FALL 2021

Start up.  Ramp up.  Level up.

MAKE YOUR NEXT MOVE

WORKFORCE and PROFESSIONAL DEVELOPMENT PROGRAMS designed to meet your schedule. Fast-track your career potential.

Register today at ccp.edu/solutions
Growing Businesses in Philadelphia

**Power Up Your Business** is a **FREE** program designed to support small business owners in Philadelphia. Our programs will give you the training, tools and support you need to adapt to business challenges.

**Store Owner Series:** Workshops for small businesses to run and manage your business more effectively. Variety of topics includes financing and marketing strategies.

**Peer-based Learning Experience:** Twelve-week program giving you the hands-on tools necessary to run a successful business. Network and learn from experienced entrepreneurs. Receive business and financial coaching support.

**Industry Best Practice Series:** Six-part workshops target the unique needs of specific industries, including restaurant, child care, salon and retail. Build resiliency and foster growth in your business.

Start your success at
[www.ccp.edu/powerup](http://www.ccp.edu/powerup) | 215.496.6151
Discover how Corporate Solutions can help you or your business. Call us today at 215-496-6158, email us at csinquiry@ccp.edu or visit us at www.ccp.edu/solutions.

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COURSES DESIGNED WITH YOU IN MIND

Programs will be offered in the following formats:

**In Person:**
Hands-on courses will feature smaller class sizes to enable social distancing. Class may have schedule adjustments if necessary due to the changing nature of the COVID-19 pandemic.

**Live Online Classes or Synchronous Learning:**
These online classes happen in real time with an instructor. Class is held remotely at designated dates and times, with live instruction and classroom interaction through Zoom.

**Anytime Online Classes or Asynchronous Learning:**
Classes occur through online channels without real-time interaction. Asynchronous learning involves coursework delivered through a learning management system via web, email and message boards. A benefit of asynchronous learning is that you are able to pace yourself and complete the coursework when it is convenient for you.

**Hybrid Classes:**
This learning model will include a blend of both asynchronous and synchronous online learning, and potentially limited in-person meeting.

Register early to confirm your spot!
Full course offerings, descriptions and online registration for all programs are available at www.ccp.edu/professional.

Have questions about a class?
Call 215-496-6158 or email csinquiry@ccp.edu.
Philadelphia is known as an eds and meds city, where careers in health care are abundant. Our short-term health care and wellness training is your path to an entry-level career in health care or the perfect way to expand your current skillset.

Clinical Medical Assistant
Anytime Online | $2,599

Medical assistants with a clinical background perform various clinical tasks, including assisting with the administration of medications and with minor procedures, performing an electrocardiogram (EKG), obtaining laboratory specimens for testing, educating patients, and other related tasks. Job opportunities are prevalent with physician’s offices, clinics, chiropractor’s offices, hospitals and outpatient facilities. After completion, you will be prepared to take certification exams, such as the National Healthcareer Association’s (NHA) Certified Clinical Medical Assistant (CCMA) and the National Workforce Career Association’s (NWCA) Clinical Medical Assistant Certification (CMAC).

Upon completion of the program, you are eligible to participate in a volunteer externship opportunity with a local organization.

Register online at www.ccp.edu/CMA

National Entry-level Dental Assistant with Externship
**Eligible for 3 credits**
In Person | $2,999
Sept. 11 to Dec. 18, 2021
Saturdays, 8 a.m. to 4:30 p.m.

Join this fast-growing field by training for an entry-level career and learning all areas of pre-clinical dental assisting. Skills development includes oral and dental anatomy, infection control, dental radiology, instrument identification and use, and policies and guidelines. This program prepares you to sit for three components of the Dental Assisting National Board Exams (DANB), as well as the National Entry Level Dental Assistant (NELDA) Certification: Radiation Health and Safety Examination (RHS); Infection Control (ICE); and Anatomy, Morphology, and Physiology (AMP).

You are eligible to earn three college credits upon completion of this program and passing the corresponding certification exams.

Upon completion of the program, you are eligible to participate in a volunteer externship opportunity with a dental practice.

Program requirements and details are available at www.ccp.edu/dental-asst

Once I completed the program, I felt confident enough to apply and eventually get multiple job opportunities at various dental offices and to take and pass my Dental Assisting National Board (DANB) exams.

— LACEY, Surgical Dental Assistant, National Entry-level Dental Assistant Program
**HEALTH CARE AND WELLNESS**

**Dialysis Technician**
$1,999 | Live Online – Sept. 7 to Nov. 10, 2021  
Tuesday – Thursday, 6 to 9:30 p.m.

or

In Person – Oct. 19 to Dec. 15, 2021  
Tuesday – Thursday, 10 a.m. to 2 p.m.

Train to operate dialysis equipment and learn how to communicate effectively with patients and team members. Program topics include medical terminology, anatomy and physiology of the kidney, blood chemistry, and renal diseases and disorders, with appropriate interventions. Upon successful completion of the program, you will be prepared to take the Certified Clinical Hemodialysis Technician Certification Exam and start work as a Certified Clinical Hemodialysis Technician (CCHT).

Upon completion of the program, students meeting grade requirements are eligible to participate in a volunteer externship opportunity with a local organization.

► Register online at www.ccp.edu/dialysis

**EKG Technician**
Anytime Online | $1,299

This program prepares you to perform EKGs and offers instruction in cardiac anatomy and physiology, medical disease processes, medical terminology and ethics, legal aspects of patient contact, electrocardiography, and stress testing. Explore the technology used and learn how to interpret a rhythm strip. EKG technicians also analyze printed readings of EKG tests, measuring various “cardiac intervals and complexes,” and determine normal vs. abnormal EKGs. Certification opportunities include the NWCA Certified EKG Technician (CET).

Upon completion of the program, you are eligible to participate in a volunteer externship opportunity with a local organization.

► Register online at www.ccp.edu/EKG

**Electronic Health Record Management**
Anytime Online | $1,299

This Electronic Health Record (EHR) Management program prepares you to understand and use electronic records in a medical practice. Learn about the implementation and management of electronic health information using common electronic data interchange systems; and the maintenance of medical, legal, accreditation and regulatory requirements of the electronic health record. Certification opportunities include the NWCA Electronic Health Records Management (EHRM).

Upon completion of the program, you are eligible to participate in a volunteer externship opportunity with a local organization.

► Register online at www.ccp.edu/EHRM

**Faith and Spiritual-based Counseling Certificate**
In Person | $379 | Sept. 14 to Dec. 21, 2021  
Tuesdays, 6 to 9 p.m.

This workshop helps developing spiritual leaders and behavioral health providers become skilled in working with people living with behavioral health issues from a faith- or spiritually-based perspective. The inclusive program is welcoming of 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 holistic healing.

