

# Online Certificate Programs

## Crave Flexibility – Put Learning at Your Fingertips!

Camden County College is pleased to be partnered with Education to Go to offer a variety of online training courses and certificate programs offered by Gatlin Education. Update your skills, discover a new talent, or chart a career path at your convenience and at your own pace with our online courses. All you need to get started is internet access, an e-mail address, and a web browser. All instruction takes place on your computer at home or work.

All online courses run for six weeks, and students will be granted access to two lessons each week. Each course comes complete with an online classroom. You will be able to use your web browser to access the online classroom and obtain your lessons, tutorials, demonstrations, assignments, and quizzes. Each lesson is accompanied by an interactive discussion area. Quizzes and assignments should be completed within ten days from the date the lesson is released. Read your lessons and ask questions of your instructor at times that are convenient to you. Each course concludes with a final exam, and you will have ten days after your course ends to submit the exam. After you complete a course satisfactorily, you should immediately download a "letter of course completion" for your records. If you wish to request a Certificate of Completion from the college, you must send us a copy of your letter of completion from the online course. Once this information is received, we can generate a college certificate for you. If you are completing an online certificate program, you will need to send us a copy of your letter of completion for each course within the certificate program. Once received, we will generate a college certificate for you indicating completion of the entire certificate.

Please visit [www.ed2go.com/camdencc](http://www.ed2go.com/camdencc) for course descriptions, outlines, special requirements or textbooks required, demonstrations, and additional information.

**Course Start Dates:** All courses run for six weeks. A new section of each course will begin on the start dates listed below. Please choose your desired start date from the list of available sections below:

Section #	Course Dates	Start Date
01	September 16 – October 23	September 16
02	October 21 – November 27	October 21
03	November 11 – December 18	November 11
04	December 9 – January 15	December 9



### Computer and Internet Courses

Course Listing	Cost	Course #	Course Listing	Cost	Course #
Introduction to the Internet	\$85	CE.ONL 200	Photoshop CS2 for the Digital Photographer	\$85	CE.ONL 392
Introduction to Outlook 2007	\$85	CE.ONL 201	Photoshop CS3 for the Digital Photographer	\$85	CE.ONL 436
Creating Web Pages	\$85	CE.ONL 202	Introduction to Photoshop CS2	\$85	CE.ONL 415
Creating Web Pages II	\$85	CE.ONL 412	Introduction to Photoshop CS4	\$85	CE.ONL 463
Designing Effective Websites	\$85	CE.ONL 291	Intermediate Photoshop CS2	\$85	CE.ONL 425
Microsoft FrontPage 2003	\$85	CE.ONL 376	Intermediate Photoshop CS3	\$85	CE.ONL 453
Introduction to Quickbooks 2009	\$85	CE.ONL 207	Creating Web Graphics with Photoshop CS3	\$85	CE.ONL 437
Microsoft Publisher 2007	\$85	CE.ONL 209	Design Projects for Adobe Illustrator	\$85	CE.ONL 454
Introduction to Networking	\$85	CE.ONL 253	Introduction to Illustrator CS3	\$85	CE.ONL 459
Intermediate Networking	\$85	CE.ONL 296	Introduction to InDesign CS3	\$85	CE.ONL 460
Introduction to PC Troubleshooting	\$85	CE.ONL 256	Introduction to Dreamweaver	\$85	CE.ONL 422
Wireless Networking	\$85	CE.ONL 372	Introduction to Dreamweaver CS3	\$85	CE.ONL 455
Introduction to Windows XP	\$85	CE.ONL 257	Intermediate Dreamweaver CS3	\$85	CE.ONL 456
Introduction to Oracle	\$85	CE.ONL 271	C++ for the Absolute Beginner	\$85	CE.ONL 361
Introduction to Database Development	\$85	CE.ONL 272	Introduction to Visual Basic 2008	\$85	CE.ONL 342
Introduction to SQL	\$85	CE.ONL 273	Introduction to PC Security	\$85	CE.ONL 394
Introduction to Perl Programming	\$85	CE.ONL 274	Introduction to Linux	\$85	CE.ONL 409
Introduction to Microsoft Visio 2007	\$85	CE.ONL 461	Introduction to C# Programming	\$85	CE.ONL 389
Introduction to Java	\$85	CE.ONL 294	Intermediate to C# Programming	\$85	CE.ONL 413
Intermediate Java	\$85	CE.ONL 468	Introduction to Microsoft Project	\$85	CE.ONL 414
Introduction to the Game Industry	\$85	CE.ONL 312	Introduction to ASP.NET	\$85	CE.ONL 421
Introduction to Flash MX	\$85	CE.ONL 346	Introduction to Alice 2.0 Prog.	\$85	CE.ONL 424
Introduction to Flash 8	\$85	CE.ONL 423	Introduction to Windows Vista	\$85	CE.ONL 430
Introduction to Crystal Reports 10	\$85	CE.ONL 348	Introduction to CSS and HTML	\$85	CE.ONL 431
Intermediate Oracle	\$85	CE.ONL 360	Introduction to PHP and MySQL	\$85	CE.ONL 438

