-Supported Training	Alternate Route to Teaching
Computing and Information Technology	Opportunity Programs
Microsoft Office	English Language Learning
Engineering and Advanced Manufacturing	Welding
Health Occupations	

CENTER FOR WORKFORCE DEVELOPMENT

*For all your education
and training needs!*

**CUSTOM BUSINESS TRAINING
FOR YOUR EMPLOYEES
AT EVERY SKILL LEVEL**

- **IN-PERSON AT CCM**
- **ON-SITE
AT YOUR LOCATION**
- **REMOTE-LIVE
INSTRUCTION**

Contact us:

CBT@ccm.edu
973-328-5188 or
973-328-5187



wfd@ccm.edu



www.ccm.edu/workforce-development