

# CONTINUING PROFESSIONAL EDUCATION

AND

# WORKFORCE DEVELOPMENT

SPRING/SUMMER 2018

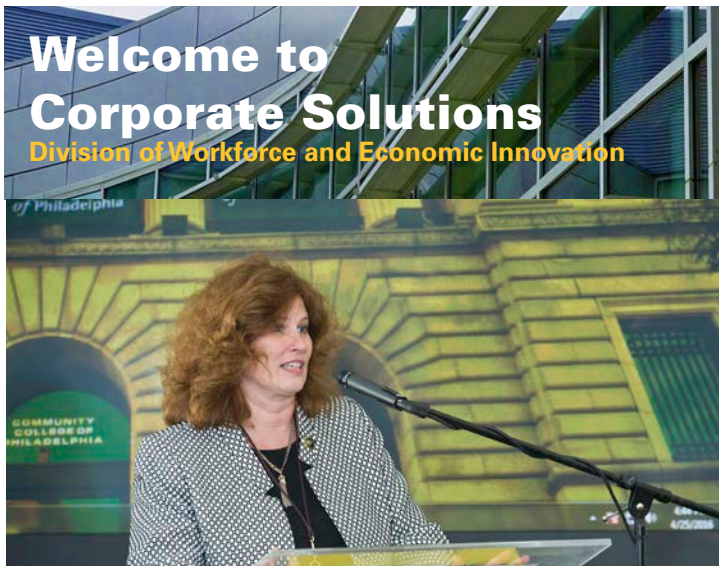


**Power Up Your Business  
Graduate, Desmin Daniels**

## YOUR KEY TO CAREER SUCCESS

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**Community  
College  
of Philadelphia**  
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*Corporate Solutions*  
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[www.ccp.edu/solutions](http://www.ccp.edu/solutions)



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

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

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

Call us today at 215-496-6158, email us at [csinquiry@ccp.edu](mailto:csinquiry@ccp.edu) or visit us at [www.ccp.edu/solutions](http://www.ccp.edu/solutions) to learn how Corporate Solutions can help you or your business.

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

**EXPLORE THESE UPCOMING WORKPLACE AND PROFESSIONAL SKILLS CERTIFICATE PROGRAMS AND START ON YOUR PATH TO A BETTER CAREER**

### **Health Care and Wellness**

*Dental Assistant Training*  
*Pharmacy Technician*  
*Nurse Aide Training*

### **Technical Training**

*Advanced Manufacturing*

- *CNC Precision Machining*
- *Electro-Mechanical*
- *Welding*

*Gas Distribution Pipeline Mechanic*

### **Professional Workplace Skills**

*Bookkeeping*  
*Business Development*  
*Call Center Training*  
*Child Development Associate*  
*Developing Your Executive Presence*  
*Digital Mapping*  
*Grant Writing*  
*Mobile Food Management*  
*Professional Supervisor*  
*QuickBooks*  
*Social Media Management*

***Explore all of our professional development opportunities:***

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

[csinquiry@ccp.edu](mailto:csinquiry@ccp.edu)

215-496-6158

[facebook.com/CorporateSolutionsCCP](https://facebook.com/CorporateSolutionsCCP)

Community  
College  
of Philadelphia  
*Corporate Solutions*

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## Customized Corporate Training for Your Workforce

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

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

For more details on customized employee training options, with a free initial consultation, call **215-496-6158** or email [csinquiry@ccp.edu](mailto:csinquiry@ccp.edu).



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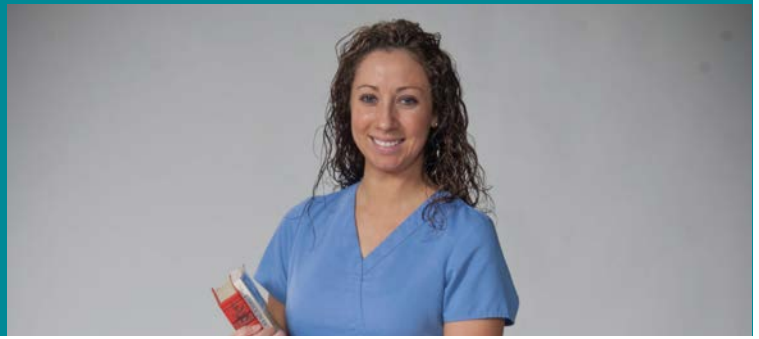
### Take Advantage of WEDnetPA's Grant Training Program for Your Company

As a WEDnetPA partner, Corporate Solutions has administered millions of dollars in workforce training grants, becoming the point of contact for qualified Philadelphia area companies who apply for WEDnetPA.

Finding out if your company qualifies for the WEDnetPA Grant Training Program is quick and easy.

Go to [www.wednetpa.com](http://www.wednetpa.com),  
call **215-496-6155** or  
email **mdugan@ccp.edu**.

# Health Care and Wellness



## Classroom

### National Entry-Level Dental Assistant Program with Externship

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

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

**Externship Component:** Dental Assistant students who successfully complete the program are eligible to participate in an externship opportunity to gain practical skills assisting within the Dental Hygiene Clinic at Community College of Philadelphia. The externship opportunity begins in January 2018.

**Program Requirements:** You must hold a high school diploma or GED; pass a reading comprehension and math test (requiring a non-refundable \$30 exam fee at time of examination), or if you are a credit student, be English 101 and Math 118 ready; have a general physical examination and a two-step test for tuberculosis; undergo a criminal background check; complete a child abuse history clearance; and have current CPR certification.

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

**Required Textbooks:** A list of required textbooks for the class is available online at [www.ccp.edu/dentalassistant](http://www.ccp.edu/dentalassistant). Books should be purchased at the College bookstore or online prior to the first day of class.

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112 hours; Fee: \$2,999  
(Tuition: \$2,749; Lab Fee: \$250)

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SUBJ/CRSE # HEAL B9080  
CRN # 70151

Location: Dental Clinic  
Saturdays, Jan. 20 – April 28, 2018; 8 a.m–4:30 p.m.  
(half-hour lunch break)  
(No class Saturday, March 10, 2018)

“This program was useful in expanding my knowledge in basic dental assisting and gave me the confidence to know that I am prepared for the DANB exams.”

*Milagros Lopez*  
*Spring 2017 Dental Assistant Class*

### Nurse Aide Training Program

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

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

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124 hours; Fee: \$1,495  
(Tuition: \$1,395; Text: \$80; Uniform: \$20)

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SUBJ/CRSE # HEAL/B9078

CRN # 70152

Location: CBI, Room C1-14

Classroom/Lecture: Saturdays, Jan. 20 – March 24, 2018

8 a.m.–4:30 p.m. (half-hour lunch, two 15-minute breaks)

Clinical: Saturdays & Sundays, April 7 – 28, 2018;

6:30 a.m.–3 p.m. (half-hour lunch, two 15-minute breaks)

(No class March 10, 31 and April 1, 2018)

Review and Final Exam: Saturday, May 5, 2018,

8 a.m.–12 p.m.

-or-

SUBJ/CRSE # HEAL/B9078

CRN # 80098

Location: CBI, Room C1-14

Classroom/Lecture: Tues., Weds., Thurs., May 8 – June 13, 2018

5:30–9:45 p.m.

(\*June 13 class ends at 9:15 p.m.)

Clinical: Tues., Weds., Thurs., June 14 – July 17, 2018

5:30–9:45 p.m.

(July 17 class ends at 10:15 p.m.)

Review and Final Exam: July 18, 2018

5:30–9:45 p.m.

(15 min. break) (No class July 4, 2018)

### Personal Trainer Certification

Making a career move or seeking increased personal knowledge? Become a certified personal trainer. Consider this fast-growth field that the U.S. Dept. of Labor and the fitness industry have documented as a high-demand profession featuring an average \$25 hourly wage nationally. This challenging five-week class enhances retention and skill competency in preparation for the national exam held on the sixth week. Fifteen lecture hours cover anatomy, exercise physiology, nutrition, health screening and more, while 15 additional hours of "hands-on" practical training prepare you to work one-on-one with clients. You will network with employers while gaining valuable experience. Earn a Level 1 certification upon passing the practical and written exams, and providing proof of current CPR certification. Level 2 certification can be achieved once you complete a 30-hour employer-mentored internship.

**Required Textbook:** Purchase your textbook prior to the first day of class by contacting W.I.T.S. at 1-888-330-9487 or [witseducation.com](http://witseducation.com). Or you may order the text: *Fitness Professional's Handbook, 7th Edition* with web resources (ISBN-13: 9781492523376) online at Amazon.com.

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30 hours; Fee: \$734

(Tuition: \$699; Gym Fee: \$35)

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Northeast and Center City options

SUBJ/CRSE # HEAL/B9063

CRN # 70068

Location: NERC, Room 330

Saturdays, Jan. 20 – Feb. 24, 2018

9 a.m.–4 p.m. (1-hour lunch break)

(Feb. 24, 2018 – Exam)

-or-

SUBJ/CRSE # HEAL/B9063

CRN # 70024

Location: CBI, Room C1-16

Saturdays, March 17 – April 28, 2018

9 a.m.–4 p.m. (1-hour lunch break)

(April 28, 2018 – Exam) (No Class March 31, 2018)

- Additional Nurse Aide Classes coming to the West Regional Center this spring. For more information, visit [ccp.edu/nurseaide](http://ccp.edu/nurseaide)

### Pharmacy Technician Training with Externship

Assist pharmacists in filling prescriptions in pharmacy settings including hospital, community, home infusion and mail-order pharmacies. Content includes all activities involved in preparing prescriptions, dose calculations, IV flow rates and medication action/reaction. An extensive review of basic mathematics for pharmacy use, plus reimbursement, billing and inventory control is also included.

At completion, you are prepared to sit for the national Pharmacy Technician Certification Board (PTCB) exam or the Exam for Certified Pharmacy Technicians (ExCPT). (Exam fees are additional.)

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

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

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

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

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SUBJ/CRSE # PHAR/B8002  
CRN # 70153  
Location: CBI, Room C1-15  
Tuesdays/Thursdays  
Feb. 6 – March 29, 2018; 5:30-9 p.m.  
and April 3, 2018; 5:30-6:30 p.m.  
(No class March 6 or 8, 2018)

-or-

SUBJ/CRSE # PHAR/B8002  
CRN # 80047  
Location: NERC, Room 330  
Tuesdays/Thursdays  
May 15 – June 21, 2018; 5:30-9 p.m.  
and June 26 & 28, 2018; 5:30-9:30 p.m.

### Pharmacy Technician Certification Exam Review

Prepare yourself for certification as a Pharmacy Technician by taking the Pharmacy Technician Certification Board's (PTCB) Pharmacy Technician Exam (PTCE). 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). The review session helps answer your questions about the material and improve your overall confidence in preparing for the exam.

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4 hours; Fee: \$125

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SUBJ/CRSE # PHAR B8003  
CRN # 70062  
Location: CBI, Room C1-17  
Wednesday, April 11, 2018; 5:30-9:30 p.m.

