FALL 2016
CONTINUING PROFESSIONAL EDUCATION AND WORKFORCE DEVELOPMENT

YOUR KEY TO CAREER SUCCESS

Advanced Manufacturing ........................................27
Dental Assisting ..........................................................4
Microsoft Office Specialist ........................................14
Mobile Food Management ........................................24
Nurse Aide ....................................................................5
Personal Trainer ...........................................................5
Pharmacy Technician with Externship ...................5

Community College of Philadelphia
Corporate Solutions
www.ccp.edu/solutions
At Community College of Philadelphia, Corporate Solutions offers a wide range of noncredit classes, certificate programs, online workshops and customized training to meet your business or individual professional development needs. Our goal is to provide targeted educational opportunities to Philadelphia residents in order to enrich their careers and build a stronger workforce for Philadelphia’s business community.

In addition to the certificate and professional development courses offered this semester, Corporate Solutions’ complete business lines include:

- Continuing Professional Education Workshops – delivering up-to-date information
- Corporate Contract Training – customized onsite training and workforce development programs
- Corporate College – bringing credit courses onsite to work locations
- Center for Small Business Education, Growth and Training – entrepreneurial resources
- Testing and Career Assessment Services
- Goldman Sachs 10,000 Small Businesses

Call us today at 215-496-6158; email us at csinquiry@ccp.edu or visit us at www.ccp.edu/solutions to learn how Corporate Solutions can help you or your business.

Carol J. de Fries
Vice President, Workforce and Economic Innovation

Explore these upcoming workplace and professional skills workshops and start on your path to a better career

Get the tools you need not just for continued career success, but also for starting off in a new career direction or staying up-to-date with required industry certifications.

**Health Care and Counseling**
- Dental Assistant Training
- Nurse Aide Training
- Personal Trainer Certification
- Pharmacy Technician Training

**Professional Certifications**
- Child Development Associate
- PennDOT Emissions Certifications
- ServSafe Food Protection Manager Certification

**Workplace and Professional Skills**
- Business Leadership
- CNC Precision Machining
- Communication Strategies
- Conflict Resolution
- Critical Thinking
- Electro-Mechanical / Mechatronics Technology
- Emotional Intelligence
- Influence and Persuasion
- Microsoft Office Specialist
- Mobile Food Management Certificate
- OSHA 10
- Personal Brand: Maximizing Personal Impact
- Professional Coaching Certificate
- (The) Professional Supervisor Skills for the Administrative Assistant
- Welding

Choose from online workshops or onsite workshops at the Center for Business and Industry.

Explore all of our professional development opportunities:
www.ccp.edu/solutions
csinquiry@ccp.edu
215.496.6158
facebook.com/CorporateSolutionsCCP

Get the tools you need not just for continued career success, but also for starting off in a new career direction or staying up-to-date with required industry certifications.

**Welcome to Corporate Solutions**
Division of Workforce and Economic Innovation

**Join Us**

We value experienced, enthusiastic part-time trainers to teach these workshops and programs:

- Advanced Manufacturing: • Electro-Mechanical • CNC Operator • Welding
- Business Communications
- Google Analytics
- Microsoft Office
- Social Media
- Supervision and Management
- Technology

Interested? Please call 215-496-6158 or email train4cs@ccp.edu.
Customized Corporate Training for Your Workforce

Customized training through Corporate Solutions provides Philadelphia businesses with employee education and training programs that target immediate needs.

Whether you seek to improve entry-level employees’ basic skills, train new managers or coach executives in managing organizational change, Corporate Solutions delivers structured, results-driven, skills-based education via short-term training workshops and long-term programs. Our expert instructors teach current trends and recent advances in their business sectors.

For more details on customized employee training options, with a free initial consultation, call 215-496-6158 or email csinquiry@ccp.edu.

OSha 10: Construction & General Industry ........................................ 26
Personal Brand: Maximizing Personal Impact .................................. 21
Professional Coaching Certificate ...................................................... 23
(The) Professional Supervisor ......................................................... 22
Public Speaking: Conquer your Fear ............................................ 22
Public Speaking: Presentation Survival Skills ................................ 22
Skills for the Administrative Assistant ......................................... 22
Time Management for Peak Performance ........................................ 25

Online
Effective Copywriting ......................................................... 25
Finance Essentials Certificate ..................................................... 25
Human Resource Management Certificate .................................. 25
Introduction to Nonprofit Management .................................... 25
Lean Six Sigma ........................................................................ 25
Managing Real World Projects .................................................. 25
Nonprofit Management Certificate ............................................. 25
Onboarding New Employees ....................................................... 26
Project Management Fundamentals ............................................. 26
Real Estate Investing ................................................................. 26

Certificate Programs
Advanced Manufacturing ....................................................... 27
Child Development Associate .................................................. 6
Dental Assistant ....................................................................... 4
Faith and Spiritual-Based Counseling ........................................ 4
Food, Nutrition and Health .................................................... 7
ICT-10 Medical Coding ........................................................... 7
Medical Terminology ............................................................... 7
Spanish for Medical Professionals ............................................. 7
Stress Management Certificate ................................................. 7

Workplace and Professional Skills
Classroom
Advanced Manufacturing ....................................................... 27
Advanced Writing Skills ........................................................... 18
Business Leadership ................................................................. 18
Business Writing that Works .................................................... 18
Call Center Training: Sales and Customer Service .................... 18
Career Development Series ..................................................... 21
Celebrating Diversity in the Workplace ................................... 18
Certified Public Accountant CPE ............................................. 19
Communication Strategies ....................................................... 19
Conflict Resolution .................................................................. 19
Critical Elements of Customer Service ................................. 19
Critical Thinking ...................................................................... 19
Developing High Performance Teams .................................... 20
Emotional Intelligence ............................................................. 20
Getting Your Job Search Started .......................................... 21
Goal Setting .............................................................................. 21
Grant Writing for Profit and Nonprofit Entities ......................... 20
Influence and Persuasion ......................................................... 20
Introduction to Blueprint Reading ........................................... 20
Leadership Development Certificate ..................................... 22
Mastering the Interview ............................................................ 21
Mobile Food Management Certificate .................................... 24
Health Care and Wellness

Dental Assistant Program with Externship

Prepare for an entry-level position in this fast-growing health care field with a curriculum introducing you to the profession of dentistry. Learn all areas of pre-clinical dental assisting and receive training in the professional skills required to assist in a dental practice. Through lecture and laboratory sessions, you will learn dental procedures and the role of the dental assistant. Skills development includes oral and dental anatomy, infection control, dental radiology, instrument identification and use, and policies and guidelines.

Prepare to sit for three components of the Dental Assisting National Board Exams (DANB) as well as all three National Entry Level Dental Assisting (NELDA) Certification components: Radiation Health and Safety Examination (RHSE); Infection Control (ICE); and Anatomy, Morphology and Physiology (AMP). The DANB exams are administered at Pearson Vue Centers and are not included in the cost of this program. Since the College is an approved Pearson Vue testing site, select it as your exam location when scheduling your exam appointment.

Externship Component: Dental Assistant students who successfully complete the program are eligible to participate in an externship opportunity to gain practical skills assisting within the Dental Hygiene Clinic at Community College of Philadelphia. The externship opportunity will begin in January 2017.

Program Requirements: You must hold a high school diploma or GED, pass a general physical examination plus a two-step tuberculosis test, and undergo a criminal background check; and have current CPR certification, a child abuse history clearance; and have current CPR certification.

Registration deadline is two weeks prior to the start of class.

Required Textbooks: Modern Dental Assisting 11th edition


112 hours; Fee: $2,099

Tuition: $2,749, Lab Fee = $250

SUBJCRSE # HEAL B9080
CRN # 49611
Location: Dental Clinic
Saturday, Sept. 10 - Dec. 17, 2016; 8 a.m.-4:30 p.m. (half-hour lunch break)
No class Saturday, Nov. 26, 2016

Faith and Spiritual-Based Counseling Certificate

This workshop helps developing spiritual leaders and behavioral health providers gain skills for helping people with behavioral health issues cope from a faith- or spiritually-based perspective. It focuses not on any single tradition or philosophy, but is inclusive of faith leaders, lay leaders, community members, behavioral health providers and anyone who understands the power of faith and spirituality in healing and wellness. Key topics are: Recovery/Resilience; Spiritual, Religious and Multiculturalism; Religious and Spiritual Beliefs in Counseling; Helping Relationships, Cultural Competence and Ethical Practice; and Holistic Healing.


