



CERTIFICATE PROGRAMS

Certificate Programs provide specific occupational skill training.

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.

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.

Employment Opportunities

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

Contact Person

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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

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

Degree: **Certificate Program**
College Code: **AEH.CT**

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.

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.

Employment Opportunities

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

Contact Person

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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.

Automotive Engine Performance & Driveability Specialist

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.

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.

Employment Opportunities

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

Contact Person

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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.

Automotive General Technician

Degree: **Certificate Program**
College Code: **GAT.CT**

Program Description

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

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.

Employment Opportunities

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

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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.

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.

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.

Employment Opportunities

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

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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.

CADD: Computer Aided Drafting & Design

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.

Program Information

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

Employment Opportunities

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

Contact Person

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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	
CST-202	Computer Laboratory Internship or	
EGR-208	Coop I: Engineering	3
CST-108	Advanced Operating Systems: Windows NT	3
		29

Highlight

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

Computer Applications Programming

Degree: **Certificate Program**

College Code: **CAP.CT**

Program Description

This certificate program teaches students to develop 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).

Program Information

The program:

- Emphasizes skills in information systems, computer programming, Relational Database theory & SQL
- Advances knowledge in general education and business
- Develops the software engineering skills necessary to gain entry into this rapidly evolving field.

Employment Opportunities

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

Contact Persons

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Code	Course	Credits
First Year/First Semester		
CSC-213	Visual Basic I or	
CSC-122	Computer Science I 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 or	
CSC-262	Advanced Java	3/4
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
		18/19

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

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.

Program Information

The program:

- Prepares students for intermediate-level employment in computer graphics employment
- Provides information about techniques of computerized design

Employment Opportunities

- Computer graphics
- Electronic publishing
- Multimedia

Contact Persons

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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 Technology

Degree: **Certificate Program**

College Code: **CIM.CT**

Program Description

CIMNET technicians control, design, maintain, upgrade, and operate modern, computer-controlled production equipment and facilities equipment used to manufacture many of the world's goods. The CIMNET program equips its graduates with an in-depth multi-disciplinary education in mathematics, physics, engineering technology, both manual and CNC machining, manufacturing processes and methods, industrial electronics, PLC programming, and factory automation, as well as a broad education in computer studies, business, and liberal arts.

Our highly skilled graduates go on to provide hands-on engineering and managerial service in state-of-the-art high volume and/or high-precision manufacturing enterprises located in southern New Jersey, the Delaware Valley and beyond. Our chemical, automotive, packaging, metalworking, aluminum extrusion, mechanical aerospace componentry, bottling, and even private consulting companies. Our graduates specialize in either Programmable Logic Controller (PLC) or Computer Numerical Controller (CNC) programming.

Program Information

The program serves two types of students:

- Students who have no experience in manufacturing but are seeking training for entry level positions
- Students who are already employed but are seeking to upgrade their skills for advancement purposes

Employment Opportunities

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

Contact Persons

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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

Highlights

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

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.

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.

Employment Opportunities

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

Contact Persons

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Computer Programming

Degree: **Certificate Program**

College Code: **CPG.CT**

Code	Course	Credits
First Year/First Semester		
CSC-112	Intermediate QBASIC/Intro Visual BASIC ¹ or	
CSC-122	Computer Science I or	
CSC-161	Introduction to Java ¹	3/4
ACC-101	Accounting I	3
MGT-101	Introduction to Business	3
CSC-101	Computer Literacy	3
MTH.....	Mathematics Elective	3/4
		15/16/17
Second Semester		
CSC-213	Visual Basic I ¹ or	
CSC-223	Computer Science II or	
CSC-262	Advanced Java ¹	3/4
ACC-102	Accounting II	3
CIS-231	System Analysis & Design	3
CIS-206	Advanced Computer Concepts and Applications	3
.....	General Education Elective	3
.....	Communications Elective	3
		18/19

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

Program Description

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

Program Information

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

Employment Opportunities

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

Contact Person

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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

Program Description

This program is designed for students who want to enter the job market quickly with skills in both accounting and computer technology. Students will learn basic accounting skills and will apply these skills using a general ledger software package.

Program Information

The program provides training in up-to-date computer and accounting technology. Students will have experience with the following software packages:

- QuickBooks
- Peachtree Accounting
- Excel
- Access
- Turbo-Tax

Employment Opportunities

Students completing this program will be able to work as:

- Junior Accountant specializing in Accounts Receivable
- Accounts Payable
- Inventory Control

Contact Person

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Computerized Accounting Specialist

Degree: **Certificate Program**

College Code: **ACC.CT**

Code	Course (lecture/lab)	Credits
First Semester		
ACC-101	Accounting I	3
CSC-101	Computer Literacy	3
		6
Second Semester		
ACC-213	Computerized Accounting	3
CIS-102	Spreadsheets	3
		6
Third Semester		
CIS-103	Database Management	3
CIS-191	Internet Tools and Technique	3
ACC-223	Income Tax Accounting I	3
		9

Program Description

Law enforcement and intelligence agencies collect massive amounts of data on a regular and continuous basis. Analysts take this raw data and utilize quantitative and qualitative techniques to transform the raw data into useful information and intelligence. Crime Analysts can be found working at all levels of government. Intelligence Analysts most likely can be found working for federal and state agencies, as well as, in the banking and finance field.

