

Automotive Brakes, Steering & Suspension Specialist

Degree: **Certificate Program**

College Code: **ABS.CT**

Code	Course	Credits
AUT-101	Automotive Fundamentals	3
AUT-141	Automotive Electrical/Electronics Principles	4
AUT-111	Automotive Brake Systems	3
AUT-121	Automotive Steering and Suspension Systems	4
AUT-283	Automotive Practicum III (300 hours)	3
		17

Career/Program Description

This open-enrollment program is designed to prepare students for careers in the automotive industry as service technicians in the field of brakes and steering, and suspension.

Career/Program Information

The program provides quality state-of-the-art training on modern automotive systems incorporating increasingly sophisticated computer-controlled and electronic systems.

Special Program Requirement

At the end of the program, a 300-hour practicum or work experience is required, where students work in automotive service facilities where they can put theory into practice in actual work situations.

Career Opportunities

Students completing this program experience a very high job placement rate.

Contact Person

Jim Adams, Director
(856) 227-7200, Ext. 4439 or 4382
E-mail: jadams@camdencc.edu
Internet address www.camdencc.edu/departments/auto-tech

Highlights

The automotive instructors have won many awards and are recognized nationally for their teaching and automotive expertise.

Automotive Electrical, Heating & Air Conditioning System Specialist

Career/Program Description

This open-enrollment program is designed to prepare students for careers in the automotive industry as service technicians in the field of electrical heating and air conditioning systems.

Career/Program Information

The program provides quality state-of-the-art training on modern automotive systems incorporating increasingly sophisticated computer-controlled and electronic systems.

Special Program Requirement

At the end of the program, a 300-hour practicum or work experience is required, where students work in automotive service facilities where they can put theory into practice in actual work situations.

Career Opportunities

Students completing this program experience a very high job placement rate.

Contact Person

Jim Adams, Coordinator
(856) 227-7200, Ext. 4439 or 4382
E-mail: jadams@camdencc.edu
Internet address www.camdencc.edu/departments/auto-tech

Degree: **Certificate Program**

College Code: **AEH.CT**

Code	Course	Credits
AUT-101	Automotive Fundamentals	3
AUT-141	Automotive Electrical/Electronic Principles	4
AUT-242	Automotive Electrical/Electronic Systems	4
AUT-131	Automotive Heating and Air Conditioning	3
AUT-283	Automotive Practicum III (300 hours)	3
		17

Highlights

The automotive instructors have won many awards and are recognized nationally for their teaching and automotive expertise.

Career/Program Description

This open enrollment program is designed to prepare students for careers in the automotive industry as service technicians in the field of engine performance and driveability.

Career/Program Information

The program provides quality state-of-the-art training on modern automotive systems incorporating increasingly sophisticated computer-controlled and electronic systems.

Special Program Requirement

At the end of the program, a 300-hour practicum or work experience is required, where students work in automotive service facilities where they can put theory into practice in actual work situations.

Career Opportunities

Students completing this program experience a very high job placement rate.

Contact Person

Jim Adams, Director
(856) 227-7200, Ext. 4439 or 4382
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Automotive Engine Performance & Driveability Specialist

Degree: **Certificate Program**

College Code: **AEP.CT**

Code	Course	Credits
AUT-101	Automotive Fundamentals	3
AUT-141	Automotive Electrical/Electronic Principles	4
AUT-242	Automotive Electrical/Electronic Systems	4
AUT-151	Automotive Engine Fundamentals	3
AUT-252	Advanced Automotive Engines	3
AUT-271	Advanced Automotive Systems I	4
AUT-272	Advanced Automotive Systems II	4
AUT-283	Automotive Practicum III (300 hours)	3
		28

Highlights

The automotive instructors have won many awards and are recognized nationally for their teaching and automotive expertise.

Career/Program Description

This open enrollment program is designed to prepare students for careers in the automotive industry as general automotive service technicians.

Career/Program Information

The program provides quality state-of-the-art training on modern automotive systems incorporating increasingly sophisticated computer-controlled and electronic systems.

Special Program Requirement

At the end of the program, a 300-hour practicum or work experience is required, where students work in automotive service facilities where they can put theory into practice in actual work situations.

Career Opportunities

Students completing this program have experienced a very high job placement rate.

Contact Person

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Automotive General Technician

Degree: **Certificate Program**

College Code: **GAT.CT**

Code	Course	Credits
AUT-101	Automotive Fundamentals	3
AUT-111	Automotive Brake Systems	3
AUT-121	Automotive Steering and Suspension Systems	4
AUT-131	Automotive Heating and Air Conditioning	3
AUT-141	Automotive Electrical/Electronic Principles	4
AUT-242	Automotive Electrical/Electronic Systems	4
AUT-151	Automotive Engine Fundamentals	3
AUT-252	Advanced Automotive Engines	3
AUT-261	Manual Drive Trains and Axles	4
AUT-262	Automatic Transmissions and Transaxles	4
AUT-271	Advanced Automotive Systems I	4
AUT-272	Advanced Automotive Systems II	4
AUT-283	Automotive Practicum III (300 hours)	3
		46

Highlights

The automotive instructors have won many awards and are recognized nationally for their teaching and automotive expertise.

Career/Program Description

This open enrollment program is designed to prepare students for careers in the automotive industry as service technicians in the field of automatic transmission/transaxle and manual power train systems.

Career/Program Information

The program provides quality state-of-the-art training on modern automotive systems incorporating increasingly sophisticated computer-controlled and electronic systems.

Special Program Requirement

At the end of the program, a 300-hour practicum or work experience is required, where students work in automotive service facilities where they can put theory into practice in actual work situations.

Career Opportunities

Students completing this program have experienced a very high job placement rate.

