Looking for a career that doesn’t require a degree?

Take the first step towards your new career now!

Camden County Career Institute
Prepare for a career in 10 months or less!

SUMMER 2015
Blackwood / Camden / Cherry Hill
www.cccinow.com
856-874-6004
info@cccinow.com
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 as little time as 10 months.

HOW TO REGISTER

ONLINE
www.camdencc.edu/ce

WALK-IN
Blackwood Campus, Wilson Center
Stop into the Registrar’s Office Monday through Friday from 8:30 a.m. – 6:30 p.m.*
Camden Campus, 2nd Floor Technology Center
Monday through Friday 8:30 a.m. – 6:30 p.m.*
Cherry Hill, William G. Rohrer Center
Located at the corner of Rt. 70 and Springdale Road, hours are Monday through Friday 8:30 a.m. – 4:30 p.m.* Payment can be made with check, money order, Visa, MasterCard, Discover or American Express.
Regional Emergency Training Center
Monday through Friday 8:30 a.m. – 6:30 p.m.*
*Summer hours begin May 18 – August 14
Friday office hours vary by location. Please call for schedule.

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

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.

PARKING POLICY
No parking permit is necessary, however, you must park in white-lined, student spaces only.

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.

INCLIMENT 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 day classes
2559 — Cancellation of evening 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.

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

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.

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
(credit card, cash, money order, or check)

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.
**CAMDEN COUNTY CAREER INSTITUTE: Summer 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**

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

**TOTAL DUE** (payment info below) (subject to Refund/Cancellation Policy)

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

**CHOOSE ONE**

- Check
- 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.

**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?**

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

**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**
**TECHNICAL COURSES: Automotive, Truck Driving & Construction**

### Automotive Technology

**PROGRAM STARTS FALL 2015**

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 the full description online.

**Automotive General Motors Technician, GMT.CA**

- **CE.TRD-011**
  - 9/15/15-5/19/16
  - T, W, R, 5-9 p.m.
  - Hours: 372
  - $2,900 (Tuition $2,200, Lab $250, Books/Supplies $450)
  - Camden County Technical School, Sicklerville

**Commercial Truck Driving**

**REGISTER NOW!**

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
- Possess a valid automobile license with an acceptable license abstract
- Pass D.O.T. physical and drug test
- Must be able to read, write and comprehend English

**CE.CTD 001**

- Hours: 170, 17 CEUs
- $4,275 (Tuition $1,725, Lab Fees $2,475, Texts, CDL Permit, $2475, Texts, CDL Permit, $2475, Texts, CDL Permit, $2475, Texts, CDL Permit)

**EPA approved section 608 certification exams.**

**Not Eligible for Senior Citizen Discount**

### Construction Technology

**PROGRAMS START FALL 2015**

**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 the full description online.

**CE.TRD-080**

- 9/15/15-5/19/16
- T, W, R, 6-10 p.m.
- Hours: 372
- $3,545 (Tuition $2,620, Lab $350, Books/Supplies $575)
- Camden County Technical School, Sicklerville

### HVAC CONTRACTORS

Effective September 1, 2014, the State of NJ requires HVACR technicians to be licensed. Detailed information can be found by visiting www.nj.gov/lps/ca/HVACR. 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 HVACR 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 HVACR 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).

**Contact Person:**

John Karaska  
(Tuition $900, Books/Supplies $125)
- Camden County Technical School, Sicklerville

**CE.TRD-001**

- 9/2/15-6/16/16
- T, R, 7-10 p.m.
- Hours: 156
- $1,075 (Tuition $900, Books/Supplies $175)
- Camden County Technical School, Sicklerville

**CE.TRD-160-01**

- 9/15/15-4/5/16
- T, W, 7-10 p.m.
- Hours: 156
- $1,025 (Tuition $900, Books/Supplies $125)
- 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 the full description online.