► Register online at www.ccp.edu/faith

**Massage Therapy**
**[Eligible for financial aid]**  
In Person | $7,900  
Daytime: Sept. 7 to Feb. 24, 2022  
Monday – Friday, 9 a.m. to 4:30 p.m.

or  
Evening: Sept. 7 to July 13, 2022,  
Monday – Thursday, 5 to 9:30 p.m. and select Saturdays, 9 a.m. to 4:30 p.m.

The therapeutic benefits of massage therapy and bodywork are widely recognized. Documentation shows that massage improves circulation; alleviates stress, headaches and other aches and pains; and can help heal sports injuries. Massage therapists use touch to manipulate the muscles and other soft tissues to aid in the general wellness of clients. According to the Bureau of Labor Statistics (BLS), massage therapists earn a median annual salary of $42,820, and employment is projected to grow 21 percent from 2019 to 2029.

The Massage Therapy program meets the Commonwealth’s requirements for massage therapy training and state licensure. You will gain the required knowledge and competencies necessary for the Massage and Bodywork Licensing Examination (MBLEx).

► Program requirements and details at www.ccp.edu/massage
As you begin your transition from student to massage therapist, it is truly a blessing to be surrounded by a supportive team who want nothing more than to see you succeed. With them in my corner, I feel I can achieve anything, and that is an experience everyone deserves.”

— ANDREW
Massage Therapy Program

Medical Billing and Coding Program
Anytime Online | $2,995

Medical billers and coders are responsible for processing patient data, including medical records and related insurance. In this position, you will code a patient’s diagnosis and then request payment from the patient’s insurance company. Play an important role in ensuring that health care providers are quickly and accurately paid for the treatment they give patients. According to the Bureau of Labor Statistics (BLS), medical billing and coding specialists earn an average annual salary of $40,350, and at least 27,000 new jobs will be needed in this profession by 2026. Gain hands-on practice using medical billing and coding software. Upon course completion, you’ll receive a voucher for the certification exam of your choice: Certified Professional Coder (CPC), Certified Coding Associate (CCA) or Certified Billing and Coding Specialist (CBCS).

▶ Register online at www.ccp.edu/MBCP

Medical Fitness Specialist
Anytime Online | $899

Take the next step in your career and offer new services to a wide variety of clients. In this challenging exercise course, learn the core essentials of helping clients with specialized chronic illness. You will be able to practically apply your knowledge for programming safe and effective workouts. This is an advanced certification for fitness professionals and others in health occupations, such as therapists. This MFS Level 1 Certification includes a written core exam and a practical case scenario exam to demonstrate operational safe and effective competency.

Prerequisite: Certified Personal Trainer

▶ Register online at www.ccp.edu/med-fit

Nurse Aide Training Program
**Eligible for 3 credits**
In Person | $1,495
Sept. 11 to Dec. 18, 2021
Saturdays, 8 a.m. to 4:30 p.m. (9/11 to 11/6/21)
Clinicals: Saturday and Sunday
6:30 a.m. to 3 p.m. (11/13 to 12/11/21)
Review and Final Exam:
Saturday, 8 a.m. to 12 p.m. (12/18/21)

Begin your health care career in the Pennsylvania Department of Education’s approved Nurse Aide Training. This program focuses on long-term care facilities, but nurse aides help provide basic care in nursing homes, assisted living facilities, hospitals and hospice. Training topics include the role and function of a 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. Students are eligible to earn three college credits upon completion of this program and passing the corresponding certification exams.

▶ Program requirements and details at www.ccp.edu/nurse-aide

Personal Trainer Certification
Hybrid | $935
Sept. 25 to Nov. 6, 2021
Saturdays, 9 a.m. to 4:30 p.m.
(9/25 – 10/23/21)
Exam: Saturday, 9 a.m. – 11 a.m. (11/6/21)

Making a career move or seeking knowledge about physical upkeep? Become a certified personal trainer by taking this intensive program. Virtual lectures cover anatomy, exercise physiology, biomechanics, nutrition and more. The in-person labs cover essential hands-on skills to master assessing clients, stretching, warm-ups/cool downs, exercise analysis with execution, and programming design. This course prepares you for the national exam. Test vouchers ($450 value) and extra access to our online CPT course to review lectures and labs included at no extra cost.

Optional Employer Internship Opportunity:
Earn a level 2 certification once you complete a World Instructor Training Schools (W.I.T.S.) 30-hour employer mentored internship.

▶ Register online at www.ccp.edu/trainer
**Pharmacy Technician Training with Externship**

In Person | $1,525  
Oct. 5 to Nov. 23, 2021  
Tuesdays, Thursdays; 5:30 to 9 p.m.  
or  
Anytime Online | $1,299

Technicians work under the supervision of a registered pharmacist in hospitals, home infusion pharmacies, community pharmacies and other health care settings. This comprehensive course will prepare you to enter the pharmacy field and take the Pharmacy Technician Certification Board’s PTCB exam. Content includes pharmacy medical terminology, reading and interpreting prescriptions, and defining generic and brand name drugs.

Upon completion of the program, you are eligible to participate in a volunteer externship opportunity with a local organization.

Register online at [www.ccp.edu/pharm-tech](http://www.ccp.edu/pharm-tech)

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**Phlebotomy Technician**

Anytime Online | $1,799

This course prepares you to collect blood specimens from clients for the purpose of laboratory analysis. You will learn blood collection, the skills needed to perform venipunctures and other collection techniques. Topics include terminology, anatomy and physiology, blood collection procedures, and training in skills and techniques to perform puncture methods. Certification opportunities include National Healthcareer Association’s (NHA) Certified Phlebotomy Technician (CPT) and the National Workforce Career Association’s (NWCA) Certified Phlebotomy Technician (CPT).

Upon completion of the program, you are eligible to participate in a volunteer externship opportunity with a local organization.

Register online at [www.ccp.edu/phl-tech](http://www.ccp.edu/phl-tech)

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**MORE HEALTH AND WELLNESS TRAINING OPTIONS**

Learn more about these anytime online opportunities at [www.ccp.edu/professional](http://www.ccp.edu/professional).

**Contact Tracing 25 Hour | $235**

This self-paced program is designed for individuals with little or no experience conducting contact tracing. Learn how COVID-19 is transmitted, contract tracing protocols and strategies to reduce the spread.

**End-of-Life Care | $99**

Education in the holistic and integrative care of individuals at the end of life builds on and expands professional competencies and brings healing and transformation. This certificate represents a specialization in the field of caring for those who are experiencing a terminal illness.

**Holistic and Integrative Health Certificate | $198**

Alternative, holistic and integrative medicine have roots in various healing traditions that span thousands of years. This course covers all of the fundamentals of person-centered and person-empowered health care, including details on some of the more popular therapies today. This certificate program has been endorsed by the American Holistic Nurses Association.