Program Information

The program will prepare students for entry-level analytic positions in the government and private sectors. The program will also serve as a credentialing vehicle for experienced analysts who lack formal crime and intelligence analysis training/education. Students will learn the ethical use of computer software, including Geographic Information Systems, and analytic skills and tools for use in conventional crime detection and prevention, as well as, safeguarding the homeland.

Special Program Requirements

All incoming students must complete the following college level courses or demonstrate competency in:

- Administration of Justice
- Criminal Law
- Criminal Investigation
- Personal Computer Applications

Students must obtain a minimum grade of "B" in three of the four courses comprising the Crime and Intelligence Program core. A minimum grade of "C" will be required in the remaining core courses.

Practicing law enforcement analysts without a two-year degree may be accepted upon meeting additional requirements of demonstrated competence in:

- Written and Oral Communication
- Basic Mathematical Understanding
- Fundamentals of Sociology and Psychology
- Basic Management Principles
- Policing as a Basic Government Function

Employment Opportunities

- Crime Analyst
- Intelligence Analyst
- Fraud Analyst
- Public Safety Analyst
- Financial Crime Analyst

Contact Person

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Crime & Intelligence Analysis

Degree: **Certificate Program**

College Code: **CIA.CT**

Code	Course (lecture/lab)	Credits
First Year / First Semester		
CRJ-251	Crime Analysis ²	3
CRJ-252	Criminal Intelligence Analysis ²	3
CRJ-253	Criminal Investigative Analysis ²	3
MTH-111	Elements of Statistics	3
		12
Second Semester		
CRJ-254	Crime Mapping ²	3
CRJ-256	Quant. Research/Criminal Justice ²	3
PHL-121	Logic and Reasoning	3
.....	Elective ¹	3
		12

¹The student, in consultation with the program coordinator, selects this course from a list of criminal justice, social science, writing, visual arts, and computer courses that will enhance his/her ability as an analyst.

²Students must obtain a minimum grade of "B" in three of the four courses comprising the Crime and Intelligence Program core. A minimum grade of "C" will be required in the remaining core courses.

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.

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.

Employment 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 Person

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Dental Assisting

Degree: **Certificate Program**

College Code: **DAS.CT**

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.

Program Description

This program is designed for students who presently work or want to pursue a career working with the developmentally disabled.

Program Information

The Certificate in Developmental Disabilities is designed to provide students with the latest information, skill development and preparation in pursuing an entry-level career in the field of developmental disabilities. This certification process will also assist individuals and agency staff in meeting future proposed requirements to certify all personnel that provide direct care and services for the developmentally disabled.

Employment Opportunities

- Public and Private Health Care Facilities
- Public and Private Schools
- Recreation Facilities
- Rehabilitation Therapy Assistants
- Rehabilitation Centers

Contact Person

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Developmental Disabilities

Degree: **Certificate Program**

College Code: **HSR.CT**

Code	Course (lecture/lab)	Credits
First Year / First Semester		
HSR-101	Introduction to Human Services	3
HSR-105	Group Dynamics	3
HSR-151	Survey in Developmental Disabilities	3
HSR-152	Health Issues Across the Life Span	3
HPE-180	Community CPR/America Red Cross	1
		13
Second Semester		
HSR-153	Developmental Disabilities Program Planning	3
HSR-154	Critical Issues in Dev. Disabilities	3
HSR-107	Field Work I	3
HPE-102	Health & Wellness	3
		12

Program Description

The Emergency and Disaster Management program's primary mission is to educate first responders, those managing first responders, and other interested individuals in basic emergency management practice and theory.

Program Information

This certificate program will assist those serving in the fire, law enforcement, and emergency medical services by giving an overview of how each of the services operates during a disaster, and the unique role each plays in serving the public. A major focus of the program is interagency cooperation. Individuals from the public and private sectors whose duties may encompass safety and security may also benefit from this program.

Employment Opportunities

The study of Emergency and Disaster Management is emerging rapidly as the threat of major emergencies and disasters becomes part of America's post 9/11 way of life. The demands made on local emergency management service require more frequent, complex, and timely responses to the unique and complex problems that occur when disaster strikes a community. The individuals in the following career areas will enhance their knowledge and skills by successfully completing the Emergency and Disaster Management Certificate:

- Fire Fighter
- Fire Line Officer
- Fire Administrator
- Fire Official
- Police Officer
- Police Supervisor
- Police Administrator
- Paramedic
- Emergency Medical Technician
- EMS Supervisor
- Local Emergency Management Coordinator
- Security Officer
- Security Administrator

Contact Persons

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Emergency & Disaster Management

Degree: **Certificate Program**

College Code: **EDM.CT**

Code	Course (lecture/lab)	Credits
First Year / First Semester		
EDM-110	Introduction to Public Safety	3
EDM-240	Introduction to Emergency and Disaster Management	3
EDM-241	Operational Security (OPSEC)	3
CRJ-207	Terrorism	3
		12
Second Semester		
EMT-100	Emergency Medical Technician	5
.....	Elective ¹	3

¹An elective selected by the student that permits the student to focus on a specialty of their choosing. This is done with the advice of a program faculty member and must be approved by a program coordinator or their designed.