24 hours; Fee: $1,495

Tuition: $1,285, Text: $80 (1st Uniform: $20)

SUBJCRSE # HEAL B9078
CRN # 49520
Location: CBI, Room C1-14
Classroom/Lecture: Saturdays, Sept. 10 - Nov. 5, 2016
8 a.m.-4:30 p.m. (half-hour lunch, two 15-minute breaks) Clinical: Saturdays & Sundays, Nov. 12 - Dec. 10, 2016; 6:30 a.m.-3 p.m. (half-hour lunch, two 15-minute breaks) No class Nov. 26 or 27, 2016
Review and Final Exam: Saturday, Dec. 17, 2016, 8 a.m.-12 p.m.

Pharmacy Technician Training with Externship

Assist pharmacists in filling prescriptions in pharmacy settings including hospital, community, home infusion and mail order pharmacies. Content includes all activities involved in preparing pharmacy use, plus reimbursement, billing and inventory control. An extensive review of basic mathematics is included. An extensive review of basic mathematics for pharmacy use, plus reimbursement, billing and inventory control is included. At completion, you are prepared to sit for the national Pharmacy Technician Certification Board (PCTCB) exam or the Exam for Certified Pharmacy Technicians (ExCPT). (Exam fees are additional.)

Registration Tips

Register early to confirm your seat. Decisions are made as follows: when we have enough students to run a class 1-2 weeks before the class start date.

Online registration available at www.ccp.edu/professional

Have questions about a class? Call 215-496-6158, email csinquiry@ccp.edu, or visit the Corporate Solutions office in the Center for Business and Industry at 18th and Callowhill Streets, Suite C1-9.

“Twinning” as a bright light of inspiration!”
Pamela Allen, RN/BSN

Faith and Spiritual-Based Counseling — Fall 2015

Nurse Aide Training Program

Begin your health care career by registering for the Pennsylvania Department of Education’s approved Nurse Aide Training program at Community College of Philadelphia. A nurse aide helps provide basic care in nursing home, assisted living, facility, hospice, hospital and long-term care settings. Working under nurse supervision, a nurse aide enjoys extensive daily contact with each patient and is instrumental in updating the nurse on vital information about patient conditions. While this 124-hour program focuses on long-term care facilities, nurse aids are employed in other health care settings as well.

Program Requirements: You must hold a high school diploma or GED, pass a general physical examination plus a two-step tuberculosis test, and undergo a criminal background check; then submit documentation of these requirements at least two weeks prior to the start of the program. Visit www.ccp.edu/nurseaide for the appropriate forms.

124 hours; Fee: $1,495

Tuition: $1,285, Text: $80 (1st Uniform: $20)

SUBJCRSE # HEAL B9063
CRN # 49523
Location: NERC, Room 330
Saturday, Sept. 10 - Oct. 15, 2016 9 a.m.-4 p.m. (1-hour lunch)
Oct. 15, 2016 - Exam

SUBJCRSE # HEAL B9063
CRN # 48639
Location: CBI, Room C1-15
Saturdays, Oct. 15 - Nov. 19, 2016
9 a.m.-4 p.m. (1-hour lunch)
Nov. 19 - Exam

Personal Trainer Certification

Making a career move or seeking increased personal knowledge? Become a certified personal trainer. Consider this fast-growth field that the U.S. Dept. of Labor and the fitness industry have documented as a high-demand profession featuring an average $25 hourly wage nationally. This challenging five-week class enhances retention and skill competency in preparation for the National Exam held on the sixth week. Fifteen lecture hours cover anatomy, exercise physiology, nutrition, health screening and more, while 15 additional hours of “hands on” practical training prepare you to work one-on-one with clients. You will network with employers while gaining valuable experience. Certification requires passing both the written and practical exam, completing a 30-hour internship and displaying current CPR/AED credentials.

Required Textbook: Purchase your textbook prior to the first day of class by contacting W.I.T.S. at 1-888-330-9487 or wisexeducation.com.

30 hours; Fee: $374

Tuition: $699, Gym Fee: $35

Northwest and Center City options

SUBJCRSE # HEAL B9063
CRN # 49523
Location: NERC, Room 330
Saturday, Sept. 10 - Oct. 15, 2016 9 a.m.-4 p.m. (1-hour lunch)
Oct. 15, 2016 - Exam

SUBJCRSE # HEAL B9063
CRN # 48639
Location: CBI, Room C1-15
Saturdays, Oct. 15 - Nov. 19, 2016
9 a.m.-4 p.m. (1-hour lunch)
Nov. 19 - Exam
Preparation for certification as a Pharmacy Technician by taking the Pharmacy Technician Certification Board’s (PTCB) Pharmacy Technician Exam Review (PTCE). Review the fundamentals of pharmacy technician practices (drug classifications; procedures by body system) and practice application of effective skills for supporting those afflicted. Nearly all disciplines can benefit from the expertise of Dementia Care Specialists, as can families of persons with dementia. Come away with increased knowledge of how to care for this patient category; a growing human services skill that enhances your résumé.

$495 | www.ccpp.edu/solutions/ed2go

Food, Nutrition and Health Certificate
Gain a holistic overview of current food and nutrition issues and their impact on physical, social, emotional and spiritual health. You will examine topics like the impact of obesity on health, how to improve health by swapping processed sugar for other sweeteners, and the health benefits of probiotics and herbs. This certificate is designed for individuals working in the health care field and those interested in the topic.

Accreditation: ALLEGRA Learning Solutions, LLC is accredited as a provider of continuing nursing education by the American Nurses Credentialing Center’s Commission on Accreditation.

$119 | www.ccpp.edu/solutions/ed2go

ICD–10 Medical Coding
ICD-10 is an upgraded diagnostic and procedural medical coding system. This online program offers you comprehensive, robust training using the ICD-10-CM (diagnosis) and ICD-10-PCS (procedural) coding manuals. Included are detailed instructions for using the coding manuals, understanding the coding guidelines and accurately applying the ICD-10 coding steps. More than 40 quizzes/exams on diagnoses and procedures by body system will test your knowledge and understanding. In addition, you will find information on the impact of the coding changes on medical coders, health care staff, physicians, software systems, documentation and information technology.

The textbooks for this program are included, as are:
- Comprehensive lessons on ICD-10-CM/PCS codes and guidelines
- In-depth, comprehensive training in using the ICD-10-CM and ICD-10-PCS coding manuals, guidelines, instructional notes, conventions and coding steps

Upon registering, you have six (6) months to complete the program.

$1,795 | www.ccpp.edu/solutions/gatlin

Dementia Care
As Baby Boomers age, our workforce is challenged to care for an exponentially growing population of persons with dementia. This workshop provides essential knowledge and understanding about neurological diseases that affect cognition and memory, and practical application of effective skills for supporting those afflicted. Nearly all disciplines can benefit from the expertise of Dementia Care Specialists, as can families of persons with dementia. Come away with increased knowledge of how to care for this patient category; a growing human services skill that enhances your résumé.

$495 | www.ccpp.edu/solutions/ed2go

Spanish for Medical Professionals
Struggling to communicate with Spanish-speaking patients? Here are the basic tools for bridging that communication gap. No boring grammar charts, but entertaining games and stories that help you learn medical Spanish and appreciate Latin American culture. First, simple words for everyday topics, including colors, numbers, conversational phrases, family names and key questioning words. Next, how to ask about pain, symptoms, medical histories, insurance and feelings. Also, how to talk about body parts, diets, and medical care/treatment.

$119 | www.ccpp.edu/solutions/ed2go

Stress Management Certificate
Stress, at epidemic levels in the world today, affects every aspect of the body, mind and spirit, resulting in a wide range of symptoms from headaches or stomach ailments to heart disease and death. With up to 90% of all visits to health care providers in the U.S. considered stress-related, here you will explore the psychological, social and psychological impacts of stress, and also study modalities for controlling it. Examine the relationship between stress and health, nutrition and physical activity, and discover how stress can develop in the workplace. Trace both the psychological and physiological effects of stress, and understand how it affects health and well-being. Finally, learn about the different therapies that help reduce stress, including how healthy living habits like exercise and diet can help counteract its negative impact.

Accreditation: ALLEGRA Learning Solutions, LLC is accredited as a provider of continuing nursing education by the American Nurses Credentialing Center’s Commission on Accreditation.

$84 | 14 contact hours | www.ccpp.edu/solutions/ed2go
Professional Certification

PennDOT Automotive Services

Emissions Inspector Certification (EIC)

For individuals without prior emissions certification or technical training, this includes theory, on-board diagnostics II, a written test and a computer-based test (CBT). Successful completion of both course and test qualifies you to inspect and pass/fail a vehicle for emissions certification. Bring photo ID/ driver’s license to first class and arrive 15 minutes early. If under 18 you may enroll, but you must be at least 18 with a valid driver’s license to become a PA-certified emissions inspector.

