In-Demand Career Options:

• A+ Certificate
• Advanced Manufacturing
• AWS Cloud Computing
• Bookkeeping
• Dental Assisting
• Massage Therapy
• Nurse Aide
• Office Manager
• Personal Trainer
• Pharmacy Technician with Externship
• Small Business Training
• And More
At Community College of Philadelphia, Corporate Solutions offers a wide range of noncredit classes, certificate programs, online workshops and customized training to meet your business or individual professional development needs. Our goal is to provide targeted educational opportunities to Philadelphia residents in order to enrich their careers and build a stronger workforce for Philadelphia’s business community.

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

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

Call us today at 215-496-6158; email us at csinquiry@ccp.edu or visit us at www.ccp.edu/solutions to learn how Corporate Solutions can help you or your business.

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

Health Care and Wellness
Dental Assistant Training
Pharmacy Technician
Nurse Aide Training
Massage Therapy

Technical Training
Advanced Manufacturing
  • CNC Precision Machining
  • Electro-Mechanical
  • Welding
Gas Distribution Pipeline Mechanic

Professional Workplace Skills
Adobe Design Suite
Bookkeeping
Business Development
Call Center Training
Child Development Associate
Developing Your Executive Presence
Grant Writing
Mobile Food Management
Office Manager
Professional Supervisor
QuickBooks
Social Media Management

Explore all of our professional development opportunities:

www.ccp.edu/solutions
csinquiry@ccp.edu
215-496-6158

facebook.com/CorporateSolutionsCCP
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Customized Corporate Training for Your Workforce

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

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

For more details on customized employee training options, with a free initial consultation, call 215-496-6155 or email mdugan@ccp.edu.
Take Advantage of WEDnetPA’s Grant Training Program for Your Company

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

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

Go to www.wednetpa.com, call 215-496-6155 or email mdugan@ccp.edu.
Classroom

“This was an awesome experience! I received great exposure to the dental assisting field. Ms. Parker did a wonderful job managing the program and preparing the students for the DANB exams and entry level employment as a dental assistant.”

Niatimani, Dental Assisting Program

National Entry-Level Dental Assistant Program with Externship

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

Prepare to sit for three components of the Dental Assisting National Board Exams (DANB) as well as all three National Entry Level Dental Assisting (NELDA) Certification components: Radiation Health and Safety Examination (RHS); Infection Control (ICE); and Anatomy, Morphology and Physiology (AMP). The DANB exams are administered at Pearson Vue Centers and are not included in the cost of this program.

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

Program Requirements: You must hold a high school diploma or GED; have a general physical examination and a two-step test for tuberculosis; undergo a criminal background check; complete a child abuse history clearance; and have current CPR certification.

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

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

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

SUBJ/CRSE # HEAL B9080
CRN # 70151
Location: Dental Clinic
Saturdays, Jan. 19 – April 27, 2019; 8 a.m-4:30 p.m.
(No class Saturday, March 9)

Nurse Aide Classes now offered at the Main Campus and the West Regional Center at 48th and Chestnut streets. For more information, visit ccp.edu/nurseaide.
Health Care and Wellness

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

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

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

SUBJ/CRSE # HEAL/B9078
CRN # 70152
Location: CBI, Room C1-14
Classroom/Lecture: Saturdays, Jan. 19 – March 23, 2019
8 a.m.-4:30 p.m.
Clinical: Saturdays & Sundays, March 30 – April 20, 2019
6:30 a.m.-3 p.m. (No class March 9)
Review and Final Exam: Saturday, April 27, 2019;
8 a.m.-12 p.m.

—or—

SUBJ/CRSE # HEAL/B9078
CRN # 80098
Location: CBI, Room C1-14
Classroom/Lecture: Tues., Weds., Thurs., May 7 – June 12, 2019; 5:30-9:45 p.m.
Clinical: Tues., Weds., Thurs., June 13 – July 16, 2019
5:30-9:45 p.m.
Review and Final Exam: July 17, 2019,
5:30-9:45 p.m.
(No class July 4)

—or—

SUBJ/CRSE # HEAL/B9078
CRN # 70451
Location: WERC, Room 104
Classroom/Lecture: Mon. – Thurs., March 18 – April 1, 2019;
8 a.m.-4:30 p.m.
Clinical: Mon. – Thurs., April 2 – 11, 2019
6:30 a.m.-3 p.m.
Review and Final Exam: Mon., April 15, 2019
8 a.m.-12 p.m.

—or—

Coming Spring 2019 – Massage Therapy Training Program

Gain Skills for a new CAREER in less than 12 months!

Are you looking for a new career where you can help people in a meaningful way? The therapeutic benefits of massage therapy and bodywork are widely recognized. Documentation on the effects of massage show that it improves circulation, and can help heal sports injuries, alleviate stress, headaches and other aches and pains. Licensed Massage Therapists from accredited schools have their choice of career paths practicing in spas, resorts, health clubs, on cruise ships, with athletic programs and professional sports teams, or in holistic clinics, wellness centers, hospitals and in private practice.

This 600-hour training program will begin in Spring 2019. Visit www.ccp.edu/massagetherapy or email csinquiry@ccp.edu for more information and class details.
Personal Trainer Certification
Making a career move or seeking knowledge about physical upkeep? Become a certified personal trainer. This challenging five-week class enhances retention and skill competency in preparation for the National Exam held on the sixth week. Fifteen lecture hours cover anatomy, exercise physiology, nutrition, health screening and more, while 15 additional hours of “hands on” practical training prepare you to work one-on-one with clients. Look forward to networking with potential employers as you complete the necessary levels of certification.


30 hours; Fee: $734
(Tuition: $699; Gym Fee: $35)

Northeast and Center City options:
SUBJ/CRSE # HEAL/B9063
CRN # 70068
Location: NERC, Room 330
Saturdays, Feb. 2 – March 2, 2019
9 a.m.-4 p.m.
(March 16—Exam) (No class March 9)
—or—
SUBJ/CRSE # HEAL/B9063
CRN # 70024
Location: CBI, Room C1-16
Saturdays, March 16 – April 13, 2019
9 a.m.-4 p.m.
(April 27—Exam) (No class April 20)

“The Personal Trainer program was very informative and exceeded my expectations. The instructor was knowledgeable and prepared. He provided the class with the necessary tools to enter the fitness industry.”

Jamil, Personal Trainer Certification Program

Complete the Program in 11 Weeks

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

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

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

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

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

Learn more
Visit www.ccp.edu/pipeline or contact Bryan Burns at 215-496-6125 or bburns@ccp.edu.
Pharmacy Technician Training with Externship
Assist pharmacists in filling prescriptions in pharmacy settings including hospital, community, home infusion and mail order pharmacies. Content includes all activities involved in preparing prescriptions, dose calculations, IV flow rates and medication action/reaction. An extensive review of basic mathematics for pharmacy use, plus reimbursement, billing and inventory control is also included.

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

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

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

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

SUBJ/CRSE # PHAR/B8002
CRN # 70153
Location: CBI, Room C1-15
Tuesdays/Thursdays
Feb. 5 – March 26, 2019; 5:30-9 p.m.
and March 28, 5:30-8 p.m. and April 2, 5:30–7:30 p.m.
(No class March 5 or 7)

SUBJ/CRSE # PHAR/B8002
CRN # 80047
Location: NERC, Room 330
Tuesdays/Thursdays
May 14 – June 20, 2019; 5:30-9 p.m.
and June 25 & 27, 5:30–9:30 p.m.

Pharmacy Technician Certification Exam Review
Prepare yourself for certification as a Pharmacy Technician by taking the Pharmacy Technician Certification Board’s (PTCB) Pharmacy Technician Exam (PTCE) review class. Review the fundamentals of pharmacy technician practices and pharmacy math. The review session helps answer your questions about the material and improve your overall confidence in preparing for the exam.

4 hours; Fee: $125

SUBJ/CRSE # PHAR B8003
CRN # 70452
Location: CBI, Room C1-15
Wednesday, April 10, 2019; 5:30–9:30 p.m.

