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COUNTY COLLEGE of MORRIS


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Spring 2010

**Certified Assisted Living  
Administrator Course**

**Comprehensive  
Alzheimer's Dementia  
Course**

*Continuing Education Courses for:*  
Registered Nurses • Social Workers  
LNHA • CALA • Activity Directors



[www.ccm.edu](http://www.ccm.edu),  
scroll to Business & Community, Current Brochure

### **CERTIFIED ASSISTED LIVING ADMINISTRATOR COURSE**

Become an executive in the fastest growing field of eldercare. This course meets the N.J. Department of Health and Senior Services criteria to be credentialed as an Assisted Living Administrator and /or Administrator of an Adult Day Service. Learn how to successfully manage an assisted living community and related senior facilities. Focus is on ethics, services, regulatory compliance, human resource management and budgeting. Comprehensive tools and techniques to pass the N.J. DHHS test are provided. Eligibility Requirements: Age 21 or older, criminal background clearance (forms provided after course is completed), and high school degree. AHP 284

*INSTRUCTORS:* Barbara Darlington, MSRN, A-NCP, LNHA, and Laurie Loughney, BS Psychology, LNHA, CALA, CSW, AHM

*28713. 4 Sessions: Learning Resource Center (Masten Library), 115  
Time: 8 a.m.-6 p.m., Fri/Sat, Feb. 19-27  
Total Cost: \$1,380 (tuition \$109, college fee \$16, contract fee \$1,250, registration \$5)*

### **COMPREHENSIVE ALZHEIMER'S DEMENTIA COURSE**

Get the edge in successfully providing dementia care in the long-term care facility. Course provides an introduction to Alzheimer's/Dementia, care methods, and caregiver support techniques. Course meets National Council of Certified Dementia Practitioner requirements to be certified as a Certified Dementia Practitioner. Continuing Education Units for Registered Nurses, Social Workers, LNHA, CALA and Activity Directors are provided. AHP 285

*INSTRUCTORS:* Barbara Rimorin, CDP, CALA, Aroma Therapist, and Laurie Loughney, BS Psychology, LNHA, CALA, CSW, AHM

*\*28714. 1 Session: Learning Resource Center (Masten Library), 115  
Time: 8:30 a.m.-5:30 p.m., Tues, March 16  
Total Cost: \$225 (tuition \$17, college fee \$3, contract \$200, registration \$5)*

### **ELIMINATING WORKPLACE VIOLENCE**

Is there a bully in your life? This is a person who makes the job miserable because of hostile, demeaning behavior. Actual examples from workplaces are shared. This interactive session focuses on the causes, results and solutions for bullying behavior. You learn how to identify and respond to bullies, practice skills and gain insights on how to turn a toxic environment into a healthy one. NJ Continuing Educations Units for Registered Nurses, Social Workers, LNHA, CALA and Activity Directors: 3 AHP 286

*INSTRUCTORS:* Patricia Iyer, RN, MSN, LNCC, and Laurie Loughney, BS Psychology, LNHA, CALA, CSW, AHM  
*\*28715. 1 Session: Henderson Hall, 204  
Time: 7-10 p.m., Thurs, March 11  
Total Cost: \$69 (tuition \$4, college fee \$1, contract \$59, registration \$5)*

### **PAIN MANAGEMENT— BODY, MIND AND SPIRIT**



Increase your skills in pain management assessment, evaluation, proactive interventions and accepted standards of care in the areas of skilled nursing, assisted living, hospice and adult day services. Course also focuses on alternative and complementary pain management assessment, proactive interventions and documentation. Techniques include aromatherapy, art therapy,

life-long journaling, and shared silences. NJ Continuing Educations Units for Registered Nurses, Social Workers, LNHA, CALA and Activity Directors: 3 AHP 287

*INSTRUCTORS:* Laurie Loughney, BS Psychology, LNHA, CALA, CSW, AHM, and Barbara Rimorin, Aroma Therapist, Certified Dementia Practitioner

*\*28716. 1 Session: Henderson Hall, 204  
Time: 7-10 p.m., Thurs, March 25  
Total Cost: \$49 (tuition \$4, college fee \$1, contract \$39, registration \$5)*

## TRANSFORMATIONAL LEADERSHIP: ANGLING FOR AN EMPOWERED WORKFORCE OR "HOW TO FISH YOUR WAY TO SUCCESS"



Learn how to reduce turnover in frontline positions using the "Seattle Fish Market" strategy of building team cohesiveness. Explore the differences between transactional

and transformational management. Discover creative management concepts in recruiting and retaining top performers. NJ Continuing Educations Units for Registered Nurses, Social Workers, LNHA, CALA and Activity Directors: 3 AHP 288

**INSTRUCTOR:** Laurie Loughney, BS Psychology, LNHA, CALA, CSW, AHM

**\*28717.** 1 Session: Henderson Hall, 204  
Time: 7-10 p.m., Thurs, April 8  
Total Cost: \$49 (tuition \$4, college fee \$1, contract \$39, registration \$5)

*These courses are brought to you by County College of Morris and Longtree & Associates LLC*