**CE.TRD-090**

- 9/2/15-6/16/16
- M, T, W, R, 6-10 p.m.
- Hours: 572
- $4,475 (Tuition $3,350, Lab $350, Books/Supplies $575)
- Camden County Technical School, Sicklerville

### 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/ASEP 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  
(Tuition $2,200, Lab $250, Books/Supplies $450)
- Camden County Technical School, Sicklerville

**Camden County Technical College **

**Director:**

Christopher Gallo  
450 (Tuition $2,200, Lab $250, Books/Supplies $450)
- Camden County Technical School, Sicklerville
HVAC Apprentice

HVAC APPRENTICE LEVEL 1
CE.TRD-190-01 $1,200 (Tuition $900, Books/Supplies $300)
9/14/15-12/16 M, W, 6-9 p.m.
Camden County Technical School, Sicklerville
Hours: 156

HVAC APPRENTICE LEVEL 2
CE.TRD-190-02 $1,050 (Tuition $900, Books/Supplies $150)
9/14/15-12/16 M, W, 6-9 p.m.
Camden County Technical School, Sicklerville
Hours: 156

HVAC APPRENTICE LEVEL 3
CE.TRD-190-03 $1,050 (Tuition $900, Books/Supplies $150)
9/14/15-12/16 M, W, 6-9 p.m.
Camden County Technical School, Sicklerville
Hours: 156

PROGRAM Construction Code

PROGRAMS START FALL 2015

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.

ATTENTION STUDENTS — Please note that the classes below reflect curriculum and hour modifications per the new regulation changes adopted by the Department of Community Affairs.

See the full description online.

BUILDING INSPECTOR RCS
CE.PRO 027-51 23 sessions
9/29-12/17 $695 (Textbook additional charge)

BUILDING INSPECTOR ICS
Prerequisite: Successful completion of the Building Inspector RCS course
CE.PRO 031-51 19 sessions
10/5-12/9 Cost: $855 (Textbook additional charge)

BUILDING INSPECTOR HHS
Prerequisite: Successful completion of the Building Inspector RCS and ICS courses
CE.PRO 039-51 15 sessions
10/13-12/3 Cost: $465 (Textbook additional charge)

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

ELECTRICAL INSPECTOR ICS
CE.PRO 040-50 15 sessions
9/14-12/21 Cost: $465

ELECTRICAL INSPECTOR HHS
Prerequisite: Electrical Inspector ICS
CE.PRO 046-51 15 sessions
9/2-12/16 Cost: $345 (Textbook additional charge)

CONSTRUCTION OFFICIAL
CE.PRO 048-51 10 sessions
10/3-12/5 Cost: $345 (Textbook additional charge)

TECHNICAL ASSISTANT
CE.PRO 043-51 15 sessions
9/2-12/16 (no class 11/25) Cost: $345 (Textbook additional charge)

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.

See the full description online.

CE.TRD-130 $4,500 (Tuition $2,900, Lab $950, Books/Supplies $150)
9/8/15-12/16 M, T, W, R, 6-10 p.m.
Camden County Technical School, Sicklerville
Hours: 564

Plumbing Apprentice

PLUMBING APPRENTICE LEVEL 1
CE.TRD-170-01 $1,150 (Tuition $900, Books/Supplies $250)
9/15/15-12/16 T, R, 6-9 p.m.
Camden County Technical School, Sicklerville
Hours: 156

PLUMBING APPRENTICE LEVEL 2
CE.TRD-170-02 $1,150 (Tuition $900, Books/Supplies $250)
9/15/15-12/16 T, R, 6-9 p.m.
Camden County Technical School, Sicklerville
Hours: 156

PLUMBING APPRENTICE LEVEL 3
CE.TRD-170-03 $1,200 (Tuition $900, Books/Supplies $300)
9/16/15-12/21 W, R, 6-9 p.m.
Camden County Technical School, Sicklerville
Hours: 156

PLUMBING APPRENTICE LEVEL 4
CE.TRD-170-04 $1,025 (Tuition $900, Books/Supplies $125)
9/16/15-12/21 W, R, 6-9 p.m.
Camden County Technical School, Sicklerville
Hours: 156

NJDOL Apprentice application process info:
John Karaska, Camden County Apprenticeship Coordinator, (856) 227-7200, ext. 4069 jkaraska@camdencct.edu.

CCCI: (856) 874-6004  |  info@cccinow.com

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.

TECHNICAL COURSES: Networking, PC Repair & Programming

REGISTER NOW!

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. 25 CEU’s.

