Spring/Summer 2012
Noncredit Programs

Workforce Development and Continuing Education

Skill-Enhancing Workshops:
- Excellence in Supervision
- Faith and Spiritual-Based Counseling
- Automotive Service Certifications
- Personal Trainer
- Professional Coaching

www.ccp.edu/solutions
csinquiry@ccp.edu | 215-496-6158
2012 Administrative Professionals Conference

Community College of Philadelphia is proud to present its 4th Annual Administrative Professionals Conference in support of National Administrative Professionals Week. These dynamic conferences traditionally provide a fun, exciting and professionally rewarding day with ample opportunities to network with administrative professionals. The conference blends a recognized keynote speaker, panel discussions on relevant career enhancing topics and interactive skill building workshops to create a day you won’t want to miss.

Conference highlights:
• Workshops that focus on developing your skills and abilities to enhance your career.
• Catered lunch — network and share your personal success stories with peer professionals.
• Door prizes and giveaways

For additional information, visit us online at www.ccp.edu/solutions, email csinquiry@ccp.edu or call 215-496-6158.

Event details
Friday, April 27, 2012 | 9 a.m. – 4 p.m.
Early registration discount: by March 26, only $119 per person; afterwards, $149 per person.

Corporate Solutions

Welcome to Corporate Solutions

Expand your possibilities! The Corporate Solutions team has put together a variety of programs and services to help employers and individuals get to the next level. 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.

New and revised programs and services include:
• 4th Annual Administrative Professionals Conference
• Certified Dietary Manager Program
• Business Communication Workshops
• Preparation and testing for the National Career Readiness Certificate with KeyTrain online and instructor-based workplace skills programs
• Small Business Roundtables, Business Seminars and Consulting Services through the Center for Small Business Education, Growth and Training

Corporate Solutions offers convenient, cost effective and timely programs like: Corporate College, bringing credit courses onsite to work locations; the Workforce Testing Center, providing certification testing for professionals in several fields; continuing professional education workshops, delivering up-to-date information; customized onsite training and workforce development programs.

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.

New Workshop

Introduction to Blueprint Reading
20 hours; Fee: $279
Blueprint reading is a basic skill that is necessary for many entry-level manufacturing jobs. This workshop is a combination of blueprint reading and measurement to give you a better understanding of the tools needed in manufacturing. The program will prepare you to analyze and interpret manufacturing blueprints. You will learn how to identify manufacturing print types as well as their lines and views. Students will gain an understanding of how to read prints and will become familiar with common vocabulary associated with print reading.

Required Textbook: Students are required to purchase the following textbook prior to the first day of class: Blueprint Reading Basics: Manufacturing Print Reading, Warren Hammer, ISBN: 978-0831131258

SUBJECT/CRSE # ARCN/B8011
CRN # 16518
Location: CBI, C2-5
Tuesdays
January 24 - February 21, 2012
5 – 9 p.m.

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

Scan the QR code to learn more about these Corporate Solutions workshops and to enter for your chance to win a $50 Barnes & Noble gift card.
Automotive Services Workshops

(See workshop schedule on page 4)

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.

Who should attend: This course is intended for individuals seeking to become a certified safety inspection mechanic.

Safety Inspection Mechanic Additional licensure Exam
1 Hour; Fee: $39
Emissions Inspector Certification and Emissions Inspector Recertification students who have not passed either course examination may take one retet by registering and paying the fee by check or money order, payable to Community College of Philadelphia. Call 215-496-6158 to schedule one retet. Photo identification will be required at the time of the retet. No walk-ins for testing are permitted.

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

By appointment only. Call 215-496-6158.

Safety Inspection Mechanic Training
11 Hours; Fee: $167
(Tuition: $162; Text: $5)
This Commonwealth of Pennsylvania Department of Transportation Safety Inspection Mechanic Training workshop instructs participants to inspect motor vehicles under the Vehicle Equipment and Inspection Regulations. Both written and hands-on task examinations must be passed for successful completion of the course. All materials are provided. Bring photo identification/driver’s license to class. Plan to arrive at the first class 15 minutes early. Note: Tactile exam is scheduled for approximately 60 minutes after the last class date.

