CAREER & TECHNICAL EDUCATION
PERSONAL ENRICHMENT CLASSES
CORPORATE TRAINING
ONLINE CLASSES

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

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

WORKFORCE TRAINING & CONTINUING EDUCATION
FALL 2018
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Camden County College provides members of the community an opportunity to complete workforce and occupational training, earn career and technical education credentials and certifications or enroll in personal enrichment courses through its many workforce training and continuing education offerings.

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

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

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 (5/14/18 - 8/10/18)
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 4. Payment for mail registration may be in the form of check, Visa, Discover, MasterCard or American Express. Mail completed form and payment to:
Camden County College
Workforce Training & Continuing Education
PO Box 200, College Drive
Blackwood, NJ 08012

FAX-IN
(FOR CREDIT CARD PAYMENT ONLY)
Complete the registration form and fax to us with your credit card information: (856) 374-4866.

GENERAL INFORMATION

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

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

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

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

VETERANS
Veteran discounts are now available! Visit camdencc.edu/ce for details regarding eligibility.

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

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

INCLEMENT WEATHER/EMERGENCY CLOSING
When bad weather or an emergency necessitates cancelling classes, Camden County College will inform faculty, staff, and students of the closing through announcements on local television news stations and/or the College’s website. Please note: programs scheduled at offsite locations may have additional or alternate closing instructions. If the weather gets progressively worse during the day, check again at midday and late afternoon for updates on closings.

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

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

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

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

TIMING IS IMPORTANT – REGISTER EARLY!
Many courses fill quickly and some courses do have size limits attached to them. Also, courses do cancel if the enrollment is not sufficient. Your registration may be the one that makes the class carry so please take advantage of early registration.

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

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

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

3. Wells Fargo
   Please contact directly at 1-866-878-1089 www.wellsfargo.com/student
   School Code: 00686570

4. Sallie Mae Loan
   Please contact directly at 1-800-472-5543 https://opennet.salliemae.com
   School Code: 006865-98

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

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

**STUDENT’S SOCIAL SECURITY NUMBER**

---

**LEGAL NAME**

- Mr.  
- Ms.  
- Mrs.  
- Other: ____________

*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: ____________

**COMPLETE CHART TO SELECT COURSES**

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

**TOTAL DUE** (payment info below) ➡

(subject to refund/cancellation policy)

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

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

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

- AMOUNT $ ____________
- ENTER ACCOUNT # ____________
- CARDHOLDER NAME ____________
- BILLING ADDRESS ____________

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

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

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

MORE INFORMATION: 856-874-6004 OR WWW.CAMDENCC.EDU/CE 5
If you are an unemployed Camden County resident, received a lay-off notice or were terminated from your job, you may qualify for a job training grant at an eligible school of your choice.

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

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

Attend a training orientation on Tuesdays or Thursdays at 9:45am to find out if you qualify.
OUT OF SCHOOL? BETWEEN THE AGE OF 16 AND 24? If so, get started on a pathway to an exciting career today!

Youth One Stop provides access to high quality education, job-training and support services utilizing local resources to benefit at-risk out of school youth in Camden County. Call 1-877-995-2600 and ask to speak to a Youth Counselor or e-mail us at youthonestop@camdencounty.com.

For more information about the One-Stop Career Center, visit: CamdenCounty.com

The Camden County One-Stop Career Center is an equal opportunity employer / program and auxiliary aids and services are available upon request to individuals with disabilities.
Prospective students will get a one-hour window of time to come in and get a hands-on look at the trade they are considering. All “Test Drive” hours will be while the class is in session so times per class will vary. Anyone interested in participating should call 856-874-6004, email tradetraining@camdencc.edu, or visit www.camdencc.edu/ce. RSVP’s are required for participation. Test drives are subject to cancellation if the class does not run due to low enrollment.

Registration is currently open for the December test drive. Registrations for the April test drive will open in early 2019. The classes that are participating include: AutoCAD, Auto Collision Repair & Refinishing Technology, Automotive Technology, Baking & Pastry, Carpentry, Certified/Registered Medical Assistant, Computer Technician Support Specialist, Cosmetology, Culinary Arts, Dialysis Technician, Electrical Residential, HVAC, Manufacturing, Microsoft Office Specialist, Patient Care Technician, Pharmacy Technician, Veterinary Exam Room Assistant, and Welding.

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.
Certified/Registered Medical Assistant [A]

This Certified/Registered Medical Assistant program offers a six-month 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 a five-week 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 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

Dates: 9/10/18 - 3/21/19 (no class 11/21, 11/22, 12/24–1/1, 1/21)
Days: Monday, Tuesday, Wednesday, Thursday
Times: 8 a.m. - 3 p.m.
Hours: 720
Course #: CE.TRD-030
Cost: $6,385 (Tuition $4,000, Lab $1,835, Books/Supplies $550)
Location: CAM
Spring Dates: 2/11/19 - 8/8/19 (inclusive of externship)

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

No information session required for admission.

Certification exam not included.
Dialysis 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. CEUs: 60

Dates: 9/17/18 - 1/25/19 (no class 10/3, 11/21, 11/22, 12/24-1/1, 1/21)
Days: Monday, Tuesday, Wednesday, Thursday, Friday
Times: M,R,F 8:30 a.m.-3:30 p.m.; T, W 12 - 8 p.m.
Hours: 600
Course #: CE.TRD-070
Cost: $6,680 (Tuition $4,000, Lab $2,080, Books/Supplies $600)
Location: BLK & CCTS-GT
Spring Dates: 2/11/19 - 6/7/19

*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@camdenc.edu or call 856-874-6004.
No information session required for admission.

Medical Terminology

This is a comprehensive and fun course for those already working in the healthcare field, those aspiring to work in the healthcare field or for self-enrichment to help people understand and manage their own health. Students will learn to pronounce, define, spell and analyze medical terms along with an overview of corresponding anatomy. CEUs: 1.8

CE.ALH 090-01 T, 6-9 p.m.
10/9/18 - 11/13/18 ROH
Cost: $175 (Tuition $115; materials & text $60)
Hours: 18 6 sessions
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.
9/25/18 – 12/18/18 T & R, 9 a.m.–3 p.m.*
Hours: 187
BLK
$3,050 (Tuition $795, Lab $1,620, Books/Supplies $635)

Healthcare system. CEU's: .3
Healthcare, by improving your experiences in today's
help you be the best advocate you can be for your own
get the answers you are looking for. This class will
the right questions to the medical professionals – and
ownership now! Suzi Abrams, RN, will teach you to ask
health throughout the years. Don't give up that
lot of time and effort into your physical and emotional
you have invested a
overwhelming, but it doesn't have to be. It's important
or chronic conditions can be quite challenging and
Dealing with multiple medical specialists for acute
Your Healthcare is Your Business
Be the Boss –
Your Healthcare is Your Business
Dealing with multiple medical specialists for acute or
chronic conditions can be quite challenging and
overwhelming, but it doesn't have to be. It's important
to treat your body as your business. You have invested a
lot of time and effort into your physical and emotional
health throughout the years. Don't give up that
ownership now! Suzi Abrams, RN, will teach you to ask
the right questions to the medical professionals – and
get the answers you are looking for. This class will
help you be the best advocate you can be for your own
healthcare, by improving your experiences in today's
healthcare system. CEU's: .3

CE.ENR 239-01 W, 6:30-8 p.m.
10/17/18-10/24/18 ROH
2 sessions $30
Hours: 3

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

CE.ENR 239-01 W, 6:30-8 p.m.
10/17/18-10/24/18 ROH
2 sessions $30

Ofthalmic 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
CE.PRO 129-01
BLK

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
CE.PRO 129-01
BLK

Summer and fall dates will be available in early Summer 2018. Please call 856-874-6004 or visit www.camdencc.edu/ce for spring/summer dates.
**WHAT’S TRENDING**

**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  10/4/18 - 11/8/18  
6 sessions  R, 6:30-8:30 p.m.

**Stress Management**
This program is for anyone who would like to learn stress management techniques. This 8-week program covers Aromatherapy, Guided Meditation, Reflective Meditation, Laughter Yoga and much more. Participants will experience singing bowls, eye pillows, walking meditation, and deep breathing.

CE.ENR 238-01  BLK  
$80  10/15/18 - 12/3/18  
Hours: 8  M, 6:30-7:30 p.m.

**Explore 250 Legitimate Home-Based Business Ideas**
Tired if 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  BLK  
$35  10/23/18  
Hours: 2  T, 7-9 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 as the door.

CE.ENR 242-01  10/23/18  
Hours: 1  T, 11 a.m.-12 p.m.  
$20  BLK

**How to Earn Extra Money$ with a Mystery Shopping Business (prerequisite)**
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  10/23/18  
Hours: 1  T, 6-7 p.m.

