WORKFORCE TRAINING & CONTINUING EDUCATION FALL 2017

BLACKWOOD | CAMDEN | CHERRY HILL
CAMDEN COUNTY TECHNICAL SCHOOLS, SICKLERVILLE

856-874-6004
www.camdencc.edu/ce

CAREER & TECHNICAL EDUCATION
PERSONAL ENRICHMENT CLASSES
CORPORATE TRAINING
ONLINE CLASSES

Registration Now Open
★ Lifetime Job Placement
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CAMDEN COUNTY COLLEGE provides members of the community an opportunity to complete workforce and occupational training, earn career and technical education credentials and certifications or enroll in personal enrichment courses through its many workforce training and continuing education offerings.

Camden County College offers short-term career, technical and workforce training programs that can be completed in 10 months or less and are designed to prepare students to enter in-demand occupations. As an additional benefit, students who successfully complete many of these programs earn college credits which can be applied toward a Camden County College Associates and/or Academic Certificate creating a seamless career pathway towards earning a degree at Camden County College.

Personal enrichment courses are dedicated to fulfilling a part of the College's mission by offering courses and programs which will provide cultural, social and recreational activities to the community.

REGISTRATION

ONLINE
www.camdencc.edu/ce

WALK-IN
Blackwood Campus, Community Center, Room 101.B
Monday through Friday 8:30 a.m. – 4:30 p.m.

Blackwood Campus, Taft Hall
Monday through Friday 4:30 – 6:30 p.m.
College Drive, Blackwood, NJ 08012

Camden Campus, 2nd Floor Technology Center
Monday through Thursday 8:30 a.m. – 6:30 p.m.
Friday 8:30 a.m. – 4:30 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

SUMMER HOURS (5/22/17 – 8/11/17)
Monday through Thursday 8:30 a.m. – 5 p.m.
(extended hours in Blackwood until 6:30 p.m.)
Friday 8:30 a.m. – 3 p.m. in Blackwood & Camden

MAIL-IN
Use the registration form on page 4. 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
Workforce Training & Continuing Education
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) 374-4866

CLASS CONFIRMATION
A confirmation letter will not be sent upon receipt of your registration. If you prefer 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. If enrolled in a bundle, the start date for refund purposes is the first day of the first course.

(continued on next page)
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, may 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 local television news stations and/or the College's website. Please note: programs scheduled at offsite locations may have additional or alternate closing instructions. If the weather gets progressively worse during the day, check again at midday and late afternoon for updates on closings.

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 [BLK], William G. Rohrer Center [ROH] (1889 Rte. 70 East, Cherry Hill), Camden City Campus [CAM], Camden County Emergency Training Center [RETC] (420 N. Woodbury-Turnersville Rd., Blackwood) and Camden County Technical Schools [CCTS-GT] (343 Berlin Cross Keys Rd., Sicklerville) and Camden County Technical Schools [CCTS-PENN] (6008 Browning Rd., Pennsauken). 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
   Payment can be made with check, money order, Visa, MasterCard, Discover or American Express.
2. 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
3. Wells Fargo
   Please contact directly at 1-866-878-1089 www.wellsfargo.com/student
   School Code: 00686570
4. Sallie Mae Loan
   Please contact directly at 1-800-472-5543 https://opennet.salliemae.com
   School Code: 60030800
5. Government Funding for Unemployed
   Grants available through your local One Stop Career Center. For more information please visit www.camdencc.edu/unemployed

Camden County College is an equal opportunity/affirmative action institution.
**REGISTRATION FORM**

**STUDENT'S SOCIAL SECURITY NUMBER**

**LEGAL NAME**

- Mr.
- Ms.
- Mrs.
- Other: ____________________

**HOME ADDRESS / PHONE / EMAIL**

**WHAT IS YOUR INTENT IN ENROLLING**

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

**COMPLETE CHART TO SELECT COURSES**

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<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>
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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.**

**CREDIT CARD INFORMATION**

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

**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**

**3rd Party Financing Available! Call 856-874-6004 for more information.**

**MAIL FORM TO:**
Camden County College
Continuing Education
PO Box 200, College Drive
Blackwood, NJ 08012

**FAX FORM TO:**
(856) 374-4866

**MORE INFORMATION: 856-874-6004 OR WWW.CAMDENCC.EDU/CE**

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**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**

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IF STUDENT IS UNDER 18, PLEASE COMPLETE

**PARENT'S NAME**

**HOME PHONE**

**CELL PHONE**

**EMAIL ADDRESS**

- Provision of all requested information is required to meet federal and state reporting mandates, and for debt collection. The College will not disclose your personal information without your consent to anyone outside the institution except as required by law, and will make every effort to protect your privacy.
UNEMPLOYED?

Looking for a job?

Get training NOW!

If you are an unemployed Camden County resident, received a lay-off notice or were terminated from your job, you may qualify for a job training grant at an eligible school of your choice.

For more information about the One-Stop Resource Center, visit camdencounty.com.

The Camden County One-Stop Resource Center receives funding to provide training grants to residents who lack current job demand skills.

To see if you qualify, visit the Camden County One-Stop/Resource Center at 2600 Mount Ephraim Avenue, Suite 105, Camden, New Jersey or call 1-877-995-2600.

Attend a training orientation on Tuesdays or Thursdays at 9:45 am to find out if you qualify!

For more information about the One-Stop Resource Center, visit camdencounty.com

The Camden County One-Stop Career Center is an equal opportunity employer / program and auxiliary aids and services are available upon request to individuals with disabilities.
OUT-OF-SCHOOL?
BETWEEN THE AGE OF 16 AND 24?
If so, get started on a pathway to an exciting career today!

Youth One Stop provides access to high quality education, job-training and support services utilizing local resources to benefit at-risk out of school youth in Camden County.

Call 1-877-995-2600 and ask to speak to a Youth Counselor or e-mail us at youthonestop@camdencounty.com.

Camden County
Making It Better, Together.
camdencounty.com
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

If you meet the above criteria and are Ready to Work
Please register today at http://rtwnj.org
Prospective students will get a one-hour window of time to come in and get a hands-on look at the trade they are considering. All “Test Drive” hours will be while the class is in session so times per class will vary. Anyone interested in participating should call 856-874-6004, email tradetraining@camdencc.edu, or visit www.camdencc.edu/ce. RSVP’s are required for participation. Test drives are subject to cancellation if the class does not run due to low enrollment.

Time slots will be open for registration beginning September 2017. The classes that are participating include: AutoCAD, Auto Collision Repair & Refinishing Technology, Automotive Technology, Baking & Pastry, Carpentry, Certified/Registered Medical Assistant, Computer Technician Support Specialist, Cosmetology, Culinary Arts, Dialysis Technician, Electrical Residential, HVAC, Hydro Technology, Manufacturing, Microsoft Certified Solutions Associate/Cisco Certified Network Associate, Microsoft Office Specialist, Patient Care Technician, Pharmacy Technician, Veterinary Exam Room Assistant, and Welding.

Come in and try out your program of interest during the week of December 4th – 8th.
HEALTHCARE

Certified/Registered Medical Assistant [A]

This Certified/Registered Medical Assistant program offers a six-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). Although some credentials use “certified” and some use “registered,” all AMT members are considered “certified.”

Dates: 9/11/17 – 2/1/18
Days: Monday, Tuesday, Wednesday, Thursday
Times: 8 a.m.-3 p.m.
Hours: 720
Course #: CE.TRD-030
Cost: $6,385 (Tuition $4,000, Lab $1,835, Books/Supplies $550)
Location: CAM
Spring Start Date: 2/12/18

*Online registration is NOT available for this program. Applicants must obtain a registration packet prior to registering for this program. Registration packets are available via e-mail or US Mail. To request a packet please e-mail tradetraining@camdencc.edu or call 856-874-6004.

No information session required for admission.

Certification exam not included.
Dialysis Patient Care Technician [C] [A] PROGRAM ENHANCED

This program offers a five-month curriculum designed to prepare the student for an entry-level position as a Hemodialysis Technician. 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, Phlebotomy, EKG 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 Career and Technical Institute of Camden County College are eligible to take the internationally recognized CHT (Certified Hemodialysis Technician) exam, through Bonent. No externship or work experience is required for this certification for CCC’s Dialysis graduates. In addition, students are eligible to take the CCHT (Certified Clinical Hemodialysis Technician) exam, through the Nephrology Nursing Certification Commission (NNCC) upon completion of an externship or six months of work experience.

Dates: 9/11/17 – 1/26/18
Days: Monday, Tuesday, Wednesday, Thursday, Friday
Times: M,R,F 8:30 a.m.-3:30 p.m.; T, W 12 - 8 p.m.
Hours: 650
Course #: CE.TRD-070
Cost: $7,550 (Tuition $4,000, Lab $2,500, Books/Supplies $1,050)
Location: BLK & CCTS-GT
Spring Start Date: 2/20/18

*Online registration is NOT available for this program.

Applicants must obtain a registration packet prior to registering for this program. Registration packets are available via e-mail or US Mail. To request a packet please e-mail tradetraining@camdencc.edu or call 856-874-6004.

No information session required for admission.

Medical Terminology

This is a comprehensive and fun course for those already working in the healthcare field, those aspiring to work in the healthcare field or for self-enrichment to help people understand and manage their own health. Students will learn to pronounce, define, spell and analyze medical terms along with an overview of corresponding anatomy.

CE.AIH 090-01 T, 6-9 p.m.
10/10/17-11/14/17 ROH
Cost: $175 (Tuition $115; materials & text $60)
6 sessions

Need More Information?
CALL US AT 856-874-6004
**Patient Care Technician [C]**

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. Please note: Clinical placement is not guaranteed and will be awarded at the discretion of the clinical facility. Includes NHA CPTC/A exam voucher

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

**Cost:** $1,295 (Tuition $1,000; Books/Supplies $295)

**Hours:** 72

10/3/17 – 11/10/17

**No information session required for admission.**

856-874-6004
tradetraining@camdencc.edu
please e-mail or call available via e-mail or US Mail. To request a packet registering for this program. Registration packets are provided in the registration packet

Applicants must obtain a registration packet prior to enrolling for this program. Registration packets are available via e-mail or US Mail. To request a packet please e-mail tradetraining@camdencc.edu or call 856-874-6004.

No information session required for admission.

**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. 7.2 CEU

**Cost:** $75

8/23/17

**Critical Care Technician**

Taking patient care technicians to a more intense level by preparing graduates to work in an ICU environment. Students can expect to learn: Arterial and Central Venous pressure line set-up, Ventriculostomy set-up, swan-ganz catheter set-up, advanced airway and infection control, advanced wound staging and care, drips and drugs used in critical care, arctic sun and zoll hypothermia set-up, and theory for invasive hemodynamic monitoring.

Pre-requisite: Minimum requirements - HS Diploma or GED and successful completion of one of the following programs: Certified/Registered Medical Assistant, Dialysis Technician, Multi Skilled Technician, Patient Care Technician or hold the affiliated certifications. 4.9 CEU’s.

**Cost:** $500 (Tuition $425; materials & text $75)

**Ophthalmic Exam Review**

This is a non-credit course designed as a review for the New Jersey Ophthalmic Dispensers Licensing Examination. The review will cover the fabrication, neutralization, and dispensing portions of the exam. Attendees will have an opportunity to practice any areas they desire. Students are expected to already have the skills and knowledge to process a fabrication order for eyeglasses from start to finish. Students are required to bring all of the hand tools necessary to participate with each desired area such as: marking pen, lens marking pen, millimeter ruler, screwdrivers, adjusting pliers, protective eyewear, etc.

***This course does not assist with educational requirements for eligibility to attempt any state or national licensing exam. This is considered a non-credit course for exam review and practice only.***

**Cost:** $500 (Tuition $425; materials & text $75)

**LOCATION ABBREVIATION CODES**

BLK = CCC Blackwood Campus
CAM = CCC Camden City Campus
ROH = CCC William G. Rohrer Center, Cherry Hill
CCTS-GT = Camden County Technical Schools, Sicklerville
CCTS-PENN = Camden County Technical Schools, Pennsauken
RETC = Regional Emergency Training Center, Blackwood

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ANIMAL CARE

Veterinary Exam Room Assistant Training Program [A]
This three-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
CE.PRO 122
9/12/17 – 12/7/17 (no class 11/23)
M, 7:30 a.m. - 12 p.m. OR 12:30 p.m. - 5 p.m.
T, 8 a.m.-12 p.m.
R, 8 a.m.-4 p.m.
Hours: 200
Location: BLK
$2,755
(Tuition $1070, Lab Fees $1500, Books & Supplies $185)

Please call (856) 874-6004 or e-mail our office at tradetraining@camdencc.edu for a veterinary registration packet.

Canine’s Uses of Scent, Energy, Posturing and Vocalization
This is an excellent class on pure leadership skills for you and what it truly means to a canine, placing you in the best role for both you and your dog to obtain a peaceful life together and securing a strong bond for life. This gives you the specific tools to start that life today! It’s an empowering and motivational class and will accomplish our goals in achieving more appropriate canine behaviors every day. You're also invited to a complimentary Peace Walk for reactive dogs at a different location at the end of the semester.

Canine Cognition, Emotion and Social Behavior
How smart is your best friend? More research is being done to determine the amount of intelligence our dogs truly possess. Studies may surprise you! Learn just how intelligent your dog really is and how utilizing this information can help you to determine how to achieve a better bond and connection with your dog as well as achieving more positive behavior. Also, learn the importance of the emotional and social life of canines and how it greatly affects their interaction with us, each other and their environment, as well as how their survival depends on it. It’s interesting to note that they are the only species that can truly focus on a human, our gestures, our faces, even our eye movements! You’d be amazed at how they can learn and what they can do! Learn how this, as well as their social order, affects their overall behavior. You're also invited to a complimentary Peace Walk for reactive dogs at a different location at the end of the semester.

Canine Aggression
This seminar can be lifesaving as it offers ways to help you and your dog to always remain safe. This class analyzes the many aspects and causes of various types of canine aggressive behavior; how it can be rehabilitated and in many cases averted. We'll look at it from a professional behavioral standpoint as well as from the true canine perspective to understand why the negative behavior is truly the last resource for the dog. This class is an absolute must for anyone caring for or working with canines. You’re also invited to a complimentary Peace Walk for reactive dogs at a different location at the end of the semester.

