CAMDEN COUNTY COLLEGE

WORKFORCE TRAINING & CONTINUING EDUCATION

SPRING/SUMMER 2020

BLACKWOOD | CAMDEN | CHERRY HILL

CAMDEN COUNTY TECHNICAL SCHOOLS, SICKLERVILLE & PENNSAUKEN

856-374-4955

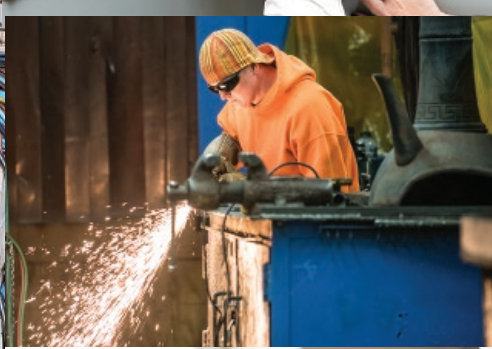
www.camdencc.edu/ce

CAREER & TECHNICAL EDUCATION

PERSONAL ENRICHMENT CLASSES

CORPORATE TRAINING

ONLINE CLASSES



camden county

Making It Better, Together.

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DIVISION OF WORKFORCE TRAINING & CONTINUING EDUCATION

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. Visit **camdencc.edu/priorlearning** for more information and a full list of programs eligible for credit for prior learning.

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

HOW TO REGISTER

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
Monday through Thursday 8 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 5. 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 856-374-4955 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 856-374-4955 to receive a "Request for Refund" form. Specialized refund policies may apply to courses. 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)

DIVISION OF WORKFORCE TRAINING & CONTINUING EDUCATION

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.

VETERAN/ACTIVE DUTY MILITARY DISCOUNT

Veteran, Active Duty Military and Military spouses and dependents may be eligible for this discount. Please visit camdencc.edu/ce for details regarding eligibility or call the Camden County College Veteran Services Center at 856-374-4960.

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. CEU's on the certificates will indicate the number of hours a student was in attendance. If a student misses 5% or less, the full CEU's will be awarded.

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.

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 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.

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) [CCTS-PENN] (6008 Browning Road, 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. Also, courses will be cancelled 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. All payments must be made in full in accordance with the scheduled plan determined by CCC, at minimum 30 days prior to the class end date.

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 Loan – 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: 006865-98
5. Government Funding for Unemployed – Grants available through your local One Stop Career Center. For more information please call your local county one-stop career center. For contact information by county, visit https://careerconnections.nj.gov.
6. NJ Governor's Industry Vocations Scholarship (NJ-GIVS) for Women and Minorities.

   The award benefits women and minority students pursuing a certificate or degree program in a construction-related field. This Scholarship pays up to $2,000 per year or up to the cost of tuition, less any federal, State, or institutional aid in an eligible certificate or degree program at one of New Jersey's eligible institutions. For more information, call 856-374-4955.
7. Foundation For Trades Scholarship for students entering the construction trades (Carpentry, Electrical, HVAC, Plumbing, Welding). The award amount will vary depending on the need of the applicant and cost of the program but will traditionally range from $500 to $6,000. Applicants should apply directly with the organization at foundationfortrades.org.

REGISTRATION FORM

STUDENT'S SOCIAL SECURITY NUMBER

☐☐☐ - ☐☐ - ☐☐☐☐

LEGAL NAME

❑ Mr. ❑ Ms. ❑ Mrs. ❑ Other: _____

*LAST

*FIRST MIDDLE

NAME USED IN PREVIOUS ATTENDANCE IF DIFFERENT FROM ABOVE.

HOME ADDRESS / PHONE / EMAIL

*STREET

*CITY *STATE *ZIP *COUNTY

HOME PHONE

*CELL PHONE

*EMAIL ADDRESS

WHAT IS YOUR INTENT IN ENROLLING

❑ To develop/enhance job skills
❑ Personal interest/enrichment
❑ Other_____

ETHNICITY* / GENDER* / DOB*

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

Gender* ❑ Male ❑ Female

Date of Birth* ____ / ____ / ____

IF STUDENT IS UNDER 18, PLEASE COMPLETE

PARENT/GUARDIAN NAME

PARENT/GUARDIAN SIGNATURE

STREET

CITY STATE ZIP COUNTY

SOCIAL SECURITY # ☐☐☐ - ☐☐ - ☐☐☐☐

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.

*COMPLETE CHART TO SELECT COURSES

Course No.	Course Title	Days (circle)	Start Time	End Time	Start Date	Cost#
CE.		M T W R F S U				
CE.		M T W R F S U				
CE.		M T W R F S U				
CE.		M T W R F S U				
CE.		M T W R F S U				
CE.		M T W R F S U				
#Withdrawal from program does not exempt you from the remaining balance.		**TOTAL DUE** (payment info below) ➡ (subject to refund/cancellation policy)				

*PAYMENT MUST BE MADE IN FULL TO COMPLETE REGISTRATION.

CHOOSE ONE

❑ Cash
❑ Check
❑ Payment Plan
❑ Third Party including scholarships and Purchase Orders *(documentation must be attached)*
❑ Visa®
❑ MasterCard®
❑ Discover®
❑ American Express®

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

FAX FORM TO:
856-374-4866

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 856-374-4955 for more information.

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THE WORKFORCE LEARNING LINK

CAMDEN COUNTY ONE STOP CAREER CENTER

PRESENTED BY THE
CAMDEN COUNTY BOARD OF FREEHOLDERS

- **Enhance your basic skills (including computer skills) in order to get or keep a job.**
- **Improve your level of employment.**
- **Enter an occupational training program.**
- **Get your High School Diploma!**
- **FREE to eligible New Jersey residents age 16 and up!**
- **Call (856) 549-0600 for more information.**

CAMDEN COUNTY
ONE-STOP CAREER CENTER

A proud partner of the AmericanJobCenter network

WORKFORCE LEARNING LINK

FOR **YOUR** NEWS & EVENTS
THE BOARD OF FREEHOLDERS

camdencountynj

CamdenCounty.com

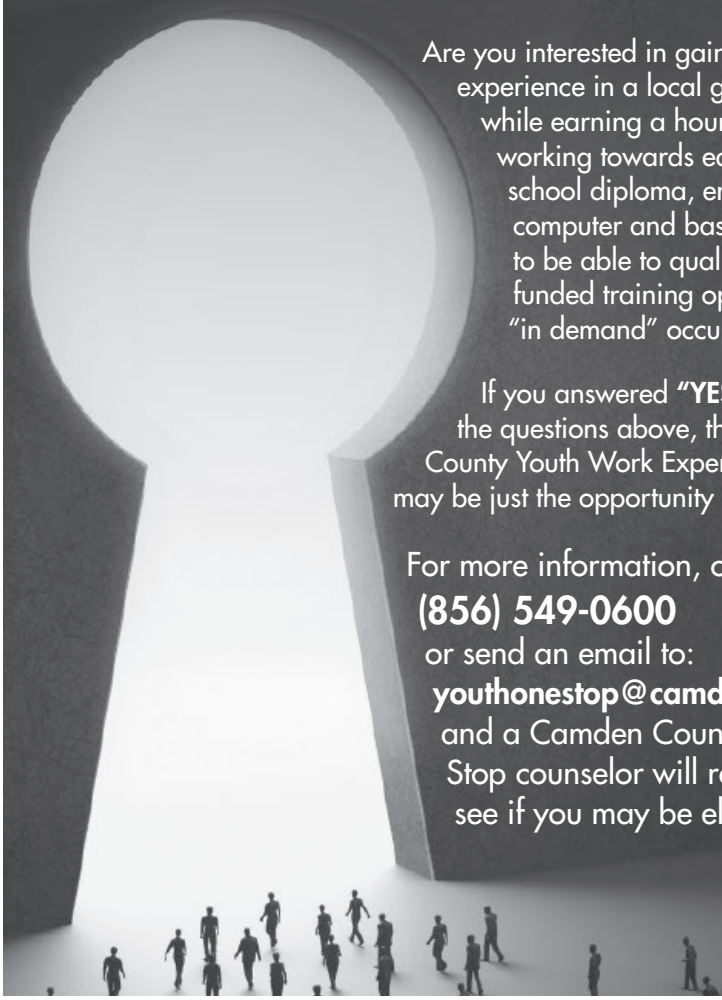
The Camden County One-Stop Career Center is an equal opportunity employer / program and auxiliary aids and services are available upon request to individuals with disabilities.

ARE YOU BETWEEN THE AGES OF 16-24?

Are you receiving or are you a dependent of a household/ family member receiving General Assistance (GA), Temporary Assistance for Needy Families (TANF), or Food Stamps (SNAP)?

Are you facing one of the following situations:

- Didn't finish high school
- Coming out of a correctional facility (juvenile/adult)
- Homeless as defined by law
- Pregnant or parenting
- Facing a disability
- Low income as defined by law



Are you interested in gaining valuable work experience in a local government office while earning a hourly wage and also working towards earning your high school diploma, enhancing your computer and basic educational skills to be able to qualify for a grant funded training opportunity for an "in demand" occupation?

If you answered **"YES"** to any or all of the questions above, then the Camden County Youth Work Experience Program may be just the opportunity for you!

For more information, call:
(856) 549-0600
or send an email to:
youthonestop@camdencounty.com
and a Camden County Youth One Stop counselor will reach out to you to see if you may be eligible.

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BOARD OF FREEHOLDERS
Making It Better, Together.

CAMDEN COUNTY ONE-STOP CAREER CENTER
A proud partner of the AmericanJobCenter network

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.

TECHNICAL TEST DRIVE

Come in and try out your program of interest during the weeks of December 2–6, 2019 and March 30–April 3, 2020

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 **856-374-4955**, email **tradetraining@camdencc.edu**, or visit **www.camdencc.edu/ce**. RSVP's are required for participation.

Registrations for the December test drive are open. Registration for the March/April test drive will open in early 2020. The classes that are participating include: Automotive Technology, Baking & Pastry, Carpentry, Certified/Registered Medical Assistant, Computer Technician Support Specialist, Cosmetology, Culinary Arts, Dialysis Technician, Electrical Residential, HVAC, Hydro Technology, Microsoft Office Specialist, Pharmacy Technician, Veterinary Exam Room Assistant, and Welding. Test drives are subject to cancellation if the class does not run due to low enrollment.

Participants should arrive to their selected test drive wearing the appropriate personal protective attire for their selected program (ex. boots with steel or composite toes, heavy cotton or denim work pants, a shirt with sleeves that can get dirty, etc.). Failing to come to the test drive prepared may disqualify the registrant from participation. For questions regarding appropriate personal protective equipment, call **856-374-4955** or email **tradetraining@camdencc.edu**.

CAMDEN COUNTY COLLEGE

Certified/Registered Medical Assistant [A]

This Certified/Registered Medical Assistant program offers an accelerated curriculum 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 an externship component.

Students will learn to perform a variety of clinical and administrative duties. Venipuncture, vital signs, urinalysis procedures, EKG, infection control techniques, 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 Career & 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." **Externship days and times may vary and may not follow class schedule.* CEU's: 72.0

Students may be required to pass a background check and/or drug test before being admitted to externship.

Dates: 2/18/20 - 8/14/20 (no class 5/25)
end dates may vary based on externship site.
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
Next start: September 2020 *Fall course details are subject to change

[P] – Pre-Apprenticeship program
[C] – Certification exam included
[A] – Articulation opportunity available upon successful completion (visit camdencc.edu/priorlearning)
[L] – License Prep. Course
[O] – Online Course

***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 856-374-4955.*

No information session required for admission. Certification exam not included.

HEALTHCARE

Dialysis Technician [C] [A]

Are you looking for a great entry-level opportunity to enter the Healthcare field with little to no experience? Most Dialysis Technician programs are designed for individuals working within the healthcare field, this program is designed to bring you from no knowledge or experience to employable within 5 months! 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, and Medical Terminology. 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 & 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. CEU's: 60

Dates: 4/20/20 - 9/9/20 (no class 5/25, 9/7)
Days: Monday, Tuesday, Wednesday, Thursday
Times: M,W,R 8:00 a.m. - 3:30 p.m.; T 10:00 a.m. - 6:00 p.m.
Hours: 600
Course #: CE.TRD-070
Cost: $6,680 (Tuition $4,000, Lab $2,080, Books/Supplies $600)
Location: CAM

Next start: Fall 2020

[P] – Pre-Apprenticeship program
[C] – Certification exam included
[A] – Articulation opportunity available upon successful completion (visit camdencc.edu/priorlearning)
[L] – License Prep. Course
[O] – Online Course

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 856-374-4955.*

No information session required for admission.

Certification exam IS included.