**Infectious Diseases and Infection Control | $78**

Gain a solid understanding of the most common infectious diseases, as well as the procedures that can help contain them. This online course offers insights into infectious diseases that are essential for medical professionals to understand.

**Meditation Certificate | $68**

Learn how to intentionally train your attention and concentration for effective mediation. Discover meditation techniques to increase mindfulness, reduce stress, deal with pain and illness, and support overall health.

**Stress Management | $84**

Understand strategies and therapies used to reduce and manage stress. Examine the relationship between stress and health, nutrition, and physical activity.
Join a cutting-edge industry by inventing, creating and repairing the products that we use daily. Our technical skills training programs prepare you for an entry-level career by providing the hands-on experience and knowledge necessary in your chosen trade. American companies are reinvesting in manufacturing, resulting in more than 263,000 jobs added back into the U.S. economy. Despite growth in the industry, the National Association of Manufacturers reports a significant challenge in finding and retaining qualified workers.

**Certified Production Technician**
Hybrid | $1,499
Oct. 4 to Nov. 4, 2021, Monday – Friday
9 a.m. to 3 p.m.

The Manufacturing Skills Standards Council (MSSC) Certified Production Technician (CPT) program is a nationally portable, industry-led program that prepares and certifies individuals for career pathways in advanced manufacturing. This training is designed to provide you with the core competencies of front-line manufacturing production workers. Gain access to the in-demand skills that today’s employers need for more than 6 million frontline production jobs.

Training topics include:
- Orientation to Manufacturing
- Safety in the Workplace
- Quality Practices and Measurement
- Production Processes and Manufacturing
- Maintenance Awareness

Register online at www.ccp.edu/CPT

**CNC Precision Machining**
**Eligible for financial aid/up to 14 credits**
In Person | $8,999
Sept. 7 to April 12, 2022, Monday – Thursday
and a select Friday, 9 a.m. to 4 p.m.

Computer Numerical Control (CNC) machinery is used by CNC operators to cut and shape metal and plastic for various types of manufacturing. Work in teams to efficiently convert raw materials into durable goods using CNC machines. Entry-level salaries can be as high as an estimated salary of $46,000, depending on the industry. This program will provide the fundamental precision machining and production skills necessary to compete for an entry-level position in a machine shop. You will also learn the machine tool technology to successfully advance to a higher level machining program. Skills range from knowing the materials being cut to employing the sophisticated program used to control the machine via computers. This hands-on program prepares you to sit for the National Institute for Metalworking Skills (NIMS) certification. You are eligible to earn 14 college credits upon completion of this program and passing the corresponding certification exams.

Register online at www.ccp.edu/CNC
### Electrical Technician
**Anytime Online | $2,599**

Electrical technicians assemble, install, test, maintain, and repair electrical wiring and equipment. Work in a variety of industries, including manufacturing, research and electronics, using knowledge of blueprint reading to work on electrical systems. This program focuses on broad, transferable skills, including an understanding of the electrical trade and the National Electrical Code®. This course prepares you to pursue the Occupational Safety and Health Administration (OSHA) Course Completion Card for 10-hour Course for Electrical.

Upon completion of the program, you are eligible to participate in a volunteer externship opportunity with a local organization.

Register online at [www.ccp.edu/elec-tech](http://www.ccp.edu/elec-tech)

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### Electro-Mechanical Technology
**(Industrial Maintenance)**
**In Person | $9,520**

Sept. 7 to April 12, 2022, Monday – Thursday and a select Friday, 9 a.m. to 4 p.m.

Prepare for an entry-level job with manufacturers using automation. Job opportunities include robot installation and maintenance, automation equipment installation, troubleshooting and maintenance, and Programmable Logic Controller programming. Learn to install, maintain and repair the mechanical controls; fluid power systems; and electrical and electronic equipment found in various industries. Entry-level salaries can be as high as an estimated salary of $47,800, depending on the industry.

Students completing the program are prepared to sit for the PMMI Mechatronics Certification Tests, which are based on industry-developed standards and recognized by the U.S. Department of Labor. They are also recognized by the Manufacturing Institute’s Skills Certification System, which is endorsed by the National Association of Manufacturing. The cost for certification is not included in the training. Students are eligible for up to 27 college credits upon completion of this program and passing the corresponding certification exams.

The enhanced 625-hour Electro-Mechanical program is eligible for financial aid. This program includes:

- **Power-Source and Process**
  - Fundamentals Modules | 461 Hours
  - Technical Foundation | 100 Hours
  - Industry Overview | 16 Hours
  - Essential Skills | 48 Hours

Register online at [www.ccp.edu/electro-mechanical](http://www.ccp.edu/electro-mechanical)

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### Gas Distribution Pipeline Mechanic Introduction Program
**Hybrid | $5,189**

Sept. 13 to Nov. 23, 2021; Mondays, Tuesdays, Thursdays; 9 a.m. to 3:30 p.m.

This hands-on program prepares you for entry-level employment in the natural gas industry. You will learn how to perform tasks needed to install and maintain pipelines for natural gas distribution systems serving residential, commercial and industrial customers. Employment of gas distribution line mechanics is closely aligned with three Pennsylvania Department of Labor and Industry’s High Demand Occupations: pipe and steam fitter; pipe layers; and installations, maintenance and repair worker. Entry-level salaries for the positions can be as high as an estimated salary of $23 to $25 per hour.

Cost includes testing, CPR certification, OSHA card and materials. The cost does not include CDL permit. For additional information, contact Bryan Burns at 215-496-6125 or bburns@ccp.edu.

Program requirements and details at [www.ccp.edu/gas](http://www.ccp.edu/gas)

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### HVAC
**Anytime Online | $2,599**

An HVAC technician installs, maintains and repairs heating, air conditioning and refrigeration systems. This program focuses on broad, transferable skills and topics, including an understanding of the industry; planning, management, finance, technical and production skills; the underlying principles of technology; and health, safety and environmental issues. This program prepares you to perform entry-level HVAC maintenance and repair tasks in residential and commercial environments. You will be able to pursue the Environmental Protection Agency (EPA) 608 Core and 608 Small Appliances (Type 1) certifications.

Upon completion of the program, you are eligible to participate in a volunteer externship opportunity with a local organization.

Register online at [www.ccp.edu/hvac](http://www.ccp.edu/hvac)
Plumbing
Anytime Online | $2,599
Start building skills for an entry-level career in plumbing. This course covers safety issues and practices, personal protective equipment, use of critical safety information and confined-space safety. Be introduced to plumbing tools, applicable math, plumbing drawings, interpretation and application, and layout and installation. Learn about various pipes and fittings, and the fixtures and water systems you will encounter on the job. This course also covers basic customer service and communication tools.

