CENTER FOR PROFESSIONAL STUDIES

MOSAIC OFFERINGS INSIDE!

CORPORATE TRAINING OFFERINGS INSIDE!

FALL 2020
As the landscape of higher education and the notion of traditional students continues to change, Georgian Court University (GCU) continues to grow and adapt to the changing needs of its students, communities, and partners. We are designing and delivering innovative academic programs with particular emphasis on the caring professions; enhancing the student experience inside and outside of the classroom; and expanding the university’s footprint through multiple delivery formats at multiple locations.

In response to student, business, and community needs, GCU opened its Center for Professional Studies earlier this year. With the impact of COVID-19 on our society and economy, our commitment to this new endeavor has only deepened. Now, more than ever, we need to support opportunities and programming that benefit our students, communities, and workforce.

Whether you are an organization seeking to upskill current employees or an individual looking to enter or advance along a career path, we are certain you will find what you need here. Inside, businesses will discover a breadth of corporate training programs that can be customized to their companies’ needs. Individuals will find professional development courses in health care, business, communication, human resources, web and graphic design, and social work. Please visit georgian.edu/cps to learn more about us and our courses.

We look forward to partnering with you to meet the educational and workforce needs of today to ensure an even better tomorrow.

Matthew R. Manfra  
Vice President for Institutional Advancement  
Georgian Court University

A NOTE ON COVID-19 PRECAUTIONS

Georgian Court University is committed to the health and safety of everyone on our campus. The university is operating with strict public health precautions in place, a range of screening activities, and enhanced disinfection procedures.

All visitors to campus must wear a mask or facial covering and practice social distancing by remaining six feet away from others whenever possible. Further instruction regarding your arrival on campus and best practices during your visit will be communicated closer to the event date.
# TABLE OF CONTENTS

## PERSONAL INTEREST
- Arts, Culture & Leisure .......................................................... 5
- Business & Finance ............................................................... 6
- Technology ............................................................................. 7
- Wellness, Fitness & Recreation .............................................. 7
- Language & Communication .................................................. 9

## PROFESSIONAL STUDIES
- Business .................................................................................. 11
- Technology ............................................................................... 13
- Human Resources ...................................................................... 14
- Health Care ............................................................................... 15
- Web & Graphic Design ............................................................ 18
- Communication, Language & ESL ........................................... 19
- Education .................................................................................. 20
- Social Work ............................................................................... 21

## CORPORATE TRAINING
- Management/Leadership Training ........................................... 22
- Communications Training ........................................................ 23
- Technology Training ............................................................... 24
- Technology Certification & Credentialing Programs .............. 24
- Project Management Certification & Credentialing Programs .. 24
- Logistics & Supply Chain Certification & Credentialing Programs .................................................. 26
- Production & Manufacturing Certification & Credentialing Programs .............................................. 26
- Human Resources Certification & Credentialing Programs .......................................................... 27
- Apprenticeship Programs ......................................................... 27
- Grant Opportunities ............................................................... 27
- Recruitment Assistance ........................................................ 28

## MOSAIC / SPECIAL EVENTS .................................................. 29

## EMPLOYER SPONSORSHIP FORM ............................................. 29
**Payment Options**

The university accepts cash, checks, money orders, and cashier’s checks.

**Cash:** Cash is accepted in person only at Lake House at the address above.

**Checks:** Checks should be made payable to Georgian Court University and include your name and student ID (if available). A $53 fee will apply for all returned checks.

**Online:** Payments by electronic check and debit/credit card are done online through Self-Service. All debit/credit card payments will be charged a convenience fee of 2.75%. There is no fee for an electronic check. We do not accept debit/credit card payments on site.

**Employer Sponsorship:** Employers may send us a purchase order or voucher stating their intent to pay for the student’s course along with a completed Employer Sponsorship form, which is available online at georgian.edu/cps or in this book.

**Cancellations and Refunds**

**Cancellations:** The Center for Professional Studies at GCU reserves the right to cancel, reschedule, or combine program events that are below the minimum participant requirement. Should a cancellation occur, staff will contact the participant about the cancellation or about any alternative program event(s). You may elect to transfer your registration to a combined or alternate program. If you are unavailable to attend the alternate program or the program is cancelled, all tuition and fees will be refunded via check.

**Refunds:** Refund and withdrawal requests must be received 10 or more days before the beginning of a class to receive a 100% refund. With less notice, no refund will be provided. Please note that some courses do incur a nonrefundable registration fee as noted in the course details.

Any request for refund received after the deadline of 10 or more days prior to class will be subject to approval by the Exceptions and Appeals Committee. Should you wish to submit an appeal, you should submit your request in writing to cps@georgian.edu within 30 days of the occurrence. The committee bases its decision on the students’ written petition as supported by appropriate documentation (e.g., verification of hospitalization from doctor or hospital, transfer orders signed by military commander, etc.).

**Inclement Weather and Emergency Closings**

Please check georgian.edu, official Georgian Court social media channels, or local news sources to check for cancellations due to inclement weather. Cancelled classes are made up by adding on an additional session after the last scheduled class, based on instructor and classroom availability.

**ADA Policy**

The university attempts full compliance with ADA regulations. Special needs requests should be expressed at the time of reservation, but no later than seven business days prior. Trained and certified working service dogs are always welcome on our campus; however, “emotional support” and “therapy pets” are NOT permitted at events or athletic competitions. Please visit ada.gov/service_animals_2010.htm for a summary of the law.
NCAR004 Demystifying Japanese Culture

This course explores the Japanese culture, focusing on beliefs and values, food/herbs/health, language/calligraphy, architecture, and the arts, including music/dance. Students will practice conversational greetings and written Japanese language, while appreciating common traditional Japanese music and dance forms.

August 25–September 22 (5 sessions) Tu 10:00 AM–12:00 PM
Tuition: $130 Location: TBD Instructor: Sachiko Komagata, PT, Ph.D.

Due to the extenuating circumstances of COVID-19, this offering will convert to a 100% online class if needed.

NCAR005 Japanese Calligraphy as Mindfulness Practice

In this course, you will learn about the most common Japanese calligraphy styles as you learn to appreciate the benefits of mindfulness in your daily life. Participants will enjoy a short, silent meditation before practicing the quiet art of mixing ink, handling a brush, and painting characters.

Ink, tools, and paper will be provided.

October 20–November 17 (5 sessions) Tu 10:00 AM–12:00 PM
Tuition: $130 Location: TBD Instructor: Sachiko Komagata, PT, Ph.D.

Due to the extenuating circumstances of COVID-19, this offering will convert to a 100% online class if needed.

NCCONED002 Nature for Healing

Each session of this four-week class will start in the classroom and then move outdoors to experience a forest therapy walk. The walks are designed to increase sensory awareness in nature, improve health by decreasing stress and anxiety by wandering slowly through the forests on campus, and help you gain a feeling of peaceful relaxation. You will learn what a “sit spot” is, experience nature, and end each class with a tea ceremony. You will be encouraged to practice what you have learned at home during the week.

August 26–September 16 (4 sessions) W 4:00–6:00 PM
Tuition: $130 Location: TBD Instructor: Sharon Lohse, Certified Forest Therapy Guide, ANFT

NCAR003 Process Painting Women’s Group

Wild and Free Painting provides courses in the creative arts as a tool for self-care, self-discovery, personal growth, and exploration. We focus on the act of painting itself and your experience while painting, rather than the final art product. We celebrate your creativity in all of its authentic forms and return to the idea that creative expression can serve as a tool to heal, connect, uncover, reclaim, and discover. We leave the teaching of technique for the traditional art class, and instead use our intuition as a guide. Absolutely no prior art experience is necessary to enjoy the benefits of this process.

You will:

• develop greater awareness of and connection to your own intuition;
• increase courage to follow your passion and take risks;
• create a new way of being with yourself that comes from a place of acceptance and compassion rather than inner critique, shame, and blame;
• discover a deeper connection within yourself and, in turn, feel more satisfied and connected in all other relationships; and
• learn the seven guiding principles of process painting.

Location: Group will meet at Wild and Free Painting, LLC, 660 Tennent Road, Suite 106, Manalapan, NJ 07726. Materials are included.

