



## **COURSE CATALOG:**

Welcome to the **CCMS Individual Courses Catalog**. We offer home-study/self-paced continuing educational courses/programs for counselors, therapists and other helping professionals. Here is a listing of our Individual Courses. For more information, visit the various pages at our website <http://www.ccmsinc.net>.

### **Pricing for individual courses:**

12 hr courses	\$45
14 hr courses	\$55
16 hr courses	\$65
18 and 20 hr courses	\$75

### **Save Money:**

You, along with coworkers and your agency can get together placing your order and save money by sharing books:

If you do not want to keep the book(s) you can resell your books through Amazon or Half.com.

If you want any clarification on the prices please contact me at 641.580.0423 or email me at [info@ccmsinc.net](mailto:info@ccmsinc.net).

### **You Can Place Your Order By:**

1. Using the order form here and send it along with a check/money order for the amount (factoring in current discounts) to the address indicated; or
2. Completing the credit card information on this order form then fax or snail mail it to us and we'll process the payment for you; or
3. Visit our website at <http://www.ccmsinc.net> where you can order on line where PayPal processes our credit card/debit card payments. (you don't need a PayPal account.)
4. Transferring funds using your PayPal Account.

You can purchase books by going to this link: <http://astore.amazon.com/ccms-individual-courses-20> where they are grouped in groups of 20.

**Visit the FAQ and More page at our website for more information about how to place your order online, how we fulfill your order, how you can take the tests online and when/how you can expect to receive your certificate of completion.**



- TO-12 Criminal Personality & Addiction 20 hours**  
**Objectives:** The dual challenge of clients who are both addicted and criminal offenders are examined so you can be more effective in their assessment and treatment.  
**Text:** Substance Abuse Treatment for Criminal Offenders: An Evidence-Based Guide for Practitioners by David W. Springer, C. Aaron McNeece & Elizabeth Mayfield Arnold ISBN: 1557989907
- TO-13 Effective Therapeutic Strategies 14 hours**  
**Objectives:** This course helps you to better match a client's diagnosis with its most effective mode of treatment.  
**Text:** Selecting Effective Treatments: A Comprehensive, Systematic Guide to Treating Mental Disorders, 4<sup>th</sup> ed. by Linda Seligman ISBN: 0470889004
- TO-14 Spirituality & Recovery 14 hours**  
**Objectives:** Spirituality has its role in recovery from addiction. This course helps you better understand that role and increases your level of comfort in discussing such issues with the addicted client.  
**Text:** Addiction & Spirituality: A Multidisciplinary Approach by Oliver Morgan & Merle Jordan (ed.) ISBN: 0827200234
- TO-15 Stress Among Helping Professionals 14 hours**  
**Objectives:** Working in the helping professions is a highly stressful profession leading to burnout and reduced effectiveness. This course examines how you can better identify the external and internal causes of your stress to be in a better position to deal with them.  
**Text:** Stress: From Burnout to Balance by Vinay Joshi ISBN: 0761933123
- TO-16 Cognitive Approach to Addiction Treatment 12 hours**  
**Objectives:** This course explores and better prepares you to apply cognitive theoretical concepts and treatment strategies when dealing with addicted clients.  
**Text:** Cognitive Therapy of Substance Abuse by Aaron T. Beck, Fred D. Wright & Bruce S. Liese ISBN: 1572306599
- TO-17 Cognitive Therapy 14 hours**  
**Objectives:** This course examines the implications and applications of cognitive therapy as you identify, evaluate and intervene on a client's automatic negative thoughts and core beliefs.  
**Text:** Cognitive Therapy: Basics and Beyond by Judith S. Beck ISBN: 0898628474
- TO-18 Counseling Victims of Violence 12 hours**  
**Objectives:** The traumatic affects of violence on its victims, their special issues and their recovery are a special concern to counselors/therapists. This course enables you to better assess and intervene with the client helping them to better recover from such trauma.  
**Text:** Counseling Victims of Violence by Sandra L Brown ISBN: 0897934636
- TO-19 Relapse Prevention 12 hours**  
**Objectives:** You will gain a greater understanding of the role relapse plays with the addicted client in recovery with special emphasis on the stages of recovery and the level of threat relapse represents.  
**Text:** Staying Sober: A Guide to Relapse Prevention by Terry Gorski & Marlene Miller ISBN: 083090459X
- TO-20 Women & Addiction 12 hours**  
**Objectives:** You will be better prepared to provide services that are specifically tailored to meet their special needs and challenges of the women clients who are involved with and recovering from addiction.  
**Text:** Chemical Dependency: Women at Risk by Brenda L. Underhill (Editor), Dana G. Finnegan (Editor) ISBN: 1560230886
- TO-21 Family Therapy 14 hours**  
**Objectives:** This course helps you see family therapy as a process involving planned interventions, sensitivity and clarity on the part of the therapist from prior to the first interview to past termination.  
**Text:** Essential Skills in Family Therapy, 2<sup>nd</sup> ed. by JoEllen Patterson, et. al. ISBN: 160623305X
- TO-22 Counseling the Older Addict 12 hours**  
**Objectives:** This course will give you a greater appreciation of the role substance use and abuse has among the older population as well as assisting you in the diagnoses, treatment and aftercare implications of dealing with this population.  
**Texts:** Aging & Addiction: Helping Older Adults Overcome Alcohol or Medication Dependence by Carol Colleran & Debra Jay ISBN: 9781568387925







