



# CERTIFICATE PROGRAMS

### 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
		<b>17</b>

### 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 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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# Automotive Electrical, Heating & Air Conditioning System Specialist

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
		<b>17</b>

### 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
		<b>28</b>

## 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.

## Contact Person

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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
		<b>46</b>

### 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.

## Contact Person

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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
		<b>21</b>

### 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 <b>or</b>	
CST-202	Computer Laboratory Internship <b>or</b>	
EGR-208	Co-op I: Engineering	3
CST-108	Advanced Operating Systems: Windows NT	3
		<b>29</b>

## 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
<b>First Year/First Semester</b>		
CSC-213	Visual Basic I <b>or</b>	
CSC-122	Computer Science I <b>or</b>	
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 <b>or</b>	
ACC-101	Accounting I	3
MTH.....	Mathematics Elective	3/4
		<b>16/17/18</b>
<b>Second Semester</b>		
CSC-214	Visual Basic II <b>or</b>	
CSC-223	Computer Science II <b>or</b>	
CSC-262	Advanced Java	3/4
CIS-242	Relational Database Management Systems II	3
CIS-231	Systems Analysis & Design <b>or</b>	
CSC-231	Object Oriented Analysis & Design	3
CST-108	Advanced Operating Systems: Windows NT	3
.....	Elective	3
.....	Communications Elective <sup>1</sup>	3
		<b>18/19</b>

<sup>1</sup>Choose 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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Professor Elaine Reeder, Ext. 4556

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# Computer Graphics

Degree: **Certificate Program**

College Code: **CGR.CT**

Code	Course	Credits
<b>First Year/First Semester</b>		
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
		<b>18</b>
<b>Second Semester</b>		
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	Co-op I: Fine/Applied Arts or Studio Elective <sup>1</sup>	3
.....	General Education Elective	3
		<b>18</b>

<sup>1</sup>Recommended 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.

## 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. CIMNET graduates are currently employed in such diverse industries as 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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# Computer Integrated Manufacturing Technology

Degree: **Certificate Program**

College Code: **CIM.CT**

<b>Code</b>	<b>Course</b>	<b>Credits</b>
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	4
MET-221	Quality Control	2
CIM-221	CNC Programming and CAM	4
CIM-251	CIM Integration/Project	3
.....	Communications Elective	3
MTH.....	Mathematics Elective	3/4
		<b>33/34</b>

## 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
- Computer programming

## Contact Persons

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# Computer Programming

Degree: **Certificate Program**

College Code: **CPG.CT**

Code	Course	Credits
<b>First Year/First Semester</b>		
CSC-112	Intermediate QBASIC/Intro Visual BASIC <sup>1</sup> or	
CSC-122	Computer Science I or	
CSC-161	Introduction to Java <sup>1</sup>	3/4
ACC-101	Accounting I	3
MGT-101	Introduction to Business	3
CSC-101	Computer Literacy	3
MTH.....	Mathematics Elective	3/4
		<b>15/16/17</b>
<b>Second Semester</b>		
CSC-213	Visual Basic I <sup>1</sup> or	
CSC-223	Computer Science II or	
CSC-262	Advanced Java <sup>1</sup>	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
		<b>18/19</b>

<sup>1</sup> Prerequisites listed with the course descriptions must be met for all programming languages.

## Program Description

The rapid rise in computer usage has led to a corresponding increase in the need for people to work in computer-related positions. This certificate is intended to attract schoolteachers, or those persons in business or industry that wish to build a beginning foundation in the area of computer science. The courses offered in this certificate program are consistent with those offered by area four years institutions for those students choosing to "minor" in computer science. Some students might take these courses as a bridge between an undergraduate degree in some field other than computer science and a Master's degree program in Computer Science. It will help students prepare to make effective use of computers in their careers.

## Program Information

Students completing this degree will:

- Understand the foundations of computer science
- Understand and appreciate the ethical implications of computing
- Apply these foundation skills to the development of problem solving skills
- Demonstrate a fundamental understanding of programming language syntax and semantics
- Learn multiple programming languages
- Demonstrate a proficiency in data structures
- Demonstrate a proficiency in algorithm design
- Understand mathematical fundamentals relevant to computer science.
- Demonstrate knowledge of methodologies and techniques associated with the software development cycle

## Employment Opportunities

- Entry level positions in computer departments
- Help desk entry level positions

## Contact Person

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# Computer Science

Degree: **Certificate Program**

College Code: **CSC.CT**

Code	Course	Credits
<b>First Year/First Semester</b>		
CSC-105	Fundamentals of Programming	4
CSC-121	Structured Programming C++	4
		<b>8</b>
<b>Second Semester</b>		
CSC-122	Computer Science I	4
.....	Computer Programming Elective <sup>1</sup>	3
MTH 129	Discrete Mathematics	4
		<b>11</b>
<b>Third Semester</b>		
CSC 223	Computer Science II	4
CSC 240	Computer Organization	3
.....	Computer Programming Elective <sup>1</sup>	3
		<b>10</b>

<sup>1</sup>Choose 2 courses from the following list to meet the Computer Programming Electives: (Providing required prerequisites are met.)