Canine Body Language
Learn all about the subtleties and complexities of the way that canines communicate every day to us and to each other through physical posturing and movement that greatly affects their daily behavior. Observe how almost EVERY aspect of a canine's body language conveys a specific message that we may completely miss. Learn to “speak canine” by observing, understanding and even mimicking certain stances and postures through the understanding of the context of their body language to ultimately communicate with them in a positive way. Learn to relate back to them in ways that they can understand, greatly achieving much more positive behavior every day and even avert or recondition negative ones. You’re also invited to a complimentary Peace Walk for reactive dogs at a different location at the end of the semester.
Compulsive/Phobic Behaviors
Because of our fast paced world, our dogs reflect us and are much more stressed too! This class defines and restructures certain behaviors that are anomalies in the canine world brought on by extreme stress, fear, trauma, anxiety, confusion and overexcitement. Rehabilitation is essential for focus and a return to a normal life for the canine. This is useful for anyone living or working with a dog with severe anxiety disorders. This seminar has been widely taken by veterinary techs and other industry professionals.

You’re also invited to a complimentary Peace Walk for reactive dogs at a different location at the end of the semester.

CE. ALH 089-51 $20
10/10/17 BLK
T, 7-9 p.m.

Location Abbreviation Codes
BLK = CCC Blackwood Campus
CAM = CCC Camden City Campus
ROH = CCC William G. Rohrer Center, Cherry Hill
CCTS-GT = Camden County Technical Schools, Sicklerville
CCTS-PENN = Camden County Technical Schools, Pennsauken
RETC = Regional Emergency Training Center, Blackwood

Need More Information?
CALL US AT 856-874-6004

Career Center
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.camdencc.edu/careercenter
Contact: Joe Santone
(856) 374-4854, jsantone@camdencc.edu
Culinary Arts / Restaurant Operations [C] [A]

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 fall 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.

Dates: 9/12/17 – 6/7/18
Times: 6-10 p.m.
Course #: CE.TRD-050
Location: CCTS-GT
Cost: $3,550 (Tuition $2,200, Lab $800, Books/Supplies $550)

Baking & Pastry [C]

The Baking & Pastry Arts program at CCC is designed to teach an overview of the baking industry from the ground up. Students will be given training in the basics including: equipment identification, safety and sanitation, proper product usage, mixing methods for dough/batter preparation, cookie make-up methods, fillings & mousses, baking science & math, breakfast pastries, cake decorating, bread production, as well as production of chocolates, candies, and confections.

Dates: 9/11/17 – 6/5/18
Times: 5-9 p.m.
Course #: CE.TRD 051
Location: CCTS-GT
Cost: $2,800 (Tuition $1,500, Lab $750, Books/Supplies $550)

Introduction to Hot & Cold Appetizers and Sweet & Savory Salads

Enjoy making fantastic appetizers and salads that are sure to wow your guests, but are easy enough to make on a Friday night for the family. Veterans or newcomers to the kitchen will appreciate this hands-on class, learning techniques that take the guesswork out of preparation. Students will learn to prepare appetizers and salads that are perfect for cocktail parties or for serving before the main meal.

Dates: 9/19/17 – 10/10/17
Times: 6 – 10 p.m.
Course#: CE.TRD-260
Cost: $120
Location: CCTS-GT

Cookies 101

Explore the basic techniques required to successfully bake a variety of delicious drop and shortbread cookies. This 16-hour course will highlight how to successfully and consistently mix and bake delicious cookies. Cookie varieties include, but are not limited to: chocolate chip, classic peanut butter, oatmeal raisin, oatmeal craisin, and shortbread sugar cookies.

Dates: 9/21/17 – 10/12/17
Times: 6 – 10 p.m.
Course#: CE.TRD-230
Cost: $120
Location: CCTS-GT

Introduction to Broiling & Sautéing

Learn two classic cooking methods, sautéing and broiling. Observe how direct heat cooking methods work and when to use them. Students will explore what foods respond best to these methods, and how to utilize each technique. Learn restaurant style methods you can use at home. Pan sauces will be discussed, as they relate to sautéing.

Dates: 11/7/17 – 11/15/17
Times: 6 – 10 p.m.
Course#: CE.TRD-250
Cost: $120
Location: CCTS-GT

Introduction to Breads & Quick Breads

During this 16-hour introductory course, learn how to successfully create delicious breads and muffins that your friends and family will love. Students will make a basic muffin mix (good for creating a variety of tasty muffin flavors), a classic corn muffin, and a healthy bran muffin; as well as delicious soft rolls and breads, sourdough rye bread, and more.

Dates: 11/29/17 – 12/20/17
Times: 6 – 10 p.m.
Course#: CE.TRD-210
Cost: $120
Location: CCTS-GT
Learn about available classes covering a wide scope of careers.

AutoCAD, Automotive Collision & Repair, Automotive Technology, Baking & Pastry, CCNA/MCSA, Carpentry, Cosmetology, Culinary Arts/Restaurant Operations, Electrical Residential, HVAC, Hydro Technology (plumbing), Veterinary Exam Room Assistant, Welding, USDOL Registered Apprenticeships in Electrical, HVAC and Plumbing, Certified/Registered Medical Assistant, Dialysis/Patient Care Technician, Patient Care Technician, Critical Care Technician, Computer Technician Support & Specialist, Pharmacy Technician and many other in-demand training programs.

➡ Meet the instructors and staff
➡ Tour the classrooms & labs
➡ Instant enrollment available
➡ Light refreshments will be served

THURSDAY, JANUARY 11, 2018
THURSDAY, MAY 10, 2018
5:30 – 7:30 p.m.
Camden County Technical Schools Cafetorium, Building 4
343 Berlin Cross Keys Road
Sicklerville, NJ 08081

For more information:
(856) 874-6004 or e-mail tradetraining@camdencc.edu
## COSMETOLOGY SERVICES

**THURSDAYS ONLY > 10/5/17 – 1/25/18, 5-8 P.M. AND 2/1/18 – 5/31/18, 4-9 P.M.**

(NO CLINIC 11/9, 11/23, 12/28, 3/29 & 4/5)

### HAIR SERVICES

<table>
<thead>
<tr>
<th>Service</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shampoo &amp; Blow-dry</td>
<td>$10</td>
</tr>
<tr>
<td>Up-Do/Formal Style, French Braids</td>
<td>$15+</td>
</tr>
<tr>
<td>Haircut</td>
<td>$10</td>
</tr>
<tr>
<td>Shampoo, Cut &amp; Blow-dry</td>
<td>Short $20/Long $25</td>
</tr>
<tr>
<td>Shampoo &amp; Cut</td>
<td>$15</td>
</tr>
<tr>
<td>Shampoo &amp; Set w/rollers</td>
<td>Short $7/Medium $10/Long $15+</td>
</tr>
<tr>
<td>Cholesterol Hair Treatment</td>
<td>$5+</td>
</tr>
<tr>
<td>Permanent Wave (includes haircut)</td>
<td>$30</td>
</tr>
<tr>
<td>Chemical Hair Relaxing (Does not include style)</td>
<td>$35</td>
</tr>
<tr>
<td>Chemical Hair Retouch (Does not include style)</td>
<td>$20</td>
</tr>
<tr>
<td>Shampoo, Blow-dry, Press/Curl</td>
<td>Short $20/Long $25</td>
</tr>
</tbody>
</table>

### HAIR COLOR

- Permanent Hair Coloring: Short $20/Long $25/X-Long $35
- Frosting with Cap: Short $20/Long $25/X-Long $35
- Highlighting: Short $30/Long $35/X-Long $45
- Semi-color: $20+
- Corrective Color: $30+
- Toner: $25+

**No chemical services will be performed after 7 p.m.**

### SKIN CARE

<table>
<thead>
<tr>
<th>Service</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facial Treatment</td>
<td>$15</td>
</tr>
<tr>
<td>Eyebrow (tweezing)</td>
<td>$8</td>
</tr>
</tbody>
</table>

### NAILS

<table>
<thead>
<tr>
<th>Service</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Manicure</td>
<td>$8</td>
</tr>
<tr>
<td>Spa Manicure</td>
<td>$15</td>
</tr>
<tr>
<td>Pedicure</td>
<td>$15</td>
</tr>
<tr>
<td>Spa Pedicure</td>
<td>$20</td>
</tr>
</tbody>
</table>

### WAXING

<table>
<thead>
<tr>
<th>Service</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sideburns</td>
<td>$5</td>
</tr>
<tr>
<td>Chin</td>
<td>$5</td>
</tr>
<tr>
<td>Full arm</td>
<td>$15</td>
</tr>
<tr>
<td>Half arm</td>
<td>$10</td>
</tr>
<tr>
<td>Forehead</td>
<td>$5</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**
- **Cash or checks only**
- **Clinic in Building 6**

All services are performed by students under the direction of our licensed Cosmetology Instructors.

CAMDEN COUNTY TECHNICAL SCHOOLS (CCTS)
343 BERLIN CROSS KEYS RD. • SICKLerville, NJ 08081
MORE INFO: TRADETRAINING@CAMDENCC.EDU • (856) 874-6004

MORE INFORMATION: 856-874-6004 OR WWW.CAMDENCC.EDU/CE 17
COSMETOLOGY

Cosmetology / Hair Stylist [L]

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. Camden County College 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 from 7/10/17 through 9/5/17.

Dates: 9/6/17 – 7/3/18
Days: Mon, Tues, Wed, Thurs
Times: 3-10 p.m.
Additional Start Dates: 10/2/17, 11/6/17, 12/4/17
Cost: $7,225 (Tuition $4,000, Lab $2,700, Books/Supplies $525)

AUTOMOTIVE

Automotive Technology [C]

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).

Included in this program are topics in vehicle construction and design as they apply to mechanical, hydraulic, and electrical system service. These sections include: engine design and operation, brake system operation and service, steering system, suspension systems and alignment, engine control systems, electrical and electronic systems, tires and wheels. Also covered is an introduction to hand and power tools, shop equipment, hand held test equipment, and shop safety practices. Additional instruction is provided in fasteners, gaskets, seals and sealants used in the automotive trade, measuring instruments, service manuals, sources of electronic service information and technical certification requirements.

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.

Course #: CE.TRD-011
Hours: 382
Dates: 9/12/17 – 5/24/18
Days: T, W, R
Times: 5-9 p.m.
Cost: $3,000 – OSHA 10 certification included ($2,200 tuition, $350 lab, $450 books/supplies)
Location: CCTS-GT
Auto Collision Repair and Refinishing Technology [C]

Students will receive training in all phases of the auto body trade. This program focuses on panel installation, welding, straightening, aligning, and refinishing. Instruction on preparing estimates dealing with nomenclature and time factors will be provided as well. Students will learn how to use hand, electric and pneumatic tools, as well as the most up to date techniques and processes utilized in the field of auto refinishing. Successful graduates of this program may be eligible to seek certification sponsored by the National Institute for Automotive Service Excellence (ASE).

Course #: CE.TRD-010
Hours: 246
Dates: 9/11/17 – 5/30/18
Days: M, W
Times: 5-9 p.m.
Cost: $3,100 – OSHA 10 certification included
($1,850 tuition, $300 lab, $950 books/supplies)
Location: CCTS-GT

Camden County College is partnering with Union County College’s Talent Development Center, to deliver training for incumbent and dislocated workers. The Talent Development Center at Union County College will serve as a “Center of Excellence” and expand the capacity of the state’s education in Transportation, Logistics and Distribution and will emphasize partnerships, career pathways and industry valued credentials. Tuition is subsidized by New Jersey Department of Labor and Workforce Development.

EMPLOYERS
Camden County College can offer courses and other training programs for the following areas:

- Supply Chain Management Principles
- Manufacturing and Service Operations
- Warehouse Operations
- Customer Service Operations
- Supply Management and Procurement
- Inventory Management
- Transportation Operations
- Demand Planning

LOOKING FOR EMPLOYEES?
Looking for qualified individuals with Supply Chain Management certifications?
Camden County College can also help by:

- Recruiting Qualified Candidates
- Candidate Screening & Aptitude Assessment
- Candidate Training

FOR MORE INFORMATION CONTACT
Carol McCormick • 856-374-4908
cmccormick@camdencc.edu

 waterfront, logistics & distribution
talent development center

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CONTACT PERSON:
DR. LAWRENCE M. CHATMAN
COORDINATOR
(856) 227-7200, EXT. 4523

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Times: 5-9 p.m.
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Course #: CE.TRD-010
Hours: 246
Dates: 9/11/17 – 5/30/18
Days: M, W
Times: 5-9 p.m.
Cost: $3,100 – OSHA 10 certification included
($1,850 tuition, $300 lab, $950 books/supplies)
Location: CCTS-GT

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cmccormick@camdencc.edu
Heating, Ventilation, and Air Conditioning [C] [P]

Students will prepare for the EPA approved section 608 certification exams. Section 608 Technician Certification is required by the EPA in order to purchase CFC or HCFC containing refrigerants. Students will thoroughly study required material related to the theory of operations including: safety, leak detection, heating systems (gas, oil, electric), combustion testing, heat pumps, refrigerant recovery and disposal, the national fuel code, oil heat servicing, hot water heat servicing, heat pump servicing. Hands-on-training will reinforce material covered in theory classes. Computer based training is also provided for self-paced study opportunities. Additionally, students will take industry competency exams (I.C.E.) supported by NATE (North American Technician Excellence). These exams measure industry-approved standards of basic competency for entry-level technicians. Upon completion of the course, students will be certified and prepared to enter the trade with confidence in their understanding of HVAC concepts. Students who successfully complete this program may be credited hours towards the affiliated apprenticeship program.

Course #: CE.TRD-090
Hours: 572
Dates: 9/6/17 – 6/21/18
Days: Mon, Tues, Wed, Thurs
Times: 6-10 p.m.
Cost: $4,575 – OSHA 10 certification included
(Tuition $3,550, Lab $400, Books/Supplies $625)
Location: CCTS-GT

Electrical – Residential [C] [P]

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. Additional units include service entrance equipment and calculations which are coordinated with basic electrical theory. The student will apply electrical subject units, such as: commercial-residential electrical and architectural drawings; branch circuits and feeders; appliance circuits; lamps and lighting; and panel-board selection. Students will learn math as it applies to the electrical trade, which will include: addition, subtraction, multiplication, basic algebra and some trigonometry. Students who successfully complete this program may be credited hours towards the affiliated apprenticeship program.

Course #: CE.TRD-130
Hours: 564
Dates: 9/11/17 – 6/21/18
Days: Mon, Tues, Wed, Thurs
Times: 6-10 p.m.
Cost: $4,700 – OSHA 10 certification included
(Tuition $2,900, Lab $950, Books/Supplies $850)
Location: CCTS-GT

Welding [C]

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 reading and drawing, and shop maintenance. These disciplines require the use of steel, stainless steel everdure, aluminum and pipe. Students will proceed through each project at their own pace and receive individualized instruction regarding safety, quality and general welding techniques. 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.

Course #: CE.TRD-080
Hours: 382
Dates: 9/12/17 – 5/24/18
Days: Tues, Wed, Thurs
Times: 6-10 p.m.
Location: CCTS-GT

HVAC CONTRACTORS

New Jersey 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 four-year apprenticeship PLUS one additional year of work experience before applying for examination. Alternatively, individuals with a Bachelor’s degree in HVACR and one year of experience OR a Bachelor’s degree in a related field and three years experience may apply for examination.

