Revive your career. Learn more. Benefit from new, improved workshops and certificate programs!

- Executive Leadership in the 21st Century
- Funding Your Business
- Mobile Food Management
- Professional Culinary Skills Training
# General Information

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Act 48 for Educators</td>
<td>30</td>
</tr>
<tr>
<td>Certificate Programs</td>
<td>1</td>
</tr>
<tr>
<td>Corporate College</td>
<td>28</td>
</tr>
<tr>
<td>Corporate Contract Training</td>
<td>30</td>
</tr>
<tr>
<td>Grants and Scholarships</td>
<td>28</td>
</tr>
<tr>
<td>Guaranteed Free Training – WEDnetPA</td>
<td>30</td>
</tr>
<tr>
<td>How to Register</td>
<td>31</td>
</tr>
<tr>
<td>Online Training</td>
<td>2-3</td>
</tr>
<tr>
<td>PA Career Coach</td>
<td>9</td>
</tr>
<tr>
<td>Testing and Job Assessment</td>
<td>28-29</td>
</tr>
<tr>
<td>Veterans Education Benefits</td>
<td>1 and 30</td>
</tr>
</tbody>
</table>

# Health Care and Counseling

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate in Food, Nutrition, Health</td>
<td>4</td>
</tr>
<tr>
<td>Certified Posture Specialist</td>
<td>18</td>
</tr>
<tr>
<td>Faith and Spiritual-Based Counseling Certificate</td>
<td>4</td>
</tr>
<tr>
<td>Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>Nurse Aide Training</td>
<td>4</td>
</tr>
<tr>
<td>Personal Trainer Certification</td>
<td>5</td>
</tr>
<tr>
<td>Personal and Group Exercise Training for Older Adults</td>
<td>18</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>5</td>
</tr>
<tr>
<td>Spanish for Medical Professionals</td>
<td>5</td>
</tr>
<tr>
<td>Sports Nutrition and Performance</td>
<td>18</td>
</tr>
</tbody>
</table>

# Software and Technology

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>AutoCAD for Professionals</td>
<td>15</td>
</tr>
<tr>
<td>Basic CompTIA A+ Prep</td>
<td>15</td>
</tr>
<tr>
<td>Computer Skills for the Workplace</td>
<td>15</td>
</tr>
<tr>
<td>Creating WordPress Websites</td>
<td>15</td>
</tr>
<tr>
<td>Introduction to SQL</td>
<td>16</td>
</tr>
<tr>
<td>Microsoft Office Specialist (Excel/Word)</td>
<td>16</td>
</tr>
<tr>
<td>QuickBooks</td>
<td>15-16</td>
</tr>
</tbody>
</table>

# Workplace and Professional Skills

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Writing Skills</td>
<td>20</td>
</tr>
<tr>
<td>Business Writing that Works</td>
<td>20</td>
</tr>
<tr>
<td>Communication Strategies</td>
<td>20</td>
</tr>
<tr>
<td>Conflict Resolution</td>
<td>19</td>
</tr>
<tr>
<td>Conquering Your Fear of Public Speaking</td>
<td>20</td>
</tr>
<tr>
<td>Continuing Education for CPAs</td>
<td>22</td>
</tr>
<tr>
<td>Creative Thinking and Innovation</td>
<td>19</td>
</tr>
<tr>
<td>Critical Elements of Customer Service</td>
<td>20</td>
</tr>
<tr>
<td>Distribution and Logistics Management</td>
<td>22</td>
</tr>
<tr>
<td>Effective Copywriting</td>
<td>21</td>
</tr>
<tr>
<td>Emotional Intelligence</td>
<td>19</td>
</tr>
<tr>
<td>Excellence in Supervision Certificate</td>
<td>24</td>
</tr>
<tr>
<td>Executive Leadership in the 21st Century</td>
<td>19</td>
</tr>
<tr>
<td>Grant Writing for Profit and Nonprofit Entities</td>
<td>21</td>
</tr>
<tr>
<td>Influence and Persuasion</td>
<td>19</td>
</tr>
<tr>
<td>Introduction to Blueprint Reading</td>
<td>23</td>
</tr>
<tr>
<td>Introduction to Neuro-Linguistic Programming</td>
<td>21</td>
</tr>
<tr>
<td>Intercultural Communication</td>
<td>21</td>
</tr>
<tr>
<td>Leadership Development Certificate</td>
<td>19</td>
</tr>
<tr>
<td>Lean Six Sigma</td>
<td>22</td>
</tr>
<tr>
<td>Mobile Food Management</td>
<td>22</td>
</tr>
<tr>
<td>Neuro Sigma</td>
<td>22</td>
</tr>
<tr>
<td>Onboarding New Employees</td>
<td>23</td>
</tr>
<tr>
<td>Professional Coaching Certificate</td>
<td>25</td>
</tr>
<tr>
<td>Professional Culinary Skills Training</td>
<td>23</td>
</tr>
<tr>
<td>Project Management</td>
<td>25</td>
</tr>
<tr>
<td>Public Speaking – Presentation Survival Skills</td>
<td>21</td>
</tr>
<tr>
<td>Self-Leadership</td>
<td>20</td>
</tr>
</tbody>
</table>

# Professional Certification

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting, Post-Baccalaureate Certificate</td>
<td>Back Cover</td>
</tr>
<tr>
<td>Child Development Associate</td>
<td>8</td>
</tr>
<tr>
<td>Certified Posture Specialist</td>
<td>18</td>
</tr>
<tr>
<td>Critical Elements of Customer Service</td>
<td>20</td>
</tr>
<tr>
<td>Distribution and Logistics Management</td>
<td>22</td>
</tr>
<tr>
<td>Effective Copywriting</td>
<td>21</td>
</tr>
<tr>
<td>Emotional Intelligence</td>
<td>19</td>
</tr>
<tr>
<td>Excellence in Supervision Certificate</td>
<td>24</td>
</tr>
<tr>
<td>Executive Leadership in the 21st Century</td>
<td>19</td>
</tr>
<tr>
<td>Grant Writing for Profit and Nonprofit Entities</td>
<td>21</td>
</tr>
<tr>
<td>Influence and Persuasion</td>
<td>19</td>
</tr>
<tr>
<td>Introduction to Blueprint Reading</td>
<td>23</td>
</tr>
<tr>
<td>Introduction to Neuro-Linguistic Programming</td>
<td>21</td>
</tr>
<tr>
<td>Intercultural Communication</td>
<td>21</td>
</tr>
<tr>
<td>Leadership Development Certificate</td>
<td>19</td>
</tr>
<tr>
<td>Mobile Food Management</td>
<td>22</td>
</tr>
<tr>
<td>Neuro Sigma</td>
<td>22</td>
</tr>
<tr>
<td>Onboarding New Employees</td>
<td>23</td>
</tr>
<tr>
<td>Professional Coaching Certificate</td>
<td>25</td>
</tr>
<tr>
<td>Professional Culinary Skills Training</td>
<td>23</td>
</tr>
<tr>
<td>Project Management</td>
<td>25</td>
</tr>
<tr>
<td>Public Speaking – Presentation Survival Skills</td>
<td>21</td>
</tr>
<tr>
<td>Self-Leadership</td>
<td>20</td>
</tr>
</tbody>
</table>

# Small Business Management

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Fundamentals</td>
<td>13</td>
</tr>
<tr>
<td>Customer Research Certificate</td>
<td>13</td>
</tr>
<tr>
<td>Fitness Business Management</td>
<td>18</td>
</tr>
<tr>
<td>Funding Your Business</td>
<td>13</td>
</tr>
<tr>
<td>Inbound Marketing Certificate</td>
<td>13</td>
</tr>
<tr>
<td>Instagram for Business</td>
<td>13</td>
</tr>
<tr>
<td>Real Estate Career Training</td>
<td>9</td>
</tr>
<tr>
<td>Social Media for Business Certificate</td>
<td>14</td>
</tr>
</tbody>
</table>
Welcome to Corporate Solutions

Community College of Philadelphia’s Corporate Solutions responds to the professional education needs of a community of learners through certificate programs, credit courses, workshops, online courses and custom-designed training. Whether you are interested in increasing your employees’ productivity, improving your bottom line or learning a new skill, we have the solutions that you need.

Corporate Solutions provides cost-effective and timely programs through these service areas:

- 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
- JobTrakPA
- Testing and Career Assessment Services

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

Waverly Coleman
Executive Director
Corporate Solutions

Programs Approved for Veterans Education Benefits

Numerous Corporate Solutions professional certificates are approved for Veterans Education Benefits as denoted in this catalog with a flag. Eligible veterans and family members eligible for education benefits will need to obtain authorization from the Department of Veterans Affairs prior to enrolling in a program. If you have questions, please contact the Veterans Resource Center coordinator, Steve Bachovin, at 215-751-8462 or sbachovin@ccp.edu.

Benefits of Corporate Solutions

- Highly qualified instructors
- Up-to-date information and the latest trends
- Programs that strengthen productivity and enhance workplace skills
- Convenient scheduling
- Free consultation to organizations developing targeted training
- Testing and Training Center for national certifications

Program Certificate Options

<table>
<thead>
<tr>
<th>Certificate Program</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified Posture Specialist</td>
<td>18</td>
</tr>
<tr>
<td>Customer Research Certificate</td>
<td>13</td>
</tr>
<tr>
<td>Excellence in Supervision Certificate</td>
<td>24</td>
</tr>
<tr>
<td>Faith and Spiritual-Based Counseling Certificate</td>
<td>4</td>
</tr>
<tr>
<td>Fitness Business Management</td>
<td>18</td>
</tr>
<tr>
<td>Inbound Marketing Certificate</td>
<td>13</td>
</tr>
<tr>
<td>Leadership Development Certificate</td>
<td>19</td>
</tr>
<tr>
<td>Mobile Food Management</td>
<td>22</td>
</tr>
<tr>
<td>PennDOT Emissions Inspector Certification</td>
<td>6</td>
</tr>
<tr>
<td>PennDOT Safety Inspection Mechanic Training</td>
<td>6</td>
</tr>
<tr>
<td>Personal and Group Exercise Training for Older Adults</td>
<td>18</td>
</tr>
<tr>
<td>Personal Trainer Certification</td>
<td>5</td>
</tr>
<tr>
<td>Professional Coaching Certificate</td>
<td>25</td>
</tr>
<tr>
<td>ServSafe Food Protection Manager Certificate</td>
<td>10</td>
</tr>
<tr>
<td>Social Media for Business Certificate</td>
<td>14</td>
</tr>
<tr>
<td>Sports Nutrition and Performance</td>
<td>18</td>
</tr>
</tbody>
</table>
Instructor-facilitated Online Courses

ed2go instructor-facilitated online courses are informative, fun, convenient and highly interactive. Instructors are known for their ability to create warm, supportive communities of learners.