Note: The 60-minute computer-based test is scheduled additionally at a designated time and date after the last class date.

Who should attend? Individuals seeking their initial Emissions Inspector Certification.

15 hours, 1-hour Exam: Fee: $265
(Tuition: $200, Text: $65)

CRN # 48641 M/W  Sept. 12 - 21, 2016
CRN # 47255 M/W  Oct. 10 - 19, 2016
CRN # 48210 M/W  Nov. 7 - 16, 2016
CRN # 48462 M/W  Dec. 5 - 14, 2016

Emissions Inspector Recertification (EIR)

Since recertification is mandatory two years after certification to satisfy all Pennsylvania requirements, certified inspectors must receive and review written materials, attend the instructional session and pass a written test scoring 80 percent or higher. Bring your photo ID/driver’s license to the first class and arrive 15 minutes early. Obtain the course manual by showing proof of class registration and payment, one week prior to class, at the College’s Center for Business and Industry (CBI), Room C1-9, 18th and Callowhill streets. You may also register there, Monday-Friday, 9 a.m. - 5 p.m., making payment by check or money order only (no cash accepted).

Who should attend? Experienced emissions inspectors seeking recertification.

4 hours; Fee: $124
(Tuition: $76, Text: $48)

CRN # 47258 M  Sept. 26, 2016
CRN # 47261 T  Oct. 25, 2016
CRN # 47262 M  Nov. 14, 2016
CRN # 47263 T  Dec. 13, 2016

Safety Inspection Mechanic Certification

This PennDOT workshop instructs you to inspect motor vehicles under the Vehicle Equipment and Inspection Regulations. You must pass both written and hands-on tactile examinations for successful course completion. All materials are provided. Bring driver’s license to class and arrive at the first class 15 minutes early.

1 hour; Fee: $40

CRN # 47590 M/W  Oct. 10 - 19, 2016
CRN # 47591 T/R  Nov. 29 - Dec. 6, 2016

Safety Inspection Mechanic Recertification

This PennDOT workshop teaches you to inspect motor vehicles under the Vehicle Equipment and Inspection Regulations. You must pass both written and hands-on tactile examinations for successful course completion. All materials are provided. Bring driver’s license to class and arrive at the first class 15 minutes early.

1 hour; Fee: $40

CRN # 47592 M/W  Oct. 10 - 19, 2016
CRN # 47593 T/R  Nov. 29 - Dec. 6, 2016

Recertification Review training provides you the opportunity to review the Safety Inspection Mechanic curriculum with

Professional Certificate

Note: Additionally, the 60-minute tactile exam is scheduled at a designated time and date after the last scheduled class date.

Who should attend? Individuals with valid driver’s license seeking to become a certified safety inspection mechanic.

10 hours, 1-hour Exam; Fee: $170

CRN # 48686 T/R  Sept. 6 - 13, 2016
CRN # 48689 T/R  Oct. 4 - 11, 2016
CRN # 48690 T/R  Nov. 8 - 15, 2016
CRN # 48691 T/R  Nov. 29 - Dec. 6, 2016

Safety Inspection Mechanic Additional Licensure Exam

This test is intended for those currently registered for the Safety Inspection Mechanic Training workshop or who hold one safety inspection mechanic category certification and wish to obtain another. Licenses are available in one of the following categories:
• Category 2 (Motorcycles)*
• Category 3 (Trucks and Buses)*
• Category 4 (Enhanced vehicle inspector or certified document reviewer)

*Students must have a vehicle available for Category 2 and 3 tactile examinations. To obtain each additional category certification, you must register for and pass that category exam with a minimum grade of 70 percent. Students taking the Category 2 and 3 tests must also pass a tactile exam.

Note: Students may only register for one category exam at a time.

1 hour; Fee: $40

Location: WERC
By appointment only; call 215-496-6158.

Train to become a Licensed Real Estate Professional

Community College of Philadelphia partners with Career WebSchool to offer real estate license courses in an interactive, user-friendly format. Quickly master your state’s licensing requirements for becoming a licensed real estate agent or broker.

• Real Estate Agent: To become a certified real estate agent in Pennsylvania, you must pass multiple requirements. Career WebSchool helps you satisfy and prepare for the educational portion. Their real estate courses also help agents satisfy post-license requirements, become a broker or renew a license, and are approved by ARELLO and the real estate commission.

• Real Estate Appraisal: Qualified, knowledgeable appraisers are in high demand. Earning your real estate appraisal license enables you to work independently in a part- or full-time capacity.

• Home Inspection: Career WebSchool’s online delivery system for home inspection courses, based on American Society of Home Inspectors (ASHI) standards, ensures excellent delivery and support. We also offer approved real estate courses for home inspectors pursuing renewal credits with ASHI or NAHI.

• Mortgage: Mortgage Exam Prep prepares you for the national S.A.F.E. Mortgage Loan Originator Exam. The loan originator continuing education course is approved by NMLS. Career WebSchool education course is approved by NMLS. Visit www.ccp.edu/solutions/careerwebschool for a complete course list, descriptions and online registration.

Corporate Solutions | Register today at www.ccp.edu/solutions | 215-496-6158

Community College of Philadelphia
ServSafe Food Protection Manager One-Day
This one-day workshop consists of eight hours home study, seven hours classroom and a one-hour ServSafe Certification Exam. It teaches you which conditions enhance the growth of bacteria to cause foodborne illnesses, as well as the safest way to receive, store, prepare, cook and serve food for customers. ServSafe is a comprehensive, internationally recognized program for food handlers leading to a Food Establishment Personnel Food Safety Certificate upon successful completion.

Note: Register at least two weeks in advance to allow time for the required eight hours of home study. Pick up your textbook at the Center for Business and Industry (CBI), Room C1-9, to prepare for your home study.

Who should attend: Same as the initial ServSafe Food Protection Manager Certification class, this is intended for individuals seeking certification to work in an establishment handling food. The blended home study-classroom format is ideal for those with expired certification who are seeking re-certification.

8-hour Home Study; 7-hour Workshop; 1-hour Exam Fee: $185 (Tuition: $117, Text: $68)

SUBJ/CRSE: SERV/B9001
Time: 8 a.m.-4:30 p.m.
Location: CBI, Room C1-17 | NERC, Room 330

Offered in Center City and Northeast
CRN # 49530 M Sept. 26, 2016
CRN # 48771 M Oct. 10, 2016
CRN # 49136 M Nov. 21, 2016 (NERC 330)
CRN # 47294 M Dec. 19, 2016

ServSafe Food Protection Manager Certification
ServSafe is a comprehensive, internationally recognized workshop for food handlers, leading to the Food Establishment Personnel Food Safety certification required by the health departments in Philadelphia, Montgomery and Chester counties. The City of Philadelphia requires that every eating establishment have at least one food safety-certified person on staff.

Successful completion of this National Restaurant Association workshop and exam qualifies you for the City’s certificate.

Note: The current text, mandatory for both course and exam, contains the answer form for the Association’s graded exam.

Who should attend: Individuals seeking initial certification or re-certification to work in any establishment handling food.

Who should attend: Individuals seeking initial certification or re-certification to work in any establishment handling food.

15-hours; 1-hour Exam Fee: $225 (Tuition: $157, Text: $68)

SUBJ/CRSE: SERV/B9009
Time: 6-8 p.m. Weekdays
8 a.m.-4:30 p.m. Saturdays (half-hour lunch break)
Location: CBI, Room C1-16

CRN # 49131 S Sept. 10 - 17, 2016
CRN # 49529 M/W Oct. 17 - 26, 2016
CRN # 47286 M/W Nov. 7 - 16, 2016
CRN # 49135 S Dec. 10 - 17, 2016

ServSafe Food Safety Examination Retest
Students who have not passed the Food Protection Manager examination may retake it by calling 215-496-6158 to schedule a retest and formally register. Photo ID is required to enter and take the exam.

Who should attend: All individuals who have not passed the Food Protection Manager exam.

1 hour; Fee: $62

SUBJ/CRSE: SERV/B9010
Time: Wednesday 9-10 p.m.; Saturday 3:30-4:30 p.m.
Location: CBI, Room C1-16

Monthly - September - December
CRN # 49531 S Sept. 17, 2016
CRN # 48932 W Oct. 26, 2016
CRN # 48648 W Nov. 16, 2016
CRN # 48873 S Dec. 17, 2016
Small Business Management

Online

These Small Business Management workshops are designed to help budding entrepreneurs fully realize their dream of business ownership.

