

Continuing Education and Workforce Solutions

Community College of Philadelphia
Corporate Solutions

www.ccp.edu/solutions

**Spring/Summer 2014
Noncredit Programs**



ServSafe Food Protection



Pharmacy Technician



Automotive Services

**Learn a new skill.
Enhance your career today
with new workshops and
certificate programs!**

- Clinical Medical Assistant
- Conflict Resolution
- Personal Trainer Certification
- Social Media Certificate

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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



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.

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 our 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

Community College of Philadelphia is an approved provider of learning activities required by Act 48 for Pennsylvania educators holding Pennsylvania public school certification. See page 30 for more information.

Online Training – Look for the online mouse icon.



All courses can be taken online from the convenience of your home.



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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 (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.

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JER Online (JER Group, Inc.)

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.

JER Online
Continuing Workforce Education and
Certificates - 1000+ Online Courses
250+ Subject Areas



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 browser; audio software such as Windows Media, Real, Quicktime or Flash.

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

UGotClass
Online certificates and courses



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 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 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 to view a complete list of courses.



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.ccp.edu/careercoach to get started with Pennsylvania Career Coach.

Health Care and Counseling Workshops

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 # 17490
Location: CBI, Room C1-16
Tuesdays
Jan. 14 - April 29, 2014
6 – 9 p.m.
(No class March 4, 2014)

* 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

Clinical Medical Assistant

140 hours; Fee: \$2,399
(Tuition: \$2,089, Text: \$310)

Are you ready to prepare for a challenging, rewarding career in health care? Here you will learn to assist physicians by performing functions related to the clinical responsibilities of a medical office. Instruction includes preparing patients for examination and treatment, routine laboratory



procedures, diagnostic testing, technical aspects of phlebotomy and the cardiac life cycle. You will review phlebotomy, pharmacology, proper medication use/administration, taking/documenting vital signs, cardiology (and proper lead placements), professional workplace behavior, ethics, and the legal aspects of health care. Included: classroom lecture, hands-on labs, clinical externship at local health care provider. To be eligible for the clinical rotation, students must successfully complete the 140-hour program, submit to a thorough background check and drug screening, and meet other requirements. Upon successful completion, students may sit for the National Health Career Association (NHA) Certified Clinical Medical Assistant (CCMA) national examination.

SUBJ/CRSE # HEAL/B9074
CRN # 17497
Location: CBI, Room C1-15
Mondays/Wednesdays
Feb. 17 - July 14, 2014
5:30 – 9 p.m.
(No class March 3, March 5 and May 26, 2014)

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 |
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Nurse Aide Training

120 hours; Fee: \$1,350
(Tuition: \$1,250, 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 # 17529
Location: CBI, Room C1-14
Classroom/Lecture: Saturdays
Feb. 8 - April 5, 2014
8 a.m. – 4 p.m. (1/2 hour lunch)
Clinical: Saturdays & Sundays
April 12 - May 4, 2014
6:30 a.m. – 2:30 p.m. (1/2 hour lunch)
(No class March 8, 2014)

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 # 17035
Location: CBI, Room C1-14
Wednesday
Feb. 19, 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 # 16506
Location: CBI, Room C1-15
Saturdays
March 22 - May 3, 2014
9 a.m. – 4 p.m.
(1-hour break for lunch)
(May 3, 2014 – Exam)
(No class April 19, 2014)

SUBJ/CRSE # HEAL/B9063
CRN # 52027
Location: NERC, Room 330
Saturdays
May 10 – June 21, 2014
9 a.m. – 4 p.m.

(1-hour break for lunch)
(No class May 24, 2014)

* 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/B8002
CRN # 16505
Location: CBI, Room C1-15
Tuesdays/Thursdays
Feb. 4 - March 27, 2014
5:30 – 9 p.m.
and April 1, 2014
5:30 – 6:30 p.m.

SUBJ/CRSE # PHAR/B8002
CRN # 17498
Location: NERC, Room 330
Tuesdays/Thursdays
April 8 – May 22, 2014
5:30 – 9 p.m.
and May 27, 2014
5:30 – 6:30 p.m.

Pharmacy Technician Certification Exam Review

4 hours; Fee: \$125
Prepare yourself to successfully attain certification as a Pharmacy Technician by taking the Pharmacy Technician Certification Board's (PTCB) Pharmacy Technician (PTCE) Exam. Review the fundamentals of pharmacy technician practices (drug classifications, prescription abbreviations, dosage forms and routes of administration, pharmacy law and regulations) and pharmacy math (alligations, conversions, IV calculations, temperature conversions). Test candidates must have completed Pharmacy Technician training and be employed in hospitals or retail/private-owned pharmacies.

