Ramapo College of New Jersey’s Center for Innovative and Professional Learning (CIPL) supports postgraduate professional education, workforce development, and alternative learning. The Center also engages in internal and external educational partnerships to advance the College, and provides innovative continuous learning opportunities for community members of all ages.

CIPL Mission

Employer and Employee Benefits:
- Promote quality through continuing education to assure a high level of competence in constantly changing fields
- Help hone skills and build knowledge, including knowledge of current issues and industry trends
- Accelerate productivity and decision-making

CIPL Programs

Business

Business Essentials Certificate
For your employees who did not study business. The program provides a broad foundation in business. Participants earn a certificate by completing four credit-bearing courses (Marketing, Accounting, Management, and a choice of Business Law, Principles of Information Technology, or Corporate Finance). Plus: two personal effectiveness seminars.

Online:
Paralegal / Advanced Paralegal Certificates
Medical Coding & Billing (ICD-10)

Technical Skills
Microsoft® Office 2010 Certification
Training is offered in Word, Excel®, PowerPoint® and Outlook®. Your employees may pursue individual application or full suite Microsoft® Office 2010 Certification credentials as a Microsoft® Office Specialist, Expert or Master. Practice and certifying exams included.

Online:
Web Development Certificate
HTML5 Mobile App Development Certificate

Productivity
Project Management Certification
Ramapo College of New Jersey is a registered education provider for Project Management Certification by the Project Management Institute. Prepare your employees for the Certified Associate in Project Management (CAPM®) and the Project Management Professional (PMP®) exams.

Health & Wellness
- Heartsaver CPR AED Certification
- CPR Basic Life Support Certification

Community Programs
- Ramapo Explorers - STEM Middle School Academic Camp (for entering 7th/8th graders)
- Financial Literacy/Stock Market Trading Program (for H.S. students)
- Yoga Workshops

Yoga Studies Certificate
Yoga Teacher Certification

NCLEX-RN Prep (Nursing Exams)
Princeton Review GRE Prep
Princeton Review SAT Prep
Plus College Immersion
Online GMAT, GRE & LSAT

To review all CIPL Programs, visit www.ramapo.edu/cipl

Certification Programs

Customized Training Solutions for Employers

Ramapo College of New Jersey’s Center for Innovative & Professional Learning is positioned to help you assess your employee training and development needs, and provide appropriate learning solutions to support your business goals.

Employer Benefits:
- Training needs assessment conducted at your convenience.
- Targeted training solutions customized to your needs for enhanced employee engagement.
- Training conducted at your site or on the Ramapo College campus. In-class, online and web-based training available.
- Ramapo’s experienced faculty and instructors deliver the training.

Educational Provider for Employer Workforce Development Grants

Learn how Ramapo College’s Center for Innovative and Professional Learning can assist your organization in identifying and applying for the financial assistance for which it may be eligible through the New Jersey Department of Labor and Workforce Development.

Additional Ramapo College Contacts for Employer Opportunities

For FT/PT, Co-op and Internships:
Debra Stark
Assistant Director, Employer Relations
Cahill Career Development Center
Phone: 201-684-7221
Email: dstark@ramapo.edu

For MBA Student Consulting at Your Site:
Tim Landers
Director, MBA Program
Anisfield School of Business
Phone: 201-684-7771
Email: tlanders@ramapo.edu

To Join Business Partners:
Sandra Diaz
Assistant Vice President, Institutional Advancement
Phone: 201.684-6259
Email: sdiaz2@ramapo.edu

To Join Friends of Ramapo:
Jo Anne Zellers
Director of Constituent Relations, Institutional Advancement
Phone: 201-684-7179
Email: jzellers@ramapo.edu

Schedule a Needs Assessment and Consultation Today!
Jackie Green
Training Coordinator
Phone: 201-684-7217
Email: jgreen7@ramapo.edu
First Line Supervisor / New Manager Workshops

- Conflict Resolution & Managing Difficult Conversations
- Leader as Coach
- Leading Teams
- Stepping Up to Supervision
- Performance Management
- Leading a Multi-Generational Workplace
- Individual Manager Coaching