## Online Courses on pages 24-29

For class start dates and registration information, please see the listing under online training classes above or log onto [www.ed2go.com/camdencc](http://www.ed2go.com/camdencc). Also, please review course descriptions for any special requirements or materials/textbooks required. For career program details, please log onto [www.gatlineducation.com](http://www.gatlineducation.com).

# Online Training Classes

## How to Register for Online Courses

Select your courses and your desired start date from the listings indicated. The course number is listed next to the course. The section number (the last 2 digits of the course number) is determined by your desired start date. Please see the section "Course Start Dates" for a complete listing.

Submit your registration form by any of the methods below:

**Mail** – Complete the form and mail to the address at the top.

**FAX** – Complete the form including your credit card information and fax to the number at the top of the form.

**In-person** – Visit any of our locations to complete the registration process.

### Blackwood Campus

- Registrar's Office  
CIM Center
- Continuing Education Office  
CIM Center, Room 207

### William G. Rohrer Center (Cherry Hill)

- Information Desk

We request that you register no later than one week before the start date of your class. For more information, please call us at (856) 374-4955.

After registration and payment, please log onto [www.ed2go.com](http://www.ed2go.com) and complete the orientation session where you will enter your e-mail and choose a password. You must follow these instructions to participate in the required online orientation at [www.ed2go.com/camdenc](http://www.ed2go.com/camdenc) before the start day of your class. Participation is required in order to gain access to the online training.

Please review all course descriptions thoroughly; we cannot issue any refunds for online courses once you have been authorized to access the lessons to begin training.

*Note: Course discounts or waivers of any kind do not apply to online courses.*

## Certificate in Project Management Principles

(Courses can also be taken individually)

Project Management Fundamentals	\$85	CE.ONL 326
Project Management Applications	\$85	CE.ONL 327

## Certificate in Purchasing

(Courses can also be taken individually)

Purchasing Fundamentals	\$85	CE.ONL 351
Purchasing Applications	\$85	CE.ONL 352

## Certificate in Total Quality

(Courses can also be taken individually)

Six Sigma: Total Quality Fundamentals	\$85	CE.ONL 353
Six Sigma: Total Quality Applications	\$85	CE.ONL 354

## Certificate in Business Applications Mastery

Mastery of Business Fundamentals	\$85	CE.ONL 331
Mastery of Business Applications	\$85	CE.ONL 332

## Administrative Assistant Certificate

(Course can also be taken individually)

Administrative Assistant Fundamentals	\$85	CE.ONL 302
Administrative Assistant Applications	\$85	CE.ONL 366

## Certificate in Manufacturing

(Courses can also be taken individually)