Online

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

$495 | www.ccp.edu/solutions/ugotclass

End of Life Care
End-of-life care presents health care professionals (as well as patients and family members) with many challenges and dilemmas. 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. The certificate in end-of-life issues represents a specialization in the field of caring for those who are experiencing a terminal illness. It is designed to enhance the knowledge and skills of individuals who work with dying patients by providing a multidisciplinary educational experience.

$99 | www.ccp.edu/solutions/ed2go
Food, Nutrition and Health Certificate
Gain a holistic overview of current food and nutrition issues and their impact on physical, social, emotional and spiritual health. You will examine topics like the impact of obesity on health, how to improve health by swapping processed sugar for other sweeteners, and the health benefits of probiotics and herbs. This certificate is designed for individuals working in the health care field and those interested in the topic.

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

$99 | www.ccp.edu/solutions/ed2go

ICD-10 Medical Coding
ICD-10 is an upgraded diagnostic and procedural medical coding system. This online program offers you comprehensive, robust training using the ICD-10-CM (diagnostic) and ICD-10-PCS (procedural) coding manuals. You will find information on the impact of the coding changes on medical coders, health care staff, physicians, software systems, documentation and information technology.

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

$1,795 | www.ccp.edu/solutions/gatlin

Medical Terminology: A Word Association Approach
Learn medical terminology from an anatomical approach. Root terms are divided by each body system. The origin, a combined form and an example of non-medical everyday usage, is provided for each root term. Word association becomes a learning tool. Unusual/interesting information is provided for each term. Root terms are combined with prefixes and suffixes as you learn to interpret full paragraphs of medical notes.

$99 | www.ccp.edu/solutions/ed2go

Mind Body Therapy Bundle
Students interested in advancing in their health care professional career or new to pursuing energy medicine will learn how to incorporate energy healing with different health care methods. This program is comprised of the Certificate in Energy training (10 hours), Certificate in Meditation, Certificate in Mindfulness (8 hours) and the Certificate in Stress Management (14 hours.)

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

$249 | www.ccp.edu/solutions/ed2go

Spanish for Medical Professionals
Struggling to communicate with Spanish-speaking patients? Here, basic tools to bridge the language gap will encompass entertaining games and stories that help you learn medical Spanish and appreciate Latin American culture. You will learn simple words for everyday topics and conversational phrases, along with how to bring up important discussion points such as pain, insurance coverage and diet/treatment.

$99 | www.ccp.edu/solutions/ed2go

Health Care and Wellness
Register early to confirm your seat!

Online registration is available at www.ccp.edu/professional.

Have questions about a class? Call 215-496-6158, email csinquiry@ccp.edu, or visit the Corporate Solutions office in the Center for Business and Industry at 18th and Callowhill Streets, Suite C1-9.
Get on the Path to a Career and Earn Credits toward a Degree with these Short Term Proficiency Certificate Programs

Academic proficiency certificate programs are designed to pave the path to a new career or to earn credits towards an associate degree. You may be eligible for financial aid for proficiency certificates consisting of 16 or more credits. Learn more about these proficiency certificates at www.ccp.edu/academic-offerings/all-offerings.

Complete an admissions application at www.ccp.edu/admission to get started.

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

Career options include:
Medical Equipment Repairer
Salary information: $26/hour

Medical Insurance Billing Proficiency Certificate
Medical Insurance Billing Specialists prepare, submit and/or process insurance claims for doctors’ offices, hospitals, extended care facilities, diagnostic centers, insurance companies and other health-related facilities.

Career options include:
Data Entry
Insurance Policy Processing Clerk
Salary information: $15-$20/hour

Ophthalmic Technician Proficiency Certificate
Learn to provide patient care by performing many eye and vision-related clinical functions. Ophthalmic Technicians work closely with optometrists or ophthalmologists to take patient histories, perform eye and vision examinations, and perform clinical administrative duties. At certificate completion, you will have the skills necessary to perform ophthalmic procedures, process insurance claims, and calibrate and maintain ophthalmic equipment and instrumentation in an office, clinic or lab setting.

Career options include:
Ophthalmic Medical Technologist
Salary information: $20/hour

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

Career options include:
Patient Service Representative
Patient Relations Specialist
Salary information: $15-20/hour

For more information about these programs, contact the Division of Math, Science and Health Careers at 215-751-8430.

Social and Human Service Assistant Proficiency Certificate
This certificate familiarizes you with community resources, crisis intervention strategies and how to formulate and write specific goals emphasizing a care planning continuum model. Learn about working with diverse groups in various human service settings and with groups using skill sets such as assessing readiness, identifying key challenges, establishing goals and taking specific action steps. For more information about this program, contact the Division of Liberal Studies at 215-751-8450.

Career options include:
Social & Human Service Assistants
Community Health Worker
Salary information: $14-$18/hour

Salary Source: EMSI Data
Classroom

Advanced Manufacturing
Despite growth in the manufacturing industry, the National Association of Manufacturers reports a significant challenge of finding and retaining qualified workers. Community College of Philadelphia offers three technical skills training programs that prepare you for a career in advanced manufacturing with entry-level wages ranging from $18-$22 per hour: Welding, CNC Precision Machining and Electro-Mechanical Technology (Industrial Maintenance).

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

45 hours; Fee: $530 (Tuition: $450; Text: $80)
SUBJ/CRSE # TECN/B7110  
CRN: 70453  
Location: CBI, Room C1-15  
Mondays, Jan. 14 – May 6, 2019  
6-9 p.m. (No class Jan. 21 or March 4)

CNC Precision Machining
Learn the fundamental precision machining and production skills necessary to compete for an entry-level position in a working machine shop environment, plus the machine tool technology to successfully advance to a higher-level machining program. CNC Machinists work in teams to efficiently convert raw materials into durable goods using computer numerically controlled machines (CNC). Their skills range from knowing the materials being cut to employing the sophisticated program used to control the machine via computers.

210 hours; Fee: $4,200 (Tuition: $3,900; Material: $300)
SUBJ/CRSE # ADVM/B7001  
CRN: 70454  
Location: WERC, Room: 101 & 102  
Monday - Thursday, Jan. 22 – April 10, 2019; 4-9 p.m.  
(No class March 4–7)

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

Students completing the training modules 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. (Note: The cost for certification is not included in the training.)
Technical Training

(Electro-Mechanical Technology continued)

The eight modules within the Electro-Mechanical program run sequentially beginning in January.

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

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

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

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

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

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

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

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

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

**Pneumatics 1**
Learn the principles and applications of the most commonly found pneumatic components in an industrial manufacturing environment. Topics include gas laws, pneumatic components and circuits through an intermediate level along with related construction and troubleshooting techniques.

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

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

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

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

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

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

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

SUBJ/CRSE # ADVM/B7036
Location: CBI, Room C2-18
Monday – Thursday, 4-9 p.m.
**Introduction to Programmable Logic Controllers**

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

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

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

**Introduction to Robotics**

With the FESTO Robot System, students will learn the programming and operation of industrial style robots. This course is taught using a combination of curriculum and hands-on experience gained by working with the Robot System. Students learn how to create automated work cells using a precision-built articulated-arm robot. This class represents the initial phase of understanding the use of automation and handling in manufacturing.

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

SUBJ/CRSE # ADVM B7043
Location: CBI, Room C2-18
Monday – Thursday, 4-9 p.m.

**Shop Mathematics: Math for Occupational Technologies**

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

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

SUBJ/CRSE # TECN/B7109
CRN # 70456
Location: CBI, TBD
Wednesdays, Jan. 16 – May 1, 2019  
6-9 p.m. (No class March 6)

**Welding**

Program content meets the welding standards established by the National Center for Construction Education & 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.

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

SUBJ/CRSE # ADVM/B7026/B7027
CRN # 70459 & 80366
Location: Ben Franklin High School, Center for Advanced Manufacturing, 550 N. Broad Street  
Monday – Thursday, Feb. 4 – April 30, 2019 (Part 1); 4-9 p.m.  
and May 6 – 29, 2019 (Part 2); 4-9 p.m.  
(No class Feb. 18, April 18 & 22, May 14 & 27, 2019)

“*The Electro-Mechanical program has exposed me to new technology and furthered my understanding of it. I am now familiar with machinery that is used to build many of the structures around the world.*”

Robert,  
Science Technician, City of Philadelphia Health  
Department Electro-Mechanical Technology Program
PennDOT Automotive Services

Emissions Inspector Certification (EIC)
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; a computer-based test and hands-on tactile. 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, PennDot requires that you register online at www.patrainingportal.com prior to the first day of class.

