Workforce and Continuing Education Solutions

Skill-Enhancing Professional Certificate Programs

- Faith and Spiritual-Based Counseling
- Personal Trainer
- Professional Coaching
- Social Media Marketing Specialist

www.ccp.edu/solutions
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Welcome to Corporate Solutions

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

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

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

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

Waverly Coleman
Executive Director
Corporate Solutions

Community College of Philadelphia is an approved provider of learning activities required by Act 48 for Pennsylvania educators holding Pennsylvania public school certification. See page 31 for more information.
Instructor-facilitated Online Courses

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

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

Requirements

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

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

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

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

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

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

JER Online (JER Group, Inc.)

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

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

UGotClass

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

Technical requirements: Internet access via Internet Explorer, Firefox or Safari Web browser; audio software such as Windows Media, Real, Quicktime or Flash.

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

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

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

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

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

American Home Inspection Training Institute (AHIT)
American Home Inspection Training Institute provides high quality, online training to prepare you for careers in:
- Home Inspection
- Energy Auditor
- Locksmith
- Solar PV Systems

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

NEW COMMUNICATIONS WORKSHOPS
Sharpen Your Professional Communication Skills and Enhance Your Career

- Effective Business Writing
  Learn how to write powerful emails, letters, reports and proposals that get results.

- Customer Service
  Develop new information management skills, create effective communications and learn how to build lasting client satisfaction.

- Grant Writing for Profit and Nonprofit Entities
  Learn to prepare successful proposals for funding your organization.

See pages 21-22 for workshop information.
Faith and Spiritual-Based Counseling
45 Hours; Fee: $250
This workshop helps developing spiritual leaders and behavioral health providers to become skilled in working from a faith or spiritual-based perspective with people living with behavioral health issues. One of the most powerful and long-lasting forms of healing is inherent in the faith and spiritual communities that are found in neighborhoods. The Faith and Spiritual-Based Counseling program focuses not on any one tradition or philosophy, but is inclusive. The workshop is for faith leaders, lay leaders, community members, behavioral health providers and anyone who understands the power of faith and spirituality in healing and wellness. Topics include, but are not limited to, recovery/resiliency; spirituality, religion and multiculturalism; religious and spiritual beliefs in counseling; helping relationships, cultural competence and ethical practice; and self-help and the healing process.

SUBJ/CRSE # HEAL/B9062
CRN # 16507
Location: CBI, Room C1-16
Tuesdays
January 15 – April 30, 2013
6 – 9 p.m.
(No class March 5, 2013)

* Students should purchase these two required texts prior to the first class:

Handbook of Local Anesthesia, Stanley F. Malamed. Sixth Edition, Mosby:
- and-
ISBN-10: 0-13-509996-x

Who should attend:
Licensed Dental Hygienists

Local Anesthesia for the Dental Hygienist
32 Hours; Fee: $999
In December 2009, the Pennsylvania Bulletin published new dental hygiene regulations that will permit qualified dental hygienists to administer local anesthesia in the state of Pennsylvania. This workshop will provide licensed dental hygienists with the essential knowledge and skills necessary to administer local anesthesia in a clinical setting. The workshop is offered within the scope of dental hygiene practice set by the Pennsylvania State Board of Dentistry. The workshop will encourage an appreciation for the important role of anesthesia in dentistry. Successful completion of this 32-hour workshop will allow the licensed dental hygienist to apply for a local anesthesia permit from the Pennsylvania State Board of Dentistry. (Proof of current dental hygiene license, current CPR certification, current driver’s license or photo ID, and proof of liability insurance are all required.)

Nurse Aide Training
120 Hours; Fee: $1,350
(Tuition: $1,290, Text: $60)
Begin your career in health care by registering for the Nurse Aide Training program, where classroom lecture, lab skills and clinical practicum prepare you for employment in long-term care facilities, hospitals and nursing homes. Training topics include the role and function of the nurse aide, resident rights, nutrition, abuse and neglect prevention, infection control, psychosocial needs, safety and accident prevention, personal care skills, communication skills, and legal and ethical aspects of long-term care. Participants will be prepared to sit for the State Board exam at training completion.

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

Starting January 2013
Nurse Aide Training Certification Exam Review
4 hours; Fee: $125
This workshop is for those who have completed Nurse Aide Training, eligible Nursing students and out-of-state Nurse Aide Training candidates approved by the Pennsylvania Department of Education (PDE), as well as candidates who need to review the skills or written portion of the exam prior to a retest.

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

SUBJ/CRSE # HEAL/B9072
CRN # 17035
Location: CBI, Room C1-14
Wednesday
Feb. 20, 2013
5 – 9 p.m.

Personal Trainer Certification
30 Hours; Fee: $734 (Tuition: $699, Gym Fee: $35)
Consider this fast-growth field that the U.S. Dept. of Labor and the fitness industry have documented as a high-demand profession featuring an average $25 per hour wage nationally. Whether you desire a career move or simply increased personal knowledge, get all the information you need to become a Certified Personal Trainer. This challenging 5-week class enhances retention and skill competency in preparation for the National Exam held on the sixth week. Fifteen lecture hours cover anatomy, exercise physiology, nutrition, health screening and more, while 15 additional hours of “hands on” practical training prepare you to work one-on-one with clients. You will network with employers while gaining valuable experience. Certification requires passing both the written and practical exam, completing a 30-hour internship and displaying current CPR/AED credentials.

SUBJ/CRSE # HEAL/B9063
CRN # 16506
Location: CBI, Room C1-15
Saturdays
March 23 – April 27, 2013
9 a.m. – 4 p.m.

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

SUBJ/CRSE # PHAR B8003
CRN # 17034
Location: CBI, Room C1-14
Wednesday, April 10, 2013
5:30 – 9:30 p.m.

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

Online | $119 | www.ccp.edu/solutions/ed2go
PennDOT Automotive Services Workshops
(See page 9 for schedule)

Emissions Inspector Certification (EIC)
15 Hours; 1-Hour Exam; Fee: $265
(Tuition: $200, Text: $65)
The Commonwealth of Pennsylvania’s Emissions Inspector Certification course is open to individuals without prior emissions certification or technical training. The workshop includes theory, on-board diagnostics II, a written test and a computer-based test (CBT). Successful completion of the course and test qualifies the individual to inspect and pass/fail a vehicle for emissions certification. Participants must bring their photo identification/driver’s license to class. Students do not have to be 18 to enroll in the course; however, they must be at least 18 and have a valid driver’s license to become a PA certified emissions inspector. Plan to arrive at the first class 15 minutes early. Note: In addition to the hours listed in the program, the Computer-Based Test is scheduled for 60 minutes at a designated time and date after the last scheduled class date.