Engineering Technology: Electrical-Electronic Engineering

Degree: **Certificate Program**
College Code: **EET.CT**

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.

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.

Employment Opportunities

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

Contact Person

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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	3
EGR-208	Coop I: Engineering	3
		15

Note

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

Program Description

This program will provide the firefighter and fire officer with the latest technology, new and current fire codes, and management theories as it applies to the fire ground.

Program Information

This program:

- Prepares the student for entry-level employment in the fire service
- Prepares the student for advancement as a company fire officer
- Prepares the student to perform his or her tasks on the fire scene in a safe and knowledgeable manner.
- Applies the principals of professional conduct needed in the fire service
- Allows volunteer fire persons an opportunity to be continuous learners and stay current with fire science technology

Employment Opportunities

- Alarm and sprinkler industry
- Forest fire service
- Industrial fire protection
- Insurance industry
- Public fire departments

Contact Person

Professor Larry Chatman, Coordinator
(856) 227-7200, Ext. 4753 or Ext. 4388
E-mail: lchatman@camdencc.edu

FIRE SCIENCE TECHNOLOGY

Fire Administration

Degree: **Certificate Program**

College Code: **FRA.CT**

Code	Course	Credits
First Semester		
FIR-101	Fundamentals of Fire Protection	3
FIR-102	Fundamentals of Fire Prevention/Fire Inspector I	3
FIR-201	Fire Protection Systems	3
FIR-202	Fire Investigation	3
FIR-111	Building Codes and Standards	3
FIR-222	Fire Inspector II	3
FIR-231	Organization & Management of Fire Departments	3
FIR-251	Fire Service Instructional Tech/Methods	3
FIR-252	Arson/Law & Court Procedures	3
CHM-120	Chemistry for Fire Protection	4
		31

Highlight

A certificate is given for the completion of each professional course that meets uniform fire code requirements. A program certificate is given for the completion of 34 fire science credits with at least 16 credits from either Fire Suppression or Fire Prevention track.

Students transfer successfully to various colleges offering baccalaureate degrees in fire science and administration.

Program Description

This program will provide the firefighter and fire officer with the latest technology in the field of firefighting and will assist in meeting the changing requirements for employment and advancement in the fire service.

Program Information

This program:

- Prepares the student for entry-level employment in the fire service
- Prepares the student for advancement as a company fire officer
- Prepares the student to perform his or her tasks on the fire scene in a safe and knowledgeable manner
- Applies the principals of professional conduct needed in a fire service occupation
- Allows volunteer fire persons an opportunity to be continuous learners and stay current with fire science technology

Employment Opportunities

- Alarm and sprinkler industry
- Forest fire service
- Industrial fire protection
- Insurance industry
- Public fire departments

Contact Person

Professor Larry Chatman, Coordinator
(856) 227-7200, Ext. 4753 or Ext. 4388
E-mail: lchatman@camdencc.edu

FIRE SCIENCE TECHNOLOGY

Fire Suppression

Degree: **Certificate Program**

College Code: **FIR.CT**

Code	Course	Credits
FIR-101	Fundamentals of Fire Protection	3
FIR-102	Fundamentals of Fire Prevention/Fire Inspector I	3
FIR-121	Fire Fighting Tactics	3
FIR-211	Building Construction for Fire Service	3
FIR-221	Hydraulic Technology	4
FIR-231	Organization & Management of Fire Departments	3
FIR-241	Hazardous Materials	3
FIR-251	Fire Service Instructional Tech/Methods	3
CHM-120	Chemistry for Fire Protection	4
		29

Highlights

A certificate is given for the completion of each professional course that meets uniform fire code requirements. A program certificate is given for the completion of 34 fire science credits with at least 16 credits from either Fire Suppression or Fire Prevention track.

Students transfer successfully to various colleges offering baccalaureate degrees in fire science and administration.

Program Description

This eighteen (18) credit certificate will provide students the opportunity to concentrate in the area of forensic science. The techniques and instrumentation used in a forensics lab are identical to those used in a biotechnology laboratory; the difference is in the application. The courses will provide students with the understanding of these applications and experience using the instrumentation for this purpose.

Program Information

- Program is designed especially to facilitate career mobility for law enforcement personnel
- Program provides specific educational courses for science students who wish to enter the field of forensic science

Employment Opportunities

- Crime labs

Contact Person

Dr. Teresa Smith, Chair
(856) 227-7200, Ext. 4479
E-mail: tasmith@camdencc.edu

Forensic Science

Degree: **Certificate Program**

College Code: **FSC.CT**

Code	Course (lecture/lab)	Credits
First Semester		
CHM-145	Introduction to Forensic Science	4
CHM.....	Chemistry Elective	4
		8
Second Semester		
FSC-110	Introduction to Forensic Osteology	4
FSC-120	Introduction to Forensic Toxicology	4
BIT-101	Biotechnology Seminar	2
		10

Highlights

Jobs for forensic science technicians are expected to increase about as fast as average. Crime scene technicians who work for State Public Safety Departments may experience favorable employment prospects if the number of qualified applicants remains low. The median earning of Forensic Science Technicians in 2002 was \$41,384.