**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  10/23/18  
Hours: 1  T, 9-10 p.m.

**DAY ABBREVIATIONS**
M=Monday, T=Tuesday, W=Wednesday,  
R=Thursday, F=Friday, S=Saturday, U=Sunday
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 10/23/18 Hours: 1 T, 12-1 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 10/23/18 Hours: 1 T, 1-2 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

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 Date: 10/23/18 Hours: 2 T, 2-4 p.m.

Explore 50 Different Self Publishing Options

(prerequisite: Beginner’s Guide to Getting Published) 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.

CE.ENR-247 BLK $20 10/23/18 Hours: 1 T, 4-5 p.m.

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 10/23/18 $20 T, 5-6 p.m.
Basic Kitchen & Bath Design
This four-week 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, back splashes, 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@camdenc.edu or call 856-874-6004.

CE.ENR 233-01 ROH
$120  10/24/18 - 11/14/18
Hours: 12 W, 6-9 p.m.
Sessions: 4

Custom Window Treatments, Decorative Pillows, and Bedding
This course will teach you all you need to know about dressing windows, sliders, and bedding. You will learn about fabrics, hardware, colors, and styles that are appropriate for the home. We will also learn about the hard treatments such as blinds, shades, and shutters.

CE.ENR 243-01 ROH
$60  12/11/18 - 12/18/18
Hours: 6 T, 6-9 p.m.
Sessions: 2

ANIMAL CARE

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.ALH 085-51 $20
9/11/18  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.ALH 088-51 $20
9/18/18  BLK
T, 7-9 p.m.

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.ALH 086-51 $20
9/25/18  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.

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.

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

Job Placement Assistance Available
CE.PRO 122
9/18/18 - 12/17/18
M, 8 a.m.-12 p.m. OR 1 p.m.-5 p.m.
T, 8 a.m.-12 p.m.
R, 8 a.m.-4 p.m.
Hours: 200
Location: BLK
$2,755
(Tuition $1070, Lab Fees $1500, Books & Supplies $185)
Spring Dates: 2/12/19 - 5/9/19

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.

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Job Placement Assistance Available
CE.PRO 122
9/18/18 - 12/17/18
M, 8 a.m.-12 p.m. OR 1 p.m.-5 p.m.
T, 8 a.m.-12 p.m.
R, 8 a.m.-4 p.m.
Hours: 200
Location: BLK
$2,755
(Tuition $1070, Lab Fees $1500, Books & Supplies $185)
Spring Dates: 2/12/19 - 5/9/19

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

Culinary Arts / Restaurant Operations[C] [A]

This program, under the direction of renowned Chef and cookbook author, Chef Joe Brown, 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 and will receive the industry recognized Serv-Safe Certification as a result of their training. Program levels are listed below.

Level I Introduction (Safety and Sanitation, Basic Knife Skills, Measurements, Stocks and Sauces, MISE EN PLACE, Kitchen Lab)

Level II Foundation of Cooking (Soups, Sauces, Understanding Vegetables, Cooking Vegetables, Potatoes, Legumes, Grains, and Potato and starches, Kitchen Lab)

Level III Methods of Cooking (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)

Level IV Restaurant Readiness (Food Presentation, Production, Service, Kitchen Lab, Baking Basics, Menu Recipes and Cost Management)

Course #: CE.TRD-050  Days: Mon, Tues, Thurs, 6-10 p.m. Location: CCTS-GT Hours: 420

Cost and dates breakdown:
Level 1 - 9/10/18 - 11/13/18 - $1,475 (Tuition $725, Lab $200, Books/Supplies $550)
Level 2 - 11/15/18 - 1/31/19 (no school 7/3/18-9/6/18) - $900 (Tuition $700, Lab $200)
Level 3 - 2/4/19 - 4/8/19 - $925 (Tuition $725, Lab $200)
Level 4 - 4/9/19 - 6/20/19 - $900 (Tuition $700, Lab $200)
*books/supplies included with level 1 will be used throughout program and are not included in levels 2-4.

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, filling & mousses, baking science & math, breakfast pastries, cake decorating, bread production, as well as production of chocolates, candies, and confections.

Dates: 9/10/18 - 6/4/19  Days: Mon, Tues  Course #: CE.TRD 051
Times: 5:30-9:30 p.m.  Hours: 272  Location: CCTS-GT

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

CE.HEP 114-51 8/30/18 - 9/27/18  R, 6:30-9 p.m.  5 sessions
CE.HEP 114-52 10/11/18 - 11/8/18  R, 6:30-9 p.m.  5 sessions
CE.HEP 114-53 11/15/18 - 12/20/18 (no class 11/22)  R, 6:30-9 p.m.  5 sessions
IN-DEMAND

Trade Careers

Learn about available classes covering a wide scope of careers.

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

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

THURSDAY, JANUARY 10, 2019
THURSDAY, MAY 9, 2019

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

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

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

**THURSDAYS ONLY > 1/17/19 – 5/30/19, 4-9 P.M. (NO CLINIC 4/18 AND 4/25)**

<table>
<thead>
<tr>
<th><strong>HAIR SERVICES</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Shampoo &amp; Blow-dry</td>
<td>$10/Short, $15/Medium, $18/Long</td>
</tr>
<tr>
<td>Up-Do/Back Comb</td>
<td>$15+</td>
</tr>
<tr>
<td>Haircut</td>
<td>$8</td>
</tr>
<tr>
<td>Shampoo, Cut &amp; Blow-dry</td>
<td>$15/Short, $20/Medium</td>
</tr>
<tr>
<td>Shampoo &amp; Cut w/rollers</td>
<td>$10</td>
</tr>
<tr>
<td>Shampoo &amp; Set w/rollers</td>
<td>$15+</td>
</tr>
<tr>
<td>Cholesterol Hair Treatment</td>
<td>$5+</td>
</tr>
<tr>
<td>Permanent Wave (includes haircut)</td>
<td>$25</td>
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<tr>
<td>Chemical Hair Relaxing (Does not include style)</td>
<td>$30</td>
</tr>
<tr>
<td>Chemical Hair Retouch (Does not include style)</td>
<td>$20</td>
</tr>
<tr>
<td>Shampoo, Blow-dry, Press/Curl</td>
<td>$15/Short, $20/Medium</td>
</tr>
</tbody>
</table>

**HAIR COLOR**

- Permanent Hair Coloring | $25+
- Frosting with Cap | $20/Short, $25/Medium, $30/X-Long
- Highlighting | $30/Short, $35/Medium, $40/X-Long
- 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.*

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**CAMDEN COUNTY TECHNICAL SCHOOLS (CCTS)**

343 BERLIN CROSS KEYS RD. • SICKLERVILLE, NJ 08081

MORE INFO: TRADETRAINING@CAMDENCC.EDU • (856) 874-6004
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: 9/5/18 - 7/3/19
Note: no classes are held from 7/4/19 - 9/3/19
Days: Mon, Tues, Wed, Thurs
Times: 3-10 p.m.
Additional Start Dates: 10/1/18, 11/5/18, 12/3/18

Hours: 1,071
Course #: CE.TRD-040
Cost: $7,225 (Tuition $4,000, Lab $2,700, Books/Supplies $525)
Location: CCTS-GT

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: 9/11/18 - 5/23/19
Days: T, W, R
Times: 6-10 p.m.
Cost: $3,050 – OSHA 10 certification included ($2,200 tuition, $350 lab, $500 books/supplies)
Location: CCTS-GT
Auto Collision Repair and Refinishing Technology [C]

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

Course #: CE.TRD-010
Hours: 246
Dates: 9/10/18 - 5/22/19
Days: M, W
Times: 6-10 p.m.
Cost: $3,100 – OSHA 10 certification included ($1,850 tuition, $300 lab, $950 books/supplies)
Location: CCTS-GT

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

Gas Distribution Pipeline Mechanic Introduction Program

Enroll Today!
Train for high-paying union jobs in less than 3 months!

This hands-on program prepares students for entry-level employment in the natural gas industry. Learn how to perform tasks needed to install and maintain pipelines for natural gas distribution systems, which provide natural gas service to residential, commercial and industrial customers. This program was created by PECO in partnership with the Pennsylvania Collegiate Consortium for Workforce and Economic Development to meet the increased demand for skilled labor in the gas supply and distribution industry and to develop a program to bolster the local gas workforce.

Qualifications: Must be at least 18 years old, able to pass an aptitude test, possess valid driver’s license, pass drug test and physical, legally eligible to work in the United States. Funding for this training program, may be available to students who qualify.