September 10–October 15 (6 sessions) Th 6:30–8:30 PM
Tuition: $344 Location: see above
Instructor: Elissa Arbeitman, ATR-BC
NEW! Secrets of Better Photography

This course will teach you how to take outstanding photos. Whether you use a DSLR, a point-and-shoot camera, or your phone, learn how to get the best results from your camera. This hands-on course will teach you how to choose the right photographic equipment to compose images with style. You can take your camera out of auto mode after learning about lighting, motion, aperture, shutter speed, and ISO settings. You will also explore common photography topics, including portraiture, children’s photography, pet photography, and digital editing.

Each lesson includes exercises and assignments, so you can apply what you learned to your own camera. By the time you finish, you will see a difference in both your photographer’s eye and your photos.

Begins Monthly ONLINE Contact Hours: 24
Tuition: $100 Visit ed2go.com/Georgian for more information or to register.

NEW! Drawing for the Absolute Beginner

If you’ve always been interested in drawing but don’t really know how to get started, this is the course for you. Gain a solid foundation and understanding of the basics of drawing and become the artist you’ve always dreamed you could be!

You’ll become intimately familiar with paper types, drawing styles, rendering techniques, and the basic principles of perspective, layout, design, lighting, volume, and space. If you have an interest in learning what it’s like to draw or would love to increase your current knowledge in the field of art and illustrating, then this course aims to fulfill all of your needs.

Begins Monthly ONLINE Contact Hours: 24
Tuition: $100 Visit ed2go.com/Georgian for more information or to register.

Stocks, Bonds & Investing: Oh My!

This enjoyable class walks you through the fundamentals of investing. The course will not only teach you about the stock markets, 401k plans, and retirement, but it will also address personal financial issues that are often ignored, but absolutely essential, to your success as an investor. Each lesson explains these concepts in detail so that you understand how and why things work in the investment world. Provide yourself with the independence and confidence you need to make your own investment decisions.

Begins Monthly ONLINE Contact Hours: 24
Tuition: $100 Visit ed2go.com/Georgian for more information or to register.

NEW! Mastering Public Speaking

You can become an effective public speaker! In this course, you’ll discover how to talk confidently and persuasively to both large audiences and small groups. You’ll also learn how to plan and deliver your presentations skillfully and manage one of the most common public speaking barriers: fear.

You’ll learn the secrets to presenting a speech, how to handle questions and manage conflict in meetings, and even how to shine in a job interview. You’ll get tips for training your voice and learn how to use both verbal and nonverbal communication effectively. By the time you finish this course, you’ll have an entire set of skills you can use on the job, in social settings, and in any other situation where you need to communicate with ease and authority!

Begins Monthly ONLINE Contact Hours: 24
Tuition: $115 Visit ed2go.com/Georgian for more information or to register.
NCCS009 Basics of Blogging With WordPress
This is an ideal course for anyone interested in creating an online blog, communicating with others, and even those with a longer-term goal of earning money. This course covers how to choose a domain and introduces concepts of selecting a suitable theme, creating and editing posts, sharing links, and uploading photos.

October 8–November 5 (5 sessions)  Th 6:00–9:00 PM
Tuition: $175  Location: TBD  Instructor: Valerie Marsden-Gray

NCES001 Health & Weight Management: A Scientific Approach
This 10-week course is ideal for individuals who are interested in managing body weight and improving body composition through exercise and nutrition with science-based methods. Poor nutrition and physical inactivity have been identified as the second most preventable cause of death next to tobacco use. On the other hand, excessive weight loss has also been a severe problem. Healthy body composition can be achieved effectively through physical activity and nutrition interventions. This course will examine the causes of obesity and the health risks associated with being overweight or obese, as well as how to improve body composition through proper exercise and nutrition. We’ll discuss current scientific theories about the best ways to maintain a healthy weight throughout one’s life.

August 24–November 9 (10 sessions; no class on 9/7 or 10/12)  M 6:30–8:30 PM
Tuition: $172  Location: TBD  Instructor: Vincent Chen, Ph.D.

NEW! Certificate in Food, Nutrition & Health
Throughout this course, you will become more conscious of what you eat, why you eat it, how it is prepared, and what consequences your food choices have on your health as well as the health of the planet. You’ll also learn how to change your eating habits for more healthful outcomes, including swapping processed sugar for other sweeteners, adding probiotics to the diet, and harnessing the healing effect of herbs. Ultimately, you will gain insight into how food interacts with your body on multiple levels—physical, mental-emotional, and spiritual—as well as the impact it has globally.

Begins Monthly  ONLINE  Contact Hours: 16
Tuition: $96  Visit ed2go.com/Georgian for more information or to register.

NEW! Certificate in Meditation
In this online course, you’ll explore the many meditation techniques that can be used to support the mind-body connection and promote healing and wellness. The course is designed for health professionals and nurses as well as general consumers. As you learn, meditation’s health effects have been well documented. The practice offers improvement of the symptoms of various diseases and allows practitioners to experience a deeper spiritual connection. This course will guide you as you discover how the practice of meditation can be used to increase mindfulness, reduce stress, deal with pain and illness, and support overall well-being.

Begins Monthly  ONLINE  Contact Hours: 8
Tuition: $68  Visit ed2go.com/Georgian for more information or to register.
NCHE011 Mental Health First Aid

This eight-hour course is a training program of the National Council for Behavioral Health (NCBH) and is proven to teach the skills necessary to respond to the signs of mental illness and substance use. The goal behind the program is to build mental health literacy by helping the public identify, understand, and respond to signs of mental illness. Peer-reviewed studies show that individuals trained in the program:

- grow their knowledge of signs, symptoms and risk factors of mental illnesses and addictions;
- can identify multiple types of professional and self-help resources for individuals with a mental illness or addiction;
- increase their confidence in and likelihood to help an individual in distress; and
- show increased mental wellness themselves.

*Nursing and social work CEU contact hours are pending. Lunch will be provided.*

November 14 (1 session)  Sat 9:00 AM–5:30 PM
Tuition: $150  Location: TBD
Instructors: Kathryn Fleming, Ph.D. & Marni Elson-Victor
NCITA001 Italian Conversation I
Learn the basics of vocabulary for conversing in Italian for travel and social interactions. Thanks to the practice of lively conversation, you’ll develop the skills to enhance your cultural experience of Il Bel Paese, whether you find yourself wandering cobblestone streets in the old town center or lounging on a white sandy beach. Topics include sightseeing, cuisine, and dining, and navigating Italian cities.

September 29–October 29 (10 sessions) Tu/Th 7:00–9:00 PM
Tuition: $180 Location: TBD Instructor: Ryan Gogol

NCITA002 Italian Conversation II
In this course, you’ll increase your knowledge of vocabulary, grammar, and verb tenses for conversing in Italian for travel and social interactions. With continued practice, you’ll develop the skills to enhance your cultural experience of Il Bel Paese, whether you find yourself strolling along the Tiber or Arno rivers or sitting in the piazza watching the passersby. Topics include retail, delicatessens, wine and spirit shops, and the ins and outs of local travel.

November 5–December 10 (10 sessions; no class on 11/26) Tu/Th 7:00–9:00 PM
Tuition: $180 Location: TBD Instructor: Ryan Gogol

Speed Spanish I
Imagine yourself speaking, reading, and writing Spanish. Now you can with Speed Spanish. This course is designed for anyone who wants to learn Spanish pronto. You will learn six easy recipes for gluing Spanish words together to form sentences. In no time at all, you’ll be able to go into any Spanish-speaking situation and converse in Spanish. ¡Qué Bueno!

Begins Monthly ONLINE Contact Hours: 24
Tuition: $115 Visit ed2go.com/Georgian for more information or to register.

Speed Spanish II
Have you ever seen a non-native speaking Spanish fluently? Were you impressed? Would you like to become more conversational and more comfortable in Spanish-speaking situations? Now you can. This Speed Spanish course is unlike any other Spanish class you’ve ever taken. You will see words, hear them pronounced properly, and be granted plenty of opportunities to practice your pronunciation. Then, you will learn several clever recipes that you can use to glue the words together into sentences. Enroll in Speed Spanish II and you will see an immediate improvement in your Spanish fluency from the very first lesson.

Begins Monthly ONLINE Contact Hours: 24
Tuition: $115 Visit ed2go.com/Georgian for more information or to register.