Contact Person

Jim Adams, Director
(856) 227-7200, Ext. 4439 or 4382
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Internet Address: www.camdencc.edu/departments/auto-tech

Automotive Transmission/ Transaxle & Power Train Systems Specialist

Degree: **Certificate Program**

College Code: **ATT.CT**

Code	Course	Credits
AUT-101	Automotive Fundamentals	3
AUT-141	Automotive Electrical/Electronic Principles	4
AUT-151	Automotive Engine Fundamentals	3
AUT-261	Manual Drive Trains and Axles	4
AUT-262	Automatic Transmission and Transaxles	4
AUT-283	Automotive Practicum III (300 hours)	3
		21

Highlights

The automotive instructors have won many awards and are recognized nationally for their teaching and automotive expertise.

Career/Program Description

CADD students not only use the computer as a tool for learning drafting and design techniques but also study such advanced topics as program customization, application development, and microcomputer systems management.

Career/Program Information

The program prepares students for careers as draftspersons and designers who will use state-of-the-art computer graphics technology.

Career Opportunities

- CADD operator
- CADD technician
- Computer draftsperson
- Electronics design technician
- Engineering specifications technician

Contact Person

Professor Edward Paschi, Coordinator
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CADD: Computer Aided Drafting & Design

Degree: **Certificate Program**

College Code: **CAD.CT**

Code	Course	Credits
CAD-106	Engineering Graphics	4
CST-101	Microcomputer Operating Systems	3
CAD-101	Computer Aided Engineering Graphics	4
CST-102	Introduction to Networking	3
CAD-102	Advanced Computer Aided Engineering Graphics	3
CST-201	Advanced Networking	3
CAD-201	CADD APP: MicroStation	3
CAD-202	Advanced CADD Project or	
	Computer Laboratory Internship or	
CST-202	Coop I: Engineering	3
EGR-208		
CST-108	Advanced Operating Systems: Windows NT	3
		29

Highlight

This program prepares students for a variety of high-paying careers

Career/Program Description

This certificate program develops software solutions to meet program specifications in business and/or science-related industries. Applications programmers are involved in many phases of the software life cycle, including analysis and design, coding, testing/debugging, and integration and maintenance of large software systems. Today most business, engineering, or science software applications retrieve data from a database. Applications programmers often provide programming solutions which require significant understanding of relational databases and structured query language (SQL).

Career/Program Information

The program: emphasizes skills in information systems, computer programming, Relational Database theory, and SQL; advances knowledge in general education and business; and develops the software engineering skills necessary to gain entry into this rapidly evolving field.

Career Opportunities

- Computer marketing representative
- Computer programmer
- Lab assistant
- Quality control specialist
- Research analyst
- Software tester

Contact Persons

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Computer Applications Programming

Degree: **Certificate Program**

College Code: **CAP.CT**

Code	Course	Credits
First Year/First Semester		
CSC-213	Visual Basic I or	
CSC-122	Computer Science I (C++) or	
CSC-161	Introduction to Java	3/4
CIS-241	Relational Database Management Systems I	3
CIS-110	Info Systems: Principles & Applications	4
MGT-101	Introduction to Business or	
ACC-101	Accounting I	3
MTH.....	Mathematics Elective	3/4
		16/17/18
Second Semester		
CSC-214	Visual Basic II or	
CSC-223	Computer Science II (C++) or	
CSC-262	Advanced Java	3
CIS-242	Relational Database Management Systems II	3
CIS-231	Systems Analysis & Design or	
CSC-231	Object Oriented Analysis & Design	3
CST-108	Advanced Operating Systems: Windows NT	3
.....	Elective	3
.....	Communications Elective ¹	3
		18

¹Choose one from the following Communications electives. Prerequisites must be met.

- ENG-101 English Composition I
- ENG-102 English Composition II
- ENG-241 Technical Writing
- SPE-102 Public Speaking
- SPE-211 Interpersonal Communication
- SPE-212 Group Communication

Career/Program Description

This one-year program provides specialized work in computer graphics. It is a career-oriented program that can transfer into the AAS degree program.

Career/Program Information

The program: prepares students for intermediate-level employment in computer graphics employment; and provides information about techniques of computerized design.

Career Opportunities

- Computer graphics
- Electronic publishing
- Multimedia

Contact Person

Professor Phyllis Owens
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 E-mail: powens@camdencc.edu

Computer Graphics

Degree: **Certificate Program**

College Code: **CGR.CT**

Code	Course	Credits
First Year/First Semester		
MGT-221	Small Business Management I	3
CGR-101	Electronic Layout & Design	3
CGR-111	Computer Graphic Design I	3
CGR-251	Presentation Graphics	3
.....	General Education Elective	3
.....	Communications Elective	3
		18
Second Semester		
CGR-102	Electronic Publishing & Prepress	3
CGR-112	Computer Graphic Design II	3
CGR-231	Video Imaging Technology I	3
CGR-252	Portfolio Design	3
ART-298	Coop I: Fine/Applied Arts or	
.....	Studio Elective ¹	3
.....	General Education Elective	3
		18

¹Recommended Studio Electives:

- CGR-121 Multimedia Technology I
- CGR-232 Video Imaging Technology II
- CGR-241 Computer Animation I
- ART-160 Design I: Two Dimensional
- ART-162 Advertising Layout I
- ART-121 Basic Drawing I
- PHO-101 Photography I

Highlights

There are cooperative education opportunities available with local employers.

Computer Integrated Manufacturing

Career/Program Description

CIM technicians program, control, and maintain robots, production machines, and control systems to manufacture many of the world's goods. CIM graduates are currently employed in diverse industries, including pharmaceuticals and chemicals, automotive, packaging, metalworking, aluminum extrusions, mechanical aerospace componentry, bottling, and even private consulting. The CIM program uses a practical, lab-intensive, project-oriented approach to teach the basics of various manufacturing subjects and then permits the students to specialize.