### Also offered at County College of Morris:

- Certified Medication Aide Course
- Certified Homemaker Health Aide Course

For more information, call 973-328-5187 or visit [www.ccm.edu](http://www.ccm.edu), scroll to Business & Community, Current Brochure

Refer to campus map for building locations.  
[www.ccm.edu](http://www.ccm.edu)

## GET PAST THE DOUGHNUT BRINGERS: THE ETHICS IN SALES, MARKETING AND ADMISSIONS IN THE HEALTH CARE SETTING

Are we caterers or are we case management experts? How much is too much when we are induced to give or accept a token of appreciation from a referral source? How do we develop important referral bases without compromising our ethics, staying within the corporate compliance standards of our organization, and still make the sale? This lively, highly acclaimed seminar answers these and other questions while exploring the ethics in referrals and clinical partnerships. Other insightful topics discussed include: where sales ends and ethics/social work skills begin; understanding corporate compliance and inducement; and patient choice and physician orders in the referral process. N.J. Continuing Educations Units for Registered Nurses, Social Workers, LNHA, CALA and Activity Directors: 3 AHP 289

**INSTRUCTOR:** Laurie Loughney, BS Psychology, LNHA, CALA, CSW, AHM

**\*28718.** 1 Session: Henderson Hall, 204  
Time: 7-10 p.m., Thurs, April 22  
Total Cost: \$49 (tuition \$4, college fee \$1, contract \$39, registration \$5)

### EMERGENCY AND INCLEMENT WEATHER CLOSINGS

In case of severe weather, the college may cancel classes. For emergency closing information:

- 24-hour number **973-328-5580**. A recorded message details the status of classes on campus.
- CCM's website: [www.ccm.edu](http://www.ccm.edu)

See your instructor at the next class for make-up information. If the college closed on your last session, you will be contacted regarding the make-up class.

### THREE WAYS TO REGISTER

**1. MAIL** completed registration form and payment to:  
County College of Morris, Dept. C  
214 Center Grove Road  
Randolph, NJ 07869-2086

**Total payment**, by check or money order, must accompany your registration. *Each student should send a separate check. Do not mail cash.* Check or money order should be made payable to County College of Morris.

**2. IN-PERSON** registration may be completed in the Student Community Center, 220 (parking lot 6—obtain a visitor's pass at the Security Office). The Records and Registration Office is open 9 a.m.-3:30 p.m., Monday-Friday and until 6:30 p.m. on Mondays and Thursdays (while evening classes are in session). You may pay by check, money order, VISA, MasterCard or Discover.

**3. ON-LINE INSTANT ENROLLMENT:** You can now register for classes **ONLINE**. Search for the course(s) you want, pay and get **immediate confirmation** of your registration. Go to [www.ccm.edu](http://www.ccm.edu), click on "Web Registration/Web Advisor." Follow the instructions. Your registration will not be processed without payment. VISA, MasterCard and Discover are accepted. Detailed instructions can be found at [www.ccm.edu/ccp/conted](http://www.ccm.edu/ccp/conted), page 46.

**CHANGE OF INFORMATION:** Please complete this form if you have a change of name, address or phone number since your last registration and are registering on-line. This form can be found at [www.ccm.edu](http://www.ccm.edu) Web Registration/Web Advisor. This helps the college contact you with mailings, course changes or cancellations. Please help us to serve you better.

**COUPONS:** The original "Welcome to Morris County" coupon for new residents must accompany your registration; therefore, only mailed or in-person registrations can be accepted when using this form of payment.

**COMPANIES AND ORGANIZATIONS:** Your registration cannot be processed without full payment. Therefore, please submit these items together: your registration form, company payment and any balance due by you. A separate check is required for EACH student.

**MORRIS COUNTY AGENCIES ONLY:** These include municipalities, schools and affiliate Morris County agencies, such as courts and parks. Submit a voucher or purchase order in lieu of payment. This must accompany the registration form via mail or in person.

**STUDENT WITHDRAWAL AND REFUNDS:** Students will receive a full refund (minus a \$10 drop fee per course) if notification is received in writing three business days prior to the first class. Thereafter there is no refund. Refunds may take 4-6 weeks to be processed and mailed. It is not possible to transfer course costs from one semester to another. Mail your request to Department C, County College of Morris, 214 Center Grove Road, Randolph, NJ 07869-2086.

Clip the parking decal and display on your dashboard when on campus.



### REGISTRATION FORM

Social Security (required for web registration)

Birthdate

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Int. \_\_\_\_\_

Address \_\_\_\_\_

Apt. \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

County \_\_\_\_\_ E-Mail Please provide e-mail address if you would like to receive course cancellation and other information about CCM.

(\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Telephone, day evening

(\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Cell phone Emergency phone

Please check applicable boxes:

- This is my first time attending a class (credit or non-credit).
- This is a change of name since I last registered with CCM.  
Former name: \_\_\_\_\_
- My contact information has changed since I last registered with CCM.  
Former address or phone number: \_\_\_\_\_

Section Number	Class Begins	Course Title	Total Cost
2 8 3 0 2	2/15	RESUME WRITING (EXAMPLE)	\$25
Alternate Choice			Total

- Amount Enclosed: \$ \_\_\_\_\_
- Cash  Check # \_\_\_\_\_  Money Order # \_\_\_\_\_