- TO-56 Narrative Therapy 14 hours**  
**Objectives:** This course provides you an introduction to the theory and application of narrative therapy to a broad range of counseling settings and client issues.  
**Text:** Narrative Therapy: An Introduction to Counseling, 2<sup>nd</sup> ed by Martin Payne ISBN: 1412920132
- TO-57 Life Coaching 14 hours**  
**Objectives:** Coaching has become a recent phenomenon cutting across all sorts of helping and other professions. This course concentrates on how the concepts, beliefs and approaches used by coaches can be applicable to counseling and related professions.  
**Text:** Therapist as Life Coach: An Introduction for Counselors and Other Helping Professionals by Pat Williams ISBN: 0393705226
- TO-58 Promoting Healthy Families 16 hours**  
**Objectives:** This course emphasizes how effective stress management, coping skills and improved health can be promoted with families as a whole as well as their individual members.  
**Text:** Families and Change Coping With Stressful Events and Transitions by Patrick McKenry & Sharon Price ISBN: 0761988718
- TO-59 Recovering From Addiction 12 hours**  
**Objectives:** This course examines how alcoholism develops and how recovery occurs over time from Valliant's research on the topic.  
**Text:** The Natural History of Alcoholism by George Vaillant ISBN: 0674603788
- TO-60 The Criminal Personality II 16 hours**  
**Objectives:** You will have with greater depth and breadth in dealing effectively and successfully treating antisocial clients.  
**Text:** The Criminal Personality: The Change Process by Samuel Yochelson & Stanton Samenow ISBN: 1568213492
- TO-61 Brief Therapy w/ Adolescents 14 hours**  
**Objectives:** This course examines how brief therapy can be effectively utilized in treating the adolescent client.  
**Text:** Pathways to Change: Brief Therapy Solutions with Difficult Adolescents by Matthew Selekman ISBN: 1572309598
- TO-62 Brief Therapy w/ Children 14 hours**  
**Objectives:** When you complete this course you will have a firmer background in how solution-focused brief therapy can be used in the treatment of children and their family.  
**Text:** Solution-Focused Therapy with Children: Harnessing Family Strengths for Systematic Change by Matthew Selekman ISBN: 1572307900
- TO-63 The Criminal Personality III 16 hours**  
**Objectives:** Provides the therapist with greater depth and breadth in dealing effectively with antisocial clients. Provides a firmer background of Dr. Samenow's experience and understanding of how drug abusing client is treated.  
**Text:** The Criminal Personality: The Drug Abuser by Samuel Yochelson & Stanton Samenow ISBN: 1568212445
- TO-64 Treating the Compulsive Gambler & Their Family 16 hours**  
**Objectives:** This course provides you with a firmer background in the assessment, diagnosis and treatment of the compulsive gambler and their family.  
**Text:** Counseling Problem Gamblers: A Self-Regulation Manual for Individual and Family Therapy by Joseph W. Ciarrocchi ISBN: 0121746534
- TO-65 Substance Abuse Treatment & the Stages of Change 14 hours**  
**Objectives:** When you complete this course you will have a better understanding of how the Stages of Change concept applies to your substance abusing clients.  
**Text:** Substance Abuse Treatment and the Stages of Change, 2<sup>nd</sup> ed by Gerard Connors, et. al. ISBN: 978-1462508044
- TO-66 Cognitive Group Therapy w/ Special Problems & Populations 16 hours**  
**Objectives:** The group cognitive-behavioral model is examined as it applies to clients from special populations and with special problems.  
**Text:** Cognitive-Behavioral Group Therapy for Specific Problems and Populations by John R. Wright & Arthur S. Freeman (ed) ISBN: 1557986908
- TO-67 Counseling Clients in a Disaster 12 hours**  
**Objectives:** You will gain greater knowledge in how to meet the needs of clients who have experienced both natural and man-made disaster situations.  
**Text:** Crisis Intervention Training for Disaster Workers: An Introduction by George W. Doherty ISBN: 1932690425