Spanish for Medical Professionals
With increasing numbers of Spanish-speaking patients entering the health care system every year, it’s more crucial than ever for health professionals to learn medical Spanish. What’s more, adding Spanish skills to your résumé can broaden your career horizons and give you an advantage over other health care workers. This course skips the “touristy” topics and focuses on the basic medical Spanish phrases you really need to know in a medical setting. Whether you’re new to the language or just want a refresher, this medical Spanish class can help you. ¡Vamos! (Let’s go!)

Begins Monthly ONLINE Contact Hours: 24
Tuition: $115 Visit ed2go.com/Georgian for more information or to register.
PERSONAL INTEREST

Spanish for Law Enforcement
Whether you’re new to the Spanish language or just want a refresher, this course will teach you the basic Spanish phrases you need for everything from making casual conversation to handling life-or-death situations. You’ll start with simple vocabulary for everyday topics including colors, numbers, conversational phrases, family names, and words for asking questions. You’ll learn Spanish terminology you can use during arrests, traffic stops, medical emergencies, and many other common law enforcement situations. By the end of this course, you’ll be well on your way to being a Spanish speaker and communicating more effectively with the Spanish speakers all around you.

Begins Monthly
Tuition: $115
Contact Hours: 24
Visit ed2go.com/Georgian for more information or to register.

NCAR004 Demystifying Japanese Culture
This course explores the Japanese culture, focusing on beliefs and values, food/herbs/health, language/calligraphy, architecture, and the arts, including music/dance. Students will practice conversational greetings and written Japanese language, while appreciating common traditional Japanese music and dance forms.

August 25–September 22 (5 sessions)
Tuition: $130
Location: TBD
Instructor: Sachiko Komagata, PT, Ph.D.

Due to the extenuating circumstances of COVID-19, this offering will convert to a 100% online class if needed.

Discover Sign Language
This course teaches you how to sign basic phrases and expand to complete sentences and see how to put it all together, so you can introduce yourself and start a conversation. Along the way, you will learn signs for colors, numbers, where you live, family, and the activities you like to do—and even the ones you don’t.

Throughout the course, you will learn by watching videos that demonstrate how to make the signs and how to incorporate facial expressions to communicate in this beautiful language. This course is taught using the best practices of the industry with a minimum of audio support. Throughout, you will be immersed in silence, so you will gain an understanding of the perspective of Deaf people and sign language. You will also gain an introduction to the world of the Deaf culture and explore topics such as lipreading, baby signs, and the career of interpreting. By the end of the course, when you meet a Deaf person, you will be ready to sign!

Begins Monthly
Tuition: $100
Contact Hours: 24
Visit ed2go.com/Georgian for more information or to register.
NCBU001 SHRM Body of Competency & Knowledge (SHRM BoCK™): Certification Preparation Course

HR professionals are facing new and larger challenges each day due in part to a changing workforce, shifting legislation and regulations, and so much more. Ensure you’re prepared for these changes and anything else thrown your way with the Society for Human Resource Management’s (SHRM) global HR credentials, SHRM Certified Professional (SHRM-CP®) or SHRM Senior Certified Professional (SHRM-SCP®).

By becoming SHRM certified, you prove your knowledge, competency, and value to colleagues and to employers looking for a competitive edge in today’s global economy. Wherever your career takes you, your SHRM certification will define you as an HR expert and leader, and our course can help you get there. Our course combines expert instruction with the 2020 SHRM Learning System to offer a comprehensive and effective way to prepare for success on your SHRM-CP® and SHRM-SCP® exams.

Textbooks and access to the 2020 SHRM Learning System are included. Visit the SHRM website at certification.shrm.org to view exam and eligibility information.

August 29–November 7 (11 sessions; no class on 10/28 or 11/4) W 6:00–9:00 pm
Sat 8/29, 9:00 am–4:00 pm; 10/3 & 11/7, 9:00 am–12:00 pm
Tuition: $1,400 Location: ONLINE Instructor: Stephen W. Oliver, Ed.D.

NCBU004 PMP® Exam Preparation

Project Management Professional (PMP)® certification is a proven way to enhance your résumé, elevate your career potential, and boost your earnings. By earning the PMP certification, you can enjoy the following benefits.

• Earn a higher salary: According to PMI®, PMP credential holders can earn upward of $20,000 more annually than non-credentialed jobholders.
• Earn a prestigious certification recognized around the globe.
• Build skills and knowledge that are transferable between industries, market segments, and geographic locations.
• Gain an advantage over non-certified project managers.
• Prove your project management knowledge, commitment, and experience.
• Join a global network of more than 793,000 PMP credential holders.

Ensure you’re prepared for the rigorous PMP exam! This intensive program combines expert instruction with The CertWise® Learning System for PMP® Exam Preparation training materials, including interactive online study tools, quizzes, flashcards, and a practice test. This course will help you learn faster, retain more knowledge, and stay on track for success on the PMP exam and meet PMI’s 35-contact-hour PMP exam requirement.

Textbooks and access to The Learning System for PMP® Exam Preparation are included.

NOTE: The PMP® exam is currently scheduled for January 2, 2021. This course prepares you for the new exam and aligns with the latest PMP content. Visit pmi.org to learn more about PMP certification benefits.

September 17–December 17 (13 sessions; no class on 11/26) Th 6:00–9:00 pm
Tuition: $1,555 Location: ONLINE Instructor: Jerry Russell, PMP
NEW! Accounting Fundamentals Series—Bundle & Save!

Accounting Fundamentals I
In this course, you’ll learn the basics of double-entry bookkeeping, as well as how to analyze and record financial transactions. You’ll get hands-on experience with handling accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities. We’ll cover all the bases, from writing checks to preparing an income statement and closing out accounts at the end of each fiscal period.

Accounting Fundamentals II
This course will build on the knowledge you gained in Accounting Fundamentals I, to provide you with a solid understanding of corporate accounting practices. You’ll explore such topics as special journals, uncollectible accounts receivable, plant assets, depreciation, notes and interest, accrued revenue and expenses, dividends, retained earnings, and various financial reports for corporations.

ONLINE: Begins Monthly  
Contact Hours: 48  
Tuition: $199  
Visit ed2go.com/Georgian for more information or to register.
**NCCS001 Introduction to Microsoft Office 2016**

Being able to work with Microsoft Office programs is a must in today’s workplace. In this course, you’ll be introduced to the Microsoft Word, Excel, PowerPoint, and Outlook applications and learn the basic essentials of using each.

September 1–October 27 (8 sessions)  
Tu 6:00–9:00 PM  
Tuition: $338  
Location: TBD  
Instructor: Valerie Marsden-Gray

*Due to the extenuating circumstances of COVID-19, this offering will convert to a 100% online class if needed.*

**NCCS004 Microsoft Excel 2016 Level I**

This course provides you with foundational knowledge and skills for Excel, which can be built upon to become an expert in data manipulation. Upon successful completion of the course, you’ll be able to create and develop Excel worksheets and workbooks in order to work with and analyze the data that is critical to the success of your organization.

November 10–19 (4 sessions)  
Tu/Th 6:00–9:00 PM  
Tuition: $182  
Location: TBD  
Instructor: Valerie Marsden-Gray

*Due to the extenuating circumstances of COVID-19, this offering will convert to a 100% online class if needed.*

**NCCS005 Microsoft Excel 2016 Level II**

*Prerequisite: Completion of Microsoft Excel 2016 Level I or equivalent knowledge.*

This course builds on the foundational knowledge presented in Microsoft Excel 2016 Level I and starts you on the path to creating advanced workbooks and worksheets that can help deepen your understanding of organizational intelligence. The ability to analyze massive amounts of data, extract actionable information, and present that information to decision makers is at the foundation of successful organizations competing at a high level. Upon successful completion of the course, you’ll be able to leverage the power of data analysis and presentation in order to make informed, intelligent organizational decisions.

This course maps to the objectives of the Microsoft Office Specialist and Expert exams for Excel 2016.

December 1–10 (4 sessions)  
Tu/Th 6:00–9:00 PM  
Tuition: $182  
Location: TBD  
Instructor: Valerie Marsden-Gray

*Due to the extenuating circumstances of COVID-19, this offering will convert to a 100% online class if needed.*

**NCCS020 Microsoft PowerPoint 2016 Level I**

By learning how to use the vast array of features and functionality of PowerPoint 2016, you will gain the skills to organize and enhance content with the implementation of high-impact visuals that deliver your message with a punch through engaging, dynamic multimedia presentations.

