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
- Personal Trainer Certification
- Pharmacy Technician Training

**PROFESSIONAL CERTIFICATIONS**
- PennDOT Emissions Certifications
- ServSafe Food Protection Manager Certification

**WORKPLACE AND PROFESSIONAL SKILLS**
- Business Leadership
- Communication Strategies
- Conflict Resolution
- Critical Thinking
- 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

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

*The Path to Possibilities™*
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

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)
- Faith and Spiritual-Based Counseling (Fall 2016)
- Microsoft Word and Excel
- Personal Trainer Certification
- PennDOT Certification and Training
- Professional Coaching Certificate
- ServSafe Food Protection Manager Certification

Notes:

- DOVA pays education benefits only 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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Online Training
Your convenience, your schedule

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

**ed2go**
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**
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).

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

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).


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Join Us

Join the Corporate Solutions Professional Training Team
We value experienced, enthusiastic part-time trainers to teach these workshops:

- Advanced Manufacturing:
  - AMIST Level 1
- CNC Operator
- Microsoft Office
- QuickBooks
- Welding

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

Community College of Philadelphia
Classroom

Dental Assistant Program
Prepare for an entry-level position in this fast-growing health care field with a curriculum introducing you to the profession of dentistry and each of its recognized specialties. 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. Skill development includes legal aspects of dentistry, policies and guidelines, oral and dental anatomy, infection control, radiology theory, instrument identification and use, plus other areas.

This program prepares you to sit for the three components of the Certified Dental Assistant DANB exams: Radiation Health and Safety (RHS), Infection Control (ICE), and, upon completion of the clinical hours requirement, the General Chairside exam (GC). The DANB exams are administered at Pearson VUE Centers and are not included in the cost of this program.

Note: You must hold a high school diploma or GED; pass reading comprehension and math tests (requiring a non-refundable $30 exam fee at time of examination); have a general physical examination and a test for tuberculosis; undergo a criminal background check; complete a child abuse history clearance; and have current CPR certification.

Registration deadline is two weeks prior to the start of class. All documentation listed above must be completed and submitted to the Corporate Solutions office (Center for Business and Industry, Room C1-9) by the registration deadline.


Health Care and Counseling Workshops

100 hours; Fee: $2,899

SUBJ/CRSE # HEAL B9075
CRN: 18423
Location: Dental Clinic
Date: Saturdays, Jan. 23 - April 23, 2016; 8 a.m.-4:10 p.m. and April 30, 2016; 8 a.m.-4:35 p.m.
(half-hour lunch break)
No class Feb. 6 or March 12, 2016 (campus closed)

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.

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. 23 - Feb. 27, 2016
9 a.m.-4 p.m. (1-hour lunch)
(Feb. 27, 2016 – Exam)
-or-
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 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 or the Exam for Certified Pharmacy Technicians (ExCPT). (Exam fees are additional.)

Externship Component: Students who successfully complete the program are eligible to participate in an externship experience at a local Walgreens Pharmacy. (Prior to acceptance in the externship you must complete state and federal criminal background checks; if these reveal a prior criminal record, Walgreens will not accept you into the externship component.)

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 careers.

50 hours; Fee: $1,525
(Tuition $1,375, Text $150)

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 (alliagations, conversions, IV calculations, temperature conversions).

4 hours; Fee: $125
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

Certificate in Holistic and Integrative Medicine
Because consumers increasingly seek health care providers focused on wellness and natural healing, the exciting, rewarding field of integrative health is growing rapidly. This 12-lesson program, for both health care professionals and consumers, teaches the fundamentals of this person-centered, person-empowered approach to health care. Topics include: holistic stress management, health and the human spirit, energy healing, elements of meditation, healing environments, Chinese medicine, Ayurvedic medicine, humor and health, music therapy and sound healing, nutrition, therapeutic massage and bodywork, and healing effects of physical activity.