10 hours; Fee: $199

SUBJ/CRSE # OSHA/B7000
CRN # 70461
Location: CBI, Room C1-17
Thursday & Friday, March 21 & 22, 2019
8:30 a.m.-2 p.m.

8 hours; Fee: $175

SUBJ/CRSE # TRAN/B8044
CRN # 70462
Location: CBI, C2-16
Thursday & Friday, April 25 & 26, 2019
8:30 a.m.-2 p.m.

Technical Training

OSHA Training

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

10 hours; Fee: $199

SUBJ/CRSE # OSHA/B7000
CRN # 70461
Location: CBI, Room C1-17
Thursday & Friday, March 21 & 22, 2019
8:30 a.m.-2 p.m.

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

10 hours; Fee: $199

SUBJ/CRSE # OSHA/B7001
CRN # 70462
Location: CBI, Room C1-17
Thursday & Friday, April 25 & 26, 2019
8:30 a.m.-2 p.m.

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

Treva,
Mechanic, Back 2 New 2 Automotive Repair and Collision Center
Technical Training

**Safety Inspection Mechanic Training Certification**
This PennDOT workshop instructs you to inspect motor vehicles under the Vehicle Equipment and Inspection Regulations.

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

SUBJ/CRSE # TRAN/B8042  
Location: WERC, Auto Tech Bldg.

This class is offered Tuesday and Thursday from 6-10 p.m. on the following dates:

- CRN # 70294  Jan. 15 – 22, 2019  
- CRN # 70463  Feb. 12 – 19, 2019  
- CRN # 70464  March 19 – 26, 2019  
- CRN # 70465  April 16 – 3, 2019  
- CRN # 80064  May 14 – 21, 2019  
- CRN # 80258  June 11 – 18, 2019  
- CRN # 80067  July 16 – 23, 2019  
- CRN # 80284  Aug. 13 – 20, 2019

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

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

1 hour; Fee: $40

Location: WERC  
By appointment only, call 215-496-6158.

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

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

2 hours; Fee: $30

SUBJ/CRSE # TRAN/B8043  
Location: CBI, Room C1-17

This class is offered Wednesdays from 6-8 p.m. on the following dates:

- CRN # 70466  Feb. 6, 2019  
- CRN # 70467  April 24, 2019  
- CRN # 80356  June 26, 2019  
- CRN # 80357  Aug. 21, 2019

**Commercial Driver’s License (CDL Class A) – Tractor-trailer driving training**

This certificate program will prepare you for a career in tractor-trailer driving, allowing you to drive both Class A and Class B vehicles. Students receive 55 hours or more of actual drive time and 105 hours of hands-on lab time and classroom studies. AAA School administers the CDL test on-site with the school’s vehicles.

**Note:** This training is provided through a third-party. (Includes CDL Class A Testing on Site by AAA School.)

160 hours (4 weeks): $5,500

Contact Michele at 215-496-6158 or mclaybrooklucas@ccp.edu to learn more about the CDL program.
Professional Workplace Skills

Classroom

**Bookkeeping**
Understanding basic accounting principles and maintaining accurate financial records is 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.

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

SUBJ/CRSE # ACCO/B7600  
CRN # 70468  
Location: CBI, Room C1-15  
Mondays, Jan. 28 – April 22, 2019; 5:30–9 p.m.  
and April 29, 2019; 5:30–8:30 p.m.  
(No class March 4)

**Business Writing that Works**
To write well at all levels of an organization, you must recognize and correct problems, avoid redundancies and define your communication goals. Through group discussion and exercises, this course will highlight writing effective and thorough business correspondence.

12 hours; Fee: $249

SUBJ/CRSE # COMM/B7530  
CRN # 70469  
Location: CBI, Room C1-15  
Wednesdays, Jan. 30 – Feb. 20, 2019  
6-9 p.m.

SUBJ/CRSE # COMM/B7530  
CRN # 70470  
Location: NERC, Room 330  
Fridays, April 19 & 26, 2019  
9 a.m.-4 p.m.

“*This class was extremely informative and well taught. Mr. Real has an incredible ability to breakdown the instructions to every problem or question.*”  

_Betsy, Bookkeeping Program_

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

18 hours; Fee: $324

SUBJ/CRSE # MANG/B9665  
CRN # 70471  
Location: CBI, Room C1-17  
Mondays, March 18 – April 1, 2019  
9 a.m.-4 p.m.

**Change Management: Change and How to Deal with It**
Change is an opportunity for growth. We can take concrete steps to make change more palatable by understanding people’s hesitation, enlisting the help of others, setting up plans, and managing stressors. You will learn how to manage and cope with the stressors of change and learn how to help those around you.

6 hours; Fee: $179

SUBJ/CRSE # MANG/ B9711  
CRN: 70472  
Location: CBI, C1-17  
Friday, Feb. 8, 2019  
9 a.m.-4 p.m.
Conflict Resolution: Getting Along in the Workplace
Conflict is a necessary part of our personal growth and development, and if channeled correctly, can strengthen our professional relationships. This workshop will give you the tools that will help to resolve conflict successfully and produce a win-win outcome.

12 hours; Fee: $249
SUBJ/CRSE # MANG/B9713
CRN # 70473
Location: CBI, C1-15
Fridays, Feb. 22 & March 1, 2019
9 a.m.–4 p.m.

Developing Your Executive Presence
If you are interested in fine-tuning your executive presence, this workshop is for you. Learn how to build credibility, improve your professional appearance, hone your networking skills and enhance your ability to communicate effectively. You will also receive an introduction to core leadership skills.

6 hours; Fee: $179
SUBJ/CRSE # MANG/B9706
CRN # 70474
Location: CBI, Room C1-17
Friday, April 5, 2019
9 a.m.-4 p.m.

Diversity Training – Celebrating Diversity in the Workplace
More than ever, the workplace is a diverse collection of individuals proud of who they are: their gender, their sexual orientation, their religion, their ethnic background, and all the other components that make an individual unique. One of the challenges for workplace leaders is how to help these diverse individuals work as a team. This workshop will give you ways to celebrate diversity in the workplace while bringing individuals together.

6 hours; Fee: $179
SUBJ/CRSE # MANG/B9668
CRN: 70475
Location # CBI, C1-17
Wednesday, March 27, 2019
9 a.m.-4 p.m.

Facilitation Skills
With its focus on asking rather than telling, and listening to build consensus, facilitation is the new leadership ideal. Managers and supervisors are often asked to facilitate rather than manage their meetings and training sessions, and this workshop has been created to make core facilitation skills better understood and readily available for your organization.

12 hours; Fee: $249
SUBJ/CRSE # MANG/B9710
CRN # 70536
Location: CBI, C1-16
Thursday, April 18 & 25, 2019; 9 a.m.–4 p.m.

Grant Writing for Profit and Nonprofit Entities
Learn to prepare a successful proposal for funding your organization as per the requirements of private foundations, public agencies and other funding sources. Prepare budget forms, grant applications and identify productive Internet search sites for funding resources. Get hands-on experience in writing readable, competitive proposals to both profit and nonprofit sectors.

24 hours; Fee: $349
SUBJ/CRSE # MANG/B9647
CRN # 70056
Location: CBI, Room C1-15
Wednesdays, Feb. 20 – April 17, 2019
6-9 p.m.

Human Resources for the Non-HR Manager
It is inevitable that managers and supervisors be expected to deal with some human resource issues. You may be asked to take part in developing job descriptions, take part in interviews, or take responsibility for discipline. Learn about the hiring process and other additional areas that may arise after the hiring.

18 hours; Fee: $324
SUBJ/CRSE # MANG/B9712
CRN # 70476
Location: CBI, C1-15
Fridays, April 19 – May 3, 2019; 9 a.m.-4 p.m.