If an individual recently completed an HVACR program, the State will award up to two years of education credit toward the four years required in the apprenticeship program. The apprenticeship program, as determined by the Department of Labor, consists of four 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).

For more information contact (856) 227-7200, ext. 4069 or tradetraining@camdencc.edu.
CONSTRUCTION TECHNOLOGY

Carpentry Technology [C]
This program offers both a hands-on and textbook instruction, which requires problem solving and logical thinking skills. All phases of residential carpentry are addressed—from digging footings to finish trim. Units included are print drawing/reading, building location (surveying), estimation time/material, frame construction, roofing/siding, drywall and finish carpentry. Graduates are limited only by their own inventiveness. Any one or part of one unit covered during this program could be expanded into a career. Planning, estimation, drafting, framing, siding/roofing, drywall installation, trim/cabinet installation, painting, surveying, building supply or hardware store person are but a few possibilities.
Course #: CE.TRD-020
Hours: 382
Dates: 9/12/17 – 5/24/18
Days: T, W, R
Times: 6-10 p.m.
Cost: $3,200 – OSHA 10 certification included
(Tuition $2,500, Lab $350, Books/Supplies $350)
Location: CCTS-GT

Hydro Technology (Plumbing) [C] [P]
This program introduces students to all facets of the plumbing trade and will provide the basic skills needed for entry-level employment. Students will learn methods of installation, repair and plumbing maintenance. Theory-based instruction includes: basic trade competencies, trade mathematics, blueprint reading and drawing, as well as the National Standard Plumbing Code. Hands-on instruction will be given with the students participating in the actual layout, installation, and repair of plumbing systems, fixtures, and appliances. The tools, materials, and supervised projects assigned in class simulate actual conditions in the domestic and commercial plumbing industries. Students who successfully complete this program may be credited hours towards the affiliated apprenticeship program.
Course #: CE.TRD-120
Hours: 382
Dates: 9/12/17 – 5/24/18
Days: Tuesday, Wednesday, Thursday
Time: 6-10 p.m.
Cost: $3,745 – OSHA 10 certification included
($2,620 tuition, $350 lab, $775 books/supplies)
Location: CCTS-GT

NEW WELDING CAREER PROGRAM
Open to unemployed and underemployed individuals.
This 210-hour training program is available for unemployed individuals with a high school diploma or equivalency degree. It teaches a wide range of hands-on skills and basic industry knowledge, including arc welding, welding fabrication, rigging, blueprint reading and business communications. Upon completion, students will be eligible for an entry-level position in the field. The training program offers career guidance and job placement assistance as well. For more information call 856-227-7200, ext. 4048 or e-mail customizedtraining@camdencc.edu.
According to the Bureau of Labor Statistics (BLS), the welding industry is expected to grow by 15 percent between 2010 and 2020, adding an estimated 50,000 new positions.

LOCATION ABBREVIATION CODES
BLK = CCC Blackwood Campus
CAM = CCC Camden City Campus
ROH = CCC William G. Rohrer Center, Cherry Hill
CCTS-GT = Camden County Technical Schools, Sicklerville
CCTS-PENN = Camden County Technical Schools, Pennsauken
RETC = Regional Emergency Training Center, Blackwood

More Information: 856-874-6004 or www.camdencc.edu/ce
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 apprentice 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.

All registered apprentices who successfully complete the on-the-job and related classroom training requirements are eligible to receive a Certificate of Completion from the U.S. Department of Labor, Office of Apprenticeship. Registered apprentices, who successfully complete the apprenticeship career related classroom instruction, are eligible to earn up to 30 college credits toward Camden County College’s 60-credit Associates Degree in Technical Studies.

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.

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

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**Electrical Apprentice**

**ELECTRICAL APPRENTICE LEVEL 1**
CE.TRD-160-01
9/19/17 – 4/11/18
T, W, 7-10 p.m.
Hours: 156
$1,150 (Tuition $900, Books/Supplies $250)
Camden County Technical Schools, Sicklerville

**ELECTRICAL APPRENTICE LEVEL 2**
CE.TRD-160-02
9/19/17 – 4/10/18
T, R, 7-10 p.m.
Hours: 156
$1,075 (Tuition $900, Books/Supplies $175)
Camden County Technical Schools, Sicklerville

**ELECTRICAL APPRENTICE LEVEL 3**
CE.TRD-160-03
9/19/17 – 4/11/18
T, W, 7-10 p.m.
Hours: 156
$1,025 (Tuition $900, Books/Supplies $125)
Camden County Technical Schools, Sicklerville

**ELECTRICAL APPRENTICE LEVEL 4**
CE.TRD-160-04
9/19/17 – 4/11/18
T, W, 7-10 p.m.
Hours: 156
$1,200 (Tuition $900, Books/Supplies $300)
Camden County Technical Schools, Sicklerville

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**Plumbing Apprentice**

**PLUMBING APPRENTICE LEVEL 1**
CE.TRD-170-01
9/19/17 – 4/30/18
M, W, 6-9 p.m.
Hours: 156
$1,150 (Tuition $900, Books/Supplies $250)
Camden County Technical Schools, Sicklerville

**PLUMBING APPRENTICE LEVEL 2**
CE.TRD-170-02
9/19/17 – 4/10/18
T, R, 6-9 p.m.
Hours: 156
$1,150 (Tuition $900, Books/Supplies $250)
Camden County Technical Schools, Sicklerville

**PLUMBING APPRENTICE LEVEL 3**
CE.TRD-170-03
9/19/17 – 4/10/18
T, R, 6-9 p.m.
Hours: 156
$1,200 (Tuition $900, Books/Supplies $300)
Camden County Technical Schools, Sicklerville

**PLUMBING APPRENTICE LEVEL 4**
CE.TRD-170-04
9/19/17 – 4/10/18
T, R, 6-9 p.m.
Hours: 156
$1,025 (Tuition $900, Books/Supplies $125)
Camden County Technical Schools, Sicklerville

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**HVAC Apprentice**

**HVAC APPRENTICE LEVEL 1**
CE.TRD-190-01
9/19/17 – 4/10/18
T, R, 6-9 p.m.
Hours: 156
$1,200 (Tuition $900, Books/Supplies $300)
Camden County Technical Schools, Sicklerville

**HVAC APPRENTICE LEVEL 2**
CE.TRD-190-02
9/19/17 – 4/10/18
T, R, 6-9 p.m.
Hours: 156
$1,050 (Tuition $900, Books/Supplies $150)
Camden County Technical Schools, Sicklerville

**HVAC APPRENTICE LEVEL 3**
CE.TRD-190-03
9/18/17 – 4/30/18
M, W, 6-9 p.m.
Hours: 156
$1,050 (Tuition $900, Books/Supplies $150)
Camden County Technical Schools, Sicklerville

**HVAC APPRENTICE LEVEL 4**
CE.TRD-190-04
9/19/17 – 4/10/18
T, R, 6-9 p.m.
Hours: 156
$1,050 (Tuition $900, Books/Supplies $150)
Camden County Technical Schools, Sicklerville
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. These courses are open to anyone with an interest in construction and mandatory for those desiring licensure.

Courses must be taken in their proper sequence (RCS-ICS-HHS). Individuals who are not yet licensed at the RCS level will not be licensed at the ICS or HHS levels until the lower license requirements are fulfilled. The New Jersey State Dept. of Community Affairs offers a 75% tuition reimbursement for qualified applicants. Licensing questions and licensing application packet requests should be directed to the Licensing Unit at (609) 984-7834 or you may e-mail at codeslicensing@dca.state.nj.us. It is recommended that you review this packet before you undertake the course. Carefully review all state requirements for licensing and prior required job experience before registering for any course. Refunds on courses cannot be issued for failure to review the necessary requirements for course completion and licensing. You must pass the national exam in order to obtain the license with the DCA.

Students are required to purchase all required textbooks including the Uniform Construction Code Act and Regulations (blue book). Books can be ordered from the Department of Community Affairs at 609-984-0040. In addition, students may be eligible to apply for the tuition remission program; see your instructor for details and necessary paperwork.

**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.

### Building Inspector RCS [L]
**Prerequisite**: Successful completion of the Building Inspector RCS course
This course is designed to provide students with fundamental knowledge and educational experience required by the State of New Jersey for licensure under the title. This course covers all of the code requirements, with the exception of plumbing and electrical, for one and two family homes and small commercial structures. Topics include structural design and analysis techniques, wood framing construction and foundations, material standard, field identification of requirements, inspection techniques, tools and methods, etc. 9.0 CEU’s

CE.PRO 027-51 9/26/17 – 12/19/17 (no class 11/23)
T, R, 6-10 p.m. 23 sessions, BLK
$695 (Textbook additional charge)

### Building Inspector ICS [L]
**Prerequisite**: Successful completion of the Building Inspector RCS course
This course is designed to provide students with knowledge of electrical systems and system design along with specific plan review and field inspection aspects pertaining to Class II and Class III structures. 7.5 CEU’s

CE.PRO 031-51 10/9/17 – 12/13/17 (no class 11/22)
M, W 6-10 p.m. 19 sessions, BLK
$585 (Textbook additional charge)

### Building Inspector HHS [L]
**Prerequisite**: Successful completion of the Building Inspector RCS and ICS courses
This course is designed to provide students with knowledge on advanced structural systems, advanced fire protection systems, and advanced mechanical systems. This course is part of the requirement for individuals to be certified in high hazard structures. 6.0 CEU’s

CE.PRO 039-51 10/10/17 – 11/30/17 (no class 11/23)
T, R, 6-10 p.m. 15 sessions, BLK
$465 (Textbook additional charge)

### Electrical Inspector ICS [L]
**Prerequisite**: Electrical Inspector ICS
This course is designed to provide students with knowledge of electrical systems and system design along with specific plan review and field inspection aspects pertaining to Class II and Class III structures. 6.0 CEU’s

CE.PRO 040-51 9/11/17 – 12/18/17
M, 6-10 p.m. 15 sessions, BLK
$465 (Textbook additional charge)

### Electrical Inspector HHS [L]
**Prerequisite**: Electrical Inspector ICS
This course is designed to provide students with knowledge of advanced electrical systems design. Students must complete the ICS course before undertaking this course. 4.5 CEU’s

CE.PRO 046-51 9/6/17 – 12/20/17 (no class 11/22)
W, 6-9 p.m. 15 sessions, BLK
$345 (Textbook additional charge)

**DAY ABBREVIATIONS**
M=Monday, T=Tuesday, W=Wednesday, R=Thursday, F=Friday, S=Saturday, U=Sunday
Subcode Official [L]

This course is designed to prepare inspectors to become subcode officials. The class will cover subcode administration, legal aspects of code enforcement, and related legislation. Specific topics will include procedures and forms for permit application, stop orders, emergency situations, condemnations, case records, warrants relocation, housing maintenance, and legal rights of landlords and tenants. 4.8 CEU’s

CE.PRO 042-01  9/20/17 – 12/13/17 (no class 11/22)
W, 6-10 p.m.  12 sessions, BLK
$345 (Textbook additional charge)

Construction Official

This course introduces inspectors and subcode officials to the role of the construction official. Topics will include office organization, purpose and fundamentals of code enforcement, procedures for processing cases, administrative hearings, records maintenance, and housing maintenance. 4.5 CEU’s

CE.PRO 048-51  9/7/17 – 12/21/17 (no class 11/23)
R, 6 - 9 p.m.  10 sessions, BLK
$345 (Textbook additional charge)

Technical Assistant [L]

This course is designed to provide students with an overview of a wide variety of matters related to the creation and maintenance of New Jersey’s infrastructure with respect to issues such as the building of safe structures, maintenance and improvement of structures through issuance of permits, Certificates of Occupancy, violation notices, and stop-work orders. Specific subject areas will include computers, construction blueprint reading, UCC law and administration, construction fundamentals and code requirements, and technical problem solving. 4.5 CEU’s

CE.PRO 043-51  9/7/17 – 12/21/17 (no class 11/23)
R, 6-9 p.m.  15 sessions, BLK
$345 (Textbook additional charge)

Fire Inspector HHS [L]

This course will give students a better understanding of the International Construction Codes and referenced standards as outlined in the NJ Uniform Construction Code. The students will also develop a better understanding of how to complete plan reviews and the entire plan review process. Upon the completion of this course the students will have met the hourly training requirement set by the UCC to be able to obtain a Fire, HHS certification. 6 CEU’s

CE.PRO 128-51  9/26/17 – 11/16/17
T, R, 6-10 p.m.  15 sessions, ROH
$595 (Textbook additional charge)

Construction Project Management Certificate

The certificate program is designed for contractors, sub-contractors, construction workers, building and facilities managers, owners and design professionals, and others in the field of construction who would like to improve their understanding of the construction management process and develop their abilities and skills for effective management of construction projects. The Construction Project Management Certificate program provides a descriptive breakdown of the management processes utilizing industry standard methods including the following:

• Introduction to the fundamentals of construction project management.
• Overview of the construction industry, basic understanding of a various disciplines, and functions of a construction manager.
• Understanding the use and development of the construction documentation, building drawings, and specifications.
• Scheduling design and construction activity.
• Management of Design and Construction administration services.
• Construction administration services and standard practices.
• Construction Project Control Methods and Information Management; including tracking, record keeping, shop drawing, submittal review, approvals, Quality Control, and Cost/Productivity analysis. 4.9 CEU’s

CE.PRO 044-51  9/6/17 – 12/13/17 (no class 11/22)
W, 6-9:30 p.m.  14 sessions, BLK
$485

OSHA 10 Federal Certification

The OSHA Outreach Training Program is OSHA’s primary way to train workers in the basics of occupational safety and health. The OSHA General Industry Outreach Training Programs were developed by the OSHA Training Institute with the intent to assist employers in training and introducing employees to the basic practices of identifying, reducing, eliminating and reporting hazards associated with their work. Students in this program will earn their OSHA 10 General Industry Certification which is a nationally recognized lifetime certification. Topics include Introduction to OSHA, walking and working surfaces, fall protection, trenching/excavation, exit routes, fire protection plans, electrical, personal protective equipment, hazard communication, introduction to HAZWOPER, hazardous materials, bloodborne pathogens, first aid, lockout/ tagout, confined space, and welding. This certification is now required in New York, Delaware, and Pennsylvania in order to work in hazardous trades. 1.0 CEU’s.