CAMDEN COUNTY COLLEGE PUBLIC NOTICE

Camden County College does not discriminate in admissions or access to, or treatment or employment on the basis of race, creed, color, national origin, ancestry, age, sex, marital status, veteran status, religion, affectional or sexual orientation, gender identification and expression, atypical hereditary cellular or blood trait, genetic information, disability or any other characteristic protected under applicable federal, state and local laws.

Title IX and Section 504 for Employees: Assistant Director of Human Resources, 856-227-7200, ext. 4391, Roosevelt Hall, Room 106, Blackwood Campus

CampusTitle IX and Section 504 for Students: Dean of Students, 856-227-7200, ext. 5088, Taft Hall, Room 217, Blackwood Campus

CampusTitle II for Employees and Students: Building Operations Manager, 856-227-7200, ext. 4575, Physical Plant, Blackwood Campus

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: students wishing to participate in a clinical experience must secure a clinical facility. Clinical experience is not a requirement for program completion.

Includes NHA CPCT/A exam voucher and CPR training

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

CE.ALH 056-01	M, 6-10 p.m.
2/18/20 - 5/7/20	T & R, 9 a.m.-3 p.m.*
	Hours: 187 BLK

$3,050 (Tuition $795, Lab $1,620, Books/Supplies $635)
Students will receive 18.7 CEU upon completion.
*PLEASE NOTE: tentative dates, days & times.

Next start: September 2020
*Fall course details are subject to change.

***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 **856-374-4955**.

No information session required for admission.

Feeling the Healing – The Natural Health Way

This comprehensive course teaches people the truth about the 90 Essential Nutrients that your body needs every day to fix itself. The course also explores the 12 bad foods that cause inflammation and destruction in the body. Information discussed in the class is unknown to most of the population and can benefit everyone. This course is based on years of research done by the country's leading Naturopathic doctors and is presented in a way that is easy to understand.

CE.HPE 056-01	$100
3/4/20 - 4/1/20	5 sessions
W, 6:30-8:30 p.m.	BLK

Pharmacy Technician

This comprehensive class is for those interested in starting a career in the world of pharmacy as a Pharmacy Technician. Upon completion of this course, students will be prepared to sit for the Pharmacy Technician Certification Exam, from the Pharmacy Technician Certification Board, earning the title of Certified Pharmacy Technician, CPhT, as well as being in a competitive position to seek employment in the field. Course content is consistent with PTCB testing domains. Some topics that are presented are pharmacy law, interpreting prescriptions, computer entry, defining drugs by brand and generic names and their common side-effects, ethics, inventory control, routes of administration, sterile and non-sterile compounding. This course will also cover the common pharmacy math calculations used in hospital and retail pharmacy that is also tested on the PTCE. 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

CE.ALH 009-61	T, F, 9 a.m.-3:30 p.m.
2/11/20 - 3/20/20	12 sessions

Hours: 72
Cost: $1,295 (Tuition $1,000; Books/Supplies $295)

Next start: October 2020
*Fall course details are subject to change.

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: $75	BLK
CE.PRO 129	

For date and time information, please call 856-374-4955.

WHAT'S TRENDING

Save Money with Extreme Couponing!

Learn how to save money every day with extreme couponing. Coupons are not just for groceries. The savings can add up to hundreds or even thousands of dollars every year. This comprehensive workshop will teach you:

- Where to find all different types of coupons, even for high ticket items
- How to find the best coupon apps and websites
- How to match coupons with sales for maximum savings
- How to find other people to trade coupons and merchandise with

Feel free to bring your coupons to class for a trading session. This workshop is taught by someone who has used many coupons couponing secrets to save thousands. A mandatory $10 materials fee is payable to the instructor at the door.

CE.ENR-240-01	BLK
Hours: 1	4/28/20
$20	T, 10-11 a..m.

$Monetize$ Websites, Blogs, and Social Media with 1000+ Affiliate Marketing Opportunities

Earn a passive monthly income from selling other people's products by placing a merchant-provided advertisement link on your site and get a commission for every sale, click or lead. Learn where to find 1000+ free and low cost opportunities and how to avoid scams or links that won't offer a beneficial ROI (return on investment). Learn how to find high, recurring, and second-tier commissions, and how sales funnels can increase your income. You'll also learn SEO secrets to increase your site's ranking and visibility on search engines like Google. A mandatory $10 materials fee is payable to instructor at the door.

CE.ENR 262-01	BLK
Hours: 1	4/28/20
$20	T, 11 a.m. – 12 p.m.

How to Earn Extra $Money$ with a Mystery Shopping Business (postrequisite)

Have you seen ads telling you how to become a shopper, but only if you send them a lot of money? You do not have to pay to begin your new career in this exciting field. You will learn how to start your business endeavor (participants must also attend "Explore 250 Legitimate Home Based Business Ideas"), and you will also learn how to:

- sign up with many legitimate mystery shopping companies WITHOUT FEES!
- avoid the pitfalls and scams
- create a required mystery shopping resume and profile
- take care of legalities and taxes regarding this income

With a few simple steps, you can start Mystery Shopping today! A mandatory $10 materials fee is payable to the instructor at the door that includes a list of 25 legitimate companies.

CE.ENR-248	BLK
$20	4/28/20
Hours: 1	T, 12-1 p.m.

Explore 250 Legitimate Home-Based Business Ideas

Tired of working for someone else? Do you need to make more money? Turn your talents and hobbies into profits by starting a home business. Taught by a Chamber of Commerce Past President and award winning business owner, this is probably the most comprehensive business start-up workshop you will ever find. You will discover:

- More than 250 legitimate home business ideas
- Mandatory legal documentation
- Many ways to market your product/service
- How to take tax deductions (this workshop included!)

If you really want to succeed in a home business, this step-by-step session is a must! A mandatory $20 materials fee is payable to the instructor at the door.

CE.ENR 241-01	4/28/20
Hours: 2	T, 1-3 p.m.
$35	BLK

Make $Money$ with a Virtual Assistant/Word Processing Business (prerequisite)

If you can type, then you can make money at home using your computer. Having already learned all about home-based business success (participants must attend "Explore 250 Legitimate Home-Based Business Ideas"), you will then discover:

- how and where to find clients
- 50 ways to advertise/market your services
- effective home office equipment choices
- 100 ways to make money with a computer
- FREE national networking information

There really is a need for your services, so learn to be your own boss, set your own hours, and make more money. A mandatory $10 materials fee is payable to the instructor at the door.

CE.ENR-249	BLK
$20	4/28/20
Hours: 1	T, 3-4 p.m.

Introduction to Screen Writing for Television or Movies

In this fast paced comprehensive session, you will learn about special screenwriting terms and formats for television and the big screen. You will also learn how to plot a story, develop characters, and execute your work in the proper screenwriting format. You will discover the difference between Treatment, a Spec Script and a Shooting Script and when to do each. And, you'll get an inside look into the business of selling your script to agents and producers and building your career as a screenwriter. A mandatory $10 materials fee is payable to instructor at the door.

CE.ENR 242-01	4/28/20
Hours: 1	T, 4-5 p.m.
$20	BLK

Meet the Agent/ Publisher Q&A – Get Your Manuscript Critiqued

Have you ever wanted to talk to a real agent or publisher? Are you tired of having your manuscripts critiqued by non-professionals or paying an editor too much money to change your writing to their voice? Bring your in-progress manuscript for an in-class critique of one page of your poetry, article, short story, screenplay, novel, non-fiction book, or children's book. You can then leave a COPY of your manuscript for a professional critique of your entire manuscript (for an optional materials fee of $50 for up to 25 double-spaced pages + $1/page thereafter) and a list of publishers/agents who are interested in your type of work. A mandatory $10 materials fee is payable to instructor for in-class critique. The instructor is a journalist, author, screenwriter, agent, publisher, and adjunct online Professor of Publishing for Harvard.

CE.ENR-244	BLK
$20	4/28/20
Hours: 1	T, 5-6 p.m.

Writing for Online Blogs, Magazines & Websites

You don't need a journalism-school degree, newspaper reporting experience, or previously published articles to write for online blogs, magazines, and websites. Some online opportunities offer exposure and networking, while many pay well – $1 a word and more. In this fast-paced session, you will learn how to: find more than 1,000 opportunities that pay, find story ideas, conduct interviews and find sources, find and study your target market, and create pitches, queries and LOI's (letters of intent). A mandatory $10 materials fee is payable to instructor at the door.

CE.ENR-245	BLK
$20	4/28/20
Hours: 1	T, 6-7 p.m.

Beginner's Guide to Getting Published

If your goal is to become a published freelance writer by selling a magazine article, short story, poem, or even a novel to a traditional publisher, this comprehensive workshop will guide you to, then past the editor's desk. You will discover how to:

- become a "published" writer overnight
- submit manuscripts the correct way
- find the right publisher for your work
- write irresistible query letters
- determine when and how to get an agent
- 100 ways to make money as a freelance writer

If you really want to succeed, this step-by-step workshop is a must! A mandatory $20 materials fee is payable to the instructor at the door. The instructor is a journalist, author, agent, publisher, and adjunct online Professor of Publishing for Harvard.

CE.ENR-246	BLK
$35	4/28/20
Hours: 2	T, 7-9 p.m.

Explore 50 Different Self Publishing Options

(prerequisite)

Self Publishing is all the rage, but is it the best option for YOU? (participants must attend "Beginner's Guide to Getting Published") And, can you do both? You will discover the pros and cons of all the self publishing options, including print-on-demand and e-book publishing, as well as the Amazon option of Create Space. You will leave with a rated description of 50 self publishing companies. A mandatory $10 materials fee is payable to instructor at the door. The instructor is a journalist, author, agent, publisher, and adjunct online Professor of Publishing for Harvard.

CE.ENR-247	BLK
$20	4/28/20
Hours: 1	T, 9-10 p.m.

ANIMAL CARE

PEACE IN THE PACK BUNDLE

Includes 5 classes! Best value! Take all five for $100 & save $25!

Must register for all classes at the same time for discount. Package includes *Canine Body Language, Canine's Uses of Scent, Energy, Posturing and Vocalization, Canine Cognition, Emotion and Social Behavior, Canine Aggression* and *Compulsive/Phobic Behaviors.*

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.

CE.ENR-266 $25
2/11/20 BLK
T, 7-9 p.m.

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.

CE.ENR-267 $25
2/18/20 BLK
T, 7-9 p.m.

[P] – Pre-Apprenticeship program
[C] – Certification exam included
[A] – Articulation opportunity available upon successful completion (visit camdencc.edu/priorlearning)
[L] – License Prep. Course
[O] – Online Course

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.

CE.ENR-268 $25
2/25/20 BLK
T, 7-9 p.m.

Canine Aggression

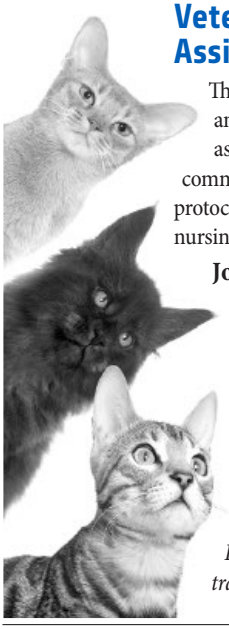
This seminar can be lifesaving as it offers ways to help you and your dog to always remain safe. This class analyzes the many aspects and causes of various types of canine aggressive behavior; how it can be rehabilitated and in many cases averted. We'll look at it from a professional behavioral standpoint 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.

CE.ENR-269 $25
3/3/20 BLK
T, 7-9 p.m.

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.ENR-270 $25
3/10/20 BLK
T, 7-9 p.m.



Veterinary Exam Room Assistant Training Program [A]

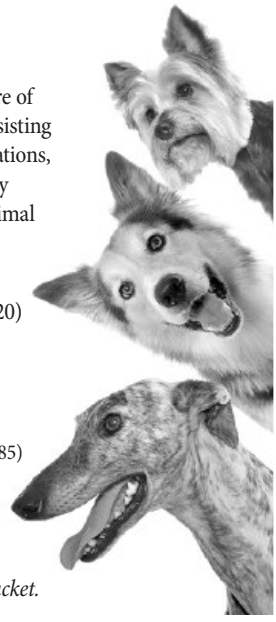
This program is intended for anyone interested in the welfare of animals as well as those who wish to pursue exam room assisting as a career. Course content includes ethics, front desk, operations, communication and client relations, medications and pharmacy protocol, exam room procedures, prep room protocols, small animal nursing, introduction to laboratory procedures and radiology.

Job Placement Assistance Available

CE.PRO 122 3/2/20 - 7/22/20 (no class 5/25/20)
M, 10 a.m. - 2 p.m.; W, 4:30 p.m. - 8:30 p.m.
S (biweekly), 8 a.m.-12 p.m.
Hours: 200 Location: BLK
(Saturday classes are held offsite)
$2,755 (Tuition $1070, Lab Fees $1500, Books & Supplies $185)
Next start: September 2020

*Fall course details are subject to change.