Community College of Philadelphia 15
Professional Workplace Skills

**Office Manager Certificate**
This program focuses on the changing office environment, building critical communication skills, polishing key financial skills, managing work/life balance and planning a career path. Program design is based on standards established by the Accounting Training Unlimited (ATU) for the nationally recognized Certified Office Manager (COM) exam.

45 hours; Fee: $699
(Tuition: $599; Text: $100)

SUBJ/CRSE # MANG/ B9714
CRN # 70477
Location: CBI, C1-17
Wednesdays, Jan. 30 – April 24, 2019
5:30–9 p.m.
and May 1, 2019, 5:30–8:30 p.m.

**Child Development Associate**

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

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

**Who should attend:** Child care workers currently employed in a licensed Department of Human Services daycare center.

For additional information and specific class details, email CDA@CCP.edu or call Bryan Burns at 215-496-6125.

**Public Speaking:**
**Presentation Survival Skills**
This course will help you master the skills that make you a better speaker/presenter; learn to establish rapport with your audience; study techniques for reducing nervousness; and prepare, practice and deliver a short presentation.

12 hours; Fee: $249

SUBJ/CRSE # COMM/B7533
CRN # 70479
Location: CBI, Room C1-17
Tuesdays, April 2 – 23, 2019
6-9 p.m.

**The Professional Supervisor Certificate**
Promotion must be supplemented by adequate formal training for complicated new roles, responsibilities, challenges and expectations. Start off right by learning the needed groundwork for adapting to your new role. Overcome many problems a new supervisor encounters by learning skills for effective supervision.

18 hours; Fee: $324

SUBJ/CRSE # MANG B9678
CRN # 70307
Location: NERC, Room 330
Thursdays, Feb. 14 – 28, 2019
9 a.m.-4 p.m.

“Program introduced me to the tools and vocabulary that will make managing feel more natural.”

Suzanna, Landscape Architect

Professional Supervisor Certificate
Professional Coaching Certificate

Life and Success Coaching is a rapidly growing field of personal development. This certificate program provides you the tools and techniques for acquiring foundational coaching competencies, developing coaching models and understanding the personal change process.

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

6 hours; Fee: $199

SUBJ/CRSE # MANG/B9631
CRN # 70034
Location: CBI, Room C1-17
Wednesday, May 8, 2019
9 a.m.-4 p.m.

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

6 hours; Fee: $199

SUBJ/CRSE # MANG/B9629
CRN #80084
Location: CBI, Room C1-17
Wednesday, May 15, 2019
9 a.m.-4 p.m.

“Mr. Cox is an outstanding and respectful instructor. He was well prepared, enthusiastic, and presented the material in an engaging manner. I highly recommend this Professional Coaching series.”

Jen, Professional Coaching Certificate

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

This workshop provides the fundamentals of owning and operating a food truck or cart. Navigating marketing techniques, safety, licensing, case studies, field trips and established food truck businesses will aid you in designing your own mobile food unit.


24 hours; Fee: $374

SUBJ/CRSE # HMTP/B8009
CRN # 70480
Location: PAV, Room P2-18
Wednesdays, Feb. 13 – April 10, 2019
6-9 p.m.
(No class March 6)
—or—
SUBJ/CRSE # HMTP/B8009
CRN # 80358
Location: PAV, Room P2-18
Wednesdays, May 15 – June 19
6-9:30 p.m.
and June 26, 6 – 9 p.m.

Transformational Coaching
Here is a coaching model based on the belief that all people possess qualities of greatness. Learn techniques for effecting change to help each individual lead a more meaningful life.

6 hours; Fee: $199

SUBJ/CRSE # MANG/B9630
CRN # 80085
Location: CBI, Room C1-17
Wednesday, May 22, 2019
9 a.m.-4 p.m.
ServSafe Food Protection Management

ServSafe Food Protection Manager Certification

ServSafe is a comprehensive, internationally recognized workshop for food handlers, leading to the Food Establishment Personnel Food Safety certification required by the health departments in Philadelphia, Montgomery and Chester counties. The City of Philadelphia requires that every eating establishment have at least one food safety-certified person on staff. Successful completion of this National Restaurant Association workshop and exam qualifies you for the City’s certificate.

15 hours; 1 hour Exam
Fee: $225
(Tuition: $157, Text: $68)
Location: CBI, Room C1-15
Time: 6-10 p.m. Weekdays
8 a.m.-4:30 p.m. Saturdays

This class is offered on the following dates and times:

CRN # 70481  S  Feb. 2 & 9, 2019
CRN # 70482  T/R  April 9 – 18, 2019
CRN # 80165  M/W  May 13 & 22, 2019

Train to become a Licensed Real Estate Professional

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

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

Visit www.ccp.edu/solutions/careerwebschool for a complete course list, descriptions and online registration.

ServSafe Food Protection Manager One-Day

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.

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

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

SUBJ/CRSE # SERV/B9001
Location: CBI, Room C1-15 | NERC, Room 330*

This class is offered Mondays from 8 a.m.-4:30 p.m. on the following dates:

CRN # 70048  Jan. 28, 2019
CRN # 70158  Feb. 25, 2019
CRN # 70310  March 25, 2019
CRN # 70311  April 29, 2019
CRN # 80018  May 20, 2019 *(NERC)
CRN # 80262  June 10, 2019
CRN # 80263  July 15, 2019
CRN # 80034  Aug. 12, 2019

ServSafe Food Safety Examination Retest

Students who have not passed the Food Protection Manager examination may retake it by calling 215-496-6158 to schedule a retest and formally register.

1 hour; Fee: $62
Time: Wednesday or Thursday 9-10 p.m.; Saturday or Monday, 3:30-4:30 p.m.

This class is offered on the following dates and times:

CRN # 70313  M  Jan. 28, 2019
CRN # 70401  S  Feb. 9, 2019
CRN # 70483  M  March 25, 2019
CRN # 70484  R  April 18, 2019
CRN # 80033  W  May 22, 2019
CRN # 80168  M  June 10, 2019
CRN # 80264  M  July 15, 2019
CRN # 70484  M  Aug. 12, 2019
Social Media Management Certificate
Whether you are new to social media, an executive, manager or an entry-level employee, the Social Media Management Certificate includes everything you need to know to get up to speed on social media management strategy and tactics. Update your professional skills for today’s digital job market.

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

Certificate Requirements: Successful completion of the four workshops below.

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

6 hours; Fee: $179

SUBJ/CRSE # COMM/B7551
CRN # 70485
Location: CBI, Room C1-16
Thursdays, Jan. 24 & Jan. 31, 2019
6–9 p.m.

—or—

SUBJ/CRSE # COMM/B7551
CRN # 70486
Location: NERC, Room 330
Mondays, Feb. 18 & 25, 2019
6–9 p.m.

Creating a Social Media Plan for your Brand
Hone the skills necessary that keep your online content consistent and captivating. Join us to learn the key components of an effective social media strategy, how to generate leads online and how to manage your social media with a minimal amount of time.

12 hours; Fee: $249

SUBJ/CRSE # COMM/B7558
CRN # 70487
Location: CBI, Room C1-16
Thursdays, Feb. 7–28, 2019; 6–9 p.m.
Developing a Successful Facebook Ad Campaign
By improving your skills in Facebook advertising, you will increase your value to your organization, and a potential to increase sales and business opportunities. This workshop will show you the formula for writing effective ads and how to master Facebook’s advertising system, free of novice errors that could impede your sales.

12 hours; Fee: $249

SUBJ/CRSE # COMM/B7557
CRN #70488
Location: CBI, Room C1-16
Thursdays, March 14 – April 4, 2019
6-9 p.m.

Northeast Regional Center:
SUBJ/CRSE # COMM/B7551
CRN # 80359
Thursdays, May 13 – June 10, 2019
6-9 p.m.
(No class May 27)

Marketing on Social Media
Learn to develop a social media marketing plan as a part of your overall marketing strategy, determine who should be on your team, and choose how best to measure this online activity. Also, explore major social media sites and examine how specialty sites and social media management tools can elevate your social media marketing.