Career/Program Information

The program serves two types of students: those who have no experience in manufacturing but are seeking training for entry level positions; and those who are already employed but are seeking to upgrade their skills for advancement purposes.

Accreditation

Currently pursuing National Institute for Manufacturing Skills (NIMS) certification

Career Opportunities

- CNC programmer
- Factory automation specialist
- Manufacturing engineering technician
- PLC programmer
- Robot technician
- Technical salesperson

Contact Person

Professor Melvin Roberts, Coordinator
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 Kevin Schmidt
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Degree: **Certificate Program**

College Code: **CIM.CT**

Code	Course	Credits
CIM-101	Introduction to Manufacturing	3
CAD-101	Computer Aided Engineering Graphics	4
EET-101	Electrical/Electronic Principles	4
EET-241	Robotics	3
CIM-211	PLC Programming	3
MET-221	Quality Control	2
CIM-221	CNC Programming and CAM	3
CIM-251	CIM Integration/Project	3
.....	Communications Elective	3
MTH.....	Mathematics Elective	3/4
		31/32

Career Opportunities

CIM technicians are in demand at all high-volume manufacturing enterprises.

Computer Programming

Degree: **Certificate Program**

College Code: **CPG.CT**

Career/Program Description

This program develops software solutions to meet program specifications in business and science-related industries. Programmers are involved in many phases of the software life cycle, including analysis and design, coding, testing/debugging, and integration and maintenance of large software systems. There are two broad categories of programmers: application programmers, who develop software to provide programming solutions for specific tasks in business, engineering, and science; and systems programmers, who develop the software systems that integrate and control software applications.

Career/Program Information

The program: emphasizes skills in information systems and in business administration; enables students to acquire the necessary software development skills to gain entry into this rapidly evolving field; and enables students to advance their knowledge in general education and business administration.

Career Opportunities

- Computer marketing representative
- Computer operator
- Lab assistant
- Quality control specialist
- Research analyst
- Software tester

Contact Person

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Professor Lawrence Jadico
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Dr. Thali Rajashekhara
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Code	Course	Credits
First Year/First Semester		
CSC-112	Intermediate QBASIC/Intro Visual BASIC ¹ or	
CSC-122	Computer Science I (C++) ¹ or	
CSC-161	Introduction to Java ¹	3/4
ACC-101	Accounting I	3
MGT-101	Introduction to Business	3
CIS-110	Info Systems: Principles & Applications	4
MTH.....	Mathematics Elective	3/4
		16/17/18
Second Semester		
CSC-213	Visual Basic I ¹ or	
CSC-223	Computer Science II (C++) ¹ or	
CSC-262	Advanced Java ¹	3
ACC-102	Accounting II	3
CIS-231	System Analysis & Design	3
.....	Computer Information Systems Elective	3
.....	General Education Elective	3
.....	Communications Elective	3
		18

¹ Prerequisites listed with the course descriptions must be met for all programming languages.

Career/Program Description

The program integrates programming and software creation with the design, repair, maintenance, and implementation of computer hardware.

Career/Program Information

This program imparts knowledge and skills of both the hardware and software aspects of the computer industry.

Career Opportunities

- Computer service engineering technician
- Computer systems technician
- Lead computer operator
- Network manager
- Systems programmer
- Technical control specialist

Contact Person

Professor Domenic Priolo, Coordinator
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E-mail: dpriolo@camdencc.edu

Computer Systems Technology

Degree: **Certificate Program**

College Code: **CST.CT**

Code	Course	Credits
CST-101	Microcomputer Operating Systems	3
EET-101	Electrical and Electronic Principles	4
CST-102	Introduction to Networking	3
CST-108	Advanced Operating Systems: Windows NT	3
CST-201	Advanced Networking	3
CIS-181	UNIX Introduction and Usage	3
EET-221	Digital Circuits	3
CIS-282	UNIX OSD: Disk Subsystem or	
EGR-208	Coop I: Engineering I	3
CIS-283	UNIX OSD: Memory & Processes or	
EGR-209	Coop II: Engineering II	3
CST-202	Computer Laboratory Internship	3
		31

Dental Assisting

Degree: **Certificate Program**

College Code: **DAS.CT**

Career/Program Description

A dental assistant works at chairside while the dentist examines and treats patients. The dental assistant makes the patient comfortable in the chair, prepares the patient for treatment, obtains dental records, prepares impression and restorative materials, exposes and processes dental radiographs, and hands the dentist the proper instruments and materials. The assistant also sterilizes and disinfects instruments, prepares dental tray setups, and instructs the patient in postoperative and general oral health care.

Career/Program Information

The Dental Assisting Certificate Program:

- Provides the student with the specific skills that qualify graduates for a career in dental assisting
- Prepares the student to take the state radiology examination
- Allows the student to qualify for national certification and state registration without a two-year work experience requirement
- Enables the student to earn an Associate in Applied Science degree

Special Program Requirements

- Proof of graduation from an approved secondary school or equivalent
- Interview with the program coordinator
- Physical exam, various immunizations and proof of health insurance will be required prior to the beginning of class
- Admission on a first qualified, first admitted basis

Accreditation

The program in Dental Assisting is accredited by the Commission on Dental Accreditation, a specialized accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-2719 or at 211 East Chicago Avenue, Chicago, IL 60611.