Please call 856-374-4955 or e-mail our office at tradetraining@camdencc.edu for a veterinary registration packet.



CAREER NOW

CAREER PROGRAMS FOR HIGH SCHOOL STUDENTS

WHO?
High School Students

WHEN?
Senior Year of HS

WHY?
Earn Career Certifications while in H.S.

WHAT?
Career and Technical Institute Programs

WHERE?
4 Camden County College Locations

HOW?
2 Easy Steps

STEP 1.
OBTAIN A LETTER OF RECOMMENDATION
on school letterhead from high school guidance counselor or principal.

STEP 2.
REGISTER AND PAY FOR COURSES.
Payment of tuition and all applicable fees is expected at the time of registration. CCC offers high school students a discount rate equivalent to 1 credit. Career Now programs are not eligible for financial aid. CCC offers a convenient payment plan option for many CTI programs.

camden county
Making It Better, Together.

OFFICE OF CONTINUING EDUCATION
856-374-4955 or
tradetraining@camdencc.edu

Career and **Technical Institute** of CAMDEN COUNTY COLLEGE

CULINARY ARTS

Culinary Arts / Restaurant Operations [C] [A]

This program is a hands-on instructional program designed to offer four levels of food service. The program includes, but is not limited to food preparation, service, and strategies for maintaining a successful career in culinary arts. Participants will enjoy a variety of culinary learning experiences that will enhance their future in the culinary arts field. In addition, students will be required to complete a 6-week 96-hour apprenticeship at an approved site. With a passing test score, students will receive the industry recognized Serv-Safe Certification as a result of their training. Program topics include: Safety and Sanitation, Basic Knife Skills, Measurements, Stocks and Sauces, MISE EN PLACE, Kitchen Lab, Soups, Sauces, Understanding Vegetables, Cooking Vegetables, Potatoes, Legumes, Grains, Pasta and other starches, Kitchen Lab, Meats, Poultry and Fish, Roasting, Baking, Deep Frying, Sautéing, Salads and Salad Dressings, Understanding Basic Cuts of Meat, Cooking and Handling Meats, Understanding and Cooking Fish and Shellfish, Kitchen Lab, Food Presentation, Production, Service, Kitchen Lab, Baking Basics, Menu Recipes and Cost Management

Course #: CE.TRD-050 Dates: 9/15/20 - 6/17/21 (no class 11/26/20) Days: Tues, Wed, Thurs, 6-10 p.m.
Location: CCTS-GT Hours: 420 (105 per level) Cost: $4,200 (Tuition $2,850, Lab $800, Books/Supplies $550)

BACK DOOR CAFÉ

The Back Door Café is a gourmet restaurant located on Camden County Technical Schools Sicklerville Campus located at 343 Berlin Cross Keys Road, Sicklerville, NJ. Our culinary students, along with their world class instructor, will prepare an extraordinary dinner sure to tickle your taste buds.

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

The Back Door Cafe will only be open on the following dates from 7-10 p.m. Cash or checks only. **Reservations are required. Please call (856) 374-4955.** Seating is limited.

12/12/19 buffet dinner holiday theme $25 person (50 people max)
1/23/20 sit down $30 per person (30 people max)
2/13/20 Valentines sit down $30 per person (30 people max)

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. With a passing test score, students will receive the industry recognized Serv-Safe Certification as a result of their training.

Course #: CE.TRD 051 Dates: 9/14/20 - 6/7/21 Days: Mon, Tues
Location: CCTS-GT Times: 5:30-9:30 p.m. Hours: 272
Cost: $2,900 (Tuition $1,500, Lab $850, Books/Supplies $550)

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 $45 food fee is payable to the instructor the first night of class.*

Cost: $95	BLK		
CE.HPE 114-51	1/16/20 - 2/13/20	R, 6:30-9 p.m.	5 sessions
OR			
CE.HPE 114-52	2/27/20 - 3/26/20	R, 6:30-9 p.m.	5 sessions
OR			
CE.HPE 114-53	4/9/20 - 5/7/20	R, 6:30-9 p.m.	5 sessions

IN-DEMAND TRADE CAREERS OPEN HOUSE

Learn about available classes covering a wide scope of careers.

Automotive Technology, Baking & Pastry, 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 Technician, Patient Care Technician, Computer Technician Support & Specialist, Pharmacy Technician and many other in-demand training programs.

SAVE THE DATE

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

THURSDAY, JANUARY 16, 2020
THURSDAY, MAY 7, 2020

5:30 – 7:30 p.m.
Camden County Technical Schools • Cafetorium, Building 4
343 Berlin Cross Keys Road • Sicklerville, NJ 08081

For more information:
856-374-4955 or e-mail tradetraining@camdencc.edu

COSMETOLOGY SERVICES

THURSDAYS ONLY > 4-9 P.M.
2/13/20 – 5/28/20 (NO CLINIC 4/9/20 & 4/16/20)

HAIR SERVICES

Shampoo & Blow-dry	Short $10/Medium $15/Long $18
Up-Do/Formal Style, French Braids	$15+
Haircut	$8
Shampoo, Cut & Blow-dry	Short $15/Long $20
Shampoo & Cut	$10
Shampoo & Set w/rollers	Short $7/Medium $10/Long $15+
Cholesterol Hair Treatment	$5+
Permanent Wave (includes haircut)	$25
Chemical Hair Relaxing (Does not include style)	$30
Chemical Hair Retouch (Does not include style)	$20
Shampoo, Blow-dry, Press/Curl	Short $15/Long $20

HAIR COLOR

Permanent Hair Coloring	$25+
Frosting with Cap	Short $20/Long $25/X-Long $30
Highlighting	Short $30/Long$35/X-Long $40
Semi-color	$20+
Corrective Color	$25+
Toner	$20

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

SKIN CARE

Facial Treatment	$15
Eyebrow (tweezing)	$8

NAILS

Basic Manicure	$8
Spa Manicure	$15
Pedicure	$15
Spa Pedicure	$20

WAXING

Sideburns	$5
Chin	$5
Full arm	$15
Half arm	$10
Forehead	$5
Eyebrows	$5
Lip	$5

- ***No appointments necessary***
- ***Cash or checks only***
- ***First come, first served***
- ***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) 374 4955

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 an extremely high pass rate as a result of the training they receive from our industry experts.

The 1,071-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.

Dates: 1/6/20 - 12/22/20 (no class 5/25, 11/26)
Note: No classes are held from 7/7/20 - 9/1/20
Days: Mon, Tues, Wed, Thurs
Times: 3-10 p.m.
Hours: 1,071
Course #: CE.TRD-040
Cost: $7,425 (Tuition $4,000, Lab $2,900, Books $525)
Location: CCTS-GT
Additional Start Dates: 2/3/20, 3/2/20, 4/6/20 (based on seating availability)

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 service, 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: 2/3/20 - 12/15/20 (no class 6/25 - 9/7)
Days: M, T, W
Times: 4-8 p.m.
Cost: $3,050 – OSHA 10 certification included ($2,200 tuition, $350 lab, $500 books/supplies)
Location: CCTS-PENN
Next start date: September 2020

School Bus Driver Training [L]

(CDL-B with P & S endorsement)

This course is being offered in partnership with Mike's Driving School in Williamstown, NJ. The purpose of this course is to provide the student with the knowledge and preparation to obtain a class B NJ driver's license with Passenger and School Bus endorsements. This course will prepare students with the basic knowledge of handling a vehicle with a gross rating of 26,001 or more pounds, the understanding of the airbrake system, how to inspect your vehicle, safe operation behind the wheel of the vehicle with skill maneuvers and on the road experience. Also included, and state mandatory, will be behavioral training for special needs students and a certification in CPR training.

Pre-requisites:
Must be 21 years of age or older, driving abstract without multiple violations or any major violations, be able to pass DOT physical and drug screen. In order to complete course and take final road test, student will need to be pre-hired and fingerprinted by a school bus company of sponsorship. All efforts will be made to assist students in finding sponsorship but it is not guaranteed.

CE.TRD 001
Available start dates:
1/6/20, 2/3/20, 3/2/20, 4/6/20, 5/4/20, 6/1/20, 7/6/20, 8/3/20
Classroom hours will be 8 a.m.- 4 p.m. M, T, W, R for week 1.
All subsequent weeks are 8 a.m.-12 p.m. M, T, W, R, F
Hours: 120
$4,350 (Tuition $3,950, Fees $400)

ACADEMIC PATHWAYS FOR RETURNING PROFESSIONALS

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

CONTACT PERSON:
Dr. Lawrence M. Chatman, Coordinator
(856) 227-7200, ext. 4523

CONSTRUCTION TECHNOLOGY

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: 429
Dates: 2/3/20 - 1/20/21 (no class 6/26 - 9/1)
Days: Mon, Tues, Wed, Thurs
Times: 3-6 p.m.
Cost: $3,750 – OSHA 10 certification included
(Tuition $2,675, Lab $450, Books/Supplies $625)
Location: CCTS-GT
Next start date: September 2020

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-080
Hours: 382
Cost: $3,995 – OSHA 10 certification included
(Tuition $2,620, Lab $600, Books/Supplies $775)
Dates: 2/3/20 - 12/16/20 (no class 6/26 - 9/8)
Days: Mon, Tues, Wed, Thurs
Times: 3-6 p.m.
Location: CCTS-GT
Next start date: September 2020

Welding [C]

This program offers students the most up-to-date instruction in SMAW (Shielded Metal Arc Welding) and OxyFuel Cutting, as well as Academic instruction which includes math, blueprint reading, drawing interpretation, welding inspection, shop maintenance and most importantly, general hot work safety. Students may also have the opportunity to try GTAW (Gas Tungsten Arc Welding) with Aluminum and Stainless Steel, GMAW (GasMetal Arc Welding). Shop time focuses heavily on SMAW fundamentals with Mild Steel, although, as students progress through the program they may begin working with other processes and materials, when and if available. Students will proceed through each project at their own pace and receive individualized instruction regarding safety, quality and general welding techniques. Upon successful completion of this program, it will be possible for students to graduate with American Welding Society's welding code, D1.1 "Structural Steel" Certifications.

Course #: CE.TRD-130
Hours: 564
Dates: 2/3/20 - 1/20/21 (no class 6/26 - 9/7)
Days: Mon, Tues, Wed, Thurs
Times: 4-8 p.m.
Cost: $4,950 – OSHA 10 certification included
(Tuition $2,900, Lab $1,200, Books/Supplies $850)
Location: CCTS-PENN
Next start date: September 2020

[P] – Pre-Apprenticeship program
[C] – Certification exam included
[A] – Articulation opportunity available upon successful completion (visit camdencc.edu/priorlearning)
[L] – License Prep. Course
[O] – Online Course

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

CONSTRUCTION TECHNOLOGY

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, consisting of both related technical instruction and on-the-job training, 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.

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, also known as related technical instruction).

For more information contact **tradetraining@camdencc.edu**.

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. Units included are print drawing/reading, 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, building supply or hardware store person are but a few possibilities.

Course #: CE.TRD-020
Hours: 382
Dates: 2/4/20 - 12/15/20 (no class 6/26 - 9/7)
Days: T, W, R
Times: 4-8 p.m.
Cost: $3,250 – OSHA 10 certification included
(Tuition $2,500, Lab $400, Books/Supplies $350)
Location: CCTS-PENN
Next start date: September 2020

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: 9/8/20 - 5/20/21
Days: Tuesday, Wednesday, Thursday
Time: 6-10 p.m.
Cost: $3,795 – OSHA 10 certification included
($2,620 tuition, $400 lab, $775 books/supplies)
Location: CCTS-GT

[P] – Pre-Apprenticeship program
[C] – Certification exam included
[A] – Articulation opportunity available upon successful completion (visit camdencc.edu/priorlearning)
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APPRENTICESHIP PROGRAMS

Apprentice courses are designed to aid apprentices both in theory and practical experiences to meet the requirements of US and NJ Departments of Labor. Emphasis is placed on those areas not normally covered in routine job performance. The student's sponsoring employer provides the actual field (on-the-job) experience. Apprentices are required to 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 related technical instruction (a minimum of 144 hours per year). Students who have successfully completed a relevant Pre-Apprenticeship program may be eligible for advanced standing in an apprenticeship program. Please contact the County Apprenticeship Coordinator to determine eligibility.