COURSES INCLUDED:
• CompTIA A+ and Network+ *
• Microsoft Technology Associate

CERTIFICATIONS:
• A+
• Network +
• MTA

Prerequisite: None, but preferred would be basic computer navigation and comprehension of basic terms.
Course #: CE.BUN 002
Hours: 260
$3,999  (Tuition $1,625, Lab Fees $2,174, Materials $200 - certification tests are not included)

*A+ and/or Net+ can be taken as individual courses.

A+ CERTIFICATION BY CompTIA
• CompTIA A+ Operating Systems Certification
• CompTIA A+ Hardware Certification
Course #: CE.CST 012
$1,599  (Tuition $525, Lab Fees $974, Text & Materials $100 - certification tests are not included)

NETWORK+ CERTIFICATION BY CompTIA
• CompTIA NETWORK+ Certification
Course #: CE.CST 008
$1,099  (Tuition $402, Lab Fees $642, Materials $55 - certification tests are not included)

*CISCO Certified Network Associate (CCNA) Routing and Switching Certification
Cisco sees CCNA as its flagship curriculum, so it wants to be sure it’s in step with technological advances as they occur. In light of this, the CCNA curriculum has been revised to include more networking topics and focus on performance-based skills. The Cisco CCNA network associate 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
Prerequisite: Students need to have basic computer knowledge that includes the ability to use a mouse, edit and save files. File copying, disk copying, moving and renaming directories in a Windows environment and experience in Network+ are essential.
Hours: 120
Course #: CE.CST 067
Total Cost: $2,500  (Tuition $1,099, Lab Fees $1,271, Materials $130 - certification tests are not included)

*Attendance Policy applies – see page 2
Not eligible for Senior Citizen discount

Web Programmer
The Web Programming Career Track is a comprehensive program designed to provide the fundamentals of programming for the Internet or institutional intranets. The track establishes a solid foundation in object-oriented programming, database development and web page markup. This is followed by advanced classes in client-side and server-side scripting and content management. Technologies covered include: HTML5, CSS3, XML, Java, MySQL, JavaScript, Ajax, PHP, JSON, Drupal.
Focusing more on programming theory and techniques rather than design, this track can also be used as a springboard to a formal computer science educational program. The web developer program features the latest software and will improve your marketability in the domain of web applications. Beyond just learning how to create an effective website, you will learn key object-oriented programming and database techniques that will put you on the road to becoming a web developer.

COURSES INCLUDED:
• Introduction to Java Programming (28 hrs)
• Markup for Web Sites (20 hrs)
• Introduction to Databases (28 hrs)
• Web Technologies (24 hrs)
• Web Programming Languages and Content Management (16 hrs)

CERTIFICATIONS:
• Oracle Certified Associate, Java Programmer
• XML Master Basic
• Oracle Certified Associate, MySQL
— or – Oracle Certified Professional, MySQL
Course #: CE.CPG 050 51
Cost: $2,999  (Tuition $1,120, Lab Fees $1,684, Materials $195)
Hours: 116 (for entire program)

*Attendance Policy applies – see page 2
Not eligible for Senior Citizen discount

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

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

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 certified 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
Microsoft Certified Solutions Associate (MCSA: Windows Server 2012)

Earn the Microsoft Certified Solutions Associate (MCSA: Windows Server 2012) certification to demonstrate your leadership and problem-solving skills in working with Windows Server 2012.

Server Administrators are recognized among their peers and managers as leaders in the day-to-day operations management of Windows Server 2012. Demonstrate and communicate your ability to take system-wide ownership of Windows Server 2012 administration and increase your organization’s return on technology investment by earning the 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 including:

- Network Administrators
- Technical Support Engineers
- Network Analysts
- Systems Administrators
- Systems Analysts
- Technical Consultants

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

Prerequisite: General networking knowledge with one year recent experience or equivalent certifications.

To ensure the highest quality of education, Camden County College students are provided extensive hands-on experience, quality textbooks and simulated testing software. 18 CEU’s

Hours: 180
Course #: CE.CST 074
Total Cost: $2,990 Certification Tests are not included (Tuition $945, Lab Fees $1874, Materials $171)

*Attendance Policy applies -- see page 2
Not eligible for Senior Citizen discount

MCSA AND CCNA
Students can register for both at a discounted package price.

Hours: 300
Course #: CE.BUN 011
Cost: $4,899 (Tuition $1,813, Lab Fees $2,786, Materials $300 - certification tests not included)

Graphic Design

REGISTER NOW!