Who should attend: This course is intended for individuals seeking to become a certified safety inspection mechanic.

Emissions Inspector Certification/Recertification Examination Retests (EIC/EIR Exam Retests)
1 Hour; Fee: $39
Emissions Inspector Certification and Emissions Inspector Recertification students who have not passed either course examination may take one retet by registering and paying the fee by check or money order, payable to Community College of Philadelphia. Call 215-496-6158 to schedule one retet. Photo identification will be required at the time of the retet. No walk-ins for testing are permitted.

Note: Students may only take one retet of the same course exam. Each time a student would like to retest the same course exam, 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.

(Friends 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.

Ford Maintenance and Light Repair Training Program
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 STP-certified instructors. Students will become Certified Ford Repairmen upon successful completion of the workshop.

The program 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 the 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
43 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:

30G11W1 IIDS - DTCs, PID’s & DMM WBT
30G14W0 USING ONLINE SERVICE PUBS WBT
34S11W0 BASIC ELECTRICAL THEORY WBT
34S12W0 BATT, START & CHARGE WBT
34S13W0 ELECTRICAL TOOLS & TESTING I WBT
34S14W0 ELECTRICAL TOOLS & TESTING II WBT

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

MLR Automotive Suspension & Steering Systems — Offered in Fall 2012
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:

30G05W0 INTRODUCTION TO NVH WBT
32S02W0 AUTOMOTIVE MEASURING TOOLS WBT
33S11W0 SUSPENSION SYSTEM THEORY & OP WBT
33S12W1 STEER SUSP/THEORY & OP WBT
33S13W0 STEER & SUSPENSION ALIGNMENT WBT
33S14W0 STEER & SUSP TOOLS & TEST WBT

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

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

The in-class portion will then provide the student with hands-on skill development that covers diagnosis of poor braking performance using visual inspection and road tests, use of service publications, and inspecting and reviewing 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

This spring, Emissions Inspector Certification and Recertification classes are coming to the Northeast Regional Center. Call 215-496-6158 for class details.

**Automotive Services Workshops**

Emissions Inspector Certification

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Emissions Inspector Recertification

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**Your Key to Success in the Workplace**

Being able to search for and locate information, and perform basic mathematical functions are critical skills employers demand when hiring new workers. Use our KeyTrain interactive training system to refresh or improve your skills.

**This Training:**
- Provides skill 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 for adults to help them succeed by refreshing and building essential workplace skills, all KeyTrain workshops are self-paced computer training that allows you to complete training at your convenience. Basic computer skills are helpful.

Prove that you have the skill levels employers need by earning your Career Readiness Certificate. For additional information, call 215-496-6158, email csinquiry@ccp.edu or visit www.ccp.edu/solutions.

**Customize Your Training Options:**
- KeyTrain for six months plus Career Readiness Certificate tests: $149
- Unlimited use of KeyTrain for six months (includes orientation): $99
- Career Readiness Certificate tests (includes certificate): $69
- KeyTrain with proctor: $179 for up to 30 hours.

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

**ed2go-pro**

Employees training has never been easier!

**Affordable • Convenient • Accessible**

**Convenient**
- Classroom access 24/7 from anywhere with an Internet connection.

**Market Tested**
- More than a million learners have taken one of these engaging and highly interactive courses.

**Easy Implementation**
- ed2go hosts the entire operation. There’s no technology to purchase, integrate, administer or support.

**Expert Instructors**
- Professional instructors answer questions and facilitate online discussions.

**Short and Effective**
- In just six weeks, employees gain valuable skills they can apply immediately.

Call 215-496-6170 or visit www.ed2go.com/ccp-pro to learn more.
**Microsoft Word in the Workplace**
Fee: $179 (Tuition: $154; Text: $25)
Learn the new features and functionality of Word 2007. 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.

**Microsoft Excel in the Workplace**
Fee: $179 (Tuition: $154; Text: $25)
Learn the new features and functionality of Excel 2007. 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.

**Intermediate Microsoft Excel**
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, charts, and using formulas and functions.