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 17 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 County Apprenticeship Coordinator to facilitate the application process.

tradetraining@camdencc.edu 856-261-9462

All classes below are held at Camden County Technical Schools, Sicklerville

ELECTRICAL APPRENTICE LEVEL 1
CE.TRD-160-01 **[L]**
9/22/20 - 4/7/21
T, W, 7-10 p.m.
Hours: 156
$1,250 (Tuition $950, Books/Supplies $300)

ELECTRICAL APPRENTICE LEVEL 2
CE.TRD-160-02 **[L]**
9/22/20 - 4/6/21
T, R, 7-10 p.m.
Hours: 156
$1,100 (Tuition $950, Books/Supplies $150)

ELECTRICAL APPRENTICE LEVEL 3
CE.TRD-160-03 **[L]**
9/22/20 - 4/7/21
T, W, 7-10 p.m.
Hours: 156
$1,100 (Tuition $950, Books/Supplies $150)

ELECTRICAL APPRENTICE LEVEL 4
CE.TRD-160-04 **[L] [A]**
9/22/20 - 4/7/21
T, W, 7-10 p.m.
Hours: 156
$1,050 (Tuition $950, Books/Supplies $100)

Plumbing Apprentice

PLUMBING APPRENTICE LEVEL 1
CE.TRD-170-01 **[L]**
9/21/20 - 4/26/21
M, W, 6-9 p.m.
Hours: 156
$1,200 (Tuition $950, Books/Supplies $250)

PLUMBING APPRENTICE LEVEL 2
CE.TRD-170-02 **[L]**
9/22/20 - 4/6/21
T, R, 6-9 p.m.
Hours: 156
$1,100 (Tuition $950, Books/Supplies $150)

PLUMBING APPRENTICE LEVEL 3
CE.TRD-170-03 **[L]**
9/22/20 - 4/6/21
T, R, 6-9 p.m.
Hours: 156
$1,000 (Tuition $950, Books/Supplies $50)

PLUMBING APPRENTICE LEVEL 4
CE.TRD-170-04 **[L] [A]**
9/22/20 - 4/6/21
T, R, 6-9 p.m.
Hours: 156
$1,100 (Tuition $950, Books/Supplies $150)

HVAC APPRENTICE LEVEL 1
CE.TRD-190-01 **[L]**
9/21/20 - 4/26/21
M, W, 6-9 p.m.
Hours: 156
$1,200 (Tuition $950, Books/Supplies $250)

HVAC APPRENTICE LEVEL 2
CE.TRD-190-02 **[L]**
9/22/20 - 4/6/21
T, R, 6-9 p.m.
Hours: 156
$1,100 (Tuition $950, Books/Supplies $150)

HVAC APPRENTICE LEVEL 3
CE.TRD-190-03 **[L]**
9/21/20 - 4/26/21
M, W, 6-9 p.m.
Hours: 156
$1,100 (Tuition $950, Books/Supplies $150)

HVAC APPRENTICE LEVEL 4
CE.TRD-190-04 **[L] [A]**
9/21/20 - 4/26/21
M, W, 6-9 p.m.
Hours: 156
$1,100 (Tuition $950, Books/Supplies $150)

UNIFORM CONSTRUCTION CODE

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]

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 2/4/20 - 4/21/20
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 2/3/20 - 4/6/20
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 2/11/20 - 3/31/20
T, R, 6-10 p.m. 15 sessions, BLK
$465 (Textbook additional charge)

Electrical Inspector ICS [L]

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 2/3/20 - 5/11/20
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 2/5/20 - 5/13/20
W, 6-9 p.m. 15 sessions, BLK
$345 (Textbook additional charge)

Elevator Inspector

The course is designed to assist individuals in meeting the requirements needed to become certified elevator inspectors or as an aide to elevator safety mechanics. Topics include inspection, testing, rules and regulations for elevators, escalators, lifts, and other lifting and elevator equipment. In addition, the course will focus on planning and review of inspection techniques. 9.2 CEU's

CE.PRO 041-51 2/4/20 - 4/21/20
T, R, 6 - 10 p.m. 23 sessions, BLK
$695 (textbook additional charge)

UNIFORM CONSTRUCTION CODE

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 2/5/20 - 4/22/20
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 2/6/20 - 5/14/20
R, 6 - 9 p.m. 15 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 2/6/20 - 5/14/20
R, 6-9 p.m. 15 sessions, BLK
$345 (Textbook additional charge)

Fire Inspector ICS [L]

This 120-hour program will give students a better understanding of the International Construction Codes as they are adopted by the New Jersey Uniform Construction Code. Students will review construction classification, building types and finishes, as well as means of egress and fire protection systems. Successful completion of this program along with a passing grade on the required test will meet the requirement for the first level of Fire Protection certification. 12.0 CEU's

CE.PRO-002-51 1/28/20 - 5/7/20
T, R, 6-10 p.m. 30 sessions, ROH
$795 (Textbook additional charge)

Plumbing Inspector HHS [L]

This course will provide the knowledge of the plumbing code needed to carry out plumbing inspections. This student will gain familiarity with plumbing and mechanical systems. The student will also learn to perform plan review of commercial buildings and residential dwellings (Class I, II and III structures).

6 CEU's 2/24/20 - 4/29/20
CE.PRO 104 $465 (textbook add'l charge)
20 sessions ROH M, W, 6-9 p.m.

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 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 2/12/20 - 5/13/20
W, 6-9:30 p.m. 14 sessions, BLK
$485

Electrical Contractor Exam Prep Course

This course will prepare individuals to take the NJ Electrical Contractor Licensing Exam. It will focus on all parts of the exam. The 2017 National Electrical Code, NFPA 72 Fire Alarm Code, Burglar and Security Alarms as well as the required Business Law. At the conclusion of the course you will be prepared to take the licensing exam as required by State of NJ Board of Examiners of Electrical Contractors. 3.3 CEU's

CE.PRO-001 3/10/20 - 5/19/20
T, 5:30-8:30 p.m. 11 sessions, BLK
$275 (Textbook additional charge)

UNIFORM CONSTRUCTION CODE

The 2017 National Electrical Code Update

This course is specifically designed for refreshing contractors on the current NEC as adopted by NJ UCC (Uniform Construction Code). It will contain 8 hours of 2017 NEC Changes. Credit hrs. NJ-8

CE.PRO 106 2/20/20 & 2/27/20
R, 5-9 p.m. 2 sessions, BLK
Cost: $40

2017 NEC Code Changes

This course reviews the 2017 NEC as adopted by the NJ UCC (Uniform Construction Code).
Credit hrs. NJ-4

CE.PRO 136 3/5/20
R, 5-9 p.m. BLK
Cost: $40

2017 NEC Code Changes

This course reviews the 2017 NEC as adopted by the NJ UCC (Uniform Construction Code).
Credit hrs. NJ-2

CE.PRO 137 3/12/20
R, 6-8 p.m. BLK
Cost: $20

Residential Wiring for One and Two Family Dwellings

This course will cover 1 and 2 family dwellings. Residential wiring is undoubtedly the most common and abundant type of electrical installation in the world. Safe electrical installations are as important in residential occupancies as per the ICC International Residential Code. Credit hrs.NJ-2

CE.PRO 108. 3/19/20
R, 6-8 p.m. BLK
Cost: $20

Solar Photovoltaic Systems

This course provides a general knowledge about the installation of photovoltaic systems. These systems are beginning to make significant inroads into both the residential and commercial markets. This work should be performed by an electrical contractor. The course will cover the installation of these systems in accordance with Article 690 and 705 of the NEC and the provisions of the latest adopted codes and standards. Credit hrs. NJ-3

CE.PRO 109 3/26/20
R, 6-9 p.m. BLK
Cost: $30

Grounding and Bonding

This course will study Grounding and Bonding which are the most important parts of an electrical installation. Understanding the differences between Grounding and Bonding and properly applying the NEC for installations and systems is most important. Grounding and Bonding are common to nearly every article in the NEC but specifically targeting Article 250. Credit hrs. NJ-2

CE.PRO 110 4/2/20
R, 6-8 p.m. BLK
Cost: $20

Code Calculations 1

This course will show how to be able to determine and calculate, service loads for several types of occupancies. Learning how to calculate the minimum number of branch circuits with feeder continuous and non-continuous loads for all wiring systems in accordance with Article 220 of the NEC and will include Articles 230 and 250. Credit hrs. NJ-2

CE.PRO 111 4/9/20
R, 6-8 p.m. BLK
Cost: $20

Motors & Controls (Article 430)

This course will cover motors, motor branch circuits, feeder conductors and their protection, motor overload protection, motor controllers and control centers. The course will cover Article 430 and other parts of NEC.
Credit hrs. NJ-2

CE.PRO 112 4/16/20
R, 6-8 p.m. BLK
Cost: $20

Transformers (Article 450)

This course is designed to establish the basic requirements for safe and reliable transformer installations. It will discuss KVA ratings, overcurrent protection and proper transformer grounding. This course will also cover when and where overcurrent protection is required for transformers. Credit hrs. NJ-2

CE.PRO 113 4/23/20
R, 6-8 p.m. BLK
Cost: $20

Fire Alarm Requirements & Telecommunications

This course is designed to provide the necessary background required to install fire alarm systems. The course will describe the proper terminology used in the field. The topics covered are Article 760 and 725 of the NEC as well as NFPA 72. Telecommunications requirements and types of cabling systems will be covered. Credit hrs. NJ-2

CE.PRO 114 4/30/20
R, 6-8 p.m. BLK
Cost: $20

UNIFORM CONSTRUCTION CODE

New Jersey Uniform Construction Code for Electricians

This seminar provides aspects of the UCC (Blue Book) as it pertains to electrical contractors. It puts particular emphasis on requirements of contractors and inspectors. Topics covered will include what type of work requires permits, applying for a variation, appeals, and the modifications made to the 2017 NEC as adopted by the UCC. Permit process and forms will also be included. Rehabilitation Code and other codes for which electricians are responsible such as, IBC, Energy Sub-Code and ICC/ANSI. Credit hrs. NJ-3

CE.PRO 115 5/7/20
R, 6-9 p.m. BLK
Cost: $30

New Jersey Rehabilitation Subcode (NJ-2)

This seminar provides aspects of the UCC as it pertains to electrical contractors and the Rehabilitation Subcode. It will cover all the aspects including categories of work along with materials and methods which are the most important parts of the rehabilitation subcode. Credit hrs. NJ-2

CE.PRO 116 5/14/20
R, 6-8 p.m. BLK
Cost: $20

The 2017 National Electrical Code Update

This course is specifically designed for refreshing contractors on the current NEC being utilized in NJ and required by the Board of Examiners of Electrical Contractors. It will contain 9 hours of 2017 NEC Changes and 1 hour on the Licensing Law. This course meets the requirements for the JOURNEYMAN's card as issued by the NJ Board of Examiners of Electrical Contractors. Credit hrs. NJ-10

CE.PRO-106 5/21/20 - 5/28/20
R, 5-10 p.m. BLK
Cost: $100

New Jersey Rehabilitation Subcode

This seminar provides aspects of the UCC as it pertains to electrical contractors and the Rehabilitation Subcode. It will cover all the aspects including categories of work along with materials and methods which are the most important parts of the rehabilitation subcode. Credit hrs. NJ-3

CE.PRO-117 2/20/20
R, 6-9 p.m. BLK
Cost: $30

Generators (Article 445)

This course will cover Article 445 and other applicable code articles pertaining to the installation of generators. The primary focus will be on the construction and installation of electrical wiring and equipment. Credit hrs. NJ-3

CE.PRO-123 2/13/20
R, 6-9 p.m. BLK
Cost: $30

Other Codes for the Electrical Contractor

This course will cover other codes for which the electrical contractor is responsible such as, IBC, IECC and ICC/ANSI 90.1. The course will cover requirements pertaining to fire rated assemblies, penetrations and the energy codes as adopted by NJ. Credit hrs. NJ-2

CE.PRO-118 3/12/20
R, 8-10 p.m. BLK
Cost: $20

Barrier Free Subcode for the Electrical Contractor

This course will cover the requirements of accessibility for the electrical contractors for installation in residential and commercial occupancies. ANSI A117 will be covered and applied. Credit hrs. NJ-2

CE.PRO-119 3/19/20
R, 8-10 p.m. BLK
Cost: $20

NFPA 70 E Safety Training

This course will cover safety training for the electrical contractor. The course will cover electrical safety, fall protection, material handling, personal protective equipment, confined spaces, fire protection and prevention. Credit hrs. NJ-2

CE.PRO-120 4/2/20
R, 8-10 p.m. BLK
Cost: $20

Swimming Pools (Article 680)

This course will cover Article 680. The primary focus will be on the construction and installation of electrical wiring and equipment, in or adjacent to pools, fountains, hot tubs, spas and hydro-massage bathtubs, whether permanently installed or storable and to metallic auxiliary equipment, such as pumps, filters and similar items. It will cover UCC requirements public pools, spas and hot tubs. Credit hrs. NJ-2

CE-PRO-121 4/9/20
R, 8-10 p.m. BLK
Cost: $20

MANUFACTURING TECHNOLOGY

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 1/25/20 - 2/22/20
S, 8:30 a.m.-12:30 p.m. BLK
$446 (Tuition $141; lab fees $215; text/materials $90)

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 2/29/20 - 4/4/20 (no class 3/21)
S, 8:30 a.m.-12:30 p.m. BLK
$446 (Tuition $141; lab fees $215; text/materials $90)
**If you are continuing from the spring 2019 CNC Operations class, the book fee for this class will be waived*

If designated CNC or Mastercam Mill classes cancel due to low enrollment, students may be eligible to participate in existing Tuesday/Thursday evening programs. Additional information will be available if class(es) cancel.