## Online

### Dementia Care

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

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\$495 | [www.ccp.edu/solutions/ugotclass](http://www.ccp.edu/solutions/ugotclass)

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### Food, Nutrition and Health Certificate

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

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

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\$119 | [www.ccp.edu/solutions/ed2go](http://www.ccp.edu/solutions/ed2go)

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## Online

### ICD-10 Medical Coding

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

**The textbooks for this program are included, as are:**

- Comprehensive lessons on ICD-10-CM/PCS codes and guidelines
- In-depth training in using the ICD-10-CM and ICD-10-PCS coding manuals, guidelines, instructional notes, conventions and coding steps

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

\$1,795 | [www.ccp.edu/solutions/gatlin](http://www.ccp.edu/solutions/gatlin)

### 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 nonmedical everyday usage, is provided for each root term. Word association becomes a learning tool. Unusual/interesting information is provided for each term. Root terms are combined with prefixes and suffixes as you learn to interpret full paragraphs of medical notes.

\$119 | [www.ccp.edu/solutions/ed2go](http://www.ccp.edu/solutions/ed2go)

### Spanish for Medical Professionals

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

\$119 | [www.ccp.edu/solutions/ed2go](http://www.ccp.edu/solutions/ed2go)

### Stress Management Certificate

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

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

\$84 | 14 contact hours | [www.ccp.edu/solutions/ed2go](http://www.ccp.edu/solutions/ed2go)

## Learn to identify and seize opportunities for growing your business.



**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](http://www.ccp.edu/10ksb)**



# Credit Proficiency Certificates

Academic proficiency certificate programs comprised of credit coursework are designed either to pave the path to a new career or to earn credits toward an associate's degree. You may be eligible for financial aid for proficiency certificates consisting of 16 or more credits. Complete an admissions application at [www.ccp.edu/admission](http://www.ccp.edu/admission) to get started.

Learn more about these proficiency certificates at [www.ccp.edu/academic-offerings/all-offerings](http://www.ccp.edu/academic-offerings/all-offerings)

## Biomedical Equipment Technology I Proficiency Certificate

Looking for a program that will train you to enter the workforce of an in-demand field? Biomedical Equipment Technicians (BMETs) are health care professionals who test, maintain and repair medical equipment. As a BMET, you could work for a hospital, medical device manufacturer or third-party hospital vendor, fixing and testing a wide range of medical devices and clinical applications.

### Career options include:

- Medical Equipment Repairer

**Salary information:** \$26/hour

## Medical Insurance Billing Proficiency Certificate

Medical insurance billing specialists prepare, submit and/or process insurance claims for doctors' offices, hospitals, extended care facilities, diagnostic centers, insurance companies and other health-related facilities. Settings offering these professionals career opportunities include outpatient clinics, physicians' offices, medical laboratories, insurance companies, skilled nursing facilities, home health care agencies and independent billing agencies.

### Career options include:

- Data Entry Keyer
- Insurance Policy Processing Clerk

**Salary information:** \$15-\$20/hour

## Ophthalmic Technician Proficiency Certificate

Learn to provide patient care by performing many eye and vision-related clinical functions in a variety of optical environments. Ophthalmic Technicians work closely with optometrists or ophthalmologists to take patient histories, perform eye and vision examinations, and perform clinical administrative duties. At certificate completion, you will have the skills necessary to perform ophthalmic procedures, process

insurance claims, and calibrate and maintain ophthalmic equipment and instrumentation in an office, clinic or lab setting.

### Career options include:

- Ophthalmic Medical Technologist

**Salary information:** \$22/hour

## Patient Service Representative Proficiency Certificate

Focus on the administrative components of a medical practice to prepare for employment in various health care settings greeting patients and families, collecting demographic and insurance information, scheduling patients according to provider guidelines and protocols, collecting payments for services rendered, and ensuring the provision of efficient, timely services.

### Career options include:

- Patient Service Representative
- Patient Relations Specialist

**Salary information:** \$12-15/hour

### For more information, contact:

The Division of Math, Science and Health Careers at 215-751-8430 or 215-751-8010.

## Social and Human Service Assistant Proficiency Certificate

Get an introduction to the values, concepts, vocabulary, knowledge base and practice skills of time-sensitive approaches to helping relationships, learning how people change plus extra-therapeutic factors and specific relationship variables that predict successful outcomes in helping individuals with needs. Work with individuals of varying ages and abilities in various human service settings and with groups using skill sets such as assessing readiness, identifying key challenges, establishing goals and taking specific action steps. This certificate familiarizes you with community resources, crisis intervention strategies, and how to formulate and write specific goals emphasizing a care planning continuum model.

### Career options include:

- Social & Human Service Assistants
- Community Health Worker

**Salary information:** \$14-\$18/hour

Description and Career Information Source: [www.ccp.edu/academic-offerings/all-offerings](http://www.ccp.edu/academic-offerings/all-offerings)

**Salary Source:** EMSI Data

### For more information, contact:

The Division of Liberal Studies at 215-751-8450 or 215-751-8010.

# Technical Training



## Classroom

### Advanced Manufacturing

Advanced Manufacturing invents and creates the products that we use daily. American companies are reinvesting in manufacturing jobs, having added 60,000 jobs back into the U.S. economy in 2014 alone. Despite this industry growth, the National Association of Manufacturers reports a significant challenge of finding and retaining qualified workers.

Now you can join this growing industry. Community College of Philadelphia offers three technical skills training programs that prepare you for a career in advanced manufacturing with entry-level wages ranging from \$18-\$22 per hour: Welding, CNC Precision Machining and Electro-mechanical Technology (Industrial Maintenance). Attend classes Monday through Thursday evenings.

**Qualifications:** All three programs require math skills, mechanical aptitude and good hand-eye coordination plus a high school diploma or GED. Math and reading comprehension skills assessments required for entry entail a nonrefundable, \$30 fee at the time of examination.

#### Blueprint Reading: Print Layouts and Measurements for Machining

This introductory class provides instruction in the theory and skills necessary to read conventional drawings commonly used in the machining industry, focusing on object visualization and feature definition/recognition. Sketching, precision layout tools, measurement tools, and techniques of usage will be covered and utilized to demonstrate comprehension in print/part interpretation. (This program is intended for students interested in enrolling in Machine Tool Technology programs.)

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45 hours; Fee: \$530 (Tuition: \$450; Text: \$80)

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SUBJ/CRSE # TECN/B7110

CRN: 70290

Location: CBI, Room TBA

Mondays, Jan. 22 – May 7, 2018

6-9 p.m. (No class March 5, 2018)

### CNC Precision Machining

Learn the fundamental precision machining and production skills necessary to compete for an entry-level position in a working machine shop environment plus the machine tool technology to successfully advance to a higher-level machining program.

CNC machinists work in teams to efficiently convert raw materials into durable goods using computer numerically controlled machines (CNC). Their skills range from knowing the materials being cut to employing the sophisticated program used to control the machine via computers.

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210 hours; Fee: \$4,200 (Tuition: \$3,900; Material: \$300)

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SUBJ/CRSE # ADVM/B7001

CRN # 70338

Location: Ben Franklin High School, Center for Advanced Manufacturing, 550 N. Broad Street

Monday – Thursday, Jan. 22 – April 9, 2018; 4-9 p.m.

(No class Feb. 19, March 29 or April 2, 2018.)

“The CNC class covers a lot of information. The instructor, Pedro Biaggi, is extremely knowledgeable about the field, and he goes in depth about the nuances of HAAS machinery and programming in general. The equipment used in the class is user friendly, and Pedro made the learning process even easier. At the completion of the class we were programming for milling, facing and engraving. Overall, it was absolutely worth the time and investment.”

*Michael Majewski  
Machinist – Young Windows (Conshohocken, PA)*

## Technical Training

### Electro-Mechanical Technology (Industrial Maintenance)

Prepare for an entry-level job with manufacturers using automation. Job opportunities include robot installation and maintenance, automation equipment installation, troubleshooting and maintenance, and Programmable Logic Controller programming. Learn to install, maintain and repair the mechanical controls, fluid power systems, and electrical and electronic equipment found in various industries.

Students completing the entire seven modules earn Advanced Manufacturing Integrated Systems Technology (AMIST) certification.

#### • DC/AC Electricity

Focusing on high-demand career areas expecting a critical shortage of qualified workers, the DC-AC Electricity class covers the principles and application of alternating (AC) and direct (DC) current electricity, including circuit analysis and measurement in resistive, capacitive and inductive circuits.

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44 hours; Fee: \$880  
(Tuition: \$780; Material: \$100)

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SUBJ/CRSE # ADVN/B7004  
Location: CBI, Room C2-18  
Monday - Thursday, 4-9 p.m.

#### • Electrical Wiring

Learn the principles and application of electrical wiring as found in a typical manufacturing environment. Topics include electrical wiring practices, conduit and raceways, and requirements for conductors, disconnects and raceways as specified by the National Electric Code (NEC).

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57 hours; Fee: \$1,140  
(Tuition: \$1,040; Material: \$100)

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SUBJ/CRSE # ADVN/B7005  
Location: CBI, Room C2-18  
Monday - Thursday, 4-9 p.m.

#### • Hydraulics

Learn the principles and applications of the most common hydraulic components in an industrial manufacturing environment. Topics include fluid laws, hydraulic components and circuits through an intermediate level, along with related construction and troubleshooting.

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57 hours; Fee: \$1,140  
(Tuition: \$1,040; Material: \$100)

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SUBJ/CRSE # ADVN/B7006  
Location: CBI, Room C2-18  
Monday - Thursday, 4-9 p.m.

#### • Pneumatics 1

Learn the principles and applications of the most commonly found pneumatic components in an industrial manufacturing environment. Topics include gas laws, pneumatic components and circuits through an intermediate level, along with related construction and troubleshooting techniques.

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57 hours; Fee: \$1,140  
(Tuition: \$1,040; Material: \$100)

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SUBJ/CRSE # ADVN/B7008  
Location: CBI, Room C2-18  
Monday - Thursday, 4-9 p.m.

#### • Mechanical Systems

Learn the principles and applications of the most commonly found mechanical drive components in an industrial manufacturing environment. Topics include mechanical power transmission devices through an intermediate level plus related construction and troubleshooting techniques. All course material is supplemented with practical, hands-on exposure to the items.

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57 hours; Fee: \$1,140  
(Tuition: \$1,040; Material: \$100)

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SUBJ/CRSE # ADVN/B7007  
Location: CBI, Room C2-18  
Monday - Thursday, 4-9 p.m.

Visit [www.ccp.edu/mechatronics](http://www.ccp.edu/mechatronics) for spring dates.

### • Motors and Motor Controls

Learn the principles and application of industrial sequential control and electrical controls construction as found in a typical manufacturing environment. Topics include AC fixed speed motor control; control transformers, relays, timers and counters; mechanical, pneumatic and hydraulic input and output devices; sequencing and logic functions; introduction to component and systems troubleshooting.

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63 hours; Fee: \$1,260  
(Tuition: \$1,160; Material: \$100)

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SUBJ/CRSE # ADVM/B7036  
Location: CBI, Room C2-18  
Monday - Thursday, 4-9 p.m.

### • Introduction to Programmable Logic Controllers

Learn the principles and application of programmable logic controllers (PLCs) as found in a typical manufacturing environment. Topics include principles, functions and operation of PLCs; basic ladder logic programming with relays, timers and counters; digital input and output interfacing.

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69 hours; Fee: \$1,380  
(Tuition: \$1,280; Material: \$100)

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SUBJ/CRSE # ADVM/B7015  
Location: CBI, Room C2-18  
Monday - Thursday, 4-9 p.m.