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. 1.5 CEU’s

CE.CMS 048-91
8/6-9/3
5 sessions
R, 6:30-9:30 p.m.
ROH room 212

$179 (Tuition $60; lab fees $80; materials & text $39)

Microsoft Office

REGISTER NOW!

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

CE.ACC 008-91
5/21-6/25
6 sessions
R, 6:30-9:30 p.m.
ROH room 213

$265 (Tuition $75; lab fees $135; text & materials $55)

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, 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

CE.CMS 034-91
5/5-6/18
14 sessions
T, R, 6:30-9:30 p.m.
ROH room 212

$599 (Tuition $252; lab fees $294; text & materials $53)

Looking for healthcare courses? They begin on page 13.

DAY ABBREVIATIONS
M=Monday, T=Tuesday, W=Wednesday, R=Thursday, F=Friday, S=Saturday, U=Sunday
TECHNICAL COURSES: Microsoft Office

Microsoft Office – Advanced
This course provides the perfect supplement to Office Level I. This 24 hour hands-on course continues where the Office Level I course ends. You will learn the advanced features and functions of Microsoft’s WORD, EXCEL, ACCESS, and POWERPOINT to create the optimum documents, databases, and presentations. 2.4 CEU
CE.CMS 035-91 $299 (Tuition $120; 7/7-7/30 8 sessions materials $34) T, R, 6:30-9:30 p.m. ROH room 212

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.

WORD – BASIC
Prerequisite: Knowledge of the PC and Windows
CE.CMS 036-91 $159 (Tuition $72; lab fees $68; materials & text $19) 5/11-5/20 4 sessions, 1.2 CEU M, W, 6:30-9:30 p.m. ROH room 213

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 work-sheets, 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.

EXCEL – BASIC
Prerequisite: Knowledge of the PC and Windows
CE.CMS 038-91 $159 (Tuition $72; lab fees $68; materials & text $19) 6/1-6/10 4 sessions, 1.2 CEU M, W, 6:30-9:30 p.m. ROH room 213

Excel – INTERMEDIATE & ADVANCED

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

POWERPOINT – BASIC
Prerequisite: Knowledge of the PC and Windows
CE.CMS 042-92 $99 (Tuition $36; lab fees $145; text & materials $34) 6/15-6/17 2 sessions, .6 CEU M, W, 6:30-9:30 p.m. ROH room 213

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; materials & text $19) 7/6-7/15 4 sessions, 1.2 CEU M, W, 6:30-9:30 p.m. ROH room 213

Microsoft Office – Advanced
This course provides the perfect supplement to Office Level I. This 24 hour hands-on course continues where the Office Level I course ends. You will learn the advanced features and functions of Microsoft’s WORD, EXCEL, ACCESS, and POWERPOINT to create the optimum documents, databases, and presentations. 2.4 CEU
CE.CMS 035-91 $299 (Tuition $120; 7/7-7/30 8 sessions materials $34) T, R, 6:30-9:30 p.m. ROH room 212

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.

WORD – BASIC
Prerequisite: Knowledge of the PC and Windows
CE.CMS 036-91 $159 (Tuition $72; lab fees $68; materials & text $19) 5/11-5/20 4 sessions, 1.2 CEU M, W, 6:30-9:30 p.m. ROH room 213

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 work-sheets, 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.

EXCEL – BASIC
Prerequisite: Knowledge of the PC and Windows
CE.CMS 038-91 $159 (Tuition $72; lab fees $68; materials & text $19) 6/1-6/10 4 sessions, 1.2 CEU M, W, 6:30-9:30 p.m. ROH room 213

EXCEL – INTERMEDIATE & ADVANCED

ABBRéviation Codes
BLK = Blackwood Campus
ROH = William G. Rohrer Center in Cherry Hill
CCTS = The Technical Institute of Camden County

For more information: (856) 874-6004 or info@cccinow.com

OPEN HOUSE
Learn about available classes in Automotive Technology, Certified/Registered Medical Assistant, Cosmetology, Culinary Arts/Restaurant Operations, Dialysis Technician, Electrical Technology, HVAC, Welding, USDL Registered Apprenticeships in Electrical, HVAC and Plumbing, and many other in demand training programs.