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 4/11/20 - 5/9/20
S, 8:30 a.m.-12:30 p.m. BLK
$500 (Tuition $141; lab fees $234; text/materials $125)

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 856-374-4955 for schedule.

CE.MFG 008 BLK
$3,999 (tuition $1995; lab fees $1759; text & materials $245)

[P] – Pre-Apprenticeship program
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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****.*

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CCTS-GT = Camden County Technical Schools, Sicklerville
CCTS-PENN = Camden County Technical Schools, Pennsauken
RETC = Regional Emergency Training Center, Blackwood

Basic Skills Training
for New Jersey Employees

Training Programs Include:

- Communications – Verbal and Written
- Mathematics and Measurements
- English as a Second Language
- Spanish in the Workplace
- Customer Service
- Business Etiquette & Personal Professionalism
- PC Skills – Microsoft Windows, Outlook, Excel, Word, PowerPoint
- Emotional Intelligence
- Leadership Skills
- Time Management
- Problem Solving
- Team Building

Now in its 13th 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 10 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@camdencc.edu

CAMDEN COUNTY COLLEGE

INFORMATION TECHNOLOGY

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. 36 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.
2/10/20 - 6/15/20 M – R, 8:30 a.m.-1:30 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
2/10/20 - 3/26/20 M – R, 8:30 a.m.-1:30 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! 10 CEU's
• CompTIA NETWORK+ Certification

CE.CST 008 100 hours
3/30/20 -4/30/20 M – R, 8:30 a.m.-1:30 p.m. ROH
$1,760 (Tuition $810, Lab Fees $550, Materials & Text $400)

Security+ Certification by CompTIA [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 CEU's
• CompTIA Security+ Certification

CE.CST 033 120 hours
5/4/20 - 6/15/20 (no class 5/25) M – R, 8:30 a.m.-1:30 p.m. ROH
Prerequisite: Network+
$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 $325!

CE.BUN 002 360 hours
$5,710 (Tuition $3,010, Lab Fees $1,700, Materials & Texts $1,000)
Not eligible for Senior Citizen discount.

[P] – Pre-Apprenticeship program
[C] – Certification exam included
[A] – Articulation opportunity available upon successful completion (visit camdencc.edu/priorlearning)
[L] – License Prep. Course
[O] – Online Course

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

AUTOCAD 2018

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 2018 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
2/18/20 - 3/5/20
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
3/17/20 - 4/2/20
T & R, 6-10 p.m.
$599 (Tuition $254, Lab Fees $270, Text & Materials $75)

AutoCad Level 3: 3D Design in AutoCad

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

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
4/14/20 - 4/30/20
T & R, 6-10 p.m.
$599 (Tuition $254, Lab Fees $270, Text & Materials $75)

BUNDLE: AutoCAD 1, AutoCAD 2, AutoCAD 3

Best value! Take all three for the AutoCAD Specialist Career Track and save $98!

CE.BUN 013 72 hours 2/18/20 - 4/30/20
$1,699
(Tuition $724, Lab Fees $750, Materials & text $225)
Not eligible for Senior Citizen discount.

INFORMATION TECHNOLOGY

Web Design & Development Project Study

The 60-hour curriculum packs an array of marketable skills in Web Design & Development. Students will gain expertise in coding skills using HTML, CSS, JavaScript and content optimization skills for websites. Courses explore software including Dreamweaver, Illustrator, Photoshop. Throughout the program, students develop advanced Internet research techniques and development of website development & design. This program will run for 20 weeks. 6.0 CEU's.
Contact Professor Phyllis Owens for schedule at 856-227-7200, ext. 4682.
CE.PRO 138 BLK
Cost: $4,000 (tuition $3,850, text & materials $150)

Microsoft Office Specialist [C]

Within this program students will become proficient in Microsoft Office products including Word, PowerPoint, Excel, Access and Outlook. 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).
CE.CST-034-91 T, R, 6:30-9:30 p.m.
2/11/20 - 5/5/20 25 sessions, ROH, 7.5 CEU
$1,170 (Tuition $500, Lab Fees $450, Text & Materials $220)

Microsoft Outlook

Learn the features of Outlook: Composing and Managing Mail, Create Appointments and Meetings in the Calendar, Add and Manage Contacts and Contact Groups and Managing Tasks.
CE.CMS 044 M, 6:30-9:30 p.m.
5/4/20 1 session, ROH, .3 CEU
$50 (tuition $15; Lab $16; materials & text $19)

Microsoft Word 2016

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 M, W, 6:30-9:30 p.m.
2/10/20 - 2/19/20 4 sessions, ROH, 1.2 CEU
$159 (Tuition $72; lab fees $68; materials & text $19)

Word – Advanced

Prerequisite: PC knowledge, Windows & Word Basic
CE.CMS 037-91 M, W, 6:30-9:30 p.m., ROH
2/24/20 - 2/26/20 2 sessions, ROH, .6 CEU
$99 (Tuition $36; lab fees $44; materials & text $19)

Microsoft Excel 2016

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 M, W, 6:30-9:30 p.m.
3/2/20 - 3/11/20 4 sessions, ROH, 1.2 CEU
$159 (Tuition $72; lab fees $68; materials & text $19)

Excel – Intermediate

Prerequisite: PC knowledge, Windows and Excel Basic
CE.CMS 039-91 M, W, 6:30-9:30 p.m.
3/16/20 - 3/25/20 4 sessions, ROH, 1.2 CEU
$159 (Tuition $72; lab fees $68; materials & text $19)

Excel – Advanced

Prerequisite: PC knowledge, Windows and Excel I
CE.CMS 069-91 M, W, 6:30-9:30 p.m.
3/30/20 - 4/1/20 2 sessions, ROH, .6 CEU
$99 (Tuition $36; lab fees $44; materials & text $19)

Microsoft Powerpoint 2016

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 M, W, 6:30-9:30 p.m.
4/6/20 - 4/8/20 2 sessions, ROH, .6 CEU
$99 (Tuition $36; lab fees $44; materials & text $19)

Microsoft Access 2016

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 M, W, 6:30-9:30 p.m.
4/13/20 - 4/22/20 4 sessions, ROH, 1.2 CEU
$159 (Tuition $72; lab fees $68; materials & text $19)

Access – Advanced

Prerequisite: PC Knowledge, Windows, Access Basic
CE.CMS 041-91 M, W, 6:30-9:30 p.m.
4/27/20 - 4/29/20 2 sessions, ROH, .6 CEU
$99 (Tuition $36; lab fees $44; materials & text $19)

SCHOOL SERVICES CENTER

Professional Development for Educators Grades: Pre-K through 12

The goal of our Educational School Services Center is to provide quality workshops, conferences, and other services to PreK-12 school districts in our region and across New Jersey. Through us, you will be able to access professional development on campus, as well as other locations. In addition, we can provide in-district services.

As you plan for improving student achievement, we encourage you to consider the role we can play in assisting you with developing your annual plans for professional development. As part of our valued services, we will work side by side with your administration and staff to design the programs you desire. Our staff is practiced field educators who can assist your efforts in finding solutions to move forward.

The School Services Center offers professional development workshops for Educators in Grades: Pre-K through 12. These classes are taught by experts in their fields.

HOW TO REGISTER FOR SCHOOL SERVICES WORKSHOPS

Go to **www.camdencc.edu/school-services** and follow the instructions for registering and paying for workshops.

Mail completed form & payment to:
Camden County College
Workforce Training & Continuing Education Programs
Community Center, Room 101B
College Drive
Blackwood, NJ 08012

FAX IN
(856) 374-4866

QUESTIONS
856-227-7200, ext. 4165

If you would like to be a presenter, please contact Steve Derkoski at Sderkoski@camdencc.edu

RTI and Reading Disability

This participatory workshop will discuss Response to Intervention (RTI) as a multi-tier approach to the early identification and support of students with learning and behavior needs. The RTI process begins with high-quality scientifically based instruction and universal screening of all children in the general education classroom. Participants will look at interventions provided to struggling learners at increasing levels of intensity to accelerate their rate of learning.
Date: Friday, 1/10/20 Cost: $149
Times: 8:00 a.m. to 2:30 p.m.
Location: Connector Building Room 353

Maintaining Your Mentor Educator Program: A Collaboration Opportunity

This two-part series will provide Mentor Educators with insight, direction, and resources for supporting the new teacher. Specific concerns, time-lines, and communication issues, as well as current mentor regulations will be addressed.
Date: Part Two: Wednesday, 1/22/20 Cost: $149
Times: 8:00 a.m. to 1:30 p.m.
Location: Connector Building Room 353

SCHOOL SERVICES CENTER

Writing IEPs

In this workshop, participants will review writing useful IEPs. They will focus on the "three-way match" between present levels, goals, and modifications. Participants will learn to strengthen the clarity and overall effectiveness of their IEPs. Writing useful PLAAFPs, goals, and modifications, as well as transition plans will be discussed and modeled. This workshop is for elementary and secondary special education teachers.
Date: Friday, 1/24/20 Cost: $149
Times: 8:00 a.m. to 1:30 p.m.
Location: Connector Building Room 353

Best Practices for Paraprofessionals

The role of the teacher's aide has morphed into the role of the paraprofessional. This workshop examines how you can successfully work side-by-side with the classroom teacher.
We will explore sub-topics that will enhance classroom and behavior management, the paraprofessional's teaching roles, and the methods that you can implement to help keep creativity alive in the classroom.
All participants will have access to the presenter's e-mail address and the workshop slides, to ensure that coaching will be available long after the initial training has ended.
Date: Friday, 1/24/20 Cost: $149
Times: 8:00 a.m. to 1:30pm
Location: Connector Building Room 353

American School Counselor Association (ASCA) National Model: How to Improve Your School Counseling Toolkit

Implementing the model is the best way to advocate for the profession and for your school counseling program – define what you do as a school counselor and how students are different as a result of what you do. This session is perfect for those ready to start with a comprehensive school counseling program and is also a good refresher for those needing basic information. After attending the session, you will be able to: 1) Explain how implementing the model leads to stronger advocacy for your students and program, 2) Differentiate between direct and indirect services, and 3) Identify ways to share and use data with stakeholders.
Date: Tuesday, 1/28/20 Cost: $149
Times: 8:00 a.m. to 1:30 p.m.
Location: Connector Building Room 353

Teaching the New Jersey Science Standards on a Shoe-String Budget

This workshop will address a wide range of curricula challenges using materials that can be purchased on a "Shoe-String" budget at local discount stores. Attendees will have the opportunity to experience the lessons, to prepare classroom exercises for their own use, and to ask for assistance against challenges that they have or will face.
Date: Wednesday, 1/29/20 Cost: $149
Times: 8:00 a.m. to 1:30 p.m.
Location: Connector Building Room 353

Primary Educators Conference

Keynote on Early Childhood Education and Family Engagement by NJDOE. Featured topics are Creating Positive Learning Environment, Google Classroom, RTI, and Art in the Primary Classroom.
Date: Friday, 3/13/20 Cost: $149
Times: 8:00 a.m. to 2:30 p.m.
Location: Civic Hall, Connector Building

54 Ways to Review

This workshop will show ways to add fun and interest to what many students see as boring instructor led monologues. Some areas covered: numbered heads, games, yes/no answers only, quiz/no quiz, gallery walk ambush, and many more. A laugh and learn session!
Date: Friday, 3/20/20 Cost: $149
Times: 8:00 a.m. to 2:30 p.m.
Location: Connector Building Room 353

Live From Surgeries

From the first incision to the last suture, students can witness the excitement and drama of science in action. Through real-time interactive video conferencing with the hospital doctor and surgical team, students will have a front row seat to surgeries. We will offer Live From Surgery sessions on, Kidney Transplants, Neurosurgery, and Robotic Surgery. We also have the option to offer Meet the Surgeon sessions, where students interact with individual surgeons who explore their surgeries and expertise. Contact us for additional options!
Date(s): Neurosurgery: March 3, 2020
Robotic Surgery: April 22, 2020
Kidney Surgery: May 12, 2020
Times: 8:00 am to 12:30 pm
Cost: $40 per student
Location: Taft Presentation Room

SCHOOL SERVICES CENTER

District Administrators, Directors, Principals, Supervisors...

Are you confident that the teaching and learning of science and engineering in your school/district occur with optimal outcomes and reflect the instructional and conceptual shifts called for by the new science standards? The Educational School Services Center offers an In-district Program to Support the Implementation of the Next Generation Science Standards. Consider partnering with us to ensure that your students develop their conceptual understanding of science and engineering. Contact us for additional information!

