



# **Academic Certificates (CT)**

## 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 Goals

- To provide updated CAD skills using the latest versions of CAD software for those students who are currently employed.
- To provide holders of other degrees with skills which enable them to augment or redirect their career paths to CAD.
- To instruct students in how to propose, develop, complete, and articulate professional CAD presentations based on their designs.
- To prepare students to demonstrate a working knowledge of the modern computer hardware and platforms upon which CAD software is mounted.
- To qualify students for entry-level to intermediate level employment in any of the disciplines of Computer Aided Drafting such as architectural, mechanical, and electrical design or any related field such as space planning, solids modeling, and civil site preparation.
- To prepare students to apply their credits toward the CAD.AAS degree.

## Program Student Learning Outcomes

At the end of the program the graduate will be able to:

1. Solve basic and complex drafting and design application problems using industry standard 2-dimensional and 3-dimensional software and feature-based parametric design software.
2. Apply the fundamentals of computer aided drafting and design disciplines such as architectural, mechanical and electrical engineering.
3. Utilize industry standard microcomputer CADD software and the hardware, operating systems and peripherals used to facilitate them.
4. Create free-hand sketches, engineering notes and scaled drawings using American National Standards (ANSI) and/or International Standards Organization (ISO) specifications

## Employment Opportunities

- CADD operator
- CADD technician
- Computer drafts person
- Electronics design technician
- Engineering specifications technician

## Contact Person

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# CADD: Computer Aided Drafting & Design

Degree: Academic Certificate  
 College Code: CAD.CT

Code	Course	Credits
ENG-101	English Composition I	3
CAD-101	Computer Aided Engineering Graphics	4
CAD-102	Advanced Computer Aided Engineering Graphics	3
CAD-106	Engineering Graphics	4
CAD-201	CADD Applications: MicroStation	3
CAD-202	Advanced CADD Project or	
EGR-208	Co-op I: Engineering or	
CST-109	Building, Upgrading and Repairing Personal Computers	3
CST-102	Introduction to Networking	3
CST-103	Microcomputer Operating Systems I: Workstations	3
CST-106	Microcomputer Operating Systems II: Server Systems	3
.....	General Education Elective	3
<b>Total Minimum Credits</b>		<b>32</b>

## Highlights

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

# Cancer Tumor Registry

Degree: Academic Certificate  
College Code: CTR.CT

## Program Description

This certificate program prepares students for a career in the field of tumor registry and provides them with educational tools to achieve national certification as a tumor registrar. Cancer tumor registrars maintain facility, regional, and national databases of cancer patients. Registrars review patient records and pathology reports, assign codes for the diagnosis and treatment of different cancers and selected benign tumors. Registrars conduct annual follow-ups on all patients in the registry to track their treatment, survival, and recovery.

## Program Goals

- To prepare students to meet entry-level competencies and become successfully employed as a cancer tumor registrar in a healthcare facility.
- To prepare students to demonstrate statistical literacy, cancer registry organization and operation, oncology coding and staging knowledge, and entry-level knowledge of governmental regulations that impact the area of cancer tumor registry.
- To provide students with the ability to demonstrate critical thinking skills for effective problem solving.

## Program Student Learning Outcomes

At the end of the program, the graduate will be able to:

1. Interpret cancer registry data from cancer health records.
2. Apply concepts of registry data retrieval and management.
3. Calculate and present data from cancer registry cases/records.
4. Analyze cancer committee, cancer board reports for quality management .
5. Analyze cancer survival data .

## Accreditation

This program will be seeking accreditation from the National Cancer Registrar's Association (NCRA). If accreditation is granted, graduates of this program will be able to take the Certified Tumor Registrar (CTR) certification exam offered by the NCRA. The NCRA can be reached at National Cancer Registrars Association, 1340 Braddock Place #203, Alexandria VA 22314, (703) 299-6640, FAX: (703) 299-6620, or at their website [www.ncra-usa.org](http://www.ncra-usa.org).

## Career Opportunities

- Healthcare facilities
- Medical consulting organizations
- Government agencies
- Insurance industry
- Registry software companies

## Contact Person

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## Highlights

The increase in the number and types of health care facilities, central registries, consulting firms and registry software companies make the demand for qualified cancer registrars greater than ever.