Meet the instructors and staff
Tour the classrooms & labs
Instant enrollment available

THURSDAY, MAY 14, 2015
5:30 – 7:30 p.m.
Camden County Technical School Cafetorium, Building 4
343 Berlin Cross Keys Road
Sicklerville, NJ 08081

For more information: (856) 874-6004 or info@cccinow.com

COMING FALL 2015

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
Hours: 250
Course #: CE.CST 035
$3,999 (Tuition $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
TECHNICAL COURSES: CAD & Manufacturing

**AutoCAD 2015**

REGISTER NOW!

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.

**Hours:** 24  
**Course #:** CE.CAD 001  
$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.

**Hours:** 24  
**Course #:** CE.CAD 002  
$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.

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

**Manufacturing Technology**

**PROGRAMS START FALL 2015**

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**

- MASTERCAM MILL LEVEL I
- MASTERCAM MILL LEVEL II
- MASTERCAM LATHE

**Specialized Manufacturing & Technology**

**REGISTER NOW!**

**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

**CE.MFG 008**

5/26-8/2  
15 sessions  
M,T,W,R  
8:30-4:30pm  
$3,999 (tuition $1995; lab fees $1759; text & materials $245)

**BLK, CIM 104**

**Career Center**

Let CCCI help you get started today!

Right now, more job openings are shared with the Career Center than there are students applying for them. How’s that for great odds?

CCCI students get help with application and interview prep from the Career Center staff. How’s that for one-stop shopping?

More Information: 856-874-6004 or www.cccinow.com – 9
Cosmetology Services

Thursdays through 5/28/15, 4–9 p.m.

HAIR SERVICES

<table>
<thead>
<tr>
<th>Service</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shampoo &amp; Set</td>
<td>$5/Long $7</td>
</tr>
<tr>
<td>Up-Do/Formal Style</td>
<td>$15</td>
</tr>
<tr>
<td>Haircut</td>
<td>$10</td>
</tr>
<tr>
<td>Shampoo, Cut &amp; Blow-dry</td>
<td>Short $15/Long $17</td>
</tr>
<tr>
<td>Shampoo &amp; Cut</td>
<td>$12</td>
</tr>
<tr>
<td>Cholesterol Hair Treatment</td>
<td>$5</td>
</tr>
<tr>
<td>Temporary Color Rinse</td>
<td>$3</td>
</tr>
<tr>
<td>Permanent Wave (includes haircut)</td>
<td>$20</td>
</tr>
<tr>
<td>Chemical Hair Relaxing (Does not include style)</td>
<td>$15</td>
</tr>
<tr>
<td>Chemical hair retouch (Does not include style)</td>
<td>$10</td>
</tr>
<tr>
<td>Shampoo, press or thermal curl</td>
<td>Short $10/Long $15</td>
</tr>
<tr>
<td>Permanent hair coloring</td>
<td>Short $15/Long $20</td>
</tr>
<tr>
<td>Frosting with cap</td>
<td>Short $10/Long $15/x-long $25</td>
</tr>
<tr>
<td>Highlighting</td>
<td>Short $20/Long$25/x-long $35</td>
</tr>
<tr>
<td>Semi-color</td>
<td>Short $7/Long $10</td>
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</tbody>
</table>

FACIAL SERVICES

<table>
<thead>
<tr>
<th>Service</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facial Treatment</td>
<td>$10</td>
</tr>
<tr>
<td>Eyebrow (tweezing)</td>
<td>$5</td>
</tr>
</tbody>
</table>

NAILS

<table>
<thead>
<tr>
<th>Service</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Manicure</td>
<td>$5</td>
</tr>
<tr>
<td>Spa Manicure</td>
<td>$10</td>
</tr>
<tr>
<td>Pedicure</td>
<td>$10</td>
</tr>
<tr>
<td>Spa Pedicure</td>
<td>$15</td>
</tr>
</tbody>
</table>

WAXING

<table>
<thead>
<tr>
<th>Service</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sideburns</td>
<td>$4</td>
</tr>
<tr>
<td>Chin</td>
<td>$5</td>
</tr>
<tr>
<td>Full arm</td>
<td>$12</td>
</tr>
<tr>
<td>Half arm</td>
<td>$8</td>
</tr>
<tr>
<td>Forehead</td>
<td>$3</td>
</tr>
<tr>
<td>Eyebrows</td>
<td>$5</td>
</tr>
<tr>
<td>Lip</td>
<td>$5</td>
</tr>
</tbody>
</table>