Manufacturing Fundamentals	\$85	CE.ONL 370
Manufacturing Applications	\$85	CE.ONL 371

## Certificate in Paralegal Studies

(Courses can also be taken individually)

Legal Terminology & Process	\$195	CE.ONL 305
Legal Documents and Analysis	\$195	CE.ONL 306
Evidence, Legal Interviewing	\$195	CE.ONL 307
Legal Authority and Research	\$195	CE.ONL 308
Legal Writing/Appellate Procedure	\$195	CE.ONL 309
Law Office Admin. & Advocacy	\$195	CE.ONL 310

## Certificate in Paralegal Studies\*\* Course Descriptions

### CE.ONL 305 – Legal Terminology, Process, Ethics, Tort and Contract Law

This course provides an overview of the American judicial system focusing on the origins of American law and the litigation process. Specific topics will include the litigation process, paralegals, legal terminology, ethical considerations, federal rules of Civil procedure, contract law, and tort law.

### CE.ONL 306 – Legal Documents and Analysis

This course provides an overview of common legal documents. Students will prepare sample documents and learn to analyze legal problems. Specific topics will include legal analysis, legal documents, demand letters, pleadings, motions and orders, and depositions.

### CE.ONL 307 – Evidence, Legal Interviewing and Investigation

This course provides an overview of how evidence is gathered and used in a civil case. Specific topics will include federal rules of evidence, relevancy and privilege, legal investigation, fact gathering, evidence and investigation, client and witness interviews.

# Online Certificate Programs

## CE.ONL 308 – Legal Authority and Research

This course provides students with the skills needed to conduct legal research. Specific topics will include mandatory and persuasive authority, legal research, research tools, legal encyclopedias, digests, and citation format.

## CE.ONL 309 – Legal Writing, Appellate Procedure, and Computers

This course explains the use of computers in legal research and how to improve your legal writing skills. Students will prepare a sample appellate brief as part of their skill development. Specific topics will include computerized legal research, legal writing, appellate procedure, appellate briefs, argument and conclusion.

## CE.ONL 310 – Law Office Administration, Advocacy, and Job Search Techniques

This course provides a look into the paralegal in the law office and presents techniques for finding a job as a paralegal. Specific topics will include law office administration, office procedures, litigation assistantship, agency hearings, informal and formal advocacy, real estate and business documents, wills, trusts, and bankruptcy documents, and job hunting skills.

\* *The above courses require additional book purchases by students. Please see individual course descriptions online for exact titles. Books must be purchased by students on their own and are not part of the college's bookstore offerings. Books should be obtained before the online course begins..*

## Certificate in Gerontology

(Consists of a total of 10 courses – 4 core and 6 elective)

*Please see online course description for requirements and procedures*

### Core:

Introduction to Gerontology  
Physiology of Aging  
Mental Health and Aging  
Healthy Aging

### Elective courses:

Spirituality and Aging  
Pain Assessment and Management in the Older Adult  
Sleep and Aging  
The Older Woman  
Elder Abuse

Cost: \$198

CE.ONL 319

## Certificate in Pain Assessment and Management

Pain assessment and management is a critical part of compassionate and effective patient care. Many providers, patients, families, and regulatory agencies are requiring health care providers to be more accurate with their pain assessment skills and more effective in their pain management strategies. Scientific advancements in the understanding of the mechanisms of pain, multidisciplinary methods of assessment and management, and the improvement of medications to treat pain have contributed to the wealth of knowledge in this area. This certificate program is designed to enhance the knowledge and skills of nurses who work with patients who are in pain. The program will provide sound knowledge about the newest methods of pain assessment and management; build skills and competencies in this area; and enhance your professional knowledge and marketability. The program consists of six courses:

Pain Theory and Assessment Principles

Interventions and Treatment of Pain

Pain Management in the Adult

Pain Management in Special Populations: Children and Elderly

Pain Management in Special Populations: Surgery, Cancer, HIV

Treatment of Pain at the End of Life

*Please see online course section in this brochure for registration information.*