CSC 161	Introduction to Java	(3 credits)
CSC 262	Advanced Java	(3 credits)
CSC 263	Web Component Development in Java	(3 credits)
CSC 213	Visual BASIC I	(3 credits)
CSC 214	Visual BASIC II	(3 credits)
CSC 215	Visual BASIC III	(3 credits)
CSC 226	Programming Languages	(3 credits)
CSC 252	XML and Related Technologies I	(3 credits)

### Highlight

Among all occupations in the economy, computer and healthcare occupations are expected to grow the fastest over the next 10 years. High growth rates in the computer occupations reflect projected rapid growth in the computer and data processing industry.

(Source: Dept. Of Labor Web site: [www.bls.gov/oco/oco2003.htm](http://www.bls.gov/oco/oco2003.htm))

## 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**

<b>Code</b>	<b>Course</b>	<b>Credits</b>
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	Linux/UNIX Essentials	3
EET-221	Digital Circuits	3
CIS-282	UNIX OSD: Disk Subsystem <b>or</b>	
EGR-208	Co-op I: Engineering I	3
CIS-283	UNIX OSD: Memory & Processes <b>or</b>	
EGR-209	Co-op II: Engineering II	3
CST-202	Computer Laboratory Internship	3
		<b>31</b>

## 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**

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

## 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
<b>First Year / First Semester</b>		
CRJ-251	Crime Analysis <sup>2</sup>	3
CRJ-252	Criminal Intelligence Analysis <sup>2</sup>	3
CRJ-253	Criminal Investigative Analysis <sup>2</sup>	3
MTH-111	Elements of Statistics	3
		<b>12</b>
<b>Second Semester</b>		
CRJ-254	Crime Mapping <sup>2</sup>	3
CRJ-256	Quant. Research/Criminal Justice <sup>2</sup>	3
PHL-121	Logic and Reasoning	3
.....	Elective <sup>1</sup>	3
		<b>12</b>

<sup>1</sup>The 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.

<sup>2</sup>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.

## 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
<b>First Year/Summer Semester</b>		
PSY-101	Basic Psychology	3
.....	Communications Elective	3
		<b>6</b>
<b>Fall Semester</b>		
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
		<b>18</b>
<b>Spring Semester</b>		
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
		<b>15</b>

**NOTICE:** Clinical placements may be a required part of the curriculum and a requirement for graduation. Clinical placements may require a criminal background check, health clearance and/or drug testing before participation is allowed. Clinical sites may deny a student's participation in the event of a positive finding. Individuals who have been convicted of a felony or misdemeanor may be denied certification or licensure as a health professional. Information regarding eligibility may be obtained from the appropriate credentialing body.

## 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

Professor Habiba Soudan, Coordinator  
(856) 227-7200, Ext. 4532  
E-mail: [hsoudan@camdencc.edu](mailto:hsoudan@camdencc.edu)

# Developmental Disabilities

Degree: **Certificate Program**

College Code: **HSR.CT**

<b>Code</b>	<b>Course (lecture/lab)</b>	<b>Credits</b>
<b>First Year / First Semester</b>		
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/American Red Cross	1
		<b>13</b>
<b>Second Semester</b>		
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
		<b>12</b>

## 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

Professor Gene Evans, Criminal Justice Coordinator  
(856)227-7200, Ext. 4623

Email: [gevans@camdencc.edu](mailto:gevans@camdencc.edu)

Matthew Scott, Director, Paramedic Science Program  
(856)227-7200, Ext. 4488

Email: [msscott@camdencc.edu](mailto:msscott@camdencc.edu)

# Emergency & Disaster Management

Degree: **Certificate Program**

College Code: **EDM.CT**

Code	Course (lecture/lab)	Credits
<b>First Year / First Semester</b>		
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
		<b>12</b>
<b>Second Semester</b>		
EMT-100	Emergency Medical Technician	5
.....	Elective <sup>1</sup>	3

<sup>1</sup>An 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

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

Code	Course	Credits
<b>First Semester</b>		
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
		<b>18</b>
<b>Second Semester</b>		
EET-212	Electronics II	3
CSC-111	Introduction to Programming	3
EET-213	Electronic Communications	3
EET-221	Digital Circuits	3
EET-251	Electronic Projects <b>or</b>	3
EGR-208	Co-op I: Engineering	3
		<b>15</b>

### 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 principles 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 Gene Evans, Coordinator  
(856) 227-7200, Ext. 4263  
E-mail: [gevans@camdencc.edu](mailto:gevans@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
		<b>31</b>

### 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 principles 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 Gene Evans, Coordinator  
(856) 227-7200, Ext. 4263  
E-mail: [gevans@camdencc.edu](mailto:gevans@camdencc.edu)

# FIRE SCIENCE TECHNOLOGY

## *Fire Suppression*

Degree: **Certificate Program**

College Code: **FIR.CT**

<b>Code</b>	<b>Course</b>	<b>Credits</b>
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
		<b>29</b>

### 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 certificate prepares students for entry-level management positions in the food service industry. Food service managers are responsible for the daily operations of restaurants and other establishments that prepare and serve meals and beverages to customers. Managers generally are responsible for all of the administrative and human-resource functions of running the business, including recruiting new employees and monitoring employee performance and training.