- 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 INFO: tradetraining@camdencce.edu
(856) 874-6004

Cosmetology / Hair Stylist

PROGRAM STARTS FALL 2015

In just 10 months students are prepared to pass the NJ State Board of Cosmetology licensure exam. Camden County College 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. The college is now offering a rolling admission schedule with multiple start dates choose from. Students will complete their training 10 months after their respective start date.

Note: no classes are held during July & August.

Animal Care

REGISTER NOW!

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. Avoid future problems altogether! 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 Tailen is the resident animal behavior expert and Pet Reporter for top-rated KYW NewsRadio and hosts the popular “Teacher’s Pet,” a program on training tips & techniques. She has been rescuing & rehabilitating dogs for over 15 years.

CE.ALB 074-51 W, 7-9 p.m.
5/20-6/24 $85
6 sessions Halpem Hall, Room 225

Culinary Arts / Restaurant Operations

PROGRAM STARTS FALL 2015

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 the 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 ServSafe Certification as a result of their training.

CE.TRD-040 $7,145 (Tuition $5,520, Lab $1,100, Books/Supplies $525)
9/2/15-6/30/16 M, T, W, R, 3-10 p.m.
Hours: 1,071 Camden County Technical School, Sicklerville

Note: no classes are held during July & August.

Veterinary Exam Room Assistant Training Program

PROGRAM STARTS JUNE 2015

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.

JOB PLACEMENT ASSISTANCE AVAILABLE

$2700 (tuition $1070, lab fees $1500, books $130)
CE.ALB 122-01

Please call or email our office for a special veterinary registration packet:
info@cccinnow.com
(856) 874-6004
Teacher Education

Register Now!
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 NCU. 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, log onto www.ets.org for information so you can be ready for the NPTNJ Program in June 2015. Preparation for admission into the program can take several months.

Not eligible for tuition waivers

Online Courses Offered through EducationToGo
A variety of online courses are offered on a monthly basis through EducationToGo in the education field. Topics include:

- Classroom Discipline
- Integrating Technology
- The Inclusive Classroom
- Teaching Math
- Teaching Science
- Creating a Classroom Website
- Working with Learning Disabled Students
- Differentiated Instruction

To register, please visit www.ed2go.com/camdencc and select your courses and start dates.

NPTNJ 24-Hour Pre-Service Program in K-12 Subject Matter
Applying for a Certificate of Eligibility? Here is your first step. New Pathways to Teaching in New Jersey is pleased to offer the new “24-hour Pre-Service Program” required for alternate route candidates who apply for a Certificate of Eligibility (CE). This course is a prerequisite of the NJ Department of Education for all CE applications received after October 30, 2009. NOTE: Individuals submitting a CE application prior to October 31st are not required to take this course.

Course content will include:

This is a continuing education course with 20 hours of class work and a 4-hour classroom observation requirement. Upon successful completion, students will receive a certificate, as required by the NJ Department of Education, which documents their program completion. The certificate must be included in the CE application packet. Does not support P-3 certification.

CE.ALT 004-51 $275 (book included)
4/20-6/1, 6 sessions Blackwood Campus
M, 6-9:20 p.m.

Certified Substitute Teacher Program
Do you have 60 college credits? Interested in Substitute Teaching?
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 July 6-9 CE.SUB 001-01
M-R 8:30-1:30 p.m.
Session 2 Aug. 28-30 CE.SUB 001-02
F: noon – 5 p.m.
S: 9 a.m. – 4 p.m.
U: noon – 5 p.m.

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 19 through June 5, 2015. 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.

Business

Accounting Fundamentals
Online training course – please visit Gatlin’s website at www.gatlineducation.com/camdencc.

Starting Your Own Business
REGISTER NOW!
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 page 2 for address.

Full course descriptions found at www.cccinow.com

INTRODUCTION TO SMALL BUSINESS OWNERSHIP
SESSION 1
CE BUS 001-71
W, 7/8
1 session, .25 CEU
6:30-9 p.m.