All courses run six weeks (plus 10-day grace period); are project-oriented; and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links and more.

Requirements

All training programs require Internet access (via any Web browser) and email capability. Certain courses may have additional requirements. Please visit the ed2go Online Instruction Center for more information on technical requirements.

Visit www.ccp.edu/solutions/ed2go to view the complete list of courses.

Career Training Programs

Career Training Programs (formerly, Gatlin Education Services) offers online open enrollment courses that provide the skills necessary to acquire professional-level positions for many in-demand occupations.

These self-paced courses are designed by a team of professionals from each respective field who provide you with an effective Web-based learning experience. Instructors/mentors actively involved in your online learning experience respond to your questions or concerns while motivating you to succeed.

Each course includes a set of lessons and evaluations. Grading combines instructor/mentor evaluation of your work with computer-graded testing. You’ll appreciate the quality as well as the convenience of anytime, anywhere learning!

Visit www.ccp.edu/solutions/gatlin to view a complete list of courses.

JER Online

JER Online lists over 1,000 affordable, noncredit courses and certificates in its proprietary online catalog. These offerings feature flexible enrollment, 24/7 online access and course prices starting at only $79.

Visit www.ccp.edu/solutions/JER to view a complete list of courses.

UGotClass

Boost your productivity and your organization’s bottom line. Take advantage of more than 170 online classes designed to help you develop the skills necessary for the 21st century workplace. Courses are offered four times a year and classes start the first Monday of the month.

Technical requirements: Internet access via Internet Explorer, Firefox or Safari Web browsers; audio software such as Windows Media, RealPlayer, QuickTime or Flash.

To get started, visit www.ccp.edu/solutions/ugotclass.
Career WebSchool

Career WebSchool offers real estate license courses in an interactive, user-friendly format to help you quickly master your state’s requirements for becoming a licensed real estate agent or broker. Courses are also available for Broker Pre-License, Continuing Education, Appraisal and Home Inspection professions.

This online study from your home or office is quick, convenient and easy, saving you time, money and effort.

Visit [www.ccp.edu/solutions/careerwebschool](http://www.ccp.edu/solutions/careerwebschool) to view a complete list of courses.

Educational Fitness Solutions

Educational Fitness Solutions (EFS) provides online certificates in Nutrition, Fitness and Health. These innovative, Web-based certificate programs provide an interactive educational experience that helps you fit courses into your busy work and home schedules.

Visit [www.ccp.edu/solutions/efs](http://www.ccp.edu/solutions/efs) to view a complete list of courses.

American Home Inspection Training Institute (AHIT)

American Home Inspection Training Institute provides high quality, online training to prepare you for careers in:

- Home Inspection
- Locksmith
- Energy Auditor
- Solar PV Systems

Visit [www.ccp.edu/solutions/AHIT](http://www.ccp.edu/solutions/AHIT) to view a complete list of courses.

NONCREDIT INSTRUCTORS

Join the Corporate Solutions Professional Training Team

We are looking for experienced and enthusiastic part-time trainers to teach these workshops:

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

If you are interested, please call 215-496-6158 or email train4cs@ccp.edu.

Professional Coaching Certificate

Enroll in this exciting workshop and learn the techniques to help people grow and achieve their potential.

Whether you are a manager or working in human services/human resources, this course will provide you with proven strategies to establish a coaching relationship and achieve results.

The course consists of three sequential six-hour workshops:

- Foundations of Coaching
- Results-Oriented Coaching
- Transformational Coaching

For more information, see page 25.
Health Care and Counseling Workshops

Certificate in Food, Nutrition and Health
Food and nutrition have a profound impact on our health, well-being and daily world. 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.)

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

Faith and Spiritual-Based Counseling
45 hours; Fee: $275
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. The Faith and Spiritual-Based Counseling program focuses not on any one tradition or philosophy, but is inclusive. The workshop is for faith leaders, lay leaders, community members, behavioral health providers and anyone who understands 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.

SUBJ/CRSE # HEAL/B9062 CRN # 47271
Location: CBI, Room C1-16
Tuesdays
Sept. 9 - Dec. 16, 2014
6 – 9 p.m.

* 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

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.

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

Nurse Aide Training
120 hours; Fee: $1,495
(Tuition: $1,395, Text: $100)
Begin your career in health care by registering for the Nurse Aide Training program, where 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. Participants will be prepared to 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 and are required to take reading comprehension and math tests. Participants must pass a general physical examination plus a two-step test for tuberculosis and must undergo a criminal background check. Documentation of these requirements must be submitted to the curriculum provider two weeks prior to the start of class.

SUBJ/CRSE # HEAL/B9073 CRN # 48637
Location: CBI, Room C1-14
Classroom/Lecture: Saturdays
Sept. 6 - Oct. 25, 2014
8 a.m. – 4 p.m. (1/2 hour lunch)
Clinical: Saturdays & Sundays
Nov. 1 - 23, 2014
6:30 a.m. – 2:30 p.m. (1/2 hour lunch)

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.

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

Nurse Aide Training Certification Exam Review
4 hours; Fee: $125
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.

The workshop helps prepare students by reviewing the theory and skills needed to pass the Certified Nursing Assistant test for Pennsylvania through the American Red Cross.

SUBJ/CRSE # HEAL/B9072 CRN # 48638
Location: CBI, Room C1-14
Wednesday
Dec. 3, 2014
5 – 9 p.m.
Personal Trainer Certification
30 hours; Fee: $734
(Tuition: $699, Gym Fee: $35)
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 per hour wage nationally. Whether you desire a career move or simply increased personal knowledge, get all the information you need to become a Certified Personal Trainer. 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.

SUBJ/CRSE # HEAL/B9063
CRN # 47270
Location: CBI, Room C1-15
Saturdays
Oct. 18 - Nov. 22, 2014
9 a.m. – 4 p.m.
(1-hour break for lunch)
(No class Nov. 22, 2014 – Exam)

SUBJ/CRSE # HEAL/B9063
CRN # 48639
Location: NERC, Room 330
Saturdays
Sept. 6 - Oct. 11, 2014
9 a.m. – 4 p.m.
(1-hour break for lunch)
(Oct. 11, 2014 – Exam)

* Students are required to purchase a textbook prior to the first day of class. Contact W.I.T.S. at 1-888-330-9487 or witseducation.com to order your book.

Pharmacy Technician
50 hours; Fee: $1,375
(Tuition $1,225, Text $150)
Join the pharmacy team. This comprehensive workshop will prepare students to assist pharmacists in filling prescriptions in a variety of pharmacy settings, including hospital, community, home infusion and mail order pharmacies. Content will include learning all activities involved in preparing prescriptions, dose calculations, IV flow rates and medication action and reaction. An extensive review of basic mathematics for pharmacy use, along with reimbursement, billing and inventory control is included in the curriculum. Upon completion of this workshop, students are prepared to sit for the national Pharmacy Technician Certification Board (PTCB) exam.

Eligibility: To take the national Pharmacy Technician Certification Board exam, you will be required to read and sign a candidate attestation, which includes a declaration that you have received a high school diploma or GED certificate by the application deadline for the exam. You will also be required to disclose all criminal actions. PTCB reserves the right to investigate criminal background, verify candidate eligibility and deny certification to any individual.

Who should attend: This workshop is intended for individuals seeking a career path in health care; new high school graduates; pharmacy clerks; or those wishing to make a career change.

SUBJ/CRSE # PHAR/B8003
CRN # 47806
Location: CBI, Room C1-16
Wednesday
Dec. 10, 2014
5:30 – 9:30 p.m.

Spanish for Medical Professionals
Struggling to communicate with your Spanish-speaking patients? Whether you’re new to the language or just need a refresher, here are the basic tools for bridging the communication gap. No boring grammar charts, but entertaining games and stories that help you learn medical Spanish and appreciate Latin American culture. You’ll start with simple words for everyday topics, including colors, numbers, conversational phrases, family names and key questioning words. Next, you’ll discover how to ask about pain, symptoms, medical histories, insurance and feelings. You’ll also learn how to talk about body parts, diets, and medical care and treatment.

Online | $119 |
www.ccp.edu/solutions/ed2go
Bring your photo identification/driver’s license to class. Participants should obtain the course manual one week prior to class at the Center for Business and Industry, Room C1-9, 18th and Callowhill streets, Philadelphia, PA. Proof of class registration and payment will be required in order to receive the text. You may also register at the same address, Monday – Friday, 9 a.m. – 5 p.m., with payment by check or money order only; no cash accepted. Plan to arrive at the first class 15 minutes early.

Who should attend: This course is intended for experienced emissions inspectors seeking recertification.

Emissions Inspector Certification/Recertification Examination Retests
(EIC/EIR Exam Retests)
1 hour; Fee: $40
Emissions Inspector Certification and Emissions Inspector Recertification students who have not passed either course examination may take one retest by registering and paying the fee by check or money order, payable to Community College of Philadelphia. Call 215-496-6158 to schedule one retest. Photo identification will be required at the time of the retest. No walk-ins for testing are permitted.

Note: Students may take only one retest of the same course exam. Upon failing the retest, students must retake the entire Emissions Inspector Certification course.

By appointment only.
Call 215-496-6158.

Safety Inspection Mechanic Training
11 hours; Fee: $170
This Commonwealth of Pennsylvania Department of Transportation Safety Inspection Mechanic Training workshop instructs participants to inspect motor vehicles under the Vehicle Equipment and Inspection Regulations. Both written and hands-on tactile examinations must be passed for successful completion of the course. All materials are provided. Bring driver’s license to class. Plan to arrive at the first class 15 minutes early. Note: In addition to the hours listed in the program, the tactile exam is scheduled for 60 minutes at a designated time and date after the last scheduled class date.

Who should attend: This course is intended for individuals seeking to become a certified safety inspection mechanic. Participants must have a valid driver’s license.

Safety Inspection Mechanic Additional Licensure Exam
1 hour; Fee: $40
This test is intended for those students who are currently registered for the Safety Inspection Mechanic Training workshop or who hold a safety inspection mechanic certification and would like to obtain an additional category license. The category 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)

Each time a student would like to obtain an additional category certification, they must register for and pass the 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.