**AutoCAD 2012 for Professionals**
(Level 1)
 Fee: $564 (Tuition: $469; Text: $95)

**AutoCAD 2012 for Professionals**
(Level 1)
24 hours (2.4 CEUs)
Fee: $469

**AutoCAD 2012 for Professionals**
(Level 2)
24 hours (2.4 CEUs)
Fee: $469

**AutoCAD 2012 for Professionals**
(Level 2)
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 can complete practical exercises to learn how to protect and back up your data.

**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 not purchased QuickBooks for their business but may be unsure of where or how to start.

**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 can complete practical exercises to learn how to protect and back up your data.

**Intermediate QuickBooks**
9 Hours; Fee: $254
(Tuition: $229; Text: $25)

**AutoCAD 2012 for Professionals I**
300 16537  T 01/24/12 02/28/12  6 – 10 p.m.
**AutoCAD 2012 for Professionals II**
300 16538  T 03/20/12 04/24/12  6 – 10 p.m.

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

**We are excited to offer the following certificate workshops:**
- Ford Maintenance and Light Repair
- Faith and Spiritual-Based Counseling
- Personal Trainer
- Pharmacy Technician
- Professional Coaching
- Excellence in Supervision

Call 215-496-6158, email csinquiry@ccp.edu or visit www.ccp.edu/solutions for more details.
Online training may be your path to a more successful future. The Corporate Solutions Workforce Training and Testing Center offers an easy connection to a variety of noncredit online training opportunities. If you are looking to upgrade current skills, obtain certification or recertification, or branch out to start a new career, visit www.ccp.edu/solutions and click on the Workforce Training and Testing Center link.

The list of providers will give you an opportunity to choose from thousands of courses and career certificates online. Online registration and credit card payment at the time of registration is required. Here are some of the opportunities you can explore through the Workforce Training and Testing Center at www.ccp.edu/solutions:

ed2go Online Training

The ed2go online training workshops are an opportunity to advance your career, enhance existing skills or build new skills needed in today's changing work environment. Skill development training ranges from computer literacy to advanced training in the most popular office productivity tools to popular office productivity tools.

You can explore the newest technologies in social networking and electronic media or learn the fundamentals of project management. Most courses are $99.

What You Need to Know to Get Started

Start Dates

A new section of every workshop will begin in 2012 on January 18, February 15, March 21, April 18, May 16, June 20, July 18 and August 15.

Requirements

All workshops require Internet access, email and either Mozilla Firefox or Microsoft Internet Explorer. Some workshops may have additional requirements.

Please visit www.ccp.edu/solutions to get started and find the training you need.

ed2go Career Certificate Workshops

These workshops provide convenient online instruction designed by teams of professionals from each representative field. They work to provide you the highest quality in effective web-based learning experiences.

Professional instructors/mentors are actively involved in your online learning experience to respond to questions, encourage you and motivate you to succeed.

To enhance your career options, ed2go offers you a chance to begin preparing for the expanding employment opportunities in health care, technical training such as HVAC, business training, video game design and development, or residential interior design.

Take advantage of the online career training benefits: visit www.ccp.edu/solutions.

Educational Fitness Solutions

The online professional certificates in Nutrition, Fitness, and Health are innovative, web-based certificate workshops that provide an interactive educational experience allowing students from around the world to fit training into their busy work and home schedules. Students can go online wherever they are, and complete a certificate in from three to five months or up to two years if necessary.

American Home Inspection Training Institute (AHIT)

Take control of your career through training developed and delivered by AHIT, the nation's leading home industry trainer. Their training, recognized by leading industry organizations like ASHI, CREIA, NAHI, InterNACHI, NABCEP, BPI and RESNET, come in online, classroom or blended learning formats. After 18-plus years in the home industry business, AHIT training steers you from student to independent contractor at your own pace.

Email smkenna@ccp.edu or visit www.ccp.edu/solutions for more information on these training opportunities.

ACT

The ACT Center offers convenient online workshops and training for businesses and individuals in several different areas, including:

- Management
- Workplace Safety
- Basic Office Skills
- Basic Computer Skills
- Networking Fundamentals

For small business or corporate development rates, please contact Sheila McKenna at smkenna@ccp.edu, 215-496-6170 or visit www.ccp.edu/solutions.

