

# 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	May 20 – June 26	May 20
02	June 17 – July 24	June 17
03	July 15 – August 21	July 15
04	August 19 – September 25	August 19



### Computer and Internet Courses

Course Listing	Cost	Course #	Course Listing	Cost	Course #
Intro. 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 PC Security	\$85	CE.ONL 394
Microsoft FrontPage 2003	\$85	CE.ONL 376	Introduction to Linux	\$85	CE.ONL 409
Intro. to Quickbooks 2009	\$85	CE.ONL 207	Introduction to C# Programming	\$85	CE.ONL 389
Microsoft Publisher 2007	\$85	CE.ONL 209	Intermediate to C# Programming	\$85	CE.ONL 413
Introduction to Networking	\$85	CE.ONL 253	Introduction to Microsoft Project	\$85	CE.ONL 414
Intermediate Networking	\$85	CE.ONL 296	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 Flash MX	\$85	CE.ONL 346	Intermediate Photoshop CS3	\$85	CE.ONL 453
Introduction to Crystal Reports 10	\$85	CE.ONL 348	Design Projects for Adobe Illustrator	\$85	CE.ONL 454
Intermediate Oracle	\$85	CE.ONL 360	Introduction to Dreamweaver CS3	\$85	CE.ONL 455
C++ for the Absolute Beginner	\$85	CE.ONL 361	Intermediate Dreamweaver CS3	\$85	CE.ONL 456
			Intro. to Illustrator CS3	\$85	CE.ONL 459
			Intro. to InDesign CS3	\$85	CE.ONL 460

## Online Courses on pages 56-61

For class start dates and registration information, please see the listing under online training classes above or log onto [www.ed2go.com/camdenc](http://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](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/camdencc](http://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.*

# Need More Information?

Call us at 856-874-6004