Cost: \$179

CE.ONL 368

## Certificate in Perinatal Issues

This certificate program is a multidisciplinary educational experience designed to enhance the knowledge and skills of individuals who provide care and support for childbearing women, newborns, and families. The demand for knowledgeable providers to meet the needs of this population is dramatically increasing. If you are a health care professional who works with this population or would like to, this program will provide you with the emerging trends in this specialized area of health care. The program consists of four courses:

Pregnancy Induced Hypertension

Diabetes in Pregnancy

Prevention of Neonatal Group B Streptococcal Infection

Postpartum Depression

*Please see online course section in this brochure for registration information.*

Cost: \$119

CE.ONL 369

# Need More Information?

Call us at 856-874-6004

# Gatlin Online Certificate Programs

## Medical Coding and Billing Career Certificate Program

Seven of the ten fastest growing occupations are currently in the health care industry, and the outlook for billing continues to be good. A Career Certificate in Medical Coding and Billing will show future employers that you are well-trained in billing, medical codes, creating paper records, generating billing statements, researching and auditing claims, and more. This comprehensive career certificate program can provide you with the experience you need to find new opportunities in a fast-growing field. This comprehensive program includes an instructor and all required textbooks. Students should be comfortable with basic computer activities and using the internet.

Cost: \$1,595 CE.ONL 402

## Medical Transcriptionist Career Certificate Program

Demand for medical transcriptionists is high, and employers favor transcriptionists who have completed a postsecondary training program such as this one. A Medical Transcriptionist Career Certificate will attest to the fact that you have mastered medical terminology and know how to produce a wide variety of medical reports and documents, including discharge summaries; history and physical examination reports; operative, consultation, and autopsy reports; diagnostic imaging studies; progress notes; referral letters; and more. This 240-hour comprehensive and affordable program will leave you well-prepared to start your own business or seek employment in doctor's offices, hospitals, and medical clinics. This comprehensive program includes an instructor, and a transcriber and all materials. Students should be comfortable with basic computer activities and using the internet. For a course overview, please visit [www.gatlineducation.com](http://www.gatlineducation.com).

Cost: \$1,595 CE.ONL 400

## Comp TIA A+ Certification Program

This nationally recognized CompTIA A+ certification online 320 hour training course is the industry standard for validating vendor-neutral skills expected of an entry-level computer technician. CompTIA A+ certification training opens the door to an exciting career in computer technology. This entry-level program is designed to prepare students for the CompTIA A+ Certification with IT Technician designation. This credential validates the latest skills needed by today's Computer Support Professionals and is the skills benchmark that provides an entry point into an IT career. It is highly recognized for excellence in computer hardware and operating systems covering skills such as installing, upgrading, building, repairing, configuring, troubleshooting, optimizing, diagnosing, and preventative maintenance, with additional elements of professionalism and communication and security. This program is comprised of two modules. The CompTIA A+ Certification: Essentials module provides students with the knowledge of basic hardware, operating systems, and elements of security and soft skills. The CompTIA A+ Certification: IT Technician module is appropriate for those who work, or plan to work, in a mobile or corporate technical environment, or hold a position characterized by a high-level of in-person client interaction.

Upon successful completion of this program, the student should be prepared to take CompTIA A+ Certification: Essentials (Exam 220-601) and CompTIA A+ Certification: IT Technician (Exam 220-602). In order to complete the optional hands-on exercises/labs you will need an additional computer. For course details, visit [www.gatlineducation.com/camdenc](http://www.gatlineducation.com/camdenc).