Who should attend: This course is intended for individuals seeking their initial Emissions Inspector Certification.

Emissions Inspector Recertification (EIR)
4 Hours; Fee: $124
(Tuition: $76, Text: $48)
This is the Commonwealth of Pennsylvania’s Emissions Inspector Recertification workshop. Mandatory recertification of all certified emissions inspectors occurs two years after certification. To recertify, inspectors must receive and review written materials, attend the instructional session and pass a written test with a score of 80 percent or more. This course will satisfy all recertification requirements. Bring your photo identification/driver’s license to class. Participants should obtain the course manual one week prior to class at the Center for Business and Industry, Room C1-9, 18th and Callowhill streets, Philadelphia, PA. Proof of class registration and payment will be required in order to receive the text. You may also register at the same address, Monday – Friday, 9 a.m. – 5 p.m., with payment by check or money order only; no cash accepted. Plan to arrive at the first class 15 minutes early.

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

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

By appointment only. Call 215-496-6158.

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

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

Each time a student would like to obtain an additional category certification, they must register for and pass the category exam with a minimum grade of 70 percent. Students taking the Category 2 and 3 tests must also pass a tactile exam. Note: Students may only register for one category exam at a time.

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

*(Students are required to have a vehicle available for Category 2 and 3 tactile examination.)
The Ford Maintenance and Light Repair (MLR) training is tailored to support Maintenance and Light Repair business growth, and Quick Lane technician staffing. Students are trained in the basics of: electrical, steering and suspension, and braking systems by Ford STST-certified instructors. Students will become Certified Ford Repairmen upon successful completion of the workshop.

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

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

Miscellaneous: Students are required to complete online training (per workshop area) and pass an exam before they can be admitted into the program. *Registration deadline for the MLR program is a minimum of two weeks prior to the start of the workshop.

MLR Electrical Systems
40 hours; Fee: $469
(Tuition: $469)

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

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Description</th>
<th>Type</th>
</tr>
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<tbody>
<tr>
<td>30G11W1</td>
<td>IDS - DTCS, PIDS, &amp; DMM WBT</td>
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<tr>
<td>30G14W0</td>
<td>USING ONLINE SERVICE PUBS WBT</td>
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<tr>
<td>34S11W0</td>
<td>BASIC ELECTRICAL THEORY WBT</td>
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<tr>
<td>34S12W0</td>
<td>BATT, START &amp; CHARGE WBT</td>
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<tr>
<td>34S13W0</td>
<td>ELECTRICAL TOOLS &amp; TESTING I WBT</td>
<td></td>
</tr>
<tr>
<td>34S14W0</td>
<td>ELECTRICAL TOOLS &amp; TESTING II WBT</td>
<td></td>
</tr>
</tbody>
</table>

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

SUBJ/CRSE # TRAN/B8039
CRN # 16849
Location: WERC, Auto Bldg.
Wednesdays
Orientation: Jan. 16, 2013 (no class Jan. 23 and 30, 2013)
Feb. 6 – May 8, 2013, 6 – 9 p.m.
and May 15, 2013, 6 – 7 p.m.

MLR Automotive Suspension and Steering Systems — Offered Fall 2013
24 hours; Fee: $269
(Tuition: $269)

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

<table>
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<tr>
<th>Module Code</th>
<th>Module Description</th>
<th>Type</th>
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<tbody>
<tr>
<td>30S05W0</td>
<td>INTRODUCTION TO NVH WBT</td>
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<tr>
<td>32S02W0</td>
<td>AUTOMOTIVE MEASURING TOOLS WBT</td>
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<tr>
<td>33S11W0</td>
<td>SUSPENSION SYSTEM THEORY &amp; OP</td>
<td></td>
</tr>
<tr>
<td>33S12W1</td>
<td>STEER SUSP THEORY &amp; OP WBT</td>
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<tr>
<td>33S13W0</td>
<td>STEER &amp; SUSPENSION ALIGNMENT WBT</td>
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<tr>
<td>33S14W0</td>
<td>STEER &amp; SUSP TOOLS &amp; TEST WBT</td>
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</tbody>
</table>

Prerequisite: MLR Electrical Systems
MLR Automotive Braking Systems — Offered Fall 2013
16 hours; Fee: $179
(Tuition: $179)

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

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<th>Module Title</th>
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<td>38S01W0</td>
<td>VEHICLE BRAKE SYSTEMS</td>
<td>WBT</td>
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<tr>
<td>38S02W0</td>
<td>BRAKE SERVICE PROCEDURES</td>
<td>WBT</td>
</tr>
</tbody>
</table>

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

Prerequisite: MLR Electrical Systems

Noncredit Instructors
Join the Corporate Solutions Professional Training Team

We are looking for experienced and enthusiastic part-time trainers to teach a number of workshops:

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

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

Business Solutions for Your Corporate Training

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

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

*(See page 6 for description and certification requirements)*

#### Emissions Inspector Certification

<table>
<thead>
<tr>
<th>Campus</th>
<th>Room</th>
<th>Subj</th>
<th>Course</th>
<th>Sect</th>
<th>CRN</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Meet Time</th>
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#### Emissions Inspector Recertification

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<th>Course</th>
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#### Safety Inspection Mechanic Training

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Most Workshops Are Only $119

Sharpen your skills or learn new ones with instructor-facilitated online continuing education workshops running 6 – 8 weeks. The project-oriented training includes lessons, quizzes, hands-on assignments, discussion areas and supplementary links. Complete any workshop from home or office, by day or night.

Enhancing Language Development in Childhood
Follow your child’s lead and have fun while enhancing language development. Parents, teachers and caregivers will discover how children learn to process language and become proficient speakers and thinkers by naturally stimulating their speech, brain and language development.

Ready, Set, Read!
Learn what the newest research says about how children really learn to read and write. Become a powerful guide to their literacy development and see how little events become big steps in their success.

Guiding Kids on the Internet
Work the Web with your kids. As teacher, leader or parent, help them get the best from the Internet.

Working Successfully with Learning-Disabled Students
Learn how to meet learning-disabled students’ diverse needs in your classroom by dissecting the special education process, from working with IEPs to building reading comprehension, math skills and writing. Discover practical, creative strategies that enlighten your struggling students.

Handling Medical Emergencies
Would you know how to confidently react in a medical emergency? Identify common situations affecting children and adults so you can recognize signs and symptoms to render appropriate care.

Understanding Adolescents
Gain a deep understanding and appreciation of your adolescents’ development and behavior. Uncover their secrets to gain valuable information on how they think and feel, how their identities develop and how you can prepare for meeting their teen needs.