Location: WERC
By appointment only.
Call 215-496-6158.

*(Students are required to have a vehicle available for Category 2 and 3 tactile examination.)
Emissions Inspector Certification

<table>
<thead>
<tr>
<th>Campus</th>
<th>Room</th>
<th>Subj</th>
<th>Course</th>
<th>Sect</th>
<th>CRN</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAI</td>
<td>C1-17</td>
<td>TRAN</td>
<td>B8006</td>
<td>300</td>
<td>48641</td>
<td>T/R</td>
<td>09/16/2014</td>
<td>09/25/2014</td>
<td>6 – 10 p.m.</td>
</tr>
<tr>
<td>MAI</td>
<td>C1-17</td>
<td>TRAN</td>
<td>B8006</td>
<td>302</td>
<td>47255</td>
<td>M/W</td>
<td>10/13/2014</td>
<td>10/22/2014</td>
<td>6 – 10 p.m.</td>
</tr>
<tr>
<td>MAI</td>
<td>C1-17</td>
<td>TRAN</td>
<td>B8006</td>
<td>303</td>
<td>48210</td>
<td>M/W</td>
<td>11/10/2014</td>
<td>11/19/2014</td>
<td>6 – 10 p.m.</td>
</tr>
<tr>
<td>MAI</td>
<td>C1-17</td>
<td>TRAN</td>
<td>B8006</td>
<td>304</td>
<td>48642</td>
<td>T/R</td>
<td>12/09/2014</td>
<td>12/18/2014</td>
<td>6 – 10 p.m.</td>
</tr>
</tbody>
</table>

Emissions Inspector Recertification

<table>
<thead>
<tr>
<th>Campus</th>
<th>Room</th>
<th>Subj</th>
<th>Course</th>
<th>Sect</th>
<th>CRN</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAI</td>
<td>C1-17</td>
<td>TRAN</td>
<td>B8002</td>
<td>300</td>
<td>47258</td>
<td>M</td>
<td>09/22/2014</td>
<td>09/22/2014</td>
<td>6 – 10 p.m.</td>
</tr>
<tr>
<td>MAI</td>
<td>C1-17</td>
<td>TRAN</td>
<td>B8002</td>
<td>301</td>
<td>47261</td>
<td>T</td>
<td>10/21/2014</td>
<td>10/21/2014</td>
<td>6 – 10 p.m.</td>
</tr>
<tr>
<td>MAI</td>
<td>C1-17</td>
<td>TRAN</td>
<td>B8002</td>
<td>302</td>
<td>47262</td>
<td>T</td>
<td>11/18/2014</td>
<td>11/18/2014</td>
<td>6 – 10 p.m.</td>
</tr>
<tr>
<td>MAI</td>
<td>C1-17</td>
<td>TRAN</td>
<td>B8002</td>
<td>303</td>
<td>47263</td>
<td>M</td>
<td>12/15/2014</td>
<td>12/15/2014</td>
<td>6 – 10 p.m.</td>
</tr>
</tbody>
</table>

Safety Inspection Mechanic Training

<table>
<thead>
<tr>
<th>Campus</th>
<th>Room</th>
<th>Subj</th>
<th>Course</th>
<th>Sect</th>
<th>CRN</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>WER</td>
<td>Auto Bld</td>
<td>TRAN</td>
<td>B8042</td>
<td>300</td>
<td>48688</td>
<td>M/W</td>
<td>09/08/2014</td>
<td>09/15/2014</td>
<td>6 – 10 p.m.</td>
</tr>
<tr>
<td>WER</td>
<td>Auto Bld</td>
<td>TRAN</td>
<td>B8042</td>
<td>301</td>
<td>48689</td>
<td>T/R</td>
<td>10/07/2014</td>
<td>10/14/2014</td>
<td>6 – 10 p.m.</td>
</tr>
<tr>
<td>WER</td>
<td>Auto Bld</td>
<td>TRAN</td>
<td>B8042</td>
<td>303</td>
<td>48691</td>
<td>M/W</td>
<td>12/01/2014</td>
<td>12/08/2014</td>
<td>6 – 10 p.m.</td>
</tr>
</tbody>
</table>

Comprehensive Leadership Skills

Effective leaders have knowledge of themselves and of those they lead within their organizations. Corporate Solutions offers a variety of new workshops focusing on the essential skills that those in leadership positions use to accomplish goals and lead efficiently.

Workshop offerings include:
- Conflict Resolution
- Creative Thinking and Innovation
- Emotional Intelligence
- Executive Leadership in the 21st Century
- Influence and Persuasion
- Leadership Development Certificate
- Self-Leadership

See pages 19-20 for detailed program information. Online registration is available at ccp.edu/solutions.
Nurse Aide Training
Work in a Field Where You Help People and Impact Their 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 nursing aides will grow by 20 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 investigate getting on the path to a career in this growing health care field.

---

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

Early Childhood Education

The following workshops are dependent on the 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). Participants pay a registration fee only. CDA workshops meet the Level III requirements on the PA Key’s Career Lattice (more at www.PAkeys.org).

Child Development Associate
120 hours; Fee: $150
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 who demonstrates a full understanding of child development and the assessment process.

Who should attend: This workshop is intended for child care workers who are currently employed in a licensed Department of Public Welfare center.

The Pennsylvania Director’s Credential is a series of three-credit workshops offered by the College and funded by SERK and PHMC to help center administrators increase the breadth and depth of their skills. The workshops involve only a small registration fee and the cost of books with tuition funded by SERK. The three workshops include:

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

Call Bryan Burns at 215-496-6125 for additional information, including class dates, or visit www.ccp.edu/solutions.

---

Take Advantage of Guaranteed Free Training for Your Company with WEDnetPA

WEDnetPA guaranteed free training offers expertise, convenience and flexibility.

Find out if your company qualifies for Guaranteed Free Training. It’s quick and easy. Go to www.wednetpa.com, call 215-496-6158 or email wednetpa@ccp.edu.

---
Community College of Philadelphia has partnered with Career WebSchool to offer real estate license courses that are designed in an interactive, user-friendly format to help you quickly master your state’s licensing requirements to become a licensed real estate agent or broker. Course offerings are listed below.

- **Real Estate**: Prior to becoming a certified real estate agent in Pennsylvania you must pass multiple requirements. Career WebSchool will help you satisfy and prepare for the educational portion. Real estate courses are also offered for agents looking to satisfy post license requirements, become a broker or renew a license! All real estate license courses 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 can be a rewarding experience and offer you the opportunity to work independently. It is ideal for those seeking either part-time or full-time work.

- **Home Inspection**: Career WebSchool’s online delivery system for home inspection courses is based on American Society of Home Inspections (ASHI) standards to ensure top quality delivery and support. We also offer courses for home inspectors looking to obtain renewal credits with ASHI or NAHI. All real estate home inspection courses are approved by ASHI and NAHI.

- **Mortgage**: Mortgage Exam Prep is designed specifically to prepare 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/careerweb](http://www.ccp.edu/solutions/careerweb) for a complete course list, descriptions and online registration.

---

**Important Resource Tool for Job Seekers**

**Pennsylvania Career Coach**

A free, online career tool

Pennsylvania Career Coach is a first-of-its-kind, free, online tool that helps Pennsylvania students and job seekers make lasting career choices. Designed to help you target the best local job opportunities, it enables you to find the jobs that match your skills and experience.

You can use Pennsylvania Career Coach to search for any occupation, see what it pays and learn if additional training is available. Just enter your name and zip code to get started. Then search by job category or enter a specific occupation.

Visit [www.pacareercoach.org](http://www.pacareercoach.org) to get started with Pennsylvania Career Coach.
Job Opportunities Exist if You Have the Right Skills

Continuing Professional Education at Corporate Solutions offers workshops that prepare you to stay competitive for careers that are in-demand now. We provide you with the opportunity to improve your qualifications, update your current skills or retrain for a new line of work.

Noncredit workshops prepare you for:
- Certification, licensure preparation and testing
- Mandatory continuing education requirements
- Individual professional development and career advancement

We offer these certificate workshops:
- Excellence in Supervision
- Mobile Food Management
- Nurse Aide Training
- Pharmacy Technician
- Professional Coaching

Call 215-496-6158, email csinquiry@ccp.edu or visit www.ccp.edu/solutions for more details.

ServSafe Food Protection Manager Certification
(See workshop schedule on page 11)

ServSafe Food Protection Manager Certification
15-hour Workshop; 1-hour exam
Fee: $225 (Tuition: $157, Text: $68)
ServSafe is a comprehensive and internationally recognized workshop for food handlers that leads to a Food Establishment Personnel Food Safety certificate. Certification is 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 each participant for the city’s certificate.

Note: The current text is mandatory for the course and the exam. It contains the answer form for the National Restaurant Association graded exam. Photo identification is required to enter the class and take the exam.

Who should attend: This workshop is intended for individuals seeking initial certification or recertification to work in an establishment handling food.

ServSafe Food Protection Manager One-Day
8-hour Home Study; 7-hour Workshop; 1-hour Exam
Fee: $185 (Tuition: $117, Text: $68)
This one-day workshop consists of eight hours of home study, followed by seven hours in the classroom and a one-hour exam. The workshop prepares students for successful completion of the ServSafe Certification Exam administered at the end. It teaches you which conditions enhance the growth of bacteria that cause foodborne illnesses along with the safest way to receive, store, prepare, cook and serve food for your customers.

ServSafe is a comprehensive and internationally recognized program for food handlers that leads to a Food Establishment Personnel Food Safety Certificate upon successful completion of the workshop and the examination.

Note: Students must register at least two weeks in advance to provide time for the required eight hours of home study for this workshop. In addition, students are required to pick up their textbook at the Center for Business and Industry, Room C1-9, to prepare for the home study portion of the workshop.

