Prepare for a career in 10 months or less!

FALL 2015
Blackwood / Camden / Cherry Hill
www.cccinow.com
856-874-6004
info@cccinow.com

Payment plans for most courses and government funding available.

facebook.com/camdencountycareerinstitute
CAMDEN COUNTY CAREER INSTITUTE: Registration Information

Camden County Career Institute offers the job training you need to prepare yourself for a variety of careers. Many programs can be finished in 10 months or less.

HOW TO REGISTER

ONLINE
www.camdencc.edu/ce

WALK-IN
Blackwood Campus, Taft Hall
Monday through Friday 8:30 a.m. – 6:30 p.m.
College Drive, Blackwood, NJ 08012

Camden Campus, 2nd Floor Technology Center
Monday through Friday 8:30 a.m. – 6:30 p.m.
200 N. Broadway, Camden, NJ 08102

Cherry Hill, William G. Rohrer Center
Monday through Friday 8:30 a.m. – 4:30 p.m.
1889 Rt. 70 East, Cherry Hill, NJ 08003

Regional Emergency Training Center
Monday through Friday 8:30 a.m. – 4:30 p.m.
420 North Woodbury-Turnersville Road
Blackwood, NJ 08012

MAIL-IN
Use the registration form on page 3. Payment for mail registration may be in the form of check, Visa, Discover, MasterCard or American Express. Mail completed form and payment to:
Camden County College
Camden County Career Institute
PO Box 200, College Drive
Blackwood, NJ 08012

FAX-IN
(For Credit Card Payment Only)
Complete the registration form and fax to us with your credit card information: (856) 374-6218

Follow us on Facebook!
facebook.com/camdencountycareerinstitute

CLASS CONFIRMATION
A confirmation letter will not be sent upon receipt of your registration. If you prefer, however, you may call us at (856) 874-6004 to confirm that your registration has been received.

TUITION AND FEES
Tuition and fees for Continuing Education courses are listed with the course descriptions. Tuition is the same for In-County and Out-of-County residents. Pricing Disclaimer: Please note that program prices stated herein are subject to change without prior notice. Please see payment options.

REFUND/CANCELLATION POLICY
You will receive a 100% refund if you withdraw five or more days before the first class starts. You will receive a 50% refund if you withdraw four days or less before the class starts. The 50% refund will be issued through the first day of class. After the first day of class, there is no refund. To obtain a refund, please call our office at (856) 874-6004 to receive a “Request for Refund” form. Specialized refund policies may apply to courses. See course description for details. The college reserves the right to cancel a course when registrations are less than the minimum required. Tuition and fees are refunded in full if the course is cancelled by the college. The college also reserves the right to change the time, location, and/or instructor.

SENIOR CITIZEN REGISTRATION
Senior Citizens 65 years of age or older may enroll in continuing education courses at a 50% discount on course cost on a space available basis. You must register for classes the day before the course is scheduled to begin. Some courses and programs may not qualify for the discount; please ask upon registration for those eligible.

ATTENDANCE POLICY
Specified Continuing Education courses require mandatory attendance. Students missing more than 5% of the total class hours or one full class session, whichever is greater, will not be issued a certificate of completion.

INCLEMENT WEATHER/EMERGENCY CLOSING
When bad weather or an emergency necessitates cancelling classes, Camden County College will inform faculty, staff, and students of the closing through announcements on Radio Station KYW 1060 AM. Please listen for the school closing numbers on the early morning broadcasts on KYW. If the weather gets progressively worse during the day, listen again at midday and late afternoon for updates on closings. If the closing number is announced, classes will be cancelled at all Camden County College sites.

Closing Numbers:
559 — Cancellation of evening classes
2559 — Cancellation of day classes

LIFETIME LEARNING TAX CREDIT
As a Continuing Education student, you may be eligible for the lifetime learning tax credit. For additional information please consult your tax advisor or visit http://www.irs.gov/instructions/i8863/ch01.html.

CONTINUING EDUCATION UNITS (CEU)
The CEU recognizes persons continuing their education and keeping up to date in the latest technology in their fields. One CEU is awarded for every ten hours of instruction. CEU may be awarded for academic credit courses which meet the CEU criteria; however, individual participants will not receive both CEU and academic credit.

CLASS LOCATIONS
Classes are held at the Blackwood Campus, William G. Rohrer Center (1889 Rte. 70 East, Cherry Hill), Camden County Emergency Training Center (420 N. Woodbury-Turnersville Rd., Blackwood) and Camden County Technical Schools (343 Berlin Cross Keys Rd., Sicklerville). Please consult the individual course description for the particular location.

PAYMENT OF TUITION
Your registration is not complete until you have paid or made arrangements to pay your bill. Payment can be made using the options below:

1. Self-Pay
Payment can be made with check, money order, Visa, MasterCard, Discover or American Express.

2. Sallie Mae Loan
– Please contact directly at: 800-472-5543
https://opennet.salliemae.com
School Code: 60030800

3. Payment Plan Option*
50% due at the time of registration + $25 payment plan fee. Two additional installments due on fixed dates predetermined by CCC.
*Only applies to certain courses

4. Government Funding for Unemployed
Grants available through your local One Stop Career Center. For more information please visit www.camdencc.edu/unemployed.

*Only applies to certain courses

FINANCIAL AID
The College’s Financial Aid Office offers assistance to those eligible. The Financial Aid Office’s mission is to provide the information and resources needed for the students to fully understand, access, and utilize the financial aid that is available to them. Financial aid is available to those who qualify and can be in the form of scholarships, grants, Federal Stafford Loans, and Federal Direct Loans. The college reserves the right to change the time, location, and/ or instructor.

**CAMDEN COUNTY CAREER INSTITUTE: Fall 2015 Registration Form**

**STUDENT’S SOCIAL SECURITY NUMBER**

---

**LEGAL NAME**

- Mr.  - Ms.  - Mrs.  - Other: _______________________

**LAST**

**FIRST**

**MIDDLE**

**NAME USED IN PREVIOUS ATTENDANCE IF DIFFERENT FROM ABOVE.**

**HOME ADDRESS / PHONE / EMAIL**

**STREET**

**CITY**  **STATE**  **ZIP**  **COUNTY**

**HOME PHONE**

**CELL PHONE**

**EMAIL ADDRESS**

**WHAT IS YOUR INTENT IN ENROLLING AT CCCI?**

- To develop/enhance job skills
- Personal interest/enrichment
- Other ______________________

**COMPLETE CHART TO SELECT COURSES**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Days (circle)</th>
<th>Start Time</th>
<th>End Time</th>
<th>Start Date</th>
<th>Cost#</th>
</tr>
</thead>
<tbody>
<tr>
<td>CE.</td>
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</tbody>
</table>

*Withdrawal from program does not exempt you from the remaining balance.

**ETHNICITY* / GENDER* / DOB***

- Asian American/Asian/Pacific Islander
- Black/African American/African
- Hispanic/Latino/Chicano/Spanish
- Native American/American Indian/Alaska Native
- White/Caucasian/European

**Gender**

- Male
- Female

**Date of Birth**

**IF STUDENT IS UNDER 18, PLEASE COMPLETE**

**PARENT’S NAME**

**STREET**

**CITY**  **STATE**  **ZIP**  **COUNTY**

**SOCIAL SECURITY #**

**HOME PHONE**

**BUSINESS PHONE**

**EMAIL ADDRESS**

**WHAT IS YOUR INTENT IN ENROLLING AT CCCI?**

**CREDIT CARD INFORMATION**

**AMOUNT**

**ENTER ACCOUNT #**

**CARDHOLDER NAME**

**BILLING ADDRESS**

**EXPIRATION DATE**

**CVV2 CODE**

*3-digit number on the back of your credit card, next to the last four digits of your credit card number*

**CARDHOLDER SIGNATURE**

**PAYMENT MUST BE MADE IN FULL TO COMPLETE REGISTRATION.**

**PAYMENT MUST BE MADE IN FULL TO COMPLETE REGISTRATION.**

- **Check**
- **Payment Plan**
- **Third Party (documentation must be attached)**
- **Visa®**
- **MasterCard®**
- **Discover®**
- **American Express®**

(All information below must be complete in order to process your credit card.)

