

Microsoft Office

Office Administrator Specialist



Looking for a career in administrative services? This is the course for you! The Office Administrator Specialist teaches students the basics of office management, computerized accounting, typing, scheduling, project management, conflict resolution, and communication skills. Within this program students will become proficient in Microsoft Office products including Word, PowerPoint, Excel, and Access. The level of expertise will afford students the opportunity to become a certified Microsoft Office Specialist (MOS). This designation will give you the edge over your competition in the job market. Also, students will learn how to create a professional resumes, conduct a successful job search, and how to interview with potential employers. 25 CEU's

Hours: 250
Total Cost: \$3,999 (tuition \$1625, lab fees \$2174, materials \$200)
Course #: CE.CST 035



Not Eligible for Senior Citizen Discount

CERTIFICATION TESTS (not included)

- Microsoft Office Specialist - Word - Core (Certiport)
- Microsoft Office Specialist - Excel - Core (Certiport)
- Microsoft Office Specialist - Access - Core (Certiport)
- Microsoft Office Specialist - PowerPoint - Comprehensive (Certiport)

CLASSES FORMING NOW!
Please see Web site for dates and times.
www.camdencc.edu/ce
856-874-6004

Microsoft Project

Successful completion of the Microsoft Project exam indicates a comprehensive understanding of Microsoft Project 2000. This core-level Microsoft Office Specialist (MOS) certification is appropriate for Construction engineers, Local area network (LAN) managers, Webmasters, Programmers, and Analysts. Microsoft Project is also appropriate for those responsible for projects consisting of multiple tasks, for customizing graphs and reports, and for communicating project information and status. The Microsoft Project certification will also demonstrate to superiors or prospective employers an aptitude for formal project management. Students will learn to create a project plan, track a project, communicate Project Information, project customization, and multiple project management. 2.4 CEU's

Certification Tests: Microsoft Project 2000 Core
(MOS Testing Center)

Total Cost: \$599 Certification Tests are not included
(tuition \$253, lab fees \$306, materials \$40)
Course #: CE.CST 039-71
Dates: 9/11 – 9/20
Days & Time: Tuesdays & Thursdays 9:00 AM – 3:00 PM
Location: Camden Technology Center, Room 204

MICROSOFT OFFICE 2007

Microsoft Office – LEVEL I

This course provides an excellent avenue to obtain a firm foundation in Microsoft's most popular Office Applications! This 42 hour hands-on course includes training on Microsoft WORD, EXCEL, POWERPOINT, and ACCESS. At the conclusion of this program, you will be able to easily navigate through the features of Microsoft's Office applications. 4.2 CEU

Cost: \$599 (Tuition \$252; lab fees \$294, and text & materials \$53)
Cherry Hill, Rohrer Center, Room 201
CE.CMS 034-41 9/8 – 10/22
14 sessions T, R, 6:30-9:30 p.m.

Microsoft Office – LEVEL II

This course provides the perfect supplement to Office Level I This 24 hour hands-on course continues where the Office Level I course ends. You will learn the advanced features and functions of Microsoft's WORD, EXCEL, ACCESS, and POWERPOINT to create the optimum documents, databases, and presentations. 2.4 CEU

Cost: \$299 (Tuition \$120; lab fees \$145; text & materials \$34)
Cherry Hill, Rohrer Center, Room 201
CE.CMS 035-41 10/27 – 11/19
8 sessions T, R, 6:30-9:30 p.m.

The Microsoft courses on this page are not eligible for Senior Citizen Discount

Need More Information?

Call us at 856-874-6004

Microsoft Office

Microsoft Office – LEVEL III

This advanced course provides instruction in the Microsoft Office Suite of WORD, EXCEL, POWERPOINT and ACCESS. This 18-hour course will cover detailed applications on the most popular functions in each of the software packages to help you master the applications. 1.8 CEU

Cost: \$229

(Tuition \$79; lab fees \$125; text & materials \$25)

Cherry Hill, Rohrer Center, Room 201

CE.CMS 064-41 11/24 – 12/15

6 sessions T, R, 6:30-9:30 p.m.