Who should attend: This workshop is the same as the initial ServSafe Food Protection Manager Certification class and is intended for individuals seeking certification to work in an establishment handling food. The blended program format of eight hours of home study and seven hours of classroom instruction is ideal for those whose certification has expired and are seeking recertification.
ServSafe Food Protection Manager Workshops
(*Saturday workshops include a 1-hour break for lunch)

### ServSafe Food Protection Manager Certification

<table>
<thead>
<tr>
<th>Campus</th>
<th>Room</th>
<th>Course</th>
<th>Subj</th>
<th>Sect</th>
<th>CRN</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAI</td>
<td>C1-16</td>
<td>SERV</td>
<td>B9009</td>
<td>300</td>
<td>47284</td>
<td>S*</td>
<td>09/20/14</td>
<td>09/27/14</td>
<td>8 a.m. – 4:30 p.m.</td>
</tr>
<tr>
<td>MAI</td>
<td>C3-5</td>
<td>SERV</td>
<td>B9009</td>
<td>301</td>
<td>48212</td>
<td>M/W</td>
<td>10/20/14</td>
<td>10/29/14</td>
<td>6 – 10 p.m.</td>
</tr>
<tr>
<td>MAI</td>
<td>C1-14</td>
<td>SERV</td>
<td>B9009</td>
<td>302</td>
<td>47286</td>
<td>T/R</td>
<td>11/11/14</td>
<td>11/20/14</td>
<td>6 – 10 p.m.</td>
</tr>
<tr>
<td>MAI</td>
<td>C1-16</td>
<td>SERV</td>
<td>B9009</td>
<td>303</td>
<td>48643</td>
<td>S*</td>
<td>12/06/14</td>
<td>12/13/14</td>
<td>8 a.m. – 4:30 p.m.</td>
</tr>
</tbody>
</table>

### ServSafe Food Protection Manager One-Day

<table>
<thead>
<tr>
<th>Campus</th>
<th>Room</th>
<th>Course</th>
<th>Subj</th>
<th>Sect</th>
<th>CRN</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAI</td>
<td>C1-16</td>
<td>SERV</td>
<td>B9001</td>
<td>300</td>
<td>48645</td>
<td>M</td>
<td>09/15/14</td>
<td>09/15/14</td>
<td>8 a.m. – 4:30 p.m.</td>
</tr>
<tr>
<td>MAI</td>
<td>C1-16</td>
<td>SERV</td>
<td>B9001</td>
<td>301</td>
<td>47771</td>
<td>M</td>
<td>10/06/14</td>
<td>10/06/14</td>
<td>8 a.m. – 4:30 p.m.</td>
</tr>
<tr>
<td>NER</td>
<td>330</td>
<td>SERV</td>
<td>B9001</td>
<td>304</td>
<td>48646</td>
<td>M</td>
<td>11/24/14</td>
<td>11/24/14</td>
<td>8 a.m. – 4:30 p.m.</td>
</tr>
<tr>
<td>MAI</td>
<td>C1-16</td>
<td>SERV</td>
<td>B9001</td>
<td>303</td>
<td>47294</td>
<td>M</td>
<td>12/15/14</td>
<td>12/15/14</td>
<td>8 a.m. – 4:30 p.m.</td>
</tr>
</tbody>
</table>

### ServSafe Food Safety Examination Retest

<table>
<thead>
<tr>
<th>Campus</th>
<th>Room</th>
<th>Course</th>
<th>Subj</th>
<th>Sect</th>
<th>CRN</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAI</td>
<td>C1-16</td>
<td>SERV</td>
<td>B9010</td>
<td>300</td>
<td>48647</td>
<td>S*</td>
<td>09/27/14</td>
<td>09/27/14</td>
<td>3:30 – 4:30 p.m.</td>
</tr>
<tr>
<td>MAI</td>
<td>C3-5</td>
<td>SERV</td>
<td>B9010</td>
<td>301</td>
<td>48215</td>
<td>W</td>
<td>10/29/14</td>
<td>10/29/14</td>
<td>9 – 10 p.m.</td>
</tr>
<tr>
<td>MAI</td>
<td>C1-14</td>
<td>SERV</td>
<td>B9010</td>
<td>302</td>
<td>48648</td>
<td>R</td>
<td>11/20/14</td>
<td>11/20/14</td>
<td>9 – 10 p.m.</td>
</tr>
<tr>
<td>MAI</td>
<td>C1-16</td>
<td>SERV</td>
<td>B9010</td>
<td>303</td>
<td>47292</td>
<td>S*</td>
<td>12/13/14</td>
<td>12/13/14</td>
<td>3:30 – 4:30 p.m.</td>
</tr>
</tbody>
</table>

ServSafe Food Safety Examination Retest

1 hour; Fee: $62

Students who have not passed the Food Protection Manager examination may retake the test by calling 215-496-6158 to schedule a retest and formally register. Photo identification will be required to take the retest. No walk-ins for retesting are permitted.

**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.

SUBJ/CRSE # SERV B9010

Location: MAI, CBI

**Time:** All weekday exams are given from 9 – 10 p.m., and Saturday exams from 3:30 – 4:30 p.m. Please arrive at least one hour before the exam.

ServSafe Food Safety Examination Retest
Career Training in Advanced Manufacturing with JobTrakPA
Gain the Career Skills Needed for Current and Future Jobs

Through JobTrakPA, Community College of Philadelphia’s Trade Adjustment Assistance Community College and Career Training (TAACCCT) grant program, you gain valuable career training, re-training and skills enhancement needed to fulfill job opportunities. This training specializes in high-demand career areas expecting a critical shortage of qualified workers. Industry leaders have stated that they prefer candidates with career-specific skills.

**Successful candidates will benefit from:**
- Short-term, career-specific courses
- Basic skills training
- Intensive support from a dedicated career coach
- Workshops for employability and workplace competencies
- Comprehensive support from a dedicated job developer
- Industry-recognized certifications or certificates of completion
- Job placement assistance

**Eligibility requirements:**
- Be registered with CareerLink
- Be at least 18 years of age
- Have a high school diploma or GED equivalent
- Pass English and Math placement tests (8th grade level)
- Consent to a criminal background check
- Commit to full-time training and employment upon program completion
- Be able to meet physical requirements of employment
- Compete all required paperwork
*Veterans who meet eligibility criteria will be given priority.

Call 215-496-6148, email trainforjobs@ccp.edu or complete a prequalification form at ccp.edu/forms/jobtrak-pa-program for more information.

Corporate Solutions, in partnership with the Fox Rothschild Center for Law and Society and with Charter Choices, offers these new, in-demand nonprofit and charter school board training programs beginning Fall 2014:

- Nonprofit Governance Best Practices
- Fiduciary Duties
- Legal and Ethical Obligations and Issues
- Governance vs. Management
- Effective Meetings
- Effective Policy, Procedure, Practice
- Enabling the Mission
- Academics 101 for Board Members (for school boards)
- Strategic Planning
- Executive Evaluation

For additional information, call 215-496-6158, email csinquiry@ccp.edu or visit www.ccp.edu/solutions.
Small Business Management

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

**Accounting Fundamentals**
Demand for accounting professionals currently exceeds supply. If you’re interested in increasing your financial awareness and accountability while also gaining a marketable skill, this course is for you. You’ll learn basic double-entry bookkeeping, financial transaction analysis and recording, and fiscal period financial report preparation. Accounts receivable, accounts payable, payroll procedures, sales taxes and common banking activities will be discussed. Also covered: writing checks, preparing income statements and closing out accounts each fiscal period.

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

**Customer Research Certificate**
Because your customers are key to your organization’s future success, it pays to discover what they know by engaging and interacting with them. Find out how to get the feedback, information and answers you need.

Use low- and no-cost customer research methods to improve your organization’s products/services, promotion, marketing and bottom line.

Whether you work in 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 or activities.

Online | Eight-week course  
$395 for both course and certificate  
www.ccp.edu/solutions/ugotclass

**Funding Your Business**
What does it take to run a financially feasible business? The short answer is…money! But where does this 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 | Three one-month courses |  
$495 for certificate program  
www.ccp.edu/solutions/ugotclass

**Inbound Marketing Certificate**
Inbound marketing helps potential customers find you through organic search. It is a process of using your website to attract visitors naturally—through search engines, the blogosphere and social media. More effective than outbound marketing where you push sales messages to potential customers, inbound marketing is the way to market in this 21st Century. Discover: how to attract customers to your site; what content to share with them; how to use landing pages and forms to collect names and email addresses; and how to implement lead-nurturing campaigns that drive sales.

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

**Instagram for Business**
With over 100 million users, Instagram is a marketing gold mine. Discover ways to have your audience generate excellent content for you. Build your community while doing it. Learn how to make hashtags work for you, how to make and keep your followers happy and how a small input can cause exponential growth. We’ll also explore do’s and don’ts of Instagram to get you on the fast track to success. Make the most of Instagram and lead your business to constant exposure. Note: You need an Android or iOS device to take full advantage of the exercises in this class.

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

**We Train Your People Well**
We come to you. Our expert training consultants have provided 200-plus Philadelphia employers to date with diverse on-site training options. As a regional leader in workforce development, Corporate Solutions helps you maximize your employees’ potential. First, we assess their training needs. Then, we deliver programs that sharpen and augment their skills. Everybody wins.

For more details on customized employee training and a free initial training assessment, call 215-496-6158 or email us at csinquiry@ccp.edu.
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.

Whether or not you are new to social networks, you will gain an understanding of them plus practical, how-to techniques for integrating them into your organization/business. Learn from outstanding practitioners who also speak, write and train on social networks.

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

Individual Courses:

Introduction to Social Media

Get involved in 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 other organizations’ case studies. Let your instructor, a nationally known speaker, consultant and trainer on social networks and social media, guide your exploration of Facebook and YouTube.

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 engage your customers/clients and keep them interested in your organization or business. You’ll discover the advantages and disadvantages 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

Integrating Social Media into Your Organization

Adopt a practical strategy with techniques for implementing social networks for 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 which social network tools are right for your situation, and then integrate them into your website to tailor a social networking strategy to your organization. Find out what you can and should be doing, and craft a plan for integrating social networks into your communication and marketing.

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

Starting a Small Business?

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

The Center offers a wide variety of services and highly interactive seminars targeting growth for small businesses and entrepreneurs, including:

- Private Small Business Mentoring (by appointment)
- Business Seminars
- Small Business Roundtables
- Annual Small Business Conference
- Monthly Professional Women’s Business Network

For additional information, contact us at smallbiz@ccp.edu or 215-972-6253.