- TO-68**            **Life Coaching: A Cognitive-Behavioral Approach**            **14 hours**  
**Objectives:** Life coaching has come to be a growing and groundbreaking approach to helping people with this course examining how the cognitive-behavioral theories and techniques applies.  
**Text:** Life Coaching: A Cognitive Behavioral Approach by Michael Neenan & Windy Dryden ISBN: 1583911383
- TO-69**            **Treating Addicted Offenders in Community Settings**            **14 hours**  
**Objectives:** You will gain a greater understanding of how criminal offenders with accompanying problems with substance abuse/dependency can be successfully treated in community settings.  
**Text:** Substance Abuse Treatment with Correctional Clients: Practical Implications for Institutional and Community Settings by Barbara Sims ISBN: 0789021277
- TO-70**            **Performance Coaching in Organizations**            **14 hours**  
**Objectives:** This course helps you understand how coaching and mentoring can be utilized in organizations to get the best possible results from its employees.  
**Text:** Masterful Coaching by Robert Hargrove ISBN: 0787960845
- TO-71**            **Life Coaching II**            **16 hours**  
**Objectives:** This course explores the various attitudes, point of view, assessments, strategies, templates, etc. involved in doing the work of a coach.  
**Text:** Total Life Coach: A Compendium of Resources by Patrick William & Lloyd J. Thomas ISBN: 0393704343
- TO-72**            **Advanced Ethics for Addiction Professionals**            **14 hours**  
**Objectives:** This course examines the theory and application of ethical theory as well as warning of some of the pitfalls and landmines that exist between the ethical dilemma and the final outcome and how they can be overcome through the developed skill of critical thinking.  
**Text:** Advanced Ethics for Addiction Professionals by Michael J. Taleff ISBN: 9780826124586
- TO-73**            **Marriage Counseling**            **20 hours**  
**Objectives:** To learn the research based theory of marriage as put forth in the Gottman book. To learn how to assess the issues in a marriage without falling into various pitfalls noted there. To learn how to create effective interventions with a marriage which help the members solve problems, and deals with problems of resistance and relapse.  
**Text:** The Marriage Clinic: A Scientifically Based Marital Therapy by John M. Gottman ISBN: 9780393702828
- TO-74**            **Treatment Planning**            **14 hours**  
**Objectives:** The student will learn more of the client assessment process. They will learn of how psychological issues can influence treatment goals. The student will learn how to develop and monitor the progress the client is making working on the treatment plans.  
**Text:** Essentials of Treatment Planning by Mark E. Maruish ISBN: 0471419974
- TO-75**            **Group Therapy with Substance Abusers**            **18 hours**  
**Objectives:** The student will learn the theory and application of group therapy with substance abusing clients from a cognitive-behavioral perspective.  
**Text:** The Group Therapy of Substance Abuse by David W. Brook et.al. ISBN: 0789017822
- TO-76**            **Cigarettes & Nicotine Addiction**            **16 hours**  
**Objectives:** The student will learn how nicotine is addictive, the natural history of nicotine addiction, the biobehavioral nature of nicotine addiction and the role public health and policy can play.  
**Text:** Cigarettes, Nicotine and Health: A Biobehavioral Approach by Lynn T. Kozlowski et.al ISBN: 0803959478
- TO-77**            **Substance Abuse & Family Recovery II**            **18 hours**  
**Objectives:** The student will learn about the basic skills of providing counseling services to the substance abuser and their family. Client assessment, effective interventions, assessing motivation, problem solving strategies, monitoring the ups and downs of progress are also discussed.  
**Text:** Family Solutions for Substance Abuse: Clinical and Counseling Approaches by Eric E. McCollum & Terry S. Trepper ISBN: 0789006235