Microsoft Office 2007 Proficiency Certificate Program

Achieving success in today's competitive environment requires a strong foundation in computer and software skills. Computer skills

are no longer an asset but a requirement for positions across all levels of an organization. Employers expect that job applicants will possess the computer and software skills necessary to be self-starters. In this program, you will be given hands-on detailed instruction in microcomputer training, keyboarding, Word, Excel, Access, and Powerpoint. In addition, training will be given in written and oral communication, conducting a successful job search, tips for resume writing and essential interviewing skills. If they wish, individuals may choose to sit for the Microsoft examinations to become certified after the course is over. 12.0 CEU

Blackwood Location, CIM 219

Cost: \$1595 (tuition \$600; lab \$900; textbooks \$95)

CE.CMS 051-01 9/28 – 11/11

20 sessions M, W, F, 9:30 a.m. – 4:30 p.m.

Computer Training Institute

LEARN, LUNCH, AND LAUNCH YOUR SKILL!

Learn today—put your skills to work tomorrow!

The following hands-on seminars will teach you the computer skills you need to know to get the job done! Seminar cost includes training materials and lunch. One hour break will be provided for lunch. .6 CEU

Cost: \$109 (Tuition \$36; lab fees \$54, and materials & text \$19) (Includes lunch)

All classes below will be held in the Heritage Building, Room 103, Rte. 70, Cherry Hill, next to the William G. Rohrer Center.

ONE-DAY SEMINARS Cherry Hill Offerings

*All seminars meet from
9 a.m. to 4 p.m.*

Cost: \$99

(Tuition \$36; lab fees \$44, and materials & text \$19)

Introduction to Personal Computers

CE.CMS 001-30 F, 9/11

CE.CMS 001-31 M, 10/12

Windows XP

CE.CMS 058-30 M, 9/14

CE.CMS 058-31 W, 10/21

Microsoft WORD I

CE.CMS 036-30 F, 9/18

CE.CMS 036-31 F, 10/23

Microsoft WORD II

CE.CMS 037-30 F, 9/25

CE.CMS 037-31 R, 10/29

Microsoft EXCEL I

CE.CMS 038-30 W, 9/9

CE.CMS 038-31 T, 10/13

Microsoft EXCEL II

CE.CMS 039-30 W, 9/16

CE.CMS 039-31 R, 10/22

Microsoft EXCEL III

CE.CMS 069-30 T, 9/22

Microsoft EXCEL Power User

CE.CMS 070-30 R, 9/24

EXCEL Pivot Tables and Pivot Charts

CE.CMS 067-30 R, 10/1

EXCEL Formulas and Functions

CE.CMS 068-30 F, 10/9

Microsoft ACCESS I

CE.CMS 040-30 M, 9/21

CE.CMS 040-31 F, 10/16

Microsoft ACCESS II

CE.CMS 041-30 W, 9/30

CE.CMS 041-31 W, 10/28

Microsoft POWERPOINT I

CE.CMS 042-30 W, 9/23

CE.CMS 042-31 F, 10/30

Microsoft POWERPOINT II

CE.CMS 043-30 F, 10/2

CE.CMS 043-31 R, 11/12

Computer Training Institute

Keyboarding Fundamentals

This hands-on course is designed for the new computer user or for those wishing to learn the proper finger placement in keyboarding. The course will help you learn and develop proper keyboarding skills using the method of touch. After learning the keyboard, you will begin to improve accuracy and speed. Students should be familiar with a personal computer and have experience using the mouse. .8 CEU

Cost: \$79

Cherry Hill Location, Heritage Square, Room 103

CE.CMS 030-41 9/14 – 9/23

4 sessions M, W, 6:30-8:30 p.m.