Cost: \$1,695 CE.ONL 432

## Comp TIA Security+ Certification Training

This nationally recognized CompTIA™ IT Security+ online training course and certification program helps prepare a student for the Security+ IT certification exam. Students will learn about IT industry-wide security topics, including communication security, infrastructure security, cryptography, access control, authentication, external attack, and operational and organization security. Other topics included in this course are protocols used in Linux, UNIX, and Windows 2000 in addition to the TCP/IP suite component protocols, and Ethernet operations. Students will gain knowledge in capturing, analyzing, and generating IP traffic, how to exploit protocol weaknesses and examine defensive solutions. Packet filtering, password policies, and file integrity checking are also covered. For course details, visit [www.gatlineducation.com/camdenc](http://www.gatlineducation.com/camdenc).

Cost: \$1,695 CE.ONL 457

## Certified Bookkeeper Career Program

This 80 hour online course for professional bookkeepers leads to national certification with the American Institute of Professional Bookkeepers (AIPB). The AIPB certification is a high professional standard and the only national standard for bookkeepers. Becoming a Certified Bookkeeper (CB) can increase earning potential, enhance professional status, and offer a decisive edge in any job market. This course was created by the AIPB to prepare experienced bookkeepers for the certification exam at some Prometric Test Centers. Certified Bookkeepers (CB's) are to bookkeeping what CPA's are to accounting: the elite of the profession. The web-based format allows students to move at their own pace from any web-enabled computer.

The program consists of six separate subject areas:

1. Adjusting entries
2. Correction of accounting errors (including the bank reconciliation)
3. Book and tax depreciation
4. Basic payroll
5. Merchandise inventory
6. Internal controls and fraud prevention AIPB provides students with a set of five workbooks that prepares them for each of the exams. You will need Microsoft Word and Microsoft Excel for this course. For course details, visit [www.gatlineducation.com/camdenc](http://www.gatlineducation.com/camdenc).

Cost: \$1,795 CE.ONL 440

# Gatlin Online Certificate Programs

## Certified Wedding Planner

The Certified Wedding Planning Program is perfect for the individual looking to get started as a professional wedding planner right away. This comprehensive program covers everything an aspiring wedding planner needs to know to get started in the business, from contracts to etiquette, flowers, music, day of services, marketing, business practices, trade secrets and industry specific applications. Whether you plan on working part-time, planning only a few weddings a year, or a full-time career, this program will provide all the tools necessary to work as a professional wedding planner or start your wedding planning business. The assignments are geared towards starting a business in the industry. Therefore, most assignments are tools that will be utilized in your business such as contracts, business packages, profiling templates for new clients and tools for designing a signature wedding such as fabric boards, design displays and presentation tools. Textbooks include templates and many examples for you to utilize in order to develop your own, such as contracts and service packages. There are also over 50 documents in the on-line library you can download as templates for your bridal clients.

This program covers many areas, such as Budgeting, Project Management, Vendors & Contracts, Wedding Etiquette, Wedding Customs and Traditions from over 15 different cultures worldwide, Wedding Gown Styles & Veils including the seasons top designers and videos of the most recent Truck (Fashion) Shows, Wedding Event Planning, Writing your Business Plan, Signature Wedding Design, Invitations, Public Relations, Wedding Music Selections, Sales & Marketing, Pre and Post Wedding Parties, How to expand your business, Relationship Education as well as Production and Operations Management.

Some typical tasks for a Certified Wedding Planner (CWP) include:

1. Receiving, making and documenting telephone calls to clients and vendors.
2. Scheduling appointments with vendors for clients.
3. Helping a client to unveil her personal style or wedding day vision.
4. Designing inspiration boards for new client meetings.
5. Assist a client with her wedding gown/attire selection.
6. Budget Tracking and project planning.
7. Site visits with clients for venue selection.
8. Troubleshooting and solution solving.
9. Managing and delegating task as well as tracking progress.
10. Collecting payments and performing collection activities.

Wedding planners are in demand as more and more sophisticated brides discover they can not be the bride and the wedding planner on the day of their wedding. Many professional planners run their own company while many others work for wedding businesses offering wedding planning services. For course details, visit [www.gatlineducation.com/camdencc](http://www.gatlineducation.com/camdencc).