Accounting and Finance for Non-Financial Managers

Since every successful person in the workplace utilizes financial information to aid effective decision-making, this workshop explains the financial concepts and accounting processes used in most businesses and provides practical techniques for career enhancement. It gives you a foundation for understanding the seven accounting cycle steps and using financial information in your decision-making. Come away with the knowledge to analyze resource allocation and evaluate financial performance.

$195 | www.ccp.edu/solutions/ugotclass

Accounting Fundamentals

With demand for accounting professionals currently exceeding supply, increase your financial awareness and accountability while also gaining a marketable skill. You will learn basic double-entry bookkeeping, financial transaction analysis and recording, fiscal period financial report preparation, accounts receivable/payable, payroll procedures, sales taxes, common banking activities, writing checks, preparing income statements, and closing out accounts for each fiscal period.

$119 | www.ccp.edu/solutions/ugotclass

Business Research Certificate

Learn how to successfully research and utilize the optimal decision-making data for your work organization, while also developing requisite skills for communicating results to specific audiences. For business professionals, entrepreneurs and others needing specific about a business or about a particular topic such as market potential, competitive intelligence or productivity improvement.

Three one-month courses | $495 for certificate program www.ccp.edu/solutions/ugotclass

Certificate in Data Analysis

Data analysis is an increasingly sought-after workplace skill as companies with vast amounts of data seek the rare individual who can analyze it to discern trends and make predictions. First, get a basic understanding of how to analyze data in a business setting. Next, learn how many business decisions involve comparing groups for differences based on statistics. Finally, perform inquiries useful to your business/organization and communicate these results through graphs and text that fellow employees will understand, whether in a home-based business or a large company.

Three one-month courses | $495 for certificate program www.ccp.edu/solutions/ugotclass

Creating a Successful Business Plan

Turn your business ideas into a solid business plan to not only increase your chances of obtaining financing, but to keep your venture strategically focused. With the support of your instructor and a network of like-minded students, you will work through all major components of writing a business plan to emerge with your first draft in hand. This critical first step is the most difficult one on the path to small business success.

$119 | www.ccp.edu/solutions/ed2go

Funding Your Business

All it takes to run a financially sound business is capital. But where does the money come from? Learn to explore your business’s financial feasibility in three areas: start-up or expansion, profitability and cash. Then you will explore potential debt and equity sources of funds to help support these areas and create a financially successful venture.

$195 | www.ccp.edu/solutions/ugotclass

Self-Publishing and eBooks Certificate

A book can help you expand your business in the way no form of advertising can. This practical certificate is designed to help entrepreneurs, businesses and organizations self-publish as well as fully understand today’s often-complicated marketplace. Learn how to gauge your publishing options and select those pathways that best serve your business/personal objectives. Then discover what makes a great eBook and how you go about creating, formatting and publishing your own. Finally, acquire the keys to marketing your book or eBook by creating a plan mapping out steps from start to finish.

$495 | www.ccp.edu/solutions/ugotclass

Small Business Management

Social Media for Business Certificate

From Facebook to Twitter, blogging, YouTube, LinkedIn and more, discover today’s new communication principles spanning all networks; how these specific social networks operate; and how your organization might use them. Learn how social networks can develop a two-way communication and marketing strategy for your organization. Develop a plan to integrate social networks into your communication and marketing. Gain an understanding of social networks while learning practical, how-to techniques for integrating them into your organization/business.

$495 | www.ccp.edu/solutions/ugotclass

Start and Operate Your Own Home-Based Business

Learn how to be your own boss and eliminate the stress of having a job. The benefits of working from home are endless: Earn what you deserve, work independently, realize tax deductions, forget traffic, office politics and more! Develop the essential entrepreneurial qualities—motivation, discipline, creativity—that you need to succeed!

$119 | www.ccp.edu/solutions/ed2go

Start Your Own Small Business

Learn how to actualize your dream of starting a business, first discovering the tricks to picking the right opportunity, next developing proven marketing techniques to easily build sales. Since every business needs working capital, we will discuss traditional and nontraditional financing options. Finally, you will learn easy-to-implement employee-management procedures and how to write policies for building your business.

$119 | www.ccp.edu/solutions/ed2go

Company Training Options

Do your employees have a training need? Customized training options are available for your staff. To find out how we can bring a training program to you, contact csinquiry@ccp.edu or 215-496-6158.

Small Business Management
**Microsoft Excel 2013 – Advanced**

Build upon the foundational Microsoft Excel knowledge and skills you’ve already acquired to create advanced workbooks/worksheets that deepen your firm’s business intelligence. You will learn essentials of Excel 2013 including how to create advanced formulas, organize your data into tables, harness the power of PivotTables and PivotCharts and employ slicers to simplify data filtering.

- 6 hours; Fee: $179
- (Tuition: $154, Text: $25)

**Microsoft Word 2013 – Advanced**

Work more efficiently by automating certain tasks and maintaining consistency between documents. Create more complex documents that include lists, tables, charts, graphics, and newsletter layouts. Plus, merge data into documents to personalize correspondence and address envelopes/labels.

- 6 hours; Fee: $179
- (Tuition: $154, Text: $25)
Online

Basic CompTIA A+ Certification Prep
Learn the hardware common to virtually every personal computer, including microprocessors, RAM, power supplies, motherboards, BIOS, CMOS, the expansion bus and input/output devices. This workshop gives you the knowledge base underlying the rest of your CompTIA A+ certification studies for the 220-801 and 220-802 exams.
$119 | www.ccp.edu/solutions/ed2go

Certificate in Presentation Media
Presentation media are upgrading communication, sales, speeches and related presentations today. Whether your presentation is online or in-person, these skills not only enhance your message but often ensure its success. Find out how to use Prezi, the new slide software eclipsing one-dimension presentations, and the finer points of Photoshop for presentations. Then discover the design elements for creating classy visual presentations using any media. Gain critical skills for training yourself and colleagues using the most advanced practical and design knowledge in presentation media.
Three one-month courses | $495 for certificate program or available separately | www.ccp.edu/solutions/ugotclass

Computer Skills for the Workplace
Acquire the fundamental computer competencies you need to survive and prosper today. Learn how to implement the powers of modern office software in order to work faster and more efficiently. Focusing on practical application for software most common to the workplace, you will appreciate why employers efficiently. Focusing on practical application for software most ers of modern office software in order to work faster and more survive and prosper today. Learn how to implement the pow-

Cyber Security for Managers
Cyber Security issues today reach most parts of the business experience, from online banking and education to Facebook and Wi-Fi. Now, get a full, up-to-date take on the basics and fundamentals. Designed for non-technical managers, direct-
ers and others in the workplace, this course explains cyber security in terms of threats and vulnerabilities, safeguards, common attacks, viruses, malware and spyware, disaster re-

Introduction to Java Programming
If you want to learn computer programming from scratch, you will enjoy a tour of Java, one of the most widely used comput-
er languages in the world. Start with the basics of program-
ming and go on to write your own programs and integrate input and output, calculations, decision-making, and loops. Build your knowledge and confidence with easy-to-

Understanding the Cloud
Explore how the cloud works, what drives its incredible growth and how you can use cloud services. Relating the cloud to things you encounter every day, in practical, non-technical language, we will look at the building blocks of the cloud, where it started, and how it transitioned from experiment into unstoppable force. You will also gain a clear understanding of IaaS, SaaS, and PaaS, and see why each may be attractive to some businesses, but not others. And you will learn about the different kinds of clouds (public, private and hybrid).
$119 | www.ccp.edu/solutions/ed2go

Introduction to 3D Printing
Does 3D printing solve all manufacturing problems? What’s the best for, and when is traditional manufacturing still the better choice? Now learn how to separate the real promise of the technology from the hype, and understand the workflow for a consumer-level 3D printer. Become familiar with typical online databases of objects available to print, and gain experience with free or open-source software for all stages of the process. While this class introduces you to the tools of the open 3D printer ecosystem, the principles taught apply to consumer 3D printers in general.
$195 | www.ccp.edu/solutions/ugotclass

Wireless Networking
Every electronic device seems capable of wireless connections today: computers, handhelds, cell phones and even digital cameras can all transmit without a tether. If those wireless connections seem like technical wizardry, this workshop will remove the mystery and explain this fascinating, lucrative technology. You will learn how wireless works, how wireless devices connect to networks, and how to build and connect to your own wireless network. Further explore wireless standards, wireless security, satellite Internet and cellular phone technol-