Career Opportunities

- Chairside assistant or office manager in general and specialty practices
- Chairside assistant or office manager in hospital and institutional settings
- Dental assisting education
- Positions dealing with dental insurance, dental laboratories, dental suppliers, dental placement agency

Contact

Sandy Rodier, Coordinator
(856) 227-7200, Ext. 4471
E-mail: srodier@camdencc.edu

Code	Course	Credits
First Year/Summer Semester		
PSY-101	Basic Psychology	3
.....	Communications Elective	3
6		
Fall Semester		
DAS-110	Dental Assisting I (Chairside Assisting)	6
DAS-120	Dental Assisting II (Dental Radiology)	4
DAS-130	Dental Assisting III (Dental Anatomy)	2
DAS-140	Dental Assisting IV (Biological Science)	3
DAS-151	Dental Assisting V (Dental Laboratory Procedures)	2
DAS-170	Dental Assisting VII (Med Emg in the Dental Office)	1
		18
Spring Semester		
DAS-160	Dental Assisting VI (Supervised Clinical Experience)	6
DAS-180	Dental Assisting VIII (Office Administration)	2
DAS-190	Dental Assisting IX (Oral Pathology)	1
DAS-152	Dental Assisting X (Dental Laboratory Procedures II)	2
DAS-115	Dental Assisting XI (Pharmacology)	1
DAS-125	Dental Assisting XV Preventive Dentistry	3
		15

Highlights

Students who have completed the dental assisting certificate program are eligible to continue their studies at the College and earn an Associate in Applied Science degree. The student earns 33 credits for the dental assisting courses, and with an additional 32 credits in general education, the student is eligible for the Associate in Applied Science degree.

Career/Program Description

This certificate program is designed for people interested in gaining knowledge of electrical-electronic systems, test equipment, and industrial practices. Courses use lectures and laboratory experiments to deliver topics relevant to today's electronic world. The certificate program focuses on the discipline-specific courses in electrical/electronic engineering technology.

The program uses current state-of-the-art electronic industrial test equipment and procedures.

Career/Program Information

The program provides training applicable to current industrial and commercial electrical/electronic systems and practices; and encourages cooperative business between students and local employers.

Special Program Requirement

Students should have an adequate background in algebra.

Career Opportunities

- Engineer's assistant
- Field service engineer
- Lab technician
- Quality control specialist
- Production technician
- Technical salesperson

Contact Person

Professor Larry Chatman, Coordinator
(856) 227-7200, Ext. 4523
E-mail: lchatman@camdencc.edu

Engineering Technology: Electrical-Electronic Engineering

Degree: **Certificate Program**

College Code: **EET.CT**

Code	Course	Credits
First Semester		
EET-101	Electrical & Electronic Principles	3
EET-211	Electronics I	4
CAD-101	Computer Aided Engineering Graphics	4
MTH-125	College Algebra & Trigonometry	4
.....	Communications Elective	3
		18
Second Semester		
EET-212	Electronics II	3
CSC-111	Intro to Computer Programming/QBASIC	3
EET-213	Electronic Communications	3
EET-221	Digital Circuits	3
EET-251	Electronic Projects or	
EGR-208	Coop I: Engineering	3
		15

Recommendations

Taking 15 to 18 hours a semester, full-time students can complete the certificate program within a year.

Massage Therapy

Degree: **Certificate Program**

College Code: **MAS.CT**

Career/Program Description

The "1999 Guide to Labor Demand and Occupations in New Jersey" includes Massage Therapy as a "DEMAND" occupation. Massage therapists have a tremendous variety of employment opportunities to choose from: self-employment, salons, day spas, athletic clubs, cruise ships, chiropractor and physician offices, fitness clubs, country clubs, assisted living facilities, casino hotels, professional sports teams, corporate wellness programs, etc. This is an exciting and dynamic field!

Career/Program Information

- Massage Therapy Certificate Graduates will meet the qualifications necessary to sit for the National Certification exam as set forth by the National Certification Board for Therapeutic Massage and Bodywork and will meet all requirements as set forth by the State of New Jersey.
- The program instills in students the ability and motivation towards a highly ethical practice in the application of massage therapy.

Special Admission Requirement

Students must be interviewed by Erika MacWilliams, Director of Lourdes Institute for Wholistic Studies, for entry into the program. (856) 869-3134.

Special Program Requirements

- Special lab fees for all MAS courses
- Special equipment and materials for some MAS courses

Career Opportunities

- Chiropractor and physician offices
- Fitness Centers
- Health Clubs
- Health Spas
- Sports Medicine Centers

Contact Persons

College contact: Nicholas DiCicco, Director
 (856) 227-7200, Ext. 4264
 E-mail: ndicicco@camdencc.edu
 Lourdes Institute for Wholistic Studies contact:
 Erika MacWilliams, Director
 (856) 869-3134

Code	Course	Credits
First Semester		
MAS-200	Therapeutic Massage ¹	6
BIO-103	Human Biology	3
HPE-170	First Aid/Safety/Prevention	3
		12
Second Semester		
BIO-105	Introduction to Nutrition	3
HPE-145	Wellspring Fitness Lab I	1
MAS-240	Specialized Massage Techniques ¹	3
MAS-210	Structures & Functions of the Bodyworker I	2
MAS-211	Structures & Functions for the Bodyworker II	2
HPE.....	Health & Exercise Science Elective	1
		12
Third Semester		
MAS-245	Pathology & Kinesiology for Massage Therapy ¹	7
MAS-243	Integrated Myofascial Structural Techniques	2
MGT-221	Small Business Management I	3
		12

¹These courses only are restricted to students formally admitted into the Massage Therapy major. Formal admission includes an interview with Erika MacWilliams (856-869-3134).

All other courses may be taken without formal acceptance into the Massage Therapy Program. MAS-200, MAS-240, and MAS-245 require additional materials including oils/lotions/massage table/face cradle and bolster.