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

$475 | 50 contact hours | www.ccp.edu/solutions/ed2go

Certificate in Meditation
Explore the many meditation techniques being used to support the mind-body connection and promote healing and wellness. You’ll gain an overview of the religious roots of meditation as well as how these techniques can be used by practitioners of any faith or religious affiliation. Designed for health professionals, nurses or general consumers, this program covers techniques including Transcendental Meditation™, guided imagery and visualization meditation, mindfulness meditation, Osho Kundalini Meditation™, Vipasana meditation, walking meditation, laughter meditation, centering prayer meditation, and concentration meditation. Meditation’s health effects range from improvement of patients’ disease symptoms to practitioners’ experience of a deeper spiritual connection. Through this program, you will discover how the practice of meditation can increase mindfulness, reduce stress, deal with pain and illness, and support overall well-being.

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

Certificate in Stress Management
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’ll explore the physiological, 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.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
Online Learning is Just a Click Away through ed2go

Instructor-led Online Workshops: learn from home | instructor-facilitated | 24-hour access | online discussion areas | 6-week instruction | choose from 100s of courses | from $119

- **Accounting Fundamentals** – Build high-demand skills by exploring corporate accounting.
- **Creating a Successful Business Plan** – Turn your business ideas into a solid plan for financing and long-term success.
- **Creating Web pages** – Learn HTML basics to design, create and post your own website.
- **How to Make Money from Your Writing** – Create your own business, boost your writing income, or supplement your retirement with these how-to’s.
- **Introduction to Microsoft Outlook 2010** – Control your meetings, emails and to-do lists.
- **Introduction to Stock Options** – Learn how stock options can protect your portfolio and help you profit in any market.
- **Solving Classroom Discipline Problems** – Learn a step-by-step approach to effective, positive discipline.

For more, visit www.ccp.edu/ed2go or call 215-496-6158

Career Training Programs: affordable, self-paced online training for 3-6 months | one-on-one instructor assistance | 24-hour access | all materials and books included | start anytime | certificate at completion

- **Certified Personal Trainer (62 hrs.)** – Prepare for an in-demand career as a personal trainer, earning nationally-recognized W.I.T.S. certification and gaining internship experience.
- **Event Management and Design (300 hrs.)** – From planning to pyrotechnics, learn to create and own truly special events.
- **Medical Transcription (240 hrs.)** – Learn to transcribe medical reports in hospitals, offices or from home, through today’s most popular entry-level training.
- **Optician Certification Training (150 hrs.)** – Master the skills you need to succeed as an optician, and prep to take the ABO certification exam.
- **Principles of Green Building (30 hrs.)** – PGB explains the science you need in the building, remodeling or trade industries to make buildings perform more efficiently.
- **Travel Agent Training (200 hrs.)** – Learn the basic skills for operating a computer reservation system for airlines, travel agencies, cruise lines, hotels or as a home-based agent.

For more, visit careertraining.ed2go.com/ccp2go or call 215-496-6158
Professional Certification

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 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)

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

Pick the best month for you.
CRN # 17948 M/W Feb. 15–24, 2016
CRN # 17493 T/R Mar. 15–24, 2016
CRN # 17949 M/W Apr. 11–20, 2016
CRN # 51719 T/R May 10–19, 2016
CRN # 51374 M/W June 13–22, 2016
CRN # 51375 T/R July 12–21, 2016
CRN # 51376 M/W Aug. 8–17, 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, 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

Pick the best date for you.
CRN # 16487 W Jan. 20, 2016
CRN # 16488 T Feb. 23, 2016
CRN # 18426 W Mar. 16, 2016
CRN # 16490 M Apr. 25, 2016
CRN # 51377 M May 16, 2016
CRN # 51378 T June 14, 2016
CRN # 51379 T July 12, 2016
CRN # 51380 R Aug. 18, 2016

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 take only one retest of an exam. If you fail it, you must then retake the entire Emissions Inspector Certification or Recertification course.

continued on next page
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.