Upon completion of the program, you are eligible to participate in a volunteer externship opportunity with a local organization.

► Register online at www.ccp.edu/plumbing

Welding
**Coming in Spring 2022/Eligible for 20 credits**
Learn welding fundamentals that prepare you for entry-level employment in this comprehensive training program. Course content meets the welding standards established by the National Center for Construction Education and Research (NCCER) that seeks to develop a safe, productive workforce by using a standardized training and credentialing program industry wide. Students successfully completing this course will be eligible to take industry certifications to validate their skills as a professional welder. The estimated entry-level salary of welders is $39,310.

Students are eligible for 20 college credits upon completion of this program and passing the corresponding certification exams.

► Most up-to-date information found online at www.ccp.edu/welding

PennDOT Automotive Services
Emissions Inspector Certification
In Person | $200
Sept. 13 to 20, Oct. 11 to 18, Nov. 8 to 15 or Dec. 6 to 13, 2021; Mondays, Wednesdays; 6 to 10 p.m.

The Commonwealth of Pennsylvania’s Enhanced Emissions Inspector Certification class is open to individuals without prior emission certification or technical training. The program includes theory, on board diagnostics II and a computer-based test. Successful completion of the program and test qualifies the individual to inspect and pass/fail a vehicle for emissions certification.

In addition to registering with the College, you must also complete a FERPA form, and PennDOT requires that you register online at www.patrainigportal.com prior to the first day of class.

► More details at www.ccp.edu/EIC

Safety Inspection Mechanic Additional

“The Emissions Inspector Certification workshop provided useful and informative tools to prepare me to perform emissions inspections in the most efficient and accurate way.”

— TREVA, Mechanic, PennDOT Emissions Inspector Certification

Licensure Exam
In Person | $40
Contact to Schedule Appointment
This test is intended for those currently registered for the Safety Inspection Mechanic Training workshop or who hold one safety inspection mechanic category certification and wish to obtain another. Licenses are available in one of the following categories:
• Category 2 (Motorcycles)
• Category 3 (Trucks and buses)
• Category 4 (Enhanced vehicle inspector or certified document reviewer)

You may register for only one category exam at a time. Call 215-496-6158 or email jbeachley@ccp.edu to schedule an appointment.

► More details at www.ccp.edu/safety-exam

Safety Inspection Mechanic Training Certification
In Person | $170
Sept. 11 and Sept. 18 or Nov. 13 and Nov. 20, 2021, Saturdays, 8 a.m. to 5 p.m. or Oct. 19 to 26 or Dec. 7 to 14, 2021; Tuesdays, Thursdays; 6 to 10 p.m.

This PennDOT workshop instructs you to inspect motor vehicles under the Vehicle Equipment and Inspection Regulations. In addition to the written exam, a 60-minute tactile exam is scheduled at a designated time and date after the last scheduled class date.

► Register online at www.ccp.edu/safety-inspection
Discovering new passions can drastically affect the direction of our lives and allow us to step into the future with confidence. Our Personal Enrichment programs were selected for their ability to introduce skills that give you new ways to connect with the world and advance your position creatively, interpersonally and financially.

**Path to Wellness: Self-care for Tension Headaches**
Live Online | $29  
Sept. 27, 2021, Monday, 12 to 1 p.m.

About 90 percent of people will have a headache at some point in their life. Stress, poor sleep hygiene, dehydration and maladaptive body mechanics may all contribute to an increase in frequency or severity of symptoms. Learn the key components of a tension headache; proper prevention strategies; how to provide self-massage to relieve target muscles; and the connection between body awareness, behavior and pain relief. Uncover the changes you can make to establish ongoing prevention strategies.

- Register online at [www.ccp.edu/PTW](http://www.ccp.edu/PTW)

**Body and Sole: Stress Relief with Hand and Foot Massages**
Live Online | $39  
Oct. 21, 2021, Thursday, 6:30 to 8:30 p.m.

Some believe that you can affect the entire body just by massaging the reflex points on the hands and feet. In this self-care workshop, examine the importance of foot and hand health, including caring for dry skin in the winter and promoting good foot hygiene during the summer. Learn about common foot pathologies, a self-care stretching and massage routine for the hands and feet, and a recipe for your own peppermint foot soak.

- Register online at [www.ccp.edu/body-sole](http://www.ccp.edu/body-sole)

“This course was just what I was looking for to help me gain the information I needed to go forward with investing.”

- DOLORES,  
  Stocks, Bonds and Investing
A poor office setup has contributed to short-term and chronic neck, shoulder and back pain; headaches; and reduced productivity for many. This workshop introduces computer-based workspace ergonomics and its impact on musculoskeletal health to improve your self-care. Learn proper posture and joint alignment, and key workspace adjustments for each of the three corresponding body regions: wrists/neck/shoulders, back, hips/legs.

Walk away with effective techniques on how to properly stretch and strengthen target muscles, reduce muscle pain and tension, and implement ongoing prevention strategies.

Register online at [www.ccp.edu/neck](http://www.ccp.edu/neck)

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**Kick Tech Neck: Adjust, Stretch and Strengthen**

Live Online | $39
Nov. 15, 2021, Monday, 6:30 to 8:30 p.m.

A poor office setup has contributed to short-term and chronic neck, shoulder and back pain; headaches; and reduced productivity for many. This workshop introduces computer-based workspace ergonomics and its impact on musculoskeletal health to improve your self-care. Learn proper posture and joint alignment, and key workspace adjustments for each of the three corresponding body regions: wrists/neck/shoulders, back, hips/legs.

Walk away with effective techniques on how to properly stretch and strengthen target muscles, reduce muscle pain and tension, and implement ongoing prevention strategies.

Register online at [www.ccp.edu/neck](http://www.ccp.edu/neck)

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**Introduction to Screenwriting**

Anytime Online | $99

With technological breakthroughs bringing the cost of making and distributing movies down to almost nothing, there is an ever-increasing demand for great scripts and for people who can write them. Learn the fundamentals of stories: why audiences need them, what they expect from them and what kinds of stories work time after time. Create characters that audiences connect with and learn how to write the dialogue that will bring them to life.

Register online at [www.ccp.edu/screenwriting](http://www.ccp.edu/screenwriting)

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**Stocks, Bonds and Investing**

Anytime Online | $99

Looking for a solid class in the basics of stocks, bonds, finance and investing? Haven’t the slightest clue how to prepare for retirement, pay for college or even manage your personal finances? This class walks you through the fundamentals of investing, the stock markets, 401k plans and retirement. Cover personal financial issues that are often ignored but essential to your success as an investor.