### • Shop Mathematics: Math for Occupational Technologies

Learn relevant theory and skills in solving practical, industrially-based mathematical problems. Topics will include calculating arithmetic expressions involving whole numbers, fractions, decimals, ratio, proportion and percentages. The appropriate use of English/metric conversions, exponents, square roots, basic graph interpretation and basic algebraic expression (formulas) manipulation will be presented, as will the solution of geometric figures and an introduction to using trigonometry for the solution of right and oblique triangles.

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45 hours; Fee: \$510  
(Tuition: \$450; Text: \$60)

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SUBJ/CRSE # TECN/B7109  
CRN # 70293  
Location: CBI, Room C2-8  
Wednesdays, Jan. 17 - May 2, 2018  
6-9 p.m. (No class March 7, 2018)

Visit [www.ccp.edu/mechatronics](http://www.ccp.edu/mechatronics) for spring dates.

### Welding

Program content meets the welding standards established by the National Center for Construction Education & Research (NCCER), which seeks to develop a safe, productive workforce by using a standardized training and credentialing program industry-wide. Students successfully completing this course will be eligible to take industry certifications to validate their skills as a professional welder.

**(Note:** The cost for certification is not included in the training.)

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300 hours; Fee: \$6,000 (Tuition: \$5,700; Material: \$300)

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SUBJ/CRSE # ADVM/B7026/B7027  
CRN # 70347 & 80270  
Location: Ben Franklin High School, Center for Advanced Manufacturing, 550 N. Broad Street  
Monday - Thursday, Feb. 5 - May 1, 2018 (Part 1); 4-9 p.m. and May 7 - 30, 2018 (Part 2); 4-9 p.m.  
(No class Feb. 19, March 29, April 2, May 15 or 28, 2018)

## Registration Tips

- ✓ Register early to confirm your seat. Decisions are made as to whether we have enough students to run a class 1-2 weeks before the class start date.
- ✓ Online registration available at [www.ccp.edu/professional](http://www.ccp.edu/professional)
- ✓ Have questions about a class? Call 215-496-6158, email [csinquiry@ccp.edu](mailto:csinquiry@ccp.edu), or visit the Corporate Solutions office in the Center for Business and Industry at 18th and Callowhill streets, Suite C1-9.



# OSHA Training

## OSHA 10: Construction

Entry-level construction workers receive 10 hours of instruction by an authorized OSHA Construction Outreach Trainer on hazard identification, avoidance and control, plus safety and health hazard prevention at a construction site. Both workers and employers learn their OSHA rights and the employer's responsibilities. Upon completion, you receive an OSHA 10-Hour Construction Outreach Training card.

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10 hours; Fee: \$199

SUBJ/CRSE # OSHA/B7000

CRN # 70291

Location: CBI, Room C1-17

Thursday/Friday, March 22 & 23, 2018

8:30 a.m.-2 p.m. (half-hour lunch break)

## OSHA 10: General Industry

Entry-level general industry workers receive 10 hours of instruction by an authorized OSHA General Industry Outreach Trainer on hazard identification, avoidance, control and prevention at a general industry worksite. Both workers and employers learn their OSHA rights and the employer's responsibilities. Upon completion, you receive an OSHA 10-Hour General Industry Outreach Training card.

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10 hours; Fee: \$199

SUBJ/CRSE # OSHA/B7001

CRN # 70292

Location: CBI, Room C1-17

Thursday/Friday, April 26 & 27, 2018

8:30 a.m.-2 p.m. (half-hour lunch break)

# PennDOT Automotive Services

## Emissions Inspector Certification (EIC)

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

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

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

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

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SUBJ/CRSE # TRAN/B8006

Time: 6-10 p.m.

Location: CBI, Room C1-17

Pick the best month for you.

CRN # 70090 M/W Jan. 22 – 31, 2018

CRN # 70069 M/W Feb. 12 – 21, 2018

CRN # 70054 M/W March 19 – 28, 2018

CRN # 70070 M/W April 16 – 25, 2018

CRN # 80032 M/W May 14 – 23, 2018

CRN # 80008 M/W June 11 – 20, 2018

CRN # 80009 M/W July 16 – 25, 2018

CRN # 80010 M/W Aug. 13 – 22, 2018

“The Emissions Inspector Certification workshop provided useful and informative tools to prepare me to perform emissions inspections in the most efficient and accurate way. Mr. Young was a great instructor!”

*Treva Harris  
Mechanic, Back 2 New 2 Automotive Repair  
and Collision Center*

## Emissions Inspector Recertification (EIR)

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

**Who should attend?** Experienced emissions inspectors seeking recertification.

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

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

Pick the best date for you.

|             |   |                |
|-------------|---|----------------|
| CRN # 70020 | T | Jan. 30, 2018  |
| CRN # 70021 | R | Feb. 22, 2018  |
| CRN # 70091 | T | March 27, 2018 |
| CRN # 70022 | R | April 26, 2018 |
| CRN # 80011 | T | May 29, 2018   |
| CRN # 80012 | R | June 28, 2018  |
| CRN # 80013 | T | July 31, 2018  |
| CRN # 80014 | R | Aug. 23, 2018  |

## Emissions Inspector Certification (EIC)/ Recertification (EIR) Examination Retests

Students that have not passed an emissions examination may take a retest by registering and making payment (check or money order, no cash) to Community College of Philadelphia. Call 215-496-6158 to schedule your retest. Photo ID is required at retest time, and no walk-ins are permitted.

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

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1 hour; Fee: \$40

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By appointment only—call 215-496-6158.

## Safety Inspection Mechanic Training Certification

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

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

**Who should attend?** Individuals (with valid driver's license) seeking to become a certified safety inspection mechanic.

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

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SUBJ/CRSE # TRAN/B8042

Time: 6-10 p.m.

Location: WERC, Auto Bldg.

Pick the schedule best for you.

|             |     |                     |
|-------------|-----|---------------------|
| CRN # 70082 | T/R | Jan. 16 – 23, 2018  |
| CRN # 70294 | T/R | Feb. 13 – 20, 2018  |
| CRN # 70084 | T/R | March 20 – 27, 2018 |
| CRN # 70295 | T/R | April 17 – 24, 2018 |
| CRN # 80258 | T/R | May 15 – 22, 2018   |
| CRN # 80064 | T/R | June 12 – 19, 2018  |
| CRN # 80065 | T/R | July 17 – 24, 2018  |
| CRN # 80067 | T/R | Aug. 14 – 21, 2018  |

## Safety Inspection Mechanic Additional Licensure Exam

This test is intended for those currently registered for the Safety Inspection Mechanic Training workshop or who hold one safety inspection mechanic category certification and wish to obtain another. Licenses are available in one of the following categories:

- Category 2 (Motorcycles)\*
- Category 3 (Trucks and buses)\*
- Category 4 (Enhanced vehicle inspector or certified document reviewer)

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

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

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1 hour; Fee: \$40

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Location: WERC

By appointment only; call **215-496-6158**.

### Safety Inspection Mechanic Recertification Review

Safety Inspection recertification is mandatory five years from initial certification. You may renew your mechanic certification by passing the required Pennsylvania Department of Transportation examination within 180 days of notification from the state that your mechanic card is due to expire. This recertification requires you to pass PennDOT's online exam in order to renew your certification for another five years.

Recertification Review training provides you the opportunity to review the Safety Inspection Mechanic curriculum with an instructor in an in-class format to answer questions and improve your content comprehension prior to taking PennDOT's online exam.

You must register and pay PennDOT separately at [www.patrainportal.com](http://www.patrainportal.com) to take the online recertification exam. This review course fee does not include the exam fee.

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2 hours; Fee: \$30

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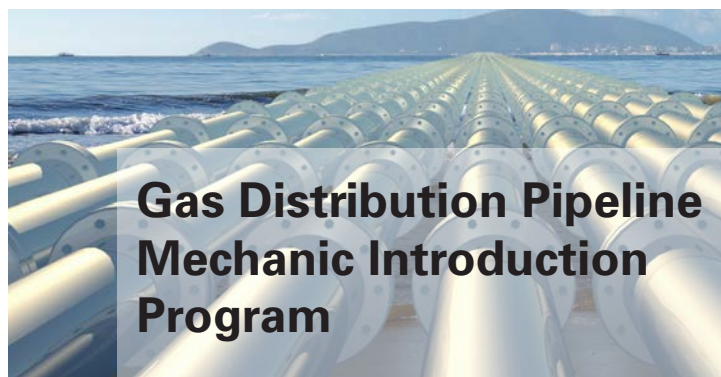
SUBJ/CRSE # TRAN/B8043

Time: 6-8 p.m.

Location: CBI, Room C1-16

Pick the best month for you.

|             |   |                |
|-------------|---|----------------|
| CRN # 70154 | W | Feb. 7, 2018   |
| CRN # 70296 | W | March 28, 2018 |
| CRN # 80163 | W | May 2, 2018    |
| CRN # 80259 | W | June 27, 2018  |
| CRN # 80260 | W | Aug. 8, 2018   |



## Gas Distribution Pipeline Mechanic Introduction Program

### *Complete the Program in 11 Weeks*

According to the U.S. Bureau of Labor Statistics, the annual mean wage for those employed in the pipeline transportation of natural gas field is \$64,820.

This hands-on program prepares you for entry-level employment in the natural gas industry. You will learn how to perform tasks needed to install and maintain pipelines for natural gas distribution systems serving residential, commercial and industrial customers. Included are 140 classroom hours and 50 hours for operator qualification.

The program was created by the Collegiate Consortium for Workforce and Economic Development in partnership with PECO and other industry counterparts, including Philadelphia Gas Works, Henkels & McCoy and Utility Line Services. The goal is to meet the increased regional demand for skilled labor in the natural gas distribution industry.

#### Schedule

- Spring semester classes will be held on Mondays, Wednesdays and Thursdays from 9 a.m.-4 p.m.
- Location: Community College of Philadelphia

#### Requirements

- Must be at least 18 years old
- Possess a valid driver's license in your state of residence
- Pass a Department of Transportation drug test and physical
- Be legally eligible to work in the U.S.
- Residency may be required

#### Learn more

Visit [www.ccp.edu/pipeline](http://www.ccp.edu/pipeline) or contact Bryan Burns at 215-496-6125 or [bburns@ccp.edu](mailto:bburns@ccp.edu).

# Professional Workplace Skills



## Classroom

### Advanced Writing Skills

This workshop for proven writers focuses on writing letters of recommendation, persuasion, refusal or action that reflect current word usage and up-to-date formats. You can also learn basics about writing business cases, proposals and reports. **Note:** Interested students should complete Business Writing that Works first.

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6 hours; Fee: \$179

SUBJ/CRSE # COMM/B7531  
CRN # 70297  
Location: CBI, Room C1-17  
Thursdays, March 22 & 29, 2018  
6-9 p.m.

### Bookkeeping

Understanding basic accounting principles and maintaining accurate financial records is critical for all business and nonprofit organizations. This hands-on bookkeeping program focuses on the essential skills needed in today's business environment. You will learn to work with general ledger, assets, liabilities, equity accounts, balance sheets, income statements, basic payroll, merchandise inventory, and internal controls and fraud prevention. Program design is based on standards established by the American Institute of Professional Bookkeepers (AIPB).