12 hours; Fee: $249

SUBJ/CRSE # COMM/B7550
CRN #70489
Location: CBI, Room C1-16
Thursdays, April 11 – May 2, 2019
6-9 p.m.

Time Management: Get Organized for Peak Performance
There is a myriad of methods to help you stay on top of deadlines. In this workshop, learn how to prioritize your time by getting a grip on your workflow and office space, using your planner effectively and delegating work to others.

6 hours; Fee: $179

SUBJ/CRSE # MANG B9673
CRN # 70490
Location: CBI, Room C1-16
Mondays, April 15 & 22, 2019
6-9 p.m.

Online

Data Analytics Certificate
This certificate, providing an overview of topics in statistics and their applications in many fields, presents the basics of quantitative analysis and its increasing use in today's professional landscape.

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
• Making recommendations based on analytics

$399 | www.ccp.edu/solutions/mindedge

Finance Essentials Certificate
Familiarize yourself with the essentials of finance. Learn how to calculate key financial management indicators; assess your organization’s financial health by reviewing balance sheets, income statements and cash flow statements; and use finance and accounting tools to support informed decision-making within your organization.

$399 | www.ccp.edu/solutions/mindedge
Professional Workplace Skills

Foundations of Supply Chain Management
Supply Chain Management is on the radar for C-Level executives as both a competitive threat and opportunity. Do you have a strategy for your supply chain? Do you know and understand the decisions and tradeoffs you have to make? Upon completion of this course you will not only understand how to achieve the above, you will have a completed plan created for your own supply chain.

$245 | www.ccp.edu/solutions/ugotclass

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

$399 | www.ccp.edu/solutions/mindedge

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

$245 | www.ccp.edu/solutions/ugotclass

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

$699 | www.ccp.edu/solutions/mindedge

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

$195 | www.ccp.edu/solutions/ugotclass

Project Management Program Exam Prep Course
This completely online and self-paced program builds successful project managers at all levels of the organization. It provides a comprehensive preparation for the Project Management Professional (PMP)® certification exam including exam-taking tips, 12 comprehensive module quizzes, five process group tests, and two full-length, 200-question practice exams covering the areas of interest from A Guide to the Project Management Body of Knowledge (PMBOK® Guide).

$699 | www.ccp.edu/solutions/mindedge

Real Estate Investing
Specially designed worksheets and hands-on activities take the guesswork out of your investing efforts. Plan your own investing efforts based on your personality and investing objectives. Learn the proven methods used by full-time, professional real estate investors, plus how to invest in foreclosures, manage rehab projects and build your team. Explore the effects of higher interest rates and alternative strategies in a changing market. At workshop conclusion, you will be working toward your first (or next) deal.

$99 | www.ccp.edu/solutions/ed2go
Get on the Path to a Career and Earn Credits toward a Degree with these Short Term Proficiency Certificate Programs

Academic proficiency certificate programs are designed to pave the path to a new career or to earn credits towards an associate degree. You may be eligible for financial aid for proficiency certificates consisting of 16 or more credits. Learn more about these proficiency certificates at www.ccp.edu/academic-offerings/all-offerings.

Complete an admissions application at www.ccp.edu/admission to get started.

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

**Career options include:**
Bookkeeping, Accounting and Auditing Clerk
Tax Preparer

**Salary information:** $19-$35/hour

**Automotive Service Proficiency Certificate**
Enter the automotive technology field with a set of core skills. Learn how to diagnose and repair an automotive braking system, including anti-lock braking concerns; repair and align automotive steering and suspension systems using Hunter alignment equipment; and analyze an electrical fault using a wiring schematic in order to repair the electrical system.

**Career options include:**
Maintenance and Repair Worker, General
Transportation Vehicle, Equipment and Systems Inspector

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

**Culinary Arts Proficiency Certificate**
Get a start in the city’s growing hospitality industry. Learn about food preparation, baking, menu planning, food safety and related skills required for possible entry-level employment as a food industry cook. In addition, enjoy access to experienced faculty providing hands-on culinary instruction in state-of-the-art kitchens and classrooms. Upon completion, apply these courses to the Culinary Arts Associate in Applied Science degree.

**Career options include:**
Food Server, Baker, Barista

**Salary information:** $9-$25/hour

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

**Career options include:**
Online Merchant, Supply Chain Manager

**Salary information:** $35-$43/hour

For more information about these programs, contact the division of Business and Technology at 215-751-8785.

**Paralegal Studies Proficiency Certificate**
This American Bar Association-approved certificate provides students who have earned an A.A., A.S. or bachelor’s degree from an institution accredited by a regional member of the Commission of Higher Education with the skills and knowledge required to work as entry-level paralegals.

For more information about this program, contact the Division of Liberal Studies at 215-751-8450.

**Career options include:**
Title Examiner, Abstractor and Searcher
Paralegal and Legal Assistant

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

**Salary Source:** EMSI Data
Classroom

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

6 hours; Fee: $179

SUBJ/CURSE # COMM/B7551
CRN # 70485
Location: CBI, Room C1-16
Thursdays, Jan. 24 & Jan. 31, 2019; 6-9 p.m.

—or—

SUBJ/CURSE # COMM/B7551
CRN # 70486
Location: NERC, Room 330
Mondays, Feb. 18 & 25, 2019; 6-9 p.m.

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

6 hours; Fee: $179

SUBJ/CURSE # MANG/B9699
CRN # 70491
Location: NERC, Room 330
Thursdays, March 21 & 28, 2019
6-9 p.m.

Developing a Successful Facebook Ad Campaign
Without smart digital advertising, businesses fall short of networking and business opportunities. Right now, Facebook advertising is the best opportunity online to reach your target audience at the fraction of the cost of TV, newspaper, magazines, and other digital marketing activities. This workshop will show you the formula for writing effective ads and how to master Facebook's advertising system, free of novice errors that could impede your sales.

12 hours; Fee: $249

SUBJ/CURSE # COMM/B7557
CRN # 70488
Location: CBI, Room C1-16
Thursdays, March 14 – April 4, 2019; 6-9 p.m.

—or—

SUBJ/CURSE # COMM/B7557
CRN # 80359
Location: NERC, Room 330
Mondays, May 13 – June 10, 2019; 6–9 p.m.
(No class May 27)

Entrepreneurship 101
Want to be your own boss, work on your own schedule and make money doing something that you’re passionate about? In this workshop, find out if entrepreneurship is right for you and learn the basic steps of creating your own business. At completion, you’ll have a solid foundation to start your entrepreneurial journey.

18 hours; Fee: $324

SUBJ/CURSE # MANG/B9705
CRN # 70492
Location: NERC, Room 330
Tuesdays, Jan. 22 – Feb. 26, 2019; 6-9 p.m.
Get Going with QuickBooks – Introductory Level
Depending on your business type, you may need to invoice customers, record payments, pay vendor bills and manage inventory. QuickBooks is a tool for automating those tasks that you already perform as a business owner or bookkeeper. This introduction to QuickBooks covers its basic features, enables hands-on practice and saves you time in organizing business finances.

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

SUBJ/CRSE # ACCO B7588
CRN # 70493
Location: CBI, Room C2-19
Wednesdays, Jan. 30 & Feb. 6, 2019
6-9 p.m.
—or—
SUBJ/CRSE # ACCO B7588
CRN # 80360
Location: NERC, Room 330
Wednesdays, May 15 & 22, 2019
6-9 p.m.

Keep Going with QuickBooks – Intermediate Level
Now go beyond the basic concepts to discover QuickBooks’ useful features and applications. You will learn how to enter new memorized transactions, customize forms, track sales tax, share files with an accountant and estimate job costing. Plus, complete practical exercises to create reports, graphs, and prepare payroll. This level is perfect for small business owners and bookkeepers seeking to optimize QuickBooks.

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

SUBJ/CRSE # ACCO B7589
CRN # 70494
Location: CBI, Room C2-19
Wednesdays, Feb. 20 & 27; 2019; 6-9 p.m.
—or—
SUBJ/CRSE # ACCO B7589
CRN # 80361
Location: NERC, Room 330
Wednesdays, May 29 & June 5, 2019; 6-9 p.m.