**3rd Party Financing Available!**

Call 856-874-6004 for more information.
## TECHNICAL COURSES: Automotive, Truck Driving & Construction

### ADDITIONAL AUTOMOTIVE CERTIFICATES OF ACHIEVEMENT

#### Automotive Service Management, ASM.CA
This program is designed for those interested in a management/supervisory position, or self-employment in the automotive service industry. The courses include accounting, business, management, marketing, public speaking and selling.

#### Automotive General Motors Technician, GMT.CA
This program will prepare students to perform maintenance and minor repairs on GM vehicles. Students may also move from this program into the GM/AEP degree program.

#### Automotive General Technician, GAT.CA
This open enrollment program is designed to prepare students for careers in the automotive industry as general automotive service technicians.

**Contact Person:**
Christopher Gallo, Director
(856) 227-7200, ext. 4544
cgallo@camdenc.edu

### HVAC CONTRACTORS
Effective September 1, 2014, the State of NJ requires HVAC technicians to be licensed. Detailed information can be found by visiting www.nj.gov/lps/ca/HVAC. For an individual to be eligible to sit for licensure, they must complete a 4-year apprenticeship PLUS one additional year of work experience before applying for examination. Alternatively, individuals with a Bachelor's degree in HVAC and 1 year of experience OR a Bachelor's degree in a related field and 3 years experience may apply for examination.

If an individual recently completed an HVAC program, the State will award up to 2 years of education credit toward the 4 years required in the apprenticeship program. The apprenticeship program, as determined by the Department of Labor, consists of 4 years in total. Apprentices are required to log 8,000 hours of on-the-job experience (2,000 hours per year) with a licensed contractor (sponsor) and at least 576 hours of classroom training (a minimum of 144 hours per year).

(856) 227-7200, ext. 4069
tradetraining@camdenc.edu

### HVAC APPRENTICE PROGRAMS

#### ELECTRICAL APPRENTICE LEVEL 1
- CE.TRD-080
  - $3,545 (Tuition $2,620, Lab $350, Books/Supplies $75)
  - Camden County Technical School, Sicklerville

#### ELECTRICAL APPRENTICE LEVEL 2
- CE.TRD-160-02
  - $1,075 (Tuition $900, Books/Supplies $175)
  - Camden County Technical School, Sicklerville

#### ELECTRICAL APPRENTICE LEVEL 3
- CE.TRD-160-03
  - $1,025 (Tuition $900, Books/Supplies $125)
  - Camden County Technical School, Sicklerville

#### ELECTRICAL APPRENTICE LEVEL 4
- CE.TRD-160-04
  - $1,200 (Tuition $900, Books/Supplies $300)
  - Camden County Technical School, Sicklerville

### Heating, Ventilation, and Air Conditioning
Students will thoroughly study required material related to the theory of operations as well as receive an abundance of hands-on training. Additionally, students will take industry competency exams (I.C.E.) as well as EPA approved section 608 certification exams.

**See full descriptions at www.cccinow.com**

#### CE.TRD-090
- $4,475 (Tuition $3,550, Lab $350, Books/Supplies $75)
- Camden County Technical School, Sicklerville

## Automotive Technology
This program addresses the fundamental working principles of the modern automobile. Instruction is provided in an ASE (Automotive Service Excellence) certified shop with ASE certified instructors. Skills and theories in the program follow proficiencies outlined through NATEF (National Automotive Technical Education Foundation).

Students will take nationally recognized competency exams in Braking System Operation and Service, Electrical System Operation and Service, Engine Performance and Steering / Suspension/ Wheel Alignment systems. These exams are supported by ASE but are NOT the voluntary ASE Technician Certification Exams taken by technicians already employed in the automotive service industry.

**See full description at www.cccinow.com**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Hours</th>
<th>CEUs</th>
<th>Tuition</th>
<th>Lab Fees</th>
<th>Texts, CDL Permit</th>
</tr>
</thead>
<tbody>
<tr>
<td>CE.TRD-011</td>
<td>9/15-5/19/16</td>
<td>372</td>
<td>$2,900</td>
<td>$450</td>
<td>Camden County Technical School, Sicklerville</td>
</tr>
</tbody>
</table>

### Construction Technology

#### Electrical – Residential
Students in this program will be taught extensive electrical theory. The core unit will be a hands-on approach emphasizing house wiring, branch circuits, wire sizing, cable layout, three and four-way switches and ground fault circuit interruption.

**See full description at www.cccinow.com**

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>CE.TRD-080</td>
<td>9/15-5/19/16</td>
<td>372</td>
<td>$3,545</td>
<td>$75</td>
<td>Camden County Technical School, Sicklerville</td>
</tr>
</tbody>
</table>

### Commercial Truck Driving
The Camden County Career Institute Commercial Driving School is a partnership between Camden County College and Bradway Trucking Inc. Students will prepare to pass the NJ DMV required written and road test necessary to obtain the CDL-A license. In addition, students will receive the realistic experiences of a truck driver. Students will take short trips which involve picking up and delivering loads to customers, pulling loads with gross vehicle weights of up to 80,000 lb, and driving to such places as NYC/North Jersey metro to the rolling hills of Pennsylvania.

**PREREQUISITES**
- A desire to embark on a challenging and rewarding career change.
- Minimum age of 21 years old
- Must be able to read, write and comprehend English
- A valid automobile license with an acceptable license abstract
- Pass D.O.T. physical and drug test
- Minimum time in CDL
- Must be able to lift 50 lbs

**MATERIALS**
- Equipment Fee $200
- Lab Fee $250
- Books/Supplies $175

**NOT the voluntary ASE Technician Certification Exams**
- Performance and Steering / Suspension/ Wheel Alignment
- Electrical System Operation and Service
- Engine Performance and Steering / Suspension/ Wheel Alignment

**CE.CTD 001**
- Hours: 170, 17 CEUs
- Tuition $1,200 (Tuition $900, Books/Supplies $300)
- Camden County Technical School, Sicklerville

**CE.CTD 002**
- Hours: 156
- Tuition $1,025 (Tuition $900, Books/Supplies $125)
- Camden County Technical School, Sicklerville

**CE.CTD 003**
- Hours: 156
- Tuition $1,075 (Tuition $900, Books/Supplies $175)
- Camden County Technical School, Sicklerville

**CE.CTD 004**
- Hours: 156
- Tuition $1,200 (Tuition $900, Books/Supplies $300)
- Camden County Technical School, Sicklerville

### Not Eligible for Senior Citizen Discount

**STRIKETHROUGH**
When a date has a strikethrough it means no class on that date. e.g. 11/25
**HVAC Apprentice**

**HVAC APPRENTICE LEVEL 1**  
CE.TRD-190-01 | $1,200 (Tuition $900, 9/14/15-4/13/16 Books/Supplies $300)  
M, W, 6-9 p.m. | Camden County Technical  
Hours: 156 | School, Sicklerville

**HVAC APPRENTICE LEVEL 2**  
CE.TRD-190-02 | $1,050 (Tuition $900, 9/14/15-4/13/16 Books/Supplies $150)  
M, W, 6-9 p.m. | Camden County Technical  
Hours: 156 | School, Sicklerville

**HVAC APPRENTICE LEVEL 3**  
CE.TRD-190-03 | $1,050 (Tuition $900, 9/14/15-4/13/16 Books/Supplies $150)  
M, W, 6-9 p.m. | Camden County Technical  
Hours: 156 | School, Sicklerville

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**Uniform Construction Code**

Regulations of the New Jersey Uniform Construction Code require that candidates for licensure complete specified educational courses. The Division of Continuing Education at Camden County College has been approved by the New Jersey Department of Community Affairs (DCA) to offer these courses, which are conducted in accordance with N.J.A.C 5:23-5.20.  
See full descriptions at www.cccinow.com