Homeschool with Success
Learn how to homeschool your children successfully—research legal requirements, choose curriculum, organize the school day and provide socialization opportunities.

Enroll Today
Visit www.ed2go.com/ccp2go or call 215-496-6158.

Online Learning
Anytime ... Anywhere ...
Always Just a Click Away
Nurse Aide Training — Classes begin in January
Work in a Field Where You Can Help People and Positively Impact Their Lives

Start your career in the health care field by training to become a Certified Nursing Aide. The U.S. Department of Labor predicts that employment of nursing aides will grow by 20 percent this decade, faster than the average for all occupations.

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

See page 4 for detailed program information and to see how you can get on the path to a career in this growing health care field.

---

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

**Early Childhood Education**

The following workshops are dependent on the funding allocations from the Commonwealth of Pennsylvania and the competitive bid process of the Southeast Regional Key (SERK) and the Public Health Management Corporation (PHMC). Participants are required to pay a registration fee only. CDA workshops meet the Level III requirements on the PA Key’s Career Lattice (information available at www.PAkeys.org).

**Child Development Associate (CDA)**

120 Hours; Fee: $150

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

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

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

- Early Childhood Leadership (ED 275)
- Business Management (MGMT 121)
- Leadership for Effective Organizations (LEAD 214)

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

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**Pennsylvania Educator Certification Test Preparation**

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

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

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

For more information about the Pennsylvania Teacher Certification Tests, visit the PECT website at www.pa.nesinc.com.
Job Opportunities Exist if You Have the Right Skills

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

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

**We offer these certificate workshops:**
- Ford Maintenance and Light Repair
- Faith and Spiritual-Based Counseling
- Pharmacy Technician
- Professional Coaching
- Excellence in Supervision

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

---

ServSafe Food Protection Manager Certification
(See workshop schedule on page 13)

**ServSafe Food Protection Manager Certification**
15-Hour Workshop; 1-hour exam
Fee: $225 (Tuition: $157, Text: $68)
ServSafe is a comprehensive and internationally recognized workshop for food handlers that leads to a Food Establishment Personnel Food Safety certificate. Certification is required by the health departments in Philadelphia, Montgomery and Chester counties. The city of Philadelphia requires that every eating establishment have at least one food safety-certified person.

Successful completion of this National Restaurant Association workshop and exam qualifies each participant for the city’s certificate.

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

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

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

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

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

**Who should attend:** This workshop is the same as the initial ServSafe Food Protection Certification class and is intended for individuals seeking certification to work in an establishment handling food. The blended program format of eight hours of home study and seven hours of classroom instruction is ideal for those whose certification has expired and are seeking recertification.
ServSafe Food Safety Examination Retest
1 Hour; Fee: $62
Students who have not passed the Food Protection Manager examination may retake the test by calling 215-496-6158 to schedule a retest and formally register. Photo identification will be required to take the retest. No walk-ins for retesting are permitted.

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

SUBJ/CRSE # SERV B9010
Location: MAI, CBI

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

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

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

The course consists of three six-hour workshops:
• Foundations of Coaching
• Results-Oriented Coaching
• Transformational Coaching

For more information, see page 24.

ServSafe Food Protection Manager Workshops
Saturday workshops include a half-hour break for lunch

ServSafe Food Protection Manager Certification

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

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

The course consists of three six-hour workshops:
• Foundations of Coaching
• Results-Oriented Coaching
• Transformational Coaching

For more information, see page 24.
Career Training in Advanced Manufacturing, Energy Conservation and Health Care with JobTrakPA

Gain the Career Skills Needed for Current and Future Jobs

JobTrakPA, Community College of Philadelphia’s Trade Adjustment Assistance Community College and Career Training (TAACCCT) grant program, provides an opportunity to gain valuable career training, re-training and skills enhancement needed for job opportunities. This training—for TAA-eligible, laid-off or dislocated workers—specializes in high-demand career areas expecting a critical shortage of qualified workers. Industry leaders have stated that they prefer candidates with career-specific skills.

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

Eligibility requirements:
- Be a resident of Philadelphia
- Be registered with CareerLink
- Be at least 18 years of age
- Have a high school diploma or GED equivalent
- Pass English and Math placement tests (10th grade level)
- Consent to a criminal background check
- Be able to commit to full-time training
- Be able to work full time upon program completion
- Be able to lift 50 lbs.
- Be able to climb a 30’ ladder
- Be willing to work in tight spaces
- Be willing to work outdoors

*Veterans who meet eligibility criteria will be given priority.

Call 215.496.6148 or email trainforjobs@ccp.edu for more information.

Your Key to Success in the Workplace

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

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

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

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

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

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

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

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

Online | $119 | go to www.ccp.edu/solutions/ed2go and search by course title

Becoming a Business Owner
3 Hours; Fee: $65
This workshop introduces the prospective entrepreneur to the opportunities, possibilities and challenges of entrepreneurship and provides students with the tools to properly assess whether they have the attributes and traits required. Becoming a Business Owner is designed to be an interactive program that serves as a prerequisite for developing a business plan.

SUBJ/CRSE # MANG B9600
CRN # 16525
Location: NERC, Room 330
Thursday
Jan. 24, 2013
5:30 – 8:30 p.m.

SUBJ/CRSE # MANG B9600
CRN # 16526
Location: CBI, Room C3-5
Tuesday
March 19, 2013
5:30 – 8:30 p.m.

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

SUBJ/CRSE # MANG B9601
CRN # 16527
Location: NERC, Room 330

Take Advantage of Guaranteed Free Training for Your Company with WEDnetPA

WEDnetPA guaranteed free training offers expertise, convenience and flexibility.

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

Managing Finances and Budgeting
8 Hours; Fee: $150
Managing Finances and Budgeting introduces small business owners to the basic documents used to track business performance, namely the balance sheet and the income statement, and explains how to create and maintain them. Additionally, this workshop helps attendees assess their business’ current income and profitability performance using income statements and combination ratios. Financial budgeting, including sales and cash budgeting, is explored.

SUBJ/CRSE # MANG B9607
CRN # 16530
Location: NERC, Room 330
Wednesdays
Feb. 20 – Feb. 27, 2013
5:30 – 9:30 p.m.
Community College of Philadelphia has partnered with Career WebSchool to offer real estate license courses that are designed in an interactive, user-friendly format, to help you quickly master your state’s licensing requirements to become a licensed real estate agent or broker. Course offerings are listed below.

- **Real Estate**: Prior to becoming a certified real estate agent in Pennsylvania you must pass multiple requirements. Career WebSchool will help you satisfy and prepare for the educational portion. Real estate courses are also offered for agents looking to satisfy post license requirements, become a broker or renew a license! All of the real estate license courses are approved by ARELLO and the real estate commission.