THE BUSINESS PLAN PART I: PLANNING PROCESS
SESSION 2
CE BUS 002-71
W, 7/15
1 session, .25 CEU
6:30-9 p.m.

THE BUSINESS PLAN PART II: MARKETING AND PROMOTION
SESSION 3
CE BUS 010-71
W, 7/22
1 session, .25 CEU
6:30-9 p.m.

CREATING A BUDGET FOR YOUR SMALL BUSINESS
SESSION 4
CE BUS 003-71
W, 7/29
1 session, .25 CEU
6:30-9 p.m.

FINANCING A SMALL BUSINESS
SESSION 5
CE BUS 004-71
W, 8/5
1 session, .25 CEU
6:30-9 p.m.

TAXES AND RECORD KEEPING
SESSION 6
CE BUS 005-71
W, 8/12
1 session, .25 CEU
6:30-9 p.m.

Notary Public Training Program
There is a growing need for Notaries Public in many professions including paralegal, financial, real estate, business, and legal professions. 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. Students who successfully complete the training will receive a certificate of completion. This course meets the standards of the New Jersey Notary Association.

CE BUS 014-61
9 a.m. – 1 p.m.
S, 6/13
1 session
Blackwood Campus

$69

Loan Signing Agent *NEW*
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. The course is comprehensive, providing instruction for the position of notary public and the office of a “Notary Signing Agent.” Understand the loan signing industry and where you fit in. Follow a signing from start to finish. Learn to avoid common mistakes and errors. See actual loan documents and take practice loan documents home. You will receive a head start on how to set up your office and organization tips from notaries in the business. Use your course materials to chart your future as a Notary Signing Agent. 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
S, 6/27, 9 a.m. – 5 p.m.
1 session, .8 CEU’s

Real Estate

REGISTRATION:
Real Estate Licensing
BLACKWOOD LOCATION
Regional Emergency Training Center – Camden County College, 420 Woodbury-Turnersville Rd., Blackwood, NJ 08012
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/SMU
Real Estate Sales
Location: RETC 153
FIN-215 Course #: FIN-215-51
Dates: 5/18-29
M-F, 9 a.m.–4:30 p.m.

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/SMU
Real Estate Sales
Location: RETC 153
FIN-215 Course #: FIN-215-52
Dates: 6/15-26
M-F, 9 a.m.–4:30 p.m.

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/SMU
Real Estate Sales
Location: RETC 153
FIN-215 Course #: FIN-215-54
Dates: 8/3-14
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 estate salesperson’s license must be at least 18 years old and have a high school diploma or GED. A student must pass the 75 hour course, pass the state exam ($60), and have a NJ broker sponsor their license. The NJ Real Estate Commission will conduct a criminal background check on all Agent candidates.
• Payment in full is required at the time of registration. Fee includes textbook, registration and class. Refunds will be issued only if the class is canceled or if the student elects to drop the class at least 5 days before the date that the class is scheduled to begin. Thereafter, there are no refunds given.

Registration Contact Information: 856-874-6004

We offer professional continuing education (CE) for licensed and certified real estate appraisers as well as qualifying courses for real estate appraiser licensure and certification. The Department of Continuing Education in association with the National Association of Independent Fee Appraisers (NAIFA) offers education programs that comply with the state and federal requirements for real estate appraising licensure, and certification.

Real Estate Appraising Open House & Information Session

PROGRAM STARTS FALL 2015

Our instructor will provide information on the pros and cons of the appraising profession, the education requirements for licensure and certification, and the program that will help you get started in the field or move up the real estate appraising career path.

Info session coming September 2015.
Call for schedule.

1.2 Basic Appraisal Procedures

PROGRAM STARTS FALL 2015

This course provides an overview, focusing on the principles, procedures and methods of appraising real estate. Topics include appraisal procedures, analytical techniques, an overview of the approaches to value, land or site valuation techniques, property description, and application of methods and techniques for real estate appraising. Students must pass the NAIFA exam at the end of the course to receive a certificate of completion.

Instructor: John S Marruzzo, SCGREA, IFAS, FRICS, ASA, CTA, IFA, MRICS
Call 856 874-6004 for schedule
HEALTHCARE COURSES

Certified/Registered Medical Assistant
This Certified/Registered Medical Assistant program offers a 5-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 Technical Institute of Camden County College 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 only given to organizations meeting rigorous NCCA Standards. Although some credentials use “certified” and some use “registered,” all AMT members are considered “certified.”