- TO-78                      Stress Management for Helping Professionals                      18 hours**  
**Objectives:** The student will learn how to recognize the existence and the source of stress in their lives whether caused by their work or as it affects their work performance. They will gain a greater understanding of how stress impacts their life and how to begin to develop strategies to address the sources of stress both in their worklife and their life outside of the work setting. They will learn how to monitor and modify their stress management plan as they implement it in their life.  
**Text:** The Resilient Practitioner: Burnout Prevention and Self-Care Strategies for Counselors, Therapists, Teachers, and Health Professionals, Second Edition ... Historical, and Cultural Perspectives by Thomas Skovholt & Michelle Trotter-Mathison  
ISBN: 978-0415989398
- TO-79                      Ethnocultural Factors in Substance Abuse Treatment                      18 hours**  
**Objective:** The student will gain a greater understanding of what it means to be culturally competent. Additionally, they will understand the origins and history of attitudes and behaviors of a wide variety of ethnic and cultural backgrounds as they relate to substance use/abuse. Finally how to effectively treat clients from the various backgrounds covered in the text including various varieties of African American, Native and Latino American, European, Asian and Middle Eastern backgrounds.  
**Text:** Ethnocultural Factors in Substance Abuse Treatment by Shulamith Lala Ashenberg Strausner ISBN: 1572308850
- TO-80                      Twelve Core Functions of the Substance Abuse Counselor                      16 hours**  
**Objectives:** The student will learn the role, techniques and strategies that are embodied in the various functions of the substance abuse counselor. It covers assessment, intake, counseling, consultation, referral, orientation, treatment planning, counseling, crisis intervention, documentation, etc. enabling the student to better understand the knowledge, skills, techniques, etc. need to be effective in each.  
**Text:** Global Criteria: The 12 Core Functions of the Substance Abuse Counselor by John Herdman ISBN: 9780976834120
- TO-81                      Coaching & Positive Psychology I                      20 hours**  
**Objective:** Coaching & Positive Psychology I introduce the student to the theories, concepts and practice of positive psychology. Given that most of psychology seems to study the abnormal and the pathological aspects of human behavior this describes how psychological health can be promoted, encouraged and emphasized in ones practice. This test covers Parts 1 through 5 of the text.  
**Text:** Positive Psychology In Practice. P. Alex Linley & Stephen Joseph (ed.) ISBN: 0471459062.
- TO-82                      Coaching & Positive Psychology II                      20 hours**  
**Objective:** Coaching & Positive Psychology II introduce the student to the theories, concepts and practice of positive psychology. Given that most of psychology seems to study the abnormal and the pathological aspects of human behavior this describes how psychological health can be promoted, encouraged and emphasized in ones practice. This test covers Parts 6 through 9 of the text.  
**Text:** Positive Psychology In Practice. P. Alex Linley & Stephen Joseph (ed.) ISBN: 0471459062.
- TO-83                      Coaching & Positive Psychology III                      14 hours**  
**Objective:** Coaching & Positive Psychology III introduce the student to the theories, concepts and practice of positive psychology. Given that most of psychology seems to study the abnormal and the pathological aspects of human behavior this describes how psychological health can be promoted, encouraged and emphasized in ones practice. This test covers Parts 10 through 3 of the text.  
**Text:** Positive Psychology In Practice. P. Alex Linley & Stephen Joseph (ed.) ISBN: 0471459062.
- TO-84                      Assessment In Positive Psychology I                      14 hours**  
**Objective:** Assessment In Positive Psychology I introduces the student to the models, assessment tools, techniques and testing instruments of positive psychology. The various perspectives provided in this series of courses helps the student to look at clients from the perspective of strengths rather than one of pathology, weaknesses and needs. This test covers Parts I and II of the text.  
**Text:** Positive Psychology Assessment: A Handbook of Models and Measures. Shane L. Lopez & C.R. Snyder (ed.) ISBN: 1557989885.
- TO-85                      Assessment In Positive Psychology II                      14 hours**  
**Objective:** Assessment In Positive Psychology II introduces the student to the models, assessment tools, techniques and testing instruments of positive psychology. The various perspectives provided in this series of courses helps the student to look at clients from the perspective of strengths rather than one of pathology, weaknesses and needs. This test covers Parts III and IV of the text.  
**Text:** Positive Psychology Assessment: A Handbook of Models and Measures. Shane L. Lopez & C.R. Snyder (ed.) ISBN: 1557989885.
- TO-86                      Assessment In Positive Psychology III                      12 hours**  
**Objective:** Assessment In Positive Psychology III introduces the student to the models, assessment tools, techniques and testing instruments of positive psychology. The various perspectives provided in this series of courses helps the student to look at clients from the perspective of strengths rather than one of pathology, weaknesses and needs. This test covers Parts V and VII of the text.  
**Text:** Positive Psychology Assessment: A Handbook of Models and Measures. Shane L. Lopez & C.R. Snyder (ed.) ISBN: 1557989885.

