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
- Pharmacy Technician Training
- Personal Trainer Certification
- Faith and Spiritual-Based Counseling
- Nurse Aide Training

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

Workplace and Professional Skills
- Business Leadership
- Communication Strategies
- Conflict Resolution
- Emotional Intelligence
- Excellence in Supervision Certificate
- Influence and Persuasion
- OSHA 10
- Self Leadership
- Microsoft Office Specialist
- Mobile Food Management Certificate
- Professional Coaching Certificate

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

Community College of Philadelphia
Corporate Solutions
Welcome to Corporate 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 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 the city’s business community.

Corporate Solutions’ complete business lines include:

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

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

Waverly Coleman
Executive Director

Reminder: The College is an approved provider of learning activities required by Act 48 for Pennsylvania educators holding Pennsylvania public school certification. See page 25 for more information.

Programs Approved for Veterans Education Benefits

The following are approved by the U.S. Department of Veterans Affairs (DOVA) for Veterans Education Benefits:

✓ AutoCAD for Professionals (I and II)
✓ Excellence in Supervision Certificate
✓ Faith and Spiritual-Based Counseling
✓ Microsoft Word and Excel
✓ Nurse Aide Training
✓ Personal Trainer Certification
✓ Pharmacy Technician Certification
✓ PennDOT Certification and Training
✓ Professional Coaching Certificate
✓ ServSafe Food Protection Manager Certification

Notes:

✓ DOVA only pays education benefits for courses that are part of an approved certificate and/or degree program.
✓ DOVA will not pay benefits for courses completed in the past.
✓ Veterans and family members eligible for education benefits must obtain authorization from DOVA prior to enrolling in a program.

Questions? Contact the College’s Veterans Resource Center coordinator, Steve Bachovin, at 215-751-8462 or sbachovin@ccp.edu.
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ed2go offers instructor-facilitated, highly interactive, project-oriented, six-week training programs online usually requiring only Internet access and email capability. Visit [www.ccp.edu/solutions/ed2go](http://www.ccp.edu/solutions/ed2go).

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/gatlin](http://www.ccp.edu/solutions/gatlin).

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](http://www.ccp.edu/solutions/ugotclass).

Three additional online vendor partners target specific industries/professions:

**Career WebSchool** offers interactive, user-friendly courses to help you quickly master your state’s requirements for becoming a licensed real estate agent/broker. Related courses: Broker Pre-License, Continuing Education, Appraisal and Home Inspection. Visit [www.ccp.edu/solutions/careerwebschool](http://www.ccp.edu/solutions/careerwebschool).

**Educational Fitness Solutions (EFS)** provides interactive, online certificates in Nutrition, Fitness and Health. Visit [www.ccp.edu/solutions/efs](http://www.ccp.edu/solutions/efs).


Join Us

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

- Accounting and Financial Services
- AutoCAD
- Management and Leadership
- Microsoft Office
- PennDOT
- Pharmacy Technician
- QuickBooks

Interested? Please call 215-496-6158 or email train4cs@ccp.edu.

Community College of Philadelphia
Classroom

Faith and Spiritual-Based Counseling Certificate
This workshop helps developing spiritual leaders and behavioral health providers to become skilled in working from a faith or spiritual-based perspective with people living with behavioral health issues. Focused on no single tradition/philosophy, this inclusive workshop is for faith and lay leaders, community members, behavioral health providers and others who understand the power of faith and spirituality in healing and wellness. Topics include: recovery/resiliency; spirituality, religion and multiculturalism; religious and spiritual beliefs in counseling; helping relationships, cultural competence and ethical practice; and self-help and the healing process.

Note: Students are required to purchase the following textbook prior to the first day of class: Faith, Spirituality and Community Engagement in Human Services, Pascal Scoles, ISBN: 978-1133873914

Offered Fall 2015

Nurse Aide Training
Classroom lecture, lab skills and clinical practicum prepare you for employment in long-term care facilities, hospitals and nursing homes. Training topics include the role and function of the nurse aide, resident rights, nutrition, abuse and neglect prevention, infection control, psychosocial needs, safety and accident prevention, personal care skills, communication skills, and legal and ethical aspects of long-term care. You can sit for the State Board exam at training completion.

Note: Registration deadline is two weeks prior to the start of this class. Prospective participants must hold a high school diploma or GED; take reading comprehension and math tests; pass a general physical examination plus a two-step test for tuberculosis; and undergo a criminal background check. Submit documentation of these requirements to the curriculum provider two weeks prior to the start of class.

120 hours; Fee: $1,495
(Tuition: $1,395, Text: $100)

SUBJ/CRSE # HEAL/B9073
CRN # 17529
Location: CBI, Room C1-14
Classroom/Lecture: Saturdays
Feb. 7–April 4, 2015
8 a.m.–4 p.m. (half-hour lunch)

Clinical: Saturdays & Sundays
April 11–May 3, 2015
6:30 a.m.–2:30 p.m. (half-hour lunch)
(No class March 7, 2015)

Nurse Aide Training Certification Exam Review
This workshop is for those who have completed Nurse Aide Training, eligible Nursing students and out-of-state Nurse Aide Training candidates approved by the Pennsylvania Department of Education (PDE), as well as candidates who need to review the skills or written portion of the exam prior to a retest. It prepares students by reviewing the theory and skills needed to pass the Certified Nursing Assistant test for Pennsylvania through the American Red Cross.

4 hours; Fee: $125

SUBJ/CRSE # HEAL/B9072
CRN # 17946
Location: CBI, Room C1-14
Wednesday, Feb. 18, 2015; 5–9 p.m.

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 fea-
turing an average $25 hourly wage nationally. This challenging 5-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.

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

30 hours; Fee: $734
(Tuition: $699, Gym Fee: $35)

Northeast and Center City Options
SUBJ/CRSE # HEAL/B9063
CRN # 17945
Location: NERC, Room 330
Saturdays, Jan. 24–Feb. 28, 2015
9 a.m.-4 p.m. (1-hour lunch)
(Feb. 28, 2015 - Exam)
-or-
SUBJ/CRSE # HEAL/B9063
CRN # 16506
Location: CBI, Room C1-15
Saturdays, March 21–May 2, 2015
9 a.m.-4 p.m. (1-hour lunch)
(May 2, 2015 - Exam)

Pharmacy Technician
Assist pharmacists in filling prescriptions in pharmacy settings including hospital, community, home infusion and mail order pharmacies. Content includes all activities involved in preparing prescriptions, dose calculations, IV flow rates and medication action/reaction. An extensive review of basic mathematics for pharmacy use, plus reimbursement, billing and inventory control is also included. At completion, you are prepared to sit for the national Pharmacy Technician Certification Board (PTCB) exam.

Eligibility: To take the national PTCB exam, first read and sign a candidate attestation stating that you have received a high school diploma or GED certificate by the application deadline. You will also disclose all criminal actions as PTCB reserves the right to investigate criminal background, verify candidate eligibility and deny certification.