Growing Businesses in Philadelphia—Block by Block

Community College of Philadelphia’s Power Up Your Business is a new, innovative and FREE program designed to support small business owners in Philadelphia:

Store Owner Series
Learn about bookkeeping, marketing, financing and resources for small businesses.

Peer-based Learning Experience
Gain hands-on familiarity with the tools needed to run a successful business in this 10-week program.

Choose the series that’s right for you.
Get started at www.ccp.edu/powerup.

The Path to Possibilities™
Online

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

**Accounting and Finance for Non-Financial Managers**
This workshop explains the financial concepts and accounting processes used in most businesses and provides practical techniques for career enhancement. It gives you a foundation for understanding the seven accounting cycle steps and using financial information in your decision-making. Come away with the knowledge to analyze resource allocation and evaluate financial performance.

$195 | www.ccp.edu/solutions/ugotclass

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

$99 | www.ccp.edu/solutions/ed2go

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

Three one-month courses | $495 for certificate program www.ccp.edu/solutions/ugotclass

**Certificate in Data Analysis**
Data analysis is an increasingly sought after workplace skill as companies with vast amounts of data seek the rare individual who can analyze it to discern trends and make predictions. You’ll begin by learning how to analyze data in a business setting and how many business decisions involve comparing groups for differences based on statistics. It will be clear how to perform inquiries useful to your business/organization, and communicate these results through graphs and text that fellow employees will understand.

Three one-month courses | $495 for certificate program www.ccp.edu/solutions/ugotclass

**Creating a Successful Business Plan**
Turn your business ideas into a solid business plan to keep your venture strategically focused. With the support of your instructor and a network of like-minded students, you will work through all major components of writing a business plan to emerge with your first draft in hand. This critical first step is the most difficult one on the path to small business success.

$99 | www.ccp.edu/solutions/ed2go

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

$195 | www.ccp.edu/solutions/ugotclass

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

$495 | www.ccp.edu/solutions/ugotclass
Small Business Management

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

$495 | www.ccp.edu/solutions/ugotclass

**Start and Operate Your Own Home-Based Business**
The benefits of working from home are endless—earn what you deserve, work independently, realize tax deductions, forget about things like traffic and office politics. Develop the essential entrepreneurial qualities—motivation, discipline, creativity—for success.

$99 | www.ccp.edu/solutions/ed2go

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

$99 | www.ccp.edu/solutions/ed2go

Learn to identify and seize opportunities for growing your business.

Unlock valuable growth potential for your business. Our program gives you valuable skills for strengthening your business plan, the opportunity to access financial capital, powerful networking opportunities and more, at no cost to you. Just ask Rhys.

Apply now at www.ccp.edu/10ksb

“With advice from professionals who have been there, I’m now taking advantage of opportunities I didn’t even know I had.”

— Rhys, President & Founder, Red Rabbit, New York, NY

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Adobe® Creative Workshops

To ensure your success in the Adobe workshops, students should be familiar with the basic functions of your computer’s operating system: creating folders, launching programs, and working with windows. You should also have basic Windows application skills, such as copying and pasting objects, formatting text, and saving files.

Adobe Dreamweaver Level 1
In this class, you will learn to use Adobe Dreamweaver to create web pages while focusing on the content, styling and design. As you construct the web pages, Dreamweaver will competently create the XHTML, CSS and JavaScript required. You will also maintain and administer your website with Dreamweaver’s site and page management tools. The website and pages you create will reflect your content and design and will be professionally accurate for your site visitors.

8 hours; Fee: $225
(Tuition: $193, Text: $33)

SUBJ/CRSE # COMP/ B7715
CRN # 70528
Location: CBI, Room C2-19
Mondays/Wednesdays, Feb. 11 – 13, 2019; 6-9 p.m.
And Feb. 18, 2019; 6-8 p.m.

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

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

SUBJ/CRSE # COMP/B7501
CRN # 70335
Location: MAI, Room C2-19
Saturdays, Feb. 23 – April 20, 2019
9 a.m.-12 p.m.
(No class March 9)
Adobe Photoshop Level 2
Now that you are familiar with creating web pages, learn to enhance these pages by means of adding advanced functions such as navigational controls, media elements and forms. In this course, you will create fluid CSS layouts, implement mobile integration techniques and share files over a server to work in a collaborative manner. All this will ensure that you develop a website that helps retain user interest by means of providing an engaging user experience across multiple display devices.

Prerequisite: Adobe® Dreamweaver® Level 1.

8 hours; Fee: $225
(Tuition: $193, Text: $33)

SUBJ/CRSE # COMP/ B7716
CRN # 70529
Location: CBI, Room C2-19
Tuesdays/Thursdays, Feb. 19 – 21, 2019; 6-9 p.m.
And Feb. 26, 2019; 6-8 p.m.

Adobe Photoshop Level 1
Adobe® Photoshop® Level 1 focuses on the basic features of Photoshop. You will learn to navigate the Photoshop workspace, identify and use Photoshop tools to enhance photographic images and organize files in Adobe Bridge. Photoshop Level 1 will focus mainly on the photography component of the software, including: image size, resolution, and color modes; working with selection tool and layers; making image enhancements and adjustments; opening and modify an image in Camera Raw and preparing images for print and web.

8 hours; Fee: $225
(Tuition: $193, Text: $33)

SUBJ/CRSE # COMP/ B7713
CRN # 70530
Location: CBI, Room C2-19
Tuesdays/Thursdays, Feb. 19 – 21, 2019; 6-9 p.m.
And Feb. 26, 2019; 6-8 p.m.

Adobe Dreamweaver Level 2
Now that you are familiar with creating web pages, learn to enhance these pages by means of adding advanced functions such as navigational controls, media elements and forms. In this course, you will create fluid CSS layouts, implement mobile integration techniques and share files over a server to work in a collaborative manner. All this will ensure that you develop a website that helps retain user interest by means of providing an engaging user experience across multiple display devices.

Prerequisite: Adobe® Dreamweaver® Level 1.

8 hours; Fee: $225
(Tuition: $193, Text: $33)

SUBJ/CRSE # COMP/ B7714
CRN # 70531
Location: CBI, Room C2-19
Mondays/Wednesdays, March 11 –13, 2019; 6-9 p.m.
And March 18, 2019; 6-8 p.m.

Adobe InDesign Level 1
Giving your documents a well-designed look will put you a step ahead with all kinds of communications. In this course, you will learn the crucial Adobe® InDesign® tools necessary to elevate the look and design of your documents. Study the basics to create and deliver professional looking print and interactive documents, layout features that help you to build alternate size configurations of your document and various panels that enable you to customize both text and graphics.

8 hours; Fee: $225
(Tuition: $193, Text: $33)

SUBJ/CRSE # COMP/ B7711
CRN # 70532
Location: CBI, Room C2-19
Mondays/Wednesdays, March 25 – 27, 2019; 6-9 p.m.
And March 26, 2019; 6-8 p.m.

Adobe Dreamweaver Level 2
This class delves into some of the more advanced image creation and editing techniques, and offers you hands-on activities that demonstrate how to use these techniques to create exciting visual effects. Learn to use raster and vector drawing and painting, how to apply masks, use filters to create special effects, and layer styles to create layer effects. You will utilize smart objects, layer comps, actions, and batch processing to streamline workflow.

Prerequisite: Adobe® Photoshop® Level 1.

8 hours; Fee: $225
(Tuition: $193, Text: $33)

SUBJ/CRSE # COMP/ B7714
CRN # 70531
Location: CBI, Room C2-19
Tuesdays/Thursdays, March 19 – 21, 2019; 6-9 p.m.
And March 26, 2019; 6-8 p.m.
Adobe InDesign Level 2
Practice advanced InDesign techniques to enhance the functionality of your documents so they are accessible across a range of devices. With this platform, you can create interactive documents and export them for viewing in a web browser with various features such as buttons, page transitions, movies and audio files, hyperlinks and animation. You have the ability to assign color profiles and establish print presets. Learn how to prepare documents for multiple formats and build complex paths.

Prerequisite: Adobe® InDesign® Level 1.