Business

- Business Acumen
- Selling Proficiency
- Problem Solving
- Medical Coding & Billing (ICD-10)
- Compliance Management (ISO)

Productivity

- Prioritizing for Results
- Conducting Effective Meetings
- Project Management
- Six Sigma

Interpersonal Effectiveness & Communication

- Business Writing
- Customer Service
- Oral Presentation Skills
- English as a Second Language (ESL)
- Accent Reduction
- Emotional Intelligence for the Workplace

Technical Skills

- Microsoft® Office 2010
- HTML5 Mobile App Development
- Web Development
- Adobe® InDesign®, Photoshop®, Illustrator®, Acrobat® & Captivate®
- SAP®

Health & Wellness

- Heartsaver CPR AED (Automated External Defibrillation) Certification
- Yoga Workshops

And more!

Contact: Jackie Green
Training Coordinator
Phone: 201-684-7217
Email: jgreen7@ramapo.edu

For disability-related accommodations, call 201.684.7070
Project Management One-Day Bootcamp

Project Management Bootcamp is a one-day class with 3 hours of online pre-work conveniently scheduled to meet your needs. Two half-days can also be arranged. This program will help your employees:

• Understand the basics of project management, its philosophy and benefits, and project roles
• Create tools to effectively manage projects (scope statement, work breakdown structure, project schedule)
• Analyze risk and develop prevention strategies

Conduct training for your employees at your worksite, on the Ramapo College campus in Mahwah, or in Lyndhurst, NJ.

Open Enrollment Project Management

Have less than 10 employees? Sign up now!

Register individual employees for one of the scheduled open enrollment bootcamps held on two half-days, 1-5 p.m. Choose your location!

• Mahwah, NJ (Thursdays): March 26 and April 2, 2015
• Lyndhurst, NJ (Wednesdays): April 1 and April 8, 2015

Certified Associate in Project Management (CAPM®)

The CAPM® program consists of 24 in-class hours and 6-10 online hours. This program will help your organization improve project management and bottom line business results by providing better skills in:

• Time and cost management
• Stakeholder management
• Risk management

For employees pursuing the CAPM® exam to be certified in the Project Management Body of Knowledge®, estimate an additional 40 hours of study time outside of class.

Questions?

To register for a scheduled open enrollment workshop in Mahwah or Lyndhurst, please visit www.ramapo.edu/cipl/project-mgmt or call 201-684-7370.

To schedule a Project Management customized program at your worksite, contact Jackie Green, Training Coordinator, at 201-684-7217 or jgreen7@ramapo.edu.

(See other side)
Employees attend evening classes at Ramapo College’s Mahwah, NJ campus, or you may organize a class at your worksite.

**CompTIA A+**
CompTIA A+ certification is the industry standard that demonstrates competency as a computer technician. (35 hours)

**CompTIA Network+**
This international, vendor-neutral certification certifies a technician’s competency in managing, maintaining, troubleshooting, installing and configuring basic network infrastructure. (35 hours)

**Cisco CCENT (ICND1)**
Cisco Certified Entry Networking Technician (CCENT) certification validates the ability to install, operate and troubleshoot a small enterprise branch network, including basic network security. With a CCENT, a network professional demonstrates the skills required for entry-level network support positions. (40 hours)

**Cisco CCNA (ICND2)**
Cisco Certified Network Associate (CCNA) Routing and Switching validates the ability to install, configure, operate, and troubleshoot medium-size routed and switched networks. CCNA is for network specialists, network administrators, and network support engineers with 1-3 years of experience. (40 hours)

For both CCENT and CCNA, it is recommended that students have achieved CompTIA A+ and Network+ certification. ICND1 is required prior to ICND2.

**Questions?**
Contact Jackie Green, Training Coordinator, at 201-684-7217 or at jgreen7@ramapo.edu. To register for an information seminar, please visit www.ramapo.edu/cipl/computer-it-training.