In-District Programs for Language Arts, Literacy, and Science...

This ground breaking workshop can be brought right to the classroom with your students. You do not need a professional development day. Our presenter will demonstrate how to teach your students to write for any prompt. Teachers can be trained in their classrooms or in groups. Contact us for additional information!

School Services Center is Offering Community Engagement through Strategic Planning to Your District...

Strategic Planning Services are designed specifically for schools and other public organizations. We work directly with your community… parents, teachers, administrators, students, the Board of Education, to help you build community consensus.

The planning will address:

- Building a realistic approach to achieving the vision that emerges form the plan
- Gather enthusiastic public support for budgets, referendums and special questions
- Identify current strengths, future expectations and action steps to enable the vision

Contact us for additional information!

School Districts interested in these services should call Steve Derkoski for more information at 856-227 7200, ext.4165

Online CNC Manufacturing Apprenticeship Program Available Now!

This grant-funded apprenticeship program is available for NJ employers to train or retain their employees and provides $2,000 per apprentice for on-the-job training.

NJ APPRENTICESHIP NETWORK
CNC, MANUAL MILL & LATHE
144 HRS. ONLINE CURRICULUM / 2000 HRS. OJT

Provided by Camden County College – 13 College Credits
National Institute for Metal Working Skills – NIMS 1 Certification

- Safety Training
- Shop Math
- Blueprint Reading
- Inspection, GD&T
- Metallurgy
- Tools
- Set up & Operation of Manual Mill & Lathe
- Set up & Operation of CNC Mill & Lathe
- G&M Code

For more information contact Carol McCormick at 856-374-4908 or cmccormick@camdencc.edu

CAMDEN COUNTY COLLEGE

NJ Community College Consortium
FOR WORKFORCE & ECONOMIC DEVELOPMENT
Bridging the Skills Gap

NONPROFIT ORGANIZATIONS

WORKSHOP SERIES ON NONPROFIT MANAGEMENT:

Programs to Help Nonprofit Organization (NPO) Leaders and Managers Do Their Jobs Better!

CCC's new Workshop Series on Nonprofit Management has been created for leadership track NPO mangers and others wishing to broaden their skills and knowledge.

Program participants learn to identify, understand, and apply a broad spectrum of management skills and practices in seven critical areas of NPO program management. Participants can register for one workshop, several or all seven.

Attractively-priced at $30 per workshop, the curriculum has been curated by the Board of the Nonprofit Development Center of Southern New Jersey and includes:

Success Metrics and Program Impact – *You Are What You Count*

How do you evaluate the impact of your program? You are what you count, so you need to be conversant with success metrics, CQI, and change management. Topics include evaluation tools and step-by-step program assessment.

CE.BUS 032

R, 2/13/20	6-8:30 p.m.
$30	ROH

Human Resources and Employment Law – *Understanding Workplace Laws and Creating a Positive Work Environment*

Introduction to the role of HR in Non Profit Management. Topics include understanding workplace laws and legal relationships, including creation of an Employee Handbook, creating a positive work environment, and utilizing a step-by-step process for addressing performance problems and making best hiring decisions. Additional topics include FMLA, ADA, diversity inclusion in hiring, "firing without fear," at-will employment, discrimination investigations (including potential classes), and medical marijuana.

CE.BUS 033

R, 2/20/20	6-8:30 p.m.
$30	ROH

Volunteer Management – *Finding Them and Keeping Them*

Introduction to the recruitment and management of volunteers, including vetting and background checks, skill/need matching, and recognition.

CE.BUS 034

M, 2/24/20	6-8:30 p.m.
$30	ROH

Succession Planning for NPOs – *Who Has the Keys...and Not Just to the Office?*

If you ask people in a non-profit, who holds the keys to their website, they will usually name a single person. If you ask what happens if that person suddenly leaves, who could they turn to, you will usually get a very disturbed deer in the headlight look. For most non-profits their key resource is their people. Yet for a variety of reasons, very few non-profits consider what would happen if a key staff member, board member or volunteer should get sick, no longer be available or decide to leave. Explore the key activities needed to assure the sustainability of a non-profit when it loses key personnel.

CE.BUS 035

M, 3/9/20	6-8:30 p.m.
$30	ROH

Time Management – *Doing What You Like to Do vs. What You Need to Do*

Insight into making "good" decisions and working more efficiently. Plus a look at 18 different apps that help track your team's work hours and also their productivity (you can eliminate distractions). Includes discussions about assigning people to different tasks, creating projects based on budget, people, tasks, etc.

CE.BUS 036

M, 3/16/20	6-8:30 p.m.
$30	ROH

Effective Meetings – *Is This Term Really an Oxymoron?*

How do you turn "this is a colossal waste of time" meetings into short, focused meetings that produce results? Studies suggest that the average manager will spend as much as 31 hours in unproductive meetings every month. Not hard to believe when you realize that, on average, an employee attends 62 meetings each and every month. Even more important: 91% admit to daydreaming, 47% complain poor meetings are the #1 time-waster in the office, and 39% admit that they have even fallen asleep! Help your people reach a common understanding on what factors influence good and bad meetings.

CE.BUS 037

R, 3/19/20	6-8:30 p.m.
$30	ROH

Social Media – *What to Do and What Not to Do*

Facebook, You Tube, Instagram, Twitter? How many social media platforms do you need? Should you blog or create a vlog? How often should you post? Which platforms should you use? And how can you use them effectively… especially if you're not a social media maven?

CE.BUS 038

M, 3/30/19	6-8:30 p.m.
$30	ROH

BUSINESS & PROFESSIONAL

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, 2/5/20	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, 2/12/20	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 effect on marketing and promotion for the business owner.

CE.BUS 010-71	1 session, .25 CEU
W, 2/19/20	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, 2/26/20	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 a business loan.

CE.BUS 004-71	1 session, .25 CEU
W, 3/4/20	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. 0.25 CEU's

CE.BUS 005-71	1 session, .25 CEU
W, 3/11/20	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
S, 3/21/20	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
T, 3/3/20 - 3/10/20	6:30-9 p.m.
$45	BLK

BUSINESS & PROFESSIONAL

Sue Yourself

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

CE.BUS 016-71	2 sessions
T, 3/17/20 - 3/24/20	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. 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	1 session, 0.8 CEU's
S, 4/11/20	9 a.m.-5 p.m.
$150	BLK

DAY ABBREVIATIONS

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

[P] – Pre-Apprenticeship program
[C] – Certification exam included
[A] – Articulation opportunity available upon successful completion (visit camdencc.edu/priorlearning)
[L] – License Prep. Course
[O] – Online Course

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. Anthony Arot, Financial Consultant, who will guide you through the investment spectrum.

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	5/12/20
1 session	T, 6:30-9 p.m.
$35	BLK

Retirement Planning and Funding

This course explores 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 IRA's, 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	5/26/20
1 session	T, 6:30-9 p.m.
$35	BLK

BUSINESS & PROFESSIONAL

Get More Customers through Google with Search Engine Optimization

SEO or 'Search Engine Optimization' is the process of optimizing your website to show up in search engine results. Unlike search engine advertising or "pay-per-click" marketing, clicks from organic search results don't cost you anything. This workshop is designed to help marketers of any size business to understand the key elements of SEO and the fundamentals needed to start their own campaign.

CE.PRO 134

2/4/20	T, 1:00 p.m. - 4:00 p.m.	ROH
1 session	.3 CEU's	$20

OR

4/7/20	T, 1:00 p.m. - 4:00 p.m.	ROH
1 session	.3 CEU's	$20

OR

6/2/20	T, 1:00 p.m. - 4:00 p.m.	ROH
1 session	.3 CEU's	$20

OR

8/4/20	T, 1:00 p.m. - 4:00 p.m.	ROH
1 session	.3 CEU's	$20

Career Assistance!

The Career & Technical Institute of Camden County College's Job Developer is available to assist all registered CTI students as well as CTI graduates with developing, evaluating and implementing career and employment search strategies. Provided services such as 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. CTI of CCC is committed to providing students with current, comprehensive information along with the skills and techniques necessary to compete and succeed in any job market.

Blackwood Campus
Community Center 101B
(856) 374-4955
tradetraining@camdencc.edu

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

CORPORATE TRAINING INSTITUTE

CAMDEN COUNTY COLLEGE

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

BUSINESS & PROFESSIONAL

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

Term: 20/Spring Real Estate Sales	Course #: FIN-215 Dates: 1/13/20 - 1/31/20 (no class 1/20)
Location: BLK	M – F, 9 a.m.-2:30 p.m.
Term: 20/Spring Real Estate Sales	Course #: FIN-215 Dates: 1/27/20-3/12/20 (no class 2/17)
Location: BLK	M, W, R, 6-9:45 p.m.
Term: 20/Spring Real Estate Sales Location: BLK	Course #: FIN-215 Dates: 3/2/20 - 3/20/20 M – F, 9 a.m.-2 p.m.
Term: 20/Spring Real Estate Sales Location: BLK	Course #: FIN-215 Dates: 4/20/20 - 5/8/20 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 cancelled 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:
856-374-4955

See page 51 for *Downsizing Your Home and Interior Decorating*

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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

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. 4236 for more information.

CE.SUB 001-01	CE.SUB 001-02	CE.SUB 001-03	CE.SUB 001-04
1/24/20-1/26/20	2/28/20-3/1/20	5/1/20-5/3/20	7/10/20-7/12/20
Fri 12 noon-5 p.m.	Fri 12 noon-5 p.m.	Fri 12 noon-5 p.m.	Fri 12 noon-5 p.m.
Sat 9 a.m.-4 p.m.	Sat 9 a.m.-4 p.m.	Sat 9 a.m.-4 p.m.	Sat 9 a.m.-4 p.m.
Sun 12 noon-5 p.m.	Sun 12 noon-5 p.m.	Sun 12 noon-5 p.m.	Sun 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!

*for pricing and date information, please visit www.ed2go.com/camdencc

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[A] – Articulation opportunity available upon successful completion (visit camdencc.edu/priorlearning)
[L] – License Prep. Course
[O] – Online Course

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!

*for pricing and date information, please visit www.ed2go.com/camdencc

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RETC = Regional Emergency Training Center, Blackwood

ONLINE PROGRAMS

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.

Visit www.ed2go.com/camdencc for a complete course listing & start dates.

Steps To Register for Online Courses with Education To Go

1. Log onto www.ed2go.com/camdencc to select your course(s) and start date.
2. Once you select your course(s), click the "enroll now" button and follow the steps indicated to complete your registration and provide payment.
3. Complete the required orientation which will allow you to choose your user name and password that you will use during the course. If you are a new student, click to create a new username and password. If you are a returning online student, you can use the same username and password that you did before. If you have registered for more than one course, you will need to complete the orientation process for each class.
4. On the day of the start date you chose, return to the online instruction center and click the classroom link to begin your studies.

**Please note that course discounts or waivers are not accepted for online courses and programs.*

CAREER TRAINING WITH ED2GO

Camden County College is pleased to be partnered with Ed2Go to provide an array of training programs in numerous areas such as health care, IT and software development, media and design, hospitality, sustainable energy, and management and corporate. 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. To review the course outlines, required materials, etc. for the career programs, please visit Ed2Go's website shown in blue below.

Visit 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 **https://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

Please visit **www.ed2go.com/camdencc** and **https://careertraining.ed2go.com/camdencc** for the entire course catalog.

ONLINE PROGRAMS

CBCS Medical Billing & Coding

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.

Event Management & Design

Equip yourself with the knowledge to advance in the field if you're already working in special events, or prepare to enter the profession with an understanding of the industry. You'll build a foundation that you can use to build a career in special events or start your own special event business. This online certificate program is offered in partnership with major colleges, universities, and other accredited education providers.

Paralegal

Paralegals are involved in sophisticated legal work in traditional law office settings and in the corporate, government, and public arenas. Obtaining a quality education is the best way to prepare for the paralegal profession. This self-paced, online program will get you ready for an entry-level paralegal position, and it'll prepare you to take the certification exam.
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). Through a special arrangement between ed2go and National Association of Legal Assistants (NALA) Campus, your tuition includes membership, access to NALA's Certified Paralegal Exam Review self-study courses and a voucher for the Certified Paralegal exam. Regardless of whether or not you're eligible for certification or plan to take the exam, the Certified Paralegal Exam review self-study courses are a value-added addition to your paralegal education. All materials are included in the cost of this program. This course offers enrollment with or without a voucher. The voucher is prepaid access to sit for the Certified Paralegal exam upon eligibility.

Digital Arts Certificate

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.

Accounting Fundamentals Series

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.

A to Z Grant Writing

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!

Certified Ethical Hacker

The Certified Ethical Hacker 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 Ethical Hacker (CEH) Exam 312-50, offered by EC-Council. The registration fee for this exam is included with this program.