For more information, call 856-227-7200, ext. 4048 or email customizedtraining@camdencc.edu.
Heating, Ventilation, and Air Conditioning [C] [P]
Students will prepare for the EPA approved section 608 certification exams. Section 608 Technician Certification is required by the EPA in order to purchase CFC or HCFC containing refrigerants. Students will thoroughly study required material related to the theory of operations; including: safety, leak detection, heating systems (gas, oil, electric), combustion testing, heat pumps, refrigerant recovery and disposal, the national fuel code, oil heat servicing, hot water heat servicing, heat pump servicing. Hands on-training will reinforce material covered in theory classes. Computer based training is also provided for self-paced study opportunities. Additionally, students will take industry competency exams (I.C.E.) supported by NATE (North American Technician Excellence). These exams measure industry-approved standards of basic competency for entry-level technicians. Upon completion of the course, students will be certified and prepared to enter the trade with confidence in their understanding of HVAC concepts. Students who successfully complete this program may be credited hours towards the affiliated apprenticeship program.

Course #: CE.TRD-080
Hours: 382
Cost: $3,795 – OSHA 10 certification included
(Tuition $2,620, Lab $400, Books/Supplies $775)
Dates: 9/11/18 - 5/21/19
Days: Tues, Wed, Thurs
Times: 6-10 p.m.
Location: CCTS-GT

Electrical – Residential [C] [P]
Students in this program will be taught extensive electrical theory. The core unit will be a hands-on approach emphasizing house wiring, branch circuits, wire sizing, cable layout, three and four-way switches and ground fault circuit interruption. Additional units include service entrance equipment and calculations which are coordinated with basic electrical theory. The student will apply electrical subject units, such as: commercial-residential electrical and architectural drawings; branch circuits and feeders; appliance circuits; lamps and lighting; and panel-board selection. Students will learn math as it applies to the electrical trade, which will include: addition, subtraction, multiplication, basic algebra and some trigonometry. Students who successfully complete this program may be credited hours towards the affiliated apprenticeship program.

Course #: CE.TRD-080
Hours: 572
Dates: 9/5/18 - 6/17/19
Days: Mon, Tues, Wed, Thurs
Times: 6-10 p.m.
Cost: $4,625 – OSHA 10 certification included
(Tuition $3,550, Lab $450, Books/Supplies $625)
Location: CCTS-GT

Welding [C]
This program offers students the most up-to-date instruction in SMAW (Shielded Metal Arc Welding), GTAW (Gas Tungsten Arc Welding), GMAW (Gas Metal Arc Welding), as well as OxyFuel Cutting and Fabrication. Academic instruction includes math, blueprint reading, drawing interpretation, welding inspection, shop maintenance and most importantly, general hot work safety. Shop time focuses heavily on SMAW fundamentals with Mild Steel, although, as students progress through the program they can begin working with Stainless Steel and Aluminum utilizing the GTAW process. Students will proceed through each project at their own pace and receive individualized instruction regarding safety, quality and general welding techniques. The program is approved by the American Welding Society and adheres to all standards set forth by the AWS SENSE Level 1 Entry Welder and SENSE Level 2 Advanced Welder programs. Upon successful completion of this program, students may be able to graduate with AWS Qualifications and Certifications.

Course #: CE.TRD-130
Hours: 564
Dates: 9/10/18 - 6/17/19
Days: Mon, Tues, Wed, Thurs
Times: 6-10 p.m.
Cost: $4,750 – OSHA 10 certification included
(Tuition $2,900, Lab $1,000, Books/Supplies $850)
Location: CCTS-GT

HVAC CONTRACTORS

New Jersey requires HVACR technicians to be licensed. Detailed information can be found by visiting www.nj.gov/lps/ca/HVACR. For an individual to be eligible to sit for licensure, they must complete a four-year apprenticeship PLUS one additional year of work experience before applying for examination. Alternatively, individuals with a Bachelor’s degree in HVACR and one year of experience OR a Bachelor’s degree in a related field and three years experience may apply for examination.

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

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

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

Welding Certification Testing

CTI is proud to announce that we are now able to certify welders in SMAW (Stick), GMAW (Mig), FCAW (Flux Core) and GTAW (Tig) to any prequalified procedures. Additional certification methods may be available based on company/organization need. Please contact the Office of Continuing Education at 856-874-6004 or tradetraining@camdenc.cc.edu to schedule a date and time for testing and/or to inquire about potential additional certifications. All certification testing must be pre-scheduled and paid in full at the time of registration. Test takers must provide their own personal protective equipment which must be approved by the Certified Welding Inspector prior to beginning the certification testing. PPE includes heavy-duty steel-toe work boots, welding jacket, welding helmet with shield, welding gloves, safety glasses, welding goggles. *Any test takers not prepared per the above specifications will not be able to test and will not be eligible for a refund. Please contact the Office of Continuing Education for pricing information at 856-874-6004 or tradetraining@camdenc.cc.edu. Test fees vary based on the certification.

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: 9/11/18 - 5/21/19 Days: T, W, R Times: 6-10 p.m. Cost: $3,250 – OSHA 10 certification included (Tuition $2,300, Lab $400, Books/Supplies $350) Location: CCTS-GT

Hydro Technology (Plumbing) [C] [P]

This program introduces students to all facets of the plumbing trade and will provide the basic skills needed for entry-level employment. Students will learn methods of installation, repair and plumbing maintenance. Theory-based instruction includes: basic trade competencies, trade mathematics, blueprint reading and drawing, as well as the National Standard Plumbing Code. Hands-on instruction will be given with the students participating in the actual layout, installation, and repair of plumbing systems, fixtures, and appliances. The tools, materials, and supervised projects assigned in class simulate actual conditions in the domestic and commercial plumbing industries. Students who successfully complete this program may be credited hours towards the affiliated apprenticeship program. Course #: CE.TRD-120 Hours: 382 Dates: 9/11/18 - 5/21/19 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

NEWI
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. Apprentices are required to take a minimum of 144 hours of classroom instruction per year and 2000 hours of on-the-job training per year for the length of the apprenticeship.

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

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

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

tradetraining@camdencc.edu  856-261-9462

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Uniform Construction Code

Regulations of the New Jersey Uniform Construction Code require that candidates for licensure complete specified educational courses. The Division of Continuing Education at Camden County College has been approved by the New Jersey Department of Community Affairs (DCA) to offer these courses, which are conducted in accordance with N.J.A.C 5:23-5.20. 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 9/25-12/13
T, R, 6-10 p.m. 23 sessions, BLK
$695 (Textbook additional charge)

**Building Inspector ICS [L]**
Prerequisite: Successful completion of the Building Inspector RCS course
This course is designed to provide students with knowledge of electrical systems and system design along with specific plan review and field inspection aspects pertaining to Class II and Class III structures. 7.5 CEU’s
CE.PRO 031-51 10/8-12/10
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 wstructures.
6.0 CEU’s
CE.PRO 039-51 10/16-12/6
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 9/10-12/17
M, 6-10 p.m. 15 sessions, BLK
$465 (Textbook additional charge)

**Electrical Inspector HHS [L]**
Prerequisite: Electrical Inspector ICS
This course is designed to provide students with knowledge of advanced electrical systems design. Students must complete the ICS course before undertaking this course. 4.5 CEU’s
CE.PRO 046-51 9/5-12/12
W, 6-9 p.m. 15 sessions, BLK
$345 (Textbook additional charge)
Subcode Official [L]
This course is designed to prepare inspectors to become subcode officials. The class will cover subcode administration, legal aspects of code enforcement, and related legislation. Specific topics will include procedures and forms for permit application, stop orders, emergency situations, condemnations, case records, warrants relocation, housing maintenance, and legal rights of landlords and tenants. 4.8 CEU’s
CE.PRO 042-01  9/26/18-12/12/18  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  10/4/18-12/13/18  R, 6 - 9 p.m.  10 sessions, BLK  $345 (Textbook additional charge)

Technical Assistant [L]
This course is designed to provide students with an overview of a wide variety of matters related to the creation and maintenance of New Jersey’s infrastructure with respect to issues such as the building of safe structures, maintenance and improvement of structures through issuance of permits, Certificates of Occupancy, violation notices, and stop-work orders. Specific subject areas will include computers, construction blueprint reading, UCC law and administration, construction fundamentals and code requirements, and technical problem solving. 4.5 CEU’s
CE.PRO 043-51  9/6/18-12/20/18  R, 6-9 p.m.  15 sessions, BLK  $345 (Textbook additional charge)

Fire Inspector HHS [L]
This course will give students a better understanding of the International Construction Codes and referenced standards as outlined in the NJ Uniform Construction Code. The students will also develop a better understanding of how to complete plan reviews and the entire plan review process. Upon the completion of this course the students will have met the hourly training requirement set by the UCC to be able to obtain a Fire, HHS certification. 6 CEU’s
CE.PRO 128-51  9/25/18-11/13/18  T, R, 6-10 p.m.  15 sessions, ROH  $595 (Textbook additional charge)

Plumbing Inspector ICS [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 small commercial buildings and residential dwellings (Class II and III structures). 12.0 CEU’s  9/26/16 – 1/16/17 (no class  CE.PRO 104  11/23, 12/26, 12/28)  30 sessions  ROH M, W, 5:30-9:30 p.m.