Who should attend: Individuals seeking a career path in health care; new high school graduates; pharmacy clerks; or those wishing to change career.

50 hours; Fee: $1,375
(Tuition $1,225, Text $150)

Center City and Northeast Options
SUBJ/CRSE # PHAR/B8002
CRN # 16505
Location: CBI, Room C1-15
Tuesdays/Thursdays
Feb. 3–March 26, 2015; 5:30-9 p.m.
and March 31, 2015; 5:30-6:30 p.m.
(No class March 3 & 5, 2015)
-or-
SUBJ/CRSE # PHAR/B8002
CRN # 52000
Location: NERC, Room 330
Tuesdays/Thursdays, May 5–June 18, 2015
5:30-9 p.m.
and June 23, 2015, 5:30-6:30 p.m.

Pharmacy Technician Certification Exam Review
Prepare yourself for certification as a Pharmacy Technician by taking the Pharmacy Technician Certification Board’s (PTCB) Pharmacy Technician (PTCE) Exam. Review the fundamentals of pharmacy technician practices (drug classifications, prescription abbreviations, dosage forms and routes of administration, pharmacy law and regulations) and pharmacy math (alligations, conversions, IV calculations, temperature conversions). As a test candidate you must have completed Pharmacy Technician training and be employed in a hospital or retail/privately-owned pharmacy.

4 hours; Fee: $125

SUBJ/CRSE # PHAR B8003
CRN # 17947
Location: CBI, Room C1-16
Wednesday, April 8, 2015; 5:30-9:30 p.m.

Nurse Aide Training
Help People, Impact Lives

Start your career in the health care field by training to become a Certified Nursing Assistant. The U.S. Department of Labor predicts that employment of nurse aides will grow by 21 percent this decade, faster than the average for all occupations.

Seating is limited. Register online today at www.ccp.edu/solutions.

See page 4 for detailed program information and to explore your career path in this growing health care field.
Online

Certificate in Food, Nutrition and Health
Gain a holistic overview of current food and nutrition issues and their impact on physical, social, emotional and spiritual health. You’ll 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.ccp.edu/solutions/ed2go

Medical Terminology: A Word Association Approach
Learn medical terminology from an anatomical approach. Root terms are divided by each body system. The origin, a combined form and an example of non-medical everyday usage, is provided for each root term. Word association becomes a learning tool. Unusual/interesting information is provided for each term. Root terms are combined with prefixes and suffixes as you learn to interpret full paragraphs of medical notes.

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

Early Childhood Education
Two CDA workshops dependent on funding allocations from the Commonwealth of Pennsylvania, and the competitive bid process of the Southeast Regional Key (SERK) and the Public Health Management Corporation (PHMC), meet the Level III requirements on the PA Key’s Career Lattice (more at www.PAkeys.org). You pay a registration fee only.

Child Development Associate
This workshop, subsidized by the SERK and funded by the PHMC, enhances the quality of child care by defining, evaluating and recognizing the competence of child care providers. A Child Development Associate (CDA) designation from the National Council for Professional Recognition is awarded to a person demonstrating a full understanding of child development and the assessment process.

Who should attend: Child care workers currently employed in a licensed Department of Public Welfare center.

120 hours; Fee: $150

Pennsylvania Director’s Credential
This series of three-credit workshops is offered by the College and funded by SERK and PHMC to help center administrators further develop their skills. You pay a small registration fee plus the cost of books; tuition is funded by SERK. Workshops address:

• Early Childhood Leadership (ED 275)
• Business Management (MNGT 121)
• Leadership for Effective Organizations (LEAD 114)

Call Bryan Burns at 215-496-6125 for class dates and additional information, or visit www.ccp.edu/solutions.
All Ed2go workshops run for six weeks with a 10-day extension period available at the end. They are self-paced and consist of lessons and chapters, a discussion area and a final exam. Students who successfully complete the program will be awarded a certificate of completion. New workshops begin monthly.

**Certificate in Complementary and Alternative Medicine**
Enhance your professional marketability by gaining a broad understanding of alternative health care options. (22 contact hours)

**Certificate in Pain Assessment and Management**
Increase the accuracy of your pain assessment skills and become more effective in your pain management strategies. (24 contact hours)

**Certificate in Gerontology**
Earn a certificate proving you have the skills required to meet the health care needs of a rapidly aging population. (44 contact hours)

**Certificate in Healing Environments**
Learn how to enhance the design of health care facilities and Optimal Healing Environments to positively impact health on a physical, social, psychological and spiritual level. (16 contact hours)

**Certificate in End of Life Care**
Earn a certificate proving you understand the needs of individuals living with debilitating, chronic or terminal illnesses. (18 contact hours)

**Certificate in Spirituality, Health and Healing**
Enhance your professional marketability by recognizing the impact spiritual values and beliefs have on health and healing. (25 contact hours)

**Certificate in Perinatal Issues**
Stay current with emerging trends affecting childbearing women, newborns and families. (20 contact hours)

**Certificate in Integrative Mental Health**
This groundbreaking certificate program offers a holistic, integrative approach to treating mental health problems. (19 contact hours)

**Certificate in Legal and Ethical Issues in Nursing**
Examine key legal and ethical issues to improve your practice and provide better patient care. (23 contact hours)

**ENROLL TODAY** at
www.ccp.edu/solutions/ed2go
To learn more, call 215-496-6158.

**Accreditation:**
ALLEGRA Learning Solutions, LLC is accredited as a provider of continuing nursing education by the American Nurses Credentialing Center’s Commission on Accreditation. Accreditation refers to recognition of continuing nursing education only and does not imply Commission on Accreditation approval or endorsement of any commercial product. ALLEGRA Learning Solutions courses are acceptable for CE contact hours in all states. Provider approved by the California Board of Registered Nursing, Provider #CEP 14693, for the stated number of contact hours. California Board of Behavioral Sciences Provider Number PCE 1564. This course meets the qualifications for the stated hours of continuing education credit for MFCCs and/or LCSWs as required by the California Board of Behavioral Sciences. ALLEGRA Learning Solutions courses are approved for continuing education credit for diabetes educators. All ANCC accredited courses are accepted for continuing education credit by the National Certification Board for Diabetes Educators (NCBDE). ALLEGRA Learning Solutions, LLC is approved by the National Certification Board for Therapeutic Massage & Bodywork (NCBTMB) as a continuing education Approved Provider. Provider Number 451562-11

This Certificate Program has been endorsed by the American Holistic Nurses Association (AHNA). Certificate programs are only endorsed by AHNA after a rigorous peer-review process and approval of the AHNA Leadership Council. This activity is being provided by ALLEGRA Learning.
Classroom

PennDOT Automotive Services Workshops

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 your photo ID/drive’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)