Faith and Spiritual-Based Counseling Certificate Workshop

Join Corporate Solutions in this highly interactive, 45-hour, noncredit continuing professional education workshop. This workshop gives behavioral health providers and spiritual leaders the skills necessary to help people living with behavioral health issues from a faith or spiritual-based perspective.

Workshop begins in January. Our last class filled early, so register online today at www.ccp.edu/solutions. Call 215-496-6158 or email csinquiry@ccp.edu for additional information.

See page 13 for workshop details.
Are you focusing on a future in computers or any field that requires the use of computers? This certification can set you apart from the crowd.

**IC³ (Internet and Computing Core Certification)**
9 hours $49
This online workshop covers a broad range of computing knowledge and skills that improve competency in computing fundamentals (hardware, software and using an operating system), key applications (common program functions, word processing and spreadsheet functions) and living online (networks and the internet, email and the impact of computing on society).

**IC³ Testing**
3 tests $33 each
IC³ certification helps you refine your aptitude in the most important, valuable areas while also helping you define proficiency and marketable skills for entering the workforce.

Call 215-496-6170, email csinquiry@ccp.edu or visit us online at www.ccp.edu/solutions for more information on online training and testing.

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**Online Training for Teaching Professionals**
Choose between more than 300 workshops – Convenient. Affordable. Effective.
Starting as low as $99!
For more information and to register, visit www.ed2go.com/ccp2go today.

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**Online Learning**
Anytime … Anywhere … Always Just a Click Away

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**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.
Green industries are experiencing tremendous growth. ed2go now offers premier building performance programs designed to prepare students to enter the green workforce or transition into a new green job. Below is a listing of the current green programs. Please reference the program description for certification eligibility.

- **PRINCIPLES OF GREEN BUILDINGS**
  This program teaches individuals in the construction industry the principles of making buildings perform more efficiently. Contact hours: 30

- **PERFORMING COMPREHENSIVE BUILDING ASSESSMENTS**
  This intermediate program is geared toward building engineers, and health and safety officers needed in order to make indoor environmental assessments. Contact hours: 30

- **CERTIFIED INDOOR AIR QUALITY MANAGER (CIAM)**
  This program is perfect for facility managers, building engineers, and health and safety officers who want to improve the indoor air quality of buildings. Contact hours: 16

- **BUILDING ANALYST QUICK START: BPI BA CERTIFICATION**
  This unique bundle of two very popular programs, Principles of Green Buildings and Performing Comprehensive Building Assessments, will prepare students to move into a new career in the growing green building field. Contact hours: 60 (for bundle)

- **CERTIFIED GREEN SUPPLY CHAIN PROFESSIONAL**
  Students will learn to create sustainability programs and apply “lean and green” manufacturing strategies. This program also includes the certification exam at no additional cost. Contact hours: 60

- **CERTIFIED INDOOR ENVIRONMENTALIST (CIE)**
  This program teaches all of the practical steps needed in order to make indoor environmental assessments, including how to take samples and how to resolve common indoor air quality problems. Contact hours: 32

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**Health Care and Counseling Workshops**

**Pharmacy Technician**

50 Hours; Fee: $1,250
(Tuition $1,141, Text $109)
Join the pharmacy team. This comprehensive workshop will prepare students to assist pharmacists in filling prescriptions in a variety of pharmacy settings, including hospital, community, home infusion and mail order pharmacies. Content will include learning all activities involved in preparing prescriptions, dose calculations, IV flow rates and medication action and reaction. An extensive review of basic mathematics for pharmacy use, along with reimbursement, billing and inventory control is included in the curriculum. Upon completion of this workshop, students are prepared to sit for the National Pharmacy Technician certification board exam.

**Personal Trainer Certification**

30 Hours; Fee: $599
(Tuition $699)
Join this active field that the U.S. Labor Department and the fitness industry have documented as a high demand profession. A national average wage of $25 an hour is available in many regions of the country. Whether a desired career move or for your own personal knowledge, get all the information you need to become a Certified Personal Trainer. This challenging class is taught over a five-week period for better retention and skill competency. The National Exam is held on the sixth week. Fifteen hours of lectures include, but are not limited to, anatomy, exercise physiology, nutrition and health screening. In addition, 15 hours of hands-on practical training prepares you to actually work with clients one-on-one.