Dates, Times, Location: please call for details
Days: M, T, W, R, F; Hours: 720
Course #: CE.TRD-030
$6,385 (Tuition $4,935, Lab $900, 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 conference. 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 Technical Institute of Camden County College are eligible to take the OCHT (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.

Dates: 9/8/15-1/13/16; M, T, W, R, F; Hours: 600
Times: M, W, F 8:30 a.m.–4 p.m.;
T, R 11:30 a.m.–8 p.m.
Course #: CE.TRD-070
$6,680 (Tuition $5,500, Lab $580, Books/Supplies $600)
Location: 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.

HEALTHCARE COURSES

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.
If you are interested in the practical nursing program please contact:
Dr. Audrey Brooks
(856) 227-7200, ext. 4359
abrooks@camdencc.edu

REGISTRATION PACKETS & INFORMATION SESSIONS
Registration packets are available at the CNA/PCT Information Sessions, which are held throughout the semester. It is highly recommended that a student attend. Sessions may be found at www.camdencc.edu (calendar- Monthly Grid - All Events).
Packages for pick-up in person, or email:
Tamara Dixon (for courses in Camden)
College Hall, Room 222
220 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.

REGISTER NOW!
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 the 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 tuition.
Cost: Credit Tuition Rates Apply (4 credits)
Blackwood, Halpern Hall
ALH 122-01 | 5/18-8/27 | M, T, W, 5-9 p.m.
Camden, College Hall
ALH 122-91 | 5/18-8/27 | M, T, W, 5-9 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

TEAS-V Exam Preparation Course
This course is designed to assist students in preparing to take the TEAS-V exam, and helping them achieve the high score needed to get into nursing school. Passing the TEAS-V has become one of the primary requirements for admission into many nursing schools. Each school designates the passing percentage for entrance into their nursing program. The exam is based primarily on a 12th grade high school education level. There are a total of 170 questions on this exam, and the content areas that will be tested include Reading, Mathematics, Science, and English and Language Usage. This course will cover material in each of those areas, as well as Study Skills and Test-Taking Strategies.
Blackwood, Halpern Hall, Room 225
CE.ALH 081-51
6/1-7/13, M, 7-9 p.m., 7 sessions
Cost: $150 (book not included)
Student must purchase book from Blackwood bookstore.

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

**PROGRAM STARTS FALL 2015**

CE.ALH 014-51  Cost: $100
Blackwood, Truman Hall, Room 202

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**Pharmacy Technician**

**REGISTER NOW!**

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 mathematical 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
Regional Emergency Training Center, Blackwood

CE.ALH 009-71  5/26-8/11 (no class 7/2)
22 sessions  T, R 6:30-9:30 p.m.

OR ACCELERATED PROGRAM

CE.ALH 009-61  6/9-7/16 (no class 7/2)
11 sessions  T, R 9 a.m.-3 p.m.

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**ADDICTIONS COUNSELING**

Addiction counselors help individuals and families to deal with alcohol and drug treatment through services such as management, assessment, prevention education, crisis intervention, community resource referrals, individual/group counseling, stress management and relapse prevention.

Contact: Professor Fatemah Sedighi, Coordinator (856) 227-7200, ext. 4535
fsedighi@camdenc.cc.edu

**OPHTHALMIC MEDICAL TECHNICIAN**

This certificate of achievement program prepares students for entry-level employment as ophthalmic medical technicians. Upon completion, graduates are eligible to sit for the national certification by the Joint Commission on Allied Health Personnel in Ophthalmology (JCAHPO) at the Certified Ophthalmic Technician (COT) level.

Contact: Daniel G. Banks, Co-coordinator (856) 374-5058  |  dbanks@camdenc.cc.edu

**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@camdenc.cc.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@camdenc.cc.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@camdenc.cc.edu

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*No info sessions 5/25 and 9/7

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**Spanish for Health Care Professionals**

Program Start: Fall 2015

CE.ALH 014-51  Cost: $100
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11 sessions  T, R 9 a.m.-3 p.m.
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 to Hiring Employers

Acceptance Criteria:

- 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