## Program Information

- Graduates will gain the leadership abilities necessary to supervise employees in the food service industry.
- Graduates will have the technical competence and knowledge to be employed in food services management.
- Graduates will possess the basic core of knowledge, including terminology used, in food service management.

## Employment Opportunities

- Restaurants
- Casinos
- Health care facilities
- Childcare centers
- Community feeding centers

## Contact Person

Maureen Reidenauer  
(856) 227-7200, Ext 4341  
E-mail: mreidenauer@camdencc.edu

# Food Services Management

Degree: **Certificate Program**

College Code: **FSM.CT**

Code	Course	Credits
<b>First Semester</b>		
ACC-101	Accounting I	3
CIS-101	Personal Computer Applications	3
FNS-110	Principles of Food Service Management <sup>1</sup>	3
FNS-115	Food Safety Training	1
HTS-101	Introduction to Hospitality Technology	3
LAW-104	Hospitality Law	3
		<b>16</b>
<b>Second Semester</b>		
ACC-215	Cost Accounting <sup>1</sup>	3
FNS-210	Food Service Management	3
FNS-220	Quantity Food Production <sup>1</sup>	3
FNS-240	Food Service Rotation <sup>1</sup>	3
HTS-205	Meeting & Special Event Planning	3
		<b>15</b>

<sup>1</sup>Students must see Program Director before registering for these courses.

### Highlights

According to the 2004-2005 Occupational Outlook Handbook, median annual earnings of salaried food service managers were \$35,790 in 2002. The middle 50 percent earned between \$27,910 and \$47,120.

## 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

- Certificate is designed especially to facilitate career mobility for law enforcement personnel who wish to gain knowledge in forensics.
- Program provides specific educational courses for the student who has a bachelor's degree in biology or chemistry and desires 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@camdenc.c.edu](mailto:tasmith@camdenc.c.edu)

# Forensic Science

Degree: **Certificate Program**

College Code: **FSC.CT**

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

## 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 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
		<b>18</b>

## Program Description

The hospitality industry is the largest job market today. This worldwide industry employs more people than any other. The Certificate Program in Hotel & Resort Management prepares students for entry-level management positions in the hospitality industry, which includes the lodging industry, resorts, and convention centers. Through this program, students become familiar with every aspect of the hospitality industry.

## Program Information

Upon completion of this program, graduates should be able to:

- Demonstrate the basic core of knowledge including terminology used in the hospitality industry.
- Demonstrate the tools to develop a professional attitude that is vital for success in the hospitality industry.
- Demonstrate the leadership abilities that are necessary to supervise employees in the hospitality industry.
- Demonstrate the technical competence and knowledge necessary to be employed in hotel and resort management.

## Employment Opportunities

Positions at hotels, restaurants, resorts, casinos, and assisted living facilities:

- Event Planners
- Front Desk Management
- Housekeeping Management
- Reservations
- Concierge
- Convention Planning

## Contact Persons

Dr. Rosalie Duren  
(856) 227-7200, Ext. 4424  
E-mail: rduren@camdencc.edu  
Professor Maria Aria  
(856) 968-1257  
E-mail: maria@camdencc.edu

# Hotel & Resort Management

Degree: **Certificate Program**

College Code: **HRM.CT**

Code	Course	Credits
<b>First Semester</b>		
HTS-101	Introduction to Hospitality Technology	3
LAW-104	Hospitality Law	3
ACC-101	Accounting I	3
CIS-101	Personal Computer Applications	3
MGT-102	Introduction to Management	3
		<b>15</b>
<b>Second Semester</b>		
HTS-205	Meeting & Special Event Planning	3
ACC-215	Cost Accounting <sup>1</sup>	3
HTS-105	Housekeeping Management	3
HTS-201	Front Desk Management	3
BUS-201	Business Co-op I	3
FNS-115	Food Safety Training	1
		<b>16</b>

<sup>1</sup>Prior approval required by Program Coordinator.