Career Opportunities

This program is a joint venture between Camden County College and Lourdes Institute of Wholistic Studies in Collingswood.

All MAS courses will be taught in Collingswood. Please note special lab fees are required for all MAS courses. Special equipment and materials are required for this program of study.

Career/Program Description

This certificate prepares individuals to work in all aspects of medical and surgical coding, billing, and reimbursement.

Career/Program Information

- Students are placed at a clinical affiliated site.
- We have highly qualified and progressive instructors.
- Mock accreditation exams are given to graduates.

Special Program Requirements

- All students must complete medical terminology, anatomy, and physiology and must have excellent reading and interpretation skills.
- Students are expected to have word processing experience prior to the first coding class.

Accreditation

With one-year work experience, students may attempt the Certified Coding Specialist (C.C.S.) and Certified procedural coder (C.P.C.) accreditation exams. These exams are used nationally to credential coders.

Career Opportunities

- HMOs
- Inpatient hospitals
- Outpatient healthcare facilities
- Private billing organizations

Contact Person

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Medical Coding

Degree: **Certificate Program**

College Code: **MDC.CT**

Code	Course	Credits
First Semester		
OST-161	Medical Terminology	3
BIO-103	Human Biology	3
6		
Second Semester		
MDC-101	Medical Coding I	2
MDC-111	Medical Billing, Insurance & Record	2
MDC-121	CPT-4	2
MDC-133	Diagnostic & Procedural Terminology	3
MDC-134	Basic Pathophysiology	3
12		
Third Semester		
MDC-102	Advanced Medical Coding	4
MDC-112	Diagnoses & Terminology Related to Trauma	2
MDC-122	Advanced CPT-4	2
MDC-132	Basic Pharmacology	3
HPE-181	Basic Life Support "C" - AHA	1
12		
Fourth Semester		
MDC-131	Medical Coding Internship	1
31		

Career Opportunities

The Department of Labor has classified health information and coding as one of the top five job opportunities in the new millennium. Clinical affiliations offer avenues for employment after graduation.

Career/Program Description

The medical transcriptionist provides an important link in the medical field by transcribing recorded dictation of medical reports, letters, and other data as requested by the medical professionals. Students will have the opportunity to combine their language skills and medical knowledge with the latest technology tools to create healthcare records accurately and efficiently.

Career/Program Information

The program: emphasizes oral and written communication skills; provides the academic and vocational skills necessary to combine language skills and medical knowledge with the latest technology; enables students to demonstrate knowledge of medical language and its structure; and introduces the dictation and the equipment necessary for transcribing medical reports to conform to the guidelines of the American Association for Medical Transcription.

Career Opportunities

- Medical administrative assistant
- Medical receptionist
- Medical secretary
- Medical transcriber

Contact Persons

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 Professor Rosalie Duren
 (856) 227-7200, Ext. 4424
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Medical Transcription

Degree: **Certificate Program**

College Code: **MDT.CT**

Code	Course	Credits
First Year/First Semester		
OST-111	Keyboarding I or	
OST-112	Keyboarding II ¹	3
OST-123	Intro to Microsoft Word	3
OST-161	Medical Terminology	3
OST-171	Medical Transcription I	3
BIO-103	Human Biology	3
.....	Communication Elective	3
		18
Second Semester		
OST-272	Medical Transcription II	3
MDC-132	Basic Pharmacology	3
PHL-232	Biomedical Ethics	3
MDC-111	Medical Billing, Insurance & Records	2
BUS-201	Coop I: Business	3
		14

¹ Course selection depends on previous keyboarding experience. Keyboarding I Fall semester only; Keyboarding II Spring semester only.

Program Highlights

- Credit for Life Experience Opportunities
- Hands-on training
- Tutorial labs available

Career/Program Description

The Microsoft Office User Specialist certificate (MOUS) will provide opportunities for graduates to enter the workplace with the necessary computer software skills identified by administrative office professional organizations. This program is intended to prepare students to sit for the MOUS certification that will validate the skills of the students and provide them with a globally recognized standard of productivity and excellence as they enter the workplace.

Career/Program Information

The program: emphasizes oral and written communication skills; provides the technical skills that will prepare students for MOUS certification; provides the academic and vocational skills necessary for entry-level competence in a variety of business and technical fields; and examines changing office technology and its effect on the various functions performed in today's office.

Contact Persons

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 Professor Rosalie Duren
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 E-mail: rduren@camdencc.edu

Microsoft Office User Specialist (MOUS)

Degree: **Certificate Program**

College Code: **MOS.CT**

Code	Course	Credits
First Year/First Semester		
OST-111	Keyboarding I or	
OST-112	Keyboarding II ¹	3
OST-123	Intro to Microsoft Word	3
OST-151	Power Point	3
CIS-110	Info Systems: Principles & Applications	4
.....	Communications Elective	3
		16
Second Semester		
OST-241	Administrative Office Procedures	3
OST-224	Advanced Microsoft Word	3
CIS-102	Spreadsheets	3
CIS-103	Database Management	3
BUS-201	Coop I: Business	3
		15

¹ Students should speak with an Office Systems Technology faculty member prior to enrolling in either course. Keyboarding I is offered during the Fall semester only; Keyboarding II is offered during the Spring semester only.

Program Highlights

- Credit for Life Experience Opportunities
- Hands-on training
- Tutorial labs available

Career/Program Description

Opticians dispense corrective lenses to aid patients in their visual needs. This is accomplished by using scientific and clinical procedures and applying learned skills needed to produce and fit top quality eyewear successfully.

Career/Program Information

The Ophthalmic Science Certificate program is a three-year program, which, combined with a three-year apprenticeship, qualifies the graduate to sit for the New Jersey State Board of Ophthalmic Dispensers Examination.