**BUILDING INSPECTOR RCS**  
CE.PRO 027-51 | 23 sessions, BLK  
9/29-12/17, 11/26 | $695 (Textbook additional charge)

**BUILDING INSPECTOR ICS**  
Prerequisite: Building Inspector RCS course  
CE.PRO 031-51 | 19 sessions, BLK  
10/5-12/9 | Cost: $585 (Textbook additional charge)

**SUBCODE OFFICIAL**  
CE.PRO 042-01 | 12 sessions, BLK  
9/23-12/16 | Cost: $345 (Textbook additional charge)

**ELECTRICAL INSPECTOR ICS**  
Prerequisite: Electrical Inspector ICS  
CE.PRO 040-51 | 15 sessions, BLK  
9/14-12/21 | Cost: $465 (Textbook additional charge)

**ELECTRICAL INSPECTOR HHS**  
Prerequisite: Electrical Inspector RCS & ICS courses  
CE.PRO 039-51 | 15 sessions, BLK  
10/13-12/3 | Cost: $465 (Textbook additional charge)

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**Welding**

This program offers students state of the art instruction in ARC welding (Electric), TIG welding (Tungsten Inert Gas Welding), and MIG welding (Metallic Inert Gas Welding), as well as oxyfuel gas cutting, print drawing and reading, and shop maintenance. This program is approved by the American Welding Society and adheres to all standards set forth by the AWS SENSE program. Upon successful completion, students have the ability to be certified by the AWS as a SENSE level 1 Entry Welder or SENSE level 2 Advanced Welder and become part of the AWS SENSE Welder database.  
See full description at www.cccinow.com

**Plumbing Apprentice**

**PLUMBING APPRENTICE LEVEL 1**  
CE.TRD-170-01 | $1,150 (Tuition $900, 9/15/15-4/7/16 Books/Supplies $250)  
T, R, 6-9 p.m. | Camden County Technical  
Hours: 156 | School, Sicklerville

**PLUMBING APPRENTICE LEVEL 2**  
CE.TRD-170-02 | $1,150 (Tuition $900, 9/15/15-4/7/16 Books/Supplies $250)  
T, R, 6-9 p.m. | Camden County Technical  
Hours: 156 | School, Sicklerville

**PLUMBING APPRENTICE LEVEL 3**  
CE.TRD-170-03 | $1,200 (Tuition $900, 9/16/15-4/21/16 Books/Supplies $300)  
W, R, 6-9 p.m. | Camden County Technical  
Hours: 156 | School, Sicklerville

**PLUMBING APPRENTICE LEVEL 4**  
CE.TRD-170-04 | $1,025 (Tuition $900, 9/16/15-4/21/16 Books/Supplies $125)  
W, R, 6-9 p.m. | CCTS  
Hours: 156

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**Apprenticeship Programs**

Apprentice courses are designed to aid apprentices both in theory and practical experiences to meet the requirements of US and NJ Departments of Labor. Emphasis is placed on those areas not normally covered in routine job performance. The student’s sponsoring employer provides the actual field (on-the-job) experience. Apprentices are required to take a minimum of 144 hours of classroom instruction per year and 2000 hours of on-the-job training per year for the length of the apprenticeship.

Camden County College is proud to offer apprenticeship training opportunities in the areas of: Electrical, Plumbing, and HVAC. The apprenticeship program is a partnership between industry and educational institutions. In order to qualify for enrollment as an apprentice, it is necessary for the student to be employed in their chosen field. Apprentices MUST be registered with the US Department of Labor, Office of Apprenticeship, and with the NJ Department of Labor and Workforce Development.

Enrolling in apprenticeship courses at the College DOES NOT automatically register students as apprentices. Employers (sponsors) and employees (apprentices) must contact the Apprenticeship Coordinator at Camden County College to facilitate the application process.

**NJ PLACE**

Earn an associate degree and complete your apprenticeship at the same time with NJ PLACE. Through NJ PLACE, you can get college credit for your apprenticeship training, giving you a head start toward your degree. You’ll get immediate marketable skills in your occupation and the long-term career possibilities that a college degree opens up for your future.

For more information please visit  
http://ucc.rutgers.edu/nj-place.
TECHNICAL COURSES: Networking, PC Repair & Security

ACADEMIC PATHWAYS FOR-returning professionals

The Technical Studies degree program (TES. AAS) recognizes that learning can occur in a variety of forums and that this learning may be equivalent to college-level instruction. After assessment of the certificate union apprenticeship, corporate, industrial or military training program, the faculty assessor will determine the number of technical credits to be awarded. The remaining program includes the College’s general education requirements, advanced technical credits and career related electives (technical concentration).

Contact Person:
Dr. Lawrence M. Chatman, Coordinator (856) 227-7200, ext. 4523
lchatman@camdencc.edu

Visit the CCCI office in the new Taft Hall!

Full descriptions for courses may be found online at www.cccinow.com

Love animals?
Check out the 3-month Veterinary Exam Room Assistant Training program on page 10. Job placement assistance is available!

Technology Support Specialist (TSS)

The TSS Technology Career Track is designed to give someone with little or no computer experience entry level training. The skills learned in this track will provide students the ability to “get their foot in the door.” Proficiencies gained will be used in any hands-on technology specialty. This Career Track is great for those students who enjoy hands-on activities. 34.5 CEU’s.

Courses Included: CompTIA A+ | Network+ | Security+
Certiﬁcations: A+ | Network+ | Security+
Prerequisite: None, but preferred would be basic computer navigation and comprehension of basic terms.

Individual Courses

A+ CERTIFICATION BY CompTIA
This CompTIA A+ Program prepares you for certification by providing instruction on system conﬁguration, installation, upgrades, diagnosis, repair, preventive maintenance, and safety of vendor neutral PC Hardware. 14 CEU’s

• CompTIA A+ Operating Systems Certification
• CompTIA A+ Hardware Certification

CE.CST 012 | 140 hours | $1,950 (tuition $1,240; lab fees $610; materials & text $100)

NETWORK+ CERTIFICATION BY CompTIA
Network technicians need to be certified in order to advance in the industry. The marketplace is so starved for qualiﬁed personnel; a well-trained certified technician can easily ﬁnd work in the industry. Whether you’re looking to upgrade your skills, advance your career, or start a career in networking then the Network+ certiﬁcation course is for you. 8 CEU’s

• CompTIA NETWORK+ Certiﬁcation

CE.CST 008 | 80 hours | $1,199 (tuition $700; lab fees $444; materials & text $55)

SECURITY+
Security+ covers the most important foundational principles for securing a network and managing risk. Access control, identity management and cryptography are important topics as well as selection of appropriate mitigation and deterrent techniques to address network attacks and vulnerabilities. Security concerns associated with cloud computing, BYOD and SCADA are addressed. 12.5 CEU’s

CE.CMS 033-60 | Hours: 125 | $1,850 (tuition $1,190; lab fees $600; materials $60)

Bundle: A+, Network+ & Security+
Best value! Take all three for the TSS Career Track and save $249!

CE.BUN 002 | 345 hours | $4,750 (tuition $2,881, Lab Fees $1,554, Materials & text $325)

Attendance Policy (p.2) applies for all TSS and MCSA/CCNA courses. Not eligible for Senior Citizen discount.

Microsoft Certified Solutions Associate Windows Server 2012/ Cisco Certified Network Associate – Routing and Switching (MCSA/CCNA)

This program is designed for administrators working in small to mid-size information services departments which require a wider skill set with both information technology and networking training. The MCSA Server Administrator certiﬁcation will help you develop and demonstrate your knowledge and skills in working with Server 2012. The CCNA certiﬁcation validates the ability to install, conﬁgure, operate, and troubleshoot medium-size routed and switched networks. 30 CEU’s.

Courses Included
- Microsoft Certified Solutions Associate Windows Server 2012
- Cisco Certiﬁed Network Associate

Certiﬁcations: MCSA | CCNA
Prerequisite: General networking knowledge with one year recent experience or equivalent certiﬁcations.