**TO-87 Psychology of Human Strength I**

**12 hours**

**Objective:** Psychology of Human Strength I, II & III introduces the student to the topics such as intelligence, judgment, perspective, volition and resilience as they apply to the development and the maintenance of mental health. This test covers Chapters 2 thru 8 of the text.

**Text:** A Psychology of Human Strengths: Fundamental Questions and Future Directions for a Positive Psychology. Lisa G. Aspinwall & Ursula M. Staudinger (ed.). ISBN: 1557989311.

**TO-88 Psychology of Human Strength II**

**12 hours**

**Objective:** Psychology of Human Strength II introduces the student to the topics such as intelligence, judgment, perspective, volition and resilience as they apply to the development and the maintenance of mental health. This test covers Chapters 9 thru 16 of the text.

**Text:** A Psychology of Human Strengths: Fundamental Questions and Future Directions for a Positive Psychology. Lisa G. Aspinwall & Ursula M. Staudinger (ed.). ISBN: 1557989311.

**TO-89 Psychology of Human Strength III**

**12 hours**

**Objective:** Psychology of Human Strength III introduces the student to the topics such as intelligence, judgment, perspective, volition and resilience as they apply to the development and the maintenance of mental health. This test covers Chapters 17 thru 23 of the text.

**Text:** A Psychology of Human Strengths: Fundamental Questions and Future Directions for a Positive Psychology. Lisa G. Aspinwall & Ursula M. Staudinger (ed.). ISBN: 1557989311.

**TO-90 Counseling Clients w/ a Controversial Diagnosis**

**14 hours**

**Objectives:** The counselor is provided with a greater understanding of the challenges and implications of treating clients who have controversial disorders.

**Text:** A Clinician's Guide to Controversial Illness by Renee R. Taylor, Ph.D., Fred Friedberg, Ph.D. & Leonard A. Jason, Ph.D. ISBN: 156887068X

**TO-91 Solution-Focused Therapy w/ Alcoholism**

**14 hours**

**Objectives:** Solution-focused therapy is carefully examined as it applies to the treatment of alcoholic/addicted clients.