Introduction to Personal Computers

For the beginner or new user who wants to learn the essentials and gain hands-on experience with the computer. Course topics will include an overview of the computer, hardware components, and operating systems. In addition, the course will cover terminology as well as an overview of software applications such as word processing, spreadsheets, etc. .6 CEU

Cost: \$99

(Tuition \$36; lab fees \$44 and materials & text \$19)

Cherry Hill Location

CE.CMS 001-41 9/15 – 9/17

2 sessions T, R, 6:30-9:30 p.m.
Heritage Square 103

CE.CMS 001-21 10/3 – 10/10

2 sessions S, 9 a.m.-12 noon
Heritage Square 103

CE.CMS 001-42 10/26 – 10/28

2 sessions M, W, 6:30-9:30 p.m.
Heritage Square 103

Introduction to Windows Vista

Microsoft's years-in-the-making new operating system has finally arrived. What's new? What's different? Should you upgrade from XP? In this course you'll learn everything you need to know about basic Windows Vista operation. .6 CEU

Cost: \$99

(Tuition \$36; lab fees \$44; materials \$19)

Blackwood Location, CIM Center

CE.CMS 065-51 10/2 – 10/9

2 sessions F, 6:30-9:30 p.m.

CE.CMS 065-01 9/8 – 9/10

2 sessions T, R, 6:30-9:30 p.m.

DAY ABBREVIATIONS

M=Monday, T=Tuesday, W=Wednesday,
R=Thursday, F=Friday, S=Saturday, U=Sunday

Introduction to Windows Vista

Online training course – see the Online section in this brochure for more information.

Introduction to Windows XP

This hands-on course will train you in the use of all of Windows XP's new features. Learn to master configuring services and set up users, navigation of new menus, configure folder and file sharing and security; and an overview of Windows XP extensive multimedia support. .6 CEU

Cost: \$99

(Tuition \$36; lab fees \$44 and materials & text \$19)

Cherry Hill, Heritage Square, Room 103

CE.CMS 058-41 9/18 – 9/25

2 sessions F, 6:30-9:30 p.m.

Blackwood Location, CIM 219

CE.CMS 058-51 9/8 – 9/10

2 sessions T, R, 6:30-9:30 p.m.

MICROSOFT WORD 2007

The most widely used word processor in the world! Learn to create and edit documents, change the styles and fonts of your work, and utilize the easy-to-use toolbar capabilities. In addition, learn to format text, paragraphs, and entire documents and create and format tables. In Level II, enhance your skills by learning graphics, mail merge, styles and templates, and multi-page documents.

WORD I

Prerequisite: Knowledge of the PC and Windows

Cost: \$159

(Tuition \$72; lab fees \$68 and materials & text \$19) 1.2 CEU

Cherry Hill Location

CE.CMS 036-41 9/28 – 10/7

4 sessions M, W, 6:30-9:30 p.m.
Heritage Square 103

CE.CMS 036-42 10/27 – 11/5

4 sessions T, R, 6:30-9:30 p.m.
Heritage Square 103

Blackwood Location, CIM 219

CE.CMS 036-51 9/14 – 9/23

4 sessions M, W, 6-10 p.m.

WORD II

Prerequisite: Knowledge of the PC and Windows and Word I

Cost: \$99

(Tuition \$36; lab fees \$44 and materials & text \$19) .6 CEU

Cherry Hill Location

CE.CMS 037-41 10/12 – 10/14
2 sessions M, W, 6:30-9:30 p.m.
Heritage Square 103

CE.CMS 037-42 11/10 – 11/12

2 sessions T, R, 6:30-9:30 p.m.
Heritage Square 103

Computer Training Institute

MICROSOFT EXCEL 2007

Never before have spreadsheets had such powerful features! In

Level I, learn to create simple or complex financial sheets and organize data with impressive word processing capabilities. Learn to build and edit worksheets, format, and work with charts and formulas. In

Level II, you will learn to create complex formulas, work with multiple spreadsheets, enhance charts and worksheets. In **Level III**, you will learn math and statistical functions, lookups, data tables, exporting and importing and Smart Art.

Excel I

Prerequisite: Knowledge of the PC and Windows

Cost: \$159

(Tuition \$72; lab fees \$68 and materials & text \$19) 1.2 CEU

Cherry Hill Location

CE.CMS 038-41

4 sessions

9/22 – 10/1

T, R, 6:30-9:30 p.m.