Introduction to Game Design
Games are becoming increasingly recognized as a tool that can serve many business purposes beyond entertainment. This course provides a general introduction to what goes into the design and development of both video and analog games, focusing on the use of games outside of consumer entertain-

Introduction to 3D Printing
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$195 | www.ccp.edu/solutions/ugotclass

Google Analytics
When you ignore your website’s statistics, you miss key opportunities to profit from its traffic. This course, aimed at non-technical users, takes you through all key techniques for using website analytics that employ the world-standard Google Analytics, a free online tool. Understand your visitor traffic better, learn how to calculate return on investment (ROI) for your online advertising, and discover how to grow conversions and sales from your website visitors.
$195 | www.ccp.edu/solutions/ugotclass

Take Advantage of WEDnetPA's Grant Training Program for Your Company
As a WEDnetPA partner, Corporate Solutions has administered millions of dollars in workforce training grants, becoming the point of contact for qualified Philadelphia area companies who apply for WEDnetPA.
Finding out if your company qualifies for the WEDnetPA Grant Training Program is quick and easy.
Go to www.wednetpa.com, call 215-496-6155 or email awashington@ccp.edu.
**Workplace and Professional Skills**

**Classroom**

**Advanced Writing Skills**

This one-day workshop for proven writers focuses on writing letters of recommendation, persuasion, refusal or action that reflect current word usage and up-to-date formats. You can also learn basics about writing business cases, proposals and reports.

*Note:* Interested students should complete Business Writing that Works (see below) first.

6 hours; Fee: $179

SUB/JCRSE # COM/7530
CRN # 49556
Location: CBI, Room C1-16
Thursdays, Sept. 15 - Oct. 6, 2016 6-9 p.m.

SUB/JCRSE # COM/7530
CRN # 49593
Location: NERC, Room 330
Fridays, Nov. 4 & 11, 2016 9 a.m.-4 p.m. (1-hour lunch break)

**Call Center Training: Sales and Customer Service**

This three-day workshop helps call center agents learn to optimize their telephone-based work, including understanding the best ways to listen and be heard. Each phone interaction has elements of sales and customer service skills which are explored in detail.

18 hours; Fee: $324

SUB/JCRSE # MANG/9665
CRN # 49556
Location: CBI, Room C1-15
Mondays, Oct. 3 - 17, 2016 9 a.m.-4 p.m. (1-hour lunch break)

**Celebrating Diversity in the Workplace**

A workplace combines a diverse collection of individuals proud of their gender, sexual orientation, religion, ethnic background and all that makes each one unique. So a major challenge for workplace leaders is helping these diverse individuals work as a team. Organizations lacking effective teamwork fail, and those neglecting diversity can incur serious legal costs. This one-day workshop teaches strategies for celebrating workplace diversity while uniting individuals.

12 hours; Fee: $249

SUB/JCRSE # MANG/9668
CRN # 49567
Location: CBI, Room C1-17
Monday, Oct. 24, 2016 9 a.m.-4 p.m. (1-hour lunch break)

**Critical Elements of Customer Service**

Is your customer service reputation driving your business growth or driving your customers to the competition? This dynamic two-day workshop combines the essentials of customer service excellence with the opportunity to practice skills and get feedback. You develop new skills in managing customer information, communicating effectively, and using proven tools and techniques for creating lasting customer satisfaction. Learn six critical customer service elements your company can adopt to bring customers back for incomparable service.

12 hours; Fee: $249

SUB/JCRSE # MANG/9662
CRN # 49562
Location: CBI, Room C1-15
Tuesdays, Oct. 4 & 11, 2016 9 a.m.-4 p.m. (1-hour lunch break)

**Conflict Resolution**

Success in dealing with conflict comes from understanding how we behave, as well as how we can influence others. Are you nervous when presenting? This one-day workshop teaches you to turn difficult situations into opportunities for growth. Discover how your own attitudes and actions impact others, and how strengthening workplace relationships can ultimately decrease your stress.

6 hours; Fee: $179

Choose the nearest location

SUB/JCRSE # MANG/9665
CRN # 49559
Location: CBI, Room C1-15
Wednesday, Oct. 26, 2016 9 a.m.-4 p.m. (1-hour lunch break)

**Critical Thinking**

Critical thinking is essential in the workplace, particularly so for the managers whose decisions can affect an individual employee, a department or the entire workforce. Critical thinking skills are sought-after professional characteristics regardless of position, rank or status, and their use in making workplace decisions must be evident everywhere. As the ability to clearly reason through problems and present arguments in a logical, compelling way has become a key survival skill, depend on this continued...
Embarking on a new career? Position yourself for success through this new workshop series. Learn how to set goals, develop strong interviewing skills, start a sophisticated job search and develop your personal brand.

Getting Your Job Search Started
While looking for work can be an exciting time, it can also involve fear and discomfort about change and the unknown. Whether you are already embarked on a job search or just thinking about it, this two-day workshop will help you to determine your skill set, the kind of work that is important and realistic to include in your search, and how to get started. In today's ever-changing job market, knowing where to go, who to talk to, and which opportunities are most available will help transform you from someone who dreams of having a job, to someone who has the job you always wanted.

6 hours; Fee: $179
SUBJ/CRS # MANG B9679
CRN # 49564
Location: CBI, Room C1-16
Tues./Thurs., Oct. 18 & 20, 2016
6-9 p.m.

Goal Setting
We all have goals and aspirations we dream about and wish for; the route to success is turning them into reality. Our attitudes, emotions and beliefs have a tremendous effect on how we achieve the outcomes we want in our lives. This two-day workshop will lead you through thinking, planning and acting on your personal goals.

6 hours; Fee: $179
SUBJ/CRS # MANG B9680
CRN # 49565
Location: CBI, Room C1-16
Tues./Thurs., Nov. 8 & 10, 2016
6-9 p.m.

Personal Brand: Maximizing Personal Impact
The question is no longer if you have a personal brand, but whether you choose to guide and cultivate your brand or simply let it be defined on your behalf. A strong personal brand stems from a strong narrative. So what's your story? If you have multiple passions or interests, a narrative becomes even more crucial in artculating one unified theme. This four-day exploration helps you create, build and manage your personal brand to make yourself more marketable. Learn how to communicate your value and develop better opportunities.

12 hours; Fee: $249
SUBJ/CRS # MANG B9682
CRN # 49567
Location: CBI, Room C1-16
Tues./Thurs., Nov. 1 & 3, 2016
6-9 p.m.

Mastering the Interview
The interview, so key to the job search process, is a skill we can improve through preparation and practice. Here you will explore how to prepare for an interview, becoming familiar with the types of questions to both expect and ask. Learn how to prepare for second interviews, testing and shadowing, as well as how to follow up on interview sessions.

6 hours; Fee: $179
SUBJ/CRS # MANG B9681
CRN # 49566
Location: CBI, Room C1-16
Tues./Thurs., Oct. 25 & 27, 2016
6-9 p.m.
Leadership Development Certificate

Does your business help develop managers and supervisors into better leaders? Doing so internally has proven to be more cost-effective and productive for small and medium-sized businesses than conducting costly external searches, whether in sales, construction or production.

The time is now to help your managers assess leadership styles and impact, create more effective team-building skills, build project management skills, improve personal management skills, learn techniques for building organizational relationships and develop strategic thinking ability. Your attendees will develop a position- and company-specific leadership project to present during the final class meeting.

24 hours; Fee: $469

SUBJ/CRISE # MANG/B9650
CRN # 49522
Location: NERC, Room 330
9 a.m.-4 p.m. (1-hour lunch break)

(The) Professional Supervisor

Individuals are too often promoted into supervisory positions with little to no formal training in their complicated new roles, responsibilities, challenges, and expectations. Learning how to supervise your new employees on a trial-and-error basis can lead to discouragement and frustration, so start off right by learning the needed groundwork for adapting to your new role. This six-day workshop helps you overcome many problems a new supervisor encounters, and teaches you skills for effective supervision.

18 hours; Fee: $324

Choose the nearest location

SUBJ/CRISE # MANG/B9678
CRN # 49122
Location: CBI, Room C3-05
Mondays, Oct. 17 - Nov. 21, 2016, 6-9 p.m.

SUBJ/CRISE # MANG/B9678
CRN # 49569
Location: NERC, Room 330
Tuesdays, Nov. 1 - 15, 2016
9 a.m.-4 p.m. (1-hour lunch break)

“...This was a great program for me! I manage people in my position, but I have had no management training prior to this class. Professor Robinson introduced me to tools and vocabulary that I can use to make managing come more naturally to me.”