Seize the opportunity to network with employers while gaining valuable experience. Certification requires passing the written and practical exam, completing a 30-hour internship and having current CPR/AED credentials.

*A required textbook* is included in workshop fees. Contact hours: 45

**Faith and Spiritual-Based Counseling**

30 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 neighborhood. The Faith and Spiritual-Based Counseling program focuses not on any one tradition or philosophy, but 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; religion and spirituality in counseling; helping relationships, cultural competence and ethical practice; and self-help and the healing process.

**Conflict and Transformation**

55 Hours; Fee: $999
This ten-week noncredit workshop introduces participants to the psycho-social dynamics of conflict as it occurs at the interpersonal, organizational, community and international levels of interaction. Various theories describing the causes and stages of conflict

To learn more or enroll, please visit www.ed2go.com/ccp2go

ONLINE LEARNING ANYTIME, ANYWHERE... JUST A CLICK AWAY. ENROLL TODAY!
The ability to take the examination
Knowledge and skills needed for a
You will gain:
Managers Association.
examination offered by the Dietary
prepare you to take the credentialing
advance your career, these workshops
health care food services and wish to
Would you like to become a certi-
t textbook prior to the first day of class:

Required Textbook: Students are
- 8 a.m. – 5 p.m.
- 3:30 – 7:30 p.m.
- 6 – 9 p.m.
- Fridays
March 19 - May 21, 2012


Local Anesthesia for the Dental
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 Pennsyl-
vania. This workshop will provide
licensed dental hygienists with the
essential knowledge and skills neces-
nary to administer local anesthesia in a
clinical setting. The program 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 im-
portant 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 Pennsylva-
nia State Board of Dentistry. (Proof of
current dental hygiene license, current
CPR certification, current driver’s
license or photo ID, and proof of liabil-
ity insurance are all required.)

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

Handbook of Local Anesthesia, Stan-
ley F. Malamed. Fifth Edition, Mosley:

Local Anesthesia for Dental Profes-
sionals, Kathy Bassett, Arthur Di-
Marco, and Doreen Naughton, First
0131593908.

Who should attend?
Licensed Dental Hygienists

SUB/JCRSE #: HEAL/89064
CRN #: 16531
Location: West Bldg., Room W2-47
Saturdays
March 24 and 31, 2012
8 a.m. – 5 p.m.
and Sundays
March 25 and April 1, 2012
8 a.m. – 4 p.m.

For more information, see page 20.

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 work-
ing in human services or human
resources, this program will provide
you with proven strategies to es-
tablish a coaching relationship and
achieve results.

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

For additional information, includ-
ing class dates, or visit www.ccp.
edu/solutions.

Child Development Associate (CDA) Workshops
Early Childhood Education

The following workshops are depen-
dent 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. These CDA workshops meet the
Level III requirements on the PA Key’s
Career Lattice (information available at
www.PAkeys.org).

Child Development Associate
(CDA Program)
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 provid-
ers. A Child Development Associate
(CDA) designation from the National
Council for Professional Recognition
is awarded to a person who demon-
strates 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 work-
shops involve only a small registration fee and the cost of books with tuition funded by SERK. The three
workshops include:
- Early Childhood Leadership
  (CEC 278)
- Business Management
  (MGMT 121)
- Leadership for Effective
  Organizations (LEAD 114)

Call Bryan Bums at 215-496-6124 for additional information, includ-
ing class dates, or visit www.ccp.
edu/solutions.

Your Fitness and Nutrition Online Education Resource

New Online Certificate Programs through Educational Fitness Solutions, Inc.

- Nutrition for Optimal Health, Wellness and Sports | $249
- Senior Personal Training for Older Adults | $249
- Fitness Management | $249
- Women’s Exercise Training and Wellness | $249

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

Certified Dietary Manager Workshops

Certified Dietary Manager Eligibility
Would you like to become a certi-
fied dietary manager? If you work in
health care food services and wish to
advance your career, these workshops
prepare you to take the credentialing
examination offered by the Dietary
Managers Association.