## 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, Coordinator  
 (856) 227-7200, Ext. 4766  
 E-mail: [jweber@camdencc.edu](mailto:jweber@camdencc.edu)

# Instructional Aide Paraprofessional Core

Degree: **Certificate Program**

College Code: **IAP.CT**

Code	Course (lecture/lab)	Credits
ENG-101	English Composition <sup>1</sup>	3
CSC-101	Computer Literacy	3
SPE-102	Public Speaking	3
PSY-101	Basic Psychology <sup>2</sup>	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 <b>or</b>	
ART-111	Art History I <b>or</b>	
MUS-101	Music Appreciation I <b>or</b>	
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 <b>or</b>	
ENG-271	World Literature I <b>or</b>	
ENG-281	American Literature I	3
.....	Science Elective	3/4
.....	Elective <sup>3</sup>	3
		<b>48/49</b>

<sup>1</sup> English Composition is a prerequisite for ENG-271 and ENG-281

<sup>2</sup> Basic Psychology is a prerequisite for both Child Psychology and Educational Psychology

<sup>3</sup> Students are encouraged to take an elective related to their content area of study

## Program Description

This one-year certificate program is career-oriented and consists of six core courses in AIX UNIX using the IBM RISC System 6000/platform and RedHat Linux that will provide the student with a general working knowledge of the Linux/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 and RedHat Linux.

## Program Information

This program will provide a working knowledge of the following:

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

## Employment Opportunities

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

## Contact Persons

Professor Bernadette Carlin, SSJ  
(856) 227-7200, Ext. 4423

E-mail: bcarlin@camdencc.edu

Professor Lawrence Jadico, Coordinator  
(856) 227-7200, Ext. 4520

E-mail: ljadico@camdencc.edu

# Linux/UNIX

Degree: **Certificate Program**

College Code: **UNX.CT**

Code	Course	Credits
CIS-181	Linux/UNIX Essentials <sup>1</sup>	3
CIS-282	UNIX Operating System Design: Disk Subsystem	3
CIS-283	UNIX Operating System Design: Memory & Processes	3
CIS-284	Shell Programming under UNIX	3
CIS-287	TCP/IP Communications under UNIX	3
CIS-288	Linux/UNIX Administration <sup>2</sup>	3
		<b>18</b>

<sup>1</sup>This 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

<sup>2</sup>CIS-288 Linux/UNIX Administration may be taken last

### 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

Massage therapy is a profession in which the practitioner applies manual techniques with the intention of positively affecting the health and well-being of the client. An increasing body of research shows massage therapy reduces heart rate and can help lower blood pressure. The most common types of massage are Swedish massage, deep-tissue massage, Shiatsu-acupressure, neuromuscular, trigger point and sports massage.

## 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.
- The program instills in students the ability and motivation toward a highly ethical practice in the application of massage therapy.

## Special Admission Requirement

Students must be interviewed by the 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

- Hospitals
- Chiropractor and physician offices
- Fitness centers
- Health clubs and 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:  
Program Director  
(856) 869-3134

### 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.

# Massage Therapy

Degree: **Certificate Program**

College Code: **MAS.CT**

Code	Course	Credits
<b>First Semester</b>		
MAS-200	Therapeutic Massage <sup>1</sup>	6
BIO-103	Human Biology	3
HPE-170	First Aid/Safety/Prevention	3
<b>12</b>		
<b>Second Semester</b>		
MAS-260	Palpation and Kinesiology for Massage Therapy <sup>1</sup>	3
HPE-145	Wellspring Fitness Lab I	1
MAS-240	Specialized Massage Techniques <sup>1</sup>	3
MAS-209	Structures & Functions for the Bodyworker I	4
MAS-211	Structures & Functions for the Bodyworker II	2
MAS-205	Environmental Management <sup>1</sup>	1
HPE.....	Health & Exercise Science Elective	1
<b>15</b>		
<b>Third Semester</b>		
MAS-261	Pathology for Massage Therapy <sup>1</sup>	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
<b>14</b>		

<sup>1</sup>These courses only are restricted to students formally admitted into the Massage Therapy Program.

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.

**NOTICE:** Clinical placements may be a required part of the curriculum and a requirement for graduation. Clinical placements may require a criminal background check, health clearance and/or drug testing before participation is allowed. Clinical sites may deny a student's participation in the event of a positive finding. Individuals who have been convicted of a felony or misdemeanor may be denied certification or licensure as a health professional. Information regarding eligibility may be obtained from the appropriate credentialing body.

## Program Description

This certificate prepares students for employment in a variety of areas that require coding expertise.

## Program Goals

- To provide students with a solid educational foundation for academic and career success in the field of medical coding
- To provide practical experience in the workplace for students with local employers.
- To provide students the educational opportunity to use the most current coding software
- To provide students the educational opportunity to use practical coding tools such as medical records and operative reports
- To prepare students for national entry-level certification by the American Health Information Management Association (AHIMA) with the Certified Coding Associate (CCA) credential
- To provide one year of educational preparation toward national certification by the American Academy of Professional Coders (AAPC).