Northeast Regional Center
12901 Townsend Road
Philadelphia, PA 19154

ccp.edu/solutions
AutoCAD for Professionals I
24 hours; Fee: $564
(Tuition: $469, Text: $95)
This introductory workshop gives professionals an understanding of the basics of AutoCAD. Students will learn about the AutoCAD environment and the following commands: basic drawing, redra wing, regenerate, edit, coordinate systems, zooms and pans, layers, text, dimensioning, hatch, pline, pedit, view, viewpoint, blocks and explode. Lab exercises are an integral part of the workshop. Students will produce prototype drawings that will be plotted or printed. Class size is limited to afford you instructor input and assistance. Students should have a basic understanding of a Microsoft Windows environment, basic keyboarding skills and computer knowledge.

Who should attend: This introductory workshop is intended for architects, carpenters, engineers, draftsmen, interior designers or others interested in utilizing the AutoCAD environment for drawing, drafting or planning.

SUBJ/CRSE # COMP B7501

AutoCAD for Professionals II
24 hours; Fee: $469
This workshop exposes professionals to advanced techniques in AutoCAD, building on prior knowledge of content and skills identified in Level I, and enables them to deal with increased complexity in the CAD environment. Participants will increase their skills in the areas of drawing, editing and dimensioning. The workshop introduces three dimensional (3D) drawing; creating wire frames, surface and solid modeling; and AutoCAD's powerful customization techniques as well as introducing 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: This workshop is for those who want to learn more advanced or customized techniques. If you do not have a book from Level I, you will need to purchase the text before beginning this workshop.

SUBJ/CRSE # COMP B7502

Creating WordPress Websites
Want to build an attractive, sophisticated blog or website without having to learn 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

Introduction to QuickBooks
3 hours; Fee: $65
This business management system includes accounts, invoicing, receivables, payables, inventory and payroll. This workshop will provide new users with 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 may be unsure of where or how to start.

SUBJ/CRSE # ACCO B7056

NEW COMMUNICATIONS WORKSHOPS
Sharpen Your Professional Communication Skills and Enhance Your Career
• Communication Strategies
• Neuro-Linguistic Programming

See pages 20-21 for details.
**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, will help you prepare for the Microsoft Office Specialist Core-level exam (Excel 2010 exam 77-882, Word 2010 exam 77-881) and the Microsoft Office Specialist Expert exam (Excel 2010 exam 77-888; Word 2010 exam 77-887). For comprehensive certification training, you should complete the Basic, Intermediate and Advanced workshops.

---

**Intermediate QuickBooks**
9 hours; Fee: $254  
(Tuition: $229, Text: $25)
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 learn how to create invoices and credit memos, write and print checks, add custom fields, set up budgets, and learn how to protect and back up your data.

SUBJ/CRSE # ACCO/B7057

**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. Here, you’ll learn about 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 a database.

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

**Microsoft Excel 2010 – Basic**
6 hours; Fee: $179  
(Tuition: $154, Text: $25)
Learn the basic functions and features of Excel 2010, starting with spreadsheet terminology and Excel’s window components, plus how to use the Help system and navigate worksheets/workbooks. Then, you will enter and edit text, values, formulas and pictures; save worksheets in various formats; move and copy data; study absolute and relative references; and work with ranges, rows and columns. Also learn: simple functions, basic formatting techniques, printing, chart creation/modification and large workbooks management. Workshop manual comes with CertBlaster exam prep software (download).

**Microsoft Excel 2010 – Intermediate**
6 hours; Fee: $179  
(Tuition: $154, Text: $25)
Builds on the skills and concepts taught in Excel 2010 – Basic. Learn how to use multiple worksheets/workbooks efficiently and start working with more advanced formatting options, including styles, themes and backgrounds. Also learn to create outlines and subtotals, to create and apply cell names, and to work with tables. You will save workbooks as Web pages, insert and edit hyperlinks, and share workbooks by email. Learn more: advanced charting techniques, use of trendlines and sparklines, worksheet auditing and protection, file sharing and merging, and workbook templates. Finally, you will work with PivotTables and PivotCharts. Workshop manual comes with CertBlaster exam prep software (download).

**Microsoft Excel 2010 – Advanced**
6 hours; Fee: $179  
(Tuition: $154, Text: $25)
Builds on the skills and concepts taught in Excel 2010 – Intermediate. Work with advanced formulas plus lookup functions such as VLOOKUP, MATCH and INDEX. Learn about data validation and database functions such as DSUM; how to import and export data; and how to query external databases. Finally, get current on the analytical features of Excel (such as Goal Seek and Solver), running and recording macros, SmartArt graphics, and conditional formatting with graphics. Workshop manual comes with CertBlaster exam prep software (download).

**Microsoft Word 2010 – Basic**
6 hours; Fee: $179  
(Tuition: $154, Text: $25)
Covers the basic functions and features of Word 2010, introducing Word’s window components, then teaching how to use the Help system and navigate documents. You will enter and edit text, create and save documents, and learn how to enhance the appearance of a document by using various formatting options. Also, create tables, insert headers and foot-
ers, proof and print documents, and insert graphics. Course manual comes with CertBlaster exam prep software (download).

**Microsoft Word 2010 – Intermediate**
6 hours; Fee: $179
(Tuition: $154, Text: $25)
Builds on the skills and concepts taught in Word 2010 – Basic. You will: work with styles, sections and columns; use the Navigation pane to work with outlines; format tables, print labels and envelopes; and work with graphics. Also, use document templates, manage document revisions and work with Web features. Course manual comes with CertBlaster exam prep software (download).

**Microsoft Word 2010 – Advanced**
6 hours; Fee: $179
(Tuition: $154, Text: $25)
Builds on the skills and concepts taught in Word 2010 – Intermediate. You will: perform mail merges; create and use forms; and create master documents that include a table of contents, a table of figures, footnotes, endnotes, an index, bookmarks, cross-references and Web frames. Also, create macros, customize the ribbon and Quick Access toolbar, and work with XML documents. Course manual comes with CertBlaster exam prep software (download).
New Online Certificates through Educational Fitness Solutions, Inc. (EFS). Register online today at www.ccp.edu/solutions/EFS.

These innovative, Web-based certificates provide an interactive educational experience allowing you to fit new certification training into your busy schedule. Complete a certificate online in three to five months.

- **Certified Posture Specialist** (Instructor Facilitated: $699; Non-Instructor Facilitated: $499)
  - Introduction to Posture and Body Alignment
  - Anatomy, Kinesiology and Physiology
  - Posture Analysis, Assessment and Evaluation
  - Exercise Program Design
  - Business Concepts, Client Education and Management

- **Fitness Business Management** ($249 per Class; $896.40 for Certificate)
  - Business Development and Entrepreneurship in Fitness
  - Financial Principles and Business Concepts
  - Marketing, Sales and Customer Service Management
  - Fitness Management and Business Administration

- **Sports Nutrition and Performance** ($249 per Class; $896.40 for Certificate)
  - Nutrition and You: Functional Foods
  - Weight Management and Nutrition in the Lifecycle
  - Introduction to Sports Nutrition and Performance
  - Public Nutrition and Wellness

- **Personal Training and Group Exercise Training for Older Adults** ($249 per Class; $896.40 for Certificate)
  - Socio-Physiological Aspects of Aging
  - Designing Older Adult Exercise Programs
  - Business Management and Administration for the Mature Market
  - Exercise and Aging for Special Populations
  - Optional Field Internship

Visit www.ccp.edu/solutions/EFS for a complete EFS course list, descriptions and online registration.
Workplace and Professional Skills

Comprehensive Leadership Skills
Effective leaders possess knowledge both of themselves and of those they lead within their organizations. These workshops focus on the essential skills that those in leadership positions use to accomplish their goals through collaborative effort.

Conflict Resolution
6 hours; Fee: $179
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 find out how to strengthen workplace relationships and ultimately decrease your stress.

SUBJ/CRSE # MANG/B9656
CRN # 48666
Location: CBI, Room C1-15
Wednesdays
Sept. 24, 2014
9 a.m. – 4 p.m.
(1-hour break for lunch)

Emotional Intelligence
6 hours; Fee: $179
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 how successful you are in 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 emotional intelligence, optimism, personal vision and values, and validating emotions in others. It teaches you techniques to understand, use and appreciate the role of EQ in the workplace.

SUBJ/CRSE # MANG/B9654
CRN # 48669
Location: CBI, Room C1-15
Wednesday
Oct. 15, 2014
9 a.m. – 4 p.m.
(1-hour break for lunch)

Creative Thinking and Innovation
12 hours; Fee: $249
Despite creative thinking and innovation being 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 selecting clothes to wear in the morning or stretching a tight budget at work? While these tasks may not normally be associated with creativity, much of it is required to accomplish either one. Some possess creativity, but others struggle to think outside the box. If you fall into the latter category, understand that boosting your creative and innovative abilities takes practice. In this one-day workshop you will learn to recognize and hone your own creative potential.

SUBJ/CRSE # MANG/B9656
CRN # 48667
Location: CBI, Room C1-15
Wednesdays
Oct. 1 & 8, 2014
9 a.m. – 4 p.m.
(1-hour break for lunch)

Influence and Persuasion
6 hours; Fee: $179
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 will help you learn how to influence and persuade in various life contexts.

SUBJ/CRSE # MANG/B9657
CRN # 48670
Location: CBI, Room C1-15
Wednesday
Oct. 22, 2014
9 a.m. – 4 p.m.
(1-hour break for lunch)

Leadership Development Certificate
24 hours; Fee: $649
Does your business make your managers and supervisors into better leaders? Doing so internally has proven to be more cost effective and productive for small- and medium-sized businesses than costly external searches, whether in sales, construction or production.

Online | $395
www.ccp.edu/solutions/ugotclass
The Leadership Development workshop helps your managers assess individual leadership styles and understand their impact, create more effective team-building skills, build project management skills, improve personal management skills, learn techniques for building organizational relationships and develop strategic thinking ability. Attendees will develop a leadership project specific to their position and company for presentation during the final class meeting.

SUBJ/CRSE # MANG/B9650  
CRN # 48677  
Location: NERC, Room 330  
Tuesdays  
8 a.m. – 12 p.m.

Self-Leadership  
6 hours; Fee: $179  
Self-leadership combines taking responsibility for our outcomes, setting direction for our lives and employing tools for 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 to doing what it takes to achieve those results. This one-day workshop will help you internalize the four pillars of self-leadership in order to make meaningful, empowered choices while enacting your plan.

SUBJ/CRSE # COMM/B9658  
CRN # 48684  
Location: CBI, Room C1-15  
Tuesday  
October 21, 2014  
9 a.m. – 4 p.m.