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

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

Pick the schedule best for you.
CRN # 18320 T/R Feb. 16–23, 2016
CRN # 18321 M/W Mar. 21–28, 2016
CRN # 18322 T/R Apr. 12–19, 2016
CRN # 52257 M/W May 16–23, 2016
CRN # 52258 T/R June 21–28, 2016
CRN # 52259 M/W July 25–Aug. 1, 2016
CRN # 52260 T/R Aug. 16–23, 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.

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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.

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

SUBJ/Course # 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

CRN # 16497 M/W Feb. 8–17, 2016
CRN # 18427 S Apr. 16–23, 2016
CRN # 51387 M/W May 16–25, 2016
CRN # 52464 T/R June 14–23, 2016
CRN # 52028 T/R July 19–28, 2016

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/Course # 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. 29, 2016 (MAI)
CRN # 16495 M Apr. 11, 2016 (NERC)
CRN # 51396 M June 27, 2016 (MAI)
CRN # 51723 M Aug. 22, 2016 (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/Course # SERV/B9010
Time: W/R 9-10 p.m.; M/S 3:30-4:30 p.m.
Location: CBI, Room C1-16

Monthly, September - December.
CRN # 17500 R Jan. 28, 2016
CRN # 18428 W Feb. 17, 2016
CRN # 18429 M Feb. 29, 2016
CRN # 17501 W Mar. 23, 2016
CRN # 17412 S Apr. 23, 2016
CRN # 51721 W May 25, 2016
CRN # 52465 R June 23, 2016
CRN # 51395 M June 27, 2016
CRN # 52466 R July 28, 2016
CRN # 51394 M Aug. 22, 2016
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.

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

Business Finance for Non-Finance Personnel
Want to make better business decisions that increase your company’s profits, move you up the corporate ladder and improve your personal financial position? Using practical explanations and real-life examples, this class shows you how money flows through a typical business. You will learn the basics of how a business operates, including how to develop successful business strategies and financial statements to make better business decisions. In six weeks, you will significantly improve your business acumen, skills and financial understanding. Position yourself to be more confident in your business and financial decisions!

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

Business Research Certificate
Learn how to successfully research/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 specifics about a business or about a particular topic such as market potential, competitive intelligence or productivity improvement.

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

Small Business Management

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’ll 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

Embracing Sustainability in the Workplace
Practice smart business and do the right thing by implementing sustainability solutions for your workplace. Gain practical information for yourself and your employees. Brand your organization for environmental stewardship. Your instructors will detail and deliver practical approaches and applications for implementing sustainability while guiding you in planning procedures. Glean practical tips for operating indoor environments that consider air, water, lighting, fitness, nutrition, mind and comfort. Perfect for anyone
pursuing a corporate or government career demanding awareness and understanding of environmental stewardship plus social responsibility.

$119 | 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.

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

### Marketing Your Business on the Internet
Find out how to market your business on the Internet on a modest budget. In this practical, hands-on class, you’ll discover proven methods for: establishing an Internet presence and building an online brand identity; employing search engine optimization (SEO) and tracking your site’s performance using Web analytics; using online advertising, email marketing and social media (including blogs) to drive business to your website repeatedly.

$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 money, we’ll discuss traditional and nontraditional financing options. Finally, you’ll learn easy-to-implement employee-management procedures and how to write policies for building your business.

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

### Using Social Media in Business
While a huge challenge for most business owners is cultivating a continuous stream of new customers, many today successfully leverage the Internet and social media to that end. This class provides social media novices and seasoned veterans alike a solid foundation and thorough understanding of what social media is and how to use it in growing your business. You’ll learn to harness the five most popular platforms—Facebook, Twitter, LinkedIn, Pinterest and Google+—in promoting your business; plus, how to build a social media team and automate their activities with existing manpower while measuring and tracking your success.

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

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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
- 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 from 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 # 18430
Location: CBI, Room C2-19
Wednesdays, Jan. 20 - Feb. 24, 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 workshop 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 # 18431
Location: CBI, Room C2-19
Wednesdays, March 16 - April 20, 2016; 6-10 p.m.