SUBJ/CRSE # TRAN/B8006
Time: 6-10 p.m.
Location: CBI, Room C1-17

CRN # 16483 T/R Jan 20-29, 2015
CRN # 17498 M/W Feb 16-25, 2015
CRN # 17493 T/R Mar 17-26, 2015
CRN # 17949 M/W Apr 13-22, 2015
CRN # 51719 T/R May 12-21, 2015
CRN # 51374 M/W Jun 15-24, 2015
CRN # 51375 T/R Jul 14-23, 2015
CRN # 51376 M/W Aug 10-19, 2015

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/drive’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, 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)

SUBJ/CRSE # TRAN/B8002
Time: 6-10 p.m.
Location: CBI, Room C1-17

CRN # 16487 W Jan 21, 2015
CRN # 16488 T Feb 24, 2015
CRN # 16489 W Mar 18, 2015
CRN # 16490 R Apr 23, 2015
CRN # 51377 M May 11, 2015
CRN # 51378 T Jun 16, 2015
CRN # 51379 M Jul 13, 2015
CRN # 51380 R Aug 27, 2015

Emissions Inspector Certification (EIC)/Recertification (EIR) Examination Retests
Haven’t passed a course examination yet? You may take either retest by registering and making payment (check or money order, no cash) to Community College of Philadelphia. Call 215-496-6158 to schedule your retest. Photo ID is required at retest time and no walk-ins are permitted. Note: You may only take one retest of an exam. If you fail it, you must then retake the entire Emissions Inspector Certification or Recertification course.

1 hour; Fee: $40
By appointment only—call 215-496-6158.
Safety Inspection Mechanic Training 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. 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.

11 hours; Fee: $170

SUBJ/CRSE # TRAN/B8042
Time: 6-10 p.m.
Location: WERC, Auto Bldg.

Pick the schedule best for you.
CRN # 17950 T/R Jan 06-13, 2015
CRN # 17495 T/R Feb 10-17, 2015
CRN # 16493 M/W Mar 23-30, 2015
CRN # 17951 T/R Apr 14-21, 2015
CRN # 51381 M/W May 18-27, 2015
(No class 25th – holiday)
CRN # 51720 T/R Jun 23-30, 2015
CRN # 51383 M/W Jul 20-27, 2015
CRN # 51734 T/R Aug 18-25, 2015

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:** 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.

Visit [www.ccp.edu/solutions/careerwebschool](http://www.ccp.edu/solutions/careerwebschool) for a complete course list, descriptions and online registration.
ServSafe Food Protection Manager Workshops

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.

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. Photo ID is required to enter the class and take the exam.

Who should attend: Individuals seeking initial certification or recertification to work in an establishment handling food.

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

SUBJ/CRSE # SERV/B9009
Time: 6-10 p.m. weekdays
*8 a.m.-4:30 p.m. Saturdays (half-hour lunch break)
Location: CBI, Room C1-16

Once monthly, January-July.
CRN # 17952 T/R Jan 20-29, 2015
CRN # 16497 T/R Feb 10-19, 2015
CRN # 17499 M/W Mar 16-25, 2015
CRN # 17953 S* Apr 18-25, 2015
CRN # 51387 T/R May 19-28, 2015
CRN # 52241 M/W Jun 15-24, 2015
CRN # 52028 T/R Jul 14-23, 2015

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, 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 recertification.

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 # 17042 M Feb 23, 2015 (MAI)
CRN # 16495 M Apr 06, 2015 (NERC)
CRN # 51396 M May 04, 2015 (MAI)
CRN # 51723 M Aug 24, 2015 (MAI)

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 for retesting and no walk-ins are permitted. You should arrive at least one hour early.

Who should attend: The retest is only for individuals who have not passed the Food Protection Manager exam. Students registering for a retest are encouraged to sit through the entire ServSafe workshop for review, at no additional cost.

1 hour; Fee: $62

SUBJ/CRSE # SERV/B9010
Time: W/R 9-10 p.m.; M/S 3:30-4:30 p.m.
Location: CBI, Room C1-16

Once monthly, January-August.
CRN # 17500 R Jan 29, 2015
CRN # 16501 R Feb 19, 2015
CRN # 17501 W Mar 25, 2015
CRN # 17954 S Apr 25, 2015
CRN # 51721 R May 28, 2015
CRN # 51391 W Jun 24, 2015
CRN # 51722 R Jul 23, 2015
CRN # 51394 M Aug 24, 2015
These Small Business Management workshops are designed to help budding entrepreneurs fully realize their dream of business ownership.

Online

Accounting Fundamentals
With demand for accounting professionals currently exceeding supply, increase your financial awareness and accountability while also gaining a marketable skill. You’ll 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 each fiscal period.

Online | $119 | www.ccp.edu/solutions/ed2go
(Search by course title)

Business Research Certificate
Discover the specific knowledge needed to succeed in researching and utilizing the best, most appropriate data for decision-making within your organization. Develop new skills for effectively targeting research results for maximum impact and crisp decision-making. For business professionals, entrepreneurs and those needing specific information about a business or those in business who need specific information on market potential, competitive intelligence, standard industry practice, productivity improvement and more.

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

Customer Research Certificate
Since your customers drive your organization’s future success, discover what they know by engaging and interacting with them. Find out how to get feedback, information and answers. Use low- and no-cost customer research methods to improve your products/services, promotion, marketing and bottom line.

In either a for profit or nonprofit environment, this 8-stage needs assessment model gives you a step-by-step proven approach to researching and selecting new services, products and activities.

Online | Eight-week course | $395 (including certificate)
www.ccp.edu/solutions/ugotclass

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

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

Instagram for Business
With over 100 million users, Instagram is a marketing gold mine. Discover how your audience can generate excellent content for you while building your community. Learn how to make hashtags work for you, how to make and keep your followers happy and how minimal input can generate exponential growth. Explore do’s and don’ts of Instagram to drive success. Optimize Instagram to build constant business exposure. Note: You need an Android or iOS device to take full advantage of class exercises.

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

Social Media for Business Certificate
Communicate, market and serve your customers/clients through this program geared to businesses, nonprofits, government agencies and other organizations. From Facebook to Twitter, blogging, YouTube, LinkedIn and more, discover new communication principles that apply across all networks.

Learn how social networks are used to develop a two-way communication and marketing strategy for your organization. Then find out what you can and should be doing, while building a plan to integrate social networks into your communication and marketing.
Gain a deeper understanding of social networks plus practical, how-to techniques for integrating them into your organization/business. Learn from outstanding practitioners who also speak, write and train on them.

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

**Introduction to Social Media**
Join the move from in-person to online communication. Learn what social networks are and their role in your business and personal life. Identify the top sites and how businesses are using them for communication, customer retention, branding, marketing, market research, needs assessment and customer/client service. Explore the options for your organization, and gain from others’ case studies. Let your instructor, a nationally known speaker, consultant and trainer on social networks/media, guide your exploration of Facebook and YouTube.

Online - one month | $195 | www.ccp.edu/solutions/ugotclass

**Integrating Social Media into Your Organization**
Adopt a practical strategy for implementing social networks at your organization/business. Learn how to create your own private social network using Ning, plus work socially using Google Docs and calendars, and move your website to an interactive Web 2.0 site.