Construction Project Management Certificate
The certificate program is designed for contractors, sub-contractors, construction workers, and facility managers, owners and design professionals, and others in the field of construction who would like to improve their understanding of the construction management process and develop their abilities and skills for effective management of construction projects. The Construction Project Management Certificate program provides a descriptive breakdown of the management processes utilizing industry standard methods including the following:
• Introduction to the fundamentals of construction project management.
• Overview of the construction industry, basic understanding of a various disciplines, and functions of a construction manager.
• Understanding the use and development of the construction documentation, building drawings, and specifications.
• Scheduling design and construction activity.
• Management of Design and Construction administration services.
• Construction administration services and standard practices.
• Construction Project Control Methods and Information Management; including tracking, record keeping, shop drawing, submittal review, approvals, Quality Control, and Cost/Productivity analysis. 4.9 CEU’s
CE.PRO 044-51  9/12/18 - 12/12/18  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  10/2/18-12/11/18  T, 5:30-8:30 p.m.  11 sessions, BLK  $275 (Textbook additional charge)
MANUFACTURING TECHNOLOGY

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

CNC Operations [A]
This course is the entry level offering that trains students how to operate a CNC machine. Students will have the opportunity to physically setup both lathe and mill style machines. Machines utilized in the class are industry standard. 2.0 CEU's
CE.MFG 003-51 8/30/18-9/25/18
T,R 5:30 p.m. - 8 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 9/27/18-11/15/18
T,R 5:30 p.m. - 8 p.m.  BLK
$446 (Tuition $141; lab fees $215; text/materials $90)
*If you are continuing from the spring 2018 CNC Operations class, the book fee for this class will be waived

SPECIALIZED MANUFACTURING & TECHNOLOGY

Mastercam Mill Level I [A]
This course is the first level Computer Aided Manufacturing (CAM) offering that trains students how to graphically program a CNC machine utilizing Mastercam software. Students will have the opportunity to operate a CAM software platform to create a CNC program and physically cut it on the machine. CNC mill examples will be used. 2.0 CEU's
CE.MFG 005-51 11/20/18-12/13/18
T,R 5:30 - 8 p.m.  BLK
$500 (Tuition $141; lab fees $234; text/materials $125)

CNC/CAM Programming Project Study [A]
This specialized 60-hour course will focus on instruction in CNC machine setup and CNC manual programming for both mills and lathes. CAM programming concepts will be introduced using MasterCAM software. In addition, full 3D wire frames will be constructed and surfaced with all current surfacing technology. 6.0 CEU
Call 856-874-6004 for schedule.
CE.MFG 008 11/20/18-12/13/18
T, R, 5:30 - 8 p.m.  BLK
$3,999 (tuition $1995; lab fees $1759; text & materials $245)

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.

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

Need More Information? CALL US AT 856-874-6004
Welcome to the Advanced Manufacturing Talent Development Center at Camden County College, approved by the New Jersey Department of Labor and Workforce Development. The Talent Development Center will serve as a “Center of Excellence” and expand the capacity of the state's education in Advanced Manufacturing and will emphasize partnerships, career pathways and industry valued credentials. Training is available for incumbent and dislocated workers statewide and is subsidized by the New Jersey Department of Labor and Workforce Development.

EMPLOYERS
Do your current employees need to enhance their advanced manufacturing skills? The Talent Development Center can deliver all subjects related to manufacturing. Listed below is a sampling.

- AutoCAD
- Blueprint Reading
- CNC
- Certified Production Technician
- Electro Mechanical
- Six Sigma Certifications
- Mechatronics
- Quality Assurance (ISO)
- Lean Manufacturing/Process Improvement

LOOKING FOR QUALIFIED EMPLOYEES?
Does your company need qualified individuals with manufacturing skills? The Talent Development Center can help by:

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

ARE YOU UNEMPLOYED & LOOKING FOR WORK?
Program services are available for:

- Advanced manufacturing skills training
- Job placement assistance

FOR MORE INFORMATION CONTACT
Carol McCormick
856-374-4908 • cmccormick@camdencc.edu
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.
9/10/18-1/24/19 (no class 11/22, 12/24-1/1, 1/21)  M – R, 8 a.m.-1 p.m.  ROH

INDIVIDUAL COURSES

A+ Certification by CompTIA [A] [C]
This CompTIA A+ Program prepares you for certification by providing instruction on system configuration, installation, upgrades, diagnosis, repair, preventive maintenance, and safety of vendor neutral PC Hardware. 14 CEU’s
• CompTIA A+ Operating Systems Certification
• CompTIA A+ Hardware Certification
CE.CST 012  140 hours
9/10/18-10/25/18  M – R, 8 a.m.-1 p.m.  ROH
$2,200 (Tuition $1,240; Lab Fees $610; Materials & Text $350)

Network+ Certification by CompTIA [A] [C]
Network technicians need to be certified in order to advance in the industry. The marketplace is so starved for qualified personnel; a well trained certified technician can easily find work in the industry. Whether you’re looking to upgrade your skills, advance your career, or start a career in networking then the Network+ certification course is for you. This course covers CISCO IOS. This is great preparation for the CCNA course! 10 CEU’s
• CompTIA NETWORK+ Certification
CE.CST 008  100 hours
10/29/18-12/3/18 (no class 11/22)  M – R, 8 a.m.-1 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
12/4/18-1/18/19 (no class 12/24-1/1, 1/21)  M – R, 8 a.m.-1 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.

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

28 CCC — FALL 2018 WORKFORCE TRAINING & CONTINUING EDUCATION CLASSES
INFORMATION TECHNOLOGY

Introduction to WordPress
In this course you will gain hands on experience creating a blog or a website with no coding experience. You will learn how to use and modify WordPress templates to design your site. Once the site is designed you will add pages and posts, images, use plugins to allow for more WordPress features.
Cost: $180
CE.CMS 081-01 10/15/18-11/7/18
8 sessions  M,W 6:30-9:30 p.m.

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 multilinetext, text editing, dynamic text, and justification
• Dimension styles: line dimension, editing, dimension text, and radial dimensions.
Course #: CE.CAD 001
Hours: 24
Location: ROH
10/2/18-10/18/18
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 multilineviewports and work with layout templates
• Use surveyor units in a design and investigate polylines and polyline editing
Course #: CE.CAD 002
Hours: 24
Location: ROH
10/30/18-11/15/18
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
11/27/18-12/13/18
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
$1,699 (Tuition $724, Lab Fees $750, Materials & text $225)
Not eligible for Senior Citizen discount.
Students attending Camden County College may earn college credit for a variety of learning experiences that were achieved outside of the traditional college setting, including advanced high school courses, military experience, work experience, non-credit certifications, foreign language skills, etc. Students who wish to achieve credit this way should determine the credits needed to finish their degree at Camden County College and how their prior learning experiences may satisfy some of the courses they are required to take.

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

Visit camdencc.edu/priorlearning for more information.