SUBJ/CRSE # PHAR B8003
CRN # 17034
Location: CBI, Room C1-16
Wednesday
April 9, 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.

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Professional Certification

PennDOT Automotive Services Workshops (See page 7 for schedule)

Emissions Inspector Certification (EIC)



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

The Commonwealth of Pennsylvania's Emissions Inspector Certification course is open to individuals without prior emissions certification or technical training. The workshop includes theory, on-board diagnostics II, a written test and a computer-based test (CBT). Successful completion of the course and test qualifies the individual to inspect and pass/fail a vehicle for emissions certification. Participants must bring their photo identification/driver's license to class. Students under 18 may enroll in the course but they must be at least 18 with a valid driver's license to become a PA certified emissions inspector. Plan to arrive at the first class 15 minutes early.

Note: In addition to the hours listed in the program, the computer-based test 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 their initial Emissions Inspector Certification.

Emissions Inspector Recertification (EIR)



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

This is the Commonwealth of Pennsylvania's Emissions Inspector Recertification workshop. Mandatory recertification of all certified emissions inspectors occurs two years after certification. To recertify, inspectors must receive and review written materials, attend the instructional session and pass a written test with a score of 80 percent or more. This course will satisfy all recertification requirements. 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
(Tuition: \$165, Text: \$5)

This Commonwealth of Pennsylvania Department of Transportation Safety Inspection Mechanic Training workshop instructs participants to inspect motor vehicles under the Vehicle Equipment and Inspection Regula-

tions. Both written and hands-on tactile examinations must be passed for successful completion of the course. All materials are provided. Bring photo identification/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.

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.)

PennDOT Automotive Services Workshops

(See page 6 for descriptions and certification requirements.)

Emissions Inspector Certification

Campus	Room	Subj	Course	Sect	CRN	Days	Start Date	End Date	Time
MAI	C1-17	TRAN	B8006	300	16483	T/R	1/21/2014	1/30/2014	6 – 10 p.m.
MAI	C1-17	TRAN	B8006	301	17492	M/W	2/17/2014	2/26/2014	6 – 10 p.m.
MAI	C1-17	TRAN	B8006	302	17493	M/W	3/24/2014	4/2/2014	6 – 10 p.m.
MAI	C1-17	TRAN	B8006	303	16486	T/R	4/15/2014	4/24/2014	6 – 10 p.m.
MAI	C1-17	TRAN	B8006	304	51719	T/R	5/20/2014	5/29/2014	6 – 10 p.m.
MAI	C1-17	TRAN	B8006	305	51374	M/W	6/16/2014	6/25/2014	6 – 10 p.m.
MAI	C1-17	TRAN	B8006	306	51375	M/W	7/14/2014	7/23/2014	6 – 10 p.m.
MAI	C1-17	TRAN	B8006	307	51376	T/R	8/19/2014	8/28/2014	6 – 10 p.m.

Emissions Inspector Recertification

Campus	Room	Subj	Crse	Sect	Crn	Days	Start Date	End Date	Time
MAI	C1-17	TRAN	B8002	300	16487	W	1/22/2014	1/22/2014	6 – 10 p.m.
MAI	C1-17	TRAN	B8002	301	16488	R	2/13/2014	2/13/2014	6 – 10 p.m.
MAI	C1-17	TRAN	B8002	302	16489	T	3/25/2014	3/25/2014	6 – 10 p.m.
MAI	C1-17	TRAN	B8002	303	16490	M	4/28/2014	4/28/2014	6 – 10 p.m.
MAI	C1-17	TRAN	B8002	304	51377	W	5/28/2014	5/28/2014	6 – 10 p.m.
MAI	C1-17	TRAN	B8002	305	51378	T	6/24/2014	6/24/2014	6 – 10 p.m.
MAI	C1-17	TRAN	B8002	306	51379	M	7/28/2014	7/28/2014	6 – 10 p.m.
MAI	C1-17	TRAN	B8002	307	51380	R	8/14/2014	8/14/2014	6 – 10 p.m.

Safety Inspection Mechanic Training

Campus	Room	Subj	Crse	Sect	Crn	Days	Start Date	End Date	Time
WERC	Garage	TRAN	B8013	300	17494	M/W	1/6/2014	1/13/2014	6 – 10 p.m.
WERC	Garage	TRAN	B8013	301	17495	M/W	2/17/2014	2/24/2014	6 – 10 p.m.
WERC	Garage	TRAN	B8013	302	16493	T/R	3/25/2014	4/1/2014	6 – 10 p.m.
WERC	Garage	TRAN	B8013	303	16494	M/W	4/21/2014	4/28/2014	6 – 10 p.m.
WERC	Garage	TRAN	B8013	304	51381	M/W	5/12/2014	5/19/2014	6 – 10 p.m.
WERC	Garage	TRAN	B8013	305	51720	T/R	6/10/2014	6/17/2014	6 – 10 p.m.
WERC	Garage	TRAN	B8013	306	51383	T/R	7/15/2014	7/22/2014	6 – 10 p.m.
WERC	Garage	TRAN	B8013	307	51734	M/W	8/18/2014	8/25/2014	6 – 10 p.m.