This course can be used to prepare for the Microsoft Office Specialist (MOS) certification exam for Microsoft PowerPoint 2016.

September 10–October 1 (4 sessions)  
Th 6:00–9:00 PM  
Tuition: $182  
Location: TBD  
Instructor: Valerie Marsden-Gray

*Due to the extenuating circumstances of COVID-19, this offering will convert to a 100% online class if needed.*

**NCCS008 Intro to Building Websites With WordPress**

WordPress is the content management system of choice for anyone interested in having a website or blog. WordPress is not only free to use but is also SEO and search engine friendly. This versatile and powerful content management system allows you to easily publish content including multimedia, from almost anywhere without any extensive technical knowledge. This is an ideal course for small business owners, clubs, and groups. You’ll learn how to create a basic website on your own, rather than paying companies hundreds per year to do it for you. This course covers choosing a domain, selecting a suitable theme, creating and editing pages, and uploading photos.

September 16–October 7 (4 sessions)  
W 6:00–9:00 PM  
Tuition: $175  
Location: TBD  
Instructor: Valerie Marsden-Gray
NCBU001 SHRM Body of Competency & Knowledge (SHRM BoCK™): Certification Preparation Course

HR professionals are facing new and larger challenges each day due in part to a changing workforce, shifting legislation and regulations, and so much more. Ensure you’re prepared for these changes and anything else thrown your way with the Society for Human Resource Management’s (SHRM) global HR credentials, SHRM Certified Professional (SHRM-CP®) or SHRM Senior Certified Professional (SHRM-SCP®).

By becoming SHRM certified, you prove your knowledge, competency, and value to colleagues and to employers looking for a competitive edge in today’s global economy. Wherever your career takes you, your SHRM certification will define you as an HR expert and leader, and our course can help you get there. Our course combines expert instruction with the 2020 SHRM Learning System to offer a comprehensive and effective way to prepare for success on your SHRM-CP® and SHRM-SCP® exams.

Textbooks and access to the 2020 SHRM Learning System are included. Visit the SHRM website at certification.shrm.org to view exam and eligibility information.

August 29–November 7 (11 sessions; no class on 10/28 or 11/4) W 6:00–9:00 pm
Sat 8/29, 9:00 AM–4:00 PM;
10/3 & 11/7, 9:00 AM–12:00 PM
Tuition: $1,400 Location: ONLINE Instructor: Stephen W. Oliver, Ed.D.

NCSW005 Online Interviewing Skills

Many think it is a leader’s dream having hundreds of applicants apply for one open position, but finding and selecting the right employee is no easy feat—especially when the entire interview process must be done online. Regardless of the technology used, leaders must have a special skill set to find the employee who can not only do the job, but also complements the team and the values of their organization. With this workshop, you’ll learn everything you need to navigate this process.

September 16 (1 session) W 6:00–8:00 pm
Tuition: $52 Location: ONLINE Instructor: Krishna Powell

NCSW006 Job Search 2.0: How to Network Remotely

The traditional means of finding a job is now null and void, especially when the economy is down and the job market is saturated. Using technology you possess at your fingertips, you can forge new relationships and enhance existing ones to open the door to your next job opportunity. If you are ready to take your networking skills to the next level, this workshop is for you.

September 23 (1 session) W 6:00–8:00 pm
Tuition: $52 Location: ONLINE Instructor: Krishna Powell

NCSW007 21ST-Century Performance Management: Tips for Managing Your Workforce, No Matter Where They Are

Thanks to COVID-19, it is mandatory that leaders know how to effectively manage their team’s performance remotely. In this workshop, you’ll learn how to quickly overcome the challenges of managing a remote workforce, including proven ways to overcome productivity barriers and best practices to keep employees engaged and promote collaboration.

October 21 (1 session) W 6:00–8:00 pm
Tuition: $52 Location: ONLINE Instructor: Krishna Powell

NCSW008 Setting & Accomplishing SMART Goals for Small Business Owners

One of the biggest challenges for a small business owner is how to work “on” your business and not just “in” your business. In this workshop, you will learn from a seasoned Human Resources leader how to work smarter and not harder in your business, by setting and accomplishing SMART goals which lead to big rewards (even if you are the only employee).

October 28 (1 session) W 6:00–8:00 pm
Tuition: $52 Location: ONLINE Instructor: Krishna Powell
NCHE005 EKG Technician Certification Program
This comprehensive 50-hour program prepares you to function as an EKG technician and to take the ASPT Electrocardiograph (EKG) Technician exam and other national certification exams. This course will include important practice and background information on anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, electrocardiography and stress testing. Additionally, you’ll practice with EKG equipment and perform hands-on labs, including introduction to the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement, and other clinical practices.

National Certification: After the successful completion of this program, you will be prepared to sit for the American Society of Phlebotomy Technicians, Inc. (ASPT) Certified EKG Technician (CET) exam.

October 19–December 9 (15 sessions; no class on 11/25)  
M/W 6:00–9:30 PM
Contact Hours: 50
Tuition: $1,247 (Textbooks included)  
Location: TBD

Due to the extenuating circumstances of COVID-19, this offering will convert to a 100% online class if needed.

NCHE006 Phlebotomy Technician Program
This 90-hour program prepares professionals to collect blood specimens from clients for the purpose of laboratory analysis. You’ll become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and safely. Classroom and lab work include terminology, anatomy and physiology, blood collection procedures, specimen hands-on practice, and training in skills and techniques to perform puncture methods.

National Certification: After the successful completion of this program, you will have the opportunity to pursue the National Healthcare Association (NHA) Phlebotomy Technician (CPT) Exam.

October 6–December 17 (24 sessions; no class on 11/26)  
Tu/Th 6:00–9:30 PM
Contact Hours: 90
Tuition: $1,871 (Textbooks included)  
Sat 10/17, 11/7 & 12/5, 9:00 AM–3:00 PM
Location: TBD

Due to the extenuating circumstances of COVID-19, this offering will convert to a 100% online class if needed.

NCHE007 Patient Care Technician Program
Patient care technicians work in hospitals, clinics, rehabilitation centers, long-term care facilities, physician’s offices, and assisted living facilities. These professionals must possess the technical skills necessary to service complex patient care issues, including rehabilitation services, diagnostic tests, basic bedside care, and collection of laboratory specimens, phlebotomy, and EKGs. In addition to labs requiring a student to practice and demonstrate EKG, phlebotomy, and baseline nursing skills, the lecture topics of this program include medical terminology, anatomy and physiology, and miscellaneous patient care concepts. Other topics include HIPAA, vital signs, patient care, personal hygiene and grooming, and aseptic technique.

National Certification: After the successful completion of this program, you will have met the necessary requirements to take the National Healthcare Association (NHA) Certified Patient Care Technician (CPCT), Certified Nurse Technician (CNT), and/or Certified Patient Care Associate (CPCA) national certification exams.

September 22–December 17 (30 sessions; no class on 11/26)  
Tu/Th 6:00–9:30 PM
Contact Hours: 120
Tuition: $2,079 (Textbooks included)  
Sat 10/3, 10/17, 10/31, 11/14 & 12/5, 9:00 AM–4:00 PM
Location: TBD

Due to the extenuating circumstances of COVID-19, this offering will convert to a 100% online class if needed.
NCHE009 Medical Billing & Coding Program
This combined 80-hour course teaches you the skills needed to solve insurance billing problems, manually file claims (using the CPT and ICD-10 manual), complete common insurance forms, trace delinquent claims, appeal denied claims, and use generic forms to streamline billing procedures. The course covers CPT (introduction, guidelines, evaluation, and management), specialty fields (such as surgery, radiology and laboratory), ICD-10 (introduction and guidelines), and basic claims processes for medical insurance and third-party reimbursements. You’ll also learn how to find the service and codes using manuals (CPT, ICD-10 and HCPCS).

*National Certification: After obtaining the practical work experience (six months to two years), students who complete this course could be qualified to sit for the American Academy of Professional Coders (AAPC) Certified Professional Coder Exam (CPC) or Certified Outpatient Coder Exam (COC); the American Health Information Association (AHIMA) Certified Coding Associate (CCA) exam; and/or other national certification exams.*

| September 28–December 7 (22 sessions, no class on 11/25) | M/W 6:00–9:30 pm |
| Contact Hours: 80 | Sat 10/17 & 11/14, 9:00 AM–3:00 pm |
| Tuition: $1,975 (Textbooks included) | Location: TBD |

Due to the extenuating circumstances of COVID-19, this offering will convert to a 100% online class if needed.