(Source: 2004-2005 Occupational Outlook Handbook)

Program Description

The New Jersey Police Training commission has granted approval to the Camden County Police Academy to conduct the Alternate Route Basic Course for Police Officers. This program permits qualified applicants to apply for admission to an approved academy for the purpose of participating in the Basic Course for Police Officers.

Special Admission Requirements

In order to qualify for entrance into the Camden County Police Academy Alternate Route program, applicants must have at least 60 college credits, be between the age of 18 and 35, and successfully pass all entrance examinations, tests, evaluations, investigations and interviews. Tests include written examination, physical ability test, background check, oral interview, psychological evaluation and medical screening. Applicants successfully passing all phases of the entry process will be placed on a list to be included in the Basic Police Training Course.

The academy is limited to no more than 25 Alternate Route Trainees in each basic class. The academy has the right to deny admittance for any reason and successful completion of all phases of testing does not guarantee any applicant admittance into the academy. The academy does not guarantee employment to any trainee upon graduation.

Applications

Applications are available at the Camden County Police Academy, Thomas J. McDonnell Criminal Justice Center, Camden County College, College Drive, Blackwood, New Jersey or by calling (856) 374-4950.

Those applicants who have medical coverage may not incur the medical expenses. A non-refundable \$10.00 application fee is due with the submission of the application. Information on financial aid and grants will be available to the applicants on the day of testing.

Career Program Information

The basic course is conducted from 7:00 a.m. to 4:00 p.m., Monday through Friday for 23 weeks. Trainees are required to undergo rigorous physical fitness activity and military discipline as well as extensive academic courses related to the position of municipal police officer. All books required for training will be provided by the academy.

Costs

\$500 – Tuition
\$250 – Ammunition
\$250 – Medical evaluations
\$360 – Psychological examination
\$450 – Equipment/uniforms

Contact Person

Police Academy
(856) 374-4950

Fundamentals of Policing

Degree: **Certificate Program**

College Code: **FOP.CT**

Code	Course	Credits
First Semester		
CIS-101	Personal Computer Applications	3
CRJ-101	Administration of Justice	3
CRJ-105	Criminal Law	3
HPE-109	Physical Conditioning/Police Recruits	3
HPE-171	Emergency Response	6
		18

Program Description

This program prepares students for entry-level positions as an instructional aide in a school setting. Individuals currently holding instructional aide positions may use this program to enhance classroom and related skills, and to satisfy the current New Jersey state requirements.

Program Information

Graduates of the certificate program should be able to:

- Assist a teacher in a classroom
- Assist individual students with special needs
- Correct papers under the supervision of a teacher
- Follow teacher directives to tutor individual students or small groups
- Operate standard audio/visual, computer and office machinery

Special Program Information

- All credits earned in the certificate program will satisfy the 48 credits mandated by the current New Jersey state requirements for instructional classroom aides.
- All credits earned in this certificate program will apply to the EDU.AS degree program in Elementary/Secondary Education at Camden County College.
- This certificate is not designed for transfer; however, students who wish to pursue a baccalaureate program and teacher certification should be able to transfer most of the credits.

Special Admission Requirements

Admission to the program requires a high school diploma or equivalent and competency in English and Math as demonstrated through the required College placement testing.

Contact Person

Dr. Jane Weber
(856) 227-7200, Ext. 4766
E-mail: jweber@camdencc.edu

Instructional Aide Paraprofessional Core

Degree: **Certificate Program**

College Code: **IAP.CT**

Code	Course (lecture/lab)	Credits
ENG-101	English Composition ¹	3
CSC-101	Computer Literacy	3
SPE-102	Public Speaking	3
PSY-101	Basic Psychology ²	3
EDU-101	Historical Trends in American Education	3
PSY-103	Educational Psychology	3
PSY-105	Child Psychology	3
MTH-105	Math Systems I: Structures	3
ART-101	Art Appreciation or	
ART-111	Art History I or	
MUS-101	Music Appreciation I or	
THE-121	Introduction To Theatre	3
HIS-121	U.S History I	3
GEO-101	Cultural Geography	3
HPE-102	Health and Wellness	3
SOC-101	Introduction to Sociology	3
ENG-121	Introduction to Literature or	
ENG-271	World Literature I or	
ENG-281	American Literature I	3
.....	Science Elective	3/4
.....	Elective ³	3
		48/49

¹ English Composition is a prerequisite for Intro. American World Literature

² Basic Psychology is a prerequisite for both Child Psychology and Educational Psychology

³ Students are encouraged to take an elective related to their content area of study

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!