Register online at [www.ccp.edu/investing](http://www.ccp.edu/investing)
The workplace is full of challenges, many of which are not included in your job description. From professional communication to managing and coaching a team, even the most experienced employees must continuously look for ways to improve their professional skillsets. Learn to maximize the effect of your efforts and create a work environment where everyone can flourish. Our Workplace and Professional Skills programs will help you reach a new level of awareness and fulfill your professional role to the best of your ability.

**Bookkeeping**

**Live Online | $599**

Sept. 15 to Dec. 8, 2021

Wednesdays, 5:30 to 9 p.m.

Understanding basic accounting principles and maintaining accurate financial records are critical for all business and nonprofit organizations. You will learn to work with general ledger, assets, liabilities, equity accounts, balance sheets, income statements, basic payroll, merchandise inventory, and internal controls and fraud prevention.

► Register online at [www.ccp.edu/bookkeeping](http://www.ccp.edu/bookkeeping)

**Child Development Associate**

**Eligible for 9 credits**

TBD Fall 2021 | 120 Hours

This workshop enhances the quality of child care by defining, evaluating and recognizing the competence of child care providers. A Child Development Associate (CDA) designation from the National Council for Professional Recognition is awarded to a person demonstrating a full understanding of child development and the assessment process. These CDA workshops meet the Level III requirements on the PA Key’s Career Lattice. You are eligible for up to nine college credits upon completion of this program and passing the corresponding certification exams.

Who should apply: Child care workers currently employed in a licensed Department of Human Services daycare center. CDA prerequisites must be met. For additional information, email CDA@ccp.edu or call Bryan Burns at 215-496-6125.

► Program requirements and details at [www.ccp.edu/CDA](http://www.ccp.edu/CDA)

**Data Analytics Certificate**

**Anytime Online | $399**

This certificate provides an overview of topics in statistics and their applications in many fields. Learn the basics of quantitative analysis and its increasing use in today’s professional landscape. Enhance your skills in applying analytics in decision making, evaluating research techniques to yield the most accurate results, graphically representing descriptive statistics, employing forecasting techniques, and asking recommendations based on analytics.

► Register online at [www.ccp.edu/data-analytics](http://www.ccp.edu/data-analytics)
Diversity, Equity and Inclusion Institute Certificate
In Person | $249 per course

Become the leader that fosters supportive dialogue to create transformative change. Find ways to create culturally aware work environments that are respectful, inclusive and harmonious. With this certificate, learn the universal in-demand skills needed to empower your team by building a diverse and inclusive work culture. Students must successfully complete all six workshops to receive the DEI Certificate. Workshops may also be taken independently to meet your specific career needs or interests.

- **What is Hidden Bias, and How Do I Overcome It?**
  Oct. 7, 2021, Thursday, 9 a.m. to 4 p.m.
  Hidden bias refers to the attitudes or stereotypes that affect our understanding, actions and decisions in an unconscious manner. It is eye-opening to understand how hidden bias comes into play and is evident in everyone in some shape or form. Define and explore the concept of hidden biases that can unintentionally result in actions for or against a person, thing or group at an unconscious level. Learn how society has taught you biases and develop strategies to overcome hidden bias.

- **Identifying and Addressing Racial Microaggressions in the Workplace**
  Oct. 14, 2021, Thursday, 9 a.m. to 4 p.m.
  The microaggressions that people of color experience can make the workplace challenging at best, and hostile at worst. This workshop brings awareness to the various types of microaggressions that show up in an organization and how they can negatively influence productivity and morale. Learn how to identify the meaning of microaggressive behaviors, recognize behaviors in daily interactions and locate sources of microaggressions. Most importantly, you will obtain the crucial tips and tools for ending speech and behaviors that result in microaggressions.

- **Creating an Inclusive Workplace**
  Oct. 21, 2021, Thursday, 9 a.m. to 4 p.m.
  Inclusion is about cultivating and sustaining a climate that is welcoming and safe for those minorities. Diversity without inclusion is a short-sighted strategy and will not help build a sustainable and diverse workforce. It is important to emphasize that brave discomfort is necessary for cognitive growth. Learn how to foster participation and inclusion in your work environment, and become a crucial part of cultivating a workspace that is culturally competent and responsive.

- **Culturally Competent Customer Service**
  Oct. 28, 2021, Thursday, 9 a.m. to 4 p.m.
  Are your communication skills keeping up with society’s evolving demographic? Our multicultural society demands that we internally brainstorm before speaking in order to meet the goal of transmitting information that is mutually beneficial for both you and your client. Find ways to develop culturally sensitive staff, and gain skills to deliver world-class customer service to diverse populations.

- **Developing Culturally Competent Leadership**
  Nov. 4, 2021, Thursday, 9 a.m. to 4 p.m.
  Teach members of your organization to empower their team by valuing the contributions of individual team members and learn how to develop an implementation plan and create change at your institution. Learn the traits of leadership, define the significance of culture and cultural competence, identify communication barriers and resolve conflict, test for hidden bias and evaluate your organization’s practices that impact diversity and inclusion.

- **Establishing Inclusive Hiring**
  Nov. 11, 2021, Thursday, 9 a.m. to 4 p.m.
  Prepare individuals on search committees or hiring teams by educating them about the integral role they play in diversifying their workforce. Diversity without inclusion is a short-sighted strategy that will not help build a sustainable, diverse workforce. Learn how to attract diverse candidates, the importance and benefits of inclusive hiring, and how to make inclusion a part of the workplace cultural dialogue.

- **Register online** for any of the six workshops at www.ccp.edu/DEI-institute
Emotional Intelligence in the Workplace
Live Online | $179
Oct. 4 and Oct. 6, 2021, Monday and Wednesday, 9 a.m. to 12 p.m.
Emotional intelligence is the ability to recognize and manage emotions and relationships. The truly extraordinary people who inspire and make a difference do so by connecting with others personally and emotionally. This workshop focuses on the history of emotional intelligence, optimism, personal vision and values, and validating emotions in others. Learn techniques to understand, use and appreciate the role of emotional intelligence in the workplace.

Register online at www.ccp.edu/EQ

Freight Broker
Anytime Online | $1,895
As a freight agent or broker, you connect shippers and manufacturers with transportation companies and manage those shipments. This course will provide you with the knowledge and resources needed to break into the shipping industry. From licensing, transportation law, contracts, and operations to sales and marketing, you’ll learn the basics of how to run a domestic freight brokerage or agency in the United States.

Register online at www.ccp.edu/freight

Grant Writing for Profit and Nonprofit Entities
$349
In Person – Oct. 2 to 23, 2021, Saturdays, 9 a.m. to 4 p.m.
or
Live Online – Oct. 27 to Dec. 15, 2021, Wednesdays, 6 to 9 p.m.
Learn how to create a successful proposal for funding your organization as per the requirements of private foundations, public agencies and other sources. Develop budget forms and grant applications, and identify productive internet search sites for funding resources. Get hands-on experience in writing readable, competitive proposals in both the profit and nonprofit sectors.