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45 hours; Fee: \$799 (Tuition: \$599; Text: \$200)

SUBJ/CRSE # ACCO/B7600  
CRN # 70300  
Location: CBI, Room C1-15  
Monday, Jan. 22 – April 16, 5:30 – 9 p.m.  
(No class March 5, 2018)

-or-

SUBJ/CRSE # ACCO/B7600  
CRN # 80261  
Location: NERC, Room 330  
Monday, May 14 – Aug. 6, 2018, 5:30 – 9 p.m.  
and Aug. 13, 2018, 5:30 – 8:30 p.m.  
(No class May 28, 2018)

### Business Writing that Works

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

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12 hours; Fee: \$249

SUBJ/CRSE # COMM/B7530  
CRN # 70298  
Location: CBI, Room C1-15  
Thursdays, Feb. 1 – 22, 2018  
6-9 p.m.

-or-

SUBJ/CRSE # COMM/B7530  
CRN # 70299  
Location: NERC, Room 330  
Fridays, April 20 & 27, 2018  
9 a.m.-4 p.m. (1-hour lunch break)

## Train to become a Licensed Real Estate Professional

Community College of Philadelphia partners with Career WebSchool to offer noncredit real estate license courses in an interactive, user-friendly online format.

- **Real Estate Agent**
- **Real Estate Appraisal**
- **Home Inspection**
- **Mortgage**

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



### Call Center Training: Sales and Customer Service

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

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18 hours; Fee: \$324

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SUBJ/CRSE # MANG/B9665

CRN # 70301

Location: CBI, Room C1-17

Mondays, March 19 – April 2, 2018

9 a.m.–4 p.m. (1-hour lunch break)

### Developing Your Executive Presence

Do you have the kind of presence that commands attention and respect when you walk into a room? If you are interested in fine-tuning your executive presence, this workshop is for you. Learn how to build credibility, improve your personal appearance, hone your networking skills and enhance your ability to communicate effectively. You will also receive an introduction to core leadership skills.

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6 hours; Fee: \$179

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SUBJ/CRSE # MANG/B9706

CRN # 70302

Location: CBI, Room C1-15

Friday, April 6, 2018

9 a.m.–4 p.m. (1-hour lunch break)

### Getting Things Done: Personal Development Boot Camp

Why are there as many organizational systems and time management methods out there as there are weight loss or money management strategies?

There is no simple, one-size-fits-all answer—you must build a solution that works for you. Explore various time management and organizational tools and techniques in order to customize a productivity plan for your personal and professional lives.

Emerge with a working plan for regaining control of your life.

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12 hours; Fee: \$249

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SUBJ/CRSE # MANG/B9698

CRN # 70303

Location: CBI, Room C1-15

Thursdays, April 12 & 19, 2018

9 a.m.–4 p.m. (1-hour lunch break)

### Grant Writing for Profit and Nonprofit Entities

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

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24 hours; Fee: \$349

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Choose the nearest location

SUBJ/CRSE # MANG/B9647

CRN # 70056

Location: CBI, Room C1-15

Wednesdays, Feb. 21 – April 18, 2018

6–9 p.m.

–or–

SUBJ/CRSE # MANG/B9647

CRN # 70304

Location: NERC, Room 330

Saturdays, April 7 – 28, 2018

9 a.m.–4 p.m. (1-hour lunch break)

### Leadership Development Certificate

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

Help your managers assess leadership style, 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 position- and company-specific leadership project to present during the final class meeting.

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24 hours; Fee: \$649

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SUBJ/CRSE # MANG/B9650

CRN # 70305

Location: NERC, Room 330

Wednesdays, Feb. 14, March 14, April 11, May 9, 2018

9 a.m.–4 p.m. (1-hour lunch break)

### (The) Professional Supervisor Certificate

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

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18 hours; Fee: \$324

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Choose the nearest location  
SUBJ/CRSE # MANG B9678  
CRN # 70306  
Location: CBI, Room C1-16  
Mondays, Feb. 5 – March 19, 2018  
6-9 p.m.  
(No class March 5, 2018)

-or-

SUBJ/CRSE # MANG/B9678  
CRN # 70307  
Location: NERC, Room 330  
Thursdays, Tuesdays, April 3 – 17, 2018  
9 a.m.-4 p.m. (1-hour lunch break)

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

### Public Speaking: Presentation Survival Skills

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

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12 hours; Fee: \$249

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SUBJ/CRSE # COMM/B7533  
CRN # 70308  
Location: CBI, Room C1-17  
Saturdays, Feb. 3 & 10, 2018  
9 a.m.-4 p.m. (1-hour lunch break)

### Child Development Associate



This 120-hour workshop enhances the quality of child care by defining, evaluating and recognizing the competence of child care providers. A Child Development Associate (CDA) designation from the National Council for Professional Recognition is awarded to a person demonstrating a full understanding of child development and the assessment process.

These CDA workshops meet the Level III requirements on the PA Keys Career Lattice (more at [www.PAkeys.org](http://www.PAkeys.org)). You pay a registration fee only.

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

For additional information and specific class details, email [CDA@CCP.edu](mailto:CDA@CCP.edu) or call Bryan Burns at 215-496-6125.

# Professional Coaching Certificate

Life and success coaching, a rapidly growing field of personal development, significantly impacts how you achieve success in life. This certificate program provides you with the tools and techniques for acquiring foundational coaching competencies, developing coaching models and understanding the personal change process. Develop the knowledge and skills for life and success coaching, and strengthen your coaching competence. You must successfully complete all three workshops (18 hours).

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

## Foundations of Coaching

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

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6 hours; Fee: \$199

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SUBJ/CRSE # MANG/B9631  
CRN # 80083  
Location: CBI, Room C1-17  
Wednesday, May 2, 2018  
9 a.m.-4 p.m. (1-hour lunch break)

## Results-Oriented Coaching

When we become focused on a specific outcome, task or result, we strive to learn and improve the skill required to accomplish our goal. Now learn how to exploit that stage of readiness to create a successful coaching relationship and achieve the results you desire using tools and techniques appropriate to various coaching situations.

**Prerequisite:** Foundations of Coaching.

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6 hours; Fee: \$199

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SUBJ/CRSE # MANG/B9629  
CRN # 80084  
Location: CBI, Room C1-16  
Wednesday, May 9, 2018  
9 a.m.-4 p.m. (1-hour lunch break)

## Transformational Coaching

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

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

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6 hours; Fee: \$199

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SUBJ/CRSE # MANG/B9630  
CRN # 80085  
Location: CBI, Room C1-17  
Wednesday, May 16, 2018  
9 a.m.-4 p.m. (1-hour lunch break)

“The Professional Coaching Certificate program exceeded my expectations! I enrolled to help others, but I was the first one to benefit from the program. Mr. Cox is an amazing facilitator. I would recommend this program to anyone who is interested in the coaching profession.”

*Vindetta Palmer*  
Owner, *The Positive Place*

## Mobile Food Management: Introduction to Food Truck Entrepreneurship

In today's foodservice industry, the evolving food truck/cart concept is positively benefitting owners, customers and communities alike. In response to this trend, Mobile Food studies at Community College of Philadelphia now guides you through the steps of planning, starting and maintaining a food truck/cart.

This workshop provides the fundamentals of owning and operating a food truck or cart. It familiarizes you with the tools needed to formulate a food truck concept and turn it into a standardized plan. The focus is on menu planning, truck/cart design and location, federal/state/local regulations, and licenses and permits. Learn managing and marketing techniques to

develop the necessary skills for succeeding in the foodservice segment of mobile food ownership. Case studies, field trips and established food truck businesses all aid you in designing your own mobile food unit.

**Required Textbook:** Prior to the first class, you must purchase *The Food Truck Handbook: Start, Grow, and Succeed in the Mobile Food Business*, David Weber. ISBN: 978-1118208816.

24 hours; Fee: \$374

SUBJ/CRSE # HMTP/B8009

CRN # 70309

Location: PAV, Room P2-18

Wednesdays, Feb. 14 – April 11, 2018

6-9 p.m. (No class March 7, 2018)

# Power Up Your Business Growing Businesses in Philadelphia— Block by Block

Community College of Philadelphia's Power Up Your Business is a new, innovative and FREE program designed to support the sustainability, management and profitability of small business owners in Philadelphia.



### Store Owner Series

Run and manage your business effectively with our workshops on financial management, marketing and more.

### Peer-based Learning Experience

Gain hands-on familiarity with the tools needed to run a successful business in this 10-week program that includes training and coaching.

Choose the series that's right for you. For more information, email [powerup@ccp.edu](mailto:powerup@ccp.edu) or call 215-496-6151.

A complete list of class dates and locations is available online at [www.ccp.edu/powerup](http://www.ccp.edu/powerup).

**POWER**  
**UP**  
*Your*  
**BUSINESS**

[www.ccp.edu/powerup](http://www.ccp.edu/powerup)



# ServSafe Food Protection Management

## ServSafe Food Protection Manager Certification

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

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

**Note:** The current text, mandatory for both course and exam, contains the answer form for the Association's graded exam. Photo ID is required to enter the class and take the exam.

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

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

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SUBJ/CRSE # SERV/B9009  
 Time: 6-10 p.m. Weekdays  
 8 a.m.-4:30 p.m. Saturdays (half-hour lunch break)  
 Location: CBI, Room C1-15

|             |     |                     |
|-------------|-----|---------------------|
| CRN # 70071 | S   | Feb. 3 & 10, 2018   |
| CRN # 70156 | T/R | April 10 – 19, 2018 |
| CRN # 80165 | M/W | May 14 – 23, 2018   |

## ServSafe Food Protection Manager One-Day

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

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

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

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

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SUBJ/CRSE # SERV/B9001  
 Time: 8 a.m.-4:30 p.m.  
 Location: CBI, Room C1-15 | NERC, Room 330

*Offered in Center City and the Northeast*

|             |   |                |
|-------------|---|----------------|
| CRN # 70048 | M | Jan. 22, 2018  |
| CRN # 70158 | M | Feb. 26, 2018  |
| CRN # 70310 | M | March 26, 2018 |
| CRN # 70311 | M | April 30, 2018 |
| CRN # 80018 | M | May 21, 2018   |
| CRN # 80262 | M | June 11, 2018  |
| CRN # 80263 | M | July 16, 2018  |
| CRN # 80034 | M | Aug. 13, 2018  |

## ServSafe Food Safety Examination Retest

Students who have not passed the Food Protection Manager examination may retake it by calling 215-496-6158 to schedule a retest and formally register. Photo ID is required for retesting, and no walk-ins are permitted. You should arrive at least one hour early.

**Who should attend:** The retest is only for individuals who have not passed the Food Protection Manager exam.

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1 hour; Fee: \$62

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SUBJ/CRSE # SERV/B9010  
 Time: Thursday or Wednesday 9-10 p.m.; Saturday or Monday  
 3:30-4:30 p.m.  
 Location: CBI, Room C1-15

|             |   |                |
|-------------|---|----------------|
| CRN # 70051 | M | Jan. 22, 2018  |
| CRN # 70312 | S | Feb. 10, 2018  |
| CRN # 70313 | R | March 26, 2018 |
| CRN # 70314 | M | April 19, 2018 |
| CRN # 80033 | W | May 23, 2018   |
| CRN # 80264 | M | June 11, 2018  |
| CRN # 80168 | M | July 16, 2018  |
| CRN # 80265 | M | Aug. 13, 2018  |

# Social Media Management Certificate

Whether you are new to social media, an executive, manager or an entry-level employee, the Social Media Management Certificate includes everything you need to know to get up to speed on social media management strategy and tactics. Update your professional skills for today's digital job market.