CE.TRD 022-01  10/17/17 – 10/26/17
T,R 6–8:30 p.m.  4 sessions, CCTS-GT
$110 (Tuition $100; Certification Card $10)
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 [A]
This course is the entry level offering that trains students how to operate a CNC machine. Students will have the opportunity to physically setup both lathe and mill style machines. Machines utilized in the class are industry standard. 2.0 CEU's
CE.MFG 003-51 8/31/17 – 9/26/17 M, W, 9:30 a.m. - noon BLK $415 (Tuition $141; lab fees $215; materials & text $59)

CNC Programming [A]
This course is the second level offering that trains students how to manually program a CNC machine. Students will have the opportunity to manually write a CNC program and physically cut it on the machine. There will be mill program and one lathe programming example. 2.0 CEU's
CE.MFG 004-51 9/28/17 – 10/29/17 M, W, 9:30 a.m. - noon BLK $415 (Tuition $141; lab fees $215; materials & text $59)

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 ucc.rutgers.edu/nj-place.

Mastercam Mill Level I [A]
This course is the first level Computer Aided Manufacturing (CAM) offering that trains students how to graphically program a CNC machine utilizing Mastercam software. Students will have the opportunity to operate a CAM software platform to create a CNC program and physically cut it on the machine. CNC mill examples will be used. 2.0 CEU’s
CE.MFG 005-51 11/9/17 – 12/12/17 T, R, 5:30 - 8 p.m. BLK $437 (Tuition $141; lab fees $234; materials & text $62)

SPECIALIZED MANUFACTURING & TECHNOLOGY

CNC/CAM Programming Project Study [A]
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 BLK $3,999 (tuition $1995; lab fees $1759; text & materials $245)

LOCATION ABBREVIATION CODES
BLK = CCC Blackwood Campus
CAM = CCC Camden City Campus
ROH = CCC William G. Rohrer Center, Cherry Hill
CCTS-GT = Camden County Technical Schools, Sicklerville
CCTS-PENN = Camden County Technical Schools, Pennsauken
RETC = Regional Emergency Training Center, Blackwood

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

CALL US AT 856–874–6004

MORE INFORMATION: 856-874-6004 OR WWW.CAMDENCC.EDU/CE
Welcome to the new Advanced Manufacturing Talent Development Center at Camden County College, approved by the New Jersey Department of Labor and Workforce Development. The Talent Development Center will serve as a “Center of Excellence” and expand the capacity of the state’s education in Advanced Manufacturing and will emphasize partnerships, career pathways and industry valued credentials. Training is available for incumbent and dislocated workers and is subsidized by the New Jersey Department of Labor and Workforce Development. Statewide training partners include: Bergen Community College, County College of Morris, Middlesex County College, Raritan Valley Community College, Rowan College at Burlington County, and New Jersey Manufacturing Extension Program.

EMPLOYERS

Do your current employees need to enhance their advanced manufacturing skills? Camden County College can deliver all subjects related to manufacturing. Listed below is a sampling. For more information go to: https://form.jotform.com/61405861467156

• AutoCAD
• Blueprint Reading
• CNC
• Certified Production Technician
• Electro Mechanical
• Food Safety
• Geometric Tolerencing
• ISO
• Lean Manufacturing
• MasterCam
• Revit
• Solid Works
• Total Productive Maintenance
• Welding

LOOKING FOR QUALIFIED EMPLOYEES?

Does your company need qualified individuals with manufacturing skills? Camden County College can help by:
• Recruiting Qualified Candidates
• Candidate Screening & Aptitude Assessment
• Candidate Training at CCC

For more information go to: https://form.jotform.com/61406243784153

ARE YOU UNEMPLOYED & LOOKING FOR WORK?

Program services are available for:
• Advanced manufacturing skills training
• Job Placement Assistance

For more information go to: https://form.jotform.com/60735535026958

FOR MORE INFORMATION CONTACT

Carol McCormick
856-374-4908 • cmccormick@camdencc.edu
Computer Technician Support Specialist (CTSS) [A] [C]
The CTSS 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.
9/11/17 – 1/18/18 (no class 11/23, 12/25 – 1/1, 1/15) M – R, 8 a.m.-1 p.m. ROH

INDIVIDUAL COURSES

A+ Certification by CompTIA [A] [C]
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
9/11/17 – 10/26/17 (no class 11/23) M – R, 8 a.m.-1 p.m. ROH
$2,200 (Tuition $1,240; Lab Fees $610; Materials & Text $350)

Network+ Certification by CompTIA [A] [C]
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. This course covers CISCO IOS. This is great preparation for the CCNA course! 8 CEU’s
• CompTIA NETWORK+ Certification
CE.CST 008 80 hours
10/30/17 – 11/27/17 (no class 11/12) M – R, 8 a.m.-1 p.m. ROH
$1,350 (Tuition $700; lab fees $445; Materials & Text $205)

Security+ [A] [C]
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.CST 033 125 hours
11/28/17 – 1/18/18 (no class 12/25 – 1/1, 1/15) M – R, 8 a.m.-1 p.m. ROH
$2,075 (Tuition $1,190; Lab Fees $600; Materials $285)

BUNDLE: A+, NETWORK+ & SECURITY+ [A] [C]
Best value! Take all three for the CTSS Career Track and save $275!
CE.BUN 002 345 hours
$5,350 (Tuition $2,855, Lab Fees $1,655, Materials & text $840)
Not eligible for Senior Citizen discount.
Microsoft Certified Solutions Associate Windows Server 2012/Cisco Certified Network Associate – Routing and Switching (MCSA/CCNA) [A]

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.

9/11/17 – 3/15/18 M & W, 6-10 p.m.; T & R, 6:30-10 p.m. ROH & BLK

CISCO Certified Network Associate (CCNA) Routing and Switching Certification [A]

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

CE.CST 067 120 hours ROH
11/7/17 – 3/15/18 (no class 11/23, 12/26 – 1/1) T & R, 6:30-10 p.m.
$2,500 (tuition $1,445; lab fees $925; materials & text $130)

Microsoft Certified Solutions Associate (MCSA: Windows Server 2012) [A]

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 BLK
9/11/17 – 2/28/18 (no class 11/22, 12/25 – 1/1, 1/15) M & W, 6-10 p.m.
$2,990 (tuition $1874; lab fees $945, materials & text $171)

BUNDLE: MCSA & CCNA [A]

Best value! Take both for the MCSA/CCNA Career Track and save $591!

CE.BUN 011
300 hours

$4,899 (Tuition $3,099, Lab Fees $1,500, Materials & text $300)

Not eligible for Senior Citizen discount.

*CERTIFICATION TEST FEES NOT INCLUDED*

LOCATION ABBREVIATION CODES
BLK = CCC Blackwood Campus
CAM = CCC Camden City Campus
ROH = CCC William G. Rohrer Center, Cherry Hill
CCTS-GT = Camden County Technical Schools, Sicklerville
CCTS-PENN = Camden County Technical Schools, Pennsauken
RETC = Regional Emergency Training Center, Blackwood
INFORMATION TECHNOLOGY

AUTOCAD

AutoCAD Designers are in demand by today’s top manufacturing, design, and drafting companies. AutoCAD software lets you design, visualize and document your ideas clearly and efficiently. With AutoCAD 2015 you’ll move to new heights of productivity. New features help conceptualize and visualize designs, accelerate tasks and allow commands to be easily found. 2.4 CEU’s each course

Who should take these courses?
Designers • Architects • Interior Designers • Contractors • Landscapers • Engineers

AutoCAD courses are 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. Students will learn how to:
• Create lines
• Draw circles, rectangles, and use trim & extend
• Build a drawing using a reference frame
• Use a multiline text, text editing, dynamic text, and justification
• Dimension styles: linear dimension, editing, dimension text, and radial dimensions.
Course #: CE.CAD 001
Hours: 24
Location: ROH
10/3/17 – 10/19/17
T & R, 6-10 p.m.
$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. Students will learn how to:
• Use multiline viewports and work with layout templates
• Use surveyor units in a design and investigate polylines and polyline editing
• Use editing with the context menu
• Use tools such as polar tracking, polar snapping and temporary tracking points
• Work with text styles
• Work with dimension styles and leader lines to annotate drawings
Course #: CE.CAD 002
Hours: 24
Location: ROH
10/31/17 – 11/16/17
T & R, 6-10 p.m.
$599 (Tuition $254, Lab Fees, 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. Students will learn how to:
• Use 3D Workspace, 3DViews, Visual Styles, 3D Coordinates, and User Coordinate System
• Create an architectural solids design
• Work with solids editing
• Create solids from 2D designs and extract 2D views from 3D solids
Course #: CE.CAD 003
Hours: 24
Location: ROH
11/28/17 – 12/14/17
T & R, 6-10 p.m.
$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 0181
Hours: 24
Location: BLK
10/7/17 – 11/11/17
S, 9 a.m.-1 p.m.
$699 (Tuition $280, Lab Fees $344, Text & Materials $75)

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

MORE INFORMATION: 856-874-6004 OR WWW.CAMDENCC.EDU/CE 29
Credit for Prior Learning

Students attending Camden County College may earn college credit for a variety of learning experiences that were achieved outside of the traditional college setting, including advanced high school courses, military experience, work experience, non-credit certifications, foreign language skills, etc. Students who wish to achieve credit this way should determine the credits needed to finish their degree at Camden County College and how their prior learning experiences may satisfy some of the courses they are required to take.

Please note: Institutions accept/evaluate prior learning based on institutional policy, thus it is important to check with your intended transfer institution regarding transferability.

Visit camdencc.edu/priorlearning for more information.

<table>
<thead>
<tr>
<th>CTI Program/Course</th>
<th>CCC Degree Program</th>
<th>Number of Credits</th>
<th>Contact, (856) 227-7200, ext. xxxx</th>
</tr>
</thead>
<tbody>
<tr>
<td>CE.TRD 050 Culinary Arts/Restaurant Operations</td>
<td>CULCA</td>
<td>up to 12</td>
<td>Math, Science and Health Careers, ext. 4468</td>
</tr>
<tr>
<td>CE.TRD 030 Certified Registered Medical Assistant</td>
<td>HSC.AAS</td>
<td>up to 22</td>
<td>Math, Science and Health Careers, ext. 4468</td>
</tr>
<tr>
<td>CE.TRD 070 Dialysis Technician</td>
<td>HSC.AAS</td>
<td>up to 28</td>
<td>Math, Science and Health Careers, ext. 4468</td>
</tr>
<tr>
<td>CE.PRO 122 Veterinary Exam Room Assistant</td>
<td>ASC.AAS</td>
<td>ASC-106 Office Procedures for Veterinary Technicians (2 cr)</td>
<td>Math, Science and Health Careers, ext. 4468</td>
</tr>
<tr>
<td>CPR certification (American Red Cross or American Heart) with expiration no sooner than 6 months from credit request</td>
<td>HPE-180 Community CPR/American Red Cross or HPE-181 Basic Life Support (BLS)</td>
<td>1</td>
<td>Records and Registration, ext. 4384</td>
</tr>
<tr>
<td>CE.MFG 015 Industrial Automation Projects Study</td>
<td>CIM.CT CIM.AAS</td>
<td>CIM-211 (4 cr)</td>
<td>Business, Computers and Technical Studies, ext. 4420</td>
</tr>
<tr>
<td>CE.MFG 003 CNC Operations, CE.MFG 004 CNC Programming and CE.MFG 005 MasterCAM Mill Level I</td>
<td>CAM.CA CIM.AAS</td>
<td>CIM-221 (4 cr)</td>
<td>Business, Computers and Technical Studies, ext. 4420</td>
</tr>
<tr>
<td>CE.MFG 006 MasterCAM Mill Level II and CE.MFG 018 MasterCAM Lathe</td>
<td>CAM.CA CIM.AAS</td>
<td>CIM-222 (3 cr)</td>
<td>Business, Computers and Technical Studies, ext. 4420</td>
</tr>
<tr>
<td>CE.MFG 008 CNC Programming Project Study</td>
<td>CAM.CA CIM.AAS CAD.AAS</td>
<td>CIM-101 (3 cr), CIM-221 (4 cr), CIM-222 (3 cr) and CAD-206 (3 cr) – 13 credits total</td>
<td>Business, Computers and Technical Studies, ext. 4420</td>
</tr>
<tr>
<td>CE.BUN 011 MCSA/CCNA</td>
<td>CST.CT CST.AAS</td>
<td>CST-106 (3 cr) and CST-102 (3 cr) and CST-201 (3 cr) – 9 credits total</td>
<td>Business, Computers and Technical Studies, ext. 4420</td>
</tr>
<tr>
<td>CE.CST 074 MCSA</td>
<td>CST.CT CST.AAS</td>
<td>CST-106 (3 cr)</td>
<td>Business, Computers and Technical Studies, ext. 4420</td>
</tr>
<tr>
<td>CE.CST 067 CCNA</td>
<td>CST.CT CST.AAS</td>
<td>CST-102 (3 cr) and CST-201 (3 cr) – 6 credits total</td>
<td>Business, Computers and Technical Studies, ext. 4420</td>
</tr>
<tr>
<td>CE.BUN 002 Computer Technician Support Specialist (CTSS)</td>
<td>CST.CT CST.AAS</td>
<td>CST-103 (3 cr), CST-102 (3 cr) and CST-109 (3 cr) – 9 credits total</td>
<td>Business, Computers and Technical Studies, ext. 4420</td>
</tr>
<tr>
<td>CE.CST 012 A+</td>
<td>CST.CT CST.AAS</td>
<td>CST-109 (3 cr)</td>
<td>Business, Computers and Technical Studies, ext. 4420</td>
</tr>
<tr>
<td>CE.CST 008 Network+</td>
<td>CST.CT CST.AAS</td>
<td>CST-102 (3 cr)</td>
<td>Business, Computers and Technical Studies, ext. 4420</td>
</tr>
</tbody>
</table>
Microsoft Office Specialist [C]

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 program includes one Microsoft Office Specialist Exam Voucher, which may be used for any one of the MOS exams (Word, PowerPoint, Excel or Access). 6.6 CEU’s.

CE.CMS 034-91
T,R, 6:30-9:30 p.m.
10/3/17 – 12/19/17 (no class 11/23)
$1,070 (Tuition $400; lab fees $450; text & materials $220)
22 sessions

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: PC knowledge and Windows
CE.CMS 036-91
9/18/17 – 9/27/17
4 sessions, 1.2 CEU
M, W, 6:30-9:30 p.m.
Roh room 213
$159 (Tuition $72; lab fees $68; materials & text $19)

Word – Advanced
Prerequisite: PC knowledge, Windows & Word Basic
CE.CMS 037-91
10/2/17 – 10/4/17
2 sessions, 1.2 CEU
M, W, 6:30-9:30 p.m.
Roh room 213
$159 (Tuition $72; lab fees $68; materials & text $19)

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.