Professional Certification

Ford Maintenance and Light Repair Certification

The Ford Maintenance and Light Repair (MLR) training is tailored to support Maintenance and Light Repair business growth, and Quick Lane technician staffing. Students are trained in the basics of electrical, steering and suspension, and braking systems by Ford STST-certified instructors. They become Certified Ford Repairmen upon successful completion of the workshop.

This is a hybrid workshop that includes web-based training modules and three in-class instructional components: orientation/electrical, steering and suspension, and automotive braking systems.

Entrance requirements: Two years experience as a professional auto mechanic, valid driver's license, previous automotive service training is a plus.

Miscellaneous: Students must complete online training (per workshop area) and pass an exam before they can be admitted into the program.

*Registration deadline for the MLR program is a minimum of two weeks prior to the start of the workshop.



MLR Electrical Systems

40 hours; Fee: \$469
(Tuition: \$469)

The Ford MLR Electrical Systems hybrid workshop consists of a three-hour instructional orientation, six web-based training (WBT) modules and 40 hours of in-class instruction. The orientation includes an overview of the basics of electrical systems and how to navigate the web-based courses. All students must complete the following web-based modules developed by Ford Motor Company:

30G11W1	IDS - DTCS, PIDS, & DMM	WBT
30G14W0	USING ONLINE SERVICE PUBS	WBT
34S11W0	BASIC ELECTRICAL THEORY	WBT
34S12W0	BATT, START & CHARGE	WBT
34S13W0	ELECTRICAL TOOLS & TESTING I	WBT
34S14W0	ELECTRICAL TOOLS & TESTING II	WBT

Instructor assistance will be available for the web-based training. The in-class portion will then provide the student with hands-on skill development that covers using electrical diagnostic equipment to troubleshoot problems, test electrical systems, and repair charging and starting systems. Successful completion of the web-based training modules, in-class skill development and testing will earn the student the electrical system MLR certification that serves as a prerequisite for the other MLR certifications.

SUBJ/CRSE # TRAN/B8039

CRN # 17496

Location: WERC, Auto Bldg.

Wednesdays

Orientation: Jan. 15, 2014 (no class Jan. 22, and Jan. 29, 2014)

Feb. 5 - May 7, 2014, 6 – 9 p.m.

and May 14, 6 – 7 p.m.

(No class March 5, 2014)

MLR Automotive Suspension and Steering Systems — Offered Fall 2014

24 hours; Fee: \$269
(Tuition: \$269)

The Ford MLR Auto Suspension and Steering Systems hybrid workshop consists of six web-based modules and 24 hours of in-class instruction. This automotive workshop covers the diagnosis and repair of the steering gears problems and alignment of the front end. All students must complete the following Ford Motor Company web-based modules before beginning the in-class instruction:

30S05W0	INTRODUCTION TO NVH	WBT
32S02W0	AUTOMOTIVE MEASURING TOOLS	WBT
33S11W0	SUSPENSION SYSTEM THEORY & OP	WBT
33S12W1	STEER SUSP THEORY & OP	WBT
33S13W0	STEER & SUSPENSION ALIGNMENT	WBT
33S14W0	STEER & SUSP TOOLS & TEST	WBT

Prerequisite: MLR Electrical Systems

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.

MLR Automotive Braking Systems — Offered Fall 2014

16 hours; Fee: \$179
(Tuition: \$179)

The **Ford MLR Braking Systems** workshop is a hybrid workshop consisting of two web-based modules and 16 hours of in-class instruction. Instructor assistance will be available for the web-based training. All students must complete the following Ford Motor Company web-based modules before beginning classroom instruction:

38S01W0	VEHICLE BRAKE SYSTEMS	WBT
38S02W0	BRAKE SERVICE PROCEDURES	WBT

The in-class portion will then provide the student with hands-on skill development that covers diagnosis of poor braking performance using visual inspection and road tests, use of service publications, and inspection and review of brake system components. Successful completion of the web-based modules, in-class skill development and testing will earn the student the brake system MLR certification.

Prerequisite: MLR Electrical Systems

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 Workshop

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
six-hour workshops:**

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

For more information, see page 24.