- **Real Estate Appraisal**: Qualified, knowledgeable appraisers are in high demand. Earning your real estate appraisal license can be a rewarding experience and offer you the opportunity to work independently. It is ideal for those seeking either part-time or full-time work.

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

- **Mortgage**: Mortgage Exam Prep is designed specifically to prepare for the national S.A.F.E. Mortgage Loan Originator Exam. The loan originator continuing education course is approved by NMLS.

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

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**Pennsylvania Career Coach**

A free online career tool

Pennsylvania Career Coach is a first-of-its-kind, free, online tool designed to help Pennsylvania students and job seekers make lasting career choices.

Designed to help you find the best local job opportunities, Pennsylvania Career Coach helps you find the jobs that match your skills and experience.

You can use Pennsylvania Career Coach to search for any occupation, see what it pays, and see if additional training is available. Just enter your name and ZIP code to get started, and then you can search by categories of jobs or enter a specific occupation.

Visit [www.ccp.edu](http://www.ccp.edu) to get started with Pennsylvania Career Coach.
AutoCAD for Professionals I
24 hours; Fee: $564
(Tuition: $469, Text: $95)
This introductory workshop gives professionals an understanding of the basics of AutoCAD. Students will learn about the AutoCAD environment and the following commands: basic drawing, redrawing, edit, coordinate systems, inter dimensioning, hatch, pline, pedit, layer, text, regenerate, blocks and explode. Lab exercises are an integral part of the workshop. Students will produce prototype drawings that will be plotted or printed. Class size is limited. Students should have a basic understanding of a Microsoft Windows environment, basic keyboarding skills and computer knowledge. The small class size allows each participant an opportunity for instructor input and assistance.

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

SUBJ/CRSE # COMP B7501

AutoCAD for Professionals II
24 hours; Fee: $469
This workshop exposes professionals to advanced techniques in AutoCAD, building on prior knowledge of content and skills identified in Level I, and enables them to deal with increased complexity in the CAD environment. Participants will increase their skills in the areas of drawing, editing and dimensioning. The workshop introduces three dimensional (3D) drawing; creating wire frames, surface and solid modeling; and AutoCAD's powerful customization techniques as well as introducing Autolisp and the presentation possibilities within Autoshade, Auto Lfix and 3D Studio.

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

Who should attend: This workshop is for those individuals who want to learn more advanced or customized techniques. If you do not have a book from Level I, you will need to purchase the text before beginning this workshop.

SUBJ/CRSE # COMP B7502

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

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

Introduction to QuickBooks
3 Hours; Fee: $65
This business management system includes accounts, invoicing, receivables, payables, inventory and payroll. This workshop will provide new users with a review of accounting basics, setting up a company, using bank accounts, invoicing and receivables, paying bills and generating reports. This workshop is suited to individuals who have recently purchased QuickBooks for their business but may be unsure of where or how to start.

SUBJ/CRSE # ACCO B7056

Intermediate QuickBooks
9 Hours; Fee: $254
(Tuition: $229, Text: $25)
If you are a bookkeeper, small business owner or accountant in need of an intermediate level class that covers the essentials of using QuickBooks, this workshop is for you. The class focuses on tracking inventory, running payroll, reconciling bank accounts and budgeting for small businesses. You will complete practical exercises to learn how to create invoices and credit memos, write and print checks, add custom fields, set up budgets, and learn how to protect and back up your data.

SUBJ/CRSE # ACCO/B7057

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

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

Microsoft Excel in the Workplace
6 hours; Fee: $179
(Tuition: $154, Text: $25)
Learn the new features and functionality of Excel. Microsoft Excel for the Workplace helps new and existing Excel users become more efficient at work. Topics include formatting, printing spreadsheets, formulas, functions, charts and working with multiple worksheets.
Microsoft Excel Intermediate
6 hours; Fee: $179
(Tuition: $154, Text: $25)
Intermediate Excel is a training program designed to assist participants with sorting data, filtering and customizing charts in Excel. This program will allow participants to analyze worksheet data using analysis tools. Topics covered include formatting cells, managing worksheets, creating charts, and using formulas and functions.

SUBJ/CRSE # COMP B7648

Microsoft Word in the Workplace
6 hours; Fee: $179
(Tuition: $154, Text: $25)
Learn the new features and functionality of Word. Microsoft Word for the Workplace helps new and existing Word users become more efficient. Topics include creating documents, editing, formatting, printing and saving. You will also learn how to create various designs and layouts and how to work with tables, borders and graphics.

Web Design Certificate
360 hours
The Web Design Online Certificate Program will teach you to develop the visual graphic and information design skills required to create compelling websites. You’ll learn professional applications for Adobe Photoshop, Adobe Dreamweaver, Fireworks and Flash. Projects include XHTML page markup, CSS-based layout and typography, home page and navigation design, Flash graphics and animations, and more.
Online | $5,995 | www.ccp.edu/solutions/gatlin

Faith and Spiritual-Based Counseling Certificate Workshop
Join Corporate Solutions in this highly interactive, 45-hour, noncredit continuing professional education workshop. This workshop gives behavioral health providers and spiritual leaders the skills necessary to help people living with behavioral health issues from a faith or spiritual-based perspective.
Workshop begins in January. Our last class filled early, so register online today at www.ccp.edu/solutions.
Call 215-496-6158 or email csinquiry@ccp.edu for additional information.

Software and Technology Workshops
Location: MAI/CBI
Each workshop includes a 1-hour break for lunch.

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Discover why millions of students are making the switch to online learning. With online courses, you can study at your convenience in your preferred learning environment. Our courses and programs are highly engaging and relevant and our instructors are interactive and support you through the curriculum. Choose from our growing catalog of Instructor-Led Courses designed to teach you a new skill or refresh a current one or our Career Training Programs geared to place you into a new career in an in-demand field.

**Online Courses**

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

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. You can complete any course entirely from your home or office. Any time of the day or night.

**Features:**
- Courses run for six weeks
- (with a 10-day grace period at the end)
- Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more.

**Popular Courses:**

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

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

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

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

**Introduction to Microsoft Excel**
Work with numbers? You need to know Excel. Learn the secrets of this powerful application.

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

**Grammar Refresher**
Revive your lost or forgotten knowledge of English grammar and gain confidence in your ability to produce grammatically correct writing.

**Online Career Training Programs**

- One-On-One Instructor Assistance
- 24-Hour Access
- All Materials and Books are Included!