CISCO CERTIFIED NETWORK ASSOCIATE (CCNA) ROUTING AND SWITCHING CERTIFICATION
The Cisco CCNA network association certiﬁcation validates the ability to install, conﬁgure, operate, and troubleshoot medium-size routed and switched networks, including implementation and veriﬁcation of connections to remote sites in a WAN. This new curriculum includes basic mitigation of security threats, introduction to wireless networking concepts and terminology, and performance-based skills. 12 CEU’s.

Certiﬁcations: One exam 200-120 Cisco Certiﬁed Network Associate (CCNA) or two exams 100-101 ICND1 and 200-101 ICND2

CE.CST 067 | 120 hours | $2,500 (tuition $1,445; lab fees $925; materials & text $130)

MICROSOFT CERTIFIED SOLUTIONS ASSOCIATE (MCSA: WINDOWS SERVER 2012)
The MCSA Server 2012 certiﬁcation will help you develop and demonstrate your knowledge and skills in working with Server 2012 and prepare you for several different roles.

You will prepare to sit for the following exams:

• Installing and Conﬁguring Windows Server 2012: Exam: 70-410
• Administering Windows Server 2012: Exam: 70-411
• Conﬁguring Advanced Windows Server 2012: Exam: 70-412

CE.CST 074 | 180 hours | $4,899 (Tuition $3,099, Lab Fees $1,500, Materials & text $300)

**CERTIFICATION TEST FEES NOT INCLUDED**
**TECHNICAL COURSES:** Networking, Graphic Design & Microsoft Office

**Graphic Design**

**Introduction to Adobe Photoshop**
Prerequisite: Experience in Windows and word processing.
This course will introduce PC users to the world's #1 image editing program. Course topics will include screen and print resolutions, calibration, palettes and file formats. Additional topics and skills will include photo restoration and basic image editing techniques.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Fee</th>
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</thead>
<tbody>
<tr>
<td>CE.CMS 048-91</td>
<td>$179 (Tuition $60; lab fees $80; materials &amp; text $39)</td>
</tr>
<tr>
<td>10/2-10/30</td>
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<tr>
<td>5 sessions</td>
<td></td>
</tr>
<tr>
<td>F, 6:30-9:30 p.m.</td>
<td>ROH room 212</td>
</tr>
</tbody>
</table>

**Microsoft Office**

**Quickbooks 2014**
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 and report revenue. Course includes book only; no software included. 1.8 CEU

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<tr>
<th>Course Code</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>CE.ACC 008-91</td>
<td>$265 (Tuition $75; lab fees $135; text &amp; materials $55)</td>
</tr>
<tr>
<td>10/15-11/19</td>
<td></td>
</tr>
<tr>
<td>6 sessions</td>
<td></td>
</tr>
<tr>
<td>R, 6:30-9:30 p.m.</td>
<td>ROH room 213</td>
</tr>
</tbody>
</table>

**Microsoft Office – Basic**
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, ACCESS, and 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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>CE.CMS 034-91</td>
<td>$599 (Tuition $252; lab fees $294; text &amp; materials $53)</td>
</tr>
<tr>
<td>9/22-11/5</td>
<td></td>
</tr>
<tr>
<td>14 sessions</td>
<td></td>
</tr>
<tr>
<td>T, R, 6:30-9:30 p.m.</td>
<td>ROH room 212</td>
</tr>
</tbody>
</table>

**Microsoft Office – Advanced**
This 24 hour hands-on course provides the perfect supplement to where Office Basic 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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>CE.CMS 035-91</td>
<td>$299 (Tuition $120; lab fees $145; text &amp; materials $34)</td>
</tr>
<tr>
<td>11/10-12/8, 11/15</td>
<td></td>
</tr>
<tr>
<td>8 sessions</td>
<td></td>
</tr>
<tr>
<td>T, R, 6:30-9:30 p.m.</td>
<td>ROH room 212</td>
</tr>
</tbody>
</table>

**Microsoft Word 2013**
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 Advanced, enhance your skills by learning graphics, mail merge, styles and templates, and multi-page documents.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>CE.CMS 036-91</td>
<td>$159 (Tuition $72; lab fees $68; materials &amp; text $19)</td>
</tr>
<tr>
<td>9/21-9/30</td>
<td></td>
</tr>
<tr>
<td>4 sessions, 1.2 CEU</td>
<td>ROH room 213</td>
</tr>
<tr>
<td>M, W, 6:30-9:30 p.m.</td>
<td></td>
</tr>
</tbody>
</table>

**Microsoft Excel 2013**
Never before have spreadsheets had such powerful features! In Basic, 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 Intermediate, you will learn to create complex formulas, work with multiple spreadsheets, enhance charts and worksheets. In Advanced, you will learn math and statistical functions, lookups, data tables, exporting and importing and Smart Art.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>CE.CMS 037-91</td>
<td>$99 (Tuition $36; lab fees $44; materials &amp; text $19)</td>
</tr>
<tr>
<td>10/5-10/7</td>
<td></td>
</tr>
<tr>
<td>2 sessions, 6 CEU</td>
<td>ROH room 213</td>
</tr>
<tr>
<td>M, W, 6:30-9:30 p.m.</td>
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</tr>
</tbody>
</table>

**Microsoft Powerpoint 2013**
Create impressive animated presentations, flyers, signs, and advertising layout using Powerpoint’s special features. Add sound, images, and moving objects.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>CE.CMS 069-91</td>
<td>$99 (Tuition $36; lab fees $44; materials &amp; text $19)</td>
</tr>
<tr>
<td>11/9-11/11</td>
<td></td>
</tr>
<tr>
<td>2 sessions, 6 CEU</td>
<td>ROH room 213</td>
</tr>
<tr>
<td>M, W, 6:30-9:30 p.m.</td>
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</tr>
</tbody>
</table>

We offer other short-term career programs in programming such as:

**SQL ANALYST CERTIFICATE, SQL.CA**
Looking for a fast career certificate program? Investigate the new SQL.CT. Four specific courses successfully completed in the fall and four specific course successfully completed in the spring will earn you an SQL.CT. Employment for database analysts is projected to grow 15 percent faster than the average for all occupations according to the US Bureau of Labor Statics.

Contact Person:
Professor Bernadette Carlin
(856) 227-7200, ext 4423
bcarlin@camdencc.edu

**New Nail Technician program!** See page 9.

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

TECHNICAL COURSES: Microsoft Office & CAD

**PRECISION MACHINING TECHNOLOGY, PMT.CA**
This certificate is a series of courses with a concentration in the skill sets required to be a machinist.

Contact Person: Kevin Schmidt, Coordinator (856) 227-7200, ext 4517 kschmidt@camdenccc.edu

**INDUSTRIAL CONTROLS: PROGRAMMABLE LOGIC CONTROLLER, PLC.CA**
PLCs are used to control high-speed factory automation equipment and manufacturing processes, electrical switchgear, industrial robots, pumps, and valves.

Contact Person: Kevin Schmidt, Coordinator (856) 227-7200, ext 4517 kschmidt@camdenccc.edu

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**Microsoft Access 2013**
Create and design databases using this popular tool from Microsoft. Learn how to analyze data, locate information easily, and manage data integrity. In Advanced, learn how to create multiple table queries, develop forms, and create advanced queries.

**ACCESS – BASIC**
Prerequisite: Knowledge of the PC and Windows
CE.CMS 040-91 $159 (Tuition $72; lab fees $68; text $19)
12 sessions, 1.2 CEU ROH room 213
M, W, 6:30-9:30 p.m.

**ACCESS – ADVANCED**
Prerequisite: PC Knowledge, Windows, Access Basic
CE.CMS 041-91 $199 (Tuition $36; lab fees $44; materials & text $19)
2 sessions, 2 CEU ROH room 213
M, W, 6:30-9:30 p.m.

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**Office Administrator Specialist**
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 participate in a customer service certification to become a CSS — Customer Service Specialist, learn how to create a professional resume, conduct a successful job search, and learn how to interview with potential employers. 25 CEU’s.