Social media provides great potential for reaching new customers, strengthening existing relationships and expanding online brands. Companies today demand professionals who can navigate the social arena and market products/services to broaden business scope and customer communication.

This certificate focuses on the rapidly changing landscape of social media, online marketing and Internet advertising. Learn how to use current social media platforms, develop and manage social media campaigns, and analyze results.

### Who should attend?

Marketing professionals, web designers and developers, graphic and digital artists, journalists, small business owners and those wishing to implement social media efforts in the workplace.

Students should be proficient with the computer and Internet.

**Certificate Requirements:** Successful completion of the four workshops below.

### Basic Internet Marketing

Here is the ideal start for business owners and marketing newcomers eager to learn the basics of Internet marketing. Included is information on how to market online and how to assess the results you get in determining if you are reaching your target market, where your qualified prospects are and whether you have engaged them. Sessions also focus on search engine optimization, email campaigns, pay-per-click advertising and more.

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6 hours; Fee: \$179

SUBJ/CRSE # COMM/B7551  
CRN # 70315  
Location: CBI, Room C1-16  
Wednesdays, Feb. 21 & 28, 2018  
6-9 p.m.

### Building a Brand on Social Media

Given that your brand speaks for your company and its products and/or services, today's online-focused world can provide that brand a definitive, consistent and responsive presence. This workshop helps you build your brand from scratch or strengthen an existing brand using social media. Learn how to build a social media strategy, identify social media platforms that fit your brand, craft strong messages that engage your audience, and evaluate and revise your strategy.

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6 hours; Fee: \$179

SUBJ/CRSE # COMM/B7552  
CRN # 70316  
Location: CBI, Room C1-16  
Wednesdays, March 14 & 21, 2018  
6-9 p.m.

### Creating a Google AdWords Campaign

Because so many companies advertise with pay-per-click ads, focus on the largest machine available: Google AdWords. Learn how it works, what pay-per-click means, the importance of correctly setting an AdWords budget, how to select keywords and set up ad groups, how to design a compelling ad, and how to make adjustments that increase success.

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6 hours; Fee: \$179

SUBJ/CRSE # COMM/B7549  
CRN # 70317  
Location: CBI, Room C1-16  
Wednesdays, March 28 & April 4, 2018  
6-9 p.m.

### Marketing on Social Media

Social media remains an evolving aspect of our daily lives in addition to being an asset to our businesses. If you're familiar with social media already, now learn to develop a social media marketing plan as a part of your overall marketing strategy, determine who should be on your team, and choose how best to measure this online activity. Also explore major social media sites, and examine how specialty sites and social media management tools can elevate your social media marketing.

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12 hours; Fee: \$249

SUBJ/CRSE # COMM/B7550  
CRN # 70318  
Location: CBI, Room C1-16  
Wednesdays, April 11 – May 2, 2018  
6-9 p.m.

## Time Management: Get Organized for Peak Performance

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

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6 hours; Fee: \$179

SUBJ/CRSE # MANG B9673  
CRN # 70319  
Location: CBI, Room C1-16  
Mondays, April 9 & 16, 2018  
6-9 p.m.

## Writing for the Web

The Internet is full of fascinating information on companies and stores, plus deals, news and much more. However, people don't read information on the web in the same way that they read a printed newspaper, magazine or book. As writers, we must be acutely aware of how people approach a web page so that we can create interesting and engaging content for them. This workshop is ideal if you want to enhance your writing skills for the web.

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6 hours; Fee: \$179

SUBJ/CRSE # COMM/ B7554  
CRN: # 70320  
Location: CBI, Room C1-15  
Wednesdays, Jan. 24 & 31, 2018  
6 - 9 p.m.

## Registration Tips

- ✓ Register early to confirm your seat. Decisions are made as to whether we have enough students to run a class 1-2 weeks before the class start date.
- ✓ Online registration available at [www.ccp.edu/professional](http://www.ccp.edu/professional)
- ✓ Have questions about a class? Call 215-496-6158, email [csinquiry@ccp.edu](mailto:csinquiry@ccp.edu), or visit the Corporate Solutions office in the Center for Business and Industry at 18th and Callowhill streets, suite C1-9.

## Online

### Data Analytics Certificate

This certificate, providing an overview of topics in statistics and their applications in many fields, presents the basics of quantitative analysis and its increasing use in today's professional landscape. Learners are exposed to quantitative decision-making tools and techniques relating to real-world case studies. Each course utilizes games, videos, interactive exercises, quizzes, real-world case studies and other engaging material to ensure rapid mastery and direct application. Course videos and lessons focus on use of both Microsoft Excel and OpenOffice. Enhance your skills in:

- Applying analytics in decision making
- Distinguishing good data from bad data
- Evaluating research techniques to yield the most accurate results
- Utilizing descriptive statistics in various settings
- Graphically representing descriptive statistics
- Employing forecasting techniques
- Performing a regression analysis
- Making recommendations based on analytics

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\$399 | [www.ccp.edu/solutions/mindedge](http://www.ccp.edu/solutions/mindedge)

### Effective Copywriting

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

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\$195 | [www.ccp.edu/solutions/ugotclass](http://www.ccp.edu/solutions/ugotclass)

### Finance Essentials Certificate

As a nonfinancial manager, familiarize yourself with the essentials of finance. Become conversant in critical financial terminology. Learn how to calculate key financial management indicators; assess your organization's financial health by reviewing balance sheets, income statements and cash flow statements; and use finance and accounting tools to support informed decision making within your organization.

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\$399 | [www.ccp.edu/solutions/mindedge](http://www.ccp.edu/solutions/mindedge)

## Human Resource Management Certificate

Those running small businesses often cannot justify designating a full-time HR professional to manage employee relations, compensation, policy-making, performance management and employee appraisals. This suite of courses teaches you the basics of managing benefits and policies that support an effective staff. It also covers anti-discrimination regulations, key aspects of pay policies and avoiding traps in the employee selection process.

[\\$399 | www.ccp.edu/solutions/mindedge](http://www.ccp.edu/solutions/mindedge)

## Lean Six Sigma

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

[\\$245 | www.ccp.edu/solutions/ugotclass](http://www.ccp.edu/solutions/ugotclass)

## Nonprofit Management Certificate

This broad introduction to key current management issues for nonprofit organizations covers fundraising, board and volunteer development, budgeting, reading financial statements, leadership, marketing, and strategic direction. Additionally, video commentary gives you valuable insight into how nonprofit professionals apply key concepts within their own organizations.

[\\$699 | www.ccp.edu/solutions/mindedge](http://www.ccp.edu/solutions/mindedge)

## Onboarding New Employees

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

[\\$195 | www.ccp.edu/solutions/ugotclass](http://www.ccp.edu/solutions/ugotclass)

## Project Management Program Exam Prep Course

This completely online and self-paced program builds successful project managers at all levels of the organization. It provides a comprehensive preparation for the Project Management Professional (PMP)<sup>®</sup> certification exam, including exam-taking tips; 12 comprehensive module quizzes; five process group tests, and two full-length, 200-question practice exams covering the areas of interest from *A Guide to the Project Management Body of Knowledge (PMBOK<sup>®</sup> Guide)*, which will provide a report to help you determine your areas of weakness. This program aligns with the *PMBOK<sup>®</sup> Guide Fifth Edition* (cost not included in the course—must be purchased separately).

[\\$699 | www.ccp.edu/solutions/mindedge](http://www.ccp.edu/solutions/mindedge)

## Real Estate Investing

Specially designed worksheets and hands-on activities take the guesswork out of your investing efforts. An emphasis on systems and service helps you accomplish more with less effort while addressing the needs of both buyers and sellers. First, plan your own investing efforts based on your personality and investing objectives. Learn the proven methods used by full-time, professional real estate investors, plus how to invest in foreclosures, manage rehab projects and build your team. Explore the effects of higher interest rates and alternative strategies in a changing market. At workshop conclusion, you will be working toward your first (or next) deal.

[\\$119 | www.ccp.edu/solutions/ed2go](http://www.ccp.edu/solutions/ed2go)

## Sustainable Management Certificate

Sustainability refers to the use of ecosystems and their resources in a manner that satisfies current needs without compromising the needs or options of future generations. A sustainable business is one that generates profits for its owners, protects the environment and improves the lives of those with whom it interacts.

Key topics covered:

- Reasons for sustainability's increase in popularity
- Connection between the environment and sustainability
- Business case for embracing sustainable management within an organization
- Role government regulation plays in sustainability efforts
- Criticisms of corporate sustainability
- Applying sustainable management principles in the workplace
- Applying the triple bottom line (TBL) concept—"People, Planet and Profits"—in organizations
- Recognizing and implementing best practices for measuring sustainable management efforts

[\\$459 | www.ccp.edu/solutions/mindedge](http://www.ccp.edu/solutions/mindedge)

# Free Career Training for In-Demand Occupations

Gain free career training with stackable micro-credentials that showcase your specific jobseeker skills, knowledge and experience to potential employers. Credentials can come in the form of certificates or badges that you can attain much quicker than a typical degree. Eligible candidates must be out-of-school youth, under-employed or unemployed workers, or individuals with significant barriers to education and training.

All program areas will begin with 21st century skills training, skills which employers require in assessing your work readiness: Computer Literacy, Workplace Essentials, Core Communication, ACT National Career Readiness and Orientation to Careers

After skills training, you may select a career path and workforce training program to develop concrete skills in a high-priority occupation. Workforce training programs are offered in four career pathways:

## Health Care

- Nurse Aide
- Dental Assistant
- Pharmacy Technician

## Automotive

- Emissions and Safety Inspection
- Braking
- Steering

## Advanced Manufacturing

- CNC Precision Machining
- Electro-Mechanical/Mechatronics Technology
- Blueprint Reading
- Gas Distribution Pipeline Mechanic
- Welding

## Business and Technology

- Bookkeeping
- Microsoft Office Specialist
- QuickBooks
- Customer Service & Call Center Representative

Learn more about this free career training at [www.ccp.edu/microcredentials](http://www.ccp.edu/microcredentials).

To begin the application process, contact Vida Wright at [vwright@ccp.edu](mailto:vwright@ccp.edu) or **215-496-6158**.

This workforce training is funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration.



## Credit Proficiency Certificates

Academic proficiency certificate programs comprised of credit coursework can either pave the path to a new career or earn credits toward an associate's degree. You may be eligible for financial aid for a proficiency certificate consisting of 16 or more credits. If interested, begin by completing an admissions application at [www.ccp.edu/admission](http://www.ccp.edu/admission).

**Learn more about these proficiency certificates at [www.ccp.edu/academic-offerings/all-offerings](http://www.ccp.edu/academic-offerings/all-offerings).**

### Accounting Paraprofessional Proficiency Certificate

Interested in a career as an accounting paraprofessional? Learn such skills as using computer ledger software to record and analyze financial transactions. Gain a broad knowledge of financial statement preparation in accordance with the Generally Accepted Accounting Principles. Skilled instructors provide a hands-on experience that prepares you either for an entry-level job in the workforce or to continue your Accounting studies.