Code	Course	Credits
<b>First Year/First Semester</b>		
BIO-117	Basic Anatomy & Physiology I	4
HIT-101	Introduction to Health Information Technology	3
HIT-120	Medical Terminology	3
HIT-160	Cancer Registry Organization & Operation	3
		<b>13</b>
<b>First Year/Second Semester</b>		
ENG-101	English Composition I	3
BIO-118	Basic Anatomy & Physiology II	4
HIT-132	Basic Pharmacology	3
HIT-260	Cancer Registry Management	3
		<b>13</b>
<b>Second Year/First Semester</b>		
HIT-134	Basic Pathophysiology <sup>1</sup>	3
HIT-255	Oncology Coding & Staging	4
HIT-265	Registry QA and Epidemiology	3
HIT-270	Cancer Registry Clinical <sup>2</sup>	2
		<b>12</b>
<b>Total Minimum Credits</b>		<b>38</b>

<sup>1</sup> Basic Pathophysiology is only offered in the Fall Semester

<sup>2</sup> Approval from Program Director required before registering for this course

# Computer Applications Programming

Degree: Academic Certificate  
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 Goals

- To assure that students can demonstrate an understanding of computer based systems.
- To prepare students to demonstrate an understanding of the phases of software development.
- To instruct students on how to utilize the programming skills developed throughout the curriculum to analyze, design, code, test and debug computer based applications.
- To provide students with an understanding of the principles of relational databases and structured query language (SQL).
- To qualify students for entry-level employment as computer marketing representative, computer programmer, lab assistant, quality control specialist, software tester.

## Program Student Learning Outcomes

At the end of the program, the graduate will be able to:

1. Demonstrate an understanding of computer based systems and the concept of the software development cycle.
2. Utilize the programming skills developed throughout the curriculum to analyze, design, code, test and debug computer based applications.
3. Demonstrate their understanding of the principles of relational databases and structured query language (SQL).

## 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>		
ENG-101	English Composition I	3
CSC-213	Visual Basic I or	
CSC-122	Computer Science I or	
CSC-161	Introduction to Java	3/4
CIS-241	Relational Database Management Systems I	3
ACC-104	Financial Accounting	3
MTH....	Mathematics General Education Elective	3/4
		<b>15/16/17</b>
<b>Second Semester</b>		
CSC-214	Visual Basic II or	
CSC-223	Computer Science II or	
CSC-262	Advanced Java	3/4
CIS-242	Relational Database Management Systems II	3
CIS-231	Systems Analysis & Design or	
CSC-231	Object Oriented Analysis & Design	3
CST-103	Microcomputer Operating Systems 1: Workstations	3
MGT-101	Introduction to Business	3
		<b>15/16</b>
<b>Total Minimum Credits</b>		<b>30</b>

# Computer Graphics

Degree: Academic Certificate  
College Code: CGR.CT

## 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 Goals

- To demonstrate sufficient knowledge of visual elements such as type, illustration, graphics, photography, new media and animation and utilize these skills to create effective design solutions and guide a job from concept to completion.
- To assure that the students understand relevant ethical and legal issues such as copyrighting.
- To instruct the students on the proper methods of producing a portfolio of their work suitable for presentation.
- To provide students knowledge of the appropriate application of computer hardware and software.
- To qualify students for intermediate-level employment in computer graphics employment, electronic publishing, and multimedia.
- To prepare students for transfer to an associate degree program in a related field.

## Program Student Learning Outcomes

At the end of the program, the graduate will be able to:

1. Apply information design skills used in the fields of computer graphics, multimedia design, animation and interactive video.
2. Analyze client needs and create effective design solutions.
3. Utilize fundamental principles and practices required by computer graphic professional.
4. Use a variety of specialized computer graphic software, hardware and peripherals.

## Employment Opportunities

- Computer graphics
- Electronic publishing
- Multimedia

## Contact Persons

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Professor Elaine Reeder, ext. 4556  
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Code	Course	Credits
<b>First Year/First Semester</b>		
ENG-101	English Composition I	3
CGR-101	Electronic Layout & Design	3
CGR-104	Digital Design Fundamentals	3
CGR-111	Computer Graphic Design I	3
.....	Business Elective	3
		<b>15</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
CGR-270	Computer Graphics Internship/Co-Op or	
.....	Studio Elective	3
.....	General Education Elective	3
		<b>18</b>
<b>Total Minimum Credits</b>		<b>33</b>

## Highlights

There are cooperative education opportunities available with local employers.

# Computer Integrated Manufacturing Technology

Degree: Academic Certificate  
College Code: CIM.CT

## Program Description

CIMET technicians control, design, maintain, upgrade, and operate modern computer-controlled production equipment and facilities used to manufacture many of the world's goods. This certificate program offers students the benefits of technical courses, allowing them to enter the workforce as quickly as possible. Students taking advantage of this program will be able to continue with the CIMET degree track to complete an Associates degree. Students who complete the certificate program will be able to look for employment in the areas of CNC manufacturing, electro/mechanical maintenance, and industrial process control. CIMET technicians are employed in various industries such as: pharmaceutical, chemical, automotive, packaging, metalworking, aluminum extrusion, mechanical aerospace components, bottling, U.S. Postal Service, Delaware port authority, and even private consulting companies.

