

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 1/27 – 3/12
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 3/17 – 4/9
8 sessions T, R, 6:30-9:30 p.m.

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

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 4/21 – 5/7

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 2/2 – 3/18

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: \$99 (Tuition \$36; lab fees \$44, 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, 1/23

CE.CMS 001-31 M, 2/23

Windows XP

CE.CMS 058-30 M, 1/26

CE.CMS 058-31 W, 2/18

Microsoft WORD I

CE.CMS 036-30 F, 1/30

CE.CMS 036-31 F, 2/20

Microsoft WORD II

CE.CMS 037-30 F, 2/6

CE.CMS 037-31 R, 2/26

Microsoft EXCEL I

CE.CMS 038-30 W, 1/21

CE.CMS 038-31 T, 3/3

Microsoft EXCEL II

CE.CMS 039-30 W, 1/28

CE.CMS 039-31 R, 3/12

EXCEL Database Management and Analysis

CE.CMS 066-30 W, 2/4

EXCEL Pivot Tables and Pivot Charts

CE.CMS 067-30 R, 2/19

EXCEL Formulas and Functions

CE.CMS 068-30 F, 2/27

Microsoft ACCESS I

CE.CMS 040-30 M, 2/2

CE.CMS 040-31 F, 3/6

Microsoft ACCESS II

CE.CMS 041-30 W, 2/11

CE.CMS 041-31 W, 3/11

Microsoft POWERPOINT I

CE.CMS 042-30 W, 1/14

CE.CMS 042-31 F, 3/20

Microsoft POWERPOINT II

CE.CMS 043-30 F, 2/13

CE.CMS 043-31 R, 3/26

MULTI-DAY SEMINARS Cherry Hill Offerings

*All seminars meet from
9 a.m. to noon*

Cost: \$99

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

Please note: Multi-day seminars do not include lunch

Microsoft WORD I

CE.CMS 036-32 W, 3/18 – 3/25

2 sessions

Microsoft EXCEL I

CE.CMS 038-32 M, 2/9 – 2/16

2 sessions

Microsoft ACCESS I

CE.CMS 040-32 T, 2/17 – 2/24

2 sessions

Microsoft POWERPOINT I

CE.CMS 042-32 W, 2/25 – 3/4

2 sessions

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 1/13 – 1/22

4 sessions T, R, 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 1/27 – 1/29

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

CE.CMS 001-21 2/7 – 2/14

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

CE.CMS 001-42 3/9 – 3/11

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 1/23 – 1/30

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

CE.CMS 065-01 2/16 – 2/18

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

CE.CMS 065-52 3/11 – 3/18

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

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 1/14 – 1/21

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

Blackwood Location, CIM 219

CE.CMS 058-51 3/20 – 3/27

2 sessions F, 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 1/26 – 2/4

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

CE.CMS 036-42 2/23 – 3/4

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

Blackwood Location, CIM 219

CE.CMS 036-51 1/12 – 1/26 (no class 1/19)

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 2/9 – 2/11

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

CE.CMS 037-42 3/10 – 3/12

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, and use a macro.

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 2/3 – 2/12
4 sessions T, R, 6:30-9:30 p.m.
Heritage Square 103

CE.CMS 038-21 3/7 – 3/28
4 sessions S, 9 a.m. - 12 p.m.
Heritage Square 103

CE.CMS 038-43 3/23 – 4/1
4 sessions M, W, 6:30-9:30 p.m.
Heritage Square 103

Blackwood Location, CIM 219

CE.CMS 038-51 1/13 – 1/22
4 sessions 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 2/17 – 2/19
2 sessions T, R, 6:30-9:30 p.m.
Heritage Square 103

CE.CMS 039-42 4/6 – 4/8
2 sessions M, W, 6:30-9:30 p.m.
Heritage Square 103

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 2/16 – 2/18
2 sessions M, W, 6:30-9:30 p.m.
Heritage Square 103

CE.CMS 042-42 3/16 – 3/18
2 sessions M, W, 6:30-9:30 p.m.
Heritage Square 103

Blackwood Location, CIM 219

CE.CMS 042-51 1/16 – 1/23
2 sessions 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 2/24 – 3/5
4 sessions T, R, 6:30-9:30 p.m.
Heritage Square 103

CE.CMS 040-42 3/24 – 4/2
4 sessions T, R, 6:30-9:30 p.m.
Heritage Square 103

Blackwood Location, CIM 219

CE.CMS 040-51 1/30 – 2/20
4 sessions F, 6:30-9:30 p.m.

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 3/17 – 3/19
2 sessions T, R, 6:30-9:30 p.m.
Heritage Square 103

CE.CMS 041-42 4/13 – 4/15
2 sessions M, W, 6:30-9:30 p.m.
Heritage Square 103

Blackwood Location, CIM 219

CE.CMS 041-51 2/27 – 3/6
2 sessions F, 6:30-9:30 p.m.

DAY ABBREVIATIONS

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

Computer Training Institute

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 1/27 – 2/5
4 sessions T, R, 6:30-9:30 p.m.

CE.CMS 029-21 2/21 – 3/14
4 sessions S, 9 a.m.-12 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 1/24 – 2/14
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 2/2 – 2/4
2 sessions M, W, 6:30-9:30 p.m.

CE.CMS 046-42 3/30 – 4/1
2 sessions M, W, 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 2008

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 1/23 – 2/27
6 sessions F, 6:30-9:30 p.m.

or

CE.ACC 008-42 3/6 – 4/17
6 sessions F, 6:30-9:30 p.m. (no class 4/10)



Need More Information?

Call us at 856-874-6004