Communication Skills Inventory  
The abilities to speak well and write clearly can make you highly marketable. These workshops cover various aspects of communication that will sharpen your existing skills.

Advanced Writing Skills  
6 hours; Fee: $179  
This one-day workshop for proven writers will focus on writing letters of recommendation, persuasion, refusal or action that reflect current word usage and up-to-date formats. You can also learn some basics about writing business cases, proposals and reports. **Note:** Interested students should complete Business Writing that Works (see below) first.

SUBJ/CRSE # COMM/B7531  
CRN # 48664  
Location: CBI, Room C1-15  
Tuesday  
Sept. 30, 2014  
9 a.m. – 4 p.m.  
(1-hour break for lunch)

Business Writing that Works  
12 hours; Fee: $249  
Good business writing is critical to your success and your company’s image. Writing well is a key business skill at all levels of an organization. To do so you must be able to 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. You will practice writing effective business correspondence and learn writing/editing techniques through group discussion and exercises.

SUBJ/CRSE # COMM/B7530  
CRN # 48665  
Location: CBI, Room C1-15  
Tuesdays  
Sept. 16 & 23, 2014  
9 a.m. – 4 p.m.  
(1-hour break for lunch)

Communication Strategies  
12 hours; Fee: $249  
Have you ever wondered why it seems so difficult to talk with some people and so easy to talk with others? Or perhaps you can recall an initial meeting with someone you immediately liked—something about them made you feel instantly comfortable. A major goal of this two-day workshop is to help you understand the impact your communication skills have on other people. You will also explore how improving these skills can make it easier for you to thrive both in the workplace and in life.

SUBJ/CRSE # COMM/B7535  
CRN # 48683  
Location: CBI, Room C1-15  
Wednesdays  
December 3 & 10, 2014  
9 a.m. – 4 p.m.

Conquering Your Fear of Public Speaking  
6 hours; Fee: $179  
Do you get nervous when presenting at company meetings or find it hard to start conversations at gatherings and social events? If so, this one-day workshop is just for you! Here you can learn to improve your speaking skills in a safe, supportive setting. Gain the confidence and skills to interact with others, to speak in informal situations and to present before small groups.

SUBJ/CRSE # COMM/B7534  
CRN # 48682  
Location: CBI, Room C1-15  
Wednesday  
October 29, 2014  
9 a.m. – 4 p.m.

Critical Elements of Customer Service  
12 hours; Fee: $249  
Is your customer service reputation driving your business growth or driving your customers to the competition? This dynamic two-day workshop presents the essentials
of customer service excellence, and combines that with an opportunity
to practice skills and benefit from
feedback. You will develop new skills
in managing customer information,
communicating effectively, and us-
ing proven tools and techniques for
creating lasting customer satisfaction.
Learn six critical customer service ele-
ments that your company can adopt to
bring customers back for service that
outdoes the competition.

SUBJ/CRS # MANG/ B9652
CRN # 17515
Location: CBI, Room C1-16
Tuesdays, Oct. 7 & 14, 2014
9 a.m. – 4 p.m.
(1-hour break for lunch)

**Effective Copywriting**

Whether you are sending out a press release, communicating internally
by memo or promoting your profession-
sal skills on LinkedIn, strong writing
skills can often key your success.
Here you will adopt proven tools and
techniques for improving your copy-
writing skills and learn how to avoid
those common writing mistakes that
can hold you back.

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

**Grant Writing for Profit and
Nonprofit Entities**

24 hours; Fee: $349
Learn to prepare a successful pro-
posal for funding your organization
as per the requirements of private
foundations, public agencies and other
funding sources. Students will prepare
letters of inquiry, budget forms and
grant applications, and will identify
productive Internet search sites for
funding resources. This workshop
includes creating a project that fits
funders’ guidelines via appropriate
writing style, proposal strategy and
evaluation plan. Get hands-on experi-
ence in writing readable, competitive
proposals applicable to both the profit
and nonprofit sectors.

SUBJ/CRS # MANG/B9647
CRN # 48676
Location: CBI, Room C1-16
Wednesdays, Sept. 24 - Nov. 12, 2014
5:30 – 8:30 p.m.

**Intercultural
Communication**

Globalization requires us
to adapt our communication
skills to succeed in a culturally diverse
world. Whether you’re in business,
education, the social services, or are
simply an adventuring globetrotter,
understanding intercultural commu-
ication is key to ensuring success in
navigating across cultures. By delving
into the different approaches to cross-
cultural communication, you freshen
your perspective on culture and
improve your understanding of how a
cultural-worldview shapes and drives
communication.

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

**Introduction to
Neuro-Linguistic
Programming**

6 hours; Fee: $179
Your brain, thoughts and behavior trig-
ger 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 inter-
act 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, gain-
ing the tools to manage your thoughts
and yourself.

SUBJ/CRS # MANG/B9660
CRN # 48686
Location: CBI, Room C1-15
Thursday, October 2, 2014
9 a.m. – 4 p.m.
(1-hour break for lunch)

**Public Speaking – Presentation
Survival Skills**

12 hours; Fee: $249
A great presenter has two notable
qualities: appropriate skills and person-
al confidence. Confidence comes from
knowing what you want to say and be-
ing comfortable with your communica-
tion skills. In this two-day workshop,
you will master the skills that make
you a better speaker/presenter; learn
to establish rapport with the audience;
study techniques to reduce nervous-
ness; and prepare, practice and deliver
a short presentation.

SUBJ/CRS # COMM/ B7533
CRN # 48672
Location: CBI, Room C1-15
Wednesdays, Nov. 5 & 12, 2014
9 a.m. – 4 p.m.
(1-hour break for lunch)
Continuing Professional Education for Certified Public Accountants
41 hours; Fee: $659
This weekly program on Tuesdays consists of 41 hours of instruction toward CPA license renewal approved by Pennsylvania and New Jersey State Board of Accountancies. Topics covered are: Accounting and Auditing; Advisory Services; Professional Skills Development; and Taxation. For a CPA brochure, call 215-496-6158.

SUBJ/CRSE # CPAC/B7038
CRN # 48678
Location: CBI, Room C2-28
Tuesdays
September 2 - November 25, 2014
5:30 – 8:30 p.m.
(*Oct. 7 & 14, 5:30 – 9:30 p.m.)

Distribution and Logistics Management
Distribution and logistics management professionals 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. This workshop will not only show you how to create and operate a logistics function, but also how to achieve success by combining strategies and tactics. All elements of distribution and logistics management 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

Lean Six Sigma
Lean is an integral concept to today’s business environment as 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. With Lean Six Sigma techniques you possess the skills to lead successfully in both service and manufacturing industries. No prerequisites required.

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

Mobile Food Management Program
- Introduction to Food Truck Entrepreneurship
In the foodservice industry, the evolution of the food truck and food cart concept is positively benefitting owners, customers and the communities where they operate. In response to this trend, Mobile Food Management studies at Community College of Philadelphia will help guide prospective students through the steps of planning, starting and maintaining a food truck or food cart.

The program consists of three workshops:

Mobile Food Management 101: Concept and Plan
Mobile Food Management 102: Requirements
Mobile Food Management 103: Design, Costing and Budgeting.


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

Mobile Food Management 101: Concept and Plan
15 hours; Fee: $249
Because the food truck concept figures so prominently today in the foodservice industry, this workshop will introduce you to Mobile Food Management and provide the fundamentals of owning and operating a food truck or food cart. It will familiarize you with the tools needed to formulate a food truck concept and turn it into a standardized plan. You will focus on menu planning, truck/cart design and location. Case studies, field trips and established food truck businesses will aid you in designing your own mobile food unit.

SUBJ/CRSE # HMTP/B8005
CRN # 48679
Location: PAV, P2-18
Wednesdays
Sept. 3 - Oct. 1, 2014
5 – 8 p.m.

Mobile Food Management 102: Requirements
15 hours; Fee: $249
Are you interested in starting a food truck/cart business but unsure exactly how to begin? Join this informative workshop to learn the requirements for operating a mobile food unit. Emphases will be federal, state and local regulations, zoning, licenses and permits needed to operate legally. You will learn health, safety, commissary and tax requirements, and be provided with resources to support a successful food management program.

Subj/CRSE # HMTP/B8006
CRN # 48680
Location: PAV, P2-18
Wednesdays
Oct. 8 - Nov. 5, 2014
5 – 8 p.m.

Mobile Food Management 103: Design, Costing and Budgeting
15 hours; Fee: $249
Learn to design, cost and budget for a mobile food unit, plus develop the necessary skills for succeeding in the foodservice segment of mobile food management. Emphasis will be placed on using a website and social media outlets to continuously market and on participating in the community to foster good relations.

Subj/CRSE # HMTP/B8007
CRN # 48681
Location: PAV, P2-18
Wednesdays
Nov. 12 - Dec. 10, 2014
5 – 8 p.m.
Onboarding New Employees
Want to ensure a smooth transition from best candidate to star employee? Onboarding, the process of socializing new employees into the organization, begins well before traditional new-hire orientation and has long reaching implications. Throughout this class you will construct an Onboarding Program to use in your own organization.

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

Enhance Your Advanced Manufacturing Skills Today!

Introduction to Blueprint Reading
20 hours; Fee $279
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.

SUBJ/CRSE # ARCN/B8011
CRN # 48671
Location: NERC, Room 330
Wednesdays
Oct. 15 - Nov. 12, 2014
5 – 9 p.m.

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

Professional Culinary Skills Training
96 hours; Fee: $1,750
(Tuition: $1,682, Text: $68)
Learn the basic principles within the food service and lodging industries. This program is separated into three key components: 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 completing this program you will receive nationally recognized ServSafe Food Protection Manager Certification.

• Students are required to wear black slipless shoes to class.

SUBJ/CRSE # HMTP B8008
CRN # 48687
Location: PAV, P2-06
Weds./Thurs.
5:30 – 8:30 p.m.
(No class Nov. 27, 2014)

Inspire Your Employees to Earn a Degree through Our Corporate College

We offer your employees 600-plus college courses, often right where they work. So your best and brightest get a college education, gain essential workplace skills and keep you competitive, wherever’s most convenient, even online.