Heritage Square 103

CE.CMS 038-21

4 sessions

10/17 – 11/7

S, 9 a.m. - 12 p.m.

Heritage Square 103

CE.CMS 038-43

4 sessions

11/2 – 11/11

M, W, 6:30-9:30 p.m.

Heritage Square 103

Blackwood Location, CIM 219

CE.CMS 038-51

4 sessions

9/15 – 9/24

T, R, 6:30-9:30 p.m.

Excel II

Prerequisite: Knowledge of the PC and Windows and Excel I

Cost: \$99

(Tuition \$36; lab fees \$44 and materials & text \$19) .6 CEU

Cherry Hill Location

CE.CMS 039-41

2 sessions

10/20 – 10/22

T, R, 6:30-9:30 p.m.

Heritage Square 103

CE.CMS 039-42

2 sessions

11/16 – 11/18

M, W, 6:30-9:30 p.m.

Heritage Square 103

Excel III

Prerequisite: Excel I and II or prior knowledge of Excel

Cost: \$99

(Tuition \$36; lab fees \$44 and materials/text \$19) .6 CEU

Cherry Hill Location

CE.CMS 069-41

2 sessions

Heritage Square 103

10/23- 10/30

F, 6:30-9:30 p.m.

Excel Power User

Prerequisite: Advanced and Experienced User of Excel

In the power user level, you will explore advanced features of Excel using formulas, functions, and arrays. In addition, we will learn advanced editing and formatting using the paste special

command, merging styles, and chart formatting options. Also, covered will be analyzing and sharing information with a review of wizard add-ins, embedding and linking, and automating Excel.

Cost: \$99

(Tuition \$36; lab fees \$44 and materials/text \$19) .6 CEU

Cherry Hill Location

CE.CMS 070-41

2 sessions

Heritage Square 103

11/6 – 11/13

F, 6:30-9:30 p.m.

MICROSOFT POWERPOINT 2007

Create impressive animated presentations, flyers, signs, and advertising layout using Powerpoint's special features. Add sound, images, and moving objects.

Powerpoint

Prerequisite: Knowledge of the PC and Windows

Cost: \$99

(Tuition \$36; lab fees \$44 and materials & text \$19) .6 CEU

Cherry Hill Location

CE.CMS 042-41

2 sessions

10/19 – 10/21

M, W, 6:30-9:30 p.m.

Heritage Square 103

CE.CMS 042-42

2 sessions

11/17 – 11/19

T, R, 6:30-9:30 p.m.

Heritage Square 103

Blackwood Location, CIM 219

CE.CMS 042-51

2 sessions

9/11 – 9/18

F, 6:30-9:30 p.m.

MICROSOFT ACCESS 2007

Create and design databases using this popular tool from Microsoft. Learn how to analyze data, locate information easily, and manage data integrity. In Level II, learn how to create multiple table queries, develop forms, and create advanced queries.

Access I

Prerequisite: Knowledge of the PC and Windows

Cost: \$159

(Tuition \$72; lab fees \$68 and materials & text \$19) 1.2 CEU

Cherry Hill Location

CE.CMS 040-41

4 sessions

10/6 – 10/15

T, R, 6:30-9:30 p.m.

Heritage Square 103

CE.CMS 040-42

4 sessions

11/30 – 12/9

M, W, 6:30-9:30 p.m.

Heritage Square 103

Blackwood Location, CIM 219

CE.CMS 040-51

4 sessions

9/25 – 10/16

F, 6:30-9:30 p.m.

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Access II

Prerequisite: Knowledge of the PC and Windows, and Access I
Cost: \$99
(Tuition \$36; lab fees \$44 and materials & text \$19) .6 CEU

Cherry Hill Location

CE.CMS 041-41 12/1 – 12/3
2 sessions T, R, 6:30-9:30 p.m.
Heritage Square 103

Blackwood Location, CIM 219

CE.CMS 041-51 10/23 – 10/30
2 sessions F, 6:30-9:30 p.m.