Cost: \$1,395 CE.ONL 449

## Multimedia Design Certificate

Looking to launch your career in multimedia art and design? This nationally recognized Multimedia Design Certificate program equips you with fundamental technical and conceptual skills for this challenging interdisciplinary environment. As a student, you'll gain proficiency in the core tools for interactive development: Adobe Photoshop, Flash, and After Effects, and learn to shoot digital video and edit it in Avid or Final Cut Express. You'll learn how to create images, animations, interfaces, and motion graphics for Web-based multimedia. Hands-on projects focus on essential skills and provide experience in working in a broad range of media. Class assignments include digital image retouching and compositing, Flash animations and interfaces, scripted and documentary video-making, color and typography studies, Flash site development, and motion graphics. For course details, visit [www.gatlineducation.com](http://www.gatlineducation.com).

Cost: \$3,195 CE.ONL 458

## Principles of Green Buildings

The Principles of Green Buildings course is designed to teach an individual in the building, remodeling, or trade industry the principles they must know to make buildings perform more efficiently. It was developed and written in partnership with nationally recognized building science experts from Advanced Energy of North Carolina and is full of scientific facts, pictures, videos, graphics, and text. Everything an individual in the building, remodeling, or trade industry needs to know to make buildings perform more efficiently is introduced in this course. The Principles of Green Buildings course has also been designed to help prepare individuals for various NATE, NARI, BPI, RESNET, and other industry credentials for green building.

See online section for registration details.

Cost: \$595 CE.ONL 465

## Hospitality and Casino Management

The Hospitality and Casino Management program is intended to prepare students to work in the rapidly expanding field of Tribal Government Gaming Enterprises. This term includes all aspects of the casino operations and departments. Combining general business and management courses with casino-specific skill level and management courses, students will be prepared for an entry level position or advancement within the industry. In addition to acquiring general business and management skills, students will become familiar with the hospitality environment, and will understand the basic regulatory issues, including the terminology and implications for game protection. This program will prepare graduates to develop and lead world class hospitality services and value-added customer partnerships. Topics of study will include Introduction to Hospitality Law, Principles of Hospitality and Casino Accounting, Hospitality and Casino Marketing, Principles of Hospitality and Casino Staffing, Cultural Diversity and Hospitality Management.

Cost: \$2495 CE.ONL 469

# Gatlin Online Certificate Programs

## Event Management and Design

This exciting Event Management and Design online program is structured to provide both practical knowledge and a comprehensive understanding of the modern special event industry. Event Management and Design will equip you with the knowledge to advance in the field if you are already working in events, or to prepare you to enter the profession with an understanding of the industry and knowing what you are getting yourself into. Students will build the foundation which you can use to build a career in special events or start your own special event business. This program is split up into two modules: Special Event Management and Special Event Design and Decoration. Each module includes multiple units complete with interactive media-rich presentations. Topics include the Five Stages of Event Management, concepts of communication and synergy, different leadership styles, hiring vendors, catering, sound/light technicians, entertainment, marketing strategies, event site inspections, software for the office, event management, and CADD, and budgeting, pricing, and accounting as they relate to Event Design. See online section for registration details.

Cost: \$1895

CE.ONL 466



## 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, 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



A variety of other certificate programs are also offered through our partnership with Gatlin Education. Please visit [www.gatlineducation.com/camdenc](http://www.gatlineducation.com/camdenc) for more details. Call us at (856) 374-4955 for registration information.

## CUSTOMIZED TRAINING

### Did you know?

- Any course can be delivered at your place of employment or our three campus locations...when you need it.
- Many companies do not realize they are eligible for public grants to pay for employee training.

**For information call 856-874-6016 or e-mail [customizedtraining@camdenc.edu](mailto:customizedtraining@camdenc.edu).**