## Approval

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

## Employment Opportunities

- Physician Office
- Ambulatory Surgical Centers
- Private Billing Organizations
- Insurance Companies

## Contact Person

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

E-mail: [lwilliamson@camdencc.edu](mailto:lwilliamson@camdencc.edu)

# Medical Coding

Degree: **Certificate Program**

College Code: **MDC.CT**

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

**NOTICE:** Clinical placements may be a required part of the curriculum and a requirement for graduation. Clinical placements may require a criminal background check, health clearance and/or drug testing before participation is allowed. Clinical sites may deny a student's participation in the event of a positive finding. Individuals who have been convicted of a felony or misdemeanor may be denied certification or licensure as a health professional. Information regarding eligibility may be obtained from the appropriate credentialing body.

### 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 transcriber
- Medical secretary

## Contact Persons

Lynette Williamson, MBA, RHIA, CCS, CPC, Coordinator  
(856) 968-1331  
E-mail: [lwilliamson@camdencc.edu](mailto:lwilliamson@camdencc.edu)

# Medical Transcription

Degree: **Certificate Program**

College Code: **MDT.CT**

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

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).

**NOTICE:** Clinical placements may be a required part of the curriculum and a requirement for graduation. Clinical placements may require a criminal background check, health clearance and/or drug testing before participation is allowed. Clinical sites may deny a student's participation in the event of a positive finding. Individuals who have been convicted of a felony or misdemeanor may be denied certification or licensure as a health professional. Information regarding eligibility may be obtained from the appropriate credentialing body.

### 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

Dr. 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
<b>First Year/First Semester</b>		
OST-111	Keyboarding I or	
OST-112	Keyboarding II	
OST-213	Keyboarding III <sup>1</sup>	3
OST-123	Intro to Microsoft Word	3
OST-151	PowerPoint	3
CIS-110	Info Systems: Principles & Applications	4
.....	Communications Elective	3
		<b>16</b>
<b>Second Semester</b>		
OST-241	Administrative Office Procedures	3
OST-224	Advanced Microsoft Word	3
CIS-102	Spreadsheets	3
CIS-103	Database Management	3
BUS-201	Co-op I: Business	3
		<b>15</b>

<sup>1</sup> 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 Persons

Dr. Judith Rowlands, Assistant Dean  
(856) 227-7200, Ext. 4364  
E-mail: jrowlands@camdencc.edu  
Professor Michael Billingsley  
(856) 227-7200, Ext. 4563  
E-mail: mbillingsley@camdencc.edu

# Music Recording

Degree: **Certificate Program**

College Code: **MUS.CT**

<b>Code</b>	<b>Course</b>	<b>Credits</b>
<b>First Year/First Semester</b>		
MUS-127	Music Fundamentals for Sound Engineers	3
MUS-128	Keyboarding Techniques for Sound Engineers	1
MUS-129	Introduction to Audio Recording	3
MUS-131	MIDI I	3
MUS-133	Audio Recording Techniques I	3
		<b>13</b>
<b>Second Semester</b>		
MUS-132	MIDI II	3
MUS-134	Audio Recording Techniques II	3
MUS-227	Live Sound Recording	3
MUS-228	Business of Music	3
		<b>12</b>

## 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

Dr. 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
<b>First Year/First Semester</b>		
OST-111	Keyboarding I	3
OST-131	Shorthand I <sup>1</sup>	3
CSC-101	Computer Literacy	3
MGT-101	Introduction to Business	3
ENG-101	English Composition I	3
		<b>15</b>
<b>Second Semester</b>		
OST-112	Keyboarding II <sup>2</sup>	3
OST-151	Powerpoint	3
OST-241	Administrative Office Procedures <sup>2,3</sup>	3
OST-123	Intro to Microsoft Word	3
ENG-102	English Composition II	3
.....	Elective	3/4
		<b>18/19</b>

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.

<sup>1</sup> Offered in fall semester only

<sup>2</sup> Offered in spring semester only

<sup>3</sup> 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 Persons

Professor Ray DiDonato  
(856) 374-5058  
E-mail: rdidonato@camdencc.edu

Professor Patrick Goughary  
(856) 374-5058  
E-mail: pgoughary@camdencc.edu

# Ophthalmic Medical Technician

Degree: **Certificate Program**

College Code: **OMT.CT**

Code	Course	Credits
<b>First Year/First Semester</b>		
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
		<b>14</b>
<b>Second Semester</b>		
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
		<b>12</b>
<b>Third Semester</b>		
OMT-213	Clinical Rotation II	4
		<b>4</b>

**NOTICE:** Clinical placements may be a required part of the curriculum and a requirement for graduation. Clinical placements may require a criminal background check, health clearance and/or drug testing before participation is allowed. Clinical sites may deny a student's participation in the event of a positive finding. Individuals who have been convicted of a felony or misdemeanor may be denied certification or licensure as a health professional. Information regarding eligibility may be obtained from the appropriate credentialing body.