You will gain:
- Knowledge and skills needed for a
  management position in health care
- Eligibility for student membership in the
  Dietary Managers Association
  and for active membership upon
graduation
- The ability to take the examination
  for certification as a dietary manager
  and as a food protection professional
The program consists of two parts,
each with 64 hours of class time and
50 hours of field experience, including
20 to 25 supervised hours under the
direction of a preceptor.

For more information, call
Fran Lukacik, faculty, at 215-751-8962.

Medical Nutrition Therapy and Nutrition Management
64 Hours; Fee: $199

Medical Nutrition Therapy and Nutri-
tion is Part 1 of a two part program
that prepares individuals who are
currently working in the food service
industry to become a Certified Dietary
Manager. This part combines the
aspects of normal and therapeutic
nutrition. Topics covered include nutri-
tion screening and assessment; long-
term care regulations and care plans;
medical nutrition therapy for clients
with chronic diseases, menu planning,
regulatory agency requirements and
continuous quality improvement.

SUB/JCRSE #: DTM/98045
CRN #: 16735
Location: CBI, Room C2-11
Wednesdays
February 1, 2012 – May 23, 2012
3:30 – 7:30 p.m.
(No class March 7, 2012)

Management of Food Service Operations
Coming Fall 2012
64 Hours; Fee: $199

This part of the program introduces
the student to foundation skills of
management. Topics include depart-
ment mission, leadership, effective
communication, motivation, unions,
decision making, delegation, coaching,
change, human resources and financial
management.
Most Workshops Are Only $99

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

Excellence in Supervision Certificate

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

This certificate will prepare the new supervisor, the individual in transition to a supervisory role or the current supervisor desiring a skills update to more effectively manage. The certificate is awarded to students who have successfully completed all three of the Excellence in Supervision modules: Successful Supervision, Effective Communication Skills, and Building Effective Teams. Note: A textbook is required for this program and will be available for purchase at the bookstore.

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

Effective Communication Skills: Creating an Informed and Productive Workforce

12 Hours; Fee: $279 (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 behaviors, beliefs 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 the 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

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 strengths 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
“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

Management and Supervision Workshops
(See workshop descriptions on previous page.)
Each workshop includes a 1-hour break for lunch.

<table>
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<tr>
<th>Campus Room</th>
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<th>Sect</th>
<th>CRN</th>
<th>Days</th>
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<td>16520 R</td>
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<td>04/05/12</td>
<td>9 a.m. – 4 p.m.</td>
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| Successful Supervision: The Critical Roles and Responsibilities |
| NER 330 MANG | B9644 | 300 | 16521 T | 04/03/12 | 04/17/12 | 5 – 9 p.m. |
| MAI C2-5 MANG | B9644 | 301 | 16522 R | 04/12/12 | 04/19/12 | 9 a.m. – 4 p.m. |

| Building Effective Teams: Coaching, Planning and Assessing Performance |
| NER 330 MANG | B9646 | 300 | 16523 T | 04/24/12 | 05/08/12 | 5 – 9 p.m. |
| MAI C2-5 MANG | B9646 | 301 | 16524 R | 04/26/12 | 05/03/12 | 9 a.m. – 4 p.m. |

Lifelong Learning Programs
Take some time for yourself. Unwind and enjoy learning a new skill today:
• Sewing for Beginners
• 5 Steps to Successfully Manage Stress
• TOEFL
• Building Blocks for a Balanced, Healthy Life

For a complete list of workshops and to register, visit www.ccp.edu/site/lifelong or call 215-751-8381

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. Ask about our complimentary onsite assessment services.

Presenting for Impact
A Highly Interactive 6-Hour Workshop to Enhance Presentation Skills
The ability to make effective presentations is an essential business competency that can greatly enhance your ability to inform, educate, persuade and influence an audience. This highly interactive workshop focuses on business communication and includes preparation, structure, delivery, use of visual aids, managing anxiety and answering questions. Participants practice presenting in a supportive environment and receive immediate feedback and coaching.

This new workshop will be offered in April 2012. Please visit www.ccp.edu/solutions for more information and to register online.