NCHE008 Pharmacy Technician Program With Clinical Externship
This comprehensive 80-hour program will prepare you to work as a pharmacy technician in a retail or other pharmacy setting and to take the Pharmacy Technician Certification Board (PTCB) Pharmacy Technician Certification Exam (PTCE). The course content includes pharmacy medical terminology, the history of pharmacy, the pharmacy practice in multiple environments, pharmacy calculations and measurements, reading and interpreting prescriptions, and defining drugs by generic and brand names. Through classroom lecture and hands-on labs, you’ll review dosage calculations, drug classifications, the “top 200 drugs,” IV flow rates, sterile compounding, dose conversions, aseptic technique, handling of sterile products, total parenteral nutrition (TPN), dispensing of prescriptions, inventory control, and billing and reimbursement.

*National Certification: After the successful completion of this program, you will have met the necessary requirements to take the PTCB Pharmacy Technician Certification Exam (PTCE).*

| September 28–December 16 (23 sessions; no class on 11/25) | M/W 6:00–9:30 pm |
| Contact Hours: 80 | Location: TBD |
| Tuition: $1,767 (Textbooks included) | Location: TBD |

Due to the extenuating circumstances of COVID-19, this offering will convert to a 100% online class if needed.

NCHE001 American Heart Association Basic Life Support (BLS) Provider
The American Heart Association’s (AHA) Basic Life Support (BLS) course provides the foundation for saving lives after cardiac arrest. Updated to reflect 2015 science, BLS teaches the concepts of high-quality CPR, improvement of chest compression fraction, and high-performing team dynamics. It offers the advantages of content representing the latest resuscitation science for improved patient outcomes; realistic scenarios, simulations, and animations depicting rescuers, teams, and patients; and course and content flexibility for AHA instructors and students, including adaptability to local protocols.

| September 14 (1 session) | M 6:00–10:30 pm |
| Tuition: $99 | Location: TBD |
| November 21 (1 session) | Sat 9:00 AM–1:30 pm |
| Tuition: $99 | Location: TBD |

Instructor: LifeForce USA
NCHE002 American Safety & Health Institute CPR/AED (Adult and Child)
The American Safety and Health Institute’s (ASHI) CPR and AED course is designed specifically for individuals and is an excellent choice for both the community and workplace setting. This extremely flexible program will help prepare you to respond to a cardiac arrest and choking. This program conforms to the 2015 AHA Guidelines Update for CPR and Emergency Cardiovascular Care (ECC). Certification is valid for two years from course completion date.
September 30 (1 session) W 6:30–9:00 pm
Tuition: $89 Location: TBD Instructor: LifeForce USA

NCHE004 American Safety & Health Institute Basic First Aid
The American Safety and Health Institute’s (ASHI) Basic First Aid course helps you develop basic first aid knowledge and skills and the confidence to respond. The program is an excellent choice for both the community and workplace setting and conforms to the 2015 AHA and ARC Guidelines Update for First Aid. The course covers various sudden injuries, sudden illness, and environmental emergencies. Certification is valid for two years from course completion date.
November 11 (1 session) W 6:30–9:00 pm
Tuition: $63 Location: TBD Instructor: LifeForce USA

NCCONED003 American Safety & Health Institute Child and Babysitting Safety
The Child and Babysitting Safety (CABS) program from the American Safety and Health Institute (ASHI) gives teenagers and young adults everything they need to know for safe and successful babysitting, from getting started with their business, to dealing with parents and children, to key safety, caregiving, and first aid tips. This program is not intended to meet any regulatory requirements for child care providers. There are no prerequisites for taking the CABS program, but additional training in CPR, AED, and first aid is highly recommended.
October 17 (1 session) Sat 9:00 AM–2:30 pm
Tuition: $103 Location: TBD Instructor: LifeForce USA

NCCONED001 National Safety Council Defensive Driving
This six-hour course provides the primary knowledge and skills for defensive driving and describes techniques for avoiding high-risk driving behaviors. You’ll learn that the right attitude can prevent collisions and help understand the consequences of poor decision making. After successful completion of this course, you may be eligible to receive up to a 5% insurance discount and/or a two-point New Jersey Division of Motor Vehicles reduction.
November 9 (1 session) M 9:00 AM–3:30 pm
Tuition: $103 Location: TBD Instructor: LifeForce USA
NEW! Introduction to Photoshop CC
Adobe Photoshop CC has a host of impressive new features for photographers, and you’ll encounter many of them in an introduction to the Photoshop environment. You’ll also learn how to create simple digital paintings. You’ll edit your own photographs to get rid of dust and scratches, fix the color, and correct image exposure. In addition, you’ll master techniques for switching the backgrounds on images and removing wrinkles and blemishes from photos, just like they do in magazines. You will also learn about the content-aware Move tools in CC that, like magic, let you move something on an image and intelligently replace the “hole” left behind. By the time you finish this fun, hands-on, project-oriented course, you’ll be well on your way to expressing yourself with the most exciting graphics program ever developed.

Begins Monthly
Tuition: $115

ONLINE
Contact Hours: 24
Visit ed2go.com/Georgian for more information or to register.
Grammar Refresher
Develop your English grammar skills and take your writing and speaking to the next level of excellence in this course. This course explores the eight parts of speech, punctuation and mechanics, and foundational sentence construction. You’ll learn about phrases, clauses, problem words, common grammar mistakes, and much more through practical, hands-on exercises. You’ll also learn through short videos, examples, and even fun games.
Begins Monthly
Tuition: $100
ONLINE
Contact Hours: 24
Visit ed2go.com/Georgian for more information or to register.

Spanish for Medical Professionals
With increasing numbers of Spanish-speaking patients entering the health care system every year, it’s more crucial than ever for health professionals to learn medical Spanish. What’s more, adding Spanish skills to your résumé can broaden your career horizons and give you an advantage over other health care workers. This course skips the “touristy” topics and focuses on the basic medical Spanish phrases you really need to know in a medical setting. Whether you’re new to the language or just want a refresher, this medical Spanish class can help you. ¡Vamos! (Let’s go!)
Begins Monthly
Tuition: $115
ONLINE
Contact Hours: 24
Visit ed2go.com/Georgian for more information or to register.

Spanish for Law Enforcement
Whether you’re new to the Spanish language or just want a refresher, this course will teach you the basic Spanish phrases you need for everything from making casual conversation to handling life-or-death situations. You’ll start with simple vocabulary for everyday topics including colors, numbers, conversational phrases, family names, and words for asking questions. You’ll learn Spanish terminology you can use during arrests, traffic stops, medical emergencies, and many other common law enforcement situations. By the end of this course, you’ll be well on your way to being a Spanish speaker and communicating more effectively with the Spanish speakers all around you.
Begins Monthly
Tuition: $115
ONLINE
Contact Hours: 24
Visit ed2go.com/Georgian for more information or to register.

NEW! Writing Essentials
Whether you’re hoping to get a better job, write for a blog, or publish your short story, this course will give you the writing tools you need for success. It’s also a perfect choice if you speak English as a second language. With the knowledge and hands-on practice you gain from this course, you’ll be able to express yourself clearly and persuasively in writing—both in your personal life and in the business world.
Begins Monthly
Tuition: $115
ONLINE
Contact Hours: 24
Visit ed2go.com/Georgian for more information or to register.
NEW! Teaching Adult Learners

This course will introduce numerous ways to motivate and teach adult students. You’ll learn dozens of powerful teaching techniques that will keep your adult learners excited and help them absorb your material effortlessly. By the end of the course, you’ll know all the tricks and techniques for winning over this fun, exciting, and very demanding group of students.

Begins Monthly
Tuition: $115

ONLINE
Contact Hours: 24
Visit ed2go.com/Georgian for more information or to register.
NCSW004 Post-Traumatic Growth in Crisis Recovery

The theory of post-traumatic growth refers to the positive changes that occur for people because of difficult life events. This theory suggests that positive changes for an individual do not merely occur during the personal crisis; rather, it is the individual’s ability to successfully move on from the crisis that marks an evolution. This course will explore the role post-traumatic growth can play for individuals recovering from crisis. Tips for integrating components of post-traumatic growth theory into mental and behavioral health treatment will be reviewed.