## 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

Professor Ray DiDonato  
(856) 374-5058  
E-mail: [rdidonato@camdencc.edu](mailto:rdidonato@camdencc.edu)  
Professor Patrick Goughary  
(856) 374-5058  
E-mail: [pgoughary@camdencc.edu](mailto:pgoughary@camdencc.edu)

# Ophthalmic Science Apprentice

Degree: **Certificate Program**

College Code: **OPH.CT**

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

<sup>1</sup> 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.

**NOTICE:** Clinical placements may be a required part of the curriculum and a requirement for graduation. Clinical placements may require a criminal background check, health clearance and/or drug testing before participation is allowed. Clinical sites may deny a student's participation in the event of a positive finding. Individuals who have been convicted of a felony or misdemeanor may be denied certification or licensure as a health professional. Information regarding eligibility may be obtained from the appropriate credentialing body.

## 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, Co-op 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](mailto:kklotzbach@camdencc.edu)

# Painting: Decorative Painting

Degree: **Certificate Program**

College Code: **PND.CT**

<b>Code</b>	<b>Course (lecture/lab)</b>	<b>Credits</b>
<b>First Semester</b>		
ART 123	Basic Drawing I - AFA Majors	3
ART-145	Painting I - AFA Majors	3
ART 137	Faux Finish I	3
ART 165	Color: Theory & Practice	3
		<b>12</b>
<b>Second Semester</b>		
ART-134	Life Drawing I	3
ART-138	Faux Finish II	3
ART-160	Design I: Two Dimensional	3
ART-298	Co-op I: Fine/Applied Arts	3
		<b>12</b>
<b>Third Semester</b>		
ART-124	Basic Drawing II - AFA Majors	3
ART-146	Painting II - AFA Majors	3
ART-139	Mural Painting	3
ART-140	Painted Finishes for Wood Surfaces	3
MGT-221	Small Business Management I	3
		<b>15</b>

## 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
- Furniture Refinisher
- Interior Decorator

## Contact Person

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

# Painting: Faux Painting

Degree: **Certificate Program**

College Code: **PNF.CT**

<b>Code</b>	<b>Course</b>	<b>Credits</b>
<b>First Semester</b>		
ART-137	Faux Finish I	3
ART-165	Color: Theory & Practice	3
MGT-221	Small Business Management I	3
		<b>9</b>
<b>Second Semester</b>		
ART-138	Faux Finish II	3
ART-140	Painted Finishes for Wood Surfaces	3
ART-298	Co-op I: Fine/Applied Arts	3
		<b>9</b>

# 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

Matthew Scott, Director  
(856) 374-5078  
E-mail: [msscott@camdencc.edu](mailto:msscott@camdencc.edu)

## Recommendations

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

Code	Course	Credits
<b>First Year/Fall Semester</b>		
PRM-103	Theory of Paramedic Care	3
PRM-104	Paramedic Pharmacology	3
BIO-103	Human Biology	3
		<b>9</b>
<b>Second Semester</b>		
PRM-105	Principles of Paramedic Care I	6
PRM-106	Paramedic Electrocardiography	3
PRM-107	Paramedic Clinical Practice I	2
		<b>11</b>
<b>Third Semester</b>		
PRM-108	Paramedic Clinical Practice II	5
<b>Second Year/First Semester</b>		
PRM-203	Principles of Paramedic Care II	5
PRM-204	Principles of Paramedic Trauma Care	3
PRM-205	Paramedic Clinical Practice III	3
		<b>11</b>
<b>Second Semester</b>		
PRM-206	Paramedic Field Internship	7
<b>Third Semester</b>		
PRM-207	Paramedic Field Residency	4

**NOTICE:** Clinical placements may be a required part of the curriculum and a requirement for graduation. Clinical placements may require a criminal background check, health clearance and/or drug testing before participation is allowed. Clinical sites may deny a student's participation in the event of a positive finding. Individuals who have been convicted of a felony or misdemeanor may be denied certification or licensure as a health professional. Information regarding eligibility may be obtained from the appropriate credentialing body.

## 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, Coordinator  
(856) 227-7200, Ext. 4520

E-mail: [ljadico@camdencc.edu](mailto:ljadico@camdencc.edu)

Professor Bernadette Carlin, SSJ, Ext. 4423

E-mail: [bcarlin@camdencc.edu](mailto:bcarlin@camdencc.edu)

Dr. Thali Rajashekhara, Ext. 4429

E-mail: [trajashekhara@camdencc.edu](mailto:trajashekhara@camdencc.edu)

Professor Melvin Howell, Ext. 3105

E-mail: [mhowell@camdencc.edu](mailto:mhowell@camdencc.edu)

