

Accounting & Payroll/Banking

Financial Reports: Understanding Debits and Credits

This course will focus on the vital tools of decision making for companies — financial reports. In this class, we will explore the accounting equation; accounting terms and concepts; the types of financial reports; and accounting processes. Specific topics will include cash accounting, accruals, allocations, prepaids, receivables, depreciation, amortization, inventory, and reserves. In addition, we will review how transactions are entered into financial records; balance sheets, income statements, and month-end closings. .8 CEU

Cost: \$69
CE.ACC 010-51
4 sessions

Blackwood Location
9/8 – 9/17
T, R, 7-9 p.m.

Quickbooks 2009

Please see course description under Computer Training section for dates and times.

Accounting Fundamentals

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

Become a Payroll Specialist!

PayTrain College and University Programs

American Payroll Association and Camden County College are proud to offer the new PayTrain series of payroll courses. As a payroll professional, you know how important it is to maintain your company's compliance by keeping up with the changing regulations and procedures. Staying current is not only important to your company's bottom line but also to your continued professional development.

The PayTrain College and University Program is comprised of two professional courses designed for all levels of payroll administration — PayTrain Fundamentals and PayTrain Mastery. Whether you are interested in preparing for the Fundamental Payroll Certification (FPC) or Certified Payroll Professional (CPP) certification exams, or are just new to the industry and need to learn the basics of payroll, our courses will help you meet your goals.

PayTrain Fundamentals

PayTrain Fundamentals teaches the fundamental payroll calculations and applications necessary for individuals who are new to the payroll industry, those who support the payroll industry, and those who are preparing for the FPC or CPP certification examinations. This course will provide you with the basic knowledge and skills required to maintain payroll compliance and prevent costly penalties. 3.0 CEU *These calculations are critical to successfully passing the FPC and CPP exams and are not covered in PayTrain Mastery.*

Topics covered in PayTrain Fundamentals include:

- Payroll fundamentals
- Fundamentals of payroll operations
- Paycheck fundamentals
- Payroll benefits basics
- Tax reporting
- Payroll accounting
- Professional administration

Cost: \$575
CE.ACC 004-51

Blackwood Location
9/24 – 12/3

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

Bank Teller Certificate Program

Becoming a teller is one of the best entry level positions opening the door to the world of banking. This program provided through Banker's Academy teaches the knowledge, skills, and attitude that make a teller successful.

Topics covered will include the history of banking, flow of money, teller responsibilities, being professional and handling confidential information, bookkeeping basics, bank products and services, types of accounts, cash drawers, transactions, customer service, communication skills, compliance, and branch security. This program is approved by the American Banker's Association. This is an online program in which students will work through each of the topics at their own pace. Once registered, students will have access to all lessons, quizzes, and exams through a dedicated website with a specialized password just for them. After registering, students will have access to the lessons for one year so they may go back and review anytime as a refresher.

Cost: \$595
CE.ACC 200

Continuous starting dates

Register in person at our Blackwood Office in the CIM Center, Room 207 or by fax at (856) 374-4861, or mail the form in the front of this brochure.

NEW

Bookkeeping/Paralegal

Certified Bookkeeper Program

The American Institute of Professional Bookkeepers (AIPB) has established a professional certification, the Certified Bookkeeper (CB) credential. Individuals possessing this credential earn the right to put "CB" after their name and will advance their careers and assure the maximum compensation for their skills. Certification distinguishes you from other bookkeepers because it proves that you can handle all of the books through the adjusted trial balance for a company of up to 100 employees or even 200 employees. To obtain certification, individuals must have at least 2 years of bookkeeping experience, pass the required examinations, and adhere to the AIPB code of ethics.

This program focuses on preparing you for the exams by helping you master the content knowledge needed for the certification and credential. Specific areas covered are:

- Adjusting entries
- Correction of Accounting errors including bank reconciliation
- Book and tax depreciation
- Payroll
- Inventory

In addition to completing the coursework, students must arrange to take the exams to obtain the credential. Instruction will be given on when and where the exams can be taken. Before undertaking this program, students should have experience in bookkeeping and the necessary accounting course experience. This course assumes a solid background and does not teach basic bookkeeping skills.

Blackwood Location

Cost: \$645 (tuition \$520; textbook and materials \$125)

CE.ACC 011-51

9/28 – 12/14

12 sessions

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

Certificate in Paralegal Studies

This specialized six-course training certificate program is now available through our online program of study. Courses include Legal terminology, legal documents and analysis, evidence, legal interviewing, and investigation, legal authority and research, legal writing, and law office administration. Please see the online course and program page in this brochure for more details.

Marketing & Sales

The Customer Connection

This seminar is devoted to the techniques used in providing total customer satisfaction. In today's customer-oriented business environment, "people" skills are critical for personal and organizational success. Organizations and corporations increase sales and revenues by offering their clients prompt and courteous service. Satisfied clients will use a service again and recommend that service to others thereby increasing a market base. Through group participation and classroom exercises, the participant will understand and be able to put into practice proven customer service techniques and strategies.

Emphasis will be placed on analyzing problems and eliminating defects in the area of customer service. .6 CEU

Cost: \$45

Blackwood Location

CE.MGT 012-51

10/21 – 10/28

2 sessions

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

prospect; reach decision makers; cold call; make effective presentations; follow up; and close the deal. This workshop will provide energy to your sales efforts whether you are new to the field or have many years of experience.

Cost: \$45

Blackwood Location

CE.MGT 078-51

11/4 – 11/11

2 sessions

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

Methods of Sales Management

Learn how to refresh your sales approach and add spark and inspiration to your sales efforts. Participants will explore ways to network;

Handling Challenging or Difficult People

Be your best professionally. Learn the types of "difficult people" and how best to handle each type. Learn how to minimize conflict and how you can also be part of the solution. Examine techniques that can be used to handle even the most difficult situation. A personality assessment tool will also be utilized as part of the class discussion to gain insight into personality and leadership. .6 CEU

Cost: \$45

Blackwood Location

CE.MGT 001-51

9/16 – 9/23

3 sessions

W, 7-9 p.m.

Sales & Marketing for "Non-Selling Professionals"

– How to acquire & retain new clients with little or no prior sales experience –

From lawyers and accountants to retailers and tradesmen, the marketplace is full of people who have no formal sales experience, yet they are responsible for bringing in new business. This course addresses the strategies, tactics, systems, processes, skills and tools that peaking performing "rainmakers" use to generate new business and to manage customer relationships. Planning to open a new business? Or hoping to improve sales at an existing one? This course debunks the myth that only certain kinds of people are good at sales & marketing. The most successful business developers are effective less for who they are and more for what they do. Learn how – step by step – the rainmakers go about generating new business. Instructor David Kramer is a senior marketing strategist, sales producer, business development consultant, performance coach & trainer.

Cost: \$69

Cherry Hill, Rohrer Center

CE.MGT 079-41

9/15 – 10/20

6 sessions

T, 7-8:30 p.m.

CE.MGT 079-42

11/3 – 12/8

6 sessions

T, 7-8:30 p.m.