Corporate Solutions offers your employees:
• More than 70 degree and academic certificate programs
• Transfer agreements to four-year colleges and universities
• Student support services
• Onsite classes at your location, at our Main Campus, at one of our Regional Centers or online

Call our Corporate College team today at 215-496-6158.
Excellence in Supervision Certificate

Supervisors today play a critical role in ensuring an organization’s success and productivity. The successful supervisor must have a clear understanding of on-the-job roles and responsibilities. The diverse workforce of today’s organizations and the changing economic conditions require first-line supervisors to understand the importance of displaying strong skills in communication, interpersonal relations, effective planning and goal setting, coaching and team building. These skills set form the foundation of the Corporate Solutions Excellence in Supervision Certificate.

This certificate will prepare the new supervisor, the individual in transition to a supervisory role or the current supervisor desiring a skills update to more effectively manage. The certificate is awarded to students who have successfully completed all three of the Excellence in Supervision modules: Building Effective Teams, Effective Communication Skills and Successful Supervision.

Required Textbook:
Students are required to purchase/rent the following textbook prior to the first class: Management Skills for Everyday Life, Paula Caproni.
ISBN: 978-0136109662

Effective Communication Skills: Creating an Informed and Productive Workforce
12 hours; Fee: $279
At the heart of supervising and managing other people is how you communicate with them. In this workshop, you will learn and practice an effective communication model, active listening techniques, nonverbal communication and presentation skills. You will get feedback from peers and the instructor on your own communication style. This workshop teaches managers and supervisors how to resolve conflicts, communicate effectively, solve problems and manage positive change in the corporate culture. It also provides an understanding of 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

Successful Supervision: The Critical Roles and Responsibilities
12 hours; Fee: $279
Moving to supervision means learning new roles, responsibilities, behaviors and attitudes. You will constantly be challenged to meet changing organizational demands of a diverse workforce, communicate organizational policies and goals, and plan the work of your team while managing your own time. You will begin to learn how effective supervisors think and act as you develop critical competencies in setting priorities, understanding the importance of clear communication, delegating, providing feedback and resolving problems. Scheduling your direct reports’ work must be coupled with managing your own workflow and time.

Successful Supervision
SUBJ/CRSE # MANG B9645
CRN # 48673
Location: CBI, Room C1-17
Oct. 9 & 16, 2014
Time: 9 a.m. – 4 p.m.

Building Effective Teams: Coaching, Planning and Assessing Performance
12 hours; Fee: $279
Learn the characteristics of effective work groups and teams and strategies for developing, leading and evaluating them. Assess your own teamwork and team role preferences and explore how to maximize your strengths while minimizing your potential liabilities as a team leader. Learn specific techniques and tools for leading teams at various stages of group development. In this highly interactive program, you will practice coaching skills, receive coaching tips and formulate an action plan for working with team members you supervise.

Topics include:
- Stages of team development
- Teamwork and team role preferences
- Barriers to team development
- Characteristics of high performing teams
- Coaching individuals and teams to better performance
- Improving meeting skills

Building Effective Teams
SUBJ/CRSE # MANG/B9646
CRN # 48674
Location: CBI, Room C1-17
Oct. 23 & 30, 2014
9 a.m. – 4 p.m.

Building Effective Teams: Coaching, Planning and Assessing Performance
12 hours; Fee: $279
Learn the characteristics of effective work groups and teams and strategies for developing, leading and evaluating them. Assess your own teamwork and team role preferences and explore how to maximize your strengths while minimizing your potential liabilities as a team leader. Learn specific techniques and tools for leading teams at various stages of group development. In this highly interactive program, you will practice coaching skills, receive coaching tips and formulate an action plan for working with team members you supervise.

Topics include:
- Stages of team development
- Teamwork and team role preferences
- Barriers to team development
- Characteristics of high performing teams
- Coaching individuals and teams to better performance
- Improving meeting skills

Building Effective Teams
SUBJ/CRSE # MANG/B9646
CRN # 48675
Location: CBI, Room C1-17
Nov. 6 & 13, 2014
9 a.m. – 4 p.m.

Note: Workshops include a 1-hour break for lunch.
Professional Coaching Certificate

The Professional Coaching Certificate is designed for learners who have a strong belief in the human capacity to grow and achieve potential, regardless of where they are in life. In this highly interactive, hands-on format, participants will learn the core components of professional coaching and be able to apply the coaching principles in a variety of situations. This is designed for human service professionals seeking to develop their skills with clients, human resource professionals involved with employee relations or individuals who are considering professional coaching as a career. To receive the Professional Coaching Certificate, students must successfully complete all three workshops (18 hours).

Students will receive a customized coaching tool kit that includes exercises, tools and up-to-date information on the principles and practices of the coaching profession.

Foundations of Coaching
6 hours; Fee: $199
Professional coaching is much more than a management strategy. Professional coaching involves using a specific set of skills to bring out the best in people. In this workshop, you will explore various coaching skills, operating assumptions and practices. You will learn how to set the structure for coaching, establish expectations and goals, and measure results. You will use real-world case studies and practice coaching techniques.

SUBJ/CRSE # MANG/B9631
CRN # 47273
Location: CBI, Room C1-17
Wednesday
Oct. 29, 2014
9 a.m. – 4 p.m.
(1-hour break for lunch)

Results-Oriented Coaching
6 hours; Fee: $199
Results-Oriented Coaching builds on Foundations of Coaching and helps those who coach individuals and teams to prepare for specific outcomes. When individuals become focused on a specific outcome, task or result, their desire is to learn and improve the necessary skill required to accomplish the goal.

In this workshop, you will learn how to take advantage of that stage of readiness to create a successful coaching relationship and to achieve the desired results through the use of appropriate tools and techniques for various coaching situations. Prerequisite: Foundations of Coaching.

SUBJ/CRSE # MANG/B9629
CRN # 47274
Location: CBI, Room C1-17
Wednesday
Nov. 5, 2014
9 a.m. – 4 p.m.
(1-hour break for lunch)

Transformational Coaching
6 hours; Fee: $199
Transformational Coaching is a model of coaching based on the belief that all people possess qualities of greatness. In this workshop, you will learn techniques for bringing about change to help individuals lead a more meaningful life—according to what that means for each individual. You will learn to tap into your own passion and inner wisdom to act as an agent for change and strategic partner in collaborating with individuals for the purpose of reaching personal goals and objectives. Prerequisites: Foundations of Coaching and Results-Oriented Coaching.

SUBJ/CRSE # MANG/B9630
CRN # 47275
Location: CBI, Room C1-17
Wednesday
Nov. 12, 2014
9 a.m. – 4 p.m.
(1-hour break for lunch)

Project Management Fundamentals
Even with more projects occurring today than ever before—to create new computer applications, erect bridges and buildings, improve processes, develop new products and reorganize company operations—most organizations do not manage these well. So there’s an unprecedented demand for project management practitioners. If you’re organized, perceptive, detail-oriented and a skilled communicator, enter this fast-growing field to gain the essential information needed to prepare for and complete your first project. And if you’re an experienced project manager now, increase your value to your employer by honing your skills and competencies. This course also helps you 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

SMALL BUSINESS WORKSHOP SERIES
(See workshop descriptions and schedules on page 13)

The Center for Small Business Education, Growth and Training at our Northeast Regional Center provides a wide variety of workshops to assist Philadelphia small businesses. These workshops provide you and your employees with valuable information for increasing business productivity.

- Accounting Fundamentals
- Customer Research Certificate
- Funding Your Business
- Inbound Marketing Certificate
- Instagram for Business

The Northeast Regional Center is located at 12901 Townsend Road, Philadelphia, PA 19154.

Call 215-972-6253 or email smallbiz@ccp.edu for more information.

The Center for Small Business Education, Growth and Training

Community College of Philadelphia

Corporate Solutions
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
WANAMAKER SCHOLARS PROGRAM

Are you an unemployed/underemployed Philadelphia resident? If so, you may qualify for a scholarship available through the Wanamaker Scholars Program that provides training to help you gain the knowledge and skills needed to obtain employment. Program graduates receive a Certificate of Achievement and payment of certification examination fees.

Fall 2014 Training Programs

Pharmacy Technician

Personal Trainer

Professional Culinary Skills

Nurse Aide

See page 28 and visit www.ccp.edu/wanamaker for program details and to learn how you can take advantage of this rewarding opportunity.

To apply to the Wanamaker Scholars Program, please contact Vida Wright, program coordinator, at vwright@ccp.edu or call 215-496-6157.
Wanamaker Scholars Program

The Wanamaker Institute and Community College of Philadelphia have partnered to establish the Wanamaker Scholars Program. Its goal is to help Philadelphia residents who are underemployed or unemployed 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.

To be considered for admission to the Wanamaker Scholars Program, individuals must submit a program application, participate in an interview and meet the entrance requirements for their program of interest. Class size is limited; therefore, not all applicants will be admitted. All applications will be reviewed and evaluated. Selected applicants must attend an orientation. Please refer to specific program descriptions at www.ccp.edu/wanamaker for requirements.

Students admitted to the program will be designated as Wanamaker Scholars. Upon successful completion of their training, program graduates will receive a certificate of achievement.

To apply to the Wanamaker Scholars Program, please contact Vida Wright, program coordinator, at vwright@ccp.edu or call 215-496-6157. Students accepted into the program will be required to pay a one-time matriculation fee of $30.

Corporate College

Corporate College at Community College of Philadelphia offers credit programs to organizations that wish to make the process of obtaining an academic certificate or associate's degree more convenient for their employees.

Corporate College offers:

- Significantly reduced tuition costs to stretch your tuition remission budget
- Articulation agreements with many area colleges and universities for easy transfer of credits
- Award-winning instructional standards focused on learning outcomes
- Flexible hours for the convenience of your employees
- Courses brought onsite to your facility
- Courses targeted to your employees
- High employee satisfaction and retention
- More than 70 degree and certificate programs and 600 credit courses

For more information on how to start a program at your site, contact Corporate College at 215-496-6158.

Corporate Solutions Testing and Job Assessment Services

ACT’s Job Profiling

Job profiling consists of a task analysis to select the tasks most critical to a job. The skills analysis identifies the skills and skill levels required to enter and effectively perform the job. By matching the job profile information with individual scores on the WorkKeys® assessments, you can reliably determine hiring, training and program development needs.

With ACT’s Job Profiling process, an ACT-trained facilitator works collaboratively with groups of your employees to complete each job analysis. Job incumbents serve as the subject matter experts who define the tasks and skills needed to successfully perform a specific job.