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

Employment 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:
Linda Gilbert, Director
(856) 869-3134

Massage Therapy

Degree: **Certificate Program**

College Code: **MAS.CT**

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		
MAS-260	Palpation and Kinesiology for Massage Therapy ¹	3
HPE-145	Wellspring Fitness Lab I	1
MAS-240	Specialized Massage Techniques ¹	3
MAS-209	Structures & Functions for the Bodyworker I	4
MAS-211	Structures & Functions for the Bodyworker II	2
MAS-205	Environmental Management ¹	1
HPE.....	Health & Exercise Science Elective	1
		15
Third Semester		
MAS-261	Pathology for Massage Therapy ¹	4
MAS-243	Integrated Myofascial Structural Techniques	2
MAS-255	Massage Therapy Integration & Applications	3
MAS-241	Business Management for the Massage Professional	2
FNS-105	Introduction to Nutrition	3
		14

¹These courses only are restricted to students formally admitted into the Massage Therapy major. Formal admission includes an interview with Linda Gilbert.

All other courses may be taken without formal acceptance into the Massage Therapy Program. MAS-205, MAS-240, MAS-260, and MAS-261 require additional materials including oils, lotions, massage table, face cradle and bolster.

Highlights

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.

Program Description

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

Program Information

- Students are placed at a clinical affiliated site.
- We have highly qualified and progressive instructors.
- Students receive hands-on experience with medical coding software.

Special Program Requirements

- Students are expected to have word processing experience prior to the first coding class.

Certification

Upon completion of the program, students will be eligible to take the Certified Coding Associate (CCA) exam and have one year towards the two-year requirement to take the Certified Procedural Coder (CPC) Certification exam.

This program is approved by the American Health Information Management Association (AHIMA).

Employment Opportunities

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

Contact Person

Lynette Williamson, MBA, RHIA, CCS, CPC, Coordinator
(856) 968-1331

E-mail: lwilliamson@camdenc.edu

Medical Coding

Degree: **Certificate Program**

College Code: **MDC.CT**

Code	Course	Credits
First Semester		
HIT-105	Healthcare Data Content & Structure	3
HIT-120	Medical Terminology	3
BIO-103	Human Biology	3
CSC-101	Computer Literacy or	
CIS-101	Personal Computer Applications	3
		12
Second Semester		
MDC-100	Medical Coding I	3
MDC-115	Medical Reimbursement	3
MDC-120	Introduction to CPT-4	3
MDC-134	Basic Pathophysiology	3
		12
Third Semester		
MDC-102	Advanced Medical Coding	4
MDC-125	Advanced CPT-4	3
MDC-132	Basic Pharmacology	3
MDC-135	Medical Coding Internship	2
		12

Highlights

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.

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.

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
- Introduces the dictation and the equipment necessary for transcribing medical reports to conform to the guidelines of the American Association for Medical Transcription.

Employment Opportunities

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

Contact Persons

Lynette Williamson, MBA, RHIA, CCS, CPC, Coordinator
(856) 968-3131
E-mail: lwilliamson@camdencc.edu

Medical Transcription

Degree: **Certificate Program**

College Code: **MDT.CT**

Code	Course	Credits
First Year/First Semester		
ENG-101	English Composition I	3
BIO-103	Human Biology	3
CIS-101	Personal Computer Applications or	
CSC-101	Computer Literacy	3
HIT-120	Medical Terminology	3
HIT-125	Medical Transcription I	3
		15
Second Semester		
ENG-102	English Composition II	3
HIT-225	Medical Transcription II	3
HIT-230	Medical Transcription Practicum	3
MDC-132	Basic Pharmacology	3
		12

A typing speed of 30 to 35 words per minute is required prior to first semester courses. If a student needs to meet this requirement they may enroll in Keyboarding I (OST-111) or Keyboarding II (OST-112).

Highlights

The Certificate offers:
Credit for Life Experience
Flexibility
Hands-on training
Tutorial labs available

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.

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

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

Microsoft Office User Specialist

Degree: **Certificate Program**

College Code: **MOS.CT**

Code	Course	Credits
First Year/First Semester		
OST-111	Keyboarding I or	
OST-112	Keyboarding II	
OST-213	Keyboarding III ¹	3
OST-123	Intro to Microsoft Word	3
OST-151	PowerPoint	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 Course selection, Keyboarding I, II or III, depends on previous keyboarding experience.

Highlights

The Certificate offers:
Credit for Life Experience
Opportunities
Hands-on training
Tutorial labs are available

Program Description

The Music Recording Certificate is designed to provide participants with an opportunity to learn both the skills involved with the recording of music and the procedures used in executing a live musical performance from a technological standpoint. Students will work hands-on with recording studio technology, computer-based music software and traditional acoustic and electric instruments. The focus of this program is on the practical knowledge needed to operate a music recording studio and the equipment involved in a live performance.

Program Information

This certificate program:

- Prepares students for entry-level employment in recording studios and as audio engineers with live-performance talent agencies
- Exposes students to technology and software associated with the recording of music
- Develops student's understanding of traditional musical instruments

The average starting salary of a recording engineer with minimum experience and a career certificate is \$35,000. A high-average salary on national surveys was in the \$50,000 range and a low-average mark was \$20,000.

Many recording engineers also work as freelance technicians with local performance groups. These engineers make approximately \$500 for each job. The average freelance technician in the Philadelphia region can expect to work two to three jobs a week, year round.