August 27 (1 session) Th 6:00–8:00 pm  
Tuition: $36 Location: ONLINE  
Instructor: Megan Callahan-Sherman, Ph.D., LCSW

NCSW001 Psychological Grit in Achievement

This interactive presentation introduces grit theory, which contends that gritty people have the unique ability to push forward toward their goals regardless of obstacles and adversity. Research suggests that grit is a greater determinant of success than intellectual ability. This course will help you develop strategies for facilitating grit in the clients with whom you work.

September 17 (1 session) Th 6:00–8:00 pm  
Tuition: $36 Location: ONLINE  
Instructor: Megan Callahan-Sherman, Ph.D., LCSW

NCSW002 Spirituality in Social Work Practice

This webinar will discuss the role of spirituality and faithfulness in contemporary social work practice. You’ll review faith as a developmental process. You’ll also gain an understanding of the conceptualization of “meaning making” as a facilitator of personal growth and connection to a higher power. In addition, you’ll discuss three popular mediums for connecting mind and spirit.

October 1 (1 session) Th 6:00–8:00 pm  
Tuition: $36 Location: ONLINE  
Instructor: Megan Callahan-Sherman, Ph.D., LCSW

NCSW009 Transitioning to Telehealth: Fostering Interpersonal Relationships Through a Digital Sphere

This webinar will review useful tips for mental health professionals to foster interpersonal skills while utilizing technology. You’ll be introduced to techniques and tips for engaging in a digital world and discuss the requirements for and risks of using telehealth. You’ll also learn best practices and successful communication strategies for transitioning to a digital sphere.

CEU credits are available from the New Jersey Board of Social Work Examiners.

September 15 (1 session) Tu 6:00–8:00 pm  
Tuition: $36 Location: ONLINE  
Instructor: Colleen Diveny

NCHE011 Mental Health First Aid

This eight-hour course is a training program of the National Council for Behavioral Health (NCBH) and is proven to teach the skills necessary to respond to the signs of mental illness and substance use. The goal behind the program is to build mental health literacy by helping the public identify, understand, and respond to signs of mental illness. Peer-reviewed studies show that individuals trained in the program
- grow their knowledge of signs, symptoms and risk factors of mental illnesses and addictions;
- can identify multiple types of professional and self-help resources for individuals with a mental illness or addiction;
- increase their confidence in and likelihood to help an individual in distress; and
- show increased mental wellness themselves.

Nursing and social work CEU contact hours are pending. Lunch will be provided.

November 14 (1 session) Sat 9:00 AM–5:30 pm  
Tuition: $150 Location: TBD  
Instructor: Kathryn Fleming, Ph.D. & Marni Elson-Victor

Visit georgian.edu/cps to register or for more information.
CORPORATE TRAINING

WORKPLACE LEARNING

Using a highly consultative and flexible approach, the Center for Professional Studies (CPS) at GCU works directly with individual employers and organizations to assess training needs and develop customized solutions that can be immediately applied in the workplace.

We can help you build and execute a 12-month program, plan and deliver a single training course, or provide one-on-one executive coaching. However you engage GCU, we will listen carefully, recommend thoughtfully, and deliver reliably. By providing needed skills, individuals and organizations can be better positioned to achieve operational goals and meet unexpected challenges.

We also partner with organizations to meet current and future hiring needs. Many of our training programs are eligible to be funded by workforce training agencies that support the retraining of individuals to meet your company’s hiring needs. We welcome the opportunity to connect you with the talent pipeline you are seeking.

Our corporate services team looks forward to developing a training solution that is tailored to your organization. We offer “soft-skill” and technical programs that are in demand across a broad spectrum of industries. For an overview of our offerings by category, please see the below summaries. For more information or to schedule an appointment with our corporate services team, please call 732-987-2255 or e-mail cps@georgian.edu.

Please note: If needed, due to extenuating circumstances of COVID-19, CPS will convert training to be delivered online.

MANAGEMENT/LEADERSHIP TRAINING

GCU’s Center for Professional Studies offers a full complement of leadership and management training programs—from classes for new managers to one-on-one coaching for high-level executives. Turn to us for assistance in addressing these and other leadership areas.

- **Change Management**—Organizations evolve, adapt, and grow to accommodate changing technologies, environmental conditions, and customer demands or become irrelevant in their attempt and stand still. The change-management process is a structured approach to transitioning individuals, teams, and organizations from a current state to a desired future state.

- **Performance Management**—The purpose of continuous improvement training is to identify and, more importantly, implement ongoing improvements that build upon themselves like a stairway to continually raise the performance level of an organization.

- **Conflict Resolution**—Conflict is generally perceived as negative and destructive, which it can be if unmanaged, but it can also be very positive. This training demonstrates ways to redirect conflict into positive and creative solutions that benefit individuals and the entire organization. When properly harnessed, conflict can become a productive force for change, innovation, learning, and enhancement of the work environment.

- **Negotiations**—Influence and negotiation are part of nearly every business interaction. This training provides strategies to professionally use influence and negotiation to achieve desired business and professional outcomes.

- **Time Management/Effective Meetings**—Some people think meetings are a waste of time and, perhaps, poorly managed meetings are unproductive. However, this workshop presents techniques for conducting meetings that become effective communication and problem-solving tools.

- **New Supervisor Training**—To assist supervisors in understanding their new role and the required functions and skills to be successful, participants will learn how their roles will change, how to effectively transition from peer to supervisor, management’s expectations for new leaders, and a better understanding of their responsibilities in this new role.

- **Effective Delegation**—Effective delegation is intended for supervisors and managers who have delegating responsibilities to their direct reports. This program provides supervisors and managers with eight steps to successful delegation.
• **Team Building**—In today’s rapidly changing work environment, employees often work as teams to solve specific problems. This training assists participants in developing a set of principles that all team members can share. These principles will serve to help guide the actions of team members as they work together to solve common organizational issues.

• **High Potential Leadership**—Distinguishing between high performers and high potentials is a common organizational challenge. This program assists companies in differentiating between the two groups and provides insight on how to equip high-potential participants with the necessary skills to grow and excel in a management role.

• **Executive Coaching**—Executive leaders often struggle with decision making on a daily basis. An executive coach provides these leaders with unbiased feedback, observations, and reflection to identify areas of focus or development secured by a confidentiality agreement. Coaching sessions can be held in-person, via phone, or by video conference.

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**COMMUNICATIONS TRAINING**

Virtually every organization deals with challenges related to communication and collaboration. Georgian Court has developed extensive programs for employees, both native speakers of English and those for whom English is a second language. Our instructors excel at building skills in both written and spoken communication, including public speaking, creating and delivering presentations, and providing outstanding customer service.

• **Customer Service**—Participants discuss the necessary elements to build a stronger commitment to customer service and to improve relations with both customers and fellow employees.

• **Consultative Selling**—Consultative selling is built upon the premise that everyone needs to win in business relationships. One party has the opportunity to sell products or services, and the other party has the opportunity to have his/her needs met. Trust and long-term relationships are the goal, not quick sales. This training emphasizes the planning and preparation of phases of consultative selling.

• **Verbal Communication Skills**—Communication between coworkers and customers can make the difference between productivity and wasted effort. This workshop begins the process of building effective communication skills for use in the workplace as well as in personal relationships.

• **Business Writing**—Business professionals learn how to write in a more concise and powerful manner. This course outlines writing techniques and language rules, each of which is explained in detail and reinforced with application exercises. Participants learn to strengthen their writing style and produce more effective business documents.

• **E-mail Etiquette**—This workshop reviews the realities of today’s business writing and teaches how to compose and send professional, clear, and concise e-mails that attract the reader and convey accurate messages.

• **English as a Second Language**—This course is designed for participants who are literate in their native tongues and have some fluency in using the Roman alphabet to associate sounds with symbols; are typically unable to formulate complete sentences in English; and know individual words or phrases, but are unable to express basic thoughts.