Get Going With QuickBooks – Introductory Level
Depending on your business type, you may need to invoice customers, record payments, pay vendor bills and manage inventory. QuickBooks is a tool for automating those tasks that you already perform as a business owner or bookkeeper. This introduction to using QuickBooks in meeting your business needs covers its basic features, enables hands-on practice and saves you time in organizing business finances.

Prerequisites: A basic understanding of accounting and the computer operating system you are using are recommended.

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

SUBJ/CRSE # ACCO B7588
CRN: 18432
Location: CBI, Room C2-17
Date: Tuesdays, March 15 & 22, 2016
5:30-8:30 p.m.
-or-
SUBJ/CRSE # ACCO B7588
CRN: 52467
Location: NERC, Room 305
Date: Wednesdays, May 18 & 25, 2016
6-9 p.m.
Keep Going With QuickBooks – Intermediate Level
Now go beyond the basic concepts to discover QuickBooks’ useful features and applications. You’ll learn how to enter new memorized transactions, customize forms, track sales tax, share files with an accountant, and estimate job costing. Plus, complete practical exercises to create reports, graphs, and prepare payroll. Perfect for small business owners and bookkeepers seeking to optimize QuickBooks.

Prerequisites: A basic understanding of accounting, QuickBooks, and the computer operating system you are using are recommended.

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

SUBJ/CRSE # ACCO B7589
CRN: 18433
Location: CBI, Room C2-17
Date: Tuesdays, March 29 & April 5, 2016
5:30-8:30 p.m.
-or-
SUBJ/CRSE # ACCO B7589
CRN: 52468
Location: NERC, Room 305
Date: Wednesdays, June 1 & 8, 2016
6-9 p.m.

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.

Prerequisite: A basic understanding of the computer and Windows operating system.

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)

SUBJ/CRSE # COMP/B7686
CRN # 17958
Location: CBI, Room C2-19
Saturday, March 19, 2016; 9 a.m.-4 p.m. (1-hour lunch break)

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)

SUBJ/CRSE # COMP/B7682
CRN # 17959
Location: CBI, Room C2-19
Saturday, March 26, 2016; 9 a.m.-4 p.m. (1-hour lunch break)

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)

SUBJ/CRSE # COMP/B7687
CRN # 18434
Location: CBI, Room C2-19
Saturday, April 2, 2016; 9 a.m.-4 p.m. (1-hour lunch break)

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)

SUBJ/CRSE # COMP/B7683
CRN # 18435
Location: CBI, Room C2-19
Saturday, April 9, 2016; 9 a.m.-4 p.m. (1-hour lunch break)
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 # 18436
Location: CBI, Room C2-19
Saturday, April 16, 2016; 9 a.m.-4 p.m.
(1-hour lunch break)

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 # 18437
Location: CBI, Room C2-19
Saturday, April 23, 2016; 9 a.m.-4 p.m.
(1-hour lunch break)

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 media not only enhance your message but often ensure its success. Find out how to use Prezi, the new slide software eclipsing one-dimensional 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.

$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.

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

Creating Web Pages
Create and post your own website using HTML in this extensive, hands-on, six week workshop. First, you’ll learn about the capabilities of the World Wide Web and the fundamentals of web design. Then, you’ll plan the content, structure and layout of your website; create pages of neatly formatted text; build links from those pages to the outside world; and add color, backgrounds, graphics and tables. You’ll also learn critical, timely information on securing premium location in search engine listings, plus powerful no-cost or low-cost web marketing strategies.

$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.

$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
Google Apps for Business
Google’s various web-based applications and tools—including Gmail, Google Calendar, Drive, Hangouts, Documents, Spreadsheets, Presentations—help you become more productive. Move beyond the basic features you figured out on your own to use these apps. Learn how to run online meetings and webinars, each tool’s ins and outs for making you more productive and improving your work communication skills, plus, time-saving tips and strategies to use in your work and personal life.