Nurse Aide Training

Work in a Field Where You Can Help People and Positively 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 see how you can get on the path to a career in this growing health care field.



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

Pennsylvania Educator Certification Test Preparation

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 (CDA) 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 (MGMT 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.

In April 2012, the Pre-service Academic Performance Assessment (PAPA) replaced the Praxis I Pre-Professional Skills Test (PPST). Candidates seeking Pennsylvania teacher certification must take and meet the qualifying scores of all three basic academic skill modules: Reading, Mathematics and Writing.

Spring workshops begin in March.

For further information about the PAPA test times and dates, current Community College of Philadelphia Education majors should contact professor Marcia Epstein at 215-751-8568. All others, please contact Rikki Bardzik at 215-496-6158 or email csinquiry@ccp.edu.

Who should attend: These noncredit test preparation workshops are open to everyone interested in preparing to take the PAPA test.

For more information about the Pennsylvania Teacher Certification Tests, visit the PECT website at www.pa.nesinc.com.



Professional Certification

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:

- Clinical Medical Assistant
- Excellence in Supervision
- Ford Maintenance and Light Repair
- 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 12)

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 food-borne 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 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 Protection Manager Workshops

* Saturday and full-day Monday workshops include a half-hour break for lunch.

ServSafe Food Protection Manager Certification

Campus	Room	Course	Subj	Sect	CRN	Days	Start Date	End Date	Time
MAI	C1-17	SERV	B9009	300	16497	T/R	2/18/2014	2/27/2014	6 – 10 p.m.
MAI	C1-17	SERV	B9009	302	17499	S	3/22/2014	3/29/2014	8 a.m. – 4:30 p.m.
MAI	C1-17	SERV	B9009	303	16499	M/W	4/14/2014	4/23/2014	6 – 10 p.m.
WERC	TBD	SERV	B9009	308	17528	S	4/5/2014	4/12/2014	8 a.m. – 4:30 p.m.
MAI	C1-17	SERV	B9009	304	51387	M/W	5/12/2014	5/21/2014	6 – 10 p.m.
MAI	C1-17	SERV	B9009	305	51388	T/R	6/10/2014	6/19/2014	6 – 10 p.m.
MAI	C1-17	SERV	B9009	306	52028	T/R	7/15/2014	7/24/2014	6 – 10 p.m.
MAI	C1-17	SERV	B9009	307	51390	M/W	8/18/2014	8/27/2014	6 – 10 p.m.

ServSafe Food Protection Manager One-Day

Campus	Room	Course	Subj	Sect	CRN	Days	Start Date	End Date	Time
MAI	C1-17	SERV	B9001	301	16495	M	1/27/2014	1/27/2014	8 a.m. – 4:30 p.m.
NERC	330	SERV	B9001	300	17042	M	4/07/2014	4/07/2014	8 a.m. – 4:30 p.m.
NERC	330	SERV	B9001	303	51723	M	6/23/2014	6/23/2014	8 a.m. – 4:30 p.m.

ServSafe Food Safety Examination Retest

Campus	Room	Subj	Course	Sect	CRN	Days	Start Date	End Date	Time
MAI	C1-17	SERV	B9010	300	17500	M	1/27/2014	1/27/2014	3:30 – 4:30 p.m.
MAI	C1-17	SERV	B9010	301	16501	R	2/27/2014	2/27/2014	9 – 10 p.m.
MAI	C1-17	SERV	B9010	302	17501	S	3/29/2014	3/29/2014	3:30 – 4:30 p.m.
MAI	C1-17	SERV	B9010	303	16503	W	4/23/2014	4/23/2014	9 – 10 p.m.
MAI	C1-17	SERV	B9010	305	51391	W	5/21/2014	5/21/2014	9 – 10 p.m.
MAI	C1-17	SERV	B9010	304	51721	R	6/19/2014	6/19/2014	9 – 10 p.m.
MAI	C1-17	SERV	B9010	306	51722	R	7/24/2014	7/24/2014	9 – 10 p.m.
MAI	C1-17	SERV	B9010	308	51394	W	8/27/2014	8/27/2014	9 – 10 p.m.

Career Training in Advanced Manufacturing and Energy Conservation 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
- Be able to commit to full-time training
- Be able to work full time upon program completion
- Be able to lift 50 lbs.
- Be able to climb a 30' ladder
- Be willing to work in tight spaces
- Be willing to work outdoors

*Veterans who meet eligibility criteria will be given priority.

Call **215-496-6148** or email **trainforjobs@ccp.edu** for more information.