Your instructor will help you choose social network tools suited to your situation, and then integrate them into your website to tailor a social networking strategy to your organization. Find out all that you can and should be doing to integrate social networks into your communication and marketing.

Online - one month | $195 www.ccp.edu/solutions/ugotclass

**Marketing Using Social Media**
Develop a two-way communication and marketing strategy for your organization using social networks. Let your instructor guide you in exploring major social networks. Learn quick, easy ways to use Twitter, blogging and LinkedIn to further engage customers/clients with your organization or business. You’ll discover the pro’s and con’s of each, and learn what’s right for your work and organization type.

Your instructor, who directs marketing for a national association, writes and speaks on the topic.

Online - one month | $195 | www.ccp.edu/solutions/ugotclass

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**Starting Your Own Small Business? We can help.**

Visit the Center for Small Business Education, Growth and Training at the Northeast Regional Center

Our services help you and your small business grow:

- Private Small Business Mentoring (by appointment)
- Interactive Business Seminars
- Introduction to Proposals and Contracting for Contractors, March 18, 2015
- Small Business Roundtables
- Annual Small Business Conference
- Monthly Professional Women’s Business Network

Plus Small Business Mentoring at West Regional Center every 2nd & 4th Wednesday 4-7 p.m.
(by appointment)

Additional information: smallbiz@ccp.edu or 215-972-6253.

Northeast Regional Center
12901 Townsend Road
Philadelphia, PA 19154

ccp.edu/solutions
Classroom

AutoCAD for Professionals I
Understand the basics of AutoCAD while learning the AutoCAD environment and these commands: basic drawing, redraw and regen, edit, coordinate systems, zooms and pans, layers, text, dimensioning, hatch, pline, pedit, view, viewpoint, blocks and explode. Lab exercises are integral as you produce prototype drawings to be plotted or printed. Class size is limited to afford you instructor input and assistance. All you need is a basic understanding of a Microsoft Windows environment, basic keyboarding skills and computer knowledge.

Who should attend: Architects, carpenters, engineers, draftsmen, interior designers or others interested in utilizing the AutoCAD environment for drawing, drafting or planning.

24 hours; Fee: $564
(Tuition: $469, Text: $95)

SUBJ/CRSE # COMP/B7501
CRN # 16861
Location: CBI, Room C2-19
Wednesdays, Jan. 21-Feb. 25, 2015; 6-10 p.m.

AutoCAD for Professionals II
Get exposed to advanced techniques in AutoCAD, building on prior knowledge of content and skills identified in Level I, to deal with increased complexity in the CAD environment. Increase your drawing, editing and dimensioning skills. The course introduces: 3D drawing; creating wire frames, surface and solid modeling; AutoCAD's powerful customization techniques. Also, AutoLisp and the presentation possibilities within AutoShade, Auto Lfix and 3D Studio.

Prerequisite: AutoCAD for Professionals Level I or level of knowledge and skills presented in Level I workshop.

Who should attend: Those wishing to learn more advanced/customized techniques. If you do not have a book from Level I, purchase the text before beginning this workshop.

24 hours; Fee: $469

SUBJ/CRSE # COMP/B7502
CRN # 17955
Location: CBI, Room C2-19
Wednesdays, March 18-April 22, 2015; 6-10 p.m.

Introduction to QuickBooks
This business management system includes accounts, invoicing, receivables, payables, inventory and payroll. New users receive a review of accounting basics, setting up a company, using bank accounts, invoicing and receivables, paying bills and generating reports. This workshop is suited to individuals who have recently purchased QuickBooks for their business but are unsure of where/how to start.

3 hours; Fee: $65

Offered at two locations
SUBJ/CRSE # ACCO/B7056
CRN # 17956
Location: CBI, Room C2-17
Tuesday, March 17, 2015; 5:30-8:30 p.m.

-or-
SUBJ/CRSE # ACCO/B7056
CRN # 52242
Location: NERC, Room 305
Wednesday, May 6, 2015; 5:30-8:30 p.m.
**Intermediate QuickBooks**

If you are a bookkeeper, small business owner or accountant in need of an intermediate level class that covers the essentials of using QuickBooks, this workshop is for you. The class focuses on tracking inventory, running payroll, reconciling bank accounts and budgeting for small businesses. You will complete practical exercises to create invoices and credit memos, write and print checks, add custom fields, set up budgets, and protect and back up your data.

9 hours; Fee: $254  
(Tuition: $229, Text: $25)

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**Offered at two locations**  
SUBJ/CRSE # ACCO/B7057  
CRN # 17957  
Location: CBI, Room C2-17  
Tuesdays, March 24-Apr 7, 2015; 5:30-8:30 p.m.

-or-

SUBJ/CRSE # ACCO/B7056  
CRN # 52243  
Location: NERC, Room 305  
Wednesdays, May 13-27, 2015; 5:30-8:30 p.m.

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**Microsoft Office Specialist (MOS) Training**

Demonstrate that you have the skills needed to get the most out of Microsoft Office by earning Microsoft Office Specialist certification in Excel or Word.

These Microsoft workshops, taught with certified, approved courseware, help you prepare for the Microsoft Office Specialist Core-level exam (Excel 2013 exam 77-420, Word 2013 exam 77-418) and the Microsoft Office Specialist Expert exam part 1 (Excel 2013 exam 77-427, Word 2013 exam 77-425) and part 2 (Excel 2013 exam 77-428, Word 2013 exam 77-426). For comprehensive certification training, you should complete the Basic, Intermediate and Advanced workshops.

(*All six workshops include a 1-hour lunch break.)

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**Microsoft Excel 2013 – Basic**

Gain a foundational understanding of the basic functionality in Microsoft® Excel 2013, navigating its environment to perform basic tasks associated with creating and saving Excel worksheets and exploring the Help system. Use formulas and functions to perform worksheet calculations, then modify those worksheets by manipulating cells and data; searching for and replacing data; and checking for spelling errors. Format worksheets and prepare them for printing, also working with larger workbooks containing multiple worksheets. Finally, customize Excel to optimally meet your needs.

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

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SUBJ/CRSE # COMP/B7686  
CRN # 17958  
Location: CBI, Room C2-19  
Saturday, April 04, 2015; 9 a.m.-4 p.m.*

**Microsoft Excel 2013 – Intermediate**

Build upon the foundational Microsoft® Excel 2013 knowledge and skills you’ve already acquired to create advanced workbooks/worksheets that deepen your firm’s business intelligence. You’ll 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)

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SUBJ/CRSE # COMP/B7682  
CRN # 17959  
Location: CBI, Room C2-19  
Saturday, April 11, 2015; 9 a.m.-4 p.m.*

**Microsoft Excel 2013 – Advanced**

Your experience to date with Microsoft® Excel 2013 gives you a solid foundation with this software. Now use Excel to actually solve problems for your business. This course covers Excel’s more advanced features—automating common tasks, auditing workbooks to avoid errors, sharing your data with others, analyzing data and using Excel data in other applications.