<table>
<thead>
<tr>
<th>CTI Program/Course</th>
<th>CCC Degree Program</th>
<th>Number of Credits</th>
<th>Contact, (856) 227-7200, ext. xxxx</th>
</tr>
</thead>
<tbody>
<tr>
<td>CE.TRD 050 Culinary Arts/ Restaurant Operations</td>
<td>CUL.CA</td>
<td>up to 12</td>
<td>Math, Science and Health Careers, ext. 4468</td>
</tr>
<tr>
<td>CE.TRD 030 Certified Registered Medical Assistant</td>
<td>HSC.AAS</td>
<td>up to 22</td>
<td>Math, Science and Health Careers, ext. 4468</td>
</tr>
<tr>
<td>CE.TRD 070 Dialysis Technician</td>
<td>HSC.AAS</td>
<td>up to 28</td>
<td>Math, Science and Health Careers, ext. 4468</td>
</tr>
<tr>
<td>CE.PRO 122 Veterinary Exam Room Assistant</td>
<td>ASC.AAS</td>
<td>ASC-106 (2 cr)</td>
<td>Math, Science and Health Careers, ext. 4468</td>
</tr>
<tr>
<td>CPR certification (American Red Cross or American Heart) with expiration no sooner than 6 months from credit request</td>
<td>HPE-180 Community CPR/American Red Cross or HPE-181 Basic Life Support (BLS)</td>
<td>1</td>
<td>Records and Registration, ext. 4384</td>
</tr>
<tr>
<td>CE.MFG 015 Industrial Automation Projects Study</td>
<td>CIM.CT CIM.AAS</td>
<td>CIM-211 (4 cr)</td>
<td>Business, Computers and Technical Studies, ext. 4420</td>
</tr>
<tr>
<td>CE.MFG 003 CNC Operations, CE.MFG 004 CNC Programming and CE.MFG 005 MasterCAM Mill Level I</td>
<td>CAM.CA CIM.AAS</td>
<td>CIM-221 (4 cr)</td>
<td>Business, Computers and Technical Studies, ext. 4420</td>
</tr>
<tr>
<td>CE.MFG 006 MasterCAM Mill Level II and CE.MFG 018 MasterCAM Lathe</td>
<td>CAM.CA CIM.AAS</td>
<td>CIM-222 (3 cr)</td>
<td>Business, Computers and Technical Studies, ext. 4420</td>
</tr>
<tr>
<td>CE.MFG 008 CNC Programming Project Study</td>
<td>CAM.CA CIM.AAS CAD.AAS</td>
<td>CIM-101 (3 cr), CIM-221 (4 cr), CIM-222 (3 cr) and CAD-206 (3 cr) – 13 credits total</td>
<td>Business, Computers and Technical Studies, ext. 4420</td>
</tr>
<tr>
<td>CE.BUN 011 MCSA/CCNA</td>
<td>CST.CT CST.AAS</td>
<td>CST-106 (3 cr) CST-102 (3 cr) and CST-201 (3 cr) – 9 credits total</td>
<td>Business, Computers and Technical Studies, ext. 4420</td>
</tr>
<tr>
<td>CE.CST 074 MCSA</td>
<td>CST.CT CST.AAS</td>
<td>CST-106 (3 cr)</td>
<td>Business, Computers and Technical Studies, ext. 4420</td>
</tr>
<tr>
<td>CE.CST 067 CCNA</td>
<td>CST.CT CST.AAS</td>
<td>CST-102 (3 cr) and CST-201 (3 cr) – 6 credits total</td>
<td>Business, Computers and Technical Studies, ext. 4420</td>
</tr>
<tr>
<td>CE.BUN 002 Computer Technician Support Specialist (CTSS)</td>
<td>CST.CT CST.AAS</td>
<td>CST-103 (3 cr), CST-102 (3 cr) and CST-109 (3 cr) – 9 credits total</td>
<td>Business, Computers and Technical Studies, ext. 4420</td>
</tr>
<tr>
<td>CE.CST 012 A+</td>
<td>CST.CT CST.AAS</td>
<td>CST-109 (3 cr)</td>
<td>Business, Computers and Technical Studies, ext. 4420</td>
</tr>
<tr>
<td>CE.CST 008 Network+</td>
<td>CST.CT CST.AAS</td>
<td>CST-102 (3 cr)</td>
<td>Business, Computers and Technical Studies, ext. 4420</td>
</tr>
</tbody>
</table>
Microsoft 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.
12/17/18 1 session, ROH, .3 CEU
$50 (tuition $15; Lab $16; materials & text $19)

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.CMS 034-91 T.R, 6:30-9:30 p.m.
9/25/18-12/20/18 25 sessions, ROH, 7.5 CEU
$1,170 (Tuition $500, Lab Fees $450, Text & Materials $220)

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.
9/10/18-9/19/18 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
9/24/18-9/26/18 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.
10/1/18-10/10/18 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.
10/15/18-10/24/18 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.
11/5/18-11/7/18 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.
11/12/18-11/14/18 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.
11/26/18-12/5/18 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.
12/10/18-12/12/18 2 sessions, ROH, .6 CEU
$99 (Tuition $36; lab fees $44; materials & text $19)

Quickbooks Online
Looking for a popular accounting software developed for small business owners? Try Quickbooks! This easy to use software will help you with all of the key business features you need to rely on to maintain and manage your business. Participants will learn how to process and keep track of invoices, pay bills, track inventory and report revenue. Course includes book only; no software included.
CE.ACC 008-91 R, 6:30-9:30 p.m.
8/16/18-8/20/18 6 sessions, ROH, 1.8 CEU
$265 (Tuition $75; lab fees $135; text & materials $55)

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RETC = Regional Emergency Training Center, Blackwood

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

ONLINE
Click the Online registration link www.camdencc.edu/ce
Scroll down to “Register Online via WebAdvisor”
Click “Register and Pay for Continuing Education Classes”
Use course code number ce.ssc to view all workshops
(Please note, payment by credit card is needed for online registration)

MAIL-IN
Use registration form in this booklet. Payment may be in the form of check or purchase order.
Mail completed form and payment to:
Camden County College
Workforce Training & Continuing Education Programs
Community Center, Room 101B
College Drive
Blackwood, NJ 08012

FAX IN QUESTIONS
(856) 374-4866 856-227-7200 ext. 4165

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

Educational Leadership Conference
This conference for school administrators will focus on the issues associated with opening the school year… Lockdown information, planning for the new school year, and updates on school law will be discussed.
Date: August 1, 2018  Cost: $149
Times: 8:30 a.m. to 2:30 p.m.
Location: Connector Building, Room 105

Dyslexia, What Educators Need to Know
This workshop will provide an understanding of the dyslexia mandates, and in-depth analysis of dyslexia, classroom strategies using evidence based interventions, information on early identification, research based instructional methodologies to increase reading skills and technology resources.
Date: August 1, 2018  Cost: $129
Times: 8:00 a.m. to 11:30 a.m.
Location: Madison Hall, Room 310

Danielson Training for Administrators
This workshop will focus on the basics of the Danielson Administrators Evaluation System. Participants will learn the fundamentals of Danielson and practice hands-on activities to help administrators evaluate their staff.
Date: August 9, 2018  Cost: $149
Times: 8:00 a.m. to 1:30 p.m.
Location: Madison Hall, Room 205

McRel Training for Administrators
This workshop will focus on the basics of the McRel Administrators Evaluation System. Participants will learn the fundamentals of McRel and practice hands-on activities to help administrators evaluate their staff.
Date: August 16, 2018  Cost: $149
Times: 8:00 a.m. to 1:30 p.m.
Location: Madison Hall, Room 205
Danielson Training for Teachers
This workshop will focus on the basics of the Danielson Teacher Evaluation System. Learn the fundamentals of Danielson and practice hands-on activities to help you reach optimum success on your individual evaluations.
Date: September 27, 2018  Cost: $149
Times: 8:00 a.m. to 1:30 p.m.
Location: Halpern Hall, Room 305

McRel Training for Teachers
This workshop will focus on the basics of the McRel Teacher Evaluation System. Learn the fundamentals of McRel and practice hands-on activities to help you reach optimum success on your individual evaluations.
Date: October 5, 2018  Cost: $149
Times: 8:00 a.m. to 1:30 p.m.
Location: Halpern Hall, Room 118

How to Design a Cohesive Art Lesson
Participants will view student art projects on Pinterest, Artoisia and through image searches on the internet. Using an open mind, we will analyze and critique the work, as if it were a gallery piece, examining how the principles and elements of design are being used. We will examine the following questions: How can this project connect with the previous project you just taught? What standards can be used? How will I relate this lesson to the district observation system? We will look at how to engage students through YouTube. We will also discuss how to develop habits for students to continue doing art at home and not only in your classroom.
Date: October 2, 2018  Cost: $149
Times: 8:00 a.m. to 1:30 p.m.
Location: Rohrer Center (Cherry Hill), Conference Room 110

Co-Teaching and Collaboration
Co-Teaching is emerging as one of the strategies through which professionals hope to achieve student success. The purpose of this workshop is to offer those developing co-teaching programs and refining the quality of their programs, research-based information on how to (a) create effective programs; (b) integrate quality instruction; (c) address sustainability; (d) conduct program evaluation; (e) discuss other issues common in co-teaching atmospheres. Bring your teaching partner!
Date: October 4, 2018  Cost: $149 each
Times: 8:00 a.m. to 1:30 p.m.
Location: Halpern Hall, Room 305

Blueprint for Becoming a Successful Mentor Educator, Part One
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: October 10, 2018  Cost: $149
Times: 8:00 a.m. to 1:30 p.m.
Location: Halpern Hall, Room 315

Creating Safe and Welcoming Schools for Transgender Students
This workshop's topics include: basic knowledge and understanding, of sexual orientation; dispelling stereotypes about transgender people; the social, legal, and medical aspects of the transition process; supporting transitioning students and managing difficult situations, including parental non-acceptance; the rights of transgender students including gender-specific facilities and sports; and strategies for educating parents.
Date: October 11, 2018  Cost: $149
Times: 8:00 a.m. to 1:30 p.m.
Location: Halpern Hall, Room 305

With “Justice for All”: Reflecting on Equity
While the law provides the parameters within which districts operate, events and forces beyond the schoolhouse walls can interfere with the seamless implementation of equitable practices within. By examining those events and forces, this workshop will seek to generate the academic capital needed for educators to stay positive and proactive in addressing the needs of all members of the school community.
Date: October 12, 2018  Cost: $149
Times: 8:0 a.m. to 1:30 p.m.
Location: Halpern Hall Room 118

MORE INFORMATION: 856-874-6004 OR WWW.CAMDENCC.EDU/CE
Reaching and Teaching the ELL student in the General Education Classroom

This workshop is designed to demonstrate the strategies proven effective in meeting the needs of ELL students. You will leave this workshop with practical applications, ideas and information that you can use immediately to strengthen your students’ learning experience.