New Business Communication Workshops — Spring 2012
Business Writing for Professionals
Learn how to write powerful email, letters, reports and proposals that get results.

Customer Service
Develop new skills in managing information and creating effective communication while learning effective tools for building lasting client satisfaction.

Project Management
Learn the basic functions and features of Microsoft Project: create a new project file, Work Breakdown Structure and develop task relationships.

Please visit www.ccp.edu/solutions for more information and to register online.
Professional Coaching Certificate Workshops

Professional Coaching Certificate

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

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

Foundations of Coaching

6 Hours; Fee: $199

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

PREREQUISITE: Foundations of Coaching.

SUB/JCRSE # MANG/B9631
CRN # 16660
Location: CBI, Room C1-14
Wednesday
May 2, 2012
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.

SUB/JCRSE # MANG/B9630
CRN # 51386
Location: CBI, Room C1-14
Wednesday
May 16, 2012
9 a.m. – 4 p.m.
(One-hour break for lunch)

Transformational Coaching

6 Hours; Fee: $199

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

SUB/JCRSE # MANG/B9631
CRN # 16660
Location: CBI, Room C1-14
Wednesday
May 9, 2012
9 a.m. – 4 p.m.
(One-hour break for lunch)

Small Business Management

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.

SUB/JCRSE # MANG B9601
CRN # 16527
Location: NERC, Room 330
Thursday
January 26, 2012
3:30 – 8:30 p.m.

Marketing Concepts for Small Businesses

6 Hours; Fee: $99

Marketing Concepts for Small Businesses provides a foundation for developing marketing plans. The small business owner will explore market niches and the types of competitive markets, along with strategies for market research. Promotion and selling techniques are also examined.

SUB/JCRSE # MANG B9606
CRN # 16529
Location: NERC, Room 330
Wednesday
February 1, 2012
5:30 – 8:30 p.m.

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.

SUB/JCRSE # MANG B9607
CRN # 16530
Location: NERC, Room 330
Wednesday
February 22 and 29, 2012
5:30 – 9:30 p.m.

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 or contact Sheila McKenna at 215-486-6158 or smckenna@ccp.edu.

“I have learned so much within the 3 weeks that I participated in the Professional Coaching Certificate program. It changed my communication with my children, clients, friends and family. Now I don't have to work as hard at finding all of the answers.”

~ Danielle Dixon, Keller Williams Realty
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 the participant for the city’s certificate.

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. During this one-day training, you will learn what 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 Protection Manager Exam
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 90100 Location: MAI, CBI
Time: All weekday exams are given from 9 – 10 p.m., and Saturday exams from 3:30 – 4:30 p.m. Please arrive at least one hour before the exam.

ServSafe Food Safety Examination Retests
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 90100 Location: MAI, CBI
Time: All weekday exams are given from 9 – 10 p.m., and Saturday exams from 3:30 – 4:30 p.m. Please arrive at least one hour before the exam.

ServSafe Food Safety Examination Retests
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 90100 Location: MAI, CBI
Time: All weekday exams are given from 9 – 10 p.m., and Saturday exams from 3:30 – 4:30 p.m. Please arrive at least one hour before the exam.

ServSafe Food Protection Manager Workshops
Saturday Workshops include a 1/2-hour break for lunch

ServSafe Food Protection Manager Workshops
Saturday Workshops include a 1/2-hour break for lunch

Campus Room Course Subj Sect CRN Days Start Date End Date Meet Time

ServSafe Food Protection Manager Certification

ServSafe Food Protection Manager Exam

ServSafe Food Safety Examination Retests

ServSafe Food Protection Manager One-day
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 three training programs: Nurse Aide, Pharmacy Technician and Green Insulation.

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 www.ccp.edu/sites/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 wright@ccp.edu or call 215-751-8763. If accepted into the program, students will be required to pay a one-time matriculation fee of $30.

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 provides these benefits:
- Supports hiring, promotion and training decisions
- Programs focus groups and ACT-trained facilitators
- Offers a proven methodology and reliable results
- Meets requirements adopted by the EEOC

For more information on the Job Profiling program, call us at 215-496-6158.