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

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SUBJ/CRSE # COMP/B7687  
CRN # 17960  
Location: CBI, Room C2-19  
Saturday, April 18, 2015; 9 a.m.-4 p.m.*

**Microsoft Word 2013 – Basic**

Microsoft® Word 2013 helps you create professional-looking documents. First, get acquainted with the Word user interface, creating a new document and finding help. Next, learn how to create, edit and format simple documents; add tables and lists, plus design elements and layout options; and proof documents. Finally, customize the Word environment to better suit your individual work habits and learn additional methods of saving documents.

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

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SUBJ/CRSE # COMP/B7683  
CRN # 17961  
Location: CBI, Room C2-19  
Saturday, March 14, 2015; 9 a.m.-4 p.m.*
Microsoft Word 2013 – Intermediate
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)

SUBJ/CRSE # COMP/B7684
CRN # 17962
Location: CBI, Room C2-19
Saturday, March 21, 2015; 9 a.m.-4 p.m.*

Microsoft Word 2013 – Advanced
If you work with lengthy documents, collaborate with others, or create forms, learn how Word 2013 can help. Use it to collaborate on complicated documents and manage how they are accessed and distributed. Advanced features enable you to revise, manage and secure your business documents.

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

SUBJ/CRSE # COMP/B7685
CRN # 17963
Location: CBI, Room C2-19
Saturday, March 28, 2015; 9 a.m.-4 p.m.*

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.

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

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 consider your technological literacy so critical to their success.

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

Creating WordPress Websites
Want to build an attractive, sophisticated blog or website without learning any special coding? WordPress is your answer: it’s free, easy to use and professional. Gain hands-on experience with this powerful tool as you create your own combination WordPress blog and website. Master everything from planning your content to picking a theme. On completion, you’ll confidently launch and maintain your own blog or interactive website.

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

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, directors and others in the workplace, this course explains cyber security in terms of threats and vulnerabilities, safeguards, common attacks, viruses, malware and spyware, disaster recovery planning, intrusion detection/prevention, basic security architecture, introductory forensics, and cyber terrorism. Learn to safely compute by safeguarding your business and work information.

Online | $245 | www.ccp.edu/solutions/ugotclass

Introduction to SQL
Learn the key concepts of Structured Query Language (SQL) and gain a solid working knowledge of this powerful, universal database programming language. Grasp the basic structure of relational databases and how to read and write simple and complex SQL statements and advanced data manipulation techniques. Then, you’ll be able to confidently write SQL queries to create tables; retrieve data from single or multiple tables; delete, insert and update data in a database; and gather significant statistics from data stored in one.

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

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

SUBJ/CRSE # COMM/B7531
CRN # 17974
Location: CBI, Room C1-15
Tuesday, Feb. 17, 2015
9 a.m.-4 p.m. (1-hour lunch break)

Business Leadership
Leadership means setting goals, lighting a path and persuading others to follow. Leaders share their message inspirationally to leverage precious resources. They negotiate alliances, encourage colleagues and align individual ambitions with organizational needs. By accepting the challenge to lead, you realize that the only limits are those you place on yourself. This three-day workshop develops your leadership, helping you create and accomplish your personal best while also leading others to achieve extraordinary results.

18 hours; Fee: $324

SUBJ/CRSE # MANG/B9664
CRN # 17991
Location: CBI, C1-17
Mondays, Feb. 2-16, 2015
9 a.m.-4 p.m. (1-hour lunch break)

Business Writing that Works
Good business writing is critical to your success and your company’s image. To write well at all levels of an organization you must recognize and correct problems, avoid redundancies and define your communication goals. Effective communication requires employees to learn the critical skills needed to write clear, brief and on-point emails, letters and documents. Practice writing effective business correspondence and learn writing/editing techniques through group discussion and exercises.

12 hours; Fee: $249

SUBJ/CRSE # COMM/B7530
CRN # 17975
Location: CBI, Room C1-15
Tuesdays, Feb. 3 & 10, 2015
9 a.m.-4 p.m. (1-hour lunch break)

Call Center Training: Sales and Customer Service
For three days, call center agents learn to optimize their telephone-based work, including understanding the best ways to listen and be heard. Each phone interaction keys on sales as customer service skills are explored in detail.

18 hours; Fee: $324

SUBJ/CRSE # MANG/B9665
CRN # 17992
Location: CBI, C1-17
Mondays, March 16 & 30, 2015
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.

6 hours; Fee: $179

SUBJ/CRSE # MANG/B9668
CRN # 17993
Location: CBI, C1-17
Monday, Feb. 23, 2015
9 a.m.-4 p.m. (1-hour lunch break)
Communication Strategies
Ever wonder why it seems so difficult to talk with some people and so easy with others? Or perhaps you can recall an initial meeting with someone you immediately liked; something about them made you feel instantly comfortable. This two-day workshop helps you understand the impact your communication skills have on others. Explore how improving these skills makes it easier for you to thrive, both in the workplace and in life.

12 hours; Fee: $249

SUBJ/CRSE # COMM/B7535
CRN # 17976
Location: CBI, Room C1-15
Wednesdays, March 18 & 25, 2015
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. 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
SUBJ/CRSE # MANG/B9655
CRN # 17969
Location: CBI, Room C1-15
Wednesday, Feb. 4, 2015
9 a.m.-4 p.m. (1-hour lunch break)
-or-
SUBJ/CRSE # MANG/B9655
CRN # 17964
Location: NERC, Room 330
Thursday, March 19, 2015
9 a.m.-4 p.m. (1-hour lunch break)

Conquering Your Fear of Public Speaking
Are you nervous when presenting at company meetings or conversing at social events? In this one-day workshop you can 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/CRSE # COMM/B7534
CRN # 17977
Location: CBI, Room C1-15
Wednesday, April 1, 2015
9 a.m.-4 p.m. (1-hour lunch break)

Creative Thinking and Innovation
Despite creative thinking and innovation being so vital to both our personal and professional lives, many people feel they lack creativity. Do you recognize how creative you are on a daily basis, whether dressing in the morning or stretching a tight budget at work? In fact, much creativity is required to accomplish either one. If you struggle to think outside the box, understand that boosting your creative and innovative abilities takes practice. In this one-day workshop you learn to recognize and hone your own creative potential.

12 hours; Fee: $249

SUBJ/CRSE # MANG/B9656
CRN # 17970
Location: CBI, Room C1-15
Wednesdays, Feb. 11 & 18, 2015
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

Choose the nearest location
SUBJ/CRSE # MANG/ B9652
CRN # 17978
Location: CBI, Room C1-15
Tuesdays, March 10 & 17, 2015
9 a.m.-4 p.m. (1-hour lunch break)
-or-
SUBJ/CRSE # MANG/B9652
CRN: # 17967
Location: NERC, Room 330
Thursdays, Jan. 15 & 22, 2015
9 a.m.-4 p.m. (1-hour lunch break)
Developing High Performance Teams

Your managerial success is heavily influenced by how well your team operates and the results they achieve. Can they solve problems and resolve conflicts? Are they enthusiastic and motivated to do their best? Do they work well together? In the process of developing your own team leadership skills you'll unleash the talents of individual team members to mutual benefit.