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

Introduction to 3D Printing
Does 3D printing solve all manufacturing problems? What’s it 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

Introduction to Game Design
Games are being 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 entertainment. Take the first steps into understanding game design and discovering how you can apply it in your field.

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

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’ll look at the building blocks of the cloud, where it started, and how it transitioned from experiment into unstoppable force. You’ll 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’ll learn about the different kinds of clouds (public, private and hybrid).

$119 | www.ccp.edu/solutions/ed2go
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 # 18438
Location: CBI, Room C1-16
Thursdays, Feb. 16 & 23, 2016
6-9 p.m.

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 # 18439
Location: CBI, Room C1-17
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 # 18440
Location: CBI, Room C1-16
Thursdays, Feb. 3 - 24, 2016
6-9 p.m.

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 # 18441
Location: CBI, Room C1-17
Mondays, March 21 - April 4, 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.

6 hours; Fee: $179

SUBJ/CRSE # MANG/B9668
CRN # 18442
Location: CBI, Room C1-17
Monday, Feb. 22, 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

SUBJ/CRSE # MANG/B9652
CRN: 184447
Location: NERC, Room 330
Thursdays, Jan. 21 & 28, 2016
9 a.m.-4 p.m. (1-hour lunch break)

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**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: 18443
Location: CBI, Room C1-15
Wednesdays, March 16 & 23, 2016
9 a.m.-4 p.m. (1-hour lunch break)

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**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
SUBJ/CRSE # MANG/B9655
CRN: 18444
Location: CBI, Room C1-15
Wednesday, Feb. 3, 2016
9 a.m.-4 p.m. (1-hour lunch break)

-or-

SUBJ/CRSE # MANG/B9655
CRN: 18445
Location: NERC, Room 330
Thursday, March 17, 2016
9 a.m.-4 p.m. (1-hour lunch break)

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**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, this one-day workshop gives you essential practical tools and hands-on experience.

6 hours; Fee: $179

SUBJ/CRSE # MANG B9674
CRN: 18453
Location: CBI, Room C1-15
Date: April 19, 2016
9 a.m.-4 p.m.
(1-hour lunch break)
Career Development Series

This new series of four workshops intended for those embarking on careers consists of: Getting Your Job Search Started, Goal Setting, Mastering the Interview, and Personal Brand: Maximizing Personal Impact. Each is described in detail separately below.

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/CRSE # MANG B9679
CRN: # 18449
Location: CBI, Room C1-17
Date: Tues./Thurs., March 22 & 24, 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/CRSE # MANG B9680
CRN: # 18450
Location: CBI, Room C1-17
Date: Tues./Thurs., March 15 & 17, 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/CRSE # MANG B9681
CRN: # 18451
Location: CBI, Room C1-17
Date: Tues./Thurs., April 5-14, 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 articulating 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/CRSE # MANG B9682
CRN: 18452
Location: CBI, Room C1-17
Date: Tues./Thurs., April 5-14, 2016
6-9 p.m.
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.

24 hours; Fee: $349

SUBJ/CRSE # MANG/B9647
CRN # 17521
Location: CBI, Room C1-15
Wednesdays, Feb. 24 - April 20, 2016
5:30-8:30 p.m.
(No Class March 9)

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 # 18457
Location: CBI, Room C1-15
Wednesday, Feb. 17, 2016
9 a.m.-4 p.m. (1-hour lunch break)

Choose the nearest location
SUBJ/CRSE # MANG/B9654
CRN # 18455
Location: CBI, Room C1-15
Wednesday, March 30, 2016
9 a.m.-4 p.m. (1-hour lunch break)
-or-
SUBJ/CRSE # MANG/B9654
CRN # 18456
Location: NERC, Room 330
Thursday, Feb. 18, 2016
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

SUBJ/CRSE # MANG/B9654
CRN # 18455
Location: CBI, Room C1-15
Wednesday, March 30, 2016
9 a.m.-4 p.m. (1-hour lunch break)
-or-
SUBJ/CRSE # MANG/B9654
CRN # 18456
Location: NERC, Room 330
Thursday, Feb. 18, 2016
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.