**COURSES INCLUDED**
- Microsoft Office Specialist (MOS)
- MOS – Word - Core
- MOS – Excel - Core
- MOS – Access – Core
- MOS – PowerPoint - Comprehensive

**CERTIFICATIONS**
Through an authorized Certiport testing center:
- Word
- Excel
- Access
- PowerPoint
In class: ETA Customer Service Specialist (CSS) exam
Course #: CE.CST 035 Hours: 44 $1,625, Lab Fees $2,174, Materials $200 - certification tests are not included

*Attendance Policy applies – see page 2 Not Eligible for Senior Citizen Discount

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**AutoCAD 2015**
All CAD Courses: Attendance Policy applies – see page 2. Not Eligible for Senior Citizen Discount.

**AutoCad Level 1: Introduction to 2D Design in AutoCad**
This course provides a fundamental understanding of introduction to 2D design. Hands on exercises are used throughout the course to teach students the basic commands necessary for professional 2D drawing, design, and drafting.

Course #: CE.CAD 001 Hours: 24 ROH 214 $599 (Tuition $254, Lab Fees $270, Text & Materials $75)

**AutoCad Level 2: Advanced 2D Design in AutoCad**
This course teaches students tools and techniques for drawing, dimensioning, and printing 2D drawings. Content learned in level 1 will carry into this course.

Course #: CE.CAD 002 Hours: 24 ROH 214 $599 (Tuition $254, Lab Fees $270, Text & Materials $75)

**AutoCad Level 3: 3D Design in AutoCad**
This course provides a fundamental understanding of 3D Design for the advanced AutoCAD user. This course will cover creation of 3D models using wire frame, surface, and solid modeling techniques.

Course #: CE.CAD 003 Hours: 24 ROH 214 $599 (Tuition $254, Lab Fees $270, Text & Materials $75)

**Introduction to Revit**
Revit is an architectural package that works the way you think, so you can create naturally, design freely, and deliver efficiently. This course is an introduction to the design and annotation components of this program.

Course #: CE.CAD 0183 Hours: 24 BLK $699 (Tuition $280, Lab Fees $344, Text & Materials $75)

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**For all students!**
The Career Center assists with developing, evaluating and implementing career and employment search strategies. Provided services such as market projections, resume preparations, mock interviews, job and intern searches, along with recruitment opportunities are intended to assist new job seekers as well as those returning to the workforce. The Career Center is committed to providing students with current, comprehensive information along with the skills and techniques necessary to compete and succeed in any job market.

www.camdenc.edu/careercenter
Contact: Joe Pranzatelli (856) 374-4854, jpranzatelli@camdenc.edu

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**ABBREVIATION CODES**
BLK = Blackwood Campus
ROH = William G. Rohrer Center in Cherry Hill
CCTS = Camden County Technical School
RETC = Regional Emergency Training Center

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For full descriptions, visit camdenountycareerinstitute.com/technical
Manufacturing Technology

Computer Numerical Control (CNC) is a type of machine tool control that automates the motion of machines such as lathes and mills. CNC machines are used in today’s job market to create precise parts at a globally competitive level. Career opportunities include titles such as operator, setup person, and programmer. Today’s machinists need to be well versed in CNC technology in order to ensure upward mobility in the career path.

CNC OPERATIONS

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>CE.MFG 003-51</td>
<td>2.0 CEU</td>
<td>$415 (Tuition $141; lab fees $215; materials &amp; text $59)</td>
</tr>
<tr>
<td>9/3-9/29</td>
<td>T, R, 5:30-8 p.m.</td>
<td>Blackwood, CMM 104</td>
</tr>
<tr>
<td>CE.MFG 004-51</td>
<td>2.0 CEU</td>
<td>$415 (Tuition $141; lab fees $215; materials &amp; text $59)</td>
</tr>
<tr>
<td>10/1-10/27</td>
<td>T, R, 5:30-8 p.m.</td>
<td>Blackwood, CMM 104</td>
</tr>
</tbody>
</table>

CNC PROGRAMMING

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>CE.MFG 005-51</td>
<td>2.0 CEU</td>
<td>$437 (Tuition $141; lab fees $234; materials &amp; text $62)</td>
</tr>
<tr>
<td>11/12-12/10</td>
<td>T, R, 5:30-8 p.m.</td>
<td>Blackwood, CMM 104</td>
</tr>
<tr>
<td>CE.MFG 006-51</td>
<td>Coming Spring 2016</td>
<td></td>
</tr>
<tr>
<td>CE.MFG 018-5</td>
<td>Coming Spring 2016</td>
<td></td>
</tr>
</tbody>
</table>

Specialized Manufacturing & Technology

CNC/CAM Programming Project Study

This specialized 60-hour course will focus on instruction in CNC machine setup and CNC manual programming for both mills and lathes. CAM programming concepts will be introduced using MasterCAM software. In addition, full 3D wire frames will be constructed and surfaced with all current surfacing technology. 6.0 CEU

Call 856-874-6004 for schedule.

CE.MFG 008 | materials $245) $3,993 (Tuition $1995; BLK, CIM 104 lab fees $1759; text &

See sidebar page 8 for academic certificates in manufacturing.

Cosmetology / Hair Stylist

In just 10 months students are prepared to pass the NJ State Board of Cosmetology licensure exam. Camden County Career Institute Cosmetology students have achieved a 100% pass rate as a result of the training they receive from our industry experts.

The 1,000 hour program consists of classroom and hands-on training, performing basic designs on mannequins and patrons in a clinical salon setting, which is open to the public. Units of instruction include state laws, shop management, scalp conditioning, shampooing, hair styling and cutting, permanent waving, thermal waving, hair shaping, tinting, coloring, shaving, make-up application, facials, and chemistry. In addition, students are offered instruction in the styling and fitting of wigs and hairpieces. CCCI is now offering a rolling admission schedule with multiple start dates to choose from. Students will complete their training 10 months after their respective start date. Note: no classes are held during July & August.

CE.TRD-040 9/8/15 – 1/28/16
Additional Start Dates: 11/2/15, 2/1/16, 4/4/16
M, T, W, R, 3-10 p.m.
$7,145 (Tuition $4,000, Lab $2,620, Books/Supplies $525)
Camden County Technical School, Sicklerville

Nail Technician

In 5 months students are prepared to pass the NJ State Board of Cosmetology Licensed Manicurist exam. The 300 hour program consists of classroom and hands-on training using all implements and performing basic techniques on patrons in a clinical salon setting, which is open to the public. Units of instruction include state laws and regulations, safety, sanitation and sterilization, bacteriology, chemistry, hygiene, good grooming, visual poise, personality development, professional ethics, anatomy and physiology, nails and nail disorders, skin and skin disorders, client consultations, manicuring, pedicuring, theory of massage, aromatherapy, nail tips, nail wraps, acrylic nails, gels, salon business, product sales and services. CCCI is now offering a rolling admission schedule with multiple start dates to choose from. Students will complete their training 5 months after their respective start date. Note: no classes are held during July & August.

Dates: 9/8/15 – 1/28/16
Additional Start Dates: 11/2/15, 2/1/16, 4/4/16
Days: M, T, W, R
Times: 3-7 p.m. M,T,W, // 3-9 p.m. R
Hours: 315
Course #: CE.TRD-042
Cost: $2,400 (Tuition $1,600, Lab $400, Books/Supplies $400)
Location: Camden County Technical School, Sicklerville

Cosmetology Services

Thursdays 2/4 – 5/26/16, 4-9 p.m.