## Program Goals

- To provide students with the skills required to author and troubleshoot Computer Numerically Control (CNC) and Programmable Logic Controller (PLC) programs.
- To assure that students gain a working familiarity in the operating principles, selection, and installation of common sensors, detectors, and electro-mechanical drive elements used in industrial automation settings.
- To prepare students to use their multidisciplinary skill set to troubleshoot, and creatively modify manufacturing processes and systems including CNC tooling.
- To qualify students for immediate employment or exercise the option to pursue the CIM.AAS degree.

## Program Student Learning Outcomes

At the end of the program, the graduate will be able to:

1. Solve basic and complex drafting and design application problems using industry standard 2-dimensional and 3-dimensional software and feature-based parametric design software
2. Apply the fundamentals of computer aided drafting and design disciplines such as architectural, mechanical and electrical engineering
3. Utilize industry standard microcomputer CADD software and the hardware, operating systems and peripherals used to facilitate them
4. Create free-hand sketches, engineering notes and scaled drawings using American National Standards (ANSI) and/or International Standards Organization (ISO) specifications

## Employment Opportunities

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

## Contact Persons

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Code	Course	Credits
ENG-101	English Composition I	3
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 or	
EGR-208	Co-op I: Engineering	3
MTH.....	Mathematics General Education Elective	3/4
<b>Total Minimum Credits</b>		<b>33</b>

## Highlights

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

# Computer Programming

Degree: Academic Certificate  
College Code: CPG.CT

## 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 Goals

- To prepare students to develop software solutions for business and/or science-related enterprises.
- To provide students with programming and software application utilization skills in both information systems and business administration.
- To provide students with the software development skills required to solve business information problems.
- To qualify students for entry-level employment as a computer marketing representative, computer operator, lab assistant software tester, or computer programmer.
- To provide students with the option to apply their credits toward the CIS.AAS degree.

## Program Student Learning Outcomes

At the end of the program, the graduate will be able to:

1. Analyze an information processing problem.
2. Design a solution to an information processing problem.
3. Implement the solution to an information processing problem using a self selected programming language.

## Employment Opportunities

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

## Contact Persons

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Code	Course	Credits
<b>First Year/First Semester</b>		
ENG-101	English Composition I	3
CSC-101	Computer Literacy	3
CIS-241	Relational Database Management Systems I <sup>1</sup> or CSC-213 Visual Basic I <sup>1</sup> or CSC-161 Introduction to Java <sup>1</sup>	3
ACC-104	Financial Accounting	3
MGT-101	Introduction to Business	3
MTH.....	Mathematics General Education Elective	3/4
		<b>18/19</b>
<b>Second Semester</b>		
CIS-206	Advanced Computer Concepts and Applications	3
CIS-231	System Analysis & Design	3
CIS-242	Relational Database Management Systems II <sup>1</sup> or CSC-214 Visual Basic II <sup>1</sup> or CSC-262 Advanced Java <sup>1</sup>	3
ACC-105	Managerial Accounting	3
.....	General Education Elective	3
		<b>15</b>
<b>Total Minimum Credits</b>		<b>33</b>

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

## Program Description

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

## Program Goals

- To prepare students to qualify for enhanced job opportunities which will utilize his/her update training in modern microcomputer and network hardware and operating systems.
- To prepare students to solve basic network design and application problems using knowledge of common network architectures and network software.
- To provide students with a baseline understanding of electronic principles and digital electronics necessary to diagnose, troubleshoot, and repair computer and network hardware problems.
- To qualify students for entry-level employment as a microcomputer technician, system administrator, network manager, computer technical support specialist, and related jobs in the computer support and networking fields.
- To prepare students to continue their studies toward the CST.AAS degree or seek many of the various industry certifications.

## Program Student Learning Outcomes

At the end of the program, the graduate will be able to:

1. Apply the principles of modern microcomputer operating systems, network architecture, hardware architecture, and subsystems to network, repair and manage operating systems.
2. Solve basic network design and application problems using knowledge of common network architectures and network software.
3. Utilize electronic principles and digital electronics necessary to diagnose, troubleshoot, and repair computer and network hardware problems.

## 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: Academic Certificate  
 College Code: CST.CT

Code	Course	Credits
ENG-101	English Composition I	3
CST-102	Introduction to Networking	3
CST-103	Microcomputer Operating Systems I: Workstations	3
CST-106	Microcomputer Operating Systems II: Server Systems	3
CST-109	Building, Upgrading, and Repairing Personal Computers	3
CST-201	Advanced Networking	3
CST-204	Computer and Network Security	3
EET-101	Electrical and Electronic Principles	4
EET-221	Digital Circuits	3
.....	General Education Elective	3
.....	Computer Information Systems Elective or Technical Elective or	
EGR-208	Co-op I: Engineering I	3/4
<b>Total Minimum Credits</b>		<b>34</b>

# Dental Assisting

Degree: Academic Certificate  
College Code: DAS.CT

## 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 Goals

- Professional Level CPR certification prior to spring semester.
- To provide a college-level dental assisting education that will prepare the student to function effectively as a dental assistant in various settings.
- To maintain a dynamic dental assisting education that recognizes the complexity of a scientific and technologically oriented society.
- To provide students with the skills and knowledge necessary to attain certification, registration and licensure mandated for dental assistants.