**Career options include:**

- Bookkeeping, Accounting and Auditing Clerk
- Tax Preparer

**Salary information:** \$19-\$20/hour

### Automotive Service Proficiency Certificate

If you wish to enter the automotive technology field with a set of core skills, here you learn how to diagnose and repair an automotive braking system, including anti-lock braking concerns; repair and align automotive steering and suspension systems using Hunter alignment equipment; and analyze an electrical fault using a wiring schematic in order to repair the electrical system.

**Career options include:**

- Maintenance and Repair Worker, General
- Transportation Vehicle, Equipment and Systems Inspector

**Salary information:** \$18-\$29/hour

### Culinary Arts Proficiency Certificate

Get a start in the city's growing hospitality industry, learning about food preparation, baking, menu planning, food safety and related skills required for possible entry-level

employment as a food industry cook. In addition, enjoy access to experienced faculty providing hands-on culinary instruction in state-of-the-art kitchens and classrooms. Upon completion, apply these courses to the Culinary Arts Associate in Applied Science degree.

**Career options include:**

- Food Server
- Baker
- Barista

**Salary information:** \$9-\$13/hour

### Entrepreneurship Proficiency Certificate

Thinking of starting your own business or improving your current one? These courses will provide you with foundational financial, accounting and marketing knowledge essential to a successful business. Learn what it takes to be an entrepreneur and apply this knowledge to creating a marketing plan for your own unique business.

**Career options include:**

- Online Merchant
- Supply Chain Manager

**Salary information:** \$35-\$37/hour

**For more information, contact:**

The Division of Business and Technology at 215-751-8785 or 215-751-8010.

### Paralegal Studies Proficiency Certificate

This American Bar Association-approved certificate provides students who have earned an A.A., A.S. or bachelor's degree from an institution accredited by a regional member of the Commission of Higher Education with the skills and knowledge required to work as entry-level paralegals. Community College of Philadelphia trains paralegals that must operate under the supervision of a licensed attorney and are prohibited from practicing law.

**Career options include:**

- Title Examiner, Abstractor and Searcher
- Paralegal and Legal Assistant

**Salary information:** \$19-\$28/hour

Description and Career Information Source:

[www.ccp.edu/academic-offerings/all-offerings](http://www.ccp.edu/academic-offerings/all-offerings)

**Salary source:** EMSI Data

**For more information, contact:**

The Division of Liberal Studies at 215-751-8450 or 215-751-8010.

# Small Business Management



## Classroom

### Business Development Certificate

What exactly is business development—selling, relationship building or prospecting? In large part a blend of all three, business development is the creation of long-term value for an organization from its customers, markets and relationships.

The Business Development Certificate provides you with the core principles to create business value and implement strategies to increase sales. Learn key prospecting strategies to pursue strategic opportunities by cultivating partnerships, and by building, managing, and leveraging relationships. You must successfully complete all three workshops (18 hours) to earn the certificate of completion.

#### Building Relationships for Success in Sales

Building, managing and leveraging relationships based on trust, respect and a mutual appreciation of each other's value is fundamental to enabling the flow of value for the long term. Relationships with partners, customers, employees, the press, etc. are all critical to the success of any business development effort. Here, you will discover that the business of business is developing a support network of connections, and the business of all sales professionals is building strong working relationships. You will learn the key elements in strong working relationships and how to apply communication techniques to build a professional network.

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6 hours; Fee: \$179

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SUBJ/CRSE # MANG/B9707  
CRN # 70321  
Location: NERC, Room 330  
Tuesday, Jan. 23, 2018  
9 a.m.-4 p.m. (1-hour lunch break)

-or-

SUBJ/CRSE # MANG/B9707  
CRN # 70323  
Location: CBI, C1-15  
Friday, April 13, 2018  
9 a.m.-4 p.m. (1-hour lunch break)

#### Prospecting for Leads

Prospecting is a key to sales success. Keeping your pipeline full ensures that you will continue attracting new business. Your success today is a result of the prospecting you did six months ago.

Become skilled at prospecting and learn the 80/20 rule. Learn how to create a target goal, and commit to prospecting every day by warming up with cold calls, then following up on leads and networking. You will also build a personal prospecting plan and learn how to ensure a productive future by planting seeds daily.

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6 hours; Fee: \$179

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SUBJ/CRSE # MANG/B9708  
CRN # 70322  
Location: NERC, Room 330  
Tuesday, Jan. 30, 2018  
9 a.m.-4 p.m. (1-hour lunch break)

-or-

SUBJ/CRSE # MANG/B9708  
CRN # 70324  
Location: CBI, C1-15  
Friday, April 20, 2018  
9 a.m.-4 p.m. (1-hour lunch break)

#### Selling Smarter

While sales is an exciting, dynamic profession, it is too often underrated and misunderstood. Today the back-slapping, high pressure salesperson has disappeared, replaced by a new generation of highly trained, well-groomed professionals characterized by honesty, trustworthiness and competence. This workshop bridges the gap, helping you develop the requisite skills of a true professional salesperson.

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6 hours; Fee: \$179

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SUBJ/CRSE # MANG/B9702  
CRN # 70325  
Location: NERC, Room 330  
Tuesday, Feb. 6, 2018  
9 a.m.-4 p.m. (1-hour lunch break)

-or-

SUBJ/CRSE # MANG/B9702  
CRN # 70326  
Location: CBI, C1-15  
Friday, April 27, 2018  
9 a.m.-4 p.m. (1-hour lunch break)

### Building an Online Business

The Internet has changed the way that we work, live, shop and play. You can take advantage of this new way of doing business to set up a part-time venture or create the next million-dollar enterprise. Get on the road to building a successful online business, from creating a business strategy and plan, to setting up your website and mobile presence.

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6 hours; Fee: \$179

SUBJ/CRSE # MANG/B9699  
CRN # 70327  
Location: NERC, Room 330  
Mondays, Feb. 19 & 26, 2018  
6-9 p.m.

### Entrepreneurship 101

Want to be your own boss, work on your own schedule and make money doing something that you're passionate about? Millions of people around the world are living that dream and running their own business.

In this three-day workshop, find out if entrepreneurship is right for you and learn the basic steps of creating your own business. At completion, you'll have a solid foundation to start your entrepreneurial journey.

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18 hours; Fee: \$324

SUBJ/CRSE # MANG/B9705  
CRN # 70328  
Location: NERC, Room 330  
Thursdays, Jan. 18, 2018 – Feb. 1, 2018  
9 a.m.-4 p.m. (1-hour lunch break)

## Start Your Own Business

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

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

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

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

**Act now—visit [BetheBoss.org](http://BetheBoss.org) today.**

### Get Going with QuickBooks – Introductory Level

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

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

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

SUBJ/CRSE # ACCO B7588  
CRN # 70329  
Location: CBI, Room C2-17  
Wednesdays, Feb. 7 & 14, 2018, 6-9 p.m.

-or-

SUBJ/CRSE # ACCO B7588  
CRN # 70330  
Location: NERC, Room 305  
Wednesdays, April 4 & 11, 2018, 6-9 p.m.

### Keep Going with QuickBooks – Intermediate Level

Now go beyond the basic concepts to discover QuickBooks' useful features and applications. You will learn how to enter new memorized transactions, customize forms, track sales tax, share files with an accountant and estimate job costing. Plus, complete practical exercises to create reports, graphs and prepare payroll.

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

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

SUBJ/CRSE # ACCO B7589  
CRN # 70331  
Location: CBI, Room C2-17  
Wednesdays, March 14 & 21, 2018 6-9 p.m.

or

SUBJ/CRSE # ACCO B7589  
CRN # 70332  
Location: NERC, Room 305  
Wednesdays, April 25 & May 2, 2018  
6-9 p.m.

### Kickstarting Your Business with Crowdsourcing

Today's fast-paced marketplace demands that businesses think fast. Crowdsourcing can help all types of businesses keep on top of trends and stay competitive. This workshop will show you how to leverage all types of crowdsourcing (including micro-work, macro-work, crowd-voting, crowd-contests, crowd-wisdom and crowd-funding) to kickstart your business' growth.

6 hours; Fee: \$179

SUBJ/CRSE # MANG/B9704

CRN # 70333

Location: NERC, Room 330

Tuesdays, March 20 & 27, 2018

6-9 p.m.

### Online

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

### Accounting and Finance for Non-Financial Managers

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

\$195 | [www.ccp.edu/solutions/ugotclass](http://www.ccp.edu/solutions/ugotclass)

### Accounting Fundamentals

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

\$119 | [www.ccp.edu/solutions/ed2go](http://www.ccp.edu/solutions/ed2go)



**Starting your own small business? We can help.**

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

Our services help you and your small business grow:

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

Plus small business mentoring at the West Regional Center every 2nd & 4th Wednesday from 4-7 p.m. (by appointment)

Additional information: [smallbiz@ccp.edu](mailto:smallbiz@ccp.edu) or 215-972-6253.

Northeast Regional Center  
12901 Townsend Road  
Philadelphia, PA 19154

**[www.ccp.edu/smallbiz](http://www.ccp.edu/smallbiz)**

### Business Research Certificate

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

Three one-month courses | \$495 for certificate program  
[www.ccp.edu/solutions/ugotclass](http://www.ccp.edu/solutions/ugotclass)

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### Certificate in Data Analysis

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

Three one-month courses | \$495 for certificate program  
[www.ccp.edu/solutions/ugotclass](http://www.ccp.edu/solutions/ugotclass)

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### Creating a Successful Business Plan

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

\$119 | [www.ccp.edu/solutions/ed2go](http://www.ccp.edu/solutions/ed2go)

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### Funding Your Business

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

\$195 | [www.ccp.edu/solutions/ugotclass](http://www.ccp.edu/solutions/ugotclass)

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### Self-Publishing and eBooks Certificate

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

\$495 | [www.ccp.edu/solutions/ugotclass](http://www.ccp.edu/solutions/ugotclass)

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### Social Media for Business Certificate

From Facebook to Twitter, blogging, YouTube, LinkedIn and more, discover today's new communication principles spanning all networks; how these specific social networks operate; and how your organization might use them. Learn how social networks can develop a two-way communication and marketing strategy for your organization and develop an integration plan for them.

\$495 | [www.ccp.edu/solutions/ugotclass](http://www.ccp.edu/solutions/ugotclass)

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### Start and Operate Your Own Home-Based Business

Learn how to be your own boss and eliminate the stress of having a traditional job. The benefits of working from home are endless—earn what you deserve, work independently, realize tax deductions, forget about things like traffic and office politics. Develop the essential entrepreneurial qualities—motivation, discipline, creativity—for success.

\$119 | [www.ccp.edu/solutions/ed2go](http://www.ccp.edu/solutions/ed2go)

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### Start Your Own Small Business

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

\$119 | [www.ccp.edu/solutions/ed2go](http://www.ccp.edu/solutions/ed2go)

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# Software and Technology



## Classroom

### A+ Certification

IT success stories start with CompTIA A+ certification that validates understanding of the most common hardware and software technologies in business and certifies the skills necessary to support complex IT infrastructures. CompTIA A+ is a powerful credential that helps IT professionals worldwide ignite their careers.