Employment Opportunities

- Recording Producer
- Audio Engineer
- Sound Mixer
- Music Technician
- Music Composer/Arranger
- Professional Musician

Contact Person

Dr. Judith Rowlands
(856) 227-7200, Ext. 4364
E-mail: jrowlands@camdenc.edu

Music Recording

Degree: **Certificate Program**

College Code: **MUS.CT**

Code	Course (lecture/lab)	Credits
First Year/First Semester		
MUS-123	Music Theory I	3
MUS-131	Midi I	3
MUS-125	Class Piano I	1
MUS-126	Rhythm Workshop	1
MUS-133	Audio Recording Techniques I	3
		11
Second Semester		
MUS-124	Music Theory II	3
MUS-122	Sight Singing/Ear Training	3
MUS-132	Midi II	3
MUS-134	Audio Recording Techniques II	3
		12

Program Description

The office professional 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.

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.

Employment Opportunities

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

Contact Person

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

Office Assistant

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-151	Powerpoint	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.

Highlights

The Certificate offers:
Credit for Life Experience
Opportunities is available
Hands-on training
Tutorial labs are available

Program Description

Ophthalmic Technicians are assigned a number of duties by the ophthalmologist with whom they work. They may assist with eye examinations, perform specialized testing, or assist in surgery. This career is an excellent opportunity for any one who enjoys working with people and is interested in the medical sciences.

Program Information

This 30-credit program is designed to provide combined academic and clinical experience. Students are introduced to the latest developments and technology in eye care.

Employment Opportunities

- Ophthalmologists Offices
- Eye clinics
- Hospital Ophthalmic clinics/offices
- Universities
- Contact Lens Practices

Contact Person

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

Ophthalmic Medical Technician

Degree: **Certificate Program**

College Code: **OMT.CT**

Code	Course	Credits
First Year/First Semester		
OPH-130	Anatomy of the Eye	3
OMT-101	Medical History Taking	1
OMT-102	Clinical Optics I	2
OMT-103	Ophthalmic Optics	4
PSY-101	Basic Psychology	3
HPE-181	Basic Life Support "C" - AHA	1
		14
Second Semester		
OPH-131	Introduction to Contact Lenses	3
BIO-103	Human Biology	3
OMT-201	Ocular Pharmacology	1
OMT-202	Clinical Optics II	2
OMT-203	Clinical Rotation I	3
		12
Third Semester		
OMT-213	Clinical Rotation II	4
		4

Highlights

Ophthalmic Medical Personnel are in high demand. There are currently more opportunities for qualified individuals than there are people to fill them. Technological advances and the aging population have combined to create a steadily increasing demand for certified technicians.

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.

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
P.O. Box 3073
Merrifield, VA 22116-3073

Employment 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 Apprentice

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 ¹	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

¹ Must 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.

Program Description

This certificate program is designed to provide students with a foundation of skills and knowledge in painting techniques used to ornament furniture, walls, ceilings, floors and decorative objects.

Program Information

Certificate students explore issues in:

- Drawing, painting, design, color and application techniques.
- Business management
- Mural painting (Trompe L'oeil effects, architectural elements and large-scale interiors)
- Some of the courses are offered in a weekend format and still others can be taken in the evening
- Students will participate in Intern, Coop and Service Learning experiences
- Portfolio and presentation preparation are introduced
- Well-equipped studio space and studio hours are available
- Visiting artists and lecturers share their experiences with students
- Students may complete this certificate and transfer into a degree program

Employment Opportunities

Students who complete the program are equipped with professional, marketable skills demonstrated through their portfolio of samples and photographs of completed projects.

- Decorative Painting
- Interior Designer
- Set Designer
- Faux Painter

Contact Person

Professor Kay A. Klotzbach
(856) 227-7200, Ext. 4342
E-mail: kklotzbach@camdencc.edu

Painting: Decorative Painting

Degree: **Certificate Program**

College Code: **PND.CT**

Code	Course (lecture/lab)	Credits
First Semester		
ART 121	Basic Drawing I	3
ART-131	Painting I	3
ART 137	Faux Finish I	3
ART 165	Color: Theory & Practice	3
		12
Second Semester		
ART-134	Life Drawing I	3
ART-138	Faux Finish II	3
ART-160	Design I	3
ART-298	Coop I: Fine/Applied Arts	3
		12
Third Semester		
ART-122	Basic Drawing II	3
ART-132	Painting II	3
ART-139	Mural Painting	3
MGT-221	Small Business Management I	3
		12

Program Description

This certificate program is designed to provide students with a foundation of painting techniques used to ornament furniture, walls, ceilings, floors and decorative objects.

Program Information

Students who complete the program are equipped with professional, marketable skills for entry-level work in the faux finish trade and will have produced numerous sample boards for their portfolio.

Employment Opportunities

- Faux Painter
- Decorative Painter
- Furnisher Refinisher
- Interior Decorator

Contact Person

Professor Kay A. Klotzbach
(856) 227-7200, Ext. 4342
E-mail: kklozbach@camdenccc.edu

Painting: Faux Painting

Degree: **Certificate Program**

College Code: **PNF.CT**

Code	Course (lecture/lab)	Credits
First Semester		
ART-137	Faux Finish I	3
ART-165	Color: Theory & Practice	3
MGT-221	Small Business Management I	3
Second Semester		
ART-138	Faux Finish II	3
ART-298	Coop I: Fine/Applied Arts	3
		6

Paramedic Sciences

Degree: **Certificate Program**

College Code: **PRM.CT**

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.