Suzanna Fabry, Landscape Architect
Professional Supervisor Certificate — Fall 2015

Public Speaking: Conquer Your Fear

Are you nervous when presenting at company meetings or coming to social events? In this one-day workshop, learn to improve your speaking skills in a safe, supportive setting. Gain the confidence and skills to interact with others, speak in informal situations and present before small groups.

6 hours; Fee: $179

SUBJ/CRISE # COMM/B5753
CRN # 49561
Location: CBI, Room C1-15
Mondays, Sept. 19 & 26, 2016
6-9 p.m.

Public Speaking: Presentation Survival Skills

A great presenter has two notable qualities: appropriate skills and personal confidence. Confidence comes from knowing what you want to say and being comfortable with your communication skills. Over two days, master the skills that make you a better speaker/presenter; learn to establish rapport with your audience; study techniques for reducing nervousness; and prepare, practice and deliver a short presentation.

12 hours; Fee: $249

SUBJ/CRISE # COMM/B7533
CRN # 49577
Location: CBI, Room C1-15
Thursdays, Dec. 1 & 8, 2016
9 a.m.-4 p.m. (1-hour lunch break)

Skills for the Administrative Assistant

Handling many details and challenging situations at once, administrative professionals like you keep an office running while supporting the efforts of an executive, manager, business owner or professional group. As you work with others at all organizational levels from executive staff to clients, enjoying positive interactions improves both your job satisfaction and relationships. This two-day workshop focuses on working to the best of your abilities, displaying a professional presence on the job, and improving communication skills like listening, questioning and assertiveness.

12 hours; Fee: $249

SUBJ/CRISE # MANG/B9675
CRN # 49570
Location: CBI, Room C1-15
Thursdays, Oct. 20 & 27, 2016
9 a.m.-4 p.m. (1-hour lunch break)

“...This program was very insightful and relevant to my job expectations. It helped me understand how I could be a better leader and better support my team. The instructor was engaging and invoked thought-provoking ideas. The program is great for organizational leaders looking to truly transform their organizations for the better.”

Zyhekeya Waller-Young, WES Health System
Public Speaking: Presentation Survival Skills — Spring 2015

Workplace and Professional Skills

Professional Coaching Certificate

Life and Success Coaching, a rapidly growing field of personal development, significantly impacts how individuals achieve success in life. This certificate program provides the tools and techniques for acquiring foundational coaching competencies, developing coaching models and understanding the personal change process. It is ideal for those wishing to develop the knowledge and skills of Life and Success Coaching and strengthen their coaching competence. You must successfully complete all three workshops (18 hours).

Your customized coaching tool kit includes exercises, tools and current information on coaching principles and practices while you are taught by an accredited coach from the International Coach Federation.

Foundations of Coaching

Professional coaching is much more than a management strategy; it involves using a specific set of skills to bring out the best in people. Explore coaching skills, operating assumptions and practices. Learn how to set the structure for coaching, establish expectations and goals, and measure results. Use real-world case studies and practice coaching techniques.

6 hours; Fee: $199

Results-Oriented Coaching

When individuals become focused on a specific outcome, task or result, they desire to learn and improve the skill required to accomplish the goal. Learn how to take advantage of that stage of readiness to create a successful coaching relationship and to achieve the desired results by using tools and techniques appropriate to various coaching situations.

6 hours; Fee: $199

Transformational Coaching

Here is a coaching model based on the belief that all people possess qualities of greatness. Learn techniques for effecting change to help each individual lead a more meaningful life. Tap into your own passion and inner wisdom to act as an agent for change and strategic partner in collaborating with others seeking to reach their personal goals and objectives.

6 hours; Fee: $199

Prerequisites: Foundations of Coaching and Results-Oriented Coaching.

Professional Coaching Certificate — Spring 2015
Mobile Food Management Certificate Program

Introduction to Food Truck Entrepreneurship

In today’s foodservice industry, the evolving food truck/cart concept is positively benefiting owners, customers and communities alike. In response to this trend, Mobile Food Management studies at Community College of Philadelphia now guides you through the steps of planning, starting and maintaining a food truck/cart. The program consists of three workshops detailed below (101, 102, 103).


Community College of Philadelphia is a member of the Philly Mobile Food Association.

Mobile Food Management 101: Concept and Plan

This introduction provides the fundamentals of owning and operating a food truck/cart. It familiarizes you with the tools needed to formulate a food truck concept and turn it into a standardized plan. The focus is on menu planning, truck/cart design and location. Case studies, field trips and established food truck businesses aid you in designing your own mobile food unit.

15 hours; Fee: $249
SUBJECT_CODE # HMTP/B8005
CRN # 49572
Location: PAV, Room P2-18
Wednesdays, Sept. 7 - Oct. 5, 2016 6-9 p.m.

Mobile Food Management 102: Requirements

Interested in starting a food truck/cart business, but unsure exactly how to begin? This is where you learn the requirements for operating a mobile food unit. Emphasize will be on federal/state/local regulations, zoning, and licenses and permits needed to operate legally. You will learn health, safety, commissary and tax requirements, as well as available resources for helping your food management program succeed.

15 hours; Fee: $249
SUBJECT_CODE # HMTP/B8006
CRN # 49573
Location: PAV, Room P2-18
Wednesdays, Oct. 12 - Nov. 9, 2016 6-9 p.m.

“Mobile Food Program was an insightful and knowledgeable experience about an increasingly popular and often overlooked, part of the hospitality industry. I was able to narrow down numerous, broad and sometimes unrealistic ideas into one focused (hopefully), profitable business plan.”

Michael Howard, DiBruno Bros. staff
Mobile Food Management Certificate — Fall 2015

Mobile Food Management 103: Design, Costing and Budgeting

Learn to design, cost and budget for a mobile food unit, while developing the necessary skills for succeeding in the foodservice segment of mobile food management. Emphasis includes using a website and social media outlets to continuously market, and participating in the community to foster good relations.

15 hours; Fee: $249
SUBJECT_CODE # HMTP/B8007
CRN # 49574
Location: PAV, Room P2-18
Wednesdays, Nov. 16 - Dec. 14, 2016 6-9 p.m.

Mobile Food Management 104: Permits, Regulations, and Performance Management

Learn about the permits and regulations needed to formulate a food truck concept and turn it into a productive unit. This introduction provides the fundamentals of owning and operating a food truck/cart, including permits needed to operate legally. It familiarizes you with the tools needed to formulate a food truck concept and turn it into a productive and successful unit.

15 hours; Fee: $249
SUBJECT_CODE # HMTP/B8008
CRN # 49575
Location: PAV, Room P2-18
Wednesdays, Jan. 18 - Feb. 22, 2017 6-9 p.m.

Online

Effective Copywriting

Whether sending out a press release, communicating internally by memo or promoting your professional skills on LinkedIn, strong writing skills can be key to your success. Adopt proven tools and techniques for improving copywriting skills while learning how to avoid common writing mistakes.

$195 | www.ccp.edu/solutions/ugotclass

Finance Essentials Certificate

Here is an online certificate program introducing you, as a non-financial manager, to the essentials of finance. Become conversant in critical financial terminology. Learn how to: calculate key financial management indicators; assess your organization’s financial health by reviewing balance sheets, income statements and cash flow statements; and use finance and accounting tools to support informed decision-making within your organization.

$399 | www.ccp.edu/solutions/mindedge

Human Resource Management Certificate

An effective human resource management strategy is a valuable asset to any company, but those running small businesses often cannot justify designating a full-time HR professional to manage employee relations, compensation, policy-making, performance management and employee appraisals. This suite of courses will teach you the basics of managing the benefits and policies that support an effective staff. It also covers anti-discrimination regulations, key aspects of pay policies and avoiding the traps of the employee selection process.

$399 | www.ccp.edu/solutions/mindedge

Nonprofit Management Certificate

A broad introduction to key current management issues for nonprofit organizations. This is the focus in this online certificate program. Fundraising, board and volunteer development, budgeting, reading financial statements, leadership, marketing and setting strategic direction are all addressed. Additionally, video commentary gives you valuable insight into how nonprofit professionals apply key concepts in their own organizations.