Prepare for employment in some of today’s hottest careers with a comprehensive, affordable, and self-paced online Career Training Program. You can begin these Programs at any time and learn at your own pace.

**Features:**
- Receive a certificate upon successful completion.
- Courses start anytime—begin when you wish.
- A typical program takes 3-6 months to complete. Extensions are available upon request.

**Popular Programs:**

**Medical Billing and Coding** — 240 hours
Prepare for a career as a medical billing and coding professional.

**CompTIA™ A+ Certification Training** — 150 hours
CompTIA A+ certification is the industry standard for validating the skills of entry-level computer technicians. It opens the door to an exciting career in computer technology, and ed2go’s online program makes training convenient and interactive.

**Six Sigma Black Belt** — 200 hours
The Six Sigma Black Belt Online Career Training Program provides you with an in-depth look at the Six Sigma Black Belt problem-solving methodology, deployment, and project development approaches.

**Building Analyst Quick Start Program (BPI BA Certification)** — 60 hours
This program will teach you about the principles of green buildings—from insulation to indoor air quality—as well as how to perform comprehensive building assessments.

**Medical Transcription** — 240 hours
Learn to transcribe medical reports in hospitals, offices, or from home with the most popular transcription program in the country for entry-level training.

**Travel Agent Training** — 200 hours
Learn the basic skills needed to operate a computer reservation system for airlines, travel agencies, cruise lines, hotel, or as a home-based agent, and get started in a career in the travel industry.

www.ed2go.com/ccp2go

www.gatlineducation.com

MORE COURSES AVAILABLE AT EACH OF OUR WEBSITES
Fitness and Nutrition Online Educational Resources

New Online Certificates through Educational Fitness Solutions, Inc. (EFS). Register online today at www.ccp.edu/solutions/EFS.

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

- **Certified Posture Specialist** (Instructor Facilitated: $599; Non-Instructor Facilitated: $399)
  - Introduction to Posture and Body Alignment
  - Anatomy, Kinesiology and Physiology
  - Posture Analysis, Assessment and Evaluation
  - Exercise Program Design
  - Business Concepts, Client Education and Management
- **Fitness Business Management** ($249 per class; $896.40 for Certificate)
  - Business Development and Entrepreneurship in Fitness
  - Financial Principles and Business Concepts
  - Marketing, Sales and Customer Service Management
  - Fitness Management and Business Administration
- **Nutrition for Optimal Health, Wellness and Sports** ($249 per class; $896.40 for Certificate)
  - Nutrition and You: Functional Foods
  - Weight Management and Nutrition in the Lifecycle
  - Introduction to Sports Nutrition and Performance
  - Public Nutrition and Wellness
- **Personal Training and Group Exercise Training for Older Adults** ($249 per class; $896.40 for Certificate)
  - Socio-Physiological Aspects of Aging
  - Designing Older Adult Exercise Programs
  - Business Management and Administration for the Mature Market
  - Exercise and Aging for Special Populations
  - Optional Field Internship

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

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

Building Strategic Thinking Skills
6 hours; Fee: $159
Are you strategically approaching your work as a manager and leader? Your ability to evaluate and use complex information to reach sound, shared decisions can help advance your career in your organization. This class takes you step-by-step through the questions to ask yourself and your team in formulating more effective strategies. Your effectiveness is based on three core actions: creating knowledge, innovating and implementing decisions around change. Workshop participants review examples and techniques for: gaining a deeper market understanding; developing a strategic vision; thinking critically about proposals; surviving and thriving in a changing economy; and implementing, then managing strategic change.

SUBJ/CRSE # MANG/B9551
CRN # 17040
Location: CBI, Room C1-15
Wednesday
April 17, 2013
9 a.m. – 4 p.m.
(1-hour break for lunch)

Customer Service Skills
6 hours; Fee: $159
Is your customer service reputation driving the growth of your business, or driving your customers to the competition? This dynamic workshop presents essential information on excellence in customer service combined with skills practice and feedback to reinforce that learning. Participants will develop new skills for managing customer information, communicating effectively and using proven tools and techniques to create lasting customer satisfaction. After reviewing those elements that define customer service excellence, you will then learn the behavioral skills necessary for providing quality customer service. Workshop focus is on enhancing personal attention and effectively using digital and electronic communication tools and written documents.

SUBJ/CRSE # COMM/B7365
CRN # 17037
Location: CBI, Room C1-15
Thursdays
Feb. 21 and 28, 2013
9 a.m. – 4 p.m.
(1-hour break for lunch)

Effective Business Writing
12 Hours; Fee: $279
Good business writing, so critical to your success and your company’s image, is a key business skill requiring that you recognize and correct problems, avoid redundancies and define your communication goals. Effective communication requires employees to write clear, brief and on-point emails, letters and documents. Participants will practice writing and editing techniques through group discussion and exercises.

SUBJ/CRSE # COMM/B7365
CRN # 17037
Location: CBI, Room C1-15
Thursdays
Feb. 21 and 28, 2013
9 a.m. – 4 p.m.
(1-hour break for lunch)

Excellence in Supervision Certificate
(See workshop schedule page 23)

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

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

Required Textbook:
Students are required to purchase the following textbook, available at the bookstore, prior to the first day of class: Management Skills for Everyday Life, Paula Caproni. ISBN: 978-0136109662
Corporate Solutions

Excellence in Supervision Certificate (continued)

Building Effective Teams: Coaching, Planning and Assessing Performance
12 Hours; Fee: $279 (MANG B9646)
Learn the characteristics of effective work groups and teams and strategies for developing, leading and evaluating them. Assess your own teamwork and team role preferences and explore how to maximize your strengths while minimizing your potential liabilities as a team leader. Learn specific techniques and tools for leading teams at various stages of group development. In this highly interactive program, you will practice coaching skills, receive coaching tips and formulate an action plan for working with team members you supervise.

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

Effective Communication Skills: Creating an Informed and Productive Workforce
12 Hours; Fee: $279 (MANG B9645)
At the heart of supervising and managing other people is how you communicate with them. In this workshop, you will learn and practice an effective communication model, active listening techniques, nonverbal communication and presentation skills. You will get feedback from peers and instructor on your own communication style. This workshop teaches managers and supervisors how to resolve conflicts, communicate effectively, solve problems and manage positive change in the corporate culture. It also provides an understanding of why the decisions, behaviors and attitudes of leaders are often misperceived by their employees.