ACT
The ACT Testing Center located in CBI is part of a nationwide network of ACT Centers offering high-stakes certification testing in a variety of careers. ACT Online Certification Testing includes:

- Registration Exam for Dietitians and Dietetic Technicians
- Nuclear Medicine Technology Certification Board
- American Board of Vascular Medicine
- Foreign Service Officer Exam
- American College of Medical Practice Executives
- Compliance Service and Assessments
- International Association of Six Sigma Certification
- Association of Energy Engineers
- Board of Environmental, Health and Safety Auditor
- National Association of Legal Assistants
- National Inspection, Testing and Certification Corporation Exams
- Professional Association of Health Care Office Management Exams
- Professional Golfers' Association
- RV Industry Association
- Standard & Poor's
- COMPASS/ESL Internet version
- Distance Learning course exams for Boston University

For information about the ACT 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:
- A+ Computer Skills
- Project Management Professional
- Comp TIA
- C+ College
- CIW
- CompTIA
- Excelsior College
- SAP
- VMware
- World at Work

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 enables employers to verify that an individual has a certificate.

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

Corporate Solutions
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
For more information about the Corporate Solutions Testing and Job Assessment Services, visit www.ccp.edu/sites/business/corporate.html.

ACT Online Certification Testing
• Supports hiring, promotion and training decisions
• Offers a proven methodology and reliable results
• Meets requirements adopted by the EEOC

For more information on the Job Profiling program, call us at 215-496-6158.

Wanamaker Scholars Program
The Wanamaker Institute and Community College of Philadelphia offer to organizations that wish to make the process of obtaining an academic certificate or associate’s degree more convenient for their employees.

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For more information on the Job Profiling program, call us at 215-496-6158.

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 three training programs: Nurse Aide, Pharmacy Technician and Green Insulation.

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 www.ccp.edu/sites/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 wright@ccp.edu or call 215-751-8763. If accepted into the program, students will be required to pay a one-time matriculation fee of $30.

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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 desk-top 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 among others.

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. Fee: $85 for each 2003 test; $99 for each 2007 test; $119 for each 2010 test: $119 for test plus one.

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.

Krytenion
Krytenion 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), Constructor Manager Certification Institute-CMAA (CMI II), 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), Refrigeration 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, Emergenc- cy Medicine, Family Practice Certifi- cation, and Certified Maintenance & Reliability Professional. Fee: $85

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
All designated workshops found in this catalog are eligible for Act 48 credits. 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. The noncredit classes in this brochure that qualify for continuing professional education activity are denoted with an Act 48 symbol. 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.

Learn how to train like a pro with the WITS personal trainer workshop.

You’re in shape, but what about your career? Now you can train to become a Nationally Certified Personal Trainer.

Learn how to train like a pro with the WITS personal trainer workshop.

Workshop begins in March 2012
(See page 13 for workshop details)

Call TODAY for more information at 215-496-6158 or email inquiry@ccp.edu

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.
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:
1. Register online at www.ccp.edu/solutions, or
2. Register in person at the Bonnell Building, located at the Main Campus.

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.

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
215-496-1618

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

 där to the 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?

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.

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. It is the policy of the college to maintain a learning and working environment that affords students, faculty, employees, and visitors equal opportunity regardless of race, color, creed, national origin, religion, gender, gender identity or expression, age, sexual orientation or identity, sexual harassment, pregnancy, disability, 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 applicable federal statutes and regulations, as well as any local, state, or private entity programs.

Affirmative Action Policy
Community College of Philadelphia does not discriminate on the grounds of race, color, creed, national origin, religion, gender, gender identity or expression, age, sexual orientation or identity, sexual harassment, pregnancy, disability, 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 applicable 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).

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: __________

28 Corporate Solutions | Register today at www.ccp.edu/solutions | 215-496-6158

90211
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
• Small Business Conference
• Family-Owned Business Series

Additional services offered through the Center:
• Small Business Roundtables
• FREE Business Seminars
• Breakfast Seminars
• One-on-One Consulting

Northeast Regional Center
12901 Townsend Road
Philadelphia, PA 19154

215-972-6253 • smallbiz@ccp.edu • www.ccp.edu/solutions