$699 | www.ccp.edu/solutions/mindedge
**OSHA Training**

**OSHA 10: Construction**
Entry-level construction workers receive 10 hours of instruction—by an authorized OSHA Construction Outreach Trainer—on hazard identification, avoidance and control, plus safety and health hazard prevention at a construction site. Both workers and employers learn their OSHA rights and the employer's responsibilities. Topics include: introduction to OSHA; OSHA’s Focus Four hazards (electrical, struck-by, caught-in-between and fall); personal protective equipment; construction health hazards and reading MSDS sheets; scaffolds, ladders and stairways; materials handling and storage; hand and power tools; and excavations. Upon completion, you receive an OSHA 10-Hour Construction Outreach Training card.

10 hours; Fee: $119

**SUBJ/CRSE #** OSHA/B7000
**CRN #** 49575
Location: CBI, Room C1-17
Thursday/Friday, Oct. 6-7, 2016
8:30 a.m.-2 p.m. (half-hour lunch break)

**OSHA 10: General Industry**
Entry-level general industry workers receive 10 hours of instruction—by an authorized OSHA General Industry Outreach Trainer—on hazard identification, avoidance, control and prevention at a general industry workplace. Both workers and employers learn their OSHA rights and the employer’s responsibilities. Topics include: introduction to OSHA; walking and working surfaces; fall protection; exit routes, emergency plans and fire prevention; electrical, personal protective equipment; hazard communication; materials handling; machine guarding; ergonomics; blood-borne pathogens; and introduction to industrial hygiene. Upon completion, you receive an OSHA 10-Hour General Industry Outreach Training card.

10 hours; Fee: $119

**SUBJ/CRSE #** OSHA/BD7000
**CRN #** 49576
Location: CBI, Room C1-17
Thursday/Friday, Nov. 3 & 4, 2016
8:30 a.m.-2 p.m. (half-hour lunch break)

**Real Estate Investing**
Specially designed worksheets and hands-on activities take the guesswork out of your investing efforts. An emphasis on systems and service helps you accomplish more with less effort while addressing the needs of both buyers and sellers. First, plan your own investing efforts based on your personal and investing objectives. Learn the proven methods used by full-time, professional real estate investors, plus how to increase your value by honing your skills and competencies. You can also prepare for the internationally recognized Project Management Professional (PMP®) and Certified Associate in Project Management (CAPM®) exams offered by the Project Management Institute (PMI®).

$119 | www.ccp.edu/solutions/ed2go

**Onboarding New Employees**
Want to ensure a smooth transition for prospects from best candidate to star employee? Onboarding, or socializing new employees into the organization, begins well before traditional new-hire orientation and has long-reaching implications. Construct an onboarding program tailored for use in your own organization.

$195 | www.ccp.edu/solutions/ed2go

**Project Management Fundamentals**
Despite the unprecedented volume of projects occurring today—creating new computer applications, erecting bridges and buildings, improving processes, developing new products, reorganizing company operations—most organizations do not manage them well. So, there is a huge demand for project management practitioners. If you are organized, perceptive, detail-oriented and a skilled communicator, enter this fast-growing field to prepare for and complete your first project. And if you are an experienced project manager now, increase your value by honing your skills and competencies. You can also prepare for the internationally recognized Project Management Professional (PMP®) and Certified Associate in Project Management (CAPM®) exams offered by the Project Management Institute (PMI®).

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$119 | www.ccp.edu/solutions/ed2go

**Advanced Manufacturing**

Get started on a new career path where well-paying, high-tech jobs await skilled employees like you!

Advanced Manufacturing creates the many products that we use daily. American companies are "re-shoring" manufacturing jobs. Some 60,000 jobs were added back into the U.S. in 2014 alone, with many more projected to return. Given this brisk industry growth, the National Association of Manufacturers cites a significant business challenge in finding and retaining qualified workers.

**Join a fast-growing industry with entry-level wages ranging $18-$22 per hour.**

Addressing this critical need, Community College of Philadelphia now offers three technical skills training programs that prepare you for a career in advanced manufacturing with a rewarding salary. These are:

**Electro-Mechanical/Mechatronics Technology**
404 hours total (programs may be taken individually) | $8,080
Prepare for an entry-level job with manufacturers that use automation. You will learn to install, maintain and repair the mechanical, controls, fluid power systems, electrical and electronic equipment used in various fields.

**CNC Precision Machining Technology**
210 hours | $4,200
Learn the core skills needed to become a CNC Precision Machining operator. Using computer numerically controlled (CNC) machinery, CNC operators cut and shape metal and plastic for various types of manufacturing. This hands-on program prepares you to sit for the National Institute for Metalworking Skills (NIMS) certification

**Welding Technology**
300 hours | $6,000
Learn welding fundamentals which prepare you for entry-level employment. At program completion you will be fully prepared to earn industry certifications required and respected by employers.

Advanced Manufacturing coursework lays the foundation for pursuing careers in manufacturing, logistics and energy—as machinists, welders, machinery mechanics and more.

Related occupations include: Production Technician, Industrial Maintenance Technician, CNC Operator and Logistics Technician.

To learn more, visit www.ccp.edu/advanced-manufacturing, email csinquiry@ccp.edu or call 215-496-6158.
General Information

Wanamaker Scholars Program

The Wanamaker Institute and Community College of Phila-
delphia partner in the Wanamaker Scholars Program to help
underemployed/underpaid Philadelphia residents gain the
knowledge and skills necessary to obtain employment. This
program provides free education and training to students who
meet established selection criteria. Call for approved
programs.

Those seeking admission must submit a program application,
paticipate in an interview and meet the entrance require-
ments for their program of interest. While all applications
are reviewed and evaluated, not all applicants are admitted.
Those selected who graduate as Wanamaker Scholars receive a
Certificate of Achievement and payment of certification exam
fees. For requirements, refer to specific program descriptions
at www.ccp.edu/wanamaker.

To apply, contact Vida Wright, program coordinator, at
vwright@ccp.edu or call 215-496-6157. A one-time
matriculation fee of $30 is required upon acceptance.

Corporate Contract Training

Community College of Philadelphia's Corporate Solutions unit
provide customized noncredit programs for your employ-
ees at our Main Campus or Regional Centers, your workplace
or online. Courses may be offered during the day, evening
or weekends for college credit or as continuing professional
education experiences. Call us at 215-496-6158.

WEDnetPA: Guaranteed Free Training for Your Company

• Choose from training providers statewide
• Expert-led training onsite or at a regional WEDnetPA
partner/training provider, plus in-house and online
• Applications accepted throughout the year
• Program year runs July 1 – June 30

Does your company qualify? Call 215-496-6155 or visit

Corporate College

Corporate College at Community College of Philadelphia offers
credit programs to organizations like yours wishing to simplify
the process of obtaining an academic certificate or associate's
degree for employees.

Corporate College offers:
• Significantly reduced tuition costs
• Articulation agreements with many area colleges and
universities
• Instructional standards focused on learning outcomes
• Flexible hours
• Courses onsite at your facility, our Main Campus or
Regional Centers, or online
• Courses targeted to your business and your employees
• High employee satisfaction and retention
• 70-plus degree/certificate programs, 600-plus credit
courses

To start a program at your site, contact Corporate College at
215-496-6158.

Testing and Job Assessment Services

ACT's WorkKeys® Job Assessment System gives students and
workers reliable, relevant information about their workplace
skills to help them make a better career and education
decisions.

WorkKeys® computer-based tests include skills
assessments in:
• Reading for Information
• Business Writing
• Locating Information
• Applied Technology
• Applied Mathematics
• Workplace Observation

WorkKeys® benefits:
• Clarifies skill requirements
• Improves employer selection and retention
• Identifies training needs
• Increases employee productivity
• Facilitates EEOC guideline compliance

WorkKeys® National Career Readiness Certificate
The National Career Readiness Certificate is based on the
WorkKeys® job skills assessment system, the national leader in
measuring real-world foundational skills critical to job success.

Certificate Levels
Individuals scoring at certain levels on three WorkKeys® as-
sessments—Applied Mathematics, Reading for Information
and Locating Information—will qualify for a certificate as follows:

Gold – minimum level 5 in each core area with the necessary
skills for 90 percent of the jobs in the workforce database
Silver – minimum level 4 in each core area with the necessary
skills for 65 percent of the jobs in the workforce database
Bronze – minimum level 3 in each core area with the neces-
sary skills for 35 percent of the jobs in the workforce database

According to ACT, this certificate verifies that an individual
has the foundational skills necessary to successfully enter
employment or a training program. The Internet-based Certif-
icate Registry allows one to view WorkKeys scores, apply for a
certificate and order paper copies. It also enables employers to
verify an individual's certificate.

For further information, call 215-496-6158.

Company Training Options
Do your employees have a training
need? Customized training options are
available for your staff. To find out how
we can bring a training program to you,
contact csinquiry@ccp.edu or
215-496-6158.