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

Successful Supervision: The Critical Roles and Responsibilities
12 Hours; Fee: $279 (MANG B9644)
Moving to supervision means learning new roles, responsibilities, behaviors and attitudes. You will constantly be challenged to meet changing organizational demands of a diverse workforce, communicate organizational policies and goals, and plan the work of your team while managing your own time. You will begin to learn how effective supervisors think and act as you develop critical competencies in setting priorities, understanding the importance of clear communication, delegating, providing feedback and resolving problems. Scheduling your direct reports’ work must be coupled with managing your own workflow and time.

Topics Include:
• Understanding and clarifying the supervisors roles, responsibilities and expectations
• Developing a supervision style to meet changing situations
• Understanding motivation, both yours and your employees’
• Making effective decisions
• Setting performance expectations and providing constructive feedback
• Delegating duties and managing time

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

SUBJ/CRSE # MANG/B9647
CRN # 17039
Location: CBI, Room C1-15
Wednesday
Feb 6 – April 3, 2013
5:30 – 8:30 p.m.
(No class March 6, 2013)

Leadership Development
Coming Fall 2013
24 hours; Fee: $649
Does your business make your managers and supervisors into better leaders? Doing so internally has proven to be more cost effective and productive for small- and medium-sized businesses than costly external searches, whether in sales, construction or production.

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

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

Online | $1,895 | www.ccp.edu/solutions/gatlin
“I highly recommend the Supervision and Management program for employees seeking to strengthen their overall supervisory and management skills. Moreover, Jerome Shabazz, program instructor, provided exceptionally well-researched and outlined workshops. His expertise and ability to teach the program impressed me and have won my respect in the work and resources that he provided. His interaction with the class was extremely positive and professional. This unique program was truly refreshing.”

–Robert Hall, President, Amongst Men Inc. Mentoring Services

Excellence in Supervision Certificate
(See workshop descriptions on previous page.)
Each workshop includes a 1-hour break for lunch.

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Effective Communication Skills: Creating an Informed and Productive Workforce

Successful Supervision: The Critical Roles and Responsibilities

Building Effective Teams: Coaching, Planning and Assessing Performance

Leadership Development

Does your business develop managers and supervisors into better leaders?

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

To learn more about this exciting workshop for busy working professionals, visit www.ccp.edu/solutions or call 215-496-6158.
(See page 22 for detailed program information.)
Pay-per-Click Marketing
150 hours
Investigate pay-per-click marketing, where advertisers pay a search engine every time a potential customer clicks on their ad, and where marketing specialists are in demand. This online training program covers search engine marketing, Internet advertising, Google’s AdWords program, keyword marketing, ad building, conducting research and more.
Online | $1,495 | www.gatlineducation.com/ccp2go

Presenting for Impact
6 hours; Fee: $159
Your ability to make effective presentations is an essential business competency that greatly enhances your ability to inform, educate, persuade and influence any audience. This highly interactive business communication workshop will teach you essential techniques to prepare, structure and deliver engaging presentations that meet the needs of each audience. You will learn to creatively use visual aids, manage presentation anxiety and effectively answer questions. While practicing these new skills in a supportive environment you will receive immediate feedback and thorough coaching.
SUBJ/CRSE # B9649
CRN # 17041
Location: CBI, Room C1-15
Wednesday
April 10, 2013
9 a.m. – 4 p.m.
(One-hour break for lunch)

Foundations of Coaching
6 Hours; Fee: $199
Professional coaching is much more than a management strategy. Professional coaching involves using a specific set of skills to bring out the best in people. In this workshop, you will explore various coaching skills, operating assumptions and practices. You will learn how to set the structure for coaching, establish expectations and goals and measure results. You will use real-world case studies and practice coaching techniques.
SUBJ/CRSE # MANG/B9631
CRN # 16660
Location: CBI, Room C1-16
Wednesday
May 1, 2013
9 a.m. – 4 p.m.
(One-hour break for lunch)

Results-Oriented Coaching
6 Hours; Fee: $199
Results-Oriented Coaching builds on Foundations of Coaching and helps those who coach individuals and teams to prepare for specific outcomes. When individuals become focused on a specific outcome, task or result, their desire is to learn and improve the necessary skill required to accomplish the goal.
In this workshop, you will learn how to take advantage of that stage of readiness to create a successful coaching relationship and to achieve the desired results through the use of appropriate tools and techniques for various coaching situations. Prerequisite: Foundations of Coaching.
SUBJ/CRSE # MANG/B9630
CRN # 51386
Location: CBI, Room C1-16
Wednesday
May 15, 2013
9 a.m. – 4 p.m.
(One-hour break for lunch)
Project Management
40 Hours
Since project management standards are used worldwide in all industries and disciplines, project managers are always in demand. This online training program will help you improve your knowledge and skills in project management and prepare you for next steps, including certification as a Project Management Professional. Learn the terminology associated with project management and the practical application of those concepts anchoring the day-to-day planning and execution of projects, plus the essential aspects of project management—developing project scope and schedule, creating a project management plan and developing a communications plan.
Online | $1,495 |
www.ccp.edu/solutions/gatlin

Search Engine Marketing
250 hours
Here is a comprehensive online training program covering all aspects of search engine marketing (SEM), including search engine optimization (SEO), pay-per-click marketing and Web copywriting.
Online | $1895 |
www.ccp.edu/solutions/gatlin

Speed Spanish
Imagine yourself speaking, reading and writing Spanish, pronto. You’ll learn six easy recipes for gluing Spanish words together to form sentences so you can hold your own in any Spanish-speaking situation.
Online | $119 |
www.ccp.edu/solutions/ed2go

YouTube for Business
Increase your business with YouTube, the online video site and today’s second largest search engine. Discover the power of video for your organization. Find out what types of video work best, how other business organizations use YouTube, how to create your own YouTube channel, and how to add captions, annotations and other extra features.
Online - offered 4 times a year | $245 (or both courses and certificate, just $395) |
www.ccp.edu/solutions/ugotclass

Video Marketing Certificate
Video marketing is hot. Shoppers who viewed product videos were 144% more likely to add those products to their cart...and videos with good SEO have a 53% higher chance of showing up on page one of Google searches. Videos produced expertly tell stories, and stories connect people via that emotional ‘trigger’ which plain text lacks.
Two one-month courses; just $395 total for both courses and certificate.

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

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

SMALL BUSINESS WORKSHOP SERIES
(See workshop descriptions and schedules on page 15)
The Center for Small Business Education, Growth and Training at our Northeast Regional Center provides a wide variety of workshops to assist Philadelphia small businesses. These workshops provide you and your employees with valuable information for increasing business productivity.