18 hours; Fee: $324

SUBJ/CRSE # MANG/B9678
CRN: # 18452
Location: CBI, Room C1-17
Mondays, April 18 - May 2, 2016
9 a.m.-4 p.m. (1-hour lunch break)
-or-
SUBJ/CRSE # MANG/B9678
CRN # 18463
Location: NERC, Room 330
Tuesdays, April 5–19, 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/CRSE # MANG B9675
CRN: # 52469
Location: CBI, Room C1-15
Date: Wednesday, May 18 & 25, 2016
9 a.m.-4 p.m.
(1-hour lunch break)
-or-
SUBJ/CRSE # MANG/B9675
CRN # 18464
Location: NERC, Room 330
Mondays, Feb. 8–29, 2016
6-9 p.m.

Time Management: Get Organized for Peak Performance
Time is money, and lots of it gets lost in the disorganization and disruption to which today’s constant barrage of technology, people and tasks contribute. Many people find that they flit from one task to another while trying to get everything done. In this two-day workshop, learn how to prioritize your time by getting a grip on your workflow and office space, using your planner effectively, and delegating work to others.

6 hours; Fee: $179
SUBJ/CRSE # MANG B9673
CRN: 52470
Location: CBI, Room C1-15
Date: Mondays, May 16 & 23, 2016
6-9 p.m.

Child Development Associate (CDA) Workshops and Director’s Credential

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 120-hour 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.

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.
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.


* 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 all aid you in designing your own mobile food unit.

15 hours; Fee: $249

**SUBJ/CrSE # HMTP/B8005**  
CRN #: 18465  
Location: PAV, Room P2-18  
Wednesdays, Jan. 20 - Feb. 17, 2016  
6-9 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 on 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 #: 18466  
Location: PAV, Room P2-18  
Wednesdays, Feb. 24 - March 30, 2016  
6-9 p.m.  
(No Class March 9)

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 #: 18467  
Location: PAV, Room P2-18  
Wednesdays, April 6 - May 4, 2016  
6-9 p.m.

**OSHA Training**

**OSHA 10 – Construction**
Enter-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 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 #: 18468  
Location: CBI, Room C1-17  
Thursday/Friday, Feb. 18 & 19, 2016  
8:30 a.m.-2 p.m. (half-hour lunch break)

—or-

**SUBJ/CrSE # OSHA/B7000**  
CRN #: 18469  
Location: CBI, Room C1-16  
Monday/Wednesday, April 4 - 13, 2016  
6-8:30 p.m.

**OSHA 10 – General Industry**
Enter-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 worksite. Both workers and employers learn their OSHA rights and the employer’s responsibilities. Topics include: introduction to OSHA; walk-
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 International Coach Federation-accredited coach.

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

SUBJ/CRSE # MANG/B9631
CRN # 52471
Location: CBI, Room C1-17
Wednesday, May 4, 2016
9 a.m.-4 p.m. (1-hour lunch break)

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

SUBJ/CRSE # MANG/B9629
CRN # 52472
Location: CBI, Room C1-16
Wednesday, May 11, 2016
9 a.m.-4 p.m. (1-hour lunch break)

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

SUBJ/CRSE # MANG/B9630
CRN # 18468
Location: CBI, Room C1-17
Wednesday, May 18, 2016
9 a.m.-4 p.m. (1-hour lunch break)

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/CRSE # COMM/ B7533
CRN # 18472
Location: CBI, Room C1-15
Thursdays, April 14 & 21, 2016
9 a.m.-4 p.m. (1-hour lunch break)
**Online**

**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.

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

**Finance Essentials Certificate**
Here's 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

**Introduction to Nonprofit Management**
Develop the skills and strategies you need to become an integral part of one of America’s fastest growing service sectors. In this class, a 12-year veteran in the nonprofit management field will help you transform good intentions into a professional plan of action. You’ll understand the unique characteristics of nonprofit organizations while mastering the core knowledge necessary to become an effective nonprofit leader. In this class, you will learn skills and develop strategies for taking your organization to new heights of prosperity and productivity. You’ll fully understand the role of the executive director and the board of directors, special event and meeting management, PR strategies, and how to position yourself in this rewarding field of work.