# Personal Computer Specialist

Degree: **Certificate Program**

College Code: **PCS.CT**

Code	Course	Credits
<b>First Semester</b>		
CSC-101	Computer Literacy	3
CSC-111	Introduction to Programming	3
CST-108	Advanced Operating Systems: Windows NT	3
ACC-101	Accounting	3
OST-110	Microcomputer Keyboarding	1
MTH.....	Mathematics Elective	3/4
		<b>16/17</b>
<b>Second Semester</b>		
CIS-206	Advanced Computer Concepts and Applications	3
CSC-112	Intermediate QBASIC/Intro Visual BASIC	3
CIS-181	Linux/UNIX Essentials	3
.....	Communications Elective	3
<b>Select two courses to equal 6 credits from below:</b>		
CIS-102	Spreadsheets	(3 credits)
CIS-103	Database Management	(3 credits)
CIS-241	Relational Database Management I	(3 credits)
		<b>18</b>

## Program Description

Personal Fitness Trainers help clients to assess their level of physical fitness and help them to set and reach fitness goals. They demonstrate various exercises and help clients to improve their exercise techniques. They may keep records of their clients' exercise sessions in order to assess their progress towards physical fitness. Personal Trainers may work with clients on a one-on-one basis in a gym or the client's home.

## Program Information

- Graduates are prepared to take the American Council on Exercise (ACE) national certification exam for Personal Trainers.
- Graduates are able to design and implement comprehensive, individual fitness programs for a variety of individuals of all ages.
- The internship provides practical knowledge and experience. The student will be expected to work 10-15 hours per week in a fitness setting.

## 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

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

# Personal Trainer

Degree: **Certificate Program**

College Code: **PT.CT**

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

<sup>1</sup> Prerequisite for the Internship is completion of all 17 credits as listed above.

<sup>2</sup> Offered in the evening, Spring semester only.

<sup>3</sup> Offered in the day and evening Fall semester. In the Spring, evening only.

<sup>4</sup> Offered during the day in Fall semester, evening in Spring semester.

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

**NOTICE:** Internship placement is a required part of the curriculum and a requirement for graduation. Internship placements may require a criminal background check, health clearance and/or drug testing before participation is allowed. Internship sites may deny a student's participation in the event of a positive finding.

## Highlights

Camden County College hosts the ACE personal trainer national certification exam at the Blackwood campus. Visit the ACE Web site for additional information: [www.acefitness.org](http://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 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

Dr. Leonard Khazan, Coordinator  
Phone: (856) 227-7200, Ext.4320  
E-mail: lkhazan@camdencc.edu  
Dr. Raman Kolluri, Ext. 4474  
E-mail: rkolluri@camdencc.edu  
Bill Kerr, Ext. 4338  
E-mail: bkerr@camdencc.edu

# Photonics/Fiber Optic Technical Specialist

Degree: **Certificate Program**

College Code: **LFO.CT**

Code	Course	Credits
<b>First Semester</b>		
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
		<b>15</b>
<b>Second Semester</b>		
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
		<b>16</b>

### Highlights

Verizon brings fiber to consumers and small business in 24 New Jersey communities. To help build the network, Verizon will hire between 3,000 and 5,000 new employees, including hundreds in New Jersey.

# 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 Web site; 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

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

## 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 Lawrence Jadico, CCP, Coordinator  
Phone: (856) 227-7200, Ext. 4520  
Email: [ljadico@camdencc.edu](mailto:ljadico@camdencc.edu)

# Relational Database Management System Using ORACLE

Degree: **Certificate Program**

College Code: **RDB.CT**

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

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

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

## Program Description

The Certificate in Social Service is designed to provide higher education and career opportunities for New Jersey Department of Human Services (DHS)/Division of Youth and Family Services (DYFS) staff. This is a collaborative effort between the New Jersey Department of Human Services (DHS), the New Jersey Community College Consortium for Workforce and Economic Development (NJCCCWED) and New Jersey Community Colleges. Students eligible for this certificate will have acquired a prior certification of competency in child protective services offered by DHS and NJCCCWED.

A Camden County College Certificate in Social Service will provide the second step in a career ladder program for DYFS clerical and support staff in pursuing an education and career in child welfare. This program was developed out of an effort to improve New Jersey's child welfare system by offering and encouraging DHS/DYFS employees in acquiring academic credentials within the field of social service. DYFS have identified over 800 potential applicants for the program.

## Program Information

This certificate program is designed to:

- Prepare DHS/DYFS clerical and support staff to work as paraprofessional social service employees in the child welfare and protective services system.
- Partner with Department of Human Service Division of Youth and Family Services to improve the academic knowledge and skills of DHS employees working within the child welfare system.
- Promote a career ladder for DHS employees to continue their education in pursuit of an associate degree in Human Services and transfer into a four-year baccalaureate program.