HAIR SERVICES

Shampoo & Set ........................................Short $5/Long $7
Up-Do/Formal Style.................................................$15
Haircut .............................................................$10
Shampoo, Cut & Blow-dry .... Short $15/Long $17
Shampoo & Cut .................................................$12
Chemical Hair Relaxation (Does not include style) ....$10
Chemical Hair retouch (Does not include style) .......$10
Shampoo, press or thermal curl ........ short $10/Long $15
Permanent hair coloring .......... short $15/long $20
Frosting with cap ........ short $10/long $15/x-long $25
Highlighting ................ short $20/long $25 /x-long $35
Semi-color ........................................ short $7/long $10

FACIAL SERVICES

Facial Treatment .............................................$10
Eyebrow (tweezing) .............................................$5

NAILS

Basic Manicure .................................................$5
Spa Manicure ..................................................$10
Pedicure .........................................................$10
Spa Pedicure ...................................................$15

WAXING

Sideburns ..........................................................$4
Chin .................................................................$5
Full arm ...........................................................$12
Half arm ...........................................................$8
Forehead .........................................................$3
Eyebrows ..........................................................$5
Lip .................................................................$5

• No appointments necessary
• First come, first served
• Visitor pass in Building 1
• Clinic in Building 6
• Cash or checks only

Camden County Technical Schools - CCTS
343 Berlin Cross Keys Rd., Sicklerville, NJ 08081

More Information: tradetraining@camdenccc.edu
(856) 874-6004

More Information: 856-874-6004 or www.cccinow.com – 9
Join us for dinner at the 
BLACKWOOD BISTRO

The Blackwood Bistro is a gourmet restaurant located on Camden County College’s Blackwood Campus. Our culinary students, along with their world-class instructors, will prepare an extraordinary five-course, sit-down dinner sure to tickle your taste buds.

For this special dinner, Halpern Hall is transformed into an upscale restaurant with low lighting and fine linens. This is the perfect atmosphere to enjoy a relaxing evening with family and friends.

The Blackwood Bistro is open every Thursday evening at 7 p.m. beginning February 11 through June 2, 2016.

Cost is $30.00 per person. Cash or checks only.

Reservations are required. Please call (856) 374-4910 at least one week prior to your preferred date to book your reservation.

Culinary Arts / Restaurant Operations

This program provides students with the skills necessary to perform successfully in the Culinary Arts/Food Service Industry. Specific areas of study include: safety and sanitation, equipment and food identification, cooking methods, food preparation and management, nutrition, labor costs and controls, and recipe and menu creation. Students will gain proficiency in both back of the house and front of the house operations.

During the spring semester, students are given the opportunity to gain real world experience by staffing “The Blackwood Bistro,” our instructional restaurant, which is open to the public Thursday evenings. In addition, students will receive the industry recognized Serv-Safe Certification as a result of their training.

CE: TRD-050
9/22/15-6/9/16
T, W, R, 6-10 p.m.
Hours: 420
Location: TBA

Cost: $3,550 (Tuition $2,200, Lab $900, Books/Supplies $550)

Animal Care

Peace in the Pack I – Connecting with Your Dog

Learn how to create a more positive connection with your dog through clear communication and explore creative ways to eliminate negative behavior. Learn the importance of body language, verbal cues, and how energy is recognized & conveyed. Understand how positive reinforcement, combined with structure, exercise, safe boundaries, affection & calm, gentle leadership will lead to your dog’s success, a lifelong bond, and ultimately to peace and harmony in your home. Nan Talleno is the resident animal behavior expert and Pet Reporter for KYW NewsRadio and hosts the popular “Teacher’s Pet,” a program on training tips & techniques.

CE: ALH 074-51
10/14-11/18
6 sessions
Halpern Hall, Room 314

Cost: $400 | Course #: CE: ALH 001-01

Veterinary Exam Room Assistant Training Program

This 3-month program is intended for anyone interested in the welfare of animals as well as those who wish to pursue exam room assisting as a career.

Course content includes ethics, front desk, operations, communication and client relations, medications and pharmacy protocol, exam room procedures, prep room protocols, small animal nursing, introduction to laboratory procedures and radiology.

Survey Course in Animal-Assisted Therapy & Activities

This orientation course introduces students to the human companion animal bond and its therapeutic applications. Students typically are the general public seeking to make their lives and work more meaningful through AAT and health care workers, allied health professionals, humane and human service workers, therapists, and veterinary technicians and animal care workers.

CE: ALH 001-01
10/3-12/5, 11/12-1/9/16
9 sessions
Blackwood Campus

Cost: $400

NJ State Certified Animal Control Officer Coming Spring 2016!

Teacher Education

Change a Life: Become a Teacher

New Pathways to Teaching

ALTERNATE ROUTE TO TEACHER EDUCATION PROGRAM

The New Pathways to Teaching in New Jersey Program is a statewide consortium among New Jersey City University, collaborating NJ community colleges, and affiliated school districts in New Jersey to provide alternate route education certification programs to qualified candidates. Students may take the program for continuing education or for graduate credit into the Master of Arts in Teaching Program.

Candidates will be admitted into the program if they meet the following criteria:

- Bachelor’s degree
- Cumulative GPA of 2.75 or higher for last degree earned
- Major in the appropriate field for subject or a license
- Passing score on the appropriate Praxis II exam and CE

The academic program consists of two stages. Stage I is a 45-hour program and guided in-class observations yielding either four (4) graduate credits or taken as a continuing education course beginning in early summer. Credits are awarded by NJCU. Stage II is a 140 hour program yielding 11 graduate credits or taken as a continuing education course, which continues after Stage I from September through June.

The program takes approximately one year to complete. It begins in the summer semester and continues throughout the academic year until its completion the following June. If you have not taken the PRAXIS II exam,
Camden County College’s Faculty Development Institute in cooperation with the school districts in Camden County offers a one-stop training seminar to prepare and certify substitute teachers as well as to offer a refresher in-service program for substitute teachers currently employed by local school districts. Topics will include successful classroom management techniques, cultivating positive first impressions, rapport with students, articulating clear lesson goals, objectives and procedures, making efficient use of instructional time, etc. Students must have a minimum of 60 college credits and successfully undergo a criminal background check to qualify as a substitute teacher. All paperwork will be completed during the seminar. A certificate of completion will be awarded at the end of the course.

$190 (Additional fees for state application and criminal background check)

Program will be held on the Blackwood Campus. (856) 227-7200, ext. 4530 for more information

You only need to attend ONE of the sessions.

Session 1  Session 2
Sept. 25-27  Nov. 13-15
CE.SUB 001-01  CE.SUB 001-02
F: noon – 5 p.m.  F: noon – 5 p.m.
S: 9 a.m. – 4 p.m.  S: 9 a.m. – 4 p.m.
U: noon – 5 p.m.  U: noon – 5 p.m.

Business

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

CE.MGT 078-71  6:30-9:30 p.m.
W, 12/2 & 12/9  $50
2 sessions, BLK

Quickbooks 2014
See computer training on page 7.

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.

CE.MGT 001-71  7-9 p.m.
M, 10/5 & 10/12  $50
2 sessions, BLK
PROFESSIONAL: Business & Real Estate

Starting Your Own Business
Small, growing businesses need help, especially practical advice and ideas that work. These workshops are designed to give you the business management skills necessary to succeed in today's competitive market.

$199 for all 6, or $40 per individual session
All sessions are held in Blackwood, at the Camden County College Emergency Training Center.

See full descriptions at www.cccinow.com

THE BUSINESS PLAN PART I: PLANNING PROCESS (SESSION 2)
CE.BUS 002-71 1 session, .25 CEU
W, 10/21 6:30-9 p.m.

THE BUSINESS PLAN PART II: MARKETING AND PROMOTION (SESSION 3)
CE.BUS 010-71 1 session, .25 CEU
W, 10/28 6:30-9 p.m.

CREATING A BUDGET FOR YOUR SMALL BUSINESS (SESSION 4)
CE.BUS 003-71 1 session, .25 CEU
W, 11/4 6:30-9 p.m.

FINANCING A SMALL BUSINESS (SESSION 5)
CE.BUS 004-71 1 session, .25 CEU
W, 11/11 6:30-9 p.m.

TAXES AND RECORD KEEPING (SESSION 6)
CE.BUS 005-71 1 session, .25 CEU
W, 11/18 6:30-9 p.m.

Sue Yourself
Does somebody owe you or your business money? Does your business have trouble with collections? Learn how to use the courts to collect without having to hire a lawyer. This course teaches you how to prosecute (or defend) suits in the New Jersey Small Claims Court by yourself. The student will learn how to sue for money owed, damage to property, unpaid rent, return of rental security deposits, and many other claims for money damages. Even businesses that sell out-of-state or over the Internet can do this with proper preparation. The student will also learn how to collect money damage after the court awards judgment. This course is ideal for business owners, managers, and landlords.