Excel – Basic
Prerequisite: PC knowledge and Windows
CE.CMS 038-91
10/9/17 – 10/18/17
4 sessions, 1.2 CEU
M, W, 6:30-9:30 p.m.
Roh room 213
$159 (Tuition $72; lab fees $68; materials & text $19)

Excel – Intermediate
Prerequisite: PC knowledge, Windows and Excel Basic
CE.CMS 039-91
10/23/17 – 11/11/17
4 sessions, 1.2 CEU
M, W, 6:30-9:30 p.m.
Roh room 213
$159 (Tuition $72; lab fees $68; materials & text $19)

Excel – Advanced
Prerequisite: PC knowledge, Windows and Excel I
CE.CMS 069-91
11/6/17 – 11/8/17
2 sessions, 1.2 CEU
M, W, 6:30-9:30 p.m.
Roh room 213
$99 (Tuition $36; lab fees $44; materials & text $19)

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: PC knowledge and Windows
CE.CMS 042-92
11/13/17 – 11/15/17
2 sessions, 1.2 CEU
M, W, 6:30-9:30 p.m.
Roh room 213
$99 (Tuition $36; lab fees $44; materials & text $19)

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
11/27/17 – 12/6/17
4 sessions, 1.2 CEU
M, W, 6:30-9:30 p.m.
Roh room 213
$159 (Tuition $72; lab fees $68; materials & text $19)

Access – Advanced
Prerequisite: PC Knowledge, Windows, Access Basic
CE.CMS 041-91
12/11/17 – 12/13/17
2 sessions, 1.2 CEU
M, W, 6:30-9:30 p.m.
Roh room 213
$99 (Tuition $36; lab fees $44; materials & text $19)

Quickbooks

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; software not included.

CE.ACC 008-91
10/12/17 – 11/16/17
6 sessions, 1.8 CEU
R, 6:30-9:30 p.m.
Roh room 213
$265 (Tuition $75; lab fees $130; text & materials $55)
Now in its 11th year, NJBIA Basic Skills Training has been made available through a partnership between the New Jersey Business & Industry Association (NJBIA), the New Jersey Community College Consortium for Workforce and Economic Development, and the NJ Department of Labor and Workforce Development.

Requirements: To attend this training, you must be currently employed in the state of New Jersey. Public sector employees and those who are unemployed, are not eligible to participate. Classes fill up quickly and are reserved on a first come, first serve basis.

Two Ways to Participate:
Attend a dedicated class for your organization. A minimum of 15 employees is required. Classes can be delivered at your site, or at any of our campus locations.

Individuals can attend open enrollment classes with other employers, scheduled at our campus locations.

For more information contact:
Jaclyn Wallace
856-374-4914
jwallace@camdencce.edu
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.

Introduction to Small Business Ownership (Session 1)
Participants will be introduced to what it takes to start or purchase a small business. Economic climate and other factors of business ownership are discussed with an emphasis on a positive approach to this series of seminars.
CE.BUS 001-71 1 session, .25 CEU
W, 10/4/17 6:30-9 p.m.
$35 BLK

The Business Plan Part I: Planning Process (Session 2)
This seminar concentrates on the organization and elements of a basic business plan. Learn the uses of a business plan and when and why it is necessary – a must for people starting their own business or business owners seeking financing.
CE.BUS 002-71 1 session, .25 CEU
W, 10/11/17 6:30-9 p.m.
$35 BLK

The Business Plan Part II: Marketing and Promotion (Session 3)
This seminar continues from Part I, the Planning Process, by focusing on the business plan and its affect on marketing and promotion for the business owner.
CE.BUS 010-71 1 session, .25 CEU
W, 10/18/17 6:30-9 p.m.
$35 BLK

Creating a Budget for Your Small Business (Session 4)
Learn to plan and forecast your cash needs in order to start, operate, or purchase a business. This step-by-step seminar concentrates on the basics of cash flow planning. Learn to plan your own cash flow from actual case studies. This seminar teaches you the proper format and purpose of this vital part of operating a small business.
CE.BUS 003-71 1 session, .25 CEU
W, 10/25/17 6:30-9 p.m.
$35 BLK

Financing a Small Business (Session 5)
Learn where and how to borrow money, the do's and don'ts of borrowing, and the different sources of money available to you. Learn how to build the proper banking relationship and what is needed to secure that business loan.
CE.BUS 004-71 1 session, .25 CEU
W, 11/1/17 6:30-9 p.m.
$35 BLK

Taxes and Record Keeping (Session 6)
Learn what type of business entity is right for you. Learn what legal and tax benefits are available to you in starting or owning your own business. This seminar concentrates on various legal forms of business, their costs, tax reporting, and benefits to the small business owner. .25 CEU's
CE.BUS 005-71 1 session, .25 CEU
W, 11/8/17 6:30-9 p.m.
$35 BLK

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 1 session 9 a.m.-1 p.m.
$69 BLK

Law for Landlords & Tenants
Whether you are just leasing a room for the school year or managing a multi-unit apartment complex, you can benefit from this how-to-approach to New Jersey landlord/tenant law. This course is primarily intended for landlords and their managing agents but will also benefit tenants who want to know their rights. The course covers the things you should look for in leases, what you can do to check out a tenant before leasing, the rights and responsibilities on both sides, security deposits, right to renew, dealing with late rent payments, grounds for eviction and required notices to quit. The student will also learn how to file and prosecute or defend a suit for eviction as well as how to prosecute or defend suits for unpaid rent, excess damage, and return of security deposits.
CE.BUS 015-51 2 sessions 6:30-9 p.m.
$45 BLK

MORE INFORMATION: 856-874-6004 OR WWW.CAMDENCC.EDU/CE
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 after the court awards judgment. This course is ideal for business owners, managers, and landlords.
CE.BUS 016-71
T, 10/17/17 & 10/24/17
2 sessions 6:30-9 p.m.
$45 BLK

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. This course 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
S, 11/11/17
1 session, 0.8 CEU's 9 a.m.-5 p.m.
$150 BLK

Would you like to know more about investments? Are you concerned about retirement? In the following four seminars, you will be given the tools to increase your personal knowledge of investing that will give you confidence, and the ability to make decisions with regard to your money. These courses are instructed by Mr. William Dorman and Mr. Anthony Arot, Financial Consultants, who will guide you through the investment spectrum.

Budgeting and Fixed Income Investments
This session will introduce investment options including CD's, tax free vs. taxable bonds, and other fixed income products. A discussion on budgeting will help attendees better understand monies available for investment, as well as profiting their own assets.
CE.INV 001-71
10/3/17
1 session T, 6:30-9 p.m.
$35 BLK

The Stock Market
This course will offer incite as to how the market operates. It will include a discussion on how to research and purchase stock, understanding dividends, stock splits, PE ratios and IPO’s. A review of fundamental vs. technical analysis will be included. Handouts will provide current data used to make stock selections.
CE.INV 002-71
10/10/17
1 session T, 6:30-9 p.m.
$35 BLK

Mutual Funds
This seminar will focus on purchasing mutual funds, the internal working funds, risk tolerance and load vs. no load. We will also discuss closed end funds and annuities.
CE.INV 003-71
10/17/17
1 session T, 6:30-9 p.m.
$35 BLK

Retirement Planning and Funding
The final night will explore strategies for those planning for retirement by focusing on rollovers, lump sum distributions, social security, long term care insurance, and estate planning. A review of how to fund retirement will include a discussion on retirement accounts including IRAs, Roth IRA and 401K’s. Although you may take these individually, for the best experience, please plan to attend all four as they are separate but related topics.
CE.INV 004-71
10/24/17
1 session T, 6:30-9 p.m.
$35 BLK
REAL ESTATE LICENSING [L] [A]

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, New Jersey statutes, and the New Jersey Real Estate Commission rules and regulations. This course is designed to prepare students to sit for the NJ Real Estate Salesperson Exam.

Term: 17/Summer
Course #: FIN-215
Real Estate Sales
Dates: 7/10/17 – 7/28/17
Location: BLK
M – F, 9 a.m.-2 p.m.

Term: 17/Summer
Course #: FIN-215
Real Estate Sales
Dates: 8/14/17 – 8/25/17
Location: BLK
M – F, 9 a.m.-2 p.m.

Term: 17/Fall
Course #: FIN-215
Real Estate Sales
Dates: 10/16/17 – 11/3/17
Location: BLK
M – F, 9 a.m.-2 p.m.

Term: 17/Fall
Course #: FIN-215
Real Estate Sales
Dates: 12/4/17 – 12/22/17
Location: BLK
M – F, 9 a.m.-2 p.m.

Price: $369 (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

LOCATION ABBREVIATION CODES
BLK = CCC Blackwood Campus
CAM = CCC Camden City Campus
ROH = CCC William G. Rohrer Center, Cherry Hill
CCTS-GT = Camden County Technical Schools, Sicklerville
CCTS-PENN = Camden County Technical Schools, Pennsauken
RETC = Regional Emergency Training Center, Blackwood

INTERIOR DECORATING

This program in interior decorating is designed for those who wish to enrich their decorating skills. You will learn the elements of interior decorating and how to develop your design sense. Through lectures, projects, and hands-on demonstration, we will study color theory and schemes, harmonious designs, and motifs. The following course topics will be included: the decorating process, the measuring process, design principles, color theory and design, lighting, textiles, flooring, walls and ceilings, windows, doors, and fireplaces, furniture selection, space planning, accessorizing and starting your decorating business. Students will experience a hands on example of a room re-design. That is to take a room that has all its elements, and change it to look like a new room without spending a dime. To aid in the decorating process instruction, students are required to purchase a magnetic room design kit.

CE.ENR 178-51
9 sessions
9/19/17 – 11/14/17
Cost: $229
ROH

HOME STAGING

Staging is the art and science of making a home more inviting and appealing to potential buyers. Learn the strategies of this art to make your home stand out in this competitive market. In this course, you will learn the many benefits of preparing a home before listing it on the market. Specific topics covered will be: furniture placement, use of color, and proper organization of space. The course will contain a hands-on learning experience in sample homes that are in preparation to sell.

CE.ENR 148-51
Cost: $109
2 sessions
10/11/17 – 10/18/17
BLK
OR
11/8/17 – 11/15/17
ROH
The Corporate Training Institute at Camden County College:

Your workplace training partner...
Supporting your organizational objectives...
Providing customized solutions that deliver results...

Think of us as an extension of your training department.
Let us assist you in training your employees and taking your business to the next level.

Training programs available:
Employee Development
Management/Leadership and Supervisory Skills
Total Quality Management
Manufacturing
Computer and Technical Training
Languages
Communication Skills
Sales and Marketing
Customer Service
Workplace Literacy

For more information contact:
Carol McCormick
856-374-4908
cmccormick@camdencc.edu
New Pathways to Teaching

Introduction to Teaching (50 hour preservice)

This 50 hour pre-service course is framed around two critical areas: (1) an overview of and preparation for the skills and tools needed for the teaching profession; and (2) essential attitudes and dispositions needed to maintain poise as novice teachers in diverse communities. The course's primary intention is to provide a snapshot of teaching. For instance, it addresses concerns related to personal expectations and actualities. Moreover, the course prepares participants to begin their search for a new job. For many, this means understanding what schools are looking for in teachers, recognizing education buzzwords and preparing demonstration lessons. This course is comprised of 50 hours including 30 hours of instruction, 8 hours of classroom observation, and 12 hours of clinical experience. The course will provide the participant with a "clinical" opportunity through structured observations in a school setting. Collaboration with school districts will provide both a window of opportunity for the candidate and a potential recruitment tool for the district. In addition, 12 hours of clinical work such as tutoring or substitute teaching will offer candidates the opportunity to work with students in an authentic environment. 5.0 CEU’s.

Cost: $295
CE.ALT 006 9/18/17 – 10/18/17 OR 11/13/17 – 12/13/17
10 sessions M, W 6-9 p.m.

New Pathways to Teaching Semesters 1 – 4

NPTNJ is a partnership between New Jersey City University and many of the New Jersey Community Colleges. New Pathways to Teaching in New Jersey offers a statewide alternate route teacher preparation program designed to provide candidates with the skills and strategies necessary to become excellent, successful teachers. Candidates take NPTNJ coursework at local NJ Community Colleges either on campus or as a hybrid program. The program provides a process for individuals who already hold a bachelor's degree (or higher) to become licensed teachers without having to complete a traditional teacher training program. The NPTNJ program is regulated and approved by the N.J. Department of Education (DOE).

How To Begin The Process of Becoming a Teacher

STEP 1: Contact the New Pathways Liaison at the location you would like to attend, either NJCU or any one of the community colleges listed below.

STEP 2: Apply to NPTNJ and in the meantime, begin your preparation.

STEP 3: Candidates will submit all of the appropriate documentation to the NJ Department of Education (DOE) demonstrating that the requirements have been met to obtain the Certificate of Eligibility (CE). The CE will allow the candidate to immediately seek employment as a Teacher in a public, private, or parochial school.

The requirements are as follows:
- College transcripts indicating a Bachelor’s Degree
- The Praxis II test
- The Core Academic Skills test
- GPA 3.0
- Passing Physiology and Hygiene exam score
- Signed and notarized Oath of Allegiance/Verification of Accuracy Statement

The Provisional Certificate will be issued after candidates have completed the 50 hours of pre-service (The Introduction to Teaching), accept an offer of employment, confirm enrollment in New Pathway’s 400-hour program, and are enrolled in a district mentoring program.

Semester 1 CE.ALT 008 9/5/17 – 12/21/17 T, R 6-9 p.m. ROH Non-Credit $1,754 OR Credit $4,048
Semester 2 CE.ALT 009 Beginning Spring 2018
Semester 3 CE.ALT 010 Beginning Fall 2018
Semester 4 CE.ALT 011 Beginning Spring 2019

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

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 comprehensive training seminar to prepare individuals who seek to become substitute teachers. The Certified Substitute Teacher seminar also reinforces effective strategies for substitutes currently employed by local school districts. Topics of the seminar include: successful classroom management techniques, cultivating positive first impressions, developing rapport with students and colleagues, articulating clear lesson goals, making efficient use of instructional time and professionalism in a school setting, etc. Instructors will assist participants with the state application process, including the completion of related paperwork, and offer tips on resume development. Participants must have completed a minimum of 60 college credits and successfully undergo a criminal background check to qualify as a substitute teacher. A certificate of completion will be awarded at the end of the seminar.

Cost - $190 (Additional fees for state application and criminal background check)
Program will be held on the Blackwood Campus.
Please call (856) 227-7200, ext. 4530 for more information.

CE.SUB 001-01
10/13/17 – 10/15/17 OR 11/17/17 – 11/19/17
Friday 12 noon-5 p.m. Friday 12 noon-5 p.m.
Saturday 9 a.m.-4 p.m. Saturday 9 a.m.-4 p.m.
Sunday 12 noon-5 p.m. Sunday 12 noon-5 p.m.

Creating a Classroom Website [O]

Learn how to create a classroom website in this fun, easy-to-understand course for teachers. In no time, you'll build a site with text, images, animations, tables, links, and more. Then you'll create a WebQuest and a blog to add to your site.