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.

Employment 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
Matthew Scott, Assoc. Director
(856) 374-5078
E-mail: mScott@camdencc.edu

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 or	
PRM-111	Accelerated Medical Emergencies I, Part I and	8
PRM-112	Accelerated Medical Emergencies I, Part II	4
PRM-121	Clinical Practice I	4
		12
Summer Semester		
PRM-122	Clinical Practice II	3
		3
Second Year/Fall Semester		
PRM-212	Medical Emergencies II	5
PRM-230	Trauma Emergencies	3
PRM-223	Clinical Practice III	4
		12
Spring Semester		
PRM-224	Clinical Practice IV-Field Intern	4
		4
Third Year/Fall Semester		
PRM-225	Clinical Practice V-Field Res	2
		2

¹Students must take Medical Emergencies I (PRM-110) or Accelerated Medical Emergencies I, Part I (PRM-111) and Accelerated Medical Emergencies I, Part II (PRM-112)

Recommendations

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

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.

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.

Employment Opportunities

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

Contact Persons

Professor Lawrence Jadico
(856) 227-7200, Ext. 4520
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Professor Bernadette Carlin, SSJ, Ext. 4423
E-mail: bcarlin@camdencc.edu
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Dr. Thali Rajashekara, Ext. 4429
E-mail: trajashekara@camdencc.edu
Professor Peter Grillo, Ph.D., Ext. 4736
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Professor Melvin Howell, Ext. 3105
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Personal Computer Specialist

Degree: **Certificate Program**

College Code: **PCS.CT**

Code	Course	Credits
First Semester		
CSC-101	Computer Literacy	3
CSC-111	Introduction to Computer Programming/QBASIC	3
CST-101	Microcomputer Operating Systems	3
ACC-101	Accounting	3
OST-110	Microcomputer Keyboarding	1
MTH.....	Mathematics Elective	3/4
		16/17
Second Semester		
CIS-206	Advanced Computer Concepts and Applications	3
CSC-112	Intermediate QBASIC/Intro Visual BASIC	3
.....	Communications Elective	3
Select three courses to equal 9 credits from below:		
CIS-102	Spreadsheets	(3 credits)
CIS-103	Database Management	(3 credits)
CIS-181	UNIX: Introduction and Usage	(3 credits)
CIS-241	Relational Database Management I	(3 credits)
CST-108	Advanced Operating Systems: Windows NT	(3 credits)
		9
		18

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.

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.
- The intern will gain practical knowledge and experience by working 10 to 15 hours per week in a fitness setting. The Internship Supervisor will monitor the students' progress during this time. This Personal Training Certificate provides both scientific as well as practical knowledge and experiences.

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.

Employment Opportunities

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

Contact Person

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Personal Trainer

Degree: **Certificate Program**

College Code: **PT.CT**

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

² Offered in the evening, Spring semester only.

³ Offered in the day and evening Fall semester. In the Spring, evening only.

⁴ Offered during the day in Fall semester, evening in Spring semester.

All course except HPE-211 and 200 are Offered during summer sessions.

Highlights

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

Visit the ACE website for additional information.

www.acefitness.org

Program Description

Graduates of this program will work in optical communications for telephone, cable, and Internet provider companies. The nature of work will concentrate on design and installation of fiber-optic systems, their testing, maintenance and repair.

Program Information

This program:

- Provides state-of-the-art training on modern optical communications systems. The work is focused on fiber and optical cable installation, splicing, coupling and termination. Students also are presented with hands on practical training in the testing and troubleshooting, including the proper use of the latest test equipment and safety procedures.
- Provides graduates with expert knowledge of the various fiber optic markets. Design, design tradeoffs, various manufacturers specifications, current pricing, and major product vendors are also covered.

Special Program Requirement

- Two years of high-school Mathematics including Intermediate Algebra.

Employment Opportunities

- Fiber optic design/installation/servicing practice
- Telecommunications (telephone, cable, Internet provider companies)
- Technical sales and customer relations

Contact Persons

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Dr. Raman Kolluri, Ext. 4474
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Photonics/Fiber Optic Technical Specialist

Degree: **Certificate Program**

College Code: **LFO.CT**

Code	Course	Credits
First Semester		
LFO-101	Introduction to Photonics & Photonics Safety	4
MTH-125	College Algebra & Trigonometry	4
LFO-211	Photonic Optic Principles & Components	4
LFO-241	Introduction to Fiber Optics	3
		15
Second Semester		
EET-101	Electrical/Electronic Principles	4
LFO-231	Photonic Measurements	3
ENG-101	English Composition I	3
LFO-243	Fiber Optic Communication and Installation	3
LFO-294	Fiber Optic Project	3
		16

Highlights

“Demand for ever faster data transmission is fueling rapid advances in fiber optic communications and a frenzied search for personnel trained in optics.”
– *Physics Today*, May 2000, p. 25.