Diagnose and Troubleshoot Your Personal Computer

This course will help you learn from the inside out! Learn how to setup, diagnose, and correct many of the problems experienced with hardware. Learn the terminology and procedures of upgrading your computer and the installation of components to your system. Learn what to do when things don't work the way they should. 1.2 CEU
Cost: \$159 (Tuition \$60; lab fees \$60 and materials & text \$39)

Cherry Hill, Rohrer Center

CE.CMS 029-41 9/22 – 10/1
4 sessions T, R, 6:30-9:30 p.m.

CE.CMS 029-21

10/19 – 10/28
4 sessions M, W, 6:30-9:30 p.m.

Computer Network Fundamentals

This course will provide you with an introductory approach in developing a fundamental knowledge of computer networks and how they function. Topics will include network components and how they work; how data is transmitted over a network; and network topologies and protocols. Students should have a basic knowledge of computers and hardware components prior to enrolling in this class. 1.2 CEU
Cost: \$159 (Tuition \$60; lab fees \$60 and materials & text \$39)

Rohrer Center, Cherry Hill

CE.CMS 032-41 9/26 – 10/17
4 sessions S, 9 a.m.-12 p.m.

Introduction to the Macintosh

Don't confuse apples and oranges! This entry level course for the new MAC user will introduce you to the hardware and software components of your MAC. Topics will include connecting devices to your MAC, basic mouse and keyboard skills, and understanding files and folders. .6 CEU
Cost: \$99 (Tuition \$36; lab fees \$44; materials \$19)

Cherry Hill, Rohrer Center, Room 210

CE.CMS 046-41 9/21 – 9/28
2 sessions M, 6:30-9:30 p.m.



iLife '08 – Overview

This hands-on course is designed to lead participants through the incredible features of iLife '08. iLife, a software suite included on new Macs, integrates easy-to-use software to help you create, edit and organize photos, movies, music, websites, and blogs right from your home computer! This course, spanning four sessions, examines components of iPhoto, iMovie, GarageBand, and iWeb. If you want to take your home movies and photos to the next level or learn to create and share original movies, music, blogs, podcasts and websites, this is the class for you!

Cost: \$199

Cherry Hill, Rohrer Center, Room 210

CE.CST 301-71

Hours: 12

Make Money on eBay

Over 65 million people visit eBay every 24 hours. At last count the site had nearly 50 million registered buyers and sellers — and thousands more join everyday. eBay is replacing garage sales, yard sales, flea markets, swap meets, and even many types of conventions and shows — such as antique and collectible shows. Students will learn how to sell, buy, open accounts, research and list items, set pricing, open a PayPal account, monitor listings, and complete transactions. Topics will also include marketing your items with photography, the importance of feedback, and shipping and receiving your ebay items. 8.0 CEU's

CE.CPG 014

8 Hours

Cost: \$99 (Tuition 36, lab fees \$36, Text & Materials \$27)

Section 71:

1 session 9/6
Camden Technology Center, S 9 a.m.-5 p.m.
Room 204

Section 41:

1 session 11/15
Blackwood, CIM 201 S 9 a.m.-5 p.m.

Not eligible for Senior Citizen Discount

COMPUTERIZED ACCOUNTING

Quickbooks 2009

Looking for a popular accounting software developed for small business owners? Try Quickbooks! This easy to use software will help you with all of the key business features you need to rely on to maintain and manage your business. Participants will learn how to process and keep track of invoices, pay bills, track inventory, process payroll, and report revenue. Quickbooks can even be customized to your meet your particular business needs. 1.8 CEU
Cost: \$265

(Tuition \$75; lab fees \$135; and text & materials \$55)

Cherry Hill Location

CE.ACC 008-41 9/18 – 10/23
6 sessions F, 6:30-9:30 p.m.

or

CE.ACC 008-42 11/6 – 12/18
6 sessions F, 6:30-9:30 p.m. (no class 4/10)

Computer Training Institute

Forensic Computer Examiner

The forensic computer examiner field has grown tremendously in the past few years. For many years, law enforcement officers have been the primary forensic computer examiners, however, as criminal defense attorneys, and later civil attorneys, encountered the law-enforcement examiners, the need for qualified civilian forensic computer examiners grew. Currently, there is a huge demand for certified, qualified forensic computer examiners. Some trained examiners have started their own businesses, some work for large companies, and others work for law-enforcement agencies.