You'll also learn how students can use site builders to create their own websites in minutes. As we move along, you'll be amazed by how simple creating a classroom website can be and all the ways in which having one can make you a more effective and dynamic teacher.

By the end of this course, you'll have your own published classroom website, and you'll feel energized by your great new teaching tool!
Cost: $99.00

Creative Classroom [O]

Creativity will abound in your classroom as you tap your students' hidden talents. Learn how to use creativity to teach reading, writing, visual arts, performing arts, social studies, science, mathematics, and physical and health education. Develop creative new approaches to field trips, learning labs, activities, exercises, assignments, and evaluation methods. Think beyond the textbook and challenge your students by making your classroom a creative classroom!
Cost: $99.00

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

LOCATION ABBREVIATION CODES
BLK = CCC Blackwood Campus
CAM = CCC Camden City Campus
ROH = CCC William G. Rohrer Center, Cherry Hill
CCTS-GT = Camden County Technical Schools, Sicklerville
CCTS-PENN = Camden County Technical Schools, Pennsauken
RETC = Regional Emergency Training Center, Blackwood

[P] – Pre-Apprenticeship program
[C] – Certification exam included
[A] – Articulation opportunity available upon successful completion (see page 30)
[L] – License Prep. Course
[O] – Online Course
CAMDEN COUNTY COLLEGE WITH ED2GO

Camden County College is pleased to be partnered with EducationToGo (Ed2Go), a leading provider of online training, to provide an array of courses in numerous areas such as allied health, computers, business, paralegal and personal enrichment. All you need to get started is a computer with internet access, an e-mail address and a web browser. All instruction takes place on your computer at home or at work during the hours you choose.

All online courses are six weeks, and students are granted to lessons through their online instruction each week. Each lesson is accompanied by an interactive discussion area. Quizzes and tests are part of the course to enable you to assess your understanding. After successful completion of the course, you are able to download a letter of completion for your records.

We recommend that you visit the website below to review the course outline, special software or book requirements, and sample lessons before you register. Monthly start dates available.

To begin your studies, visit Ed2Go’s website shown in blue below.

Please visit www.careertraining.ed2go.com/camdencc for the entire course catalog.

Steps to Register for Online Career Programs With Education To Go

1. Choose your desired program and start date.
   Complete your registration and payment at careertraining.ed2go.com/camdencc.

2. You will receive an e-mail from them providing your username and password. Once you receive this information, you are able to begin the program.

The following is a brief listing of the career programs available through Ed2Go:

- Certified Electronic Health Records Specialist
- Medical Transcriptionist
- Marketing Design Certificate
- Multimedia Arts Certificate
- Web Design Certificate
- Video Game Design and Development
- Certified Wedding Planner
- Graphic Design with Photoshop CS5
- Human Resource Professional
- Purchasing and Supply Chain Management
- Chartered Tax Professional
- Six Sigma Green
- Six Sigma Black
- AutoCAD 3D
- Forensic Computer Examiner
- Microsoft Web Developer
- Web Applications Developer

CBCS Medical Billing & Coding [O]

You will build a foundation of medical vocabulary, to help you better understand the contents of a patient’s medical record, as well as notes from practicing physicians. In addition, you’ll learn current medical coding standards, so you can be successful within the industry. Upon completion of this program, you will be prepared to sit for the Certified Billing and Coding Specialist (CBCS) exam, offered by National Healthcareer Association (NHA). The registration fee for this exam is included with this program.

Cost: $2,195.00 (voucher included)

Paralegal [O]

You'll learn about the U.S. legal system, how to conduct legal research and legal interviews, how to perform legal analyses, and more. Your training will prepare you to become a legal secretary or paralegal and to take the Certified Paralegal certification exam through the National Association of Legal Assistants (NALA).
All materials are included in the cost of this program. Upon successfully completing, you will receive a voucher to sit for the Certified Paralegal exam. Cost: $2,195.00 (voucher included)

Event Management & Design [O]  
The Certified Event Management program is the pinnacle of the most desired information security training program any information security professional will ever want to be in. To master the hacking technologies, you will need to become one, but an ethical one! The accredited course provides the advanced hacking tools and techniques used by hackers and information security professionals alike to break into an organization. As we put it, “To beat a hacker, you need to think like a hacker.” All materials are included in the cost of this program. Upon completion of this program, you will be prepared to sit for the Certified Event Management (CEH) Exam 312-50, offered by EC-Council. The registration fee for this exam is included with this program. Cost: $2,895.00 (voucher included)

Digital Arts Certificate [O]  
Develop technical skills and creative artistry in digital imaging, traditional drawing, and digital illustration. You’ll learn professional applications for Adobe Photoshop and Illustrator alongside traditional materials like pencil and charcoal. Course projects include retouching, compositing, digital illustration, and still life drawing. Cost: $3,295.00

Accounting Fundamentals Series [O]  
Demand for accounting professionals currently exceeds supply. If you’re interested in increasing your financial awareness while also gaining a marketable skill, this series of courses is perfect for you. Whether you’re a sole proprietor looking to manage your business finances or you simply want to gain an understanding of accounting basics for career advancement or for personal use, these courses will give you a solid foundation in financial matters. Cost: $298.00

A to Z Grant Writing [O]  
You’ll learn how to raise needed funds by discovering how and where to look for potential funders who are a good match for your organization. You’ll also learn how to network and develop true partnerships with a variety of funders, how to organize a successful grant writing campaign, and how to put together a complete proposal package. This course speaks mainly to nonprofit organizations, schools, religious institutions, and municipalities seeking grants from foundation, corporate, government, and individual donors. It’s also an excellent primer for individuals wishing to become grant writing consultants or community grant writing volunteers. Many of this course’s elements also easily translate to the for-profit field and to individual artists, and material specifically designed for businesses and individuals is included. No matter who you are or what level of experience you have, you’ll find the A to Z of writing and submitting successful proposals here! Cost: $99.00

Effective Business Writing [O]  
Do you have a nagging suspicion that a small improvement in your writing skills might also improve your career prospects? Don’t let small gaps in your business writing skills prevent you from reaching your full potential! It doesn’t matter whether you’re a clerical worker, an engineer, or an executive. If you communicate with others in writing, you need this course to help you identify and eliminate problem areas. By the end of this course, you’ll know the secret to developing powerful written documents that immediately draw readers in and keep them motivated to continue until your very last, well-chosen word. Cost: $99.00

OMCA Social Media Associate [O]  
When you engage consumers where they are and speak their language, you’ll connect with them on a deeper level, which is why so many companies are investing in social media marketing. Learn one of the most sought after marketing skills from industry experts, and see how you can leverage social media to increase your company’s revenue.

With the Social Media Associate program, you’ll start by learning the landscape of digital marketing, then delve into the world of social media. You’ll be introduced to marketing on a variety of social networks, finding and generating content that resonates with your audience, and influencing followers to share your message.

This program fully prepares you for the Online Marketing Certified Associate (OMCA®) exam, administered by the Online Marketing Certified Professionals (OMCP®) organization. Cost: $1,599.00 (voucher included)

Please visit www.ed2go.com/camdencc for the entire course catalog.
OCCUPATIONAL CERTIFICATES

Computer Graphics (CGR.CT)
This one-year program provides specialized work in computer graphics.
Richard Dolan, Director
(856) 227-7200, ext. 4518
rdolan@camdencc.edu
Prof. Phyllis Owens
(856) 227-7200, ext. 4682
powens@camdencc.edu

Computer Aided Architectural Drafting And Design (CAR.CA)
This program involves the 2D and 3D drafting and modeling of architectural and building structures and systems in accordance with national and international drafting standards.
Dr. Melvin L. Roberts, Coordinator
(856) 227-7200, ext. 4942
mroberts@camdencc.edu

Multi-Skilled Technician (MST.CA)
The Multi-Skilled Technician Certificate of Achievement program offers to expand the knowledge and skills of the Certified Nurse Assistant and increase marketability to work in acute, long term and home care settings.
Prof. Robynn Anwar
(856) 227-7200, ext. 1296
ranwar@camdencc.edu

Ophthalmic Medical Technician (OMT.CA)
Prepares students for entry-level employment as ophthalmic medical technicians. 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. Nationally accredited by the Committee on Accreditation for Ophthalmic Medical Personnel (CoA-OMP).
Daniel G. Banks, Coordinator
(856) 374-5058
dbanks@camdencc.edu

Emergency & Disaster Management (EDM.CA)
The Emergency and Disaster Management program's primary mission is to educate first responders, those managing first responders, and other interested individuals in basic emergency management practice and theory.
Prof. Patrick Bigoss, Coordinator
(856) 227-7200, ext. 4633
pbigoss@camdencc.edu

SQL Analyst Certificate (SQL.CA)
This program is designed for individuals who are looking to acquire the skill to perform in-depth queries on popular database.
Prof. Bernadette Carlin, Coordinator
(856) 227-7200, ext. 4423
bcarlin@camdencc.edu
Prof. Melvin Howell
(856) 227-7200, ext. 3105
mhowell@camdencc.edu

Computer Aided Mechanical Drafting and Design (CME.CA)
This curriculum involves the 2D and 3D drafting and modeling of mechanical systems and components in accordance with national and international drafting standards.
Dr. Melvin L. Roberts, Coordinator
(856) 227-7200, ext. 4942
mroberts@camdencc.edu

Medical Coding (MDC.CT)
This certificate prepares students for employment in a variety of areas that require coding expertise. Approved by the American Health Information Management Association (AHIMA).
Linda Mesko, MS, RHIA, Director
(856) 968-1331
lmesko@camdencc.edu

Addictions Counseling (ADD.CA)
This program concentrates on working with individuals and families to deal with alcohol and drug treatment through services.
Prof. Fatemah Sedighi, Coordinator
(856) 227-7200, ext. 4535
fsedighi@camdencc.edu

Fundamentals of Policing (FOP.CA)
The Camden County College Police Academy program prepares recruits for entry-level positions as a certified police officer or Special Law Enforcement Officer II (SLEO II).
Stephen Addezio, Director
(856) 227-7200, ext. 4911
saddezio@camdencc.edu

Linux/Unix Administration (UNX.CA)
This three-semester certificate will provide the student with a general working knowledge of the Linux/ UNIX Operating System.
Prof. Bernadette Carlin, Coordinator
(856) 227-7200, ext. 4423
bcarlin@camdencc.edu
Prof. Melvin Howell
(856) 227-7200, ext. 3105
mhowell@camdencc.edu

Music Recording (MUS.CA)
This two-semester certificate program is designed to provide students with the skills involved with recording and editing music.
Prof. Michael Billingsley, Coordinator
(856) 227-7200, ext. 4563
mbillingsley@camdencc.edu

Computer Systems Technology (CST.CT)
Computer System Technology combines training in the design, implementation and maintenance of microcomputer hardware with operating systems and network systems management and administration.
Richard Dolan, Director
(856) 227-7200, ext. 4518
rdolan@camdencc.edu

MORE INFORMATION: 856-874-6004 OR WWW.CAMDENCC.EDU/CE
**Industrial Controls: Programmable Logic Controller (PLC.CA)**

This course is designed to train students in troubleshooting and programming the PLCs used in batch and/or discrete automation.

- Dr. Melvin L. Roberts, Coordinator
  - (856) 227-7200, ext. 4942
  - mroberts@camdencc.edu

**Ophthalmic Science Apprentice (OPH.CA)**

This program will teach students to dispense corrective lenses to aid patients in their visual needs.

- Daniel G. Banks, Coordinator
  - (856) 374-5058
  - dbanks@camdencc.edu

**Surgical Technology (SRG.CA)**

Graduates of this program will demonstrate technical skills by assembling and preparing common equipment, supplies and instrumentation used in surgical procedures.

- Dr. David Pilla, Coordinator
  - (856) 227-7200, ext. 4517
  - dpilla@camdencc.edu

**Corrections (COR.CA)**

The Camden County Correctional Academy program prepares recruits for entry-level positions as a county correctional officer and juvenile correctional officer.

- Stephen Addezio, Director
  - (856) 227-7200, ext. 4911
  - saddezio@camdencc.edu

**Nutrition Care Manager (NCM.CT)**

This certificate in dietary management will prepare students for career advancement in the food service industry, specifically in long-term care.

- Prof. Marsha Patrick, Coordinator
  - (856) 227-7200, ext. 4665
  - mpatrick@camdencc.edu

**Precision Machining Technology (PMT.CA)**

This program is a four course series with a concentration in the skill sets required to be a machinist.

- Dr. Melvin L. Roberts, Coordinator
  - (856) 227-7200, ext. 4517
  - mroberts@camdencc.edu

**Massage Therapy (MAS.CA)**

Massage therapy is a profession in which the practitioner applies manual techniques with the intention of positively affecting the health and well-being of the client. This program meets the state of New Jersey requirements for licensure as a massage therapist.

- Prof. Betty Joynes, Allied Health Coordinator
  - (856) 227-7200, ext. 4324
  - bjoynes@camdencc.edu

**American Sign Language (SLS.CA)**

This option is designed to meet the needs of students who wish to learn about deafness and sign language in-depth but to may or may not wish to become professional interpreters.

- Prof. Martine Howard, Chair
  - (856) 227-7200, ext. 4744
  - mhoward@camdencc.edu

**Homeland Security (HLS.CA)**

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

- Prof. Thomas J. Riddle, Coordinator
  - (856) 227-7200, ext. 4779
  - triddle@camdencc.edu

**Automotive General Motors Technician (GMT.CA)**

This program will prepare students to perform maintenance and minor repairs on GM vehicles.

- Christopher Gallo, Director
  - (856) 227-7200, ext. 4544
  - cgallo@camdencc.edu

**Computer Aided Manufacturing Technician (CAM.CA)**

This program consists of a grouping of technical courses geared toward the rapid completion of a core set of Computer Numerical Control and CAM skills.

- Dr. Melvin L. Roberts, Coordinator
  - (856) 227-7200, ext. 4942
  - mroberts@camdencc.edu

**Personal Trainer (PT.CA)**

Personal fitness trainers help clients to assess their level of physical fitness and help them to set and reach fitness goals.

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

**OCCUPATIONAL CERTIFICATES**
ESL for Daily Life 1: Introduction to Speaking, Reading, Writing

The level one ESL for Daily Life focuses on the ability of non-native English speakers to speak, read and write English on an introduction level. It is designed for students whose placement scores indicated limited or no ability to read and write in English. They will learn everyday language functions as well as basic information about speaking in American society.

Note: The College’s placement test provides a valuable benchmark in terms of English ability, but the test is not a requirement for this class. (2.0 CEU’s)

CE.ESL 021 65
T, R – 6:30-8:30 p.m.
7/11/17 – 8/10/17
ROH 212
20 hours
$180.00

ESL for Daily Life 2: Beginner Speaking, Reading, Writing

The level two ESL for Daily Life focuses on the ability of non-native English speakers to speak, read and write English on a beginning to low intermediate level. This is an integrated skills class which will also teach everyday language functions and provide basic information about speaking in American society. It is intended for adult ESL students who want to develop basic proficiency for everyday life in the United States.