AFFIRMATIVE ACTION STATEMENT
Community College of Philadelphia is committed to the principles of equal
employment and equal educational opportunity and does not discriminate on
the basis of race, color, ancestry, creed, national origin, age, sexual preference,
religion, citizenship, sex, disability, limited English proficiency, marital
status, genetic information or any other protected category under the appli-
cable local, state or federal law. Any questions regarding this statement should
be directed to Simon Brown, director of Diversity and Equity, located in Room
M2–2; Telephone number 215-751-8029.

Pearson Vue offers flexible scheduling, easy online test regis-
tration and the industry's most expansive test center network.
Test areas include:
• ACT
• Adobe
• American College
• Brocade
• Cisco
• Citrix
• CVN
• Comp TIA
• Excelsior College
• GED
• FEET
• PAPA
• PreK-4
• Special ED
• SAP
• VMware
• World at Work

PSI (formerly LaserGrade) offers proctored, computer-based
test administration for occupational and professional licensure
and certification and IT certification using its own secure net-
work and software. For lower stakes testing, such as practice
tests, pre-tests or after-tests, candidates may test via any
computer by logging on to LaserGrade’s secure web browser.
The TOEFL® Test of English as a Foreign Language® mea-
sures the ability of non-native speakers of English to use and
understand English as it is spoken, written and heard in
collegetuniversity settings. The Internet-based tests include
speaking, listening, reading and writing to help students
demonstrate the English skills needed for success.

MOS (Microsoft Office Specialist) certification testing through
Certiport is the only comprehensive, performance-based cer-
tification program approved by Microsoft to validate desktop
computer skills in these Microsoft Office desktop programs:
Word, Excel, Outlook, PowerPoint, Access and Project. It
provides computer program literary, measures proficiency and
identifies opportunities for enhancement of skills. Set yourself
apart by earning MOS certification in a specific program area.

Kryterion is a full-service test development and delivery
company that provides world-class online testing via hundreds
of quality tests from numerous national associations ranging
from the American Society of Microbiologists (ASM) to the
Software Engineering Institute (SEI).

ISO Quality Testing (IQT) provides quality testing in health
and human services and medical areas including: Family 
Consumer Sciences, Human Development & Family Studies,
Hospitaility, Nutrition, Food Science, Disaster Medicine, Emer-
gency Medicine, Family Practice Certification, and Certified
Maintenance & Reliability Professional.

PAN, the assessment division of TALX, is a leading provider
of talent assessment and technology solutions for corporate and
government clients worldwide.

For your certification and licensing test, contact us
at 215-496-6158 about using the Corporate Solutions
Online Training and Testing Center.

Community College of Philadelphia
Online Training

Because you cannot always get to a Corporate Solutions classroom, we can help you always access an appropriate online course through our partnerships with these nationally recognized online education vendors:

MindEdge Learning
MindEdge offers an online vehicle for business, management and leadership training specifically designed for the adult learner. All its courses, developed by business school professors, industry professionals and subject matter experts, provide you with the critical skills needed to become a more effective, productive and strategic contributor in today’s knowledge-driven economy.

Visit www.ccp.edu/solutions/mindedge.

ed2go also offers self-paced career training programs online via open enrollment courses providing the skills necessary for acquiring professional-level positions in many in-demand occupations. Visit www.ccp.edu/solutions/ed2go.

ed2go offers instructor-facilitated, highly interactive, project-oriented, six-week training programs online requiring only Internet access and email capability. Visit www.ccp.edu/solutions/ed2go.

UGotClass’s quarterly offerings boost productivity and bottom line via more than 170 online classes that help you develop 21st century workplace skills. Visit www.ccp.edu/solutions/ugotclass.

Programs Approved for Veterans Education Benefits

Three additional online vendor partners target specific industries/professions:


Educaional Fitness Solutions (EFS) provides interactive, online certificates in Nutrition, Fitness and Health. Visit www.ccp.edu/solutions/efs.


How to Register

Online
Visit www.ccp.edu/solutions. Your registration is processed from a secure Web server. You may use the registration computer located in the lobby of the Center for Business and Industry (CBI).

Walk-in
You can register at Community College of Philadelphia at the Main Campus Enrollment Central counter, Bonnell Building, Room BG-5. Call 215-751-8010 for more information.

Enrollment Hours (Academic Year)
Monday - Tuesday
9 a.m. - 7 p.m.
Wednesday - Thursday
9 a.m. - 5 p.m.
Friday (except Summer)
9 a.m. - 12 p.m.

Main Campus
1700 Spring Garden Street
Philadelphia, PA 19130

By Mail
Complete the registration form on the following page and mail with full payment (no cash) to:

Cashier’s Office
Community College of Philadelphia
1700 Spring Garden Street, Room BG-1
Philadelphia, PA 19130

Workshop Program Confirmation
Approximately three days before your program, class or workshop begins, you will receive email confirmation of its location.

Class Cancellation for Bad Weather
A message will be placed on both main switchboard numbers (215-751-8000 and 8801) indicating when the College is closed due to a weather emergency. Announcements will be made on KYW Radio and Channels 3 (CBS), 6 (ABC) 10 (NBC) and 29 (FOX) television. The KYW Radio (215) 925-1060.

Tuition Payment and Refunds
Payment is due at the time of registration for all noncredit workshops.

Credit Card Payment
Credit card payments and electronic checks for noncredit workshops are accepted when you register online at www.ccp.edu/solutions.

Refund Policy
Refunds for noncredit workshops will be granted if the class is canceled or if you withdraw no later than the day before the first class meeting. (Note: If you paid by credit card, the $9 processing fee is non-refundable.)

Note: We encourage you to register and pay for each workshop at least two weeks before its scheduled start date.
Start Your Own Business

Ready to turn a smart business idea into your own business?

Be the Boss is a free online course that cultivates your entrepreneurial spirit and teaches you how to independently provide new products and services supporting today's economy.

Over five modules, learn the start-up, legal, financial and marketing considerations, then develop a business plan to share with key, committed partners.

Work at your own pace online. Earn a course-completion certificate and potential college credits.

Act now—visit BetheBoss.org today.

General Information

Campus Access

Community College of Philadelphia requires that everyone present a photo ID (driver's license, passport, etc.) to enter campus buildings.

Print and bring your registration confirmation or have it available on your mobile device. Security will require this, with photo identification, for you to enter the building.

If your workshop meets for 30 hours or more, you need to obtain a noncredit College Photo Identification card at the Main Campus Security office, located on the Mint Building ground floor, Room MD-12, Monday - Friday, 9 a.m.-6 p.m. or Saturday, 9 a.m.-1 p.m. Please provide Security your class confirmation email and final invoice as proof of enrollment. There is no cost for the initial ID card, which will provide access to the following areas:
- Campus Buildings (except the Gym)
- Library (except for checking out materials)
- Computers located at the Main Campus Library and in the Learning Commons at each Regional Center

MAI (Main Campus)
1700 Spring Garden Street
Philadelphia, PA 19130
215-751-8010

CBI (Main Campus)
Center for Business and Industry
1731 Callowhill Street
Philadelphia, PA 19130
215-496-6158

NWC
Northwest Regional Center
1300 W. Godfrey Avenue
Philadelphia, PA 19141
215-751-8773

WERC
West Regional Center
4725 Chestnut Street
Philadelphia, PA 19139
267-299-5850

NERC
Northeast Regional Center
12901 Townsend Road
Philadelphia, PA 19154
215-972-6372

The College's Board of Trustees reserves the right to change any provision(s) of this catalog without notice.
Corporate Solutions

Strengthen Your Workforce with Corporate Solutions’ Essential Skills Series

Our Essential Skills Series provides Philadelphia businesses with customizable employee education and training in key workforce skills. It addresses those core abilities required to enrich your teams’ on-the-job proficiency via three distinct training bundles:

**Workplace Essentials**: Business Writing that Works | Communication Strategies | Customer Service | Diversity Training | Winning Work Habits

**Supervisor Success Essentials**: Critical Thinking | Diversity Training | Influence and Persuasion | Team Building | Creating High Performance Work Teams

**Career Navigation Essentials**: Building Self-Esteem and Assertiveness | Business Leadership | Becoming Management Material | Emotional Intelligence | Goal Setting

Corporate Solutions can help you build a stronger workforce, offering classes either onsite at your company or on campus at Community College of Philadelphia. Learn how at 215–496–6158, csinquiry@ccp.edu or visit us online at www.ccp.edu/solutions.