## Program Student Learning Outcomes

At the end of the program, the graduate will be able to:

1. Perform the clinical tasks and responsibilities of dental assisting.
2. Provide patient education.
3. Apply computer skills in order to find information, take intraoral photographs, take digital radiographs, and manage patient and business records.
4. Integrate and apply basic science, dental science and dental assisting knowledge and skills.
5. Perform expanded functions.
6. Explain and apply basic concepts of dental ethics and jurisprudence.

## 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 business administrator in general and specialty practices
- Chairside assistant or business administrator in hospital and institutional settings
- Dental assisting education
- Positions dealing with dental insurance, dental laboratories, dental suppliers, dental placement agencies

## Contact Person

Roxane Medinger, Coordinator  
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## 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 39 credits for the dental assisting certificate program and with additional credits, the student is eligible for the Associate in Applied Science degree.

Code	Course	Credits
<b>First Year/Summer Semester</b>		
ENG-101	English Composition I	3
PSY-101	Basic Psychology	3
DAS-141	Biological Science for Dental Assistants	1
DAS-142	Sterilization and Infection Control	1
		<b>8</b>
<b>Fall Semester</b>		
DAS-111	Fundamentals of Chairside Assisting	7
DAS-120	Dental Assisting II Dental Radiology	4
DAS-130	Dental Assisting III Dental Anatomy	2
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-115	Dental Assisting XI Pharmacology	1
DAS-125	Dental Assisting XV Preventive Dentistry	3
DAS-152	Dental Assisting X Dental Laboratory Procedures II	2
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
		<b>15</b>
	<b>Total Minimum Credits</b>	<b>39</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.

## Program Description

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

## Program Goals

- To prepare students to work in entry-level positions as direct service workers with the developmentally disabled.
- To prepare students to demonstrate an understanding of the critical issues affecting individuals and families in the field of developmental disabilities.
- To prepare students to show evidence of professional ethical behavior in the field of developmental disabilities.
- To prepare students to demonstrate professional skill development and knowledge base in the areas of program planning, lifespan development and health issues in the field of developmental disabilities.

## Program Student Learning Outcomes

At the end of the program, the graduate will be able to:

1. Analyze contemporary social welfare issues affecting American Society.
2. Behave in a professional and ethical manner.
3. Explain and use elements of effective working relationships encompassing the ideals of empathy, positive communication and active listening.
4. Differentiate between various types of services within the social welfare system.

## Employment Opportunities

- Public and private health care facilities
- Public and private schools
- Recreation facilities
- Rehabilitation therapy assistants
- Rehabilitation centers

## Contact Person

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# Developmental Disabilities

Degree: Academic Certificate  
College Code: HSR.CT

Code	Course	Credits
<b>First Year / First Semester</b>		
ENG-101	English Composition	3
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>16</b>
<b>Second Semester</b>		
HSR-103	Introduction to Counseling	3
HSR-107	Field Work I	3
HSR-153	Developmental Disabilities Program Planning	3
HSR-154	Critical Issues in Developmental Disabilities	3
.....	Diversity General Education Elective	3
		<b>15</b>
	<b>Total Minimum Credits</b>	<b>31</b>

## Program Description

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

## Program Goals

- To prepare students to meet entry-level competencies and become successfully employed as a medical coder in a healthcare facility or healthcare employer (state health department, insurance company, etc.).
- To provide students with coding classification knowledge, coding ethics, reimbursement methodologies, basic pathophysiology, and entry-level knowledge of governmental regulations that impact the area of medical coding.
- To provide students with the opportunity to gain practical coding experience in the workplace and to use coding tools such as coding software, health records, and operative reports.
- To prepare graduates to take the national entry-level coding certification offered by the American Health Information Management Association (AHIMA).
- To provide graduates with one year of educational preparation toward national certification by the American Academy of Professional Coders (AAPC).

## Program Student Learning Outcomes

At the end of the program the graduate will be able to:

1. Apply coding classification system concepts and guidelines .
2. Assign ICD-9-CM and HCPCS coding classification codes to cases and records.
3. Interpret reimbursement methodologies.
4. Utilize coding software (encoder) for code assignment as well as coding manuals.