8 hours; Fee: $225
(Tuition: $193, Text: $33)

SUBJ/CRSE # COMP/ B7712
CRN # 70533
Location: CBI, Room C2-19
Mondays/Wednesdays, April 8 – 10, 2019; 6-9 p.m.
And April 15, 2019; 6-8 p.m.

New Adobe Illustrator Level 2
Learn to create complex artwork using advanced tools, options, and effects in Adobe® Illustrator®. In this class, you will draw complex illustrations, and enhance them using various painting options. You will learn techniques with painting tools, manage colors, format type, work with effects, prepare artwork for commercial printing and prepare graphics for the web.

Prerequisite: Adobe® Illustrator® Level 1.

8 hours; Fee: $225
(Tuition: $193, Text: $33)

SUBJ/CRSE # COMP/ B7710
CRN # 70535
Location: CBI, Room C2-19
Tuesdays/Thursdays, April 16 – 18, 2019; 6-9 p.m.
And April 23, 2019; 6-8 p.m.

Microsoft Office Specialist (MOS) Training
Earn a Microsoft Office Specialist certification in Excel, PowerPoint, or Word. These Microsoft workshops, taught with certified, approved courseware, help you prepare for the Microsoft Office Specialist Core-level exam and the Microsoft Office Specialist Expert exam. For comprehensive certification training, you should complete all levels of the workshops.

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

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

SUBJ/CRSE # COMP/B7696
CRN # 70164
Location: CBI, Room C2-16
Saturday, Feb. 9, 2019
9 a.m.-4 p.m.
Microsoft Excel 2016 – Intermediate
Build upon the foundational Microsoft® Excel 2016 knowledge and skills you’ve already acquired to create advanced workbooks/worksheets that deepen your firm’s business intelligence. You will learn essentials of Excel 2016 including how to create advanced formulas, organize your data into tables, and harness the power of PivotTables and PivotCharts to extract information and present it.

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

SUBJ/CRSE # COMP/B7697
CRN #70165
Location: CBI, Room C2-16
Saturday, March 16, 2019
9 a.m.-4 p.m.

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

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

SUBJ/CRSE # COMP/B7698
CRN # 70166
Location: CBI, Room C2-16
Saturday, April 13, 2019
9 a.m.-4 p.m.

Microsoft Powerpoint 2016 Level 2
At completion of this level, you will be able to customize the PowerPoint 2016 application, and effectively create, collaborate on, secure and distribute complex multimedia presentations for given situations.

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

SUBJ/CRSE # COMP/B7703
CRN # 70498
Location: CBI, Room C2-16
Saturday, April 20, 2019
9 a.m.-4 p.m.

Microsoft Word 2016 – Basic
Microsoft® Word 2016 helps you create professional-looking documents. First, get acquainted with the Word user interface, creating a new document and finding help. 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.

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

SUBJ/CRSE # COMP/B7693
CRN # 70167
Location: CBI, Room C2-16
Saturday, Feb. 2, 2019
9 a.m.-4 p.m.

Microsoft Word 2016 – Intermediate
Work more efficiently by automating certain tasks and maintaining consistency between documents. Create more complex documents that include lists, tables, charts, graphics, and newsletter layouts. Plus, merge data into documents to personalize correspondence and address envelopes/labels.

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

SUBJ/CRSE # COMP/B7694
CRN # 70168
Location: CBI, Room C2-16
Saturday, March 2, 2019
9 a.m.-4 p.m.
Microsoft Word 2016 – Advanced

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

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

SUBJ/CRSE # COMP/B7695
CRN # 70169
Location: CBI, Room C2-16
Saturday, April 6, 2019
9 a.m.-4 p.m.

Online

Amazon Web Services (AWS) Certification Prep Training

Becoming AWS Certified helps individuals gain credibility for their AWS expertise and enables organizations to identify the skilled professionals to lead IT initiatives.

AWS - Introduction to Cloud Computing

Cloud computing allows you to utilize shared resources available through a service provider. Those resources can be storage space, use of software applications, or servers. You can buy more resources in the cloud if you need to and you can give back resources that you no longer need. In this workshop, you will access Amazon Web Services. You will set up virtual servers, work with cloud file storage, learn about a variety of cloud collaboration options and much more. This practical workshop will help you make the transition to working in the cloud from any device, anywhere, anytime.

60 hours: $499 | www.ccp.edu/AWS

SUBJ/CRSE # COMP/B7706
CRN # 70525
Synchronous online: Mondays & Wednesdays, Jan. 14 – April 1, 2019, 7-9 p.m.
and Saturdays 10 a.m.-12 p.m.
(No class Jan. 21, March 4, March 9)

Introduction to DevOps (Development Operations)

Join us to learn about the concepts of DevOps and how it can help developers and system administrators work in a collaborative environment. This class is designed for people who have little or no prior experience with Linux or Unix. System administrators, developers, architects, decision makers or new Linux users can all benefit from the content covered in this class, especially if they are looking to work with more involved topics such as Linux system administration, network management and enterprise system architecture.

60 hours: $799 | www.ccp.edu/AWS

SUBJ/CRSE # COMP/B7707
CRN # 70526
Synch. online: Sat., Jan. 19 – March 30, 2019; 2-4 p.m.
Asynch.: 4 hrs./wk
(No class March 9)

AWS Cloud Computing Bootcamp

This is a follow up to Introduction to Cloud Computing with focus on Amazon Web Services (AWS) intended to prepare students for the AWS Certified Solutions Architect – Associate exam (the “Exam”). This workshop is to ensure that students have sufficient mastery of AWS cloud computing with the specific purpose of being an AWS Certified Solution Architect – Associate. Learn about the fundamentals for the AWS DevOps Associate and AWS Sys Ops Associate certification exams.

60 hours: $799 | www.ccp.edu/AWS

SUBJ/CRSE # COMP/B7708
CRN # 70527
Synch. online: Tuesday/Thursday, Jan. 15 – March 28, 2019 7-9 p.m.
Asynch.: 2 hrs./wk
(No class March 5 or 7)

Cisco CCNA: Routing and Switching (voucher included)

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

$2,195 | www.ccp.edu/solutions/gaitlin
Certificate in Presentation Media
Presentation media are upgrading communication, sales, speeches and related presentations today. Find out how to use Prezi, the slide software eclipsing one-dimensional presentations, and the finer points of Photoshop for presentations. Discover the design elements for creating classy visual presentations using any media. Gain critical skills for training yourself and colleagues using the most advanced practical and design knowledge in presentation media.

Three one-month courses | $495 for certificate program or available separately | www.ccp.edu/solutions/ugotclass

Cybersecurity Certificate
Cybersecurity, also known as Information Security, is the protection of data and personally identifiable information from malicious attacks, theft and destruction. This certificate offers lessons on the critical elements of information security, as well as foundational information about key certifications for professionals in the industry. Each of the eight classes in this suite will help learners master the vocabulary of the industry and offers examples, videos, interactive games and review questions to ensure mastery of the material.

$499 | www.ccp.edu/solutions/mindedge

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

$195 | www.ccp.edu/solutions/ugotclass

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

$195 | www.ccp.edu/solutions/ugotclass

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

$99 | www.ccp.edu/solutions/ed2go

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

$99 | www.ccp.edu/solutions/ed2go

Web Design Certificate
Online users say a website’s design is the number one criteria for deciding whether a company is credible or not, according to recent research. This course will expose the basics of web design using HTML and CSS and teach you how to plan and design effective web pages and create effective websites/applications. Take away a functioning web application hosted on a web server that is both accessible and Search Engine Optimized. Finally, learn about responsive design process, advanced layout and design features using the Bootstrap framework. Explore CMS frameworks and industry standard technologies and frameworks.

$595 | www.ccp.edu/solutions/ugotclass

Wireless Networking
Every electronic device seems capable of wireless connections today: computers, handhelds, cell phones and even digital cameras can all transmit without a tether. In this course, you will learn how wireless works, how wireless devices connect to networks and how to build and connect to your own wireless network. Further explore wireless standards, wireless security, satellite Internet and cellular phone technology, and the future of wireless.