CE.BUS 016-71 6:30-9 p.m.
T, 9/22 & 9/29 $45
2 sessions Blackwood Location

Speaking with Confidence
Public Speaking is the ability to speak with confidence, clarity and cogency in a group and to a group; it has been identified as a vital skill that can boost a person's career prospects. Additionally, this important life-skill has also been known to bring about substantial improvements in the personal relations of people.

CE.MGT 085-71 6:30-9 p.m.
T, 9/29 & 9/29 $50
2 sessions Blackwood Location

Conquering Workplace Stress
This seminar will teach you how to respond appropriately to daily pressures and how to take charge of stressful situations so you can perform at your best. Participants will learn to recognize the signs of stress, determine stress-prone personalities, and explore coping techniques.

CE.MGT 008-71 6:30-9 p.m.
T, 10/3 & 10/20 $50
2 sessions Blackwood Location

The Effective Leader
This seminar will assist emerging leaders into the transition from employee to supervisor. Specific topics will include defining the supervisor's role, negotiation and networking, interpersonal and human relations skills, team member environment, time management tips, planning and organizing, and performance assessment practices.

CE.MGT 062-71 6:30-9 p.m.
T, 11/3 & 11/10 $50
2 sessions Blackwood Location

Notary Public Training Program
This class will educate you on how to obtain your notary commission for the State of New Jersey. In addition, you will acquire skills and tools to complete your state assigned job duties as described by the New Jersey Department of Revenue. We will explore what a notary can do; what liability a notary faces, and how to earn money from notary services. This course meets the standards of the New Jersey Notary Association.

CE.BUS 014-61 9 a.m.-1 p.m.
S, 11/7 $69
1 session Blackwood Campus

Loan Signing Agent
ADVANCED NOTARY PUBLIC EDUCATION & TRAINING FOR NEW JERSEY NOTARIES
This course is designed to assist the current notary with a knowledge, understanding and training for the sub-specialty as a notary signing agent handling loan document packages for lenders, mortgage companies and other financial institutions. Follow a signing from start to finish. See actual loan documents and take practice loan documents home. Affirms the standards of the New Jersey laws concerning the position of a New Jersey Notary Public from the New Jersey Division of Revenue.

CE.BUS 023-61 $150, BLK location
S, 11/14, 9 a.m. – 5 p.m. 1 session, 0.8 CEU's

Real Estate
Real Estate Licensing
FIN-215 – REAL ESTATE SALES: This is a basic five-credit course in the principles of real estate and includes the study of property interests, contracts, financing, titles, deeds, closings, appraising, leases, Federal laws, NJ statutes, and NJ Real Estate Commission rules and regulations. This course is designed to prepare students to sit for the NJ Real Estate Salesperson Exam.

Term: 15/FAU Course #: FIN-215-51
Real Estate Sales Dates: 9/14–9/25
Location: BLK M–F, 9 a.m.–4:30 p.m.
Price: $349 (includes registration and textbook)

Term: 15/FAU Course #: FIN-215-52
Real Estate Sales Dates: 10/5–10/16
Location: BLK M–F, 9 a.m.–4:30 p.m.

Term: 16/SPU Course #: FIN-215-53
Real Estate Sales Dates: 11/9–11/20
Location: BLK M–F, 9 a.m.–4:30 p.m.

Term: 16/SPU Course #: FIN-215-55
Real Estate Sales Dates: 12/7-12/18
Location: BLK M–F, 9 a.m.–4:30 p.m.

Price: $349 (includes registration and textbook)

Because this is a cooperative course – taught in conjunction with Weichert Real Estate School – policies and procedures may vary from the College’s standard policies governing credit classes:

- This course is not eligible for a tuition waiver (Unemployment, National Guard, Senior Citizen discount, College employees, etc.)
- New Jersey Licensing: An applicant for a NJ real
Real Estate Appraising

Public Safety Programs

Police Academy Alternate Route

This five-month program affords anyone the opportunity to earn a certificate from the State of New Jersey to become a municipal police officer. Students put themselves through the Camden County College Police Academy at their own expense and are not required to have a police department sponsorship.

Contacts:
Stephen Addezio, Director
(856) 374-4950 l saddezio@camdenccc.edu
Chief (Ret) Robert Doyle, Coordinator
(856) 374-5012 l rdoyle@camdenccc.edu

Homeland Security, HLS.CT

This curriculum is designed to prepare students for entry level positions in homeland security as well as provide the foundation for further advancement in this career path in related areas such as Transportation Security Administration (TSA), border security or emergency preparedness.

Contact: Stephen Addezio, Director
(856) 374-4950 l saddezio@camdenccc.edu

Fire Code Enforcement

There are two career programs offered at the Camden County College Regional Emergency Training Center in Blackwood, the Fire Prevention Inspector and Fire Subcode Official. The Fire Prevention program follows a standard instructional process in a minimum 90-hour program which meets the state requirement. A separate certification exam is also required. The Subcode Official class prepares inspectors to review and approve building plans specific to fire code requirements.

Contact: Patrick Bigoss, Director
(856) 227-7200, ext. 4204 pbigoss@camdenccc.edu

Emergency Medical Technician

Emergency Medical Technician (EMT) is a single course that can lead to employment for those interested working in the emergency medical field. EMTs staff ambulances and respond to 9-1-1 calls. EMT is also a prerequisite for those wishing to go to paramedic school.

Contact: Matthew Scott, Director
Virtua School of Paramedic Sciences
(856) 374-5078 l mscott@camdenccc.edu

HEALTHCARE

REGISTRATION PACKETS & CNA/PCT INFO SESSIONS

Sessions may be found at www.camdencc.edu (calendar - Monthly Grid - All Events)

Packets for pick-up in person, or email:
Tamara Dixon (for courses in Camden)
College Hall, Room 228
200 N. Broadway, Camden, NJ 08102
(856) 968-1329 | tdixon@camdencc.edu

Susan Hansen (for courses in Blackwood)
Kevin G. Halpern Hall for Science & Health Education, Room 329H
PO Box 200, Blackwood, NJ 08012
(856) 227-7200, ext 4359
shansen@camdencc.edu

Completed packets should be returned to the appropriate contact listed above.

PRACTICAL NURSING, NUR.CT

CNA is a core course for the practical nursing program. The Practical Nursing program at Camden County College is approved by the New Jersey Board of Nursing. This program provides the education that leads to a certificate in practical nursing and eligibility to sit for the National Council Licensure Examination for Practical Nursing.

Dr. Audrey Brooks
(856) 227-7200, ext. 4359
abrooks@camdencc.edu

ACADEMIC PATHWAYS FOR RETURNING PROFESSIONALS: HEALTH SCIENCE

Allied health paraprofessionals who have earned a certificate or license may be eligible to receive college credit for their accredited, post secondary education. Students may transfer college credit to four-year institutions or use the degree for career advancement.

- Students may earn a minimum of 22 to a maximum of 28 credits for completing a post secondary, accredited allied health program.

Lee Ann Havey, Administrative Associate
(856) 227-7200, ext. 4468
lhavey@camdencc.edu

Healthcare

Certified/Registered Medical Assistant

This Certified/Registered Medical Assistant program offers a 6-month curriculum structured to provide all of the competencies necessary to pass the RMA exam. This program is designed to train students as multi-skilled professionals who will assist the physician in patient-care management and education. This course includes classroom and lab instruction, as well as a five week externship component.

Students will learn to perform a variety of administrative and clinical duties. Venipuncture, vital signs, urinalysis procedures, sterilization techniques, hematology, tray setups, and patient preparation are examples of the clinical duties that the Medical Assisting student will be trained to perform. Students will also learn diagnostic procedures, medical terminology and anatomy and physiology.