Learn the fundamentals of computer hardware and software as well as advanced concepts. At program completion, you will be able to describe the internal components of a computer, assemble a computer system, install an operating system, and troubleshoot using system tools and diagnostic software. Plus, connect to the Internet and share resources in a network environment.

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100 hours; Fee: \$1,649  
(Tuition: \$1,614; Text: \$35)

SUBJ/CRSE # TECN/B7112  
CRN # 70334  
Location: CBI, Room C2-17  
Saturdays, Jan. 20 – April 28, 2018  
8:30 a.m.–4 p.m., (half-hour lunch)  
(Class will end at 4:30 on Jan. 27, Feb. 17, March 24, and April 21, 2018)  
(No class Saturday, March 10, 2018)

### AutoCAD for Professionals I

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

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

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24 hours; Fee: \$574  
(Tuition: \$469, Text: \$105)

SUBJ/CRSE # COMP/B7501  
CRN # 70335  
Location: CBI, Room C2-19  
Thursdays, March 22 – April 26; 6-10 p.m.

### Digital Mapping—Using Computer-Based Mapping Technology for Business and Nonprofits (Hybrid Class)

Geographic Information Systems ("GIS") comprises a multi-billion dollar software industry widely used by many business sectors globally. Learning to map and analyze local data will increase your company's productivity, efficiency, ability to visualize geographic trends, and help you make informed decisions. Over five weeks, you will be introduced to widely used digital mapping concepts and software. You will develop a basic understanding of what constitutes GIS and how it is used in the contemporary workplace; how to locate, download and utilize open source data (e.g. Open Data Philly, PASDA, U.S. Census Bureau); and how to work with industry standard GIS software. Learn analytical tools and gain the ability to create a map of locations by address, determine areas of interest, and interpret geographic trends to create a basic map using open source data.

**Who should attend?** Those with little or no experience with GIS who are exploring career opportunities in the field. Students should have basic expertise with computer operations and the Windows operating system, such as the ability to move, copy and delete files, navigate and create new files and folders, work with word processor (Word) and spreadsheet (Excel) programs, and navigate the Internet (Internet Explorer/Mozilla/Google Chrome).

This hybrid workshop is delivered in person 3 hours per week for 5 weeks with the remaining program hours covered in an asynchronous online format with 6 hours of distance coursework per week.

SUBJ/CRSE # COMP/B7704

CRN # TBA

Location: CBI, Room C3-15

Tuesdays, March 20 – April 17, 2018

6-9 p.m. (The online portion of the program is open through April 23, 2018)

### Microsoft Office Specialist (MOS) Training

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

These Microsoft workshops, taught with certified, approved courseware, help you prepare for the Microsoft Office Specialist Core-level exam and the Microsoft Office Specialist Expert exam. For comprehensive certification training, you should complete all levels of the workshops.

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

### Microsoft Excel 2016 – Basic

Gain a foundational understanding of the basic functionality in Microsoft® Excel 2016, navigating its environment to perform basic tasks associated with creating and saving Excel worksheets and exploring the Help system. Use formulas and functions to perform worksheet calculations, then modify those worksheets by manipulating cells and data searching for and replacing data and checking for spelling errors. Format worksheets and prepare them for printing, also working with larger workbooks containing multiple worksheets. Finally, customize Excel to optimally meet your needs.

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6 hours; Fee: \$179

(Tuition: \$154, Text: \$25)

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SUBJ/CRSE # COMP/B7696

CRN # 70164

Location: CBI, Room C2-19

Saturday, Feb. 10, 2018; 9 a.m.-4 p.m.

(1-hour lunch break)

### Microsoft Excel 2016 – Intermediate

Build upon the foundational Microsoft® Excel 2016 knowledge and skills you've already acquired to create advanced workbooks/worksheets that deepen your firm's business intelligence. You will learn essentials of Excel 2016, including how to create advanced formulas, organize your data into tables, and harness the power of PivotTables and PivotCharts to extract information and present it.

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6 hours; Fee: \$179

(Tuition: \$154, Text: \$25)

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SUBJ/CRSE # COMP/B7697

CRN # 70165

Location: CBI, Room C2-19

Saturday, March 17, 2018; 9 a.m.-4 p.m.

(1-hour lunch break)

### Microsoft Excel 2016 – Advanced

Your experience to date with Microsoft® Excel 2016 gives you a solid foundation with this software. Now use Excel to actually solve problems for your business. This course covers Excel's more advanced features—automating common tasks, creating spark lines, map data, and analyzing and forecasting data.

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6 hours; Fee: \$179

(Tuition: \$154, Text: \$25)

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SUBJ/CRSE # COMP/B7698

CRN # 70166

Location: CBI, Room C2-19

Saturday, April 14, 2018; 9 a.m.-4 p.m.

(1-hour lunch break)

### PowerPoint 2016 Level 1

By learning how to use PowerPoint 2016's vast array of features and functionality, you will gain the ability to organize your content, enhance it with high-impact visuals, and deliver it with a punch in creating engaging, dynamic multimedia presentations.

This workshop can be used to prepare for the Microsoft Office Specialist (MOS) Certification exam for Microsoft PowerPoint 2016. Note: You should be familiar with using personal computers, a keyboard and a mouse; be comfortable in the Windows® 10 environment; and be able to launch and close applications, navigate basic file structures, and manage files and folders.

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6 hours; Fee: \$179

(Tuition: \$154; Text: \$25)

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SUBJ/CRSE # COMP/B7702

CRN # 70337

Location: CBI, Room C2-19

Saturday, March 24, 2018

9 a.m.-4 p.m. (1-hour lunch break)

### PowerPoint 2016 Level 2

Microsoft® Office PowerPoint® 2016 provides you with tools for delivering content in less time, with less effort. By harnessing these powerful tools, you will create presentations that make you stand out from the crowd. At completion, you will be able to customize the PowerPoint 2016 application and effectively create, collaborate on, secure and distribute complex multimedia presentations for given situations.

This workshop can be used to prepare for the Microsoft Office Specialist (MOS) Certification exam for Microsoft PowerPoint 2016. Note: You should have experience using PowerPoint 2016, running within the Windows® 10 operating system to create, edit and deliver multimedia presentations.

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

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SUBJ/CRSE # COMP/B7703  
CRN # 70336  
Location: CBI, Room C2-19  
Saturday, April 21, 2018  
9 a.m.-4 p.m. (1-hour lunch break)

### Microsoft Word 2016 – Basic

Microsoft® Word 2016 helps you create professional-looking documents. First, get acquainted with the Word user interface, creating a new document and finding help. Next, learn how to create, edit and format simple documents; add tables and lists, plus design elements and layout options; and proof documents. Finally, customize the Word environment to better suit your individual work habits and learn additional methods of saving documents.

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

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SUBJ/CRSE # COMP/B7693  
CRN # 70167  
Location: CBI, Room C2-19  
Saturday, Feb. 3, 2018; 9 a.m.-4 p.m.  
(1-hour lunch break)

### Microsoft Word 2016 – Intermediate

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

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

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SUBJ/CRSE # COMP/B7694  
CRN # 70168  
Location: CBI, Room C2-19  
Saturday, March 3, 2018; 9 a.m.-4 p.m.  
(1-hour lunch break)

### Microsoft Word 2016 – Advanced

If you work with lengthy documents, collaborate with others or create forms, learn how Word 2016 can help. Use it to collaborate on complicated documents and manage their access and distribution. Advanced features enable you to revise, manage and secure your business documents.

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

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SUBJ/CRSE # COMP/B7695  
CRN # 70169  
Location: CBI, Room C2-19  
Saturday, April 7, 2018; 9 a.m.-4 p.m.  
(1-hour lunch break)

## Online

### Certificate in Presentation Media

Presentation media are upgrading communication, sales, speeches and related presentations today. Online or in-person, these media not only enhance your presentation, but often ensure its success. Find out how to use Prezi, the new slide software eclipsing one-dimensional presentations, and the finer points of Photoshop for presentations. Then discover the design elements for creating classy visual presentations using any media. Gain critical skills for training yourself and colleagues using the most advanced practical and design knowledge in presentation media.

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Three one-month courses | \$495 for certificate program or available separately | [www.ccp.edu/solutions/ugotclass](http://www.ccp.edu/solutions/ugotclass)

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### Cisco CCNA: Routing and Switching (voucher included)

Cisco CCNA certification training provides in-depth, hands-on instruction in routed and switched LAN emulation networks made up of Cisco equipment. This program gives you the essential knowledge to install, configure and operate a small enterprise branch network, including basic network security. You will also be able to practice those principles taught in a virtual, interactive lab. At completion, you will receive a voucher to take the 200-125 CCNA certifying exam.

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\$2,195 | [www.ccp.edu/solutions/gaitlin](http://www.ccp.edu/solutions/gaitlin)

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### Creating Web Pages

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

\$119 | [www.ccp.edu/solutions/ed2go](http://www.ccp.edu/solutions/ed2go)

### Cyber Security for Managers

Cyber security issues today reach most parts of the business experience, from online banking and education to Facebook and Wi-Fi. Now, get a full, up-to-date take on the basics and fundamentals. Designed for nontechnical managers, directors and others in the workplace, this course explains cyber security in terms of threats and vulnerabilities, safeguards, common attacks, viruses, malware and spyware, disaster recovery planning, intrusion detection/prevention, basic security architecture, introductory forensics, and cyber terrorism. Learn to safely compute by safeguarding your business and work information.

\$195 | [www.ccp.edu/solutions/ugotclass](http://www.ccp.edu/solutions/ugotclass)

### Google Analytics

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

\$195 | [www.ccp.edu/solutions/ugotclass](http://www.ccp.edu/solutions/ugotclass)

### Introduction to 3D Printing

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

\$195 | [www.ccp.edu/solutions/ugotclass](http://www.ccp.edu/solutions/ugotclass)

### Introduction to Game Design

Games are being increasingly recognized as a tool that can serve many business purposes beyond entertainment. This course provides a general introduction to what goes into the design and development of both video and analog games, focusing on the use of games outside of consumer entertainment. Take the first steps in understanding game design and discovering how you can apply it in your field.

\$245 | [www.ccp.edu/solutions/ugotclass](http://www.ccp.edu/solutions/ugotclass)

### Introduction to Java Programming

If you want to learn computer programming from scratch, you will enjoy a tour of Java, one of the most widely used computer languages. Start with the basics of programming and go on to write your own programs and integrate input and output, calculations, decision making, and loops. Build your knowledge and confidence with easy-to-understand examples and multiple skill-building exercises.

\$119 | [www.ccp.edu/solutions/ed2go](http://www.ccp.edu/solutions/ed2go)

### Understanding the Cloud

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

\$119 | [www.ccp.edu/solutions/ed2go](http://www.ccp.edu/solutions/ed2go)

### Wireless Networking

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

\$119 | [www.ccp.edu/solutions/ed2go](http://www.ccp.edu/solutions/ed2go)

### Credit Proficiency Certificates

Academic proficiency certificate programs comprised of credit coursework can either pave the path to a new career or earn credits toward an associate's degree. You may be eligible for financial aid for proficiency certificates consisting of 16 or more credits. Start yours by completing an admissions application at [www.ccp.edu/admission](http://www.ccp.edu/admission).