• **Technical Writing**—This course teaches participants to write clear, effective technical documents, including user manuals and technical reports. They learn to assess their target audience and develop documents to meet their needs. They’ll build effective sentences, paragraphs, and sections that explain information clearly and learn to employ diagrams, tables, charts, and other graphic tools effectively.
Technology changes rapidly, creating continual need for employee training and development. Georgian Court designs and delivers a full spectrum of technology training programs. From basic PC and Microsoft Office training to highly specialized certificate programs, we can assist you and your employees in building the skills necessary to maximize the value of technology in the workplace. Our mobile computer classroom provides a flexible and efficient solution for delivering training at your location.

- Adobe
- Google Drive
- Microsoft Office (2010–Office 365)
  - Excel
  - Project
  - Outlook
  - PowerPoint
  - Word
  - One Drive
  - One Note

**TECHNOLOGY CERTIFICATION & CREDENTIALING PROGRAMS**

**CompTIA IT Foundations (ITF+)**

This is an introduction to IT knowledge and skills needed to perform tasks commonly performed by advanced end users and entry-level IT professionals alike, including

- using features and functions of common operating systems and establishing network connectivity,
- identifying common software applications and their purpose, and
- using security and web browsing best practices.

This training and certification exam is intended for those who are advanced end users and/or interested in pursuing professional-level certifications, such as A+.

**CompTIA A+**

The Official CompTIA® A+® Core 1 and Core 2 (Exams 220-1001 and 220-1002) provide the background knowledge and skills required to perform job duties related to an A+ technician. Trained staff will support today’s core technologies from security to cloud to data management and more. It is an industry-recognized credential with performance-based items to prove pros can think on their feet to perform critical IT support tasks in the moment. CompTIA A+ is regularly re-invented by IT experts to ensure that it validates core skills and abilities demanded in the workplace.

*Prerequisite: It is recommended that you have at least six months of working in an environment that markets or relies on IT-related services or have passed the CompTIA IT Foundations (ITF+) exam.*
**CompTIA Cloud Essentials**

This course is aimed at business professionals and non-IT staff who want the understanding of cloud computing principles based on real-world issues and practical solutions. This training builds knowledge and skills in the following areas:

- understanding the fundamental concepts, business aspects, and impact of cloud computing,
- differentiating between the types of cloud solutions and the adoption measures needed,
- identifying the technical challenges and the steps to successfully adopt cloud services, and
- understanding the basic concepts of ITIL.

*Prerequisite: It is recommended that you have at least six months of working in an environment that markets or relies on IT-related services.*

**CompTIA Linux+**

This training is designed for IT professionals whose primary job responsibility is the management of servers and other devices running the Linux operating system. A typical trainee should have at least nine months of hands-on Linux experience and at least one-and-a-half years of IT experience in other computing environments. This training prepares staff for the CompTIA Linux+ certification and for Exam XK0-004. This training provides the knowledge and skills required to configure, manage, operate, and troubleshoot a Linux environment by using security best practices, scripting, and automation.

**Tableau Desktop Level I**

This course is designed for professionals in a variety of job roles who are currently using desktop or web-based data-management tools to perform numerical or general data analysis. This includes capturing and reporting on data to peers, executives, and clients. These professionals also provide data visualizations in reports or explain data analysis through visualizations.

Tableau was built to connect to a wide range of data sources and allows users to quickly create visualizations of connected data to gain insights, show trends, and create reports. Tableau's data connection capabilities and visualization features go far beyond those that can be found in spreadsheets, allowing users to create compelling and interactive worksheets, dashboards, and stories that bring data to life and turn data into thoughtful action.

*Prerequisite: To ensure your success in this course, you should have experience managing data with Microsoft Excel.*

**Power BI**

As technology progresses and becomes more interwoven with our businesses and lives, more data is collected about business and personal activities. This era of “big data” has exploded due to the rise of cloud computing, which provides an abundance of computational power and storage, allowing organizations of all sorts to capture and store data. Leveraging that data effectively can provide timely insights and a competitive advantage.

*Power BI was built to connect to a wide range of data sources and allows users to quickly create visualizations of connected data to gain insights, show trends, and create reports. Power BI's data connection capabilities and visualization features go far beyond those that can be found in spreadsheets, allowing users to create compelling and interactive worksheets, dashboards, and stories that bring data to life and turn data into thoughtful action.*

**AWS Academy Cloud Foundations**

This 20-hour course is intended to provide a foundational understanding of cloud computing concepts, independent of specific technical roles. It provides an overview of cloud concepts, AWS core services, security, architecture, pricing, and support.
CORPORATE TRAINING

PROJECT MANAGEMENT CERTIFICATION & CREDENTIALING PROGRAMS

Project Management Essentials
This training teaches the “how to” of project management led by an expert instructor and supported by the CertWise® Essentials of Project Management online course materials including case studies, templates, and worksheets. This course is broken into four modules:

- Project Management: The Discipline and the Profession;
- Planning and Balancing Project Work;
- Executing, Controlling, and Closing the Project; and
- Strategic Value of Projects.

Project Management Professional
The Project Management Professional certification is a globally recognized certification that demonstrates to clients and colleagues that a project manager possesses the requisite professional knowledge, experience, and skills to bring projects to successful completion. As the demand for skilled project managers is at a critically urgent level, practitioners who hold the PMP certification are well positioned to provide the professional services needed to lead project teams and achieve strong outcomes.

Lean Six Sigma
This training is offered at several levels and is designed to provide the trainee with an understanding of the method, modality, concepts, definitions, and the role he or she plays in the overall project cycle. A certification exam is available from the International Association For Six Sigma Certification (IASSC).

LOGISTICS & SUPPLY CHAIN CERTIFICATION & CREDENTIALING PROGRAMS

Certified Logistics Technician
The Manufacturing Skill Standards Council’s (MSSC) credentialing system leads to a Certified Logistics Technician (CLT) credential and covers core competency areas for frontline material handling workers across all supply chain facilities, including factories, warehouses, distribution centers, and transporters. Topics include the global supply chain logistics lifecycle, material handling equipment, safety, quality control, order processing, and inventory control. Individuals are assessed for two credentials: the foundational-level Certified Logistics Associate (CLA) certificate and the mid-level Certified Logistics Technician (CLT) Certification. CLA is a prerequisite for CLT.

This program can be offered in a hybrid format with a mix of online and in-person sessions. Participants must have access to a tablet, laptop, or desktop computer to complete this course.

Certified Supply Chain Professional (CSCP)
The APICS Certified Supply Chain Professional program brings your company’s entire end-to-end supply chain into perspective. From manufacturing companies to service providers, supply chain effectiveness in the global economy is increasingly critical for business and professional success. Customer expectations are high, and with the APICS CSCP certification, you can ensure your company not only meets, but exceeds them. This 40-hour program consists of three modules:

- Supply Chain Strategy and Design,
- Supply Chain Planning and Execution, and
- Supply Chain Improvement and Best Practices.

To obtain the CSCP certification, participants must sit for a formal exam. Upon successful completion, APICS will issue the CSCP certification.

Textbooks and a one-year license to the CSCP computer learning system are included.
CORPORATE TRAINING

PRODUCTION & MANUFACTURING CERTIFICATION & CREDENTIALING PROGRAMS

Certified Production Technician

The Manufacturing Skills Standards Council (MSSC) Certified Production Technician (CPT) program validates and certifies individuals who can demonstrate mastery of core competencies of manufacturing production at the front-line (entry-level through front-line supervisor) through successful completion of certification assessments. This program consists of four individual certificate modules:

- Safety,
- Quality Practices and Measurement,
- Manufacturing Processes and Production, and
- Maintenance Awareness.

This program can be offered 100% online, in person, or in a hybrid format.

HUMAN RESOURCES CERTIFICATION & CREDENTIALING PROGRAMS

Society for Human Resource Management (SHRM) Certified Professional

The SHRM Certified Professional or Senior Certified Professional (SHRM-CP or SHRM-SCP) credential is the industry standard for leadership and excellence in the HR field and a valuable asset to an organization as it keeps employees and their organization competitive in today’s economy and labor market. The SHRM Certified Professional program is for HR professionals primarily engaged in operational roles—implementing policies, serving as the HR point-of-contact for staff and stakeholders, and/or performing day-to-day HR functions. The SHRM Senior Certified Professional program is for HR professionals operating at a senior level in primarily strategic roles—developing policies and strategies, overseeing HR operations, and analyzing performance metrics.