Your Key to Success in the Workplace

Locating information and performing basic mathematical functions are critical skills employers demand when hiring new workers. Use our Career Ready 101 interactive training system to refresh or improve your skills.

This Training:

- Provides skills assessment prior to online skills training
- Allows you to work from any computer with Internet access
- Prepares you for the National Career Readiness Certificate tests to show employers that you possess the basic workplace skills required for 21st century jobs

Designed to help adults succeed by refreshing and building essential workplace skills, all Career Ready 101 workshops feature self-paced computer training that allows you to complete them at your convenience. Basic computer skills are helpful.

Prove that you have the skill levels employers need by earning your Career Readiness Certificate.

Customize Your Training Options:

- Career Ready 101 for six months plus Career Readiness Certificate tests: \$179
- Unlimited use of Career Ready 101 for six months (includes orientation): \$119
- Career Readiness Certificate tests (includes certificate): \$79

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 | go to  www.ccp.edu/solutions/ed2go and search by course title

Becoming a Business Owner



3 hours; Fee: \$65
This workshop introduces the prospective entrepreneur to the opportunities, possibilities and challenges of entrepreneurship and provides students with the tools to properly assess whether they have the attributes and traits required. Becoming a

Business Owner is designed to be an interactive program that serves as a prerequisite for developing a business plan.

SUBJ/CRSE # MANG B9600
CRN # 17502
Location: NERC, Room 330
Thursday
March 20, 2014
5:30 – 8:30 p.m.

Creating Your Business Plan



27 hours; Fee: \$400
(Tuition: \$265, Text: \$135)
Developing a solid business plan is the first step in helping to ensure the success of any business venture; this is especially true of small business startups. This workshop will provide new entrepreneurs with detailed instructions on creating a high quality business plan. Students will learn the importance of creating and using a business plan and examine the specific elements that must be included in one. **Prerequisite:** Becoming a Business Owner

SUBJ/CRSE # MANG B9601
CRN # 17503
Location: NERC, Room 330
Thursdays
March 27 - May 22, 2014
5:30 – 8:30 p.m.

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

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

Business Solutions for Your Corporate Training

Corporate Solutions' expert training consultants have worked with more than 200 Philadelphia employers to provide high quality training opportunities. As a regional leader in workforce development, our corporate training team is qualified to help you maximize employee potential by determining training needs and delivering high impact programs that sharpen existing skills and develop new ones.

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 in 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

Real Estate Career Training Opportunities



Train to become a Licensed Real Estate Professional!
Register online today at www.ccp.edu/solutions/careerweb



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 for a complete course list, descriptions and online registration.



Software and Technology

(See page 18 for in-class schedule)

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, redraw and regen, 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 Autosshade, 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 | go to 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



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

Mac, iPhone and iPad Programming



The fastest-growing software market today involves mobile applications (apps). In this course, you'll learn to use the free Xcode compiler and the Objective-C programming language to program your own apps for Mac, iPhone and iPad. Even if you're new to programming or familiar with programming a different type of computer, this course will guide you in mastering the basics of creating apps and programs for these devices.

Online | \$119 | go to www.ccp.edu/solutions/ed2go

NEW COMMUNICATIONS WORKSHOPS

Sharpen Your Professional Communication Skills and Enhance Your Career

- Conflict Resolution
- Influence and Persuasion
- Public Speaking

See pages 20-21 for more information.

Microsoft Office Specialist (MOS) Training

Demonstrate that you have the skills needed to get the most out of Microsoft Office by earning a 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.

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 workbooks 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).



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 footers, 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 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



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).

Web Design Certificate

360 hours

The Web Design online certificate program will teach you to develop the visual graphic and information design skills required to create compelling websites. You'll learn professional applications for Adobe Photoshop,



Adobe Dreamweaver, Fireworks and Flash. Projects include XHTML page markup, CSS-based layout and typography, home page and navigation design, Flash graphics and animations, and more.

Online | \$5,995 | go to www.ccp.edu/solutions/gatlin



Software and Technology Workshops

(Each workshop includes a 1-hour break for lunch.)