## Approval

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

## Employment Opportunities

- Physician's office
- Ambulatory surgical centers
- Private billing organizations
- Insurance companies

## Contact Person

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# Medical Coding

Degree: Academic Certificate  
College Code: MDC.CT

Code	Course	Credits
<b>First Semester</b>		
ENG-101	English Composition I	3
BIO-103	Human Biology <sup>1</sup>	3
CSC-101	Computer Literacy	3
HIT-101	Introduction to Health Information	3
HIT-120	Medical Terminology	3
		<b>15</b>
<b>Second Semester</b>		
HIT-115	Healthcare Reimbursement	3
HIT-130	Introduction to Ambulatory Coding <sup>2</sup>	3
HIT-134	Basic Pathophysiology	3
HIT-140	Diagnostic and Procedural Coding I <sup>2</sup>	3
		<b>12</b>
<b>Third Semester</b>		
HIT-132	Basic Pharmacology	3
HIT-135	Medical Coding Internship	2
HIT-215	Advanced Ambulatory Coding <sup>3</sup>	3
HIT-240	Diagnostic and Procedural Coding II <sup>3</sup>	4
		<b>12</b>
	<b>Total Minimum Credits</b>	<b>39</b>

<sup>1</sup> If students wish to take the Health Information Technology degree program (HIT.AAS) they will need to substitute Basic Anatomy & Physiology I & II (BIO 117, BIO 118) for Human Biology (BIO 103).

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

<sup>3</sup> Offered in spring semester only

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.

### Highlight

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 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 Goals

- To prepare students to demonstrate the basic technical, communication, and interpersonal skills required for 21st century office professionals.
- To assure that students are able to identify and explain various types of software used in the office environment.
- To train students to demonstrate proficiency with Microsoft's Business Productivity software.
- To develop in the students an understanding of management science and the essential management responsibilities.
- To prepare students to sit for the Microsoft MOUS Certification exam.

## Program Student Learning Outcomes

At the end of the program, the graduate will be able to:

1. Use technology and technical skills to manage information and to solve problems.
2. Communicate information orally and in the writing and production of business documents.
3. Exhibit interpersonal skills and abilities in teamwork including an understanding and appreciation for persons of other cultures and backgrounds.
4. Manage multiple office tasks, researching and prioritizing; both individually and collaboratively.
5. Exhibit strong keyboarding skills to improve accuracy, speed and general efficiency in computer operations, and for securing and maintaining an office position.
6. Apply computer skills efficiently and accurately to office tasks using a variety of computer application programs.
7. Prepare to take an examination for Microsoft Office Specialist certification.

## Contact Persons

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

# Microsoft Office User Specialist

Degree: Academic Certificate  
College Code: MOS.CT

Code	Course	Credits
<b>First Year/First Semester</b>		
ENG-101	English Composition I	3
CSC-101	Computer Literacy	3
OST-111	Keyboarding I	3
OST-123	Introduction to Microsoft Word	3
OST-151	PowerPoint	3
		<b>15</b>
<b>Second Semester</b>		
OST-224	Advanced Microsoft Word	3
CIS-102	Spreadsheets	3
CIS-103	Database Management	3
BUS-201	Co-op I: Business	3
MTH .....	Mathematics General Education Elective	3
		<b>15</b>
	<b>Total Minimum Credits</b>	<b>30</b>

Several courses in this program lends itself to credit by examination for those students who believe that through prior learning (e.g., self-directed study, on-the-job training, or past employment) they have acquired the competency ordinarily associated with satisfactory course completion. To obtain further information, contact the Program Coordinator at 856-227-7200, Ext. 4424.

### Highlight

This certificate offers credit for life experience, hands-on training and tutorial labs.

# Office Assistant

Degree: Academic Certificate  
College Code: SAT.CT

## 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 Goals

- To prepare students to demonstrate the basic technical, communication, and interpersonal skills required for 21st century office professionals.
- To train students to identify and explain various types of software used in the office environment.
- To assure that the students are able to demonstrate proficiency with Microsoft's Business Productivity software.
- To develop in the students an understanding of management science and the essential management responsibilities.
- To prepare students for entry-level employment as a clerical assistant, legal receptionist, medical receptionist, typist and word processing assistant.

## Program Student Learning Outcomes

At the end of the program the graduate will be able to:

1. Work professionally and ethically in an office environment.
2. Manage and prioritize multiple office tasks.
3. Use keyboarding techniques to meet or exceed industry standard for speed and accuracy.
4. Use a variety of computer application programs.

## 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@camdenc.edu

Code	Course	Credits
<b>First Year/First Semester</b>		
ENG-101	English Composition I	3
OST-111	Keyboarding I	3
OST-123	Introduction to Microsoft Word	3
CSC-101	Computer Literacy	3
MGT-101	Introduction to Business	3
		15
<b>Second Semester</b>		
ENG-102	English Composition II	3
OST-112	Keyboarding II	3
OST-151	Powerpoint	3
OST-241	Administrative Office Procedures or	
MGT-214	Office Management	3
.....	General Education Elective	3/4
		15/16
<b>Total Minimum Credits</b>		<b>30</b>

Several courses in this program lends itself to credit by examination for those students who believe that through prior learning (e.g., self-directed study, on-the-job training, or past employment) they have acquired the competency ordinarily associated with satisfactory course completion. To obtain further information, contact the Program Coordinator at 856-227-7200, Ext. 4424.