APPRENTICESHIP PROGRAMS

Related Technical Instruction

A variety of courses are available that can be modified to meet the needs of related technical instruction for apprenticeships.

GRANT OPPORTUNITIES

Growing Apprenticeships in Nontraditional Sectors (GAINS)

The GAINS program provides New Jersey businesses/organizations with support in targeted industry sectors for the development of registered apprenticeship (RA) programs, or for existing RA programs seeking to expand into new U.S. Department of Labor approved occupations.

The program encourages participation by providing a 50% wage reimbursement for the first six months of newly hired apprentices’ employment, offsetting costs incurred for training the new apprentice, and incentivizing employers that hire registered apprentices from approved pre-apprenticeship programs. Examples of training costs include related classroom instructor costs, materials/supplies, and supervision by a journey worker.

Availability: TBD (FY21 Release)

Opportunity Partnership Grant (OPG)

The OPG program is designed to assist displaced/dislocated workers secure employment through the provision of high-quality occupational training in growth industry sectors with training and credentials that align with employers’ needs. The goal is to reconnect participants with gainful employment opportunities.

Availability: Rolling deadline

Visit georgian.edu/cps to register or for more information. | 27
CORPORATE TRAINING

UPSKILL: New Jersey Incumbent Worker Training

UPSKILL funds are competitively awarded to New Jersey employers to provide cost-reimbursement assistance to train incumbent frontline employees to meet current and future occupational skill requirements of high-wage, middle-, and high-skill jobs within the state. The funds are not intended for annual training or training that would otherwise be conducted without grant assistance. This grant may contribute up to a maximum of a 50% match for training costs incurred by a New Jersey employer in one of two ways:

- reimbursement by clock hour of instruction received from a third-party training provider(s) or
- reimbursement for 50% of the base wages of trainees participating in approved training conducted by the employer.

Availability: TBD (FY21 Release)

RECRUITMENT ASSISTANCE

In addition to providing training and education programs needed to enhance the skills of your current workforce, we can assist you in creating talent pipelines and growing recruitment efforts. By working with local workforce development boards, one-stop career centers, and other government partners, we can recruit and train the talent you need!

We will assist you with building a “pre-employment” training program, recruiting candidates, and interviewing and screening potential hires. Tuition and support are provided through the one-stop system for eligible candidates.
MOSAIC events are brought to you by the McAuley Community Center. MOSAIC events require advance registration.

About the McAuley Community Center
The McAuley Community Center offers top quality entertainment; educational, spiritual, and cultural events; and a connection to one of New Jersey’s premier universities for the Georgian Court University family and surrounding communities. Note: some events require tickets. Please purchase online using the link provided for those programs and either bring the paper ticket or show the e-mail barcode on your phone or other device.

Please note that the university reserves the right to cancel or postpone events due to the changing circumstances surrounding COVID-19. Full refunds will be issued due to any cancellations. Guests will be communicated with using either the phone number or e-mail address provided upon registration.

A Note about Mrs. Gould’s 19th Annual Holiday Social
Due to the uncertainty surrounding the COVID-19 pandemic and to comply with current state-mandated social distancing guidelines, the university has made the difficult decision to cancel Mrs. Gould’s Holiday Social for 2020. This was a sad decision, as this would have been Mrs. Gould’s 19th year hosting her social. Please keep an eye out for our spring publication, as Fanny Brice may be able to make a trip to visit Mrs. Gould in the spring. We wish our longtime guests and newcomers the best and hope you remain healthy and safe during these challenging times. We look forward to seeing you in Mrs. Gould’s home as soon as it is safe.

NCCONED015 Steve Martin: The Early Years
Steve Martin began his career as a writer for the Smothers Brothers and soon redefined himself as one of the most popular stand-up comedians of our generation. His vast body of work includes writing critically acclaimed screenplays and Broadway shows and performing as an actor, singer, and dancer, which has earned him numerous awards including an Emmy, Grammy, and an Honorary Academy Award. Learn how one “Wild and Crazy Guy” evolved into one of America’s most creative comedy treasures.

Tickets must be purchased in advance.

October 8
Tuition: $12
Location: Little Theatre
Presenter: Sal St. George, writer, director, and producer of Mrs. Gould’s Holiday Social

NCCONED016 Berries and Leaves of the Holly Collection
Enjoy the red, yellow, orange, black, and white berries and the diversity of leaf shapes, colors, and genders in the arboretum’s American, English, inkberry, and winterberry holly collection. See the “married” male and female trees that have grown together! This tour will be canceled in the event of inclement weather.

Walking on uneven paths and uphill is required; tour is not fully handicap accessible. Tickets must be reserved in advance.

November 20
Tuition: FREE
Location: Jeffries Hall, East Entrance
NCCONED017 Fall Arboretum Tour
Celebrate the nature and beauty of Georgian Court with a walking tour of the trees and gardens of the Sister Mary Grace Burns Arboretum. You’ll see the LEED Gold-certified Wellness Center’s living roof, and the Puny, Italian, Japanese, Formal, Sunken, and Wellness Gardens, while learning about the historic sculptures and statuary along the way.
*Walking on uneven paths and uphill is required; tour is not fully handicap accessible. Tickets must be reserved in advance.*

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<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>October 23</td>
<td>F 1:30–3:30 PM</td>
<td>Jeffries Hall, East Entrance</td>
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Tuition: $12 Location: Jeffries Hall, East Entrance

NCCONED010 From Rock & Roll to Rock: A History
The rhythm and blues of the 1940s and rockabilly of the 1950s spawned rock & roll—the music parents feared would corrupt their children forever. Social change and rebellion begat Motown, psychedelia, punk, and disco. Follow how rock reflected and influenced the culture of its times.
*Includes multi-course “diner food” plated dinner at 6:30 PM, followed by the lecture. All tickets must be purchased online at least eight days prior. No tickets will be sold at the door.*

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<tr>
<td>October 23</td>
<td>F 6:30–8:30 PM</td>
<td>North Dining Room</td>
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Tuition: $45 Location: North Dining Room Presenter: Patrick Appello, GCU Lecturer in Music

NCCONED019 Evolution of American Folk Music
Scottish and English folk ballads heavily influenced the Appalachians, considered the founders of American folk music. Spirituals, sea shanties, railroad songs, cowboy ballads, and other iterations followed, leading to the 1960s versions we are familiar with today.
*Includes a multicourse plated dinner at 6:30 PM, followed by the lecture. All tickets must be purchased online at least eight days prior. No tickets will be sold at the door.*

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<td>November 6</td>
<td>F 6:30–8:30 PM</td>
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Tuition: $45 Location: North Dining Room Presenter: Patrick Appello, GCU Lecturer in Music

NCCONED009 Terrorism & Homeland Security in New Jersey
Most individuals in New Jersey associate terrorism more with New York City and not with the Garden State of New Jersey. This presentation will review several incidents and investigations during the past five decades that were initiated in or closely connected to New Jersey. We’ll also review how the state is organized to be prepared for homeland security and terror-related events.
*Tickets must be reserved in advance.*

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<tr>
<td>October 7</td>
<td>W 6:30 PM</td>
<td>Little Theatre</td>
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<td>Tuition: FREE</td>
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Tuition: FREE Location: Little Theatre Presenter: Presented by NYPD Detective Lieutenant (Ret.) Robert Louden, Ph.D., Professor Emeritus of Criminal Justice
EMPLOYER SPONSORSHIP FORM

Student Information

Last Name __________________________ First Name __________________________ MI ______
Date of Birth (required) ________________ Student ID (if known) ______________________
Street Address ________________________________________________________________
City __________________________________ City __________________________ State _______ Zip Code __________
E-mail _______________________________ Telephone ________________________________

I authorize Georgian Court University to release attendance and grade information to the below named employer.

Signature ______________________________________________________________________

Employer Information

Company Name ________________________________________________________________
Street Address ________________________________________________________________
City __________________________________ State _______ Zip Code __________
Authorized Company Contact ____________________________________________________
E-mail _______________________________ Telephone ________________________________
Billing Contact (if different from above) ___________________________________________
Billing E-mail _________________________ Billing Telephone __________________________
Purchase Order Number (if applicable) _____________________________________________

I authorize Georgian Court University to enroll the above named employee in the course(s) below and will take responsibility for payment of all tuition and fees.

Signature ______________________________________________________________________

Courses

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