Campus	Room	Course	Subj	Sect	CRN	Days	Start Date	End Date	Meet Time
AutoCAD for Professionals I									
MAI	C2-19	COMP	B7501	300	16537	W	1/22/14	2/26/14	6 – 10 p.m.
AutoCAD for Professionals II									
MAI	C2-19	COMP	B7502	300	17504	W	3/19/14	4/23/14	6 – 10 p.m.
Intro to QuickBooks									
MAI	C2-17	ACCO	B7056	300	17505	W	3/19/14	3/19/14	5:30 – 8:30 p.m.
Intermediate QuickBooks									
MAI	C2-17	ACCO	B7057	300	17506	W	3/26/14	4/9/14	5:30 – 8:30 p.m.
MS Excel 2010 – Basic									
MAI	C2-19	COMP	B7678	300	17507	T	3/18/14	3/25/14	6 – 9 p.m.
WERC	TBD	COMP	B7678	301	17522	S	4/5/14	4/5/14	9 a.m. – 4 p.m.
MS Excel 2010 – Intermediate									
MAI	C2-19	COMP	B7679	300	17508	T	4/1/14	4/8/14	6 – 9 p.m.
WERC	TBD	COMP	B7679	301	17523	S	4/12/14	4/12/14	9 a.m. – 4 p.m.
MS Excel 2010 – Advanced									
MAI	C2-19	COMP	B7680	300	17509	T	4/15/14	4/22/14	6 – 9 p.m.
WERC	TBD	COMP	B7680	301	17524	S	4/19/14	4/19/14	9 a.m. – 4 p.m.
MS Word 2010 – Basic									
MAI	C2-19	COMP	B7675	300	17510	T	1/21/14	1/28/14	6 – 9 p.m.
WERC	TBD	COMP	B7675	301	17525	S	3/15/14	3/15/14	9 a.m. – 4 p.m.
MS Word 2010 – Intermediate									
MAI	C2-19	COMP	B7676	300	17511	T	2/4/14	2/11/14	6 – 9 p.m.
WERC	TBD	COMP	B7676	301	17526	S	3/22/14	3/22/14	9 a.m. – 4 p.m.
MS Word 2010 – Advanced									
MAI	C2-19	COMP	B7677	300	17512	T	2/18/14	2/25/14	6 – 9 p.m.
WERC	TBD	COMP	B7677	301	17527	S	3/29/14	3/29/14	9 a.m. – 4 p.m.



Fitness and Nutrition Online Educational Resources

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: \$599; Non-Instructor Facilitated: \$399)
 - 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
- **Nutrition for Optimal Health, Wellness and Sports** (\$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

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 # 17513

Location: CBI, Room C1-15
Tuesday

Feb. 18, 2014

9 a.m. – 4 p.m.

(1-hour break for lunch)

Beginning Conversational French



Discover how easy it can be to learn common words and phrases for both leisure and business. This course simplifies pronunciation via phonetic spellings for every word and phrase you need to learn. It even includes audio, so you can hear and practice the language with a click of your mouse! Cultural tips in each lesson will make you more comfortable in a foreign setting. At conclusion, you'll be prepared to speak French in a wide variety of settings and situations.

Online | \$119 | go to



www.ccp.edu/solutions/ed2go

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 # 17514

Location: CBI, Room C1-15

Tuesdays

Feb. 4 - 11, 2014

9 a.m. – 4 p.m.

(1-hour break for lunch)

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/B9655
CRN # 17531

Location: CBI, Room C1-15

Wednesday

February 5, 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 # 17532

Location: CBI, Room C1-15

Wednesdays

February 12 & 19, 2014

9 a.m. – 4 p.m.

1-hour break for lunch

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 using proven tools and techniques for creating lasting customer satisfaction. Learn six critical customer service elements that your company can adopt to bring customers back for service that outdoes the competition.

SUBJ/CRSE # MANG/ B9652
CRN # 17515

Location: CBI, Room C1-15

Tuesdays

March 11- 18, 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 # 17516
Location: CBI, Room C1-15
Wednesday
March 26, 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 # 17534
Location: CBI, Room C1-15
Wednesday
February 26, 2014
9 a.m. – 4 p.m.
1-hour break for lunch

Introduction to Blueprint Reading

20 hours; Fee \$279
As 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 # 17491
Location: NERC, Room 330
Wednesdays
January 22 – February 19, 2014
5 – 9 p.m.

Public Speaking – Presentation Survival Skills

12 hours; Fee: \$249
A great presenter has two notable qualities: appropriate skills and personal confidence. Confidence comes from knowing what you want to say and being comfortable with your communication skills. 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 nervousness; and prepare, practice and deliver a short presentation.

SUBJ/CRSE # COMM/ B7533
CRN # 17517
Location: CBI, Room C1-15
Wednesdays
April 2 - 9, 2014
9 a.m. – 4 p.m.

Faith and Spiritual-Based Counseling Certificate Workshop

Join Corporate Solutions in this highly interactive, 45-hour, noncredit continuing professional education workshop.

This workshop gives behavioral health providers and spiritual leaders the skills necessary to help people living with behavioral health issues from a faith or spiritual-based perspective.

Workshop begins in January. Our last class filled early, so register online today at www.ccp.edu/solutions.

Call **215-496-6158** or email **csinquiry@ccp.edu** for additional information.