### Highlight

This certificate offers credit for life experience, hands-on training and tutorial labs.

## 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 Goals

- To assure that students can discern and distinguish the many differences between software use and software development.
- To prepare students to be able to select from a broad range of state-of-the-art computer software application skills and apply them to the appropriate functional areas within an organization.
- To prepare students for entry-level employment in computer sales or business as an information specialist, trainer, or help desk consultant.

## Program Student Learning Outcomes

At the end of the program the graduate will be able to:

1. Apply common computer application software programs to accomplish tasks on a personal computer.
2. Perform basic tasks and commands on two personal computer operating systems.
3. Maintain and manage the hardware and software of a personal computer.
4. Communicate online with others and research information on the Internet.

## Employment Opportunities

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

## Contact Persons

Professor Charles Van Mater, Coordinator  
(856) 227-7200, ext. 4458

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

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

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

Professor Melvin Howell  
(856) 227-7200, ext. 3105

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

# Personal Computer Specialist

Degree: Academic Certificate  
College Code: PCS.CT

Code	Course	Credits
<b>First Semester</b>		
ENG-101	English Composition I	3
CSC-101	Computer Literacy	3
CSC-111	Introduction to Programming	3
CST-103	Microcomputer Operating System I: Workstations	3
OST-110	Microcomputer Keyboarding	1
MTH.....	Mathematics General Education Elective	3/4
		<b>16/17</b>
<b>Second Semester</b>		
CIS-102	Spreadsheets	3
CIS-103	Database Management	3
CIS-181	Linux/UNIX Essentials	3
CIS-206	Advanced Computer Concepts and Applications	3
CIS-241	Relational Database Management I	3
CST-109	Building, Upgrading, and Repairing Personal Computers	3
		<b>18</b>
<b>Total Minimum Credits</b>		<b>34</b>

## 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 Goals

- To prepare students to integrate active and passive components and make necessary optical fiber splicing and connections to create an optical link or local area network.
- To train students to use industrial test and measurement equipment to evaluate, test and troubleshoot fiber optic networks.
- To qualify students for entry-level employment as an installer or technician in the fiber optic communications and related areas.

## Program Student Learning Outcomes

At the end of the program the graduate will be able to:

1. Practice safe methods of handling fibers, chemicals, and accompanying equipment and tools.
2. Understand principles of optical communications and different types of optical cables and other components used for different optical networks.
3. Integrate active and passive components and make necessary optical fiber splicing and connections to create an optical link or local area network.
4. Use industrial test and measurement equipment to evaluate, test and troubleshoot fiber optic networks.
5. Qualify for entry-level employment as an installer or technician in the fiber optic communications and related areas.

## 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

# Photonics: Fiber Optic Technical Specialist

Degree: Academic Certificate  
College Code: LFO.CT

Code	Course	Credits
<b>First Semester</b>		
LFO-101	Introduction to Photonics & Photonics Safety	4
LFO-211	Photonic Optic Principles & Components	4
LFO-241	Introduction to Fiber Optics	3
MTH-125	College Algebra & Trigonometry	4
		15
<b>Second Semester</b>		
ENG-101	English Composition I	3
EET-101	Electrical/Electronic Principles	4
LFO-231	Photonic Measurements	3
LFO-243	Fiber Optic Communication and Installation	3
LFO-294	Fiber Optic Project	3
		16
	<b>Total Minimum Credits</b>	<b>31</b>

### Highlight

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.

# Practical Nursing

Degree: Academic Certificate  
College Code: NUR.CT

## Program Description

Licensed Practical Nurses (LPNs) provide basic bedside care, taking vital signs such as temperature, blood pressure, pulse, and respiration. They also prepare and give injections, monitor catheters, apply dressings, treat bedsores, and give alcohol rubs and massages. LPNs monitor their patients and report adverse reactions to medications or treatments. They collect samples for testing; perform routine laboratory tests, feed patients, and record food and fluid intake and output. To help keep patients comfortable, LPNs assist with bathing, dressing, and personal hygiene. Graduates of this program are eligible for matriculation at an advanced placement level into either of our collaborative registered nursing programs after attainment of the Licensed Practical Nurse credential. General Education credits earned will transfer as per existing intercollegiate agreements.