Note: The College’s placement test provides a valuable benchmark in terms of English ability, but the test is not a requirement for this class. (2.0 CEU’s)

CE.ESL 022 65
T, R – 6:30-8:30 p.m.
7/11/17 – 8/10/17
ROH 208
20 hours
$180.00

Classes starting September 5th
Tuesday & Thursday from 6:30-8:30 p.m.
ROH 212
Three Purchase Options
A: 30 hours for $250.00 (3.0 CEUs)
CE.ESL 021-01
9/5/17 – 10/24/17
B: 20 hours for $180.00 (2.0 CEUs)
CE.ESL 021-02
9/5/17 – 10/5/17
C: 10 hours for $100.00 (1.0 CEUs)
CE.ESL 021-03
9/5/17 – 9/19/17

Classes starting October 26th
Tuesday & Thursday from 6:30-8:30 p.m.
ROH 212
Three Purchase Options
A: 30 hours for $250.00 (3.0 CEUs)
CE.ESL 021-04
10/26/17 – 12/19/17 (no class 11/23)
B: 20 hours for $180.00 (2.0 CEUs)
CE.ESL 021-05
10/26/17 – 11/30/17 (no class 11/23)
C: 10 hours for $100.00 (1.0 CEUs)
CE.ESL 021-06
10/26/17 – 11/9/17

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

LOCATION ABBREVIATION CODES
BLK = CCC Blackwood Campus
CAM = CCC Camden City Campus
ROH = CCC William G. Rohrer Center, Cherry Hill
CCTS-GT = Camden County Technical Schools, Sicklerville
CCTS-PENN = Camden County Technical Schools, Pennsauken
RETC = Regional Emergency Training Center, Blackwood
ESL for Daily Life 2: Beginner Speaking, Reading, Writing
The level two ESL for Daily Life focuses on the ability of non-native English speakers to speak, read and write English on a beginning to low intermediate level. This is an integrated skills class which will also teach everyday language functions and provide basic information about speaking in American society. It is intended for adult ESL students who want to develop basic proficiency for everyday life in the United States. Note: The College’s placement test provides a valuable benchmark in terms of English ability, but the test is not a requirement for this class.

Classes starting September 5th
Tuesday & Thursday from 6:30-8:30 p.m.
ROH 208
Three Purchase Options
A: 30 hours for $250.00 (3.0 CEUs)
CE.ESL 022-01
9/5/17 – 10/24/17
B: 20 hours for $180.00 (2.0 CEUs)
CE.ESL 022-02
9/5/17 – 10/17/17
C: 10 hours for $100.00 (1.0 CEUs)
CE.ESL 022-03
9/5/17 – 9/19/17

ESL Weekend Course for Au Pairs: Conversations, Customs and Culture 1
Au Pairs can complete their educational requirement in just two convenient weekends. Come practice your English in a relaxed and informal setting while learning about American customs and culture, including holidays. Topics will largely include the meanings of idioms, listening to model dialogues and discussing what to do in problem situations. Improve your communication skills as you share aspects of your culture with your classmates and explore your common interests. Meet Au Pairs from all over the world. Boxed lunch included. Seating is limited. Prerequisite: A Conversation with the ESL advisor. (3.0 CEUs)
CE.ESL 026 01 – Saturday and Sunday
9:00 a.m.-4:30 p.m.
11/4/17, 11/5/17, 12/2/17, 12/3/17 (30 hours)
$350

Classes starting October 26th
Tuesday & Thursday from 6:30-8:30 p.m.
ROH 208
Three Purchase Options
A: 30 hours for $250.00 (3.0 CEUs)
CE.ESL 022-04
10/26/17 – 12/19/17 (no class 11/23)
B: 20 hours for $180.00 (2.0 CEUs)
CE.ESL 022-05
10/26/17 – 11/30/17 (no class 11/23)
C: 10 hours for $100.00 (1.0 CEUs)
CE.ESL 022-06
10/26/17 – 11/9/17

Day Abbreviations
M=Monday, T=Tuesday, W=Wednesday, R=Thursday, F=Friday, S=Saturday, U=Sunday
Location Abbreviation Codes
BLK = CCC Blackwood Campus
CAM = CCC Camden City Campus
ROH = CCC William G. Rohrer Center, Cherry Hill
CCTS-GT = Camden County Technical Schools, Sicklerville
CCTS-PENN = Camden County Technical Schools, Pennsauken
RETC = Regional Emergency Training Center, Blackwood
Wedding Luxe for Less
This course is designed to educate brides, coordinators and friends on designing their dream wedding on a budget. It will explain wedding design concepts to give their guest the “WOW” without the “POW” to their budget. Students will: create and electronic vision board, learn cost of products and services, implement a design and maintain creativity. A $10 supply fee is payable to the instructor the first night of class.
Cost: $75
CE.ENR 231-01
6 sessions
E, 7-9 p.m.

Tracing Your Heritage
Genealogy is one of the fastest growing hobbies in the United States. According to experts, nearly 75% of Americans are interested in discovering their family history. Whether you are interested in learning more about your heritage or want to preserve your family history for future generations this course will give you a road map to discovery your heritage. In this course, we will present tips and strategies for beginning the process of constructing your family tree. In addition to describing the various records and sources available for finding information, we will help you to understand some basic genealogy terms and tools. We will also discuss the steps that you can take to permanently preserve your family's records and history. As well as explore online geneology applications and the pros and con's for connecting people to your tree.
Cost: $100
CE.ENR 232-01
6 Sessions
M, 7-9 p.m.

Play to Grow
Caregivers will find ways to interact with babies using simple songs, fingerplays and household materials. Each week we will review a developmental area and how to incorporate play. By stimulating baby’s senses with play we can foster strong relationships with caregivers, more restful sleep and a happy baby! Please bring a blanket to class.
Cost: $45
4 sessions
CE.ENR 237-01
0-6 months: 9/25/17 – 10/16/17
CE.ENR 237-02
6-18 months: 10/23/17 – 11/13/17
CE.ENR 237-03
18 months-3 years: 11/20/17 – 12/11/17

Holiday Entertaining
Are you looking to brush up on your holiday entertaining skills? This class will teach you how to plan for all of your holiday events. You will learn how to make fun holiday cocktails and party foods, including festive side dishes, soups and appetizers. Traditional favorites will be covered as well, including the Thanksgiving Turkey and the Holiday Ham. Menu planning guidelines are reviewed, along with the tips and tricks to ensure you and your guests will experience a stress free and memorable holiday celebration.
Cost: $120
CE.TRD-242
10/12/17 – 11/2/17
R, 6-10 p.m.

Holiday Baking
Do you want to create those fabulous bakery “pops” that people can't stop talking about? Start with the basics by learning the techniques required to successfully bake a variety of delicious drop and shortbread cookies, as well as standard cake batters. Then use the basics to create inventive cookie and cake cops that your friends and family won’t be able to get enough of.
Cost: $120
CE.TRD-241
10/18/17 – 11/8/17
W, 6-10 p.m.

Introduction to WordPress
In this course you will gain hands on experience creating a blog or a website with no coding experience. You will learn how to use and modify WordPress templates to design your site. Once the site is designed you will add pages and posts, images, use plugins to allow for more WordPress features.
Cost: $180
CE.CMS 081-01
10/2/17 – 10/25/17
8 sessions
M,W 6:30-9:30 p.m.
The Personal Enrichment Center is dedicated to fulfilling the goals of the college’s mission statement by offering continuing education courses and programs which will provide cultural, social, and recreational activities to the community. A selection of personal development courses in areas such as languages, arts and crafts, dancing, music and theater, health, sports and fitness, personal growth, and senior programs.

The Stand Up Comedy Workshop
Ever wonder how, stand up comics can make a room of people laugh with only a microphone? Always wanted to give it a try, but it seemed too scary? Want to improve your confidence, spark your self-esteem, and gain the ability to speak in front of others? In this course, you will learn the secrets that will assist you in the process such as timing, structure, and pace. This workshop is excellent for actors looking to add another craft, people in the workplace who wish to gain public speaking skills, and those interested in starting a career in the art of stand up comedy. Vince Valentine, Professional Comedian and Star of Broadway’s “Defending the Caveman” will show you how to write, perform and produce Stand Up Comedy. A book for the course will be recommended for purchase at an additional cost.

Cost: $65
CE.ENR 004-51
9/18/17 – 11/6/17
8 sessions
M, 7:30-9 p.m.

Basic Photography and Presentation
No matter what camera you use, you can enjoy creating great images. This class will introduce students to the many exciting areas of photography. We will review basic camera operation, lighting, composition and everything you need to take better pictures. We will also focus on presentation and what to do with all those images. Class assignments, which are optional, will be encouraged to help enhance your creative side.

Cost: $85
CE.ENR 001-51
9/18/17 – 10/30/17
7 sessions
M, 7:30-9:30 p.m.

Photography: Portraits and Lighting
In this specialized photography class, you will learn how to use natural light, studio lights, small flash, and other equipment to create beautiful portraits. Learn how to use camera settings to create the images you have always imagined. In the class, you will discover how to pose and work with subjects, and we will also study the works of master photographers and discuss their techniques. Any images that class participants would like to have reviewed for a friendly critique of the techniques learned in class is encouraged. At the end of class, students will have gained the knowledge needed to create the type of portrait images they have always envisioned.

Cost: $65
CE.ENR 215-51
9/27/17 – 11/11/17
6 sessions
W, 7:30-9:30 p.m.

iPhone Photography Class (For Android Users too)
In this iPhoneography class, students will learn how to make fantastic creative images using their always present mobile devices. We will cover the rules of basic photography, composition, and lighting. Students will discover the vast array or processing options that can be done on the mobile platform. We will discuss the differences and similarities between the iPhone and Android platforms, and learn about social networks and getting your work online. Students will need to have a tablet or smartphone with a camera, Android or iPhone. There will be weekly voluntary assignments to help students understand the concepts learned in class, and voluntary fun critiques.

Cost: $65
CE.ENR 228-51
9/18/17 – 11/6/17
6 sessions
R, 7:30-9:30 p.m.

Floral Design
This course will teach students to create actual floral designs. Students must be prepared to purchase flowers from the instructor each week to use for the floral creations (approximately $15–$20). In addition, students will need to bring a knife, wire cutters, and scissors to each class session.

Cost: $65
CE.ENR 002-51
9/12/17 – 11/14/17
10 sessions
T, 7:30-9:30 p.m.

Healthy Cooking
This class focuses on making delicious and nutritious plant based recipes. Expand your food repertoire and your palate with this hands-on and fun course. A minimum of four different recipes will be prepared each class (appetizer, side dish, entrée and dessert). This course will help you understand the vital role of nutrition in your life and easy ways to implement whole, unprocessed foods into your diet. Students will learn how certain foods and nutrients work to promote health and fight disease, how to create healthy and balanced meals, the best foods to help you understand the vital role of nutrition in your life and easy ways to implement whole, unprocessed foods into your diet. The Stand Up Comedy Workshop
Ever wonder how, stand up comics can make a room of people laugh with only a microphone? Always wanted to give it a try, but it seemed too scary? Want to improve your confidence, spark your self-esteem, and gain the ability to speak in front of others? In this course, you will learn the secrets that will assist you in the process such as timing, structure, and pace. This workshop is excellent for actors looking to add another craft, people in the workplace who wish to gain public speaking skills, and those interested in starting a career in the art of stand up comedy. Vince Valentine, Professional Comedian and Star of Broadway’s “Defending the Caveman” will show you how to write, perform and produce Stand Up Comedy. A book for the course will be recommended for purchase at an additional cost.

Cost: $65
CE.ENR 004-51
9/18/17 – 11/6/17
8 sessions
M, 7:30-9 p.m.

Basic Photography and Presentation
No matter what camera you use, you can enjoy creating great images. This class will introduce students to the many exciting areas of photography. We will review basic camera operation, lighting, composition and everything you need to take better pictures. We will also focus on presentation and what to do with all those images. Class assignments, which are optional, will be encouraged to help enhance your creative side.

Cost: $85
CE.ENR 001-51
9/18/17 – 10/30/17
7 sessions
M, 7:30-9:30 p.m.

Photography: Portraits and Lighting
In this specialized photography class, you will learn how to use natural light, studio lights, small flash, and other equipment to create beautiful portraits. Learn how to use camera settings to create the images you have always imagined. In the class, you will discover how to pose and work with subjects, and we will also study the works of master photographers and discuss their techniques. Any images that class participants would like to have reviewed for a friendly critique of the techniques learned in class is encouraged. At the end of class, students will have gained the knowledge needed to create the type of portrait images they have always envisioned.

Cost: $65
CE.ENR 215-51
9/27/17 – 11/11/17
6 sessions
W, 7:30-9:30 p.m.

iPhone Photography Class (For Android Users too)
In this iPhoneography class, students will learn how to make fantastic creative images using their always present mobile devices. We will cover the rules of basic photography, composition, and lighting. Students will discover the vast array or processing options that can be done on the mobile platform. We will discuss the differences and similarities between the iPhone and Android platforms, and learn about social networks and getting your work online. Students will need to have a tablet or smartphone with a camera, Android or iPhone. There will be weekly voluntary assignments to help students understand the concepts learned in class, and voluntary fun critiques.

Cost: $65
CE.ENR 228-51
9/18/17 – 11/6/17
6 sessions
R, 7:30-9:30 p.m.

Floral Design
This course will teach students to create actual floral designs. Students must be prepared to purchase flowers from the instructor each week to use for the floral creations (approximately $15–$20). In addition, students will need to bring a knife, wire cutters, and scissors to each class session.

Cost: $65
CE.ENR 002-51
9/12/17 – 11/14/17
10 sessions
T, 7:30-9:30 p.m.

Healthy Cooking
This class focuses on making delicious and nutritious plant based recipes. Expand your food repertoire and your palate with this hands-on and fun course. A minimum of four different recipes will be prepared each class (appetizer, side dish, entrée and dessert). This course will help you understand the vital role of nutrition in your life and easy ways to implement whole, unprocessed foods into your diet. Students will learn how certain foods and nutrients work to promote health and fight disease, how to create healthy and balanced meals, the best foods to create optimum health and energy. Discover new foods, flavors, and information in a hands-on yet supportive setting. A $35 food fee is payable to the instructor the first night of class ($7 per week x 5 weeks).