**Learn more about these proficiency certificates at [www.ccp.edu/academic-offerings/all-offerings](http://www.ccp.edu/academic-offerings/all-offerings).**

**For more information, contact:**

The Division of Business and Technology, 215-751-8785; or the College Information Center, 215-751-8010.

### Computer Programming and Software Development Proficiency Certificate

Learn how to collect and analyze information to determine the limitations and possibilities of application programs, and how to project the timing and performance of software designs. Design, code, test and debug object-oriented applications software, use the Java computer programming language, and analyze the temporal and spatial efficiency of existing computer software and of computer software designs. You will also learn to work with users and business managers to develop clear, concise and correct specifications for computer software, and to test completed software for meeting given specifications.

**Career options include:**

- Computer Programmer
- Software Developer

**Salary information:** \$29-\$45/hour

### Cybersecurity Proficiency Certificates I and II

Learn how to detect, analyze, identify and resolve security vulnerabilities, threats and breaches using appropriate tools; install, configure and monitor information systems security devices/software; apply software patches and service packs; and identify implications of information systems configuration weaknesses and human errors. You will be able to configure basic security features and harden operating systems. These courses help you prepare for multiple industry certification exams like CompTIA Security+, GIAC Security Essentials (GSEC) and Certified Information Privacy Professional (CIPP).

**Career options include:**

- Cybersecurity Specialist/Technician
- Cyber Threat Analyst
- Information Security Analyst

**Salary information:** \$30-\$43/hour

### Network and Systems Administration Proficiency Certificate

These courses, closely linked to professional certification from CompTIA and Microsoft, help you develop requisite technical skills for supporting and maintaining computer networks, plus analytical skills for analyzing and managing computer networks. Learn how to analyze, diagnose and repair common problems with the Windows operating system on both personal computer and network server, and determine the hardware and software needs for a common local area network (LAN) of personal computers. Also, install and support peripheral equipment (such as printers) on a LAN of personal computers.

**Career options include:**

- Telecommunications Equipment Installer or Repairer
- Computer Network Support Specialist

**Salary information:** \$26-\$40/hour

Description and Career Information Source:

**[www.ccp.edu/academic-offerings/all-offerings](http://www.ccp.edu/academic-offerings/all-offerings)**

Salary source: EMSI Data



### Corporate College

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

Corporate College offers:

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

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

### Corporate Contract Training

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

### Job Assessment Services

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

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

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

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

According to ACT, this certificate verifies that an individual has the foundational skills necessary to successfully enter employment or a training program. It also enables employers to verify an individual's certificate.

For further information, call **215-496-6158**.

### Testing Vendors and Select Exams

**Pearson Vue** offers flexible scheduling, easy online test registration and the industry's most expansive test center network. Visit [www.pearsonvue.com](http://www.pearsonvue.com).

**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. Visit [www.psiexams.com](http://www.psiexams.com).

**Kryterion** is a full-service test development and delivery company that provides world-class online testing from numerous national associations ranging from the American Society of Microbiologists (ASM) to the Software Engineering Institute (SEI). Visit [www.kryteriononline.com](http://www.kryteriononline.com).

**ISO Quality Testing (IQT)** provides quality testing in health and human services and medical areas. Visit [www.isoqualitesting.com](http://www.isoqualitesting.com).

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

#### Select Exams

**HISET®**, the new alternative to the GED® test, can help you achieve this important state-issued high school equivalency credential. Visit [www.hiset.ets.org](http://www.hiset.ets.org).

**MOS** (Microsoft Office Specialist) certification testing through Certiport is the only comprehensive, performance-based certification program approved by Microsoft to validate desktop computer skills in these Microsoft Office desktop programs: Word, Excel, Outlook, PowerPoint, Access and Project. Visit [www.certiport.com](http://www.certiport.com).

**TOEFL®** (Test of English as a Foreign Language®) measures the ability of non-native speakers of English to use and understand English as it is spoken, written and heard in college/university settings. Visit [www.ets.org/toefl](http://www.ets.org/toefl).

**For your certification and licensure testing, contact the testing vendor and select Community College of Philadelphia as your testing site.**

### Online Training

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



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

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



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

#### MindEdge Learning

MindEdge offers an online vehicle for business, management and leadership training specifically designed for the adult learner. All its courses, developed by business school professors, industry professionals and subject matter experts, provide you with the critical skills needed to become a more effective, productive and strategic contributor in today's knowledge-driven economy. Visit [www.ccp.edu/solutions/mindedge](http://www.ccp.edu/solutions/mindedge).

Three additional online vendor partners target specific industries/professions:

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

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

**American Home Inspection Training Institute (AHIT)** provides online training to prepare you for careers in Home Inspection, Locksmith, Energy Auditor and Solar PV Systems. Visit [www.ccp.edu/solutions/AHIT](http://www.ccp.edu/solutions/AHIT).

### Programs Approved for Veterans Education Benefits

The following are approved by the U.S. Department of Veterans Affairs (DOVA) for Veterans Education Benefits: Microsoft Word and Excel; Personal Trainer Certification; PennDOT Certification and Training; AutoCAD for Professionals (I and II); Faith and Spiritual-Based Counseling; Professional Coaching Certificate; ServSafe Food Protection Manager Certification.

#### Notes:

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

**Questions?** Contact the College's Veterans Resource Center coordinator, Steve Bachovin, at 215-751-8462 or [sbachovin@ccp.edu](mailto:sbachovin@ccp.edu)

### How to Register

#### Online

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

#### Walk-in

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

#### Enrollment Hours (Academic Year)

Monday - Thursday

8:45 a.m. - 10 p.m.

Friday (except summer)

8:45 a.m.-3 p.m.

Saturday

9 a.m. - 1 p.m.

Main Campus

1700 Spring Garden Street

Philadelphia, PA 19130

#### By Mail

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

## General Information

### Cashier's Office

Community College of Philadelphia  
1700 Spring Garden Street, Room BG-1  
Philadelphia, PA 19130

### Workshop Program Confirmation

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

### Class Cancellation for Bad Weather

A message will be placed on both main switchboard numbers (215-751-8000 & -8010) indicating when the College is closed due to a weather emergency. Announcements will be made on Channels 3 (CBS), 6 (ABC) 10 (NBC) and 29 (FOX) television. Announcements will also be available at [www.ccp.edu](http://www.ccp.edu).

### Tuition and Fees

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

### Tuition Payment and Refunds

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

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

### Cashier's Office

Community College of Philadelphia  
1700 Spring Garden Street, Room BG-1  
Philadelphia, PA 19130

### Credit Card Payment

Credit card payments and electronic checks for noncredit workshops are accepted when you register online at [www.ccp.edu/solutions](http://www.ccp.edu/solutions).

Payments made by credit/debit card will be assessed a 2.75% service fee (4.25% for international cardholders). Credit/debit card payments are assessed the same service charge. To avoid this fee, you may pay by cash, check, money order or online via the E-Check option, entering your checking account and routing numbers.

### Refund Policy

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

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

## Campus Access

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

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

If your workshop meets for 30 hours or more, you need to obtain a noncredit College Photo Identification card at the Main Campus Security office, located on the Mint Building ground floor, Room MG-12, Monday – Friday, 9 a.m.–6 p.m. or Saturday, 9 a.m.–1 p.m. Please provide Security your class confirmation email and final invoice as proof of enrollment. There is no cost for the initial ID card, which will provide access to the following areas:

- Campus Buildings (except the Gym)
- Library (except for checking out materials)
- Computers located at the Main Campus Library and in the Learning Commons at each Regional Center

### MAI (Main Campus)

1700 Spring Garden Street  
Philadelphia, PA 19130  
215-751-8010

### CBI (Main Campus)

Center for Business and Industry  
1751 Callowhill Street  
Philadelphia, PA 19130  
215-496-6158

### NWRC

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

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

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**COMMUNITY COLLEGE OF PHILADELPHIA  
REGISTRATION APPLICATION FORM for  
CONTINUING EDUCATION and NONCREDIT COURSES**

**STUDENT IDENTIFICATION NUMBER OR SOCIAL SECURITY NUMBER** [ ]  
 If you do not have a SSN, please check here   
**DEMOGRAPHIC INFORMATION: (REQUIRED)**  
 First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 Former or Maiden Name, if any: \_\_\_\_\_  
 Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone: Day [ ] [ ] [ ] Extension [ ] Telephone: Evening [ ] [ ] [ ]  
 Email Address \_\_\_\_\_  
 Check this box if your name, mailing address, phone numbers or email address has changed since you last attended the College.  
 How did you learn about Community College of Philadelphia? \_\_\_\_\_

**CITIZENSHIP AND RESIDENCY STATUS: (REQUIRED)**  
 Are you a United States Citizen?  Yes  No If yes, how long? Year(s) \_\_\_\_\_ Month(s) \_\_\_\_\_  
 If no, what is your visa status?  Resident Alien  Special Refugee  Other  
 If, "Other" please specify: \_\_\_\_\_  
 Are you a resident of Pennsylvania?  Yes  No If yes, how long? Year(s) \_\_\_\_\_ Month(s) \_\_\_\_\_  
 Are you a resident of Philadelphia?  Yes  No If yes, how long? Year(s) \_\_\_\_\_ Month(s) \_\_\_\_\_  
**STATISTICAL INFORMATION: (OPTIONAL)**  
 The following information is requested on a voluntary basis for statistical purposes only. It will be kept confidential.  
 Sex:  Male  Female Date of Birth \_\_\_\_\_ Ethnic Background:  American Indian  African American/Black  
 Asian/Pacific Islander  Spanish Surname/Latino  White  Other

**COURSE REGISTRATION for TERM/YEAR** Refer to Course Listing to complete class selection blocks below)

| Course Reference No. | Section Number | Subject | Number | Course Title | Time | Days/Dates | Fee |  |
|----------------------|----------------|---------|--------|--------------|------|------------|-----|--|
|                      |                |         |        |              |      |            |     |  |
|                      |                |         |        |              |      |            |     |  |
| <b>TOTAL CHARGES</b> |                |         |        |              |      |            |     |  |

**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](http://www.ccp.edu).**

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

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Affirmative Action Policy** Community College of Philadelphia is committed to the principles of equal employment and equal educational opportunity and does not discriminate on the basis of race, color, ancestry, creed, national origin, age, sexual preference, religion, sex/gender, individuals with disabilities, protected veterans, marital status, genetic information, or any other protected category under the applicable local, State, or Federal law. Any questions regarding this statement should be directed to Simon Brown, Director of Diversity and Equity located in room M2-3; telephone number 215-751-8039.

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

**FOR OFFICE USE ONLY**

|                      |                     |                                 |                     |
|----------------------|---------------------|---------------------------------|---------------------|
| <b>Term/Year</b>     | <b>Program Code</b> | <b>Banner Student ID Number</b> | <b>Company Name</b> |
| <b>Received Date</b> | <b>Processed By</b> | <b>Process Date</b>             | <b>Company Code</b> |

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- CNC Precision Machining Technology
- Welding Technology

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To learn more, visit [www.ccp.edu/manufacturing](http://www.ccp.edu/manufacturing), email [csinquiry@ccp.edu](mailto:csinquiry@ccp.edu) or call **215-496-6158**.