## Program Goals

- To achieve and maintain accreditation by the New Jersey Board of Nursing.
- To achieve and maintain accreditation by the National League for Nursing Accrediting Commission.
- To promote student success by providing remedial and instructional assistance for academically under prepared students who desire to enter the nursing career path.
- To promote student success by providing career and life-skill counseling for experientially under prepared students who desire to enter the nursing career path.
- To admit a diverse cohort of students who meet program-specific acceptance criteria.
- To engage students in the process of intellectual and academic inquiry.
- To educate a majority of the admitted students through successful completion of the program.
- To promote life-long learning and advancement within the nursing career path by facilitating student articulations into registered nursing programs, and supporting associate degree completion.
- To promote job seeking success for credentialed graduates by partnering with agencies and facilities providing health care in the community.
- To promote the attainment of an entry-level, healthcare career (CNA) for all students who meet the program-specific acceptance criteria.
- To prepare students theoretically and technically for a career in practical nursing.
- To achieve and maintain an NCLEX-PN Board pass rate for first-time test takers of at least 80%.
- To support the continued academic accomplishment of capable students through the collaborative programs for registered nursing.
- To evolve a curriculum which meets the voluntary accreditation standards of the National League for Nursing Accrediting Commission.
- To graduate practitioners who are readily employable in multiple-care arenas.

## Program Student Learning Outcomes

At the end of the program the graduate will be able to:

1. Integrate and apply basic science, practical nursing knowledge and skills to provide holistic patient care.
2. Perform competencies and responsibilities of practical nursing in compliance with the NJ Board of Nursing and established professional ethics.
3. Utilize computer applications to retrieve, report and submit data.
4. Identify, obtain and critically evaluate information.
5. Communicate written, verbal and non-verbal information to patients, families and other small groups.
6. Contribute to the development, implantation, evaluation and revision of the nursing plan of care with other healthcare professionals.

## Special Program Requirements

- Complete an application for Camden County College
- Complete all basic skills requirements
- Submit an official HS/GED transcript
- Submit official net scores (> 55% math, reading, & composite scores)
- International students must complete the TOEFL iBT Exam (minimum score of 75 and 17 in each section tested)
- Maintain 2.0 GPA (HS/College)

## Employment Opportunities

- Hospitals
- Nursing care facilities
- Physician's offices
- Home healthcare services
- Community care facilities
- Outpatient care facilities

## Contact Persons

Marlene Lazarus, Nursing Coordinator  
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Cheryl Young, Nursing Advisor  
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cyoung@camdencc.edu

## Highlight

Employment of LPNs is expected to grow much faster than average in home healthcare services. This growth is in response to an increasing number of older persons with functional disabilities, consumer preference for care in the home, and technological advances that make it possible to bring increasingly complex treatments into the home.

## Code

## Course

## Credits

### First Year/First Semester

BIO-103	Human Biology <sup>1</sup>	3
ALH-122	Certified Nurse Aide <sup>2</sup>	4
NUR-102	Introduction to Practical Nursing	3
HIT-120	Medical Terminology	3
		<b>13</b>

### Second Semester

ENG-101	English Composition I	3
HIT-132	Basic Pharmacology	3
NUR-106	Practical Nursing: Adult Health I <sup>3</sup>	5
PSY-101	Basic Psychology	3
		<b>14</b>

### Second Year/First Semester

FNS-105	Introduction to Nutrition	3
NUR-110	Maternal/Child Practical Nursing <sup>3</sup>	4
NUR-116	Practical Nursing: Mental Health <sup>3</sup>	3
BIO-121	Basic Microbiology <sup>4</sup>	4
		<b>14</b>

### Second Semester

NUR-206	Practical Nursing: Adult Health II <sup>3</sup>	7
NUR-210	Trends, Issues and Preparation for Licensure	3
		<b>10<sup>5</sup></b>

### Total Minimum Credits

**51**

<sup>1</sup> Students intending to enter a school of registered nursing, or completing an associate degree in Health Science, should register for Basic Anatomy & Physiology I (BIO-117) and Anatomy & Physiology II (BIO-118) or Anatomy & Physiology I (BIO-211) and Anatomy & Physiology II (BIO-212). Students must meet Camden County College prerequisites for 4-credit Biology courses.

<sup>2</sup> Students holding current and verifiable, State-issued CNA credentials are awarded 4 credits for their foundational knowledge in basic nursing practice, and exempted from ALH-122 after successfully completing a written test and paying the appropriate fees.

<sup>3</sup> The Practical Nursing courses require significant clinical practice hours in health-care facilities with which the College holds current contracts. Students will provide their own transportation. Clinical practice hours may be scheduled during the day or evening.

<sup>4</sup> Students may take Microbiology I (BIO-221), providing they meet Camden County College pre-requisites.

<sup>5</sup> Students who must maintain fulltime status may wish to apply for the following courses: SOC-101 Introduction to Sociology, PHL-232 Biomedical Ethics, MTH-111 Elements of Statistics I, or CHM-101 General Chemistry 1.

## 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 Goals

- To prepare students to advance and broaden career opportunities within the field of child protective services (specifically designed for DHS/DYFS employees).
- To provide transfer credits into associate and/or baccalaureate level programs in related fields.
- To prepare students to show evidence of professional, legal and ethical behavior in the field of child welfare.
- To prepare students to demonstrate knowledge of the techniques used to collect, record, interpret, and employ guidance data.