The graduates of the Medical Assistant Program at the Camden County Career Institute are eligible to take the RMA certification examination upon graduation. The RMA (Registered Medical Assistant) exam is administered by American Medical Technologists (AMT), accredited by the National Commission for Certifying Agencies (NCCA), a recognition given to organizations meeting rigorous NCCA Standards. Although some credentials use “certified” and some use “registered,” all AMT members are considered “certified.”

CE.TRD-030
9/8/15-2/25/16
M, T, W, R, F
Hours: 720
$6,385 (Tuition $4,000, Lab $1,835, Books/Supplies $550)

Dialysis Technician

This program offers a 5-month curriculum designed to prepare the student for an entry-level position as a Hemodialysis Technician trainee. The program will allow the student to progress through a standard dialysis facility orientation program at an accelerated rate by providing an extensive theoretical knowledge base and clinical practice in a laboratory setting. Dialysis clinic visitations will be scheduled for the purpose of observation and clinical experience. Courses to provide basic knowledge related to Nursing Principles and Practice, Anatomy and Physiology, and Medical Terminology are included in the curriculum as well. The Hemodialysis Technician is an important member of the Renal Care Team. Responsibilities include performance of routine dialysis procedures and patient care under the direction of a Nephrologist and supervision of an RN. Students who complete the Dialysis Technician program at the Camden County Career Institute are eligible to take the CCHT (Certified Clinical Hemodialysis Technician) exam, through the Nephrology Nursing Certification Commission (NNCC) upon completion of an externship or 6 months of work experience.

In addition, students will be considered for inclusion in an unpaid externship, where they will have the opportunity to gain workplace experience at one of the industry’s leading dialysis centers. Acceptance into the externship program will be determined following a standard interview process. Please note: placement is not guaranteed and will be awarded per the discretion of the dialysis facility.

CE.TRD-070
9/8/15-2/26/16
M, T, W, R
Hours: 600
Lab $2,080, Books/Supplies $600

Camden County College, Regional Emergency Training Center & Camden County Technical School, Sicklerville

**Online registration is NOT available for Certified/Registered Medical Assistant or Dialysis Technician. Applicants must obtain a registration packet prior to registering for this program. Registration packets are available via email or US Mail. To request a packet please email info@cccinow.com or call 856-874-6004.

Certified Nurse Aide (CNA)

Camden County College is pleased to offer the Certified Nurse Aide Program. The New Jersey Department of Health and Senior Services regulates this professional certification program, which is designed to instruct students in the fundamentals of nursing care and philosophy. The program follows a series of modules designed to build skill competency and theory within the nurse aide student. Certified Nurse Aides (CNAs) may practice in long-term care facilities, rehabilitation centers, and sub-acute facilities.

Both classroom theory and practicum components incorporate such topics as health and disease processes, therapeutic and technical procedures, vital signs, hygiene and grooming care, nutrition and hydration, infection control, restorative care, observation and reporting, psychosocial care skills, caring for residents with Alzheimer’s Disease and ethical behavior.

Admission requirements (complete prior to registration):

- Students must be high school graduates or possess a GED
- Students must be 18 years of age
- Special program admission requirements. This information is provided in the registration packet

After successful completion of the program, students are eligible to take the skills and written test for state certification. The certification fee is separate from program’s tuition.

Cost: Credit Tuition Rates Apply (4 credits)
Blackwood, Halpern Hall
ALH 122-01 | 9/2-12/21 | M & W, 8 a.m. - noon
CCC, Camden City Campus, College Hall
ALH 122-91 | 9/2-12/21 | T & W, 5-9 p.m.
CCC, Camden City Campus, College Hall
ALH 122-91 | 9/2-12/21 | M & R, 8:30-12:30 p.m.

Clinical hours to be announced in class.
Patient Care Technician
The Patient Care Technician Program is designed to prepare students to train for one of the fastest growing professions in the health care industry today. The program focuses on building a complete and solid foundation for students in both classroom theory and hands-on clinical components. Students will build skills in basic and complex key concepts of anatomy and physiology; cardiac function; performing EKG; growth and development; phlebotomy; nursing care; nutrition; therapeutic communication; psychology; and critical thinking. Individuals prepared through the Patient Care Technician program may seek employment in acute care hospitals, sub-acute care facilities, outpatient laboratories, cardiac rehabilitation centers, and various other healthcare providers.

Admission requirements (complete prior to registration):
- Students must be high school graduates or possess a GED
- Students must be 18 years of age
- Special program admission requirements. This information is provided in the registration packet

CE.ALH 056-01 Blackwood Location
9/16-12/21 M, T & R: 9 a.m.-3 p.m.* $2,325 (tuition $795, lab $1,530)

Students will receive 18.3CEU upon completion.

*PLEASE NOTE: tentative dates, days & times.

Medical Terminology
This course offers an introduction to the world of healthcare through the language of medicine. Students are provided with the tools needed for word analysis which will assist with the understanding of both basic and complex medical terms. The words are divided into basic elements such as prefixes, suffixes, root words and combining forms. A correlation of the word elements with basic anatomy, physiology and pathology is included. In addition, the course emphasizes the spelling and pronunciation of medical terms. Course may be taken for credit or audit. Decision to audit must be made prior to registration. See records and registration at www.camdencc.edu/registration for cost and times of the course. Students may register for any section of HIT 120, Medical Terminology.

Spanish for Health Care Professionals
This course will provide medical personnel with the basic concepts required to communicate with Spanish-speaking patients. No previous knowledge of the Spanish language is required. Participants will learn basic communication skills that will prove helpful in the patient-care setting. Gain a working knowledge of Spanish medical terminology, the parts of the body, numbers, and key phrases to help enhance your communication skills. 1.2 CEU

Pharmacy Technician
This comprehensive course is for those interested in entering the world of pharmacy as a Pharmacy Technician. Upon completion of this course, students will be prepared to sit for the Pharmacy Technician Certification Board exam as well as be in a competitive position to seek employment in the field. Course content will include pharmacy law, interpreting prescriptions and computer entry, defining drugs by brand and generic names, ethics, inventory control, routes of administration, and side effects of medications. This course will also focus on mathematic calculations as they relate to dosage conversions and calculations and IV flow rates. It is suggested that individuals have a high school diploma or GED to enter the program due to the reading and math requirements of the course. Students are asked to bring a calculator to class. 6.6 CEU

Cost: $1,000
Location: BLK

Medical Coding
This certificate prepares students for employment in a variety of areas that require coding expertise. This program is approved by the American Health Information Management Association (AHIMA).

Contact: Linda Mesko, MS, RHIA, Director (856) 968-1331 | lmesko@camdencc.edu

Surgical Technology
This certificate program will prepare students for a career in surgical technology. Graduates will earn 36 credits and demonstrate entry-level knowledge and skill in surgical case preparation and peri-operative patient care.

Contact: Dr. David Pilla, Coordinator (856) 227-7200, ext. 4566 | dpilla@camdencc.edu

Personal Trainer
Personal fitness trainers help clients to assess their level of physical fitness and help them to set and reach fitness goals. They demonstrate various exercises and help clients to improve their exercise techniques.

Contact: Dr. Nicholas DiCicco, Director (856) 227-7200, ext. 4264 | ndicicco@camdencc.edu

Unemployed and Ready to Work?
We Can Help!

We are pleased to announce that the New Jersey Community College Consortium has been awarded the Ready to Work Grant. This grant is designed to help long-term unemployed workers rapidly return to work at NO COST to them.

Program Services are available at your local community college and may include:

- Free Work-Based Training
- Resume Writing, Interviewing, & Networking Techniques
- Individual Career Counseling
- Job Placement Assistance
- Supportive Services
- Salary reimbursements available to hiring employers

Acceptance Criteria into the program will be:

- New Jersey Residents
- Unemployed/Underemployed for 6+ months
- Have a High School Diploma/GED or higher
- Minimum age of 18 years old
- Priority Service for Veterans

Did you know there is a Community College location within 20 minutes of every resident/business in New Jersey?

Funded in whole by the USDOL & NJLWD

If you meet the above criteria and are Ready to Work
Please register today at http://rtwnj.org