18 hours; Fee: $324

SUBJ/CRSE # MANG/B9666
CRN # 17994
Location: CBI, C1-17
Mondays, April 13 & 27, 2015
9 a.m.-4 p.m. (1-hour lunch break)

Emotional Intelligence

Emotional intelligence, or EQ, is the ability to recognize and manage emotions and relationships. It's a pivotal factor in personal and professional success. IQ will get you in the door, but your EQ will determine your success throughout life. The truly extraordinary people who inspire and make a difference do so by connecting with others personally and emotionally. This one-day workshop focuses on the history of EQ, optimism, personal vision and values, and validating emotions in others. It teaches you to understand, use and appreciate the role of EQ in the workplace.

6 hours; Fee: $179

Choose the nearest location
SUBJ/CRSE # MANG/B9654
CRN # 17971
Location: CBI, Room C1-17
Wednesday, March 25, 2015
9 a.m.-4 p.m. (1-hour lunch break)

---or---
SUBJ/CRSE # MANG/B9654
CRN # 17965
Location: NERC, Room 330
Thursday, Feb. 12, 2015
9 a.m.-4 p.m. (1-hour lunch break)

Excellence in Supervision Certificate

First-line supervisors in 2015 play a critical role in ensuring an organization's success and productivity. They must clearly understand on-the-job roles and responsibilities as well as today's diverse workforce and changing economic conditions. And they need to display strong skills in communication, interpersonal relations, effective planning and goal setting, coaching and team building.

This certificate prepares the new supervisor, the individual in transition to a supervisory role or the current supervisor desiring a skills update to manage more effectively. It is awarded upon successful completion of all three modules.

Required Textbook: Prior to the first class, students must purchase/rent Management Skills for Everyday Life, Paula Caproni. ISBN: 978-0136109662

Effective Communication Skills: Creating an Informed and Productive Workforce

At the heart of supervising and managing other people is how you communicate with them. Here you will learn and practice an effective communication model, active listening techniques, nonverbal communication and presentation skills, while getting feedback from peers and instructor on your communication style. Learn how to resolve conflicts, communicate effectively, solve problems and manage positive change in the corporate culture. Also, understand why the decisions, behaviors and attitudes of leaders are often misperceived by their employees.

Topics include:

• Understanding the importance of communication skills in business
• Barriers to effective communication and ways to overcome them
• Communicating needs
• Giving criticism, praise and feedback
• Listening skills
• Dealing with conflict and interpersonal anger

12 hours; Fee: $279

SUBJ/CRSE # MANG B9645
CRN # 17987
Location: CBI, Room C1-17
Thursdays, March 26 & April 2, 2015
Time: 9 a.m.-4 p.m. (1-hour lunch break)
Successful Supervision: The Critical Roles and Responsibilities
Moving to supervision means learning new roles, responsibilities, behaviors and attitudes. Your constant challenges are to meet changing organizational demands of a diverse workforce, communicate organizational policies and goals, and plan your team’s work while managing your own time. Learn how effective supervisors think and act as you develop critical competencies in setting priorities, promoting clear communication, delegating, providing feedback and resolving problems.

Topics include:
- Grasping supervisory roles, responsibilities and expectations
- Developing a supervision style to meet changing situations
- Understanding motivation, both yours and your employees’
- Making effective decisions
- Setting performance expectations and providing constructive feedback
- Delegating duties and managing time

12 hours; Fee: $279
SUBJ/CRSE # MANG/B9644
CRN # 17519
Location: CBI, Room C1-17
Thursdays, April 9 & 16, 2015
9 a.m.-4 p.m. (1-hour lunch break)

Grant Writing for Profit and Nonprofit Entities
Learn to prepare a successful proposal for funding your organization as per the requirements of private foundations, public agencies and other funding sources. Prepare letters of inquiry, budget forms and grant applications, and identify productive Internet search sites for funding resources. Create a project that fits funders’ guidelines via appropriate writing style, proposal strategy and evaluation plan. Get hands-on experience in writing readable, competitive proposals to both the profit and nonprofit sectors.

24 hours; Fee: $349

Choose the nearest location
SUBJ/CRSE # MANG/B9647
CRN # 17521
Location: CBI, Room C1-15
Wednesdays, March 18-May 6, 2015
5:30-8:30 p.m.
-or-
SUBJ/CRSE # MANG/B9647
CRN: 17968
Location: NERC, Room 330
Wednesdays, Jan. 7 - Feb. 25, 2015
9 a.m.–4 p.m. (1-hour lunch break)

Influence and Persuasion
When we discuss influence and persuasion, we often talk about marketing and sales. However, we influence in many ways and with great frequency. If you want a raise, you may need to persuade your boss. In convincing your team to adopt a change, helping your staff make choices or choosing the best place for lunch, the act of influencing often takes place. This one-day workshop teaches you how to influence and persuade in various life contexts.

6 hours; Fee: $179

SUBJ/CRSE # MANG/B9657
CRN # 17972
Location: CBI, Room C1-15
Wednesday, Feb. 25, 2015
9 a.m.-4 p.m. (1-hour lunch break)
Intermediate Project Management
Project management is not restricted to certain industries, or to individuals certified as project managers. Many of us are expected to complete assignments apart from our usual job, and to complete them well, within budget and on time. This 1-day workshop benefits those who already understand the conceptual phase of a project’s life cycle, including setting goals, creating a vision statement and creating the Statement of Work. It takes you through the remaining three stages: planning, execution and termination.

6 hours; Fee: $179

SUBJ/CRSE # MANG/B9667
CRN # 17995
Location: CBI, C1-17
Monday, May 4, 2015
9 a.m.-4 p.m. (1-hour lunch break)

Introduction to Blueprint Reading
Since basic blueprint reading is a necessary skill for many entry-level manufacturing jobs, this workshop prepares you to analyze and interpret manufacturing blueprints. You will learn industry standards and practices, become familiar with common print reading vocabulary, and review industrial prints. Expect a balanced presentation of blueprint reading theory and industry applications.

20 hours; Fee $279

SUBJ/CRSE # ARCN/B8011
CRN # 17985
Location: NERC, Room 330
Wednesdays, March 18-April 15, 2015
5-9 p.m.

Note: To suggest new Advanced Manufacturing training programs, please call Ayanna Washington at 215-496-6155.

Introduction to Neuro-Linguistic Programming
Your brain, thoughts and behavior trigger everything that you do every day, even if you aren’t aware of it. In order to truly achieve desired results, you must master the art of bringing your unconscious thoughts to the surface to enjoy real choice in how you interact with and respond to the world. Neuro-linguistic programming (NLP) can give you the tools to do just that. In this one-day introductory workshop, you will learn the basics of NLP while gaining the tools to manage your thoughts and yourself.