Register online at www.ccp.edu/grant-writing

“I am confident in my grant writing skills and will use the knowledge gained to expand my career.”

– DANNIE,
Grant Writing for Profit and Nonprofit Entities

Human Resource Management Certificate
Anytime Online | $399
Those running small businesses often cannot justify designating a full-time HR professional to manage employee relations, compensation, policymaking, performance management and employee appraisals. This certificate teaches you the basics of managing benefits and policies that support an effective staff. Understand anti-discrimination regulations, key aspects of pay policies and how to avoid traps in the employee selection process.

Register online at www.ccp.edu/HR-management

Managing Change and Resolving Conflict Certificate
Anytime Online | $630
Leaders and managers are often called upon to deal with the challenging impacts of change, to work through disputes with partners and customers, and to resolve conflict within the organization. This certificate covers the key issues and best practices for managers dealing with contentious situations in the workplace. These courses present strategies that can be used to help deal with conflict.

Register online at www.ccp.edu/conflict

Managing Real-world Projects
Anytime Online | $249
Discover a streamlined approach to project management based on best practices. This course provides a clear road map for leading a project through the five key project stages: initiating, planning, controlling, executing and closing. Included are templates for a comprehensive project plan, work breakdown schedules, task list, issue list, risk register and close-out documents.

Register online at www.ccp.edu/real-world

Managing Remote Employees
Anytime Online | $79
The notion of a centralized workforce that meets face-to-face daily is becoming less common. Companies are embracing the idea of employing remote workers who can provide a diverse range of skills and viewpoints without being bound by location. Managers must be aware of the challenges that can arise when employing remote workers. This course explores the benefits and drawbacks of remote work and provides managers with tips for helping their remote workers stay connected and motivated.

Register online at www.ccp.edu/remote
Nonprofit Management Certificate
Anytime Online | $699
This broad introduction to current management issues for nonprofit organizations includes fund-raising, board and volunteer development, budgeting, reading financial statements, leadership, marketing, and strategic direction. Additionally, video commentary gives you valuable insight into how nonprofit professionals apply key concepts within their own organizations.

► Register online at www.ccp.edu/NMC

Online Certified Modern Banking Representative Certificate
Anytime Online | $499
The Certified Modern Banking Representative (CMBR) covers updated material that allows new, entry-level employees to take on modern banking challenges with knowledge, confidence and skill. This is an entry-level certification for banking representatives that applies to a broad group of job seekers. Certification can offer a clear pathway to employment in the banking industry.

► Register online at www.ccp.edu/modern-banking

Professional Coaching Certificate
Life and Success Coaching is a rapidly growing field of personal development. This certificate program consists of three workshops (18 hours total). This program provides you with the tools and techniques for acquiring foundational coaching competencies, developing coaching models, and understanding the personal change process.

► Register online at www.ccp.edu/pro-coach

Foundations of Coaching
In Person | $199
Oct. 6 and Oct. 8, 2021, Wednesday and Friday, 9 a.m. to 12 p.m.

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

► Register online at www.ccp.edu/FOC

Results-oriented Coaching
In Person | $199
Oct. 13 and Oct. 15, 2021, Wednesday and Friday, 9 a.m. to 12 p.m.
When we become focused on a specific outcome, we strive to learn and improve the skill required to accomplish our goal. Learn how to exploit that stage of readiness to create a successful coaching relationship and achieve the results you desire using techniques appropriate to various coaching situations.

► Register online at www.ccp.edu/ROC

Transformational Coaching
In Person | $199
Oct. 20 and Oct. 22, 2021, Wednesday and Friday, 9 a.m. to 12 p.m.
Here is a coaching model based on the belief that all people possess qualities of greatness. Learn techniques for creating change to help each individual lead a more meaningful life.

► Register online at www.ccp.edu/TC

Professional Supervisor Certificate
$324
In Person – Oct. 13 to Oct. 27, 2021, Wednesdays, 9 a.m. to 4 p.m.
or Live Online – Nov. 2 to Nov. 18, 2021; Tuesdays, Thursdays; 6 to 9 p.m.
A promotion should be supplemented with adequate formal training for the complicated new roles, responsibilities, challenges and expectations of a supervisor. Start right by learning the needed groundwork for adapting to your new role. Overcome many problems a new supervisor encounters by learning skills for effective supervision.

► Register online at www.ccp.edu/PSC

“I enjoyed the Professional Supervisor training. It was an informative, engaging, and interactive program that provided me with new ideas and takeaways that I can immediately implement at work. I am confident that the techniques I learned in the program will assist in my growth as a leader.”

– PERLA, Professional Supervisor Certificate
WORKPLACE AND PROFESSIONAL SKILLS

ServSafe Food Protection Manager Certification
In Person | $277
Sept. 14 to Sept. 23, 2021; Tuesdays, Thursdays; 6 to 10 p.m.
or
Nov. 6 to Nov. 13, 2021; Saturdays, 8 a.m. to 4:30 p.m.
ServSafe is a comprehensive, internationally recognized workshop for food handlers, leading to the Food Establishment Personnel Food Safety certification required by the health departments in Philadelphia, Montgomery and Chester counties. The City of Philadelphia requires that every eating establishment have at least one food safety certified person on staff. Successful completion of this National Restaurant Association workshop and exam qualifies you for the city’s certificate.
Register online at www.ccp.edu/servsafe

ServSafe Food Protection Manager One-day
In Person | $237
Sept. 27, Oct. 18, Nov. 15, or Dec. 6, 2021, Monday, 8 a.m. to 4:30 p.m.
This workshop will teach you which conditions enhance the growth of bacteria to cause foodborne illnesses, as well as the safest way to receive, store, prepare, cook and serve food for customers. This ServSafe program integrates independent study with an in-depth knowledge of sanitation principles and ways to apply these principles in practical operational situations.
Register online at www.ccp.edu/one-day

ServSafe Food Safety Examination Retest
In Person | $62
Sept. 27, Oct. 18, Nov. 15, or Dec. 6, 2021, Monday, 3:30 to 4:30 p.m.
Students who have not passed the Food Protection Manager examination may retake the exam by emailing csinquiry@ccp.edu to see if they are eligible.
More details at www.ccp.edu/retest

MORE WORKPLACE AND PROFESSIONAL SKILLS OPTIONS
Get additional details for these online opportunities at www.ccp.edu/professional.

Business Writing that Works
Live Online | $249
Learn effective writing practices for business correspondence.