This comprehensive online program prepares individuals for a career in this emerging field. Through this training, students learn to retrieve evidence and prepare reports, based on that evidence,

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which will stand up in a court of law. A section on the ethics of computer forensics and on the preparation and analysis of investigation results is also included.

The primary certification for civilian forensic computer examiners is the Certified Computer Examiner (CCE®) certification. The online Forensic Computer Examiner program is an authorized CCE training course and thoroughly prepares students to take the CCE certification exam. Obtaining a quality forensic computer-examiner education is the best way to prepare for the profession. This online, self-paced program prepares students for CCE certification. Students will be paired with an instructor for one-on-one assistance. See online section for registration details.

Cost: \$3,095
CE.ONL 467

Manufacturing Technology Courses

CNC stands for computer numerical control. It is a versatile system that allows you to control the motion of tools and parts through computer programs that use numeric data. In today's world of global competition, a company can not survive without "state-of-the-art" technically trained machine operators. Camden County College's goal is to provide this training. These practical, hands-on classes give our students the knowledge they need to perform these high demand jobs.

CNC Operations

This course teaches operation of Computer Numerical Control (CNC) mills, lathes, machining centers, operation of machine tools with controllers, file management, fixture and tool offsets, feeds and speeds, and safety. 2.4 CEU

Cost: \$499 (Tuition \$170; lab fees \$260; text & materials \$69)

Blackwood Location, CIM Factory Floor

CE.MFG 003-51 S, 8:30 a.m.-12:30 p.m.

CNC Programming

This course teaches RS274D standard codes (M&G codes), advanced techniques in CNC programming and Computer Aided Manufacturing (CAM). 2.4 CEU

Cost: \$499 (Tuition \$170; lab fees \$260; text & materials \$69)

Blackwood Location, CIM Factory Floor

CE.MFG 004-51 S, 8:30 a.m.-12:30 p.m.

MasterCAM Mill Level I

This course offers an introduction to CAM programming, MS-DOS, MS Windows, and the MasterCAM menu structure. Topics covered in depth are geometry and tool path definition for machined parts, construction plane definitions, CNC code generation, and communicating CNC code to the machine tool controller. Examples used support the 3 axis capabilities of MasterCAM. 2.1 CEU

Cost: \$525 (Tuition \$172; lab fees \$283 and text & materials \$70)

Blackwood Location, CIM Factory Floor

CE.MFG 005-51

6 sessions

MasterCAM Mill Level II

Prerequisite: MasterCAM Mill experience

This course teaches the use of MasterCAM's advanced surfacing capabilities including NURBS and Parametric surfaces, 3D geometry creation, 3D tool paths, construction planes to control tool axis orientation, complex surface creation and manipulation including the Coon's patch surface, intersection of surfaces, surface projections, surface shading and MCTV. 2.1 CEU

Cost: \$525 (Tuition \$172; lab fees \$283 and text & materials \$70)

Blackwood Location, CIM Factory Floor

CE.MFG 006-51

6 sessions

SPECIALIZED MANUFACTURING & TECHNOLOGY

CNC/CAM Programming Project Study

This specialized 60-hour course will focus on instruction in CNC machine setup and CNC manual programming for both mills and lathes. CAM programming concepts will be introduced using MasterCAM software. In addition, full 3D wire frames will be constructed and surfaced with all current surfacing technology. 6.0 CEU

Cost: \$3,750 (tuition \$1995; lab fees \$1510; and text & materials \$245)

Blackwood Location, CIM Factory Floor

CE.MFG 008

15 sessions

**Please call
(856) 374-4955**
for exact class dates and
meeting times for
Manufacturing Technology Classes.