See page 4 to get started.

Leadership Development

Does your business develop managers and supervisors into better leaders?

This Leadership Development workshop helps your managers assess individual leadership styles and understand their impact within the organization. It focuses on developing leadership abilities and attitudes individuals can use. We are not all born leaders, but with practice and persistence everyone can learn to develop their leadership effectiveness.

To learn more about this exciting workshop for busy working professionals, visit www.ccp.edu/solutions or call 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 skill sets 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 the following textbook, available at the bookstore, prior to the first day of 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

SUBJ/CRSE # MANG B9645

CRN # 17518

Location: CBI, Room C1-17

Thursdays

March 27 - April 13, 2014

Time: 9 a.m. – 4 p.m.

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.

Topics Include:

- Understanding and clarifying the supervisor's roles, responsibilities and expectations

- Developing a supervision style to meet changing situations
- Understanding motivation, both yours and your employees'
- Making effective decisions
- Setting performance expectations and providing constructive feedback
- Delegating duties and managing time

SUBJ/CRSE # MANG/B9644

CRN # 17519

Location: CBI, Room C1-17

Thursdays

April 10 - 17, 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

SUBJ/CRSE # MANG/B9646

CRN # 17520

Location: CBI, Room C1-17

Thursdays

April 24 - May 1, 2014

9 a.m. – 4 p.m.

Excellence in Supervision

"I highly recommend the Supervision and Management program for employees seeking to strengthen their overall supervisory and management skills. Moreover, Jerome Shabazz, program instructor, provided exceptionally well-researched and outlined workshops. His expertise and ability to teach the program impressed me and have won my respect in the work and resources that he provided. His interaction with the class was extremely positive and professional. This unique program was truly refreshing."


*—Robert Hall, President,
Amongst Men Inc. Mentoring
Services*

Event Management and Design



300 hours

Pick up the knowledge needed to advance in the field if you're already working in special events, or to enter the profession with an understanding of the industry. You'll build a foundation that you can use to pursue a career in special events or even start your own special event business.

Online | \$1,895 | go to  www.ccp.edu/solutions/gatlin

Grant Writing for Profit and Nonprofit Entities

24 hours; Fee: \$349

Learn to prepare a successful proposal 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 experience in writing readable, competitive proposals applicable to both the profit and nonprofit sectors.

SUBJ/CRSE # MANG/B9647

CRN # 17521

Location: CBI, Room C1-16

Wednesday

Feb. 5 - April 2, 2014

5:30 – 8:30 p.m.

(No Class March 5, 2014)

Coming Back Fall 2014

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.

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.

Details Coming in the fall 2014 Catalog.



Workplace and Professional Skills

Pay-per-Click Marketing

150 hours

Investigate pay-per-click marketing, where advertisers pay a search engine every time a potential customer clicks on their ad, and where marketing specialists are in demand. This online training program covers search engine marketing, Internet advertising, Google's AdWords program, keyword marketing, ad building, conducting research and more.

Online | \$1,495 | go to www.gatlineducation.com/ccp2go



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 individuals 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 # 52029

Location: CBI, Room C1-17

Wednesday

May 7, 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 # 51385

Location: CBI, Room C1-17

Wednesday

May 14, 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 # 51386

Location: CBI, Room C1-17

Wednesday

May 21, 2014

9 a.m. – 4 p.m.


(1-hour break for lunch)



Project Management


40 hours

Since project management standards are used worldwide in all industries and disciplines, project managers are always in demand. This online training program will help you improve your knowledge and skills in project management and prepare you for next steps, including certification as a Project Management Professional. Learn the terminology associated with project management and the practical application of those concepts anchoring the day-to-day planning and execution of projects, plus the essential aspects of project management—developing project scope and schedule, creating a project management plan and developing a communications plan.

Online | \$1,495 | go to  www.ccp.edu/solutions/gatlin



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 | go to  www.ccp.edu/solutions/ed2go



Search Engine Marketing

250 hours


Here is a comprehensive online training program covering all aspects of search engine marketing (SEM), including search engine optimization (SEO), pay-per-click marketing and Web copywriting.

Online | \$1,895 | go to  www.ccp.edu/solutions/gatlin



Speed Spanish

Imagine yourself speaking, reading and writing Spanish, pronto. You'll learn six easy recipes for gluing Spanish words together to form sentences so you can hold your own in any Spanish-speaking situation.

Online | \$119 | go to  www.ccp.edu/solutions/ed2go



Video Marketing Certificate


Video marketing is hot. Shoppers who viewed product videos were 144% more likely to add those products to their cart...and videos with good SEO have a 53% higher chance of showing up on page one of Google searches. Videos produced expertly tell stories, and stories connect people via that emotional 'trigger' which plain text lacks.