6 hours; Fee: $179

SUBJ/CRSE # MANG/B9659
CRN # 17979
Location: CBI, Room C1-15
Thursday, Jan. 15, 2015
9 a.m.-4 p.m. (1-hour lunch break)

Neuro-Linguistic Programming Tools for Life
See your unconscious thoughts rise to the surface, giving you real choice over how you interact with and respond to the world. First grasp NLP’s basic principles, then investigate tools that can help you do more with it. This one-day workshop gives you hands-on experience with important NLP techniques like anchoring, establishing congruency, developing rapport, creating outcomes, interpreting and presenting information efficiently, and even practicing self-hypnosis. For maximum impact, first complete the Introduction to NLP workshop.

6 hours; Fee: $179

SUBJ/CRSE # MANG/B9660
CRN # 17980
Location: CBI, Room C1-15
Thursday, January 22, 2015
9 a.m.-4 p.m. (1-hour lunch break)

Mobile Food Management Certificate Program – Introduction to Food Truck Entrepreneurship
In today’s foodservice industry, the evolving food truck/cart concept is positively benefitting 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 the three following workshops.


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 all aid you in designing your own mobile food unit.

15 hours; Fee: $249

SUBJ/CRSE # HMTF/B8005
CRN # 17982
Location: PAV, P2-18
Wednesdays, Jan. 21-Feb. 18, 2015
5-8 p.m.
Mobile Food Management 102: Requirements
Interested in starting a food truck/cart business but unsure exactly how to begin? Here’s where you learn the requirements for operating a mobile food unit. Emphases will be federal/state/local regulations, zoning, and licenses and permits needed to operate legally. You learn health, safety, commissary and tax requirements, as well as available resources for helping your food management program succeed.

15 hours; Fee: $249

SUBJ/CRSE # HMTP/B8006
CRN # 17983
Location: PAV, P2-18
Wednesdays, Feb. 25-April 1, 2015 (no class March 4)
5-8 p.m.

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. Emphases are using a website and social media outlets to continuously market, and participating in the community to foster good relations.

15 hours; Fee: $249

SUBJ/CRSE # HMTP/B8007
CRN # 17984
Location: PAV, P2-18
Wednesdays, April 8-May 6, 2015
5-8 p.m.

OSHA Training

OSHA 10 – Construction
Entry-level construction workers receive ten 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 falls); 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: $199

SUBJ/CRSE # OSHA/B7000
CRN: 17988
Location: CBI, C1-17
Thursday/Friday, Feb. 19&20, 2015
8:30 a.m.-2 p.m. (half-hour lunch break)
-or-
SUBJ/CRSE # OSHA/B7000
CRN: 17989
Location: CBI, C1-17
Monday/Wednesday, April 20-29, 2015
6-8:30 p.m.
Professional Coaching Certificate

Do you strongly believe in the human capacity to grow and achieve potential at any stage of life? In this highly interactive, hands-on format, learn the core components of professional coaching and the ability to apply these principles in diverse situations. This is ideal for human service pros developing client interface skills, human resources pros involved with employee relations, or those considering professional coaching as a career. To receive this certificate, you must successfully complete all three workshops (18 hours).

You receive a customized coaching tool kit including exercises, tools and current information on coaching principles and practices.

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

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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. Prerequisite: Foundations of Coaching.

6 hours; Fee: $199

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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. Prerequisites: Foundations of Coaching and Results-Oriented Coaching.

6 hours; Fee: $199

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Professional Culinary Skills Training
Learn the basic principles within the food service and lodging industries, specifically those for: Hospitality, Basic Food Preparation, and ServSafe Food Protection Manager Certification. The curriculum includes the history of both industries, current problems and trends, business operations, fundamental cooking methods, proper kitchen and sanitation standards, food preparation, and knife handling. Upon program completion you receive the nationally recognized ServSafe Food Protection Manager Certification. Note: Students must wear black skidless shoes to class.

96 hours; Fee: $1,750 (Tuition: $1,682, Text: $68)

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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

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Self-Leadership:
Self-leadership combines taking responsibility for our outcomes, setting direction for our lives and managing our priorities. Self-leaders work at all organizational levels as frontline workers in diverse roles, middle managers and CEOs, all committed to deciding what they want from life and achieving those results. This one-day workshop helps you internalize the four pillars of self-leadership in order to make meaningful, empowered choices while enacting your plan.

6 hours; Fee: $179

Choose the nearest location
SUBJ/CRSE # MANG/B9658
CRN # 17973
Location: CBI, Room C1-15
Tuesday, Jan. 27, 2015
9 a.m.-4 p.m. (1-hour lunch break)

-or-
SUBJ/CRSE # MANG/B9658
CRN: 17966
Location: NERC, Room 330
Thursday, April 9, 2015
9 a.m.-4 p.m. (1-hour lunch break)

Distribution and Logistics Management:
Play a key role in fulfilling customer demands, ordering and managing inventory, controlling inbound and outbound shipments, reducing costs, saving time, and meeting company objectives. Learn to create and operate a logistics function, and successfully combine strategies and tactics. All elements will be covered, including: physical distribution, warehouse selection, material handling, packaging, order fulfillment, customer service, inventory management, receiving, production stores and returned goods.

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

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

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

Executive Leadership in the 21st Century:
Given the swift transition from industrial age to Internet-knowledge-innovation economy, today's executive leaders require a new perspective on their external environment and new tools for leading their internal organizational structure and doing business. Discover hidden information about how the marketplace and the business climate are changing. Size up the new economy to position your organization for success. The nationally acclaimed book, Nine Shift: Work, life and education in the 21st century, by William A. Draves and Julie Coates, is included in your course fee.

Online | $395 | www.ccp.edu/solutions/ugotclass

Intercultural Communication:
Globalization requires us to adapt communication skills in a culturally diverse world. Whether you’re in business, education, the social services, or are simply an adventurous globetrotter, understanding intercultural communication keys success in navigating across cultures. Delve into the different approaches to cross-cultural communication to freshen your perspective and better understand how a cultural-worldview shapes and drives communication.

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

Lean Six Sigma:
Since “lean” is so integral to today’s business environment, Lean Six Sigma attacks inefficiencies, non-value-added wastes caused by defects, non-value-added flow of information or materials, non-productive time, data storage, stacks of inventory, overproduction and extra processing. Learn techniques/skills for leading successfully in both service and manufacturing industries.

Online | $245 | www.ccp.edu/solutions/ugotclass

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.

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

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’s a huge demand for project management practitioners. If you’re organized, perceptive, detail-oriented and a skilled communicator, enter this fast-growing field to prepare for and complete your first project. And if you’re 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®).

Online | $119 | www.ccp.edu/solutions/ed2go
Learn to identify and seize opportunities for growing your business.

"With advice from professionals who have been there, I’m now taking advantage of opportunities I didn’t even know I had.”

