

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 <http://www.ed2go.com/camdenc> 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	January 21 – February 27	January 21
02	February 18 – March 27	February 18
03	March 18 – April 24	March 18
04	April 15 – May 22	April 15



Computer and Internet Courses

Course Listing	Cost	Course #	Course Listing	Cost	Course #
Intro. to the Internet	\$85	CE.ONL 200	C++ for the Absolute Beginner	\$85	CE.ONL 361
Introduction to Outlook 2003	\$85	CE.ONL 201	Photoshop CS2 for the Digital Photographer	\$85	CE.ONL 392
Creating Web Pages	\$85	CE.ONL 202	Photoshop CS3 for the Digital Photographer	\$85	CE.ONL 436
Creating Web Pages II	\$85	CE.ONL 412	Introduction to Photoshop CS2	\$85	CE.ONL 415
Microsoft FrontPage 2003	\$85	CE.ONL 376	Introduction to PC Security	\$85	CE.ONL 394
Intro. to Quickbooks 2007	\$85	CE.ONL 207	Introduction to Linux	\$85	CE.ONL 409
Microsoft Publisher	\$85	CE.ONL 209	Introduction to C# Programming	\$85	CE.ONL 389
Introduction to Networking	\$85	CE.ONL 253	Intermediate to C# Programming	\$85	CE.ONL 413
Intermediate Networking	\$85	CE.ONL 296	Introduction to Microsoft Project	\$85	CE.ONL 414
Creating a Home or Small Office Network	\$85	CE.ONL 321	Creating Web Graphics with Photoshop CS3	\$85	CE.ONL 437
Introduction to PC Troubleshooting	\$85	CE.ONL 256	Intro. to Dreamweaver MX 2004	\$85	CE.ONL 411
Wireless Networking	\$85	CE.ONL 372	Introduction to ASP.NET	\$85	CE.ONL 421
Introduction to Windows XP	\$85	CE.ONL 257	Introduction to Dreamweaver	\$85	CE.ONL 422
Introduction to Oracle	\$85	CE.ONL 271	Introduction to Flash 8	\$85	CE.ONL 423
Introduction to Database Development	\$85	CE.ONL 272	Introduction to Alice 2.0 Prog.	\$85	CE.ONL 424
Introduction to SQL	\$85	CE.ONL 273	Intermediate Photoshop CS2	\$85	CE.ONL 425
Introduction to Perl Programming	\$85	CE.ONL 274	Introduction to Windows Vista	\$85	CE.ONL 430
Designing Effective Websites	\$85	CE.ONL 291	Introduction to CSS and HTML	\$85	CE.ONL 431
Intro. to Java	\$85	CE.ONL 294	Introduction to PHP and MySQL	\$85	CE.ONL 438
Introduction to the Game Industry	\$85	CE.ONL 312	Intermediate Photoshop CS3	\$85	CE.ONL 453
Introduction to Flash MX	\$85	CE.ONL 346	Design Projects for Adobe Illustrator	\$85	CE.ONL 454
Introduction to Crystal Reports 10	\$85	CE.ONL 348	Introduction to Dreamweaver CS3	\$85	CE.ONL 455
Intermediate Oracle	\$85	CE.ONL 360	Intermediate Dreamweaver CS3	\$85	CE.ONL 456

Online Courses on pages 26-31

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

Cost: \$198 CE.ONL 319

(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

Certificate in Pain Assessment and Management

Cost: \$179 CE.ONL 368

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.

Certificate in Perinatal Issues

Cost: \$119 CE.ONL 369

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.

Medical Transcriptionist Career Certificate Program

Cost: \$1,595 CE.ONL 400

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.

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

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.

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.

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.

Cost: \$1,795

CE.ONL 440

**Need More
Information ?**
Call us at 856-874-6004

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.

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.

Cost: \$3,195

CE.ONL 458



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

TIMING IS IMPORTANT – REGISTER EARLY!

Many courses fill quickly and some courses do have size limits attached to them. Also, courses do cancel if the enrollment is not sufficient. Your registration may be the one that makes the class carry so please take advantage of early registration.

Online Certificate Programs



Please see the online course section in this brochure for registration information and visit the Web site for course requirements.