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

**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.

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

**Managing Real World Projects**
This online, self-paced, six-module course presents a streamlined approach to project management based on the best practices of experienced, effective project managers. Focusing on the key principles of real world project management, it offers tools and techniques for achieving project success to those leading/managing projects. You get a clear road map for leading through your project’s five key stages—initiating, planning, controlling, executing and closing—while exposed to the basic tools employed in each, including project plan templates, work breakdown schedules, task list, issue list, risk register and close-out documents. Plus, examples and video commentary by project management professionals illustrate how best practices solve project challenges.

$249 | www.ccp.edu/solutions/mindedge

**Nonprofit Management Certificate**
A broad introduction to key current management issues for nonprofit organizations 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
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/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®).

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

Career Training in Advanced Manufacturing – Coming Spring 2016!
Get started on your new career path with AMIST Level 1 training. Benefit from 400 hours of instructor-led and self-directed online learning, as well as hands-on equipment training.


Advanced Manufacturing coursework lays the foundation as you work towards advanced certification in manufacturing, logistics and energy specialty areas.

Related occupations include: Production Technicians, Industrial Maintenance Technicians, CNC Operators and Logistics Technicians.

For more information, email csinquiry@ccp.edu or call 215-496-6158.
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. Call for approved 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.

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


Wonder Where the Jobs Are — and How to Land One?

It’s easier now, thanks to Pennsylvania Job Gateway. This free, online web portal allows you to search for jobs near home. And create your résumé. Or upload it so employers needing your skills can find you. Unsure which jobs fit your skills? Use this site’s job recommendation tool for ideas.


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, sex/gender, individuals with disabilities, 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 number 215-751-8039.
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.

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
- Comp TIA
- 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, Access 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.

Main Campus
1700 Spring Garden Street
Philadelphia, PA 19130

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.

Campus Access: Upon entering any building at the Main Campus or the Regional Centers, all noncredit students are required to show security either a College issued student ID or a copy of their course registration/confirmation, and a state issued ID or driver’s license. Please be prepared to show this documentation.

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

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

CBI (Main Campus)
Center for Business and Industry
1751 Callowhill Street
Philadelphia, PA 19130
215-496-6158

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

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

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

COURSE REGISTRATION for TERM/YEAR__________________ (Refer to Course Listing to complete class selection blocks below)

<table>
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<tr>
<th>Course Reference No.</th>
<th>Section Number</th>
<th>Subject Number</th>
<th>Course Title</th>
<th>Time</th>
<th>Days/Dates</th>
<th>Fee</th>
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TOTAL CHARGES

Checks/Money Orders should be payable to and mailed to:

Community College of Philadelphia
Cashier’s Office – BG - 1
1700 Spring Garden Street,
Philadelphia, PA 19130-3991

Credit Card payments can only be made by registering online at www.ccp.edu.

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: ______________________________

Affirmative Action Policy  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, sex/gender, individuals with disabilities, 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 number 215-751-8039.

Privacy Policy: Community College of Philadelphia respects your privacy. Postsecondary institutions that receive funds administered by the Secretary of Education are guided by the Family Educational Rights and Privacy Act of 1974 (as amended).

FOR OFFICE USE ONLY

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<th>Term/Year</th>
<th>Program Code</th>
<th>Banner Student ID Number</th>
<th>Company Name</th>
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<td>Received Date</td>
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<td>Process Date</td>
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SPRING/SUMMER 2016 WORKSHOPS

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

Professional Certifications
- PennDOT Emissions Certifications
- ServSafe Food Protection Manager Certification

Workplace and Professional Skills
- Communication Strategies
- Conflict Resolution
- Emotional Intelligence
- 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

Explore these workshops and more at www.ccp.edu/solutions.