Date: October 16, 2018  Cost: $149
Times: 8:00 a.m. to 1:30 p.m.
Location: Rohrer Center (Cherry Hill), Conference Room 110

Beginning Teachers K–4: Starting the Year... Creating a Positive Learning Environment

This workshop will present to beginning teachers ways to motivate students, organize their classroom, and make learning fun, so that all students can achieve to their highest potential! All participants will receive a packet of activities and ideas that will help create a classroom environment that supports all learners.

Date: October 18, 2018  Cost: $149
Times: 8:00 a.m. to 1:30 p.m.
Location: Rohrer Center (Cherry Hill), Conference Room 110

Dealing with Difficult Students

This workshop will focus on designing and implementing individualized behavior improvement plans for helping students learn to behave independently and responsibly. The focus will be on identifying the factors that perpetuate any chronic misbehavior and then designing intervention strategies that “fit” the “function” of the problem. Participants will be presented with different techniques and strategies to use in the classroom to increase student motivation and decrease misbehavior.

Date: November 2, 2018  Cost: $149
Times: 8:00 a.m. to 1:30 p.m.
Location: Halpern Hall, Room 305

A Look at Differentiated Instruction

Participants will learn how to address student differences in readiness, interest, and learning profile in order to provide a genuine challenge for each student. Get hands-on experiences in designing lessons that are geared to the skills, knowledge, and readiness of all students in all grade levels.

Date: November 13, 2018  Cost: $149
Times: 8:00 a.m. to 1:30 p.m.
Location: Rohrer Center (Cherry Hill), Conference Room 110

Social Media

This workshop for teachers and support staff will engage participants in dialogue and new learning information in the field of social media and education. Participants will receive strategies to incorporate social media as an instructional tool into their curriculum.

Date: November 30, 2018  Cost: $149
Times: 8:00 a.m. to 1:30 p.m.
Location: Rohrer Center (Cherry Hill), Conference Room 110

Duties and Responsibilities of the District Anti-Bullying Coordinator and Specialist

This workshop will define harassment, intimidation, the three components of bullying and what constitutes school grounds. Participants will be provided with information as to how to best conduct an effective investigation process.

Date: December 5, 2018  Cost: $149
Times: 8:00 a.m. to 1:30 p.m.
Location: Rohrer Center (Cherry Hill), Conference Room 110

Technology Make & Take

This workshop will provide numerous ideas and templates for activities you can use in your classroom. It will help Participants keep up to date with technology activities. Participants will learn tips and tricks to take your use to the next level.

Date: December 7, 2018  Cost: $149
Times: 8:00am to 1:30pm
Location: Truman Hall, Room 201
Literacy in Content Areas
I am not an English teacher! How do I incorporate literacy in my content area? According to the NJ Standards, all 6-12 content area teachers are required to implement literacy standards in classroom instruction. This workshop is designed to help content area teachers understand how the Companion standards align to classroom instruction through Academic Vocabulary, Close Reading and Writing to Sources. Emphasis on literacy strategies, student self-assessment and the effectiveness of the Companion standards as it relates to state assessment will be addressed through discussion and hands on activities.

Date: December 7, 2018 Cost: $149
Times: 8:00 a.m. to 1:30 p.m.
Location: Truman Hall, Room 207

P-E equals E-L-A
During this workshop participants will look at different activities that can be used in the Physical Education classroom to reinforce Language Arts content. Participants will leave with fresh ideas that incorporate movement, and allow for an improved kinesthetic learning connection. Workshop is appropriate for elementary health and physical education teachers.

Date: December 12, 2018 Cost: $149
Times: 8:00 a.m. to 1:30 p.m.
Location: Halpern Hall, Room 315

Maintaining Your Mentor Educator Program: A Collaboration Opportunity; Part Two
This second part of the two part series will continue to 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: January 16, 2019 Cost: $149
Times: 8:00 a.m. to 1:30 p.m.
Location: Madison Hall, Room 205

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: February 14, 2019 Cost: $149
Times: 8:00 a.m. to 1:30 p.m.
Location: CIM Center, Room 218

Primary Educators Conference
Keynote on Early Childhood Education and Family Engagement, Featured topics are Hands –On Math and Literature, Dyslexia, Technology, and Teaching Strategies

Date: March 15, 2019 Cost: $149
Times: 8:00 a.m. to 2:30 p.m.
Location: CIM Auditorium

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 Cardiac Classroom, 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. Specific dates for all sessions will follow.

Date(s): Spring, 2019
Times: 8:00 a.m. to 12:30 p.m.
Cost: $40 per student
Location: Taft Presentation Room

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 from the plan
• Gather enthusiastic public support for budgets, referendums and special questions
• Identify current strengths, future expectations and action steps to enable the vision

School Districts interested in this service should call Steve Derkoski for more information at 856-227-7200, ext. 4165.
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
• PC Data Storage – Google Drive™
• Leadership Skills
• Time Management
• Problem Solving
• Team Building

Now in its 11th year, NJBIA Basic Skills Training has been made available through a partnership between the New Jersey Business & Industry Association (NJBIA), the New Jersey Community College Consortium for Workforce and Economic Development, and the NJ Department of Labor and Workforce Development.

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

Two Ways to Participate:

Attend a dedicated class for your organization. A minimum of 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
STARTING YOUR OWN BUSINESS

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

Introduction to Small Business Ownership (Session 1)

Participants will be introduced to what it takes to start or purchase a small business. Economic climate and other factors of business ownership are discussed with an emphasis on a positive approach to this series of seminars.

CE.BUS 001-71 1 session, .25 CEU
W, 10/3/18 6:30-9 p.m.
$35 BLK

The Business Plan Part I: Planning Process (Session 2)

This seminar concentrates on the organization and elements of a basic business plan. Learn the uses of a business plan and when and why it is necessary – a must for people starting their own business or business owners seeking financing.

CE.BUS 002-71 1 session, .25 CEU
W, 10/10/18 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, 10/17/18 6:30-9 p.m.
$35 BLK

Creating a Budget for Your Small Business (Session 4)

Learn to plan and forecast your cash needs in order to start, operate, or purchase a business. This step-by-step seminar concentrates on the basics of cash flow planning. Learn to plan your own cash flow from actual case studies. This seminar teaches you the proper format and purpose of this vital part of operating a small business.

CE.BUS 003-71 1 session, .25 CEU
W, 10/24/18 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, 11/7/18 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, 11/14/18 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, 11/3/18 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, 10/2/18-10/9/18 6:30-9 p.m.
$45 BLK
BUSINESS & PROFESSIONAL

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

CE.BUS 016-71 2 sessions
T, 10/16/18-10/23/18 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, 11/10/18 9 a.m.-5 p.m. $150 BLK

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

Budgeting and Fixed Income Investments
This session will introduce investment options including CD's, tax free vs. taxable bonds, and other fixed income products. A discussion on budgeting will help attendees better understand monies available for investment, as well as profiting their own assets.

CE.INV 001-71 1 session
T, 6/30-9 p.m. $35 BLK

The Stock Market
This course will offer incite as to how the market operates. It will include a discussion on how to research and purchase stock, understanding dividends, stock splits, PE ratios and IPO’s. A review of fundamental vs. technical analysis will be included. Handouts will provide current data used to make stock selections.

CE.INV 002-71 1 session
T, 6/30-9 p.m. $35 BLK

Mutual Funds
This seminar will focus on purchasing mutual funds, the internal working funds, risk tolerance and load vs. no load. We will also discuss closed end funds and annuities.

CE.INV 003-71 1 session
T, 6:30-9 p.m. $35 BLK

Retirement Planning and Funding
The final night will explore strategies for those planning for retirement by focusing on rollovers, lump sum distributions, social security, long term care insurance, and estate planning. A review of how to fund retirement will include a discussion on retirement accounts including IRAs, Roth IRA and 401K’s. Although you may take these individually, for the best experience, please plan to attend all four as they are separate but related topics.

CE.INV 004-71 1 session
T, 6/30-9 p.m. $35 BLK

DAY ABBREVIATIONS
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[P] – Pre-Apprenticeship program
[C] – Certification exam included
[A] – Articulation opportunity available upon successful completion (see page 30)
[L] – License Prep. Course
[O] – Online Course
Introduction to Airline Management

Provides students with an introduction to the airline industry and its elements. Topics include but are not limited to history, regulations, associates, trend, challenges, management, organizational structure, passenger marketing and fleet planning.

CE.BUS 217-01 Hours: 36
9/11/18-12/18/18 R, 7-9:30 p.m.
Cost: $425 (Tuition $360; Books $65)
Location: BLK

Introduction to Airport Management

This course provides students with and introduction to the major elements in the process of airport planning and management. Topics include (but are not limited to) airport regulations, financing, site selection, airport capacity and delays, terminal planning and design, ground access planning and design, daily operations and security, and airline and public relations.