Please visit **www.ed2go.com/camdencc** and **https://careertraining.ed2go.com/camdencc** for the entire course catalog.

ONLINE PROGRAMS

Effective Business Writing

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

OMCA Social Media Associate

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.

Certified Health Unit Coordinator

The Health Unit Coordinator is the central figure in a health unit. Learning management of information, communication, medical terminology, critical thinking, and cultural diversity will prepare you to work in a variety of health care settings.

In Medical Terminology you will learn not only medical terms themselves, but also their application. You'll start by learning the origins of medical words and how to recognize prefixes and suffixes used in medical terminology. Then you'll learn about the body as a whole and how to differentiate cells, tissues, organs, systems, and cavities. Next, you'll learn to define and describe the function of each system of the human body. This knowledge will help you take the next step in your medical career or education.

Upon completion of this program you will be prepared to sit for the NAHUC Certification Exam. The registration fee for this exam is included with this program.

Certificate in Food, Nutrition, and Health

Food and nutrition have a profound impact on our health and well-being, yet many of us are not aware of what foods to eat, which diets are healthy, and where our food originates. The goal of this certificate program is to provide individuals who are working in the health care field and those who are interested in the topic a holistic overview of current food and nutrition issues and their impact on physical, social, emotional, and spiritual health.

Throughout this certificate, you'll become more conscious of what we eat, why we eat it, how it is prepared, and what consequences our food choices have on our health as well as the health of our planet. You'll examine the impact of stress on the body and the health crisis posed by obesity in the U.S. You'll also learn how we can change our eating habits for more healthful outcomes. Ultimately, you'll gain insight into how food interacts with our bodies on multiple levels—physical, mental-emotional, and spiritual—as well as the impact it has globally.

Using Social Media in Business

One of the biggest challenges for most business owners is to find a continuous supply of new customers and over the past decade, some have differentiated themselves by leveraging the Internet and social media to do just that. Whether you consider yourself a social media novice or a seasoned veteran, this course will give you a solid foundation and thorough understanding of what social media is and how you can use it to grow your business.

As you progress through the course, you'll learn about the five most popular social media platforms—Facebook, Twitter, LinkedIn, Pinterest, and Google+—and study secrets for using them and other social media platforms to promote your business. You'll also see how you can build a social media team and automate your social media activities so that you can leverage the power of social media without adding another full-time job to your plate. And finally, you'll gain techniques for measuring and tracking your social media success. Social media is a game changer for those who use it in the right way.

Please visit **www.ed2go.com/camdencc** and **https://careertraining.ed2go.com/camdencc** for the entire course catalog.

Travel Writing

In this course you will learn how to develop the skills of a travel writer. You will learn how to translate what is seen, heard, tasted, touched, smelled and felt (intuitively and physically) into publishable articles and books. You will understand the writing styles and methods needed to sell material in today's competitive market. You will learn about popular styles and types of travel writing that are the friendliest to new writers. Other topics of the workshop include; how to write query letters, how to produce articles, essays and books, trends in types of articles and books, grammar and writing skills refreshers, and marketing information.

By the end of the course, you will have the ability to write for the travel market. So pack your sense of adventure, organize your determination and put your keyboard in a comfortable position. If you have a desire to write and yearn to travel, you are a perfect candidate to become a travel writer.

Merrill Ream Speed Reading

Are you struggling to keep up with a flood of email, articles, reports, and books? Save yourself hours of time and increase your productivity by learning to read faster and with better comprehension. Taught by acclaimed speed reading expert Cr. Merrill Ream, this course is a complete speed-reading experience. Topics are presented in a logical progression with plenty of time to help you master the skills and techniques you will need for lasting proficiency as a speed-reader.

Certificate in Healing Environments for Body, Mind, and Spirit

The design of a health care facility can contribute greatly to the well-being of patients, staff, and the wider community. In this innovative certificate program, you'll examine how Optimal Healing Environments (OHEs) impact the health of individuals and communities on a physical, social, psychological, and spiritual level.

You'll learn how evidence-based design can create environments that foster healing and support the mission of health care facilities. At the end of this program, you'll appreciate all aspects of a healing environment and be able to describe methods of enhancing personal and work environments so they support the health of individuals and surrounding communities in a sustainable, healing manner. (16 contact hours)

Certified Medical Transcriptionist

Medical transcription is a vital part of the patient care process. Professionals in this role are making a difference to the patients who depends on accurate medical documentation of their diagnosis and care, and to employers who depend on highly qualified and reliable specialists to complete their work in a precise and timely manner. Medical transcriptionists, sometimes referred to as healthcare documentation specialists, create reports and other administrative documents from dictated audio recordings from physicians and other healthcare providers.

In the Certified Medical Transcriptionist program, you will develop skills using online simulations and learn about speech recognition software and its impact on the medical transcription industry. In addition to transcribing, you will learn how to edit information for grammatical errors and ensure the correct, proper usage of medical terms in a patient's records. You learn the importance of maintaining confidentiality in accordance with HIPPA and reporting accuracy. You will also receive in depth training on medical terminology relating to anatomy, physiology, disease processes, pharmacology, laboratory medicine, and the internal organization of medical reports.

During this program, you will put into practice your knowledge of proper transcription formatting and medical terminology through case studies that cover a wide variety of medical situations. This intensive hands-on training will help you develop your listening, attention to detail and time management skills, which are strong qualities that employers are looking for from candidates.

Legal Secretary

Attorneys rely on sharp, motivated legal secretaries to help them start a practice or keep a thriving practice competitive. In this course, you'll learn all the skills you need to enter the fast-paced world of the legal secretary. The demand for this profession is growing faster than average, and attorneys are consistently on the lookout for qualified, professional legal secretaries to augment their practices. In these lessons, you'll master everything from the basics of legal terminology and procedure to practice management tasks, accounting, and QuickBooks skills. Along the way, you'll find out just what it's like to work in this fascinating and growing field. By the time you've completed this course, you'll possess the knowledge necessary to successfully pass the National Association of Legal Professionals (NALS) Accredited Legal Professional (ALP) exam.

Please visit **www.ed2go.com/camdencc** and **https://careertraining.ed2go.com/camdencc** for the entire course catalog.

PERSONAL ENRICHMENT

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 One Person Comedy, "Defending the Caveman" will show you how to write, perform and produce Stand Up Comedy.

Cost: $140	BLK
CE.ENR 004-51	2/24/20 - 4/13/20
8 sessions	M, 7-9 p.m.

Stand Up Comedy 102

Tired of hitting those Open Mics and not seeing any results? Tired of doing the same set or looking to add to the one you already have? Looking for a fresh set of eyes and ears to punch up your set and hone your on-stage presence? Take the NEXT STEP with Vince Valentine's Stand Up 102! This class will help you become the best Stand Up you can be. Excellent for those comics who already attended Vince Valentine's Stand Up 101 workshop or for those comedians who have already been on stage. Class will also include a guest professional comic who will offer constructive feedback and professional insight.

Cost: $120	BLK
CE.ENR 257-01	1/6/20 - 2/17/20
6 sessions	(no class 1/20/20)
	M, 7-9 p.m.

One Person Show Workshop

You've got something to say… People tell you that you should be on stage telling it… Here's your chance. Learn how to write, perform and produce your own One Person Show! Your instructor, Vince Valentine, Star of Broadways longest running one person show, Defending the Caveman, professional Comedian, writer and director, will give you the tools and show you the techniques to pour your stories and experiences that you NEED to share, into a One Person Show container!

Cost: $120	BLK
CE.ENR 256-01	4/15/20 - 5/20/20
6 sessions	W, 7-9 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	BLK
CE.ENR 001-51	2/24/20 - 4/6/20 OR
7 sessions	7/6/20 - 8/17/20
	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: $85	BLK
CE.ENR 215-51	3/4/20 - 4/15/20 OR
7 sessions	7/15/20 - 8/26/20
	W, 7:30-9:30 p.m.

Photography II

In Photography II, Students will put to use all the information they have learned in the Basic Photography class. We will study several different genres of photography including Landscape, Night (Long Exposure), Abstract, Black and White, Macro and more. We also dive deeper into post processing of images. We will continue to study both contemporary and historic photographers in the stated fields. Students will be encouraged to participate in class by doing voluntary assignments and engage in fun critiques designed to help students create the images they envision.

Cost: $85	BLK
CE.ENR 264	3/19/20 - 4/30/20
7 Sessions	OR 6/25/20 - 8/6/20
	R, 7:30-9:30 p.m.

PERSONAL ENRICHMENT

Photography as an Art Form

This class will specifically address photography and its existence as an important and very powerful art form in our culture. We will look at both historic and modern uses of photography from documentary to selfies and even historic photography. Each student will learn to look at even mundane photographs in a new way. We will complete assignments on taking photographs, altering the surface of images and collaging them. Each student will finish with a new body of work based on their interests in photography. Explore various types of photographic manipulation and learn exciting new ways to express your own ideas using photography. *Students will need a camera and access to a computer. Photo paper and/or a home printer can be helpful.

CE.ENR 260-01	5 sessions, 1 CEUs
4/1/20-4/29/20	W, 6-8 pm
ROH	$100

Video Editing

This is an introductory course for first-time and novice users of Final Cut Pro X, a professional editing software. This course will include instruction for the entirety of video creation from the importing of raw footage to the exporting of a finished video. The skills learned on Final Cut Pro X can be used for vlogs, slideshows, instructional and promotional videos, and many other genres. In addition, skills can also be used in similar software, such as iMovie. It is recommended that students bring a 50GB external hard drive. It is also encouraged that students bring their own footage to practice with. If students are unable to provide footage, some will be provided. .15 CEU's

CE.PRO 135	CCTS – PENN
Cost: $20	3/18/20
1 session	W, 6:30-8 p.m.

Video Editing - Premiere Pro

This is an introductory course for first-time and novice users of Adobe Premiere Pro, a professional editing software. This course will include instruction for the entirety of video creation from importing of raw footage to the exporting of a finished video. The skills learned on Premiere Pro can be used for vlogs, slideshows, instructional and promotional videos, and many other genres. .15 CEU's.

CE.PRO 139	CCTS-PENN
Cost: $20	5/13/20
1 session	W, 6:30-8 p.m.

Downsizing Your Home

This class teaches you to look at all the things in your home with an eye for keeping what you truly need, use and want. Discussion of ways to part with things by gifting, donating and selling. Be rid of all the extras and enjoy a new phase of your life simplified at last!

CE.ENR 263	ROH
Cost: $40	3/19/20 & 3/26/20
2 Sessions	R, 6:30 - 8:00 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 $25). In addition, students will need to bring a knife, wire cutters, and scissors to each class session.

Cost: $65	BLK
CE.ENR 002-51	2/18/20 - 4/21/20
10 sessions	T, 7:30-9:30 p.m.

Paper! Paper! Paper! – Paper & Home Office Organization

Do you have piles of paper in your home/office? Do you open mail and don't know what to do with it? This class will focus on clearing the paper piles, organizing paper, filing systems and storage.

CE.ENR-271	BLK
Cost: $20	3/5/20
	R, 6:30-8:00 p.m.

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 and touch on kitchen 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 prior to the first class. For details regarding the kit, please call 856-374-4955.

CE.ENR 178-51	ROH
Cost: $229	2/4/20 - 4/7/20
10 sessions	T, 6-9 p.m.

Luxe for Less Events

Are you planning a wedding, baby shower, bridal shower, birthday party, etc...? Do you love lavish events? Would you like your event to be social media worthy? Luxe for Less Events will educate you on how to utilize your creativity and resources to throw your WOW event without the POW to your budget. It is an interactive course that will allow you to design an electronic vision board, create a budget strategy, design a table, and much more. A $10 supply fee is payable to the instructor the first night of class.

CE.ENR 231-01	BLK
$75	6 sessions
3/5/20 - 4/9/20	R, 6:30-8:30 p.m.

PERSONAL ENRICHMENT

Basic Kitchen & Bath Design

This course is a basic course in designing a kitchen and bathroom. You will learn about layout and floor planning, various types of counter tops, cabinets options and styles, hardware, sinks, flooring, backsplashes, lighting, and paint colors. It will be necessary to purchase a magnetic floor planning kit. The ideal kit will include 200 pieces for both rooms and will cost roughly $75-$80 which is not included in the price of the course. It is necessary to have the kit for the first class. For additional information regarding the required kit, please email tradetraining@camdencc.edu or call 856-374-4955.

CE.ENR 233-01 ROH
$160 4/21/20 - 6/2/20
T, 6-9 p.m.
Sessions: 7

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.

$139 BLK
CE.ENR 181-51 15 sessions
Spring: 1/27/20 - 5/11/20 M, 5:30-7 p.m.
OR
Summer: 5/20/20 - 8/26/20 W, 5:30-7 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 3/4/20 - 3/25/20
4 sessions (bi-weekly)
W, 6:30-8:30 p.m.