Special Program Requirements

- The program has an open enrollment policy; however, any applicant who does not have college level mathematics must achieve satisfactory scores in the College Placement Test.
- All prospective students must schedule an interview with the Ophthalmic Science program director.
- Due to the sequential nature of the specialty courses, admission is usually limited to September.

Accreditation

The Ophthalmic Science program is accredited by the Commission on Opticianry Accreditation
1034 Democracy LN
Fairfax, VA 22030

Career Opportunities

- Private practice
- Clinical practice
- Optical sales
- Manufacturing
- Ophthalmic laboratory technician
- Contact lens technician

Contact Person

Thomas Hunter, Director
(856) 374-5058
E-mail: thunter@camdencc.edu

Ophthalmic Science Apprentices

Degree: **Certificate Program**

College Code: **OPH.CT**

Code	Course	Credits
First Year/First Semester		
OPH-111	Ophthalmic Materials Lecture I ¹	3
OPH-101	Ophthalmic Materials Laboratory I	3
		6
Second Semester		
OPH-112	Ophthalmic Materials Lecture II ¹	3
OPH-102	Ophthalmic Materials Laboratory II ¹	3
		6
Second Year/First Semester		
OPH-220	Optic Principles	3
OPH-130	Anatomy of the Eye	3
		6
Second Semester		
OPH-131	Introduction to Contact Lenses	3
		3
Third Year/First Semester		
OPH-240	Ophthalmic Dispensing I	4
		4
Second Semester		
OPH-241	Ophthalmic Dispensing II	4
		4

¹Must be taken within the first 12 months of apprenticeship

Please Note: All candidates must take the College Placement Test and complete the required courses prior to beginning course work.

Highlights

Employment opportunities in this field are expected to increase. Over the next decade the number of the middle-aged and the elderly will increase. Public awareness of the importance of good eyesight and vision screening programs in schools is likely to stimulate the demand for eyecare.

Career/Program Description

A paramedic is a pre-hospital provider of advanced life support to the critically ill or injured patient under the direction of a licensed physician. Responsibilities include, but are not limited to, oxygen therapy, intravenous insertion, medication administration, airway management, cardiac monitoring, and defibrillation. The primary objective of the program is to prepare the student to function as an entry-level paramedic on a Mobile Intensive Care Unit.

Career/Program Information

Through a cooperative program, Camden County College and Virtua Health provide the required knowledge and skills that allow a student to take the National Registry of EMT's certification examination for paramedics. The program uses the three teaching/learning formats of the classroom, patient care areas in the hospital setting, and field internship on an MICU vehicle.

Special Program Requirements

- High school diploma or equivalent
- New Jersey State EMT-B certification
- Sponsorship from a New Jersey MICU program hospital
- Current American Heart Association or American Red Cross CPR certification
- College Placement Test
- Interview with the Paramedic Science Program Acceptance Committee
- Official letter of acceptance into the program from the Acceptance Committee

Accreditation

This program utilizes the national standard curriculum for paramedic studies as developed by the US Department of Transportation, the National Highway Traffic Safety Administration, and the US Department of Health and Human Services.

Career Opportunities

- Certified paramedics are available for employment by designated New Jersey MICU hospitals to provide advanced life support in the pre-hospital setting.
- NJ certified paramedics may seek reciprocity from any state for employment in that state.

Contact Person

Regina Twisdale, Director
(856) 374-5078
E-mail: rtwisdale@camdencc.edu

Paramedic Sciences

Degree: **Certificate Program**

College Code: **PRM.CT**

Code	Course	Credits
First Year/Fall Semester		
PRM-101	Paramedic Theory I	3
PRM-102	Paramedic Theory II	6
BIO-103	Human Biology	3
		12
Spring Semester		
PRM-110	Medical Emergencies I	8
PRM-121	Clinical Practice I	4
		12
Summer Semester		
PRM-122	Clinical Practice II	3
		3
Second Year/Fall Semester		
PRM-210	Medical Emergencies II	3
PRM-230	Trauma Emergencies	3
PRM-240	OB/GYN Emergencies	1
PRM-250	Psychiatric Emergencies	1
PRM-223	Clinical Practice III	4
		12
Spring Semester		
PRM-224	Clinical Practice IV	6
		6

Recommendations

Prior experience with a 9-1-1 ambulance service is helpful but not necessary.

Career/Program Description

Personal computer specialists are involved in the practical application of microcomputers to problem solving in business situations. They use software applications for financial analysis, file handling and databases, and word processing. They are knowledgeable in the use of microcomputer operating systems and computer networking.

Career/Program Information

The program: provides quality state-of-the-art training to students who wish to enter the computer field as information specialists; provides students with a computer option that emphasizes application software use as opposed to software development; provides professionals (end-users) with a broad range of computer skills and the ability to apply them within the functional areas of an organization; and focuses on the rate of change in the information processing and application software field.

Career Opportunities

- Administrative assistant
- Computer salesperson
- End-user support specialist
- Help desk
- Information specialist
- Trainer

Contact Person

Dr. Richard Carney, Coordinator
(856) 227-7200, Ext. 4649
E-mail: rcarney@camdencc.edu

Personal Computer Specialist

Degree: **Certificate Program**

College Code: **PCS.CT**

Code	Course	Credits
First Semester		
CSC-111	Introduction to Computer Programming/QBASIC	3
CST-101	Microcomputer Operating Systems	3
OST-123	Intro to Microsoft Word	3
CSC-101	Computer Literacy	3
OST-110	Microcomputer Keyboarding	1
MTH.....	Mathematics Elective	3/4
		16/17
Second Semester		
CSC-112	Intermediate QBASIC/Intro Visual BASIC	3
CST-108	Advanced Operating Systems: Windows NT	3
CIS-102	Spreadsheets	3
CIS-103	Database Management	3
ACC-101	Accounting I	3
.....	Communications Elective	3
		18

Career/Program Description

The Certified Personal Trainer program prepares students for employment in health and fitness centers as well as a one-on-one personal trainer. This curriculum is designed to train students to become fitness specialists. The program will thoroughly prepare students to pass a nationally recognized certification exam.