CE.BUS 024-01 Hours: 36
9/6/18-12/20/18 T, 7-9:30 p.m.
Cost: $425 (Tuition $360; Books $65)
Location: BLK

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
8/27/18 M, 6-9 p.m., 1 session
.3 CEU’s, ROH, $20
OR
9/24/18 M, 9 a.m.-12 p.m., 1 session
.3 CEU’s, ROH, $20
OR
11/5/18 M, 1-4 p.m., 1 session
.3 CEU’s, ROH, $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) 874-6004
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

For more information contact:
Carol McCormick
856-374-4908
cmccormick@camdencc.edu
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: 18/Summer Course #: FIN-215
Real Estate Sales Dates: 8/13/18-8/31/18
Location: BLK M – F, 9 a.m.-2 p.m.

Term: 18/Fall Course #: FIN-215
Real Estate Sales Dates: 9/10/18-9/28/18
Location: BLK M – F, 9 a.m.-2 p.m.

Term: 18/Fall Course #: FIN-215
Real Estate Sales Dates: 10/15/18-11/2/18
Location: BLK M – F, 9 a.m.-2 p.m.

Term: 18/Fall Course #: FIN-215
Real Estate Sales Dates: 12/3/18-12/21/18
Location: BLK M – F, 9 a.m.-2 p.m.

Price: $369 (includes registration and textbook)

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

- This course is not eligible for a tuition waiver (Unemployment, National Guard, Senior Citizen discount, College employees, etc.)
- New Jersey Licensing: An applicant for a NJ real estate salesperson’s license must be at least 18 years old and have a high school diploma or GED. A student must pass the 75 hour course, pass the state exam ($60), and have a NJ broker sponsor their license. The NJ Real Estate Commission will conduct a criminal background check on all Agent candidates.
- Payment in full is required at the time of registration. Fee includes textbook, registration and class. Refunds will be issued only if the class is canceled or if the student elects to drop the class at least 5 days before the date that the class is scheduled to begin. Thereafter, there are no refunds given.

Registration Contact Information: 856-874-6004

Interior Decorating

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

CE.ENR 178-51 9/25/18-11/20/18
9 sessions  T, 6-9 p.m.
Cost: $229 ROH

Home Staging

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

CE.ENR 148-51 11/27/18-12/4/18
2 sessions  T, 6-9 p.m.
Cost: $109 BLK

See similar course offerings on pg. 12 (What’s Trending)

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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
ESL for Daily Life

ESL for Daily Life focuses on the ability of non-native English speakers to speak, read and write English on a beginning to low intermediate level. This is an integrated skills class which will also teach everyday language functions and provide basic information about speaking in American society. It is intended for adult ESL students who want to develop basic proficiency for everyday life in the United States. Students will be tested on the first night of class and split into levels according to ability. At the completion of this program students are encouraged to take the ESL Accuplacer for placement into courses in our academic program.

Tuesday & Thursday from 6-8 p.m.
ROH

Three Purchase Options
A: 30 hours for $250.00 (3.0 CEUs)
   CE.ESL 022-01  9/6/18 - 10/25/18
B: 20 hours for $180.00 (2.0 CEUs)
   CE.ESL 022-02  9/25/18 - 10/25/18
C: 10 hours for $110.00 (1.0 CEUs)
   CE.ESL 022-03  10/11/18 - 10/25/18

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 $900 (no on-site registration). The fee includes continental breakfast and lunch daily, along with all classroom materials.

July 30 - August 2, 2018 • 8:30 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

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

Introduction to Teaching (50 hour preservice)

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

Cost: $295   ROH
CE.ALT 006   8/27/18-9/26/18 OR 11/5/18-12/10/18 (no class 11/21)
10 sessions M, W 6-9 p.m.

New Pathways to Teaching Semesters 1 – 4

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

How To Begin The Process of Becoming a Teacher

STEP 1: Contact the New Pathways liaison at the location you would like to attend, either NJCU or any of the participating community colleges.

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

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

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

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

Semester 1 CE.ALT 008 9/4/18-12/18/18 (no class 11/21) T, R 6-9 p.m. ROH Non-Credit $1,115 OR Credit $4,165
Semester 2 CE.ALT 009 Beginning Spring 2019
Semester 3 CE.ALT 010 Beginning Fall 2019
Semester 4 CE.ALT 011 Beginning Spring 2020

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MORE INFORMATION: 856-874-6004 OR WWW.CAMDENCC.EDU/CE
Certified Substitute Teacher Program

Do you have 60 college credits? Interested in Substitute Teaching?

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

Cost - $190 (Additional fees for state application and criminal background check)
Program will be held on the Blackwood Campus.
Please call (856) 227-7200, ext. 4530 for more information.
CE.SUB 001-01
8/24/18-8/26/18 OR 11/16/18-11/18/18
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.
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/camden

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/camden

LOCATION ABBREVIATION CODES
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ROH = CCC William G. Rohrer Center, Cherry Hill
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RETC = Regional Emergency Training Center, Blackwood

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[L] – License Prep. Course
[O] – Online Course
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 courses(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

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

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 NALAs 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.

In Medical Terminology you will learn not only medical terms themselves, but also their application. You will learn the basics of first aid and find out how to administer pills, liquid medications, and injections to an uncooperative cat or dog. You will discover how to handle home visits and impress your potential clients. You'll learn the basics of first aid and find out how to administer pills, liquid medications, and injections to an uncooperative cat or dog. You will discover how to handle home visits and impress your potential clients.

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.

Start a Pet Sitting Business
If you're an animal lover, find out how you can start your own pet sitting business to translate your passion into a profitable career! In this course, you will master the essentials of running a cat and dog sitting business. You'll begin with pet care, including nutrition, exercise, first aid, and identification of common diseases. You'll begin with pet care, including nutrition, exercise, first aid, and identification of common diseases.

In Medical Terminology you will learn not only medical terms themselves, but also their application. 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.
ONLINE PROGRAMS

Understanding Adolescents
To know your kids is to love them. In this course, an experienced social worker will help you gain a deep understanding and appreciation of your adolescent’s development and behavior. You will gain valuable information on how they think, how they feel, and how their identities develop.

You will learn about the many physical, emotional, and cognitive changes that affect the teens in your life, and you will understand the significance of these changes both for you and the adolescent. You will look into relationships both in and outside of the home. You will gain an understanding as to how teens are affected by stress, including common defense mechanisms, coping techniques, and common mental health issues. By the time you finish this course, you should be very well-prepared to understand, appreciate, and meet the needs of the teens in your life.

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.

Physical Therapy Aide
In this online program, you will master all the skills you need to begin a career as a physical therapy aide. You will learn what physical therapy entails, identify the responsibilities of a PT aide, and develop a working knowledge of anatomy and medical terminology. In addition, you will get a solid grounding in patient care skills, infection control, and the legal and ethical regulations that affect healthcare providers. By the end of the program, you will be fully prepared to obtain an entry-level position as a PT aide in a healthcare facility.

Human Resources Professional
Are you seeking a career in a high-demand field with plenty of opportunity for advancement? In this online program, you’ll master the skills needed to advance within your human resources career.

In this program you’ll explore everything from the basics of HR to specific areas such as planning and strategizing, human resource laws, hiring disciplines, and labor relations. You’ll also obtain a reference manual of HR documents. By the time you’re done, you’ll be fully prepared to begin your career in this exciting and challenging field. You will even receive instruction and insight on how to obtain an internship or externship upon the completion of the program.

This program will prepare you to take the Professional in Human Resources (PHR) certification exam, with HRci (Human Resource Certification Institute) as the certifying body. We will also cover much of the information you will find on the (SHRM Certified Professional certification) SHRM-CP exam as well as the new certification (Associate Professional Human Resources) aPHR exam offered by HRci.

Start Your Own Edible Garden
Grow delicious, nutritious fruit and vegetables in your own backyard! In this course, you’ll learn how to give your garden a healthy start and keep it growing strong all season.

You’ll begin by figuring out which type of garden is right for you. You’ll explore climate considerations, learn how to read a zone hardiness map, and find out how to spot a micro-climate in your yard. You’ll also discover how to properly prepare a garden bed so your crops have the best opportunity to thrive. And finally, you’ll learn to understand fertilizers and make compost! Whether you want to provide your family with nutritious food, save money, get some exercise, or just be more self-sufficient, this course will give you the skills and knowledge you need to be on your way to a successful harvest.

Introduction to Stock Options
Learn how to evaluate, buy, sell, and profit with investment tools that were once thought to be only for the pros. This course will teach you how to protect your portfolio and profit in a down market, an up market, or even a flat market. Learn to leverage your investment dollars for potential profits that surpass those possible with stocks.