$99 | www.ccp.edu/solutions/ed2go
Get on the Path to a Career and Earn Credits toward a Degree with these Short Term Proficiency Certificate Programs

Academic proficiency certificate programs are designed to pave the path to a new career or to earn credits towards an associate degree. You may be eligible for financial aid for proficiency certificates consisting of 16 or more credits. Learn more about these proficiency certificates at www.ccp.edu/academic-offerings/all-offerings.

Complete an admissions application at www.ccp.edu/admission to get started.

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

Career options include:
Computer Programmer
Software Developer
Salary information: $29-$45/hour

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

Career options include:
Cybersecurity Specialist/Technician
Cyber Threat Analyst
Information Security Analyst
Salary information: $30-$43/hour

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

Career options include:
Telecommunications Equipment Installer or Repairer
Computer Network Support Specialist
Salary information: $26-$40/hour

For more information about these programs, contact the Division of Business and Technology at 215-751-8785.

Salary Source: EMSI Data
How to Register

Online
Visit www.ccp.edu/solutions. You may use the registration computer located in the lobby of the Center for Business and Industry (CBI).

Walk-in
You can register at the Main Campus Enrollment Central Counter Community located in the Bonnell Building Lobby on 17th Street between Spring Garden and Callowhill streets. Call 215-751-8010 for more information.

Enrollment Hours (Academic Year)
Mondays & Tuesdays, 9 a.m.-7 p.m.
Wednesdays & Thursdays, 9 a.m.-5 p.m.
Fridays (except Summer)
9 a.m.-12 p.m.

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

Cashier’s Office
Community College of Philadelphia
1700 Spring Garden Street, Room BG-38
Philadelphia, PA 19130

Payment Policies

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

Tuition Payment and Refunds
Payment is due at the time of registration for all noncredit workshops. Payment by cash must be made in person at the Cashier’s Office on the Main Campus. Payment by check or money order, made to Community College of Philadelphia, may be paid in person at the Cashier’s Office or mailed to:

Cashier’s Office
Community College of Philadelphia
1700 Spring Garden Street, Room BG-38
Philadelphia, PA 19130

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

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

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

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

Course Notifications

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

Class Cancellation for Bad Weather
A message will be placed on both main switchboard numbers (215-751-8000 & -8010) indicating when the College is closed due to a weather emergency. Announcements will also be available at www.ccp.edu.

Campus Access

Community College of Philadelphia requires that everyone present a photo ID (driver’s license, passport, etc.) to enter campus buildings. Print and bring your registration confirmation or have it available on your mobile device. Security will require this, with photo identification, for you to enter the building.

If your workshop meets for 30 hours or more, you need to obtain a noncredit College Photo ID card at the Main Campus Security Office, located on the Mint Building ground floor, Room MG-12, Monday – Friday, 9 a.m.-6 p.m. or Saturday, 9 a.m.-1 p.m. Please provide Security your class confirmation email and final invoice as proof of enrollment.

There is no cost for the initial ID card, which will provide access to all buildings except the Athletics Center. You can access the Library, but you will not be able to check out materials. Computers are available for use in the Main Campus Library and Regional Center Learning Commons.
General Information

College Locations

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

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

Main Campus (PAV)
Pavilion Building
17th Street

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

West Regional Center (WPRC)
4725 Chestnut Street
Philadelphia, PA 19139
267-299-5850

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

Test Administration and Exams

The College is a testing and exam center for the following:

Pearson Vue offers flexible scheduling, easy online test registration and the industry’s most expansive test center network. Visit www.pearsonvue.com.


Kryterion provides online testing from numerous national associations ranging from the American Society of Microbiologists (ASM) to the Software Engineering Institute (SEI). Visit www.kryteriononline.com.


PAN is a leading provider of talent assessment and technology solutions for corporate and government clients worldwide.

Select Exams

HISET®, the new alternative to the GED® test, can help you achieve this important state-issued high school equivalency credential. Visit www.hiset.ets.org.


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

Corporate College

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

Corporate College offers:

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

To start a program at your site, contact Corporate College at 215-496-6155 or mdugan@ccp.edu.

Corporate Contract Training

Community College of Philadelphia’s Corporate Solutions unit can provide customized noncredit programs for your employees at our Main Campus or Regional Centers, your workplace or online. Courses may be offered during the day, evening or weekends for college credit or as continuing professional education experiences. Call us at 215-496-6155 or mdugan@ccp.edu.
General Information

Job Assessment Services

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

WorkKeys® computer-based assessments in: Business Writing; Applied Mathematics; Applied Technology; Graphic Literacy; Workplace Documents; Workplace Observation; Fit; Talent.

WorkKeys® benefits: Clarifies skill requirements; improves employee selection and retention; identifies training needs; increases employee productivity; facilitates EEOC guideline compliance.

WorkKeys® National Career Readiness Certificate verifies that an individual has the foundational skills necessary to successfully enter employment or a training program. It also enables employers to verify an individual’s certificate.

For further information, call 215-496-6158.

Programs Approved for Veterans Education Benefits

The Electro-Mechanical Technology (Industrial Maintenance) program is approved by the U.S. Department of Veterans Affairs (DOVA) for Veterans Education Benefits.

Veterans and family members eligible for education benefits must obtain authorization from DOVA prior to enrolling in a program.

Questions? Contact the College’s Veterans Resource Center coordinator, Steve Bachovin, at 215-751-8462 or sbachovin@ccp.edu.

Additional programs are pending VA approval. Email csingquiry@ccp.edu for an updated list.
STUDENT ID NUMBER OR SOCIAL SECURITY NUMBER (REQUIRED)

DEMOGRAPHIC INFORMATION: (REQUIRED)

First Name: __________________________________________
Middle Name: ________________________________________
Last Name: __________________________________________
Former or Maiden Name, if any: __________________________
Date of Birth: ________________________________
Street Address ______________________________________
City __________________________ State __________ Zip __________
Telephone: Day __________________________ Extension ________ Telephone: Evening ________________
Email Address ____________________________________________________________________________

☐ Check this box if your name, mailing address, phone numbers or email address has changed since you last attended the College.

How did you learn about Community College of Philadelphia?

CITIZENSHIP AND RESIDENCY STATUS: (REQUIRED)

Are you a United States Citizen? ☐ Yes ☐ No
If yes, how long? Year(s) _______ Month(s) _______
If no, what is your visa status? ☐ Resident Alien; ☐ Special Refugee; ☐ Other
If, "Other" please specify: __________________________________________________________________

Are you a resident of Pennsylvania? ☐ Yes ☐ No
If yes, how long? Year(s) _______ Month(s) _______
Are you a resident of Philadelphia? ☐ Yes ☐ No
If yes, how long? Year(s) _______ Month(s) _______

STATISTICAL INFORMATION: (OPTIONAL)

The following information is requested on a voluntary basis for statistical purposes only. It will be kept confidential.

Sex: ☐ Male ☐ Female Ethnic Background: ☐ American Indian; ☐ African American/Black; ☐ Asian/Pacific Islander;
☐ Hispanic; ☐ White; ☐ Other

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

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

Checks/Money Orders should be payable to and mailed to: Community College of Philadelphia
Cashier’s Office – BG-38
1700 Spring Garden Street, Philadelphia, PA 19130-3991

Credit Card payments and e-checks can only be made by registering on-line at www.ccp.edu.

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

Signature of Applicant: ____________________________ Date: ____________

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

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

FOR OFFICE USE ONLY

<table>
<thead>
<tr>
<th>Term/Year</th>
<th>Program Code</th>
<th>Banner Student ID Number</th>
<th>Company Name</th>
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<tbody>
<tr>
<td>Received Date</td>
<td>Processed By</td>
<td>Process Date</td>
<td>Company Code</td>
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Revised January 26, 2018
Advanced Manufacturing creates and invents the products that we use daily. Over the year, U.S. companies have added 285,000 manufacturing jobs, but more skilled workers are still needed.

**Entry-level Wages: $18-$22/Hour**

Prepare for a career in advanced manufacturing with a rewarding salary:

- Electro-Mechanical Technology (Industrial Maintenance)
- CNC Precision Machining Technology
- Welding Technology

See page 9 for details.

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