Career/Program Information

The Personal Trainer Program prepares:

- Students for the American Council on Exercise national certification exam for personal trainers
- Graduates for employment as personal trainers
- Graduates for designing and implementing comprehensive, individualized fitness programs to a variety of individuals of all ages.

Special Program Requirement

- Completion of an internship at a local fitness center or the College's Wellspring Fitness Center.
- Students entering college for the first time must take the College Placement Test before entering the program.

Career Opportunities

- Corporate Fitness Programs
- Fitness Centers
- Health Clubs
- Nutrition and Weight Control Centers
- Sports Medicine Centers
- YMCA's

Contact Person

Nicholas DiCicco, Director
(856) 227-7200, Ext. 4264
E-mail: ndicicco@camdencc.edu

Personal Trainer

Degree: **Certificate Program**

College Code: **PT.CT**

Code	Course	Credits
First Semester		
BIO-105	Introduction to Nutrition	3
HPE-114	Personalized Fitness	2
HPE-161	Weight Training	1
HPE-211	Theories and Applications of Physical Training I	4
CIS-101	Personal Computer Applications	3
HPE-180	Community CPR/ARC	1
HPE-200	Marketing for the Fitness Professional	3
		17
Second Semester		
HPE-210	Internship: Personal Trainer Certificate ¹	3
		3

¹ Prerequisite for the Internship is completion of all 17 credits as listed above.

Highlights

Camden County College hosts the ACE personal trainer national certification exam at the Blackwood campus twice a year.

Career/Program Description

This program provides students with programming skills to create web pages and applications for the World Wide Web. Users gain comprehensive understanding of how the web operates and learn how to incorporate the latest technologies into effective web pages. The program presents Internet protocols, HTML authoring tools, JavaScript, operating systems, and business elements of the web. This certificate program provides users with programming tools to build web pages for entry-level positions in industry.

Career/Program Information

This program: prepares students for entry-level employment in web page production, management, and maintenance; enables students to create, maintain, and update web pages using HTML authoring tools, HTML programming, and JavaScript for business; provides an understanding of the business-oriented aspects of running a website; develops practical solutions to both technical and business problems encountered in the development of web pages; and familiarizes students with the networking environment of Windows NT and the UNIX environment.

Career Opportunities

Completion of this certificate program could lead to entry-level employment in web page development, management, and maintenance.

Contact Person

Professor Phyllis Owens, Coordinator
(856) 227-7200, Ext. 4682
E-mail: powens@camdencc.edu

Programming Tools for Web Pages

Degree: **Certificate Program**

College Code: **PTW.CT**

Code	Course	Credits
First Year/First Semester		
CIS-110	Info Systems: Principles & Applications	4
CIS-191	Internet: Tools and Techniques	3
CSC-111	Intro Computer Programming (QBASIC)	3
CIS-151	HTML Programming	3
		13
Second Semester		
CST-108	Advanced Operating Systems: Windows: NT	3
CIS-181	UNIX: Introduction and Usage	3
CIS-152	JavaScript for the Web	3
CIS-192	Practical Applications of Website Mgt	3
		12

Career/Program Information

This one-year program provides specialized course work in retailing.

Career Opportunities

This is a growth field with many opportunities in management.

- Buyer
- Department manager
- Display manager
- Distribution coordinator
- Retail Promotion manager
- Store manager

Contact Persons

Professor Maria Aria, Coordinator
(856) 227-7200, Ext. 4457
E-mail: maria@camdencc.edu

Retailing

Degree: **Certificate Program**

College Code: **RET.CT**

Code	Course	Credits
First Semester		
MGT-101	Introduction to Business	3
ENG-101	English Composition I	3
MKT-102	Retail Management	3
MKT-124	Fundamentals of Selling	3
ACC-101	Accounting I	3
OST-110	Microcomputer Keyboarding	1
		16
Second Semester		
MKT-123	Introduction to Promotion	3
MKT-125	Principles of E-Commerce	3
CSC-101	Computer Literacy	3
PSY-101	Basic Psychology	3
MGT-212	Human Resource Management	3
.....	Humanities Elective	3
		18

Highlight

A fast-track program which leads to immediate employment in the retailing field.

Career/Program Description

Secretaries must be proficient in typewriting and must possess excellent oral and written communication skills. This program provides the introduction to and development of vocational skills needed for word processing and business procedures.

Career and Program Information

The program provides:

- The academic and vocational skills necessary for entry-level competence in a variety of business and technical fields
- Prepares students to work as generalists in the office; and
- Prepares students for the Microsoft Office User Specialist (MOUS) Certification.

Career Opportunities

- Clerical assistant
- Legal receptionist
- Medical receptionist
- Typist
- Word processing assistant

Contact Persons

Professor Kathryn D. Hammond, Coordinator
(856) 227-7200, Ext. 4426

E-mail: khammond@camdencc.edu

Professor Rosalie Duren
(856) 227-7200, Ext. 4424

E-mail: rduren@camdencc.edu

Secretary and Typist

Degree: **Certificate Program**

College Code: **SAT.CT**

Code	Course	Credits
First Year/First Semester		
OST-111	Keyboarding I	3
OST-131	Shorthand I ¹	3
CSC-101	Computer Literacy	3
MGT-101	Introduction to Business	3
ENG-101	English Composition I	3
		15
Second Semester		
OST-112	Keyboarding II ²	3
OST-232	Shorthand II ²	3
OST-241	Administrative Office Procedures ^{2,3}	3
OST-123	Intro to Microsoft Word	3
ENG-102	English Composition II	3
.....	Elective	3/4
		18/19

This program lends itself to credit for life experience. For further information, contact the Dean's office at (856) 227-7200, Ext.4420, or the Testing and Assessment Office, Ext. 4710.