**Text:** Working w/ the Problem Drinker: A Solution-Focused Approach by Insoo Kim Berg & Scott D. Miller ISBN: 0393701344

**TO-92 Stress Management & Wellness I**

**12 hours**

**Objective:** This course introduces the student more specifically to the topic stress management. Additionally, the concepts, models and attitudes as well as methods, techniques and strategies will be addressed. This test covers Parts I and II of the text.

**Text:** Managing Stress: Principles & Strategies for Health & Well-Being with Art of Peace Workbook (8<sup>th</sup> ed.). Brian Luke Seaward. ISBN: 1284036642

**TO-93 Stress Management & Wellness II**

**12 hours**

**Objective:** This course introduces the student more specifically to the topic stress management. Additionally, the concepts, models and attitudes as well as methods, techniques and strategies will be addressed. This test covers Part III of the text.

**Text:** Managing Stress: Principles & Strategies for Health & Well-Being with Art of Peace Workbook (8<sup>th</sup> ed.). Brian Luke Seaward. ISBN: 1284036642

**TO-94 Stress Management & Wellness III**

**12 hours**

**Objective:** This course introduces the student more specifically to the topic stress management. Additionally, the concepts, models and attitudes as well as methods, techniques and strategies will be addressed. This test covers Part IV of the text.

**Text:** Managing Stress: Principles & Strategies for Health & Well-Being with Art of Peace Workbook (8<sup>th</sup> ed.). Brian Luke Seaward. ISBN: 1284036642

**TO-95 Crisis Counseling I**

**14 hours**

**Objective:** This course provides student with information about the current issues as they relate to crisis intervention. Numerous case examples are provided to illustrate the practical application of both assessing and treating the client in crisis. This test covers Parts I, II & III of the text.

**Text:** Crisis Intervention Handbook: Assessment, Treatment & Research 3<sup>rd</sup> ed. by Albert R. Roberts. ISBN: 9780195179910.

**TO-96 Crisis Counseling II**

**14 hours**

**Objective:** This course provides student with information about the current issues as they relate to crisis intervention. Numerous case examples are provided to illustrate the practical application of both assessing and treating the client in crisis. This test covers Parts IV, V & VI of the text.

**Text:** Crisis Intervention Handbook: Assessment, Treatment & Research 3<sup>rd</sup> ed. by Albert R. Roberts. ISBN: 9780195179910.



## **INTERACTIVE ETHICS:**

*We offer an online course based on our book *Interactive Ethics: How Ethical & Unethical Decisions Are REALLY Made In Organizations*. Check the Interactive Ethics course page at our website for further information.*

## **CONTACT INFORMATION:**

*If you have questions or concerns about our course offering or if you would like to place a credit card order here is where you can contact us:*

*CCMS, Inc.  
P. O. Box 128  
Alexander, IA 50420  
Phone: 641.580.0423  
Fax: 509.461.5656  
Email: [info@ccmsinc.net](mailto:info@ccmsinc.net)  
Website: <http://www.ccmsinc.net>*

## **COURSE APPROVALS:**

*Approved by Montana, Provider # 2000-05*

*Approved by Idaho Board of Alcohol/Drug Counselor's Certification*

*Approved by Arkansas Substance Abuse Certification Board*

*Approved by Maine Board of Alcohol & Drug Counselors*

*OASAS Approved Education Provider # HS-0279*

*NAADAC Approved Education Provider # 343*

*CAADAC Approved Education Provider # OS-01-470-0915*

*AIHCP Approved Education Provider # 210 CE*

*NBCC Approved Education Provider # 6188*

*(CCMS, Inc is an NBCC-Approved Continuing Education Provider (ACEPTM) and may offer NBCC-approved clock hours for events that meet NBCC requirements. The ACEP solely is responsible for all aspects of the program.)*

*Check with your state's certification board because our NAADAC or NBCC approval can mean that our courses are acceptable in your state.*

**Return Policy:** *If you are not satisfied with our products (except for CCMS Books) or services you can receive a 75% refund for seven (7) days after the product or service has been delivered. After that time no refund will be given.*