Coach Approach Style of Leadership
Live Online | $299
Inspire those you manage to achieve stronger performance with coaching principles to manage your team.

Design Thinking
Anytime Online | $79
Examine the benefits of design thinking and present strategies for generating innovative products, and creative ways to problem solve.

Digital Marketing Certificate
Anytime Online | $549
Gain fundamentals to eMarketing, including email promotions, analyzing website traffic, and search engine optimization.

Finance Essentials Certificate
Anytime Online | $399
Use finance and accounting tools to support informed decision making within your organization. Learn how to calculate key financial management indicators.

Logistics and Distribution Management
Anytime Online | $149
This course explains logistics management, inventory management, warehousing and distribution.

Managing Across Cultures
Live Online | $179
Leverage the global talent pool by practicing techniques for communicating across cultures and building teams.

Online Teaching Certificate
Anytime Online | $495
Cover the fundamentals of teaching online, and the most advanced tips in the business.

Real Estate Investing
Anytime Online | $99
Take the guesswork out of your investing efforts. Learn how to invest in foreclosures, alternative strategies for a changing marketing.

Supply Chain Management Basics
Anytime Online | $99
Get an introduction to the core concepts and components of supply chain management.
Gain the skills you need in order to implement and sustain your small business dreams. From getting your idea off the ground to accounting and financial management, these programs are designed to empower small business owners to become more knowledgeable and self-sufficient in day-to-day operations, as well as long-term goal setting and vision. These Small Business Management workshops help budding entrepreneurs fully realize their dreams of business ownership.

**Get Going with QuickBooks**
**Live Online | $179 per course**

**Introductory Level**
Oct. 18 and Oct. 25, 2021, Mondays, 6 to 9 p.m.

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

▶ Register online at [www.ccp.edu/get-QB](http://www.ccp.edu/get-QB)

**Intermediate Level**
Nov. 8 and Nov. 15, 2021, Mondays, 6 to 9 p.m.

Go beyond the basic concepts to discover QuickBooks’ useful features and applications. You will learn how to enter new, memorized transactions; customize forms; track sales tax; share files with an accountant; estimate job costing; create reports and graphs; and prepare payroll. This level is perfect for small business owners and bookkeepers seeking to optimize QuickBooks.

▶ Register online at [www.ccp.edu/keep-QB](http://www.ccp.edu/keep-QB)

**Mobile Food Management: Introduction to Food Truck Entrepreneurship**
**Live Online | $374**
Oct. 4 to Nov. 22, 2021, Mondays, 6 to 9 p.m.

Gain a fundamental guide through the steps of planning, owning and operating a food truck or cart. This course familiarizes you with the tools needed to formulate a food truck concept and turn it into a plan. The focus is on menu planning, truck/cart design and location, safety, federal/state/local regulations, licenses and permits, and managing and marketing techniques.

▶ Register online at [www.ccp.edu/MFM](http://www.ccp.edu/MFM)

“The Mobile Food program was an insightful and knowledgeable experience about an increasingly popular, yet often overlooked, part of the hospitality industry. I was able to narrow down numerous, broad and sometimes unrealistic ideas into one focused (hopefully), profitable business plan!”

— MICHAEL,
Mobile Food Management Program
MORE SMALL BUSINESS MANAGEMENT OPTIONS

Learn more about these anytime online courses at www.ccp.edu/professional.

Accounting and Finance for Non-financial Managers | $195

Cover the financial concepts and accounting processes used in most businesses. Lay the foundation for understanding the seven accounting cycle steps. Use financial information for decision making, analyzing resource allocation and evaluating financial performance.

Accounting Fundamentals | $99

Increase your financial awareness and accountability. Learn basic double-entry bookkeeping, financial transaction analysis and recording, fiscal period financial report preparation, accounts receivable/payable, payroll procedures, sales taxes, common banking activities, writing checks, preparing income statements, and closing out accounts for each fiscal period.

Social Media for Business Certificate | $495

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

SOFTWARE AND TECHNOLOGY

Our Software and Technology programs will teach you new ways to develop, organize, and share ideas and information digitally. From beginner and intermediate courses on Microsoft Office to more advanced programming languages like HTML, CSS, and Java, there is something for everyone. No matter what class you choose, one thing is for certain: understanding and being able to utilize prominent digital technologies will help your professional growth and ability to move toward future goals.

A+ Certification

Hybrid | $1,649 | Sept. 18 to Dec. 18, 2021
Saturdays, 8:30 a.m. to 12:30 p.m.

CompTIA A+ is a powerful credential that helps IT professionals worldwide ignite their careers. Explore the fundamentals of computer hardware and software, as well as advanced concepts. At program completion, you will be able to describe the internal components of a computer, assemble a computer system, install an operating system, and troubleshoot using system tools and diagnostic software.

Register online at www.ccp.edu/A-plus

Interested in bringing training on-site to your employees or offering cohort-based online training for your staff?

Learn more about our Contract Training, Corporate College and WEDnetPA programs today.

Contact Peggy Dugan at mdugan@ccp.edu for more information.
AutoCAD for Professionals I
Live Online | $469 | Oct. 2 to Nov. 20, 2021
Saturdays, 9 a.m. to 12 p.m.
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. Understand the basics of AutoCAD and learn these commands: basic drawing, redraw and regen, edit, coordinate systems, zooms and pans, layers, text, dimensioning, hatch, pline, pedit, view, viewpoint, blocks, and explode. You will produce prototype drawings to be plotted or printed. Class size is limited to afford you instructor input and assistance.
► Register online at www.ccp.edu/AutoCAD

Cisco CCNA Certificate Training
Anytime Online | $2,495
Becoming a Cisco® Certified Networking Associate (CCNA) proves your skills and knowledge in today’s IT networking technologies. If you are looking to advance your career as a network administrator, this online course will prepare you to take and pass the CCNA 220-301 exam, the top associate-level certification for IT professionals. Most businesses today need daily operation on their systems, making networking a high demand skill set. Each section will help you master certification-based topics for Cisco networking and provide networking solutions to real-world applications.
► Register online at www.ccp.edu/Cisco

CompTIA Security+
Asynchronous Online | $625
Sept. 27 to Nov. 21, 2021
Cybersecurity is a problem facing individuals, businesses and government at all levels. Organizations maintain a huge amount of confidential information, including intellectual property and critical infrastructures. These infrastructures and information require protection from the prying eyes of cyber intruders. This class will help you to acquire fundamental skills, training and certification to be a part of a team that is responsible for protecting the infrastructures.
► Register online at www.ccp.edu/Security-plus

CompTIA™ Certification Training: A+, Network+, Security+
Anytime Online | $3,995
The A+, Network+ and Security+ credentials are the best CompTIA certifications to have in order to jumpstart or advance your IT career. Nearly every organization that uses computers needs user and technology support. At the end of this training, you will also be proficient in basic cyber security concepts such as attacks and mitigation, security applications, risk assessment, disaster recovery and incident response, cloud computing, and mobile devices.
► Register online at www.ccp.edu/CompTIA
Microsoft Excel 2019 Courses  
In Person | $179 per course

**Basic**  
Sept. 18 and Sept. 25, 2021  
Saturdays, 9 a.m. to 12 p.m.

Excel can help you organize, calculate, analyze, revise, update and present your data to assist decision makers in your organization. This program will make these tasks much easier for you to accomplish, and in much less time. Gain a foundation for Excel knowledge and skills to become an expert in data manipulation.