## Special Program Requirements

- Candidates for acceptance into this program must have completed their applied studies and received a Certificate of Competency in Child Protective Services prior to entering the program.
- This is a collaborative effort between the New Jersey Department of Human Services (DHS) the New Jersey Community College Consortium for Workforce and Economic Development (NJCCCWED) and Camden County College Human Services Program.
- All candidates must take the College Placement Test prior to beginning course work

## Contact Person

Professor Habiba Soudan, Coordinator  
(856) 227-7200, Ext. 4532  
Email: [hsoudan@camdencc.edu](mailto:hsoudan@camdencc.edu)

# Social Services

Degree: **Certificate Program**

College Code: **SSR.CT**

Code	Course	Credits
Certificate of Competency Applied Studies in Child Protective Services <sup>1,2,3</sup>		12
<b>First Year / First Semester</b>		
ENG-101	English Composition I	3
SOC-101	Introduction to Sociology	3
PSY-101	Basic Psychology	3
<b>First Year / Second Semester</b>		
SPE-102	Public Speaking	3
HSR-103	Introduction to Counseling	3
		<b>15</b>

<sup>1</sup>Candidates for acceptance into this program must have completed their applied studies and received a Certificate of Competency in Child Protective Services prior to entering the program.

<sup>2</sup>This is a collaborative effort between the New Jersey Department of Human Services (DHS) the New Jersey Community College Consortium for Workforce and Economic Development (NJCCCWED) and Camden County College Human Services Program.

<sup>3</sup>All candidates must take the College Placement Test prior to beginning course work

## Program Description

This certificate program will prepare students for a career in surgical technology. Graduates will earn 42 credits and demonstrate entry-level knowledge and skill in surgical case preparation and peri-operative patient care. Graduates of the program will demonstrate technical skills by assembling and preparing common equipment, supplies and instrumentation used in surgical procedures.

## Program Information

- Students must achieve a grade of "C" or better in all required courses and maintain an overall GPA of 2.0.
- Clinical rotations are conducted during the daytime and encompass over 650 hours of practice.

## Special Admission Requirements

- Interview with Nursing Coordinator
- Submission of completed Surgical Technology Program Admission Petition prior to enrollment
- To attend clinical rotations, 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

- Operating rooms in general and specialty hospitals
- Labor and delivery suites
- Outpatient surgical centers
- Private employment by physicians
- Hospital instrument processing departments

## Contact Persons:

Judith Dunn, Nursing Coordinator  
(856) 227-7200, Ext. 4566  
E-mail: jdunn@camdencc.edu

Marie Cebollero, Nursing/Allied Health Advisor  
(856) 227-7200, Ext. 4567  
E-mail: mcebollero@camdencc.edu

# Surgical Technology

Degree: **Certificate Program**

College Code: **SRG.CT**

Code	Course (lecture/lab)	Credits
<b>First Year/First Semester</b>		
BIO-103	Human Biology <sup>1</sup>	3
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
		<b>14</b>
<b>First Year/Second Semester</b>		
CSC-101	Computer Literacy	3
SRG-110	Surgical Procedures I	4
SRG-111	Concepts of Microbiology <sup>1</sup>	3
SRG-116	Clinical Rotation I <sup>2</sup>	5
		<b>15</b>
<b>Summer Semester</b>		
MDC-132	Basic Pharmacology	3
SRG-210	Surgical Procedures II	4
SRG-216	Clinical Rotation II <sup>3</sup>	6
		<b>13</b>

<sup>1</sup>Students who intend to further their education beyond the certificate program to an associates degree, should register for BIO-211, BIO-212 (instead of BIO-103) and BIO-221 (instead of SRG-111). Students must meet camden County College prerequisites for 4 credit courses.

<sup>2</sup>Clinical Rotation I requires 21 hours a week in a 15-week semester (315 hours). Students will need to provide their own transportation to clinical facilities. Clinical rotations are only scheduled during the day.

<sup>3</sup>Clinical Rotation II requires 28 hours a week in a 15-week semester (420 hours). Students will provide their own transportation to clinical facilities. Clinical rotations are only scheduled during the day.

**NOTICE:** Clinical placements may be a required part of the curriculum and a requirement for graduation. Clinical placements may require a criminal background check, health clearance and/or drug testing before participation is allowed. Clinical sites may deny a student's participation in the event of a positive finding. Individuals who have been convicted of a felony or misdemeanor may be denied certification or licensure as a health professional. Information regarding eligibility may be obtained from the appropriate credentialing body.

## 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 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
<b>First Year/Summer Semester</b>		
CGR-111	Computer Graphic Design I	3
CIS-191	Internet: Tools and Techniques	3
		<b>6</b>
<b>First Semester</b>		
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 <b>or</b>	
CGR-253	Digital Illustration	3
.....	General Education Elective	3
		<b>15</b>
<b>Second Year/First Semester</b>		
CGR-214	Web Page Design II	3
CGR-215	Web Multimedia	3
ART-298	Co-op I: Fine/Applied Arts <b>or</b>	
.....	Studio Elective	3
.....	General Education Elective	3
.....	Communications Elective	3
		<b>15</b>

### Highlights

There are cooperative education opportunities with local employers.