- Accounting Fundamentals (Online)
- Becoming a Business Owner
- Creating Your Business Plan
- Marketing Concepts for Small Businesses
- Managing Finances and Budgeting

The Northeast Regional Center is located at 12901 Townsend Road, Philadelphia, PA, 19154.
Call 215-972-6253 or email smallbiz@ccp.edu for more information.
New 18-hour EcoBroker Certificate Program

EcoBroker Environmental Advantage educates real estate professionals to readily identify and understand environmental issues related to real estate transactions. Real estate licensees reduce potential liabilities through improved knowledge, understanding, and their ability to provide clients with information and access to technical experts. Licensees who receive this training assist buyers and sellers in learning more about environmental issues, and encourage their clients to make informed decisions with regard to the energy and dollar saving benefits of a safe, healthy piece of real estate. Increased consumer awareness drives the market toward higher quality, healthier and more energy-efficient real estate.

The program contains three, self-paced, online courses leading to the EcoBroker Certified® professional designation. A live instructor is assigned to each student.

JER Online | EcoBroker Environmental Advantage | 18 hours | $395

Register today! For a complete course description and online registration, visit www.ccp.edu/solutions/JER.
Today’s social media promises online marketers great potential for reaching new customers, strengthening existing relationships and expanding online brands. Companies demand technical professionals who can navigate the social arena, marketing their products/services via blogs, podcasts, bookmarking, user-generated content and integrated social networks to broaden business scope and customer communication.

The Social Media Marketing Specialist Certificate focuses on the rapidly changing landscape of social media, online marketing and Internet advertising. It teaches you 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:
• Familiar with marketing concepts and outcomes
• Proficient with the computer and Internet
• Associated with a business or professional entity to use for class assignments

Certificate Requirements:
Successful completion of the following four workshops:
Social Media Marketing and Interactive Content; Social Media for Business; Social Media Campaigns and Management; and Social Media Portfolio Workshop.

Social Media Marketing and Interactive Content
18 hours; Fee $790
(Tuition: $700, Materials: $90)
Explore the foundations of marketing and the strategic use of relevant content used to develop effective social media marketing campaigns. This class introduces the scope of social media, the proper application of social platforms, the marketing strategies for interactive content, the content creation techniques that generate engagement and the marketing benefits of blogging. Learn to develop social media and content marketing campaigns, to research and develop a keyword strategy, to create and manage an editorial calendar, and to design and launch a WordPress blog.

SUBJ/CRSE # MANG/B9493
CRN # 17223
Location: CBI, Room C2-19
Thursdays
January 17 – February 21, 2013
5:30 – 8:30 p.m.

Social Media for Business
18 hours; Fee $790
(Tuition: $700, Materials: $90)
Get acquainted with the powerful techniques businesses use to establish an identity, gain exposure and build relationships using social media. This class introduces the importance of user demographics and expectations, the influence of rules and algorithms, the power of relationships and collaboration, and the significance of content engagement. Learn how to: set up and maintain professional and business profiles on key social platforms (like Facebook, LinkedIn, Twitter, Google+ and Pinterest); capitalize on vital platform features and opportunities; employ content to earn engagement and gain exposure; and use social advertising to promote and attract interest.

SUBJ/CRSE # MANG/B9494
CRN # 17224
Location: CBI, Room C2-19
Mondays/Thursdays
February 25 – March 21, 2013
(No class March 4 or 7, 2013)
5:30 – 8:30 p.m.

Social Media Campaigns and Management
12 hours; Fee $565
(Tuition: $500, Materials: $65)
Employ solid management skills and analytical procedures for an integrated marketing campaign. This class introduces the strategic use of email campaigns, the demand and versatility of mobile marketing, the indelible effects of online reputations and the critical role of analytics. Learn to amplify social marketing through integration, manage an online reputation with pro-active monitoring, and improve campaign results by evaluating analytics provided by tools specific to each social platform or online property.

SUBJ/CRSE # MANG/B9495
CRN # 17225
Location: CBI, Room C2-19
Thursdays
March 28 – April 18, 2013
5:30 – 8:30 p.m.

Social Media Portfolio Workshop
6 hours; Fee $330
(Tuition: $295, Materials: $35)
This workshop allows you to demonstrate your knowledge of integrated social media marketing strategies by preparing a final project for evaluation by the Social Media Specialist Instructor. It emphasizes effective campaign development confirmed by your ability to plan, prepare and implement a social media marketing campaign for an actual business. You must have completed all Social Marketing Specialist CE Certificate courses to register for this workshop.

SUBJ/CRSE # MANG/B9496
CRN # 17230
Location: CBI, Room C2-19
Thursdays
April 25 – May 2, 2013
5:30 – 8:30 p.m.
Help Your Employees Earn a Degree through Corporate College

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

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

Call our Corporate College team today at **215-496-6158** for more details.

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**WANAMAKER SCHOLARS PROGRAM**

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

**Spring 2013 Training Programs**

**Nurse Aide**

**and**

**Pharmacy Technician**

Visit www.ccp.edu/site/business/wanamaker.html for program details and to see how you can take advantage of this exciting opportunity.

To apply to the Wanamaker Scholars Program, please contact Vida Wright, program coordinator, at **vwright@ccp.edu** or call **215.496.6157**.
Wanamaker Scholars Program

The Wanamaker Institute and Community College of Philadelphia have partnered to establish the Wanamaker Scholars Program. The goal of the program is to help Philadelphia residents who are underemployed or unemployed gain the knowledge and skills necessary to obtain employment. This program provides free education and training to students who meet established selection criteria through the Nurse Aide and Pharmacy Technician training programs.

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

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

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

Corporate College

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

Corporate College offers:

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

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

Corporate Solutions Testing and Job Assessment Services

ACT’s Job Profiling

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

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

Job profiling provides these benefits:

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

For more information on the Job Profiling program, call us at 215-496-6158.
ACT’s WorkKeys® Job Assessment System
WorkKeys® assessments give students and workers reliable, relevant information about their workplace skill levels. Combined with information about skill levels required for jobs, assessment information can help users make better career and education decisions.

The WorkKeys® system is the most efficient assessment process available. Using our unique job profiling component along with our assessments, we are able to compare a person’s skills to your specific job requirements, providing you with a targeted solution that saves you time and money.

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

WorkKeys® Benefits:
• Develops clear picture of skill requirements
• Improves employee selection and retention
• Identifies training needs
• Increases employee productivity
• Facilitates compliance with EEOC guidelines

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

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

Certificate (WorkKeys® Scores)

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

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

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

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

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

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

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

PSI (formerly LaserGrade) offers proctored, computer-based test administration for occupational and professional licensure and certification and IT certification using its own secure network and software. For lower stakes testing, such as practice tests, pre-tests or after-tests, candidates may test via any computer by logging on to LaserGrade’s secure web browser.