Cost: $75
CE.HPE 114-51
8/31/17–9/28/17
5 sessions
R, 6:30-8:30 p.m.
OR
CE.HPE 114-52
10/12/17–11/9/17
5 sessions
R, 6:30-8:30 p.m.
OR
CE.HPE 114-53
11/16/17–12/21/17
5 sessions
R, 6:30-8:30 p.m.
PERSONAL ENRICHMENT

Food Matters
This class is a hard hitting, fast paced look at our current state of health. Despite the billions of dollars of funding and research into health and nutrition, we continue to suffer from many chronic ills and everyday maladies. This class will show you how nutritional therapy can be more effective, more economical, and less harmful than many of the proposed medical treatments today.

Cost: $30
CE.HPE 053-51
1 session

Yoga Basics
This class provides the basics of Hatha Yoga, the yoga of physical fitness. It is for you whether you have done yoga before or not, as long as you are in generally good health. In each class, we will stretch, learn Asanas (yoga postures), Pranayamas (breath techniques), and experience deep relaxation meditations. As we move through the course, we will be building a program that addresses every aspect of your health and well-being. It is designed to enhance the quality of your life.

Cost: $139
CE.ENR 181-51
15 sessions

Becoming a Novelist
Have you ever thought of writing a book but didn't know how to start? In this course, we will explore the process of book writing from the idea process through publishing and marketing. Topics will include story selection, story development, writer's block, editing, publishing and character.

Cost: $69
10/3/17 – 11/14/17
(no class 10/24)
CE.ENR 196-51
6 sessions
T, 6:30-8:30 pm

Blogging Basics
Blogging is becoming more than a hobby and many are turning it into a business. Whether you want to create a blog for family, about a hobby, to propel a social cause, or for financial gain, this class is for you. This course guides students through everything needed for a successful blog including blog design, posting guidelines, finding and attracting new audiences, and earning money with your blog. Basic computer and internet experience required.

Cost: $69
10/12/17 – 11/30/17
(no class 10/26, 11/23)
CE.ENR 213-51
6 sessions
R, 6:30-8:30 p.m.

Martial Arts (Adults Only)
Empty Hand Systems, Stick Hand Systems, Sword Hand Systems. Experience the real practical benefits of studying Asian Martial Arts today. 15 sessions that will provide the Self Protection benefits developed within the Japanese and Other Asian Martial Arts. BUDO Retainer: Calvin Lester

Session 1-2.........Prevention/Protection Therapies
Martial Arts Systems Introductions
Session 3-6............Empty Hand Systems Study
Session 7-10 ..........Stick Hand Systems Study
Session 11-14........Sword Hand Systems Study
Session 15............Summary of Benefits

Cost: $175
CE.ENR 016-51
15 sessions
T,R, 7:30-10 p.m.

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

LOCATION ABBREVIATION CODES
BLK = CCC Blackwood Campus
CAM = CCC Camden City Campus
ROH = CCC William G. Rohrer Center, Cherry Hill
CCTS-GT = Camden County Technical Schools, Sicklerville
CCTS-PENN = Camden County Technical Schools, Pennsauken
RETC = Regional Emergency Training Center, Blackwood

MORE INFORMATION: 856-874-6004 OR WWW.CAMDENCC.EDU/CE 47
Join us for fun and relaxation by learning to dance! Learn a selection of the most popular dances found today. Register early; classes fill quickly! Classes held at Blackwood Campus.

**Swing/Jitterbug Dancing**
Whether it be called Lindy, Boogie Woogie or Swing, the Jitterbug is still a classic American dance. Jitterbug is done to the music of Big Band, Rock 'N Roll, and Country. Learn the timing, turns, and basic to advanced movements.

**Cost:** $100

CE.ENR 020-51  9/12/17 – 11/7/17
10 sessions  T, 8-9 p.m.

**Ballroom Dancing for Couples**
Should you be "dancing with the stars?" The techniques taught in this course makes learning to dance fun and easy for everyone to learn. Whether you are invited to a party, wedding, or getting married yourself, this course will help you to be more comfortable on the dance floor. This course is geared toward those with little or no dancing experience and will include the basic steps in Fox Trot, Waltz, Tango, Jitterbug, and Latin. Come join the fun.

**Cost:** $120 per person

CE.ENR 105-51  9/15/17 – 11/3/17
8 sessions  F, 7-8:30 p.m.

**Advanced Ballroom Dancing**
This course is a continuation of Ballroom Dancing for Couples.

**Cost:** $75

CE.ENR 121-51  11/10/17 – 12/15/17
5 sessions  F, 7-8:30 p.m. (no class 11/24)

**Fitness Line Dancing**
Come join in the fun of this special exercise dancing program. You will learn line dances that you can enjoy at any party from the Big Band era through the millennium. We will also cover some of the favorites like the Electric Slide, the new Cha Cha Slide and oldies like the Wanderer, Soul City Walk and Wobble into the Whip to make you sweat a little. Bring yourself and your friends and enjoy a night out.

**Cost:** $100

CE.ENR 197-51  9/13/17 – 11/15/17
10 sessions  W, 7-8 p.m.

**Country Line Dancing**
Country Western dancing is fun and easy to learn. Instructions will include the country line dances that never go out of style like Tush Push, Flying 8’s, and Trashy Women plus new dances like Toes, Eye Candy, and Da Donky Tonk. There will also be group dances for everyone. Come out and learn the country standards that never go out of style and also the new dances that have stomped onto the dance floor.

**Cost:** $90

CE.ENR 028-51  9/14/17 – 10/26/17
6 sessions  R, 7-8:30 p.m. (no class 9/21)

**Dance to Exer"CIZE"**
The first step towards good health is to move your body! This is not aerobics but an intro to the new dance craze that makes exercising FUN! This is a safe, fun and easy way to get in an exercise program while learning a variety of different dance moves. The movements are simple enough for beginners, older adults and those who have never before taken a dance or exercise class. Each class includes a warm up, simple dance step instruction and then applying them to music. Class does not include jumping, running or strenuous movements, but it does include FUN!

**Cost:** $150

CE.ENR 225-51  9/11/17 – 10/30/17
10 sessions  M, 7-8:30 p.m.

**Social Dancing for Weddings**
Whether you’re invited to a company party, a wedding or getting married yourself, this course will help you to be more comfortable on the dance floor. We start with the basic dancing of Fox Trot, a little Swing and Latin rhythms. Then, we move on to techniques of basic slow dancing, traditional first dance of the bride and groom. Also included will be the Electric Slide and other popular line dances (e.g. new Cupid Shuffle). Feel free to come alone, with a friend, or bring your whole wedding party.

**Cost:** $100

CE.ENR 025-51  9/12/17 – 11/7/17
10 sessions  T, 7-8 p.m. (no class 10/31)

**Latin Dancing**
This basic course will introduce you to the steps in Latin dancing. Dance rhythms will include the Cha Cha, Salsa, Samba and Merengue.

**Cost:** $50

CE.ENR 021-51  9/13/17 – 10/11/17
5 sessions  W, 8-9 p.m.
**PERSONAL ENRICHMENT**

**Salsa & Merengue Dance Night Out**

This course is a concentration on just two popular rhythms – Salsa & Merengue. Dances will include beginner to advance moves. Come and join the fun of dancing. Partners are not required, however partners will not be supplied either.

$50
CE.ENR 232-51
10/18/17 – 11/15/17
5 sessions
W, 8-9 p.m.

**More Country Line/Group Dancing**

Let’s continue our Country Western dancing FUN! Instructions will include the country line dances like Cowboy Rhythm, Tennessee Twister plus new dances per requests taken from students that they want to learn - like Toes, Eye Candy, Da Donky Tonk. There will also be group dances for everyone. Come and learn more country dancing before stomping on the dance floor.

$90
CE.ENR 028-51
11/2/17 – 12/14/17
6 sessions
R, 7-8:30 p.m.

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**American Sign Language I**

This class is an introductory course for the beginner or those with minimal exposure to sign language. The fundamental skills including basic vocabulary and linguistic information required for effective communication with the deaf or hard of hearing will be introduced. Textbook is required at an additional cost.

Cost: $85
CE.LNG 001-51
9/20/17 – 10/17/17
8 sessions
W, 6-8 p.m.

**Conversational Italian I**

In this course, you will learn the basics of vocabulary for conversing in Italian for social and travel situations. Basic grammar needed for personal, social, and travel will be stressed along with a brief introduction to Italian culture. No prior knowledge of Italian is required for this course.

Cost: $69
CE.LNG 021-51
9/18/17 – 10/23/17
6 sessions
M, 6-8 p.m.

**Conversational Italian II**

This course will explore a deeper understanding and more in-depth expression of the language. Students will continue to build upon conversation skills. In addition, we will explore the culture of Rome and its neighborhoods.

Cost: $69
CE.LNG 009-51
10/30/17 – 12/4/17
6 sessions
M, 6-8 p.m.

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**Conversational Spanish I**

This course introduces Conversational Spanish used in personal and business situations. Basic grammar, vocabulary for the workplace, and Hispanic cultural beliefs will be covered. Communicate more effectively by learning to use idiomatic expressions and vocabulary specific to Spanish-speaking people. No prior knowledge of Spanish is required.

Cost: $69
CE.LNG 004-51
9/20/17 – 10/25/17
6 sessions
W, 6-8 p.m.

**Conversational Spanish II**

This course continues to enrich your Spanish vocabulary and your ability to communicate effectively.

Cost: $69
CE.LNG 003-51
11/1/17 – 12/13/17
(no class 11/22)
6 sessions
W, 6-8 p.m.

**Conversational French I**

This course introduces students to the colorful and romantic language of the French culture. The class will cover greetings, practical phrases, shopping, ordering in a restaurant, asking for help and directions, and other simple requests. Cultural customs of this beautiful country will also be discussed. This class is designed for students with no prior knowledge of the French language.

Cost: $69
CE.LNG 006-51
9/12/17 – 10/17/17
6 sessions
T, 6-8 p.m.
PERSONAL ENRICHMENT

Conversational French II
This course continues to enrich the French vocabulary that you have developed in level I. In addition, your ability to communicate effectively in the French language will continue to be refined. We will also resume our discussions of French customs and culture.
Cost: $69 CE.LNG 007-51 10/24/17 – 11/28/17
6 sessions T, 6-8 p.m.

Conversational Chinese I
This course is designed as an introductory course for those interested in learning an introduction to the Chinese language. It will introduce beginners to the language of standard Chinese and the Chinese culture, especially tailored for the casual or business environment. The class will cover greetings, daily expressions, introductions, knowing the company, making appointments, other common phrases and requests, as well as cultural awareness. Pronunciations, tones, and basic grammar will also be introduced. Through business-oriented situational dialogue, students will learn listening, speaking, and reading Chinese at a basic level. A textbook to accompany the class will be recommended by the instructor for additional purchase.
Cost: $129 CE.LNG 024-41 9/13/17 – 11/15/17
10 sessions W, 7-9 p.m.

Basic Quilting
Have you ever wanted to learn how to quilt? Now is the time. This 8-week class will introduce you to the basic techniques of quilting while creating and completing a 12 block quilt sampler. Classes will include the safe and proper use of the rotary cutter (needed for nearly all quilting projects of today), and achieving a ¼” seam. If you can sew a straight stitch, you can learn to quilt, it’s EASY and FUN. All you need to bring to the first class is a pencil/pen and paper, nothing more. Supply list and fabric requirements will be discussed in the first class. After that, students will be required to bring a sewing machine and supplies to each class. So, come and quilt along with us, and take home a completed project.
Cost: $95 CE.ENR 216-51 9/27/17 – 11/15/17
8 sessions W, 6:30-8:30 p.m.

Beginning Crochet
In this class, students will learn the basic techniques of crocheting. Instruction will center on learning the slip knot and chain stitch, single and double crochet stitch, shell stitch, and cluster stitch. In addition, we will practice increasing and decreasing, and seaming. Supplies needed for the class such as yarn, hooks, and needles will be discussed in the first class.
Cost: $55 BLK CE.ENR 217-51 9/27/17 – 11/15/17 (bi-weekly)
4 sessions W, 6:30-8:30 p.m.
PERSONAL ENRICHMENT

Basic Computer Skills
This course is designed for the mature adult who has had little or no experience with personal computers. In this class, individuals will become familiar with terminology, computer components, making a computer purchase, and hardware and software. Individuals will also develop their skills in keyboarding, mastering the mouse through point and click activities. This class is designed for the first-time user.
Cost: $50
CE.SEN 007-21 10/3/17 – 10/5/17
2 sessions T, R, 9 a.m.-12 noon

Online Shopping
In this course you will be introduced to shopping online, from Shoprite (or your local supermarket) to Amazon.com. This class will make shopping online “less scary” which sites are safe sites to shop from? You will learn how to set up accounts for the shopping sites and tips to help protect your credit card information on these sites.
Cost: $50
CE.SEN 024-01 11/7/17 – 11/9/17
2 sessions T, R, 9 a.m. – 12 noon

Introduction to the Internet
Connect to the world wide web! This hands-on course will teach you how to navigate the internet, visit web sites, and understand how to use e-mail, mailing lists, and newsgroups. Cruise on the superhighway and learn how to communicate with your grandchildren and friends on the internet. Individuals must have completed the Introduction to Personal Computers and Windows courses or have a working knowledge of both prior to registering for this class. A review of these topics is not included in the class.
Cost: $50
CE.SEN 003-21 10/3/17 – 10/5/17
2 sessions T, R, 9 a.m.-12 noon

Introduction to E-mail Basics
This hands-on course will teach you to use the fundamental points of using e-mail. You will learn how to send, retrieve, and forward e-mails. In addition, you will learn how to use the address book and send and receive photographs and attachments. E-mail opens a whole new way to communicate fast with friends and family.
Cost: $50
CE.SEN 016-21 10/17/17 – 10/19/17
2 sessions T, R, 9 a.m.-12 noon

Understanding Social Security
Social Security is a greatly misunderstood federal program that when properly utilized can be a very important part of your retirement plan. After learning about starting ages and benefits, how married couples can plan for maximum benefits, and how divorces affect benefits, you will have a much greater understanding and also appreciation of the social security plan.
Cost: $25
CE.SEN 018-51 9/19/17
1 session T, 6:30-8 p.m.

Understanding Medicare
This course will assist you in gaining knowledge on managing health care expenses in retirement. We will cover topics such as when to sign up for Medicare, what does it cover, how much does it costs, etc. Also, discussed will be how to plan for health care expenses during retirement.
Cost: $25
CE.SEN 019-51 9/26/17
1 session T, 6:30-8 p.m.

Understanding How IRAs Work In Retirement
This workshop will explain the seven deadly IRA sins that you can ignore at your own peril. You will learn the difference between a traditional IRA, a rollover IRA and a Roth IRA...and when to utilize each one. You will also learn the proper ways to list beneficiaries to provide the maximum benefits and with no tax surprises. Anyone who owns or plans on owning an IRA should attend this informative workshop.
Cost: $25
CE.SEN 021-51 9/28/17
1 session R, 6:30-8 p.m.
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