¹ Offered in fall semester only

² Offered in spring semester only

³ MGT-214 - Office Management: This course is recommended in place of Administrative Office Procedures for those students who are currently employed full time in job-related fields.

Program Highlights

Credit for Life Experience
Opportunities
Hands-on training
Tutorial labs available

Career/ProgramDescription

This one-year certificate program is career-oriented and consists of five core courses in AIX UNIX using IBM RISC System 6000/platform, which will provide the student with a general working knowledge of the UNIX Operating System and the skill to handle the software and software used by the system. The goal of this certificate program is to enhance the student's computer skills with a general, practical background in the areas of design, usage, and communication on the UNIX (AIX) Operating System.

Career/Program Information

This program will provide a working knowledge of the following:

- the UNIX operating system
- the UNIX filing system
- the UNIX kernel and interaction
- shell programming using the Korn shell
- TCP/IP communications protocol
- AIX UNIX using the current technology

Career Opportunities

- Commercial data processing
- Database servers
- Engineering, scientific, and high function graphics
- Help desk support
- Junior systems administration

Contact Person

Professor Bernadette Carlin, SSJ
 (856) 227-7200, Ext. 4423
 E-mail: bcarlin@camdenc.edu

Code	Course	Credits
CIS-181	UNIX: Introduction and Usage ¹	3
CIS-282	UNIX: Operating System Design: Disk Subsystem	3
CIS-283	UNIX OSD: Memory & Processes	3
CIS-284	Shell Programming under UNIX	3
CIS-287	TCP/IP Communications under UNIX	3
		15

¹This course must be taken before all others.

Two courses may be taken in the same semester. The recommended groups are:

- UNIX Operating System Design: Disk Subsystem with Shell Programming under UNIX;
- UNIX Operating System Design: Memory and Process Subsystem with TCP/IP Communications under UNIX

Recommendation

Entering students should have strong computer skills gained in a related field, in a degree program, in course work, or through work-related experience.

Web Design Development

Degree: **Certificate Program**

College Code: **WEB.CT**

Career/Program Description

The World Wide Web is industry's most powerful communication tool. Because of a demand for information, there is a need for web authoring, Internet design, and interactive multimedia/video skills. This course is designed to meet that need.

Career/Program Information

The program: provides the skills for constructing web sites that are attractive, entertaining, and uncomplicated; prepares graduates for immediate-level employment in the web industry.

Career Opportunities

- Advertising agencies
- Computer animation
- Multimedia

Contact Person

Professor Phyllis Owens, Coordinator
 (856) 227-7200, Ext. 4682
 E-mail: powens@camdencc.edu

Code	Course	Credits
First Year/Summer Semester		
CGR-111	Computer Graphic Design I	3
CIS-191	Internet: Tools and Techniques	3
		6
First Semester		
CGR-113	Web Page Design I	3
CGR-112	Computer Graphic Design II	3
CGR-231	Video Imaging Technology I	3
CGR-121	Multimedia Technology I or	
CGR-253	Digital Illustration	3
.....	General Education Elective	3
		15
Second Year/First Semester		
CGR-214	Web Page Design II	3
CGR-215	Web Multimedia	3
ART-298	Coop I: Fine/Applied Arts or	
.....	Studio Elective	3
.....	General Education Elective	3
.....	Communications Elective	3
		15

Highlights

There are cooperative education opportunities with local employers.

Career/Program Description

Word processors help maintain the flow of rapid communication in today's workplace. They record, edit, print, and store various types of correspondence, reports, statistical tables, forms, and other related materials.

Career/Program Information

This program: introduces today's changing office technology and the effect of its various functions; provides the academic and vocational skills necessary for entry-level competence in a variety of business and technical fields; and prepares students for the Microsoft Office User Specialist (MOUS) Certification.

Career Opportunities

- Administrative assistant
- Legal receptionist
- Medical receptionist
- Secretary
- Word/information processor

Contact Persons

Professor Kathryn D. Hammond, Coordinator
 (856) 227-7200, Ext. 4426
 E-mail: khammond@camdencc.edu

Professor Rosalie Duren
 (856) 227-7200, Ext. 4424
 E-mail: rduren@camdencc.edu

Word Processing

Degree: **Certificate Program**

College Code: **WPR.CT**

Code	Course	Credits
First Year/First Semester		
OST-121	Intro Word Processing-Word Perfect	3
OST-213	Keyboarding III ¹	3
CSC-101	Computer Literacy	3
MGT-101	Introduction to Business	3
ENG-101	English Composition I	3
		15
Second Semester		
OST-123	Intro to Microsoft Word	3
OST-222	Advanced Word Processing-Word Perfect or	
OST-224	Advanced Microsoft Word	3
OST-241	Administrative Office Procedures ^{2,3}	3
CIS-102	Spreadsheets	3
ENG-102	English Composition I	3
.....	Elective	3/4
		18/19

This program lends itself to credit for life experience. For further information, contact the Dean's office at (856) 227-7200, Ext. . 4420, or the Testing and Assessment Office, extension 4710.

¹ Offered in fall semester only

² Offered in spring semester only

³ Students currently employed full-time in job-related fields are recommended to take MGT-214.

Program Highlights

- Credit for Life Experience Opportunities
- Hands-on training
- Tutorial labs available