The TOEFL® (Test of English as a Foreign Language™) measures the ability of non-native speakers of English to use and understand English as it is spoken, written and heard in college and university settings. The Internet-based tests include all four language skills required for effective communication: speaking, listening, reading and writing. The test helps students demonstrate the English skills needed for success.

MOS (Microsoft Office Specialist) certification testing through Certiport is the only comprehensive, performance-based certification program approved by Microsoft to validate desktop computer skills in the following Microsoft Office desktop programs: Word, Excel, Outlook, PowerPoint, Access and Project. It provides computer program literacy, measures proficiency and identifies opportunities for enhancement of skills. Successful candidates receive a Microsoft Office Specialist certification credential that differentiates them in the competitive job market.
The certificate is a valuable credential that is recognized worldwide as proof that an individual has the desktop computing skills needed to work productively and efficiently.

For any certification and licensure testing, contact us about using our authorized testing center, located in the Corporate Solutions Online Training and Testing Center, at 215-496-6158.

**Kryterion**

Kryterion is a full-service test development and delivery company that provides world-class online testing via hundreds of quality tests from these (and more) national associations: American Society of Microbiologists (ASM), American Society of Plumbing Engineers (ASPE), American Society for Training & Development (ASTD), Association of Business Process Management Professionals (ABPMP), Construction Manager Certification Institute–CMAA (CMCI), Fabricators and Manufacturers Association (FMA), Green Advantage, Institute of Hazardous Materials Management (IHMM), International Association of Plumbing and Mechanical Officials (IAPMO), InterNational Electrical Testing Association (NETA), National Association of Mortgage Brokers (NAMB), National Institute of Pension Administrators (NIPA), National Regulatory Services (NRS), Professional Aviation Maintenance Association (PAMA), Professional Retail Store Maintenance Association (PRSM), Refrigerating Engineers & Technicians Association (RETA), Salesforce (SF), and Software Engineering Institute (SEI).

**ISO Quality Testing**

IQT provides quality testing in health and human services and medical areas including: Family & Consumer Sciences, Human Development & Family Studies, Hospitality, Nutrition, Food Science, Disaster Medicine, Emergency Medicine, Family Practice Certification, and Certified Maintenance & Reliability Professional.

**PAN**

PAN, the assessment division of TALX, is a leading provider of talent assessment and technology solutions for corporate and government clients worldwide. All PAN testing centers provide a consistent, secure, reliable and professional testing experience. All candidate and test center communications are fully-integrated with online candidate registration and scheduling, e-commerce capabilities, and real time results reporting. PAN provides testing services for U.S. Transportation Security Administration and the Border Patrol, among others.

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

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

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

Students requiring Act 48 certification should complete an Act 48 certification form, which may be obtained at the Enrollment Services counter, Room BG-5, at the Main Campus or at any Regional Center.

**Corporate Contract Training**

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

**WEDnetPA: Guaranteed Free Training for Your Company**

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

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

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

Online
www.ccp.edu/solutions

Online registrations are processed from a secure Web server.

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

Enrollment Hours
Monday through Thursday
9 a.m. – 7:30 p.m.
Friday
9 a.m. – 3:45 p.m.

Main Campus
1700 Spring Garden Street
Philadelphia, PA 19130

By Mail
Complete the registration form and mail with full payment (no cash) to:

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

Workshop Confirmation
Approximately three days before your workshop begins, you will receive email confirmation of the location where your workshop meets.

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

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

Tuition Payment and Refunds
Payment is due at the time of registration for all noncredit workshops. Payment should be mailed to or paid in person at the Cashier’s Office on the Main Campus. Cash payment will not be accepted. Payment for tuition and fees may be made by check or money order and sent to:

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

Checks and money orders should be made payable to Community College of Philadelphia.

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

Community College of Philadelphia assesses a non-refundable convenience fee of $12 for each credit or debit card transaction. To avoid this fee, you may pay by check, money order or online via the E-Check option, entering your checking account and routing numbers.

Refund Policy
Refunds for noncredit workshops will be granted if the class is canceled or if the student withdraws the day before the first class meeting.

Note: We encourage students to register and pay for workshops at least two weeks in advance of the date workshops are scheduled to begin.

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

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

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

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

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

The College’s Board of Trustees reserves the right to change any of the provisions of this catalog without notice.

AFFIRMATIVE ACTION STATEMENT
Community College of Philadelphia is committed to the principles of equal employment and equal educational opportunity for all persons without regard to race, color, ancestry, creed, national or ethnic origin, age, sexual orientation/preference, religion, sex, disability or status as a disabled veteran or veteran of the Vietnam Era, in the administration of its educational programs, activities, or employment in accordance with applicable federal statutes and regulations. Any questions regarding this statement should be directed to the director, Office of Diversity and Equity, located in room M2-3; telephone number 215-751-8039.

32 Corporate Solutions | Register today at www.ccp.edu/solutions | 215-496-6158
COMMUNITY COLLEGE OF PHILADELPHIA
REGISTRATION APPLICATION FORM for
CONTINUING EDUCATION and NONCREDIT COURSES
and NON-CREDIT 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 ________ Evening ________ Extension ________ Telephone: Day ________ Extension ________ Telephone: Day ________ Extension ________
Email Address ________________________________________________________________
☐ Check this box if your name, mailing address, phone numbers or email address has changed since you last attended the College.
How did you learn about Community College of Philadelphia? ________________________________________________________________

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

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

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

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

Checks/Money Orders should be payable to and mailed to: Community College of Philadelphia
Cashier’s Office – BG - 1
1700 Spring Garden Street,
Philadelphia, PA 19130-3991

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

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

Signature of Applicant: _____________________________ Date: _____________________________

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

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

FOR OFFICE USE ONLY

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<th>Term/Year</th>
<th>Program Code</th>
<th>Banner Student ID Number</th>
<th>Company Name</th>
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<td>Received Date</td>
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Visit the Center for Small Business Education, Growth and Training at the newly expanded Northeast Regional Center

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

**Upcoming workshops:**
- Becoming a Business Owner
- Creating Your Business Plan
- Marketing Concepts for Small Businesses
- Managing Finances and Budgeting
- Effective Communication Skills
- Successful Supervision
- Building Effective Teams
- Family-Owned Business Series
- Leadership Development

**Additional services offered through the Center:**
- Small Business Conference
- Small Business Roundtables
- FREE Business Seminars
- Breakfast Seminars
- Private Small Business Mentoring (by appointment)
- Monthly Professional Women's Business Network

Northeast Regional Center • 12901 Townsend Road • Philadelphia, PA 19154
215-972-6253 • smallbiz@ccp.edu • www.ccp.edu/solutions