Job profiling provides these benefits:

- Supports hiring, promotion and training decisions
- Uses focus groups and ACT-trained facilitators
- Offers a proven methodology and reliable results
- Uses ACT's SkillPro® software
- Meets requirements adopted by the EEOC

For more information on the Job Profiling program, call us at 215-496-6158.
**ACT’s WorkKeys® Job Assessment System**

WorkKeys® assessments give students and workers reliable, relevant information about their workplace skill levels. Combined with information about skill levels required for jobs, assessment information can help users make better career and education decisions.

The WorkKeys® system is the most efficient assessment process available. Using our unique job profiling component along with our assessments, we are able to 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:**
- Develops clear picture of skill requirements
- Improves employee selection and retention
- Identifies training needs
- Increases employee productivity
- Facilitates compliance with EEOC guidelines

**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 that are critical to job success.

**Certificate Levels**

Individuals who score at certain levels on three WorkKeys® assessments—Applied Mathematics, Reading for Information and Locating Information—will qualify for a certificate.

**Certificate (WorkKeys® Scores)**

**Gold**

Scored at least a level 5 in each of the three core areas and has the necessary skills for 90 percent of the jobs in the workforce database

**Silver**

Scored at least a level 4 in each of the three core areas and has the necessary skills for 65 percent of the jobs in the workforce database

**Bronze**

Scored at least a level 3 in each of the three core areas and has the necessary skills for 35 percent of the jobs in the workforce database

According to ACT, the National Career Readiness Certificate verifies that an individual has the foundational skills necessary to successfully enter employment or a training program. The Internet-based Certificate Registry allows an individual to view WorkKeys scores, apply for a certificate and order paper copies. The Registry also enables employers to verify that an individual has a certificate.

For further information about the WorkKeys® program, please call 215-496-6158.

**Pearson Vue** offers flexible scheduling, easy online test registration and the most expansive test center network in the industry. Test areas include:

- ACSM
- Adobe
- American College
- Brocade
- Cisco
- Citrix
- CIW
- CompTIA
- Excelsior College
- GED
- PECT
- - PAPA
- - PreK-4
- - Special ED
- SAP
- VMware
- World at Work

**PSI (formerly LaserGrade)** offers proctored, computer-based test administration for occupational and professional licensure and certification and IT certification using its own secure 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 and university settings. The Internet-based tests include all four language skills required for effective communication: speaking, listening, reading and writing. The test helps 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 the following 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. Successful candidates receive a Microsoft Office Specialist certification credential that differentiates them in the competitive job market.

The certificate is a valuable credential that is recognized worldwide as proof that an individual has the desktop computing skills needed to work productively and efficiently.

For any certification and licensure testing, contact us about using our authorized testing center, located in the Corporate Solutions Online Training and Testing Center, at 215-496-6158.
Kryterion is a full-service test development and delivery company that provides world-class online testing via hundreds of quality tests from these (and more) national associations: American Society of Microbiologists (ASM), American Society of Plumbing Engineers (ASPE), American Society for Training & Development (ASTD), Association of Business Process Management Professionals (ABPMP), Construction Manager Certification Institute–CMAA (CMCI), Fabricators and Manufacturers Association (FMA), Green Advantage, Institute of Hazardous Materials Management (IHMM), International Association of Plumbing and Mechanical Officials (IAPMO), InterNational Electrical Testing Association (NETA), National Association of Mortgage Brokers (NAMB), National Institute of Pension Administrators (NIPA), National Regulatory Services (NRS), Professional Aviation Maintenance Association (PAMA), Professional Retail Store Maintenance Association (PRSM), Refrigerating Engineers & Technicians Association (RETA), Salesforce (SF), and 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. All PAN testing centers provide a consistent, secure, reliable and professional testing experience. All candidate and test center communications are fully-integrated with online candidate registration and scheduling, e-commerce capabilities, and real time results reporting. PAN provides testing services for U.S. Transportation Security Administration and the Border Patrol, among others.

### Continuing Professional Education for Certified Educators – Act 48

The Commonwealth of Pennsylvania’s Act 48 addresses requirements for professional education planning and requires all certified educators (teachers, principals and superintendents), every five years, to earn six college credits, six continuing professional education credits or 180 clock hours of continuing professional education; or any combination of collegiate studies, continuing professional education 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 an Act 48 certification form, which may be obtained at the Enrollment Central counter, Room BG-5, at the Main Campus or at any Regional Center.

### Corporate Contract Training

Community College of Philadelphia, through our Corporate Solutions unit, can provide customized programs tailored for your employees at our Main Campus, at our three Regional Centers, at your workplace or online. Courses may be offered during the day, evening or weekends for college credit or as continuing professional education experiences. To discuss your learning and productivity requirements, call us at 215-496-6158.

### Veterans Education Benefits

To receive Veterans Education Benefits, you must register in courses that are approved by the Department of Veterans Affairs. The U.S. Department of Veterans Affairs (DOVA) will only pay education benefits for courses that are part of an approved certificate and/or degree program. Note: You will not receive benefits for courses successfully completed in the past.

Corporate Solutions professional certificates approved for Veterans Education Benefits are denoted in this catalog with a flag. Veterans and family members eligible for education benefits must obtain authorization from the Department of Veterans Affairs prior to enrollment in a program. Contact the College’s Veterans Resource Center coordinator, Steve Bachovin, at 215-751-8462 or sbachovin@ccp.edu with any questions. To enroll in a workshop or for more information, visit ccp.edu/solutions.

### WEDnetPA: Guaranteed Free Training for Your Company

The Guaranteed Free Training program offers expertise, convenience and flexibility.

- Qualified companies can choose from many training providers conveniently located across Pennsylvania.
- Instructor-led training is conducted by experts in their fields, either onsite or at a regional WEDnetPA partner/training provider. In-house and online training is permitted.
- Applications are accepted throughout the year.
- Program year runs from July 1 through June 30.

Find out if your company qualifies for Guaranteed Free Training. It’s quick and easy. Call 215-496-6158 or visit the website at www.wednetpa.com for more information.
How to Register

Online
www.ccp.edu/solutions

Online registrations are 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 the location where your workshop meets.

Class Cancellation for Bad Weather
Classes may be canceled due to inclement weather. A message will be placed on both of the main switchboard numbers (215-751-8000 and 215-751-8010) indicating that 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 either 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 $12 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 the student withdraws no later than the day before the first class meeting.

Note: We encourage students 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.

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.
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>
<thead>
<tr>
<th>Course Reference No.</th>
<th>Section Number</th>
<th>Subject</th>
<th>Number</th>
<th>Course Title</th>
<th>Time</th>
<th>Days/Dates</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Term/Year</th>
<th>Program Code</th>
<th>Banner Student ID Number</th>
<th>Company Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Received Date</td>
<td>Processed By</td>
<td>Process Date</td>
<td>Company Code</td>
</tr>
</tbody>
</table>

40214
Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. All courses run for six weeks (with a 10-day grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office. Any time of the day or night.

How to Get Started:

1. Visit our Online Instruction Center: www.ed2go.com/ccp2go
2. Click the Courses link, choose the department and course title you are interested in and select the Enroll Now button. Follow the instructions to enroll and pay for your course. Here you will enter your e-mail and choose a password that will grant you access to the Classroom.
3. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with your e-mail and the password you selected during enrollment.

Learn More...

- Expert Instructor
- 24-Hour Access
- Online Discussion Areas
- 6 Weeks of Instruction

New course sessions begin monthly. Please visit our Online Instruction Center to see exact start dates for the courses that interest you.

Enroll Now!

Visit our Online Instruction Center today!

www.ed2go.com/ccp2go or call:

(215) 496-6158

Courses Start as Low as:

$119

Requirements:

All courses require Internet access, e-mail, and the Microsoft Internet Explorer or Mozilla Firefox Web browser. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.

Instructor-Facilitated
Online Courses

ed2go

Introduction to Microsoft Excel
Discover the secrets to setting up fully formatted worksheets quickly and efficiently.

Creating Web Pages
Learn the basics of HTML so you can design, create, and post your very own site on the Web.

Accounting Fundamentals
Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

Speed Spanish
Learn six easy recipes to glue Spanish words together into sentences, and you’ll be speaking Spanish in no time.

A to Z Grantwriting
Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns, and prepare proposals.

Medical Terminology: A Word Association Approach
Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

Introduction to QuickBooks
Learn how to quickly and efficiently gain control over the financial aspects of your business.

Grammar Refresher
Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

Intermediate Microsoft Excel
Work faster and more productively with Excel’s most powerful tools.

Real Estate Investing
Build and protect your wealth by investing in real estate.

Introduction to Microsoft Access
Store, locate, print, and automate access to all types of information.

Introduction to Microsoft Word
Learn how to create and modify documents with the world’s most popular word processor.

Project Management Fundamentals
Gain the skills you’ll need to succeed in the fast-growing field of project management.

Computer Skills for the Workplace
Gain a working knowledge of the computer skills you’ll need to succeed in today’s job market.

Introduction to Dreamweaver
Harness the broad range of capabilities Dreamweaver brings to Web development.

Introduction to PC Troubleshooting
Learn to decipher and solve almost any problem with your PC.

Introduction to PowerPoint
Build impressive slide presentations filled with text, images, video, audio, charts, and more.

Going Green at Home
Step into a green lifestyle as you discover simple, cost-effective ways to make your home environmentally friendly.

Discover Digital Photography
An informative introduction to the fascinating world of digital photography equipment.

GRE Preparation - Part 1
Discover powerful strategies for success in the verbal and analytical sections of the GRE.

More courses available
AT OUR ONLINE INSTRUCTION CENTER

www.ed2go.com/ccp2go

More than 300 online courses
Looking to increase your marketability and mobility in today’s competitive job market?

If you’re planning a career move that is both challenging and rewarding, the Post-Baccalaureate Certificate in Accounting will provide you with concentrated training in accounting, an area with enduring market demand. The program is designed specifically for those wishing to develop proficiency in accounting and sit for the CPA exam.


Program Entry Requirements:
The program is open to students with a bachelor’s degree in any field from an accredited college or university.

*New students are normally required to take the College’s placement test at the time of entry.

CPA Examination and Licensure Information: 24 credits are required to sit for the CPA Exam. However, 36 credits plus accounting work experience are needed to obtain a CPA license in Pennsylvania. For more, see:

- Education Requirements for the CPA Examination in the Commonwealth of Pennsylvania (http://www.nasba.org/exams/cpaeexam/pennsylvania/)
- Education Requirements for Licensure in the Commonwealth of Pennsylvania (http://www.nasba.org/exams/cpaeexam/pennsylvania/)