Programming Tools for Web Pages

Degree: **Certificate Program**

College Code: **PTW.CT**

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.

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
- Familiarizes students with the networking environment of Windows NT and the UNIX environment

Employment Opportunities

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

Contact Persons

Professor Phyllis Owens, Coordinator
(856) 227-7200, Ext. 4682
E-mail: powens@camdencc.edu
Professor Elaine Reeder, Ext. 4556
E-mail: ereeder@camdencc.edu

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
CSC-151	HTML Programming	3
		13
Second Semester		
CST-108	Advanced Operating Systems: Windows: NT	3
CIS-181	UNIX: Introduction and Usage	3
CSC-152	JavaScript for the Web	3
CIS-192	Practical Applications of Website Mgt	3
		12

Program Description

This certificate program is established for professionals who have decided to change or upgrade their skills or to enter for the first time the rapidly expanding Employment Opportunities within the Relational Database and Oracle environments.

Program Information

This program:

- Provides the student with a comprehensive knowledge of the Relational Database Management System environment using Oracle.
- Provides the student with the Oracle tools necessary to be successful in the Relational Database Management System environment, through hands-on work.
- Provides the student with comprehensive knowledge to perform all tasks of an Oracle programmer.
- Provides the student with comprehensive knowledge to perform all tasks of an Oracle Database Administrator.
- Provides the student with comprehensive knowledge that is necessary to upgrade their job skills and position in the Relational Database and Oracle Environment.

Employment Opportunities

- SQL Programmer
- PL/SQL Programmer
- Database Administrator
- Database Designer
- Application Developer

Contact Person

Professor L. Jadico, CCP
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Relational Database Management System Using ORACLE

Degree: **Certificate Program**

College Code: **RDB.CT**

Code	Course	Credits
First Semester		
CIS-241	Relational Database Management System I	3
CSC-161	Introduction to Java ¹ or	
CSC-213	Visual Basic I or	
CSC-214	Visual Basic II	3
		6
Second Semester		
CIS-242	Relational Database Management System II	3
CIS-245	Database Administration using Oracle	3
CSC-262	Advanced Java ² or	
CSC-214	Visual Basic II or	
CSC-215	Visual Basic III	3
		9
Third Semester		
CIS-243	Relational Database Management System III	3
CIS-246	Database Administration using Oracle II	3
		6

¹Java is the recommended programming language for this certificate. However, students have the option of taking Visual Basic.

²Students are required to take the next level of the same programming language they selected in the first semester.

Program Description

This certificate program will prepare students for a career in surgical technology. Graduates will earn 45 credits and demonstrate knowledge and practice of basic patient care and basic surgical case preparation care in the operating room. Graduates of the program will demonstrate surgical skills by assembling and preparing common equipment, supplies and instrumentation used in surgical procedures.

Program Information

Salaries vary depending on the experience and education of the technologist, the responsibilities of the position, and the working hours.

Special Admission Requirements

Students must provide documentation of current immunizations, medical clearance, negative 2-step PPD, Hepatitis B series or signed waiver, and any other medical clearances that may be required from the various clinical sites.

Employment Opportunities

- Surgical suites
- Emergency rooms
- Outpatient surgical centers
- Private employment by physicians
- Self-employed technologists

Contact Person

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Surgical Technology

Degree: **Certificate Program**

College Code: **SRG.CT**

Code	Course (lecture/lab)	Credits
First Year/First Semester		
BIO-211	Anatomy & Physiology I ¹	4
HIT-120	Medical Terminology	3
SRG-101	Introduction to Surgical Technology	3
SRG-105	Principles of Surgical Technology	4
HPE-181	Basic Life Supp C-AHA	1
		15
Second Semester		
BIO-212	Anatomy & Physiology II	4
SRG-110	Surgical Procedures I	4
SRG-115	Clinical Rotation in Surgical Technology I ²	7
		15
Summer Semester		
MDC-132	Basic Pharmacology	3
SRG-210	Surgical Procedures II	4
SRG-215	Clinical Rotation in Surgical Technology II ³	8
		15

¹Students must meet Camden County College's prerequisites for Anatomy & Physiology I

²This practicum assumes 21 hours a week in a 15-week semester. Students will need to provide their own transportation to the hospital setting.

³This practicum assumes 24 hours a week in a 15-week semester.

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.

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

Employment Opportunities

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

Contact Persons

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(856) 227-7200, Ext. 4520

E-mail: ljadico@camdencc.edu

Professor Bernadette Carlin, SSJ, Ext. 4423

E-mail: bcarlin@camdencc.edu

Code	Course	Credits
CIS-181	UNIX: Introduction and Usage I 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.

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 program is designed to meet that need.

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

Employment Opportunities

- Web designer
- Web master
- Web production

Contact Persons

Professor Phyllis Owens, Coordinator

(856) 227-7200, Ext. 4682

E-mail: powens@camdencc.edu

Professor Elaine Reeder, Ext. 4556

E-mail: ereeder@camdencc.edu

Web Design Development

Degree: **Certificate Program**

College Code: **WEB.CT**

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.