Nonprofit Fundraising Essentials
Take your first step toward a rewarding career in fundraising for nonprofit organizations! First, you'll explore the skills you'll need to become a successful fundraiser. After that, you'll discover where the best corporate and foundation fundraising jobs are and how to apply for them. Next, you'll delve into every area of nonprofit fundraising—annual funds, special events, corporate relations, foundation relations, major gifts, and planned giving. You'll also learn about capital campaigns and find out why they're a crucial element of nonprofit fundraising. Along the way, you'll view real-life examples of writing projects, from gift acknowledgment letters to proposals, and you'll hone your own writing skills. In addition, you'll explore fundraising software tools you can use to track your efforts and enhance your results. By the end of the course, you'll have a wealth of new nonprofit fundraising ideas, and you'll be well on your way to success in this exciting career field.

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 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.


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

ONLINE PROGRAMS
JOBS IN THE NEW ECONOMY

camdencc.edu/neweconomy
The new economy is a place that requires new skill sets and a new way of looking at our changing world.

Camden County College is at the forefront of building a workforce for this new economy.

Get into an emerging industry with a quick industry certification. All certifications can be absorbed into degrees when you are ready.
CERTIFICATE (13 credits) — ASSOCIATE DEGREE (52 additional credits)

Computer Aided Manufacturing Technician (CAM.CA)

Computer Integrated Manufacturing Engineering Technology (CIM.AAS)

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

CERTIFICATE (13 credits) — ASSOCIATE DEGREE (50 additional credits)

Computer Aided Architectural Drafting and Design (CAR.CA)

CADD: Computer Aided Drafting & Design (CAD.AAS)

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

CERTIFICATE (19 credits) — ASSOCIATE DEGREE (44 additional credits)

Computer Aided Mechanical Drafting and Design (CME.CA)

CADD: Computer Aided Drafting & Design (CAD.AAS)

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

CERTIFICATE (13 credits) — ASSOCIATE DEGREE (48 additional credits)

Precision Machining Technology (PMT.CA)

Computer Integrated Manufacturing Engineering Technology: Precision Machining Option (PMT.AAS)

Kevin Schmidt | (856) 227-7200, ext. 4517 | kschmidt@camdencc.edu

CERTIFICATE (32 credits) — ASSOCIATE DEGREE (44 additional credits)

Ophthalmic Medical Technician (OMT.CA)

Ophthalmic Science Technology (OPH.AAS)

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

CERTIFICATE (24 credits) — ASSOCIATE DEGREE (36 additional credits)

Addictions Counseling (ADD.CA)

Addictions Counseling (ADD.AAS)

LeRoy Stanford, Coordinator | (856) 227-7200, ext. 4546 | lstanford@camdencc.edu

CERTIFICATE (39 credits) — ASSOCIATE DEGREE (28 additional credits)

Medical Coding (MDC.CT)

Health Information Technology (HIT.AAS)

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

CERTIFICATE (44 credits) — ASSOCIATE DEGREE (31 additional credits)

Automotive General Technician (GAT.CA)

Automotive Technology: General Motors / ASEP Option (GMA.AAS)

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

CERTIFICATE (39 credits) — ASSOCIATE DEGREE (28 additional credits)

Photonics: Principles of Laser/Electro-Optics (PHT.CA)

Photonics: Laser/Electro-Optic Technology (PHT.AAS)

Dr. Lawrence M. Chatman, Coordinator | (856) 227-7200, ext. 4523 | lchatman@camdencc.edu
CERTIFICATE (24 credits) - ------------------------------------ → ASSOCIATE DEGREE (39 additional credits)
Music Recording (MUS.CA) Audio Production (MUS.AAS)
Professor Michael Billingsley, Coordinator | (856) 227-7200, ext. 4563 | mbillingsley@camdencc.edu

CERTIFICATE (24 credits) - ------------------------------------ → ASSOCIATE DEGREE (37/38 additional credits)
American Sign Language (SLS.CA)
Liberal Arts and Science: Deaf Studies / Pre-Interpreting Option (SLS.AA)
ASL classes & ASL assessment | Professor Sally Ann Emiliius | semilius@camdencc.edu
Interpreting & EIPA information | Professor Dianne Falvo | (856) 227-7200, ext. 4540 | dfalvo@camdencc.edu

CERTIFICATE (35 credits) - ------------------------------------ → ASSOCIATE DEGREE (31 additional credits)
Massage Therapy (MAS.CA)
Massage Therapy (MAS.AAS)
Professor Betty Joynes, Allied Health Coordinator | (856) 227-7200, ext. 4324 | bjoynes@camdencc.edu

CERTIFICATE (51 credits) - ------------------------------------ → ASSOCIATE DEGREE (9 additional credits)
Practical Nursing (NUR.CT)
Nursing: Pre-Nursing Option (PRN.AS)
Dr. Audrey Brooks, Director of Nursing Programs | (856) 227-7200, ext. 1228, or ext. 4359 | abrooks@camdencc.edu

CERTIFICATE (34 credits) - ------------------------------------ → ASSOCIATE DEGREE (30 additional credits)
Nutrition Care Manager (NCM.CT)
Dietetic Technology (DIT.AAS)
Professor Marsha Patrick, MS, RD, Coordinator | (856) 227-7200, ext 4665 | mpatrick@camdencc.edu

CERTIFICATE (30 credits) - ------------------------------------ → ASSOCIATE DEGREE (32 additional credits)
Culinary Certificate (CUL.CA)
Hospitality Technology (HTS.AAS)
Professor Marsha Patrick, MS, RD, Coordinator | (856) 227-7200, ext 4665 | mpatrick@camdencc.edu

CERTIFICATE (30 credits) - ------------------------------------ → ASSOCIATE DEGREE (30 additional credits)
Computer Information Systems (CPG.CT)
Computer Information Systems (CIS.AAS)
Professor Bernadette Carlin, Coordinator | (856) 227-7200, ext. 4423 | bcarlin@camdencc.edu

CERTIFICATE (24 credits) - ------------------------------------ → ASSOCIATE DEGREE (38 additional credits)
Retail Management Certificate Program (RET.CT)
Management (MGT.AAS)
Dr. William H. Allen, Coordinator | (856) 227-7200 ext. 4455 | ballen@camdencc.edu

*CERTIFICATE THAT LEADS TO AN ASSOCIATE DEGREE

Are you ready?
camdencc.edu/neweconomy
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. A book for the course will be recommended for purchase at an additional cost.
Cost: $85 BLK  
CE.ENR 004-51  9/17/18-11/5/18  
8 sessions  M, 7-9 p.m.

Floral Design
This course will teach students to create actual floral designs. Students must be prepared to purchase flowers from the instructor each week to use for the floral creations (approximately $15-$20). In addition, students will need to bring a knife, wire cutters, and scissors to each class session.
Cost: $65 BLK  
CE.ENR 002-51  9/11/18-11/20/18  
(no class on 11/6)  
10 sessions  T, 7:30-9:30 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  9/17/18-10/29/18  
7 sessions  M, 7:30-9:30 p.m.

Photography: Portraits and Lighting
In this specialized photography class, you will learn how to use natural light, studio lights, small flash, and other equipment to create beautiful portraits. Learn how to use camera settings to create the images you have always imagined. In the class, you will discover how to pose and work with subjects, and we will also study the works of master photographers and discuss their techniques. Any images that class participants would like to have reviewed for a friendly critique of the techniques learned in class is encouraged. At the end of class, students will have gained the knowledge needed to create the type of portrait images they have always envisioned.
Cost: $65 BLK  
CE.ENR 215-51  9/26/18 –11/14/18  
(no class 10/31)  
7 sessions  W, 7:30-9:30 p.m.

iPhone Photography Class (For Android Users too)
In this iPhoneography class, students will learn how to make fantastic creative images using their always present mobile devices. We will cover the rules of basic photography, composition, and lighting. Students will discover the vast array or processing options that can be done on the mobile platform. We will discuss the differences and similarities between the iPhone and Android platforms, and learn about social networks and getting your work online. Students will need to have a tablet or smart phone with a camera, Android or iPhone. There will be weekly voluntary assignments to help students understand the concepts learned in class, and voluntary fun critiques.
Cost: $65 BLK  
CE.ENR 228-51  10/18/18 – 11/29/18  
(no class on 11/22)  
6 sessions  R, 7:30-9:30 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 contract Rider Training at 609-230-8528 or online at www.ridertrainingnj.com.

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

Cost: $139
CE.ENR 181-51 15 sessions
9/10/18-12/17/18 M, 5:30-7 p.m.

Martial Arts its Etiquette Method (Adults Only)
The benefits of health and practical efficient skills displayed gracefully in three Stick Systems. Each system is 15 sessions and will be taught by Calvin Lester, BuDo Retainer.

Medium Stick System
Cost: $175 per system
CE.ENR 016-01 15 sessions
10/2/18-11/20/18 T, R 7:30-10 p.m.

Short Stick System
Cost: $175 per system
CE.ENR 016-02 15 sessions
2/5/19-3/26/19 T, R 7:30-10 p.