► Register online at [www.ccp.edu/XB](http://www.ccp.edu/XB)

**Intermediate**  
Oct. 16 and Oct. 23, 2021  
Saturdays, 9 a.m. to 12 p.m.

The ability to analyze massive amounts of data, extract actionable information from it and present that information to decision makers can create a powerful competitive advantage in a complex market. Go beyond the basic and learn to create advanced workbooks that will deepen your organization’s business intelligence, including advanced formulas, organizing data into tables, harnessing the power of PivotTables and PivotCharts, and data filtering.

► Register online at [www.ccp.edu/XI](http://www.ccp.edu/XI)

**Advanced**  
Nov. 13 and Nov. 20, 2021  
Saturdays, 9 a.m. to 12 p.m.

Get the most of your Excel experience by learning advanced features—automating common tasks, auditing workbooks to avoid errors, sharing and analyzing data, and using Excel data in other applications. The ability to collaborate with colleagues, automate complex or repetitive tasks, and use conditional logic to construct and apply elaborate formulas and functions will put the full power of Excel at your fingertips.

► Register online at [www.ccp.edu/XA](http://www.ccp.edu/XA)

Microsoft Word 2019 Courses  
In Person | $179 per course

**Basic**  
Oct. 2 and Oct. 9, 2021  
Saturdays, 9 a.m. to 12 p.m.

Get acquainted with the Word user interface, creating a new document and finding help. Use this introduction to create, edit and format simple documents; add tables and lists, plus design elements and layout options; and proof documents. You will be able to customize the Word environment to better suit your individual work habits and learn additional methods of saving documents.

► Register online at [www.ccp.edu/WB](http://www.ccp.edu/WB)

**Intermediate**  
Oct. 30 and Nov. 6, 2021  
Saturdays, 9 a.m. to 12 p.m.

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

► Register online at [www.ccp.edu/WI](http://www.ccp.edu/WI)

**Advanced**  
Dec. 4 and Dec. 11, 2021  
Saturdays, 9 a.m. to 12 p.m.

Microsoft® Word enables you to do far more than simple word processing. Word includes advanced image manipulation tools, collaboration features, cross-referencing and linking tools, entry forms and data collection, security features, and tools to automate document production.

► Register online at [www.ccp.edu/WA](http://www.ccp.edu/WA)

Technical Writing Suite  
Anytime Online | $324

This suite of online courses will teach you the fundamentals of technical writing. Engage in best practices for turning complex information into simple content that’s easily accessible and sharable to the everyday reader. Learn how to translate technical writing conventions, interviewing skills, desktop publishing, formatting techniques and documentation management using Microsoft Word 2019/Office 365.

► Register online at [www.ccp.edu/TWS](http://www.ccp.edu/TWS)

Web Applications Developer Plus  
Anytime Online | $2,995

Master the fundamentals of web development and gain the skills to create dynamic, database-driven websites using the latest technologies. This program covers all the tools of the trade, from front-end development with HTML, CSS, and JavaScript to creating, styling, and validating forms. Interact with a database, auto-generate emails, and create registration and login pages using HTML forms, PHP, and SQL. By course completion, you will build and develop a web application from the ground up.

► Register online at [www.ccp.edu/web-dev](http://www.ccp.edu/web-dev)
MORE SOFTWARE AND TECHNOLOGY COURSES

Get additional details for these anytime online opportunities at www.ccp.edu/professional.

- **Amazon Web Services (AWS) Certified Cloud Practitioner** | $1,699
  Cover the fundamentals of cloud computing; learn about AWS core services, security and cost management.

- **Amazon Web Services (AWS) Certified Solutions Architect – Associate** | $1,699
  Gain in-depth knowledge needed to pass the AWS Solutions Architect Associate certification exam.

- **Coding Certificate** | $595
  Cover the basics of computer programming, HTML, CSS and various programming languages.

- **Cybersecurity Certificate** | $499
  Lessons on the critical elements of cybersecurity and foundational information about key certifications.

- **Graphic Design Software Essentials** | $545
  Use Adobe Illustrator, InDesign, and Photoshop to create illustrations, graphics, page layouts, and retouch existing digital artwork for print or web.

- **Understanding the Cloud** | $99
  Explore how the cloud (public, private and hybrid) works, what drives its growth and how you can use cloud services.

- **Web Design Certificate** | $595
  Plan, create and design effective websites/applications using HTML and CSS.

- **Wireless Networking** | $99
  Learn how wireless devices connect to networks and how to build a wireless network.

"We made a bold pivot that allowed us to keep all of our staff through 2020, and in 2021, we have hired five additional staff thus far. We have high hopes for the rest of 2021."

— Shannon Roche
10,000 Small Businesses Graduate
Crust Vegan Bakery
Philadelphia, Pennsylvania

Goldman Sachs 10,000 Small Businesses provides business education, support services and access to capital for growth-oriented entrepreneurs. Participants gain practical skills to take their business to the next level, with topics like financial statements, negotiations and marketing. Participants develop an actionable growth plan for the business with the help of business advisors and like-minded entrepreneurs.

The program is free for participants and delivered in partnership with academic institutions across the country. To date, Goldman Sachs 10,000 Small Businesses has served more than 10,000 businesses in all 50 states, Washington, D.C. and Puerto Rico.

Take your business to the next level.
Learn more about 10,000 Small Businesses in Philadelphia at 10KSBapply.com
Advance Your Career with the Diversity, Equity and Inclusion Institute Certificate

Become the leader that fosters supportive dialogue to create transformative change. Learn the universal in-demand skills needed to empower your team by building a diverse and inclusive work culture.

This certificate helps participants:

- Realize the benefits of diversity
- Increase their cultural knowledge and inclusion of different groups
- Become aware of unconscious bias
- Promote better teamwork

These workshops address issues that will help individuals understand themselves and encourage respectful dialogue. Organizations that embrace diversity promote better teamwork, motivate positive behaviors and encourage a respectful workplace to increase employee engagement.

See page 13 to learn more.

Register at www.ccp.edu/professional or email csinquiry@ccp.edu.