Four Winds

A 16th Century Martial Arts Staff System, devised for Military use. Special health benefits included within the teachings of the System. 3.75 CEU's

CE.ENR 016-02 BLK
$175 15 sessions
2/4/20 - 3/24/20 T, R, 7:30 – 10 p.m.

Horseman Staff

A late 16th Century Staff System, devised by a single Staff Practitioner. Utilized effectively during the Mongolian invasions of Burma. An extremely unique Staff Skill use, which also includes health benefits. 4 CEU's

CE.ENR 016-03 BLK
$175 16 sessions
5/5/20 - 6/25/20 T, R, 7:30 – 10 p.m.

Psychic Development

We all possess the ability to tune into the energy around us through our intuition and psychic awareness, and learning to understand, manage and develop these abilities can greatly enhance our confidence and engagement with creating our lives rather than just responding to what happens to us. This class will offer exercises to help enhance your intuitive and psychic abilities, as well as discussions on other metaphysical topics and fascinating guest speakers.

CE.ENR 010-01 BLK
$125 10 sessions
3/2/20 - 5/4/20 M, 6:30-8:30 p.m.

Infinite Possibilities: The Art of Changing Your Life

Infinite Possibilities is a revolutionary program that will help you understand how the power of your thoughts, beliefs, and actions can create an amazing life. Based on the world-renowned NY Times bestselling book Infinite Possibilities: The Art of Living Your Dreams by Mike Dooley, this training will help empower you to create the highest degree of happiness and success in your life! Tracy has been a Certified Trainer since 2012, trained directly by Mike Dooley, and has co-authored a book with him. Instructor: Tracy Farquhar, Psychic Medium, Channel, Teacher & Hay House Author.

CE.ENR 265 BLK
$100 5 Sessions
3/11/20 - 4/8/20 W, 6:30 - 8:30 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

DAY ABBREVIATIONS

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

PERSONAL ENRICHMENT

Career Launching – Career Advancement: My Career Change & My Career Path

NEW

This workshop is designed to help you identify the type of work that suits your skills, abilities, interests, values, personality, passion; and explore your options and possibilities; goal-setting; and help you develop a personal brand in creating a career not just a job. Also, this workshop will help you evaluate who you are, research your career; determine and set your personal goals; and help you maintain your career. .15 CEUs

CE.ENR 272	$20
BLK	1/22/2020
1 session	W, 7-8:30pm
OR	
CAM	2/13/2020
1 session	R, 6:30-8pm

Goal-Setting & Leadership Skills

NEW

This workshop is designed to teach you the importance of goal-setting and help you develop leadership skills to be effective in your career. .15 CEUs

CE.ENR 273	$20
BLK	2/11/2020
1 session	T, 7pm-8:30pm
OR	
CAM	3/4/2020
1 session	W, 6:30-8pm

Building & Maintaining Healthy Relationships

NEW

This workshop is designed to help you build and maintain a healthy relationship, it explains the characteristic traits of healthy & unhealthy relationships and your expectations. .15 CEUs

CE.ENR 274	$20
BLK	3/5/2020
1 session	R, 7-8:30pm
OR	
CAM	4/21/2020
1 session	T, 6:30-8pm

Picture You Perfect – Ignite Your Light & Dress Right for Your Body Type

NEW

This workshop is designed to help you discover your body type and help you to dress for your body shape. .15 CEUs

CE.ENR 275	$20
BLK	1/30/2020
1 session	R, 7-8:30pm
OR	
CAM	4/7/2020
1 session	T, 6:30-8pm

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 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.

CE.ENR 020-51	BLK
6 sessions	$60 per person
3/11/20 - 4/15/20	W, 8-9 p.m.
OR	
5 sessions	$50 per person
7/20/20 - 8/17/20	M, 8-9 p.m.

MORE Swing Dancing

This course is a continuation of Swing Dancing.

CE.ENR 033-51	BLK
5 sessions	$50 per person
4/22/20-5/20/20	W, 8 p.m.-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. ***couples only**

CE.ENR 105-51	BLK
12 sessions	$180 per person
1/31/20 - 4/17/20	F, 7-8:30 p.m.
OR	
10 sessions	$150 per person
6/9/20 - 8/11/20	T, 7-8:30 p.m.

Advanced Ballroom Dancing

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

CE.ENR 121-51	BLK
5 sessions	$75
4/24/20 - 5/22/20	F, 7-8:30 p.m.

PERSONAL ENRICHMENT

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!

CE.ENR 225-51	BLK
12 weeks	$180 per person
1/30/20 - 4/16/20	R, 7-8:30 p.m.
OR	
5 sessions	$75 per person
4/21/20 - 5/19/20	T, 7-8:30 p.m.
OR	
10 sessions	$100 per person
6/11/20 - 8/20/20	R, 8-9:00 p.m.
(no class 7/1/20)	

Fitness Line Dancing

Come join in the fun of this special exercise dancing program. This class offers something for everyone. 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.

CE.ENR 197-51	BLK
12 sessions	$180 per person
1/28/20 - 4/14/20	T, 7-8:30 p.m.
OR	
5 sessions	$75 per person
4/23/20 - 5/21/20	R, 7-8:30 p.m.
OR	
10 sessions	$150 per person
6/10/20 - 8/12/20	W, 7-8:30 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.

CE.ENR 028-51	BLK
12 sessions	$180 per person
1/27/20 - 4/13/20	M, 7-8:30 p.m.
OR	
5 sessions	$75 per person
4/20/20 - 5/18/20	M, 7-8:30 p.m.
OR	
10 sessions	$100 per person
6/11/20 - 8/20/20	R, 7-8:00 p.m.
(no class 7/1/20)	

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.

CE.ENR 025-51	BLK
12 sessions	$120 per person
1/29/20 - 4/15/20	W, 7-8:00 p.m.
OR	
10 sessions	$100 per person
6/8/20 - 8/17/20	M, 7-8:00 p.m.
(no class 7/6/20)	

MORE Social Dance for Weddings

This course is a continuation of Social Dancing for Weddings.

CE.ENR 261-51	BLK
6 sessions	$50 per person
4/22/20 - 5/27/20	W, 8-9 p.m.

Salsa & Merengue 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.

CE.ENR 232-51	BLK
6 sessions	$60 per person
1/29/20 - 3/4/20	W, 8-9 p.m.
OR	
5 sessions	$50 per person
6/8/20 - 7/13/20	M, 8-9 p.m.
(no class 7/6/20)	

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DAY ABBREVIATIONS

M=Monday, T=Tuesday, W=Wednesday,
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PERSONAL ENRICHMENT

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.

Cost: $85	2/5/20 - 3/25/20
CE.LNG 001-51	BLK
8 sessions	W, 6-8 p.m.

American Sign Language II

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

Cost: $85	4/8/20 - 5/27/20
CE.LNG 002-51	BLK
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	2/3/20 - 3/9/20
CE.LNG 021-51	BLK
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 conversational skills. In addition, we will explore the culture of Rome and its neighborhoods.

Cost: $69	3/23/20 - 4/27/20
CE.LNG 009-51	BLK
6 sessions	M, 6-8 p.m.

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	2/5/20 - 3/11/20
CE.LNG 003-51	BLK
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	3/25/20 - 4/29/20
CE.LNG 004-51	BLK
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	2/20/20 - 3/26/20
CE.LNG 006-51	BLK
6 sessions	R, 6-8 p.m.

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	BLK
CE.LNG 007-51	4/2/20 - 5/7/20
6 sessions	R, 6-8 p.m.

Introduction to Arabic

This will be an introductory course to expose students to formal and informal Arabic language. The primary focus will be on spoken Arabic, but students will also practice reading and writing simple Arabic phrases. Students will learn basic speaking and comprehension skills in Arabic and gain an introduction to the culture and history of the Arabic world.

Cost: $129	ROH
CE.LNG 044-01	2/6/20 - 4/9/20
10 sessions	R, 6-8 p.m.

Arabic II

This course continues to build on the Arabic language skills that you have developed in level I.

Cost: $129	ROH
CE.LNG 045	4/16/20 - 6/18/20
10 sessions	R, 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	2/12/20 - 4/15/20
CE.LNG 024-41	ROH
10 sessions	W, 7-9 p.m.

PERSONAL ENRICHMENT

Motorcycle Safety Training Course

Rider Training of New Jersey conducts this beginner course consisting of a 15-hour core curriculum spanning the basics, "Where are the controls and how do they work?", all the way through evasive maneuvers and advance turning and braking. Rider Training of New Jersey provides top-notch instruction for new and experienced motorcycle operators.

The standard course schedule is three consecutive days during the weekend:
Friday Night - 6:15 p.m. to 9:30 p.m.
Saturday - 6:45 a.m. to 5 p.m.*
Sunday - 6:45 a.m. to 5 p.m.*

However, a weekday schedule is available during the summer:
Monday - 6:45 a.m. to 5 p.m.*
Tuesday - 6:45 a.m. to 5 p.m.*

**Additional time is built in to these schedules for weather, extra coaching, or any other circumstances.*

We provide a motorcycle & helmet. There is never more than one instructor per six students to aid in promoting your skills. Safety is our primary goal and we do everything possible to ensure a safe and enjoyable experience. You will be given a riding examination at the conclusion of the outdoor activities and will need to achieve state requirements to pass the program. To register, please contact Rider Training at 609-230-8528 or online at www.ridertrainingnj.com.

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	ROH
CE.SEN 007-21	3/3/20 - 3/5/20
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 Basic Computer Skills 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	ROH
2 sessions	3/10/20 - 3/12/20
CE.SEN 003-21	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	ROH
CE.SEN 016-21	3/17/20 - 3/19/20
2 sessions	T, R, 9 a.m.-12 noon

Social Media

What are your grandkids talking about? In this class you will learn about the social media platforms out there – Facebook, Twitter, Snapchat, Instagram and whatever comes along. What is a friend? What is a follower? What does #hashtag mean? All of this will be answered in this class.

Cost: $50	ROH
CE.SEN 023-01	3/24/20 - 3/26/20
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	ROH
CE.SEN 024-01	3/31/20 - 4/2/20
2 sessions	T, R, 9 a.m. – 12 noon

Understanding Social Security

Social Security is everyone's pension plan...but understanding this important part of your retirement plan may be another matter. This workshop will review how the program works and how you should utilize your benefits. Claiming strategies, spousal benefits, and survivor benefits will all be explained.

Cost: $25	BLK
CE.SEN 018-51	3/18/20
1 session	W, 6:30-8 p.m.

Understanding Medicare

This will be an educational workshop that will answer the questions of when to sign up for Medicare, what does Medicare cover...and not cover, how much does it cost, and how to plan for health care expenses during retirement. Your retirement planning is not complete without this knowledge.

Cost: $25	BLK
CE.SEN 019-51	3/24/20
1 session	T, 6:30-8 p.m.

Understanding How to Use IRAs in Retirement

This workshop will be a primer on using IRAs during your retirement. You will learn the difference between a Traditional, a Rollover, and a Roth IRA...and when to utilize each one. You will also learn proper ways to list beneficiaries, how to plan for Required Minimum Distributions, and how to make this money last a lifetime.

Cost: $25	BLK
CE.SEN 021-51	3/26/20
1 session	R, 6:30-8 p.m.

Understanding Housing Wealth & Reverse Mortgages in Retirement

Forget what you once may have heard. Today's version of Reverse Mortgages is a powerful tool that may be used to 1) eliminate mortgage debt, 2) used for home improvements, 3) used in purchasing a new home, 4) help with healthcare expenses, 5) even enhance an investment portfolio...and much, much more. Come learn how the updated version of a Reverse Mortgage can stress-free your retirement.

$25	BLK
CE.SEN 025-01	3/31/20
1 session	T, 6:30-8 p.m.

ADVANCED PLACEMENT SUMMER INSTITUTE

Camden County College, in partnership with the Middle States Regional Office of the CollegeBoard, is offering an Advanced Placement (AP) Summer Institute in an effort to provide high-quality professional development opportunities to AP and Pre-AP teachers in Camden County and the surrounding regions.

The cost for this 30-hour, four-day Institute is $995 (no on-site registration). The fee includes continental breakfast and lunch daily, along with all classroom materials.

August 3-6, 2020 • 8:00 a.m. - 4:30 p.m.
Camden County College • Blackwood, NJ 08012

Institutes Offered:

- Biology
- English Literature
- Italian Language & Culture
- Calculus AB
- European History
- Spanish Language & Culture
- English Language
- French Language & Culture
- US History
- Psychology

Contact Yvonne Kilson, at (856) 227-7200, ext. 4530, ykilson@camdencc.edu or visit camdencc.edu/apsummer for more information.

CAMDEN COUNTY COLLEGE

P.O. Box 200
College Drive
Blackwood, NJ 08012

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