— Rhys, President & Founder, Red Rabbit, New York, NY

Unlock valuable growth potential for your business. Our program gives you valuable skills for strengthening your business plan, the opportunity to access financial capital, powerful networking opportunities and more, at no cost to you. Just ask Rhys.

Apply now at www.ccp.edu/10ksb
General Information

Wanamaker Scholars Program

The Wanamaker Institute and Community College of Philadelphia partner in the Wanamaker Scholars Program to help underemployed/unemployed 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 through the Nurse Aide, Personal Trainer, Pharmacy Technician and Professional Culinary Skills training programs.

Those seeking admission must submit a program application, participate in an interview and meet the entrance requirements 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. Refer to specific program descriptions at www.ccp.edu/wanamaker for requirements.

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

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.

Continuing Professional Education for Certified Educators – Act 48

The Commonwealth of Pennsylvania’s Act 48 requires all certified educators (teachers, principals and superintendents), every five years, to earn six college credits, six continuing professional education (CPE) credits or 180 clock hours of CPE; or any combination of collegiate studies, CPE courses or learning experiences equivalent to 180 hours.

Community College of Philadelphia is an approved provider of learning activities required by Act 48 for Pennsylvania educators holding Pennsylvania public school certification.

Students requiring Act 48 certification should complete that form at the Enrollment Central counter, Room BG-5, Main Campus or at any Regional Center.

Corporate Contract Training

Community College of Philadelphia’s Corporate Solutions unit can provide programs customized for your employees 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

Testing and Job Assessment Services

ACT's WorkKeys® Job Assessment System gives students and workers reliable, relevant information about their workplace skill levels to help them make better career and education decisions. Combining our unique job profiling component with our assessments, we compare a person's skills to your specific job requirements, providing you with a targeted solution that saves you time and money.

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 employee 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® assessments - 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 necessary 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 Certificate 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.

Pearson Vue offers flexible scheduling, easy online test registration and the industry's most expansive test center network. Test areas include:
- ACSM
- Adobe
- American College
- Brocade
- Cisco
- Citrix
- CIW
- CompTIA
- Excelsior College
- GED
- PECT
- 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 network 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®) measures the ability of non-native speakers of English to use and understand English as it is spoken, written and heard in college/university 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 certification program approved by Microsoft to validate desktop computer skills in these Microsoft Office desktop programs: Word, Excel, Outlook, PowerPoint, and Project. It provides computer program literacy, 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, Hospitality, Nutrition, Food Science, Disaster Medicine, Emergency 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 licensure testing, contact us at 215-496-6158 about using the Corporate Solutions Online Training and Testing Center.
How to Register

Online
Visit www.ccp.edu/solutions. Your registration is processed from a secure Web server.

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.

By Mail
Complete the registration form on 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 Confirmation
Approximately three days before your workshop begins, you will receive email confirmation of where it meets.

Class Cancellation for Bad Weather
A message will be placed on both main switchboard numbers (215-751-8000 and -8010) indicating when the College is closed due to a weather emergency. Announcements will be made on KYW Radio and Channel 3 (CBS), Channel 10 (NBC) and Channel 29 (FOX) television. The KYW Radio closing number is 238 for day classes and 2238 for evening classes. The College closing numbers will be available on the KYW website at www.KYW1060.com. You can also contact KYW 1060 for school closing information at 215-925-1060.

Tuition and Fees
Noncredit workshops are priced individually. Refer to the applicable noncredit workshop description.

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

Payment by cash can be made only in person and only at the Cashier’s Office on the Main Campus. Payment by check or money order - made to Community College of Philadelphia - may be paid in person at the Cashier’s Office or mailed to:

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

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

Community College of Philadelphia assesses a non-refundable convenience fee of $9 for each credit or debit card transaction. To avoid this fee, you may pay by cash, check, money order or online via the E-Check option, entering your checking account and routing numbers.

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

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

CBI (Main Campus)
Center for Business and Industry
1751 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.
COMMUNITY COLLEGE OF PHILADELPHIA
REGISTRATION APPLICATION FORM for
CONTINUING EDUCATION and NONCREDIT COURSES

STUDENT IDENTIFICATION NUMBER OR SOCIAL SECURITY NUMBER
If you do not have a SSN, please check here ☐

DEMOGRAPHIC INFORMATION: (REQUIRED)
First Name:____________________________   Middle Name:__________________   Last Name:________________________________________
Former or Maiden Name, if any:_________________________________________
Street Address____________________________________ ______City_______________________State________Zip____________
Telephone: Day                                          Extension                Telephone: Evening
Email Address____________________________________________________________
☐Check this box if your name, mailing address, phone numbers or email address has changed since you last attended the College.
How did you learn about Community College of Philadelphia?
_____________________________________________________________________________________________

CITIZENSHIP AND RESIDENCY STATUS: (REQUIRED)
Are you a United States Citizen? ☐ Yes ☐ No   If yes, how long? Year(s)____ Month(s)____
If no, what is your visa status? ☐ Resident Alien ☐ Special Refugee ☐ Other
If, "Other" please specify: ________________________________________________________________________
Are you a resident of Pennsylvania? ☐ Yes ☐ No   If yes, how long? Year(s)____ Month(s)____
Are you a resident of Philadelphia? ☐ Yes ☐ No   If yes, how long? Year(s)____ Month(s)____

STATISTICAL INFORMATION: (OPTIONAL)
The following information is requested on a voluntary basis for statistical purposes only. It will be kept confidential.
Sex: ☐ Male ☐ Female Date of Birth_______________________ Ethnic Background: ☐ American Indian ☐ African American/Black
☐ Asian/Pacific Islander ☐ Spanish Surname/Latino ☐ White ☐ Other

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COMMUNITY COLLEGE OF PHILADELPHIA
Corporate Solutions

COURSE REGISTRATION for TERM/YEAR__________________ (Refer to Course Listing to complete class selection blocks below)
Course Reference No. Section Number Subject Number Course Title Time Days/Dates Fee

TOTAL CHARGES

Checks/Money Orders should be payable to and mailed to: Credit Card payments can only be made by
Community College of Philadelphia registering online at www.ccp.edu.
Cashier’s Office – BG - 1
1700 Spring Garden Street,
Philadelphia, PA 19130-3991

By submitting this form, I confirm my identity as the person completing this application and affirm that all the information given by me in this
application is true to the best of my knowledge. I understand that falsification of information is perjury and may be grounds for dismissal. I
further affirm that all claims regarding my legal residence and status are correct and honestly presented. I have no intention to willfully
defraud the College or its sponsoring agencies.

Signature of Applicant:____________________ ______________________________________________  Date: _______________________________

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protected veterans, marital status, genetic information, or any other protected category under the applicable local, State, or Federal law.
Any questions regarding this statement should be directed to Simon Brown, Director of Diversity and Equity located in room M2-3; telephone
d number 215-751-8039.
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PennDOT Emissions Certifications
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Workplace and Professional Skills
Business Leadership
Communication Strategies
Conflict Resolution
Emotional Intelligence
Excellence in Supervision Certificate
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