## Program Student Learning Outcomes

At the end of the program the graduate will be able to:

1. Analyze contemporary social welfare issues affecting American Society.
2. Behave in a professional and ethical manner.
3. Explain and use elements of effective working relationships encompassing the ideals of empathy, positive communication and active listening.
4. Differentiate between various types of services within the social welfare system.

## 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: Academic Certificate  
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
HSR-101	Introduction to Human Services	3
PSY-101	Basic Psychology	3
<b>First Year / Second Semester</b>		
SOC-101	Introduction to Sociology	3
HSR-103	Introduction to Counseling	3
HSR-105	Group Dynamics	3
<b>Total Minimum Credits</b>		<b>18</b>
		<b>30</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

# Surgical Technology

Degree: Academic Certificate  
College Code: SRG.CT

## Program Description

This certificate program will prepare students for a career in surgical technology. Graduates will earn 36 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 Goals

- To provide a concentration of course work appropriate for surgical technicians.
- To prepare students to qualify to take a national examination for certification in the surgical technology field.
- To prepare students for continued academic preparation in surgical technology at the associate degree level through the College.

## Program Student Learning Outcomes

At the end of the program the graduate will be able to:

1. Integrate ethical and professional behaviors in the operating room and sterilization/central supply.
2. Apply standard operating procedures and aseptic techniques in the practice of surgical technology.
3. Integrate and apply basic science, practical knowledge and skills in the performance of surgical technology.
4. Manage procedures and processes of inventory control in sterile environment.
5. Identify resources, obtain and critically evaluate information.

## 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 600 hours of practice.

## Special Admission Requirements

- Interview with allied health 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
- Criminal background check

## 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

Patty Chappell, Coordinator  
(856) 227-7200, ext. 4330  
E-mail: pchappell@camdencc.edu

Code	Course	Credits
<b>First Semester</b>		
HIT-120	Medical Terminology	3
SRG-100	Surgical Technology <sup>2</sup>	2
SRG-105	Principles of Surgical Technology <sup>2</sup>	4
BIO-117	Basic Anatomy & Physiology I	4
		<b>13</b>
<b>Second Semester</b>		
SRG-112	Surgical Procedures I	4
BIO-118	Basic Anatomy & Physiology II	4
BIO-121	Basic Microbiology	4
HPE-181	Basic Life Supp C-AHA	1
		<b>13</b>
<b>Third Semester</b>		
SRG-212	Surgical Procedures II	3
SRG-217	Clinical Rotation <sup>1</sup>	4
ENG-101	English Composition I	3
		<b>10</b>
	<b>Total Minimum Credits</b>	<b>36</b>

<sup>1</sup>The Surgical Technology Clinical Rotation SRG-117 is five days a week, 40 hours a week for 15 weeks, during the day at an accredited affiliate. Clinical placements are contingent on the student performance level and acceptable course grades. Students will provide their own transportation to the clinical affiliate.

<sup>2</sup>This course is only offered in the summer semester. Students should start program courses in the summer semester.

NOTICE: Clinical placements are 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 Goals

- To prepare students to demonstrate appropriate application of computer hardware and software.
- To provide students with the skill set necessary to plan, design, develop and maintain interactive Web pages and Web content including animations, images, hyperlinks, tables, forms, frames, etc.
- To provide students with an understanding of fundamental computer concepts, a basic familiarity with the Internet, and experience working in the Windows/Mac environment.
- To guide and assist the students as they produce a portfolio of their work and use it to qualify for entry or intermediate level as a web programmer, web applications administrators, website coordinators, webmasters and related occupations.
- To prepare students to transfer to an associate's degree program in a related field.

## Program Student Learning Outcomes

At the end of the program, the graduate will be able to:

1. Apply information design skills used in the fields of computer graphics, multimedia design, animation and interactive video.
2. Analyze client needs and create effective design solutions.
3. Utilize fundamental principles and practices required by computer graphic professionals.
4. Use a variety of specialized computer graphic software, hardware and peripherals.

## Employment Opportunities

- Web designer
- Web master
- Web production

## Contact Persons

Professor Phyllis Owens, Coordinator  
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E-mail: powens@camdencc.edu  
Professor Elaine Reeder, ext. 4556  
E-mail: ereeder@camdencc.edu

# Web Design Development

Degree: Academic Certificate  
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-104	Digital Design Fundamentals	3
CGR-112	Computer Graphic Design II	3
CGR-113	Web Page Design I	3
CGR-231	Video Imaging Technology I	3
CGR-121	Multimedia Technology I or	
CGR-253	Digital Illustration	3
		<b>15</b>
<b>Second Year/First Semester</b>		
ENG-101	English Composition I	3
CGR-214	Web Page Design II	3
CGR-215	Web Multimedia	3
CGR-270	Computer Graphics Internship/Co-op or	
.....	Studio Elective	3
		<b>12</b>
	<b>Total Minimum Credits</b>	<b>33</b>

### Highlight

There are cooperative education opportunities with local employers.