BUSINESS AND MANAGEMENT COURSES

Start Your Own Consulting Practice	\$85	CE.ONL 245
Accounting Fundamentals	\$85	CE.ONL 259
Accounting Fundamentals II	\$85	CE.ONL 397
Learn to Buy and Sell on eBay	\$85	CE.ONL 280
Effective Business Writing	\$85	CE.ONL 281
High Speed Project Management	\$85	CE.ONL 282
Principles of Sales Management	\$85	CE.ONL 283
Understanding the Human Resources Function	\$85	CE.ONL 284
Becoming a Grant Writing Consultant	\$85	CE.ONL 301
Introduction to Nonprofit Management	\$85	CE.ONL 323
Writing Effective Grant Proposals	\$85	CE.ONL 324
Administrative Assistant Fundamentals	\$85	CE.ONL 302
Fundamentals of Supervision & Management	\$85	CE.ONL 303
Customer Service Fundamentals	\$85	CE.ONL 325
Project Management Fundamentals	\$85	CE.ONL 326
Project Management Applications	\$85	CE.ONL 327
Mastery of Business Fundamentals	\$85	CE.ONL 331
Mastery of Business Applications	\$85	CE.ONL 332
Purchasing Fundamentals	\$85	CE.ONL 351
Purchasing Applications	\$85	CE.ONL 352
Six Sigma: Total Quality Fundamentals	\$85	CE.ONL 353
Six Sigma: Total Quality Applications	\$85	CE.ONL 354
Professional Sales Skills	\$85	CE.ONL 364
Effective Selling	\$85	CE.ONL 365
Manufacturing Fundamentals	\$85	CE.ONL 370
Manufacturing Applications	\$85	CE.ONL 371
Start & Operate Your Own Home-based Business	\$85	CE.ONL 396
Real Estate Law	\$85	CE.ONL 426

HEALTH CARE COURSES AND PROGRAMS

Certificate in Gerontology	\$198	CE.ONL 319
Medical Terminology	\$85	CE.ONL 333
Introduction to Natural Health and Healing	\$85	CE.ONL 367
Certificate in Pain Assessment Management	\$179	CE.ONL 368
Certificate in Perinatal Issues	\$119	CE.ONL 369
Human Anatomy & Physiology	\$85	CE.ONL 395
Legal Nurse Consulting	\$85	CE.ONL 427

PERSONAL ENRICHMENT COURSES – WRITING, TEST PREP

Writerific: Creativity Training for Writers	\$85	CE.ONL 230
Keys to Effective Communication	\$85	CE.ONL 337
Beginner's Guide to Getting Published	\$85	CE.ONL 338
Speed Spanish	\$85	CE.ONL 231
A to Z Grantwriting	\$85	CE.ONL 233
The Craft of Magazine Writing	\$85	CE.ONL 234
Write Like a Pro	\$85	CE.ONL 297
Grammar Refresher	\$85	CE.ONL 313
Genealogy Basics	\$85	CE.ONL 235
Travel Writing	\$85	CE.ONL 236
Discover Digital Photography	\$85	CE.ONL 243
Pleasures of Poetry	\$85	CE.ONL 262
Fundamentals of Technical Writing	\$85	CE.ONL 264
Merrill Ream Speed Reading	\$85	CE.ONL 278
Intro. To Stock Options	\$85	CE.ONL 340
Resume Writing Workshop	\$85	CE.ONL 300
GRE Test Prep.-Part I (Verbal & Analytical)	\$99	CE.ONL 238
GRE Test Prep.-Part II (Quantitative)	\$99	CE.ONL 239
GMAT Preparation	\$99	CE.ONL 242
GED Preparation	\$85	CE.ONL 261
Prep for GED Language Arts, Writing Test	\$85	CE.ONL 398
Prep for GED Math	\$85	CE.ONL 399
LSAT Preparation – Part I	\$99	CE.ONL 317
LSAT Preparation – Part II	\$99	CE.ONL 318
Research Methods for Writers	\$85	CE.ONL 355
Introduction to Journaling	\$85	CE.ONL 363
Beginning Writers Workshop	\$85	CE.ONL 417
Speed Spanish II	\$85	CE.ONL 410
Secrets of Better Photography	\$85	CE.ONL 344

TEACHER EDUCATION

Using the Internet in the Classroom	\$85	CE.ONL 374
Solving Classroom Discipline Problems	\$85	CE.ONL 375
The Creative Classroom	\$85	CE.ONL 390
Ready, Set, Read	\$85	CE.ONL 391
Integrating Technology in the Classroom	\$85	CE.ONL 416
Teaching Science: Grades 4-6	\$85	CE.ONL 428
Differentiated Instruction in the Classroom	\$85	CE.ONL 429
Working Successfully with Learning Disabled Students	\$85	CE.ONL 452
Teaching Math: Grades 4-6	\$85	CE.ONL 451
Creating the Inclusive Classroom: Strategies for Success	\$85	CE.ONL 450