Two one-month courses; just \$395 total for both courses and certificate.

Video Marketing


Sight, sound and motion are much more compelling than static words on a page. Discover how to use simple online video to bond with your viewer, drive traffic to your website, boost business and build brand awareness. Learn how to use Google and YouTube with your video to market your business 24/7.



Online - offered 4 times a year | \$245 (or both courses and certificate, just \$395) | go to  www.ccp.edu/solutions/ugotclass

YouTube for Business

Increase your business with YouTube, the online video site and today's second largest search engine. Discover the power of video for your organization. Find out what types of video work best, how other business organizations use YouTube, how to create your own YouTube channel, and how to add captions, annotations and other extra features.

Online - offered 4 times a year | \$245 (or both courses and certificate, just \$395) | go to  www.ccp.edu/solutions/ugotclass



SMALL BUSINESS WORKSHOP SERIES

(See workshop descriptions and schedules on page 14)

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 (Online)
- Becoming a Business Owner
- Creating Your Business Plan
- Customer Research Certificate (Online)
- Inbound Marketing Certificate

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.

Community College of Philadelphia
Corporate Solutions

Center for Small Business Education, Growth and Training

Learn to identify and seize opportunities for growing your business.



Goldman
Sachs

10,000 small businesses

"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

Help Your Employees Earn a Degree through Corporate College

Community College of Philadelphia offers more than 600 college courses that can be brought directly to your workplace. Your employees can receive a college education and gain valuable skills that will help your business remain competitive.

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** for more details.



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.

Spring 2014 Training Programs

Nurse Aide *and* Pharmacy Technician

Visit www.ccp.edu/wanamaker for program details and to see how you can take advantage of this exciting 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 and Pharmacy Technician 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**.

**Testing and Job
Assessment Services
(continued)**

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
- Comp TIA
- 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

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

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 in Center City, 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. Eligible 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 email 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 for all persons without regard to race, color, ancestry, creed, national or ethnic origin, age, sexual orientation/preference, religion, sex, disability or status as a disabled veteran or veteran of the Vietnam Era, in the administration of its educational programs, activities, or employment in accordance with applicable federal statutes and regulations. Any questions regarding this statement should be directed to the director, Office 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 [] [] [] Ext. [] Evening [] [] []
 Email Address _____

Check this box if your name, mailing address, phone number 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

Course Reference No.	Section Number	Subject	Number	Course Title	Time	Days/Dates	Fee	
TOTAL CHARGES								

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

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 does not discriminate on the grounds of race, color, national origin, religion, gender, age, disability, sexual preference, or status as a disabled veteran or veteran of the Vietnam Era in the administration of any of its educational programs, activities, or employment in accordance with application federal statutes and regulations.

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			
Term/Year	Program Code	Banner Student ID Number	Company Name
Received Date	Processed By	Process Date	Company Code

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Sharpen your skills, or learn new ones with these instructor-facilitated online courses. Online Continuing Education courses run for six-weeks (with a 10-day extension period available 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.

Understanding the Human Resources Function

Learn to handle basic human resource functions to ensure the best possible results.

Employment Law Fundamentals

Learn the basics of employment law so you can legally hire, evaluate, and manage employees.

Marketing Your Business on the Internet

E-commerce expert helps you develop an Internet marketing plan for your business.

Creating a Successful Business Plan

Turn your business ideas into a solid plan for financing and long-term success.

Creating Web Pages

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

Introduction to Business Analysis

Learn powerful techniques to improve your decision-making skills at work.

Performing Payroll in QuickBooks

Learn to create paychecks, pay tax liabilities, and produce dazzling payroll reports.

Introduction to QuickBooks

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

Designing Effective Websites

Learn powerful graphic design techniques and build Websites that are both attractive and wickedly effective.

Accounting Fundamentals

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

Effective Selling

Learn the secret to converting a potential customer into a long-term asset. Find out how to lay the groundwork for repeat business and your future success.

Enroll Today!

Details on any of these courses can be found at:

www.ed2go.com/ccp2go

You can also reach us by calling

215-496-6158

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

The Center offers a wide range of services and highly interactive workshops and seminars targeting growth for small businesses and entrepreneurs.

Upcoming workshops:

- Becoming a Business Owner
- Creating Your Business Plan
- Family-Owned Business Series
- Leadership Development

Additional services offered through the Center:

- Small Business Conference
- Small Business Roundtables
- *FREE* Business Seminars
- Breakfast Seminars
- Private Small Business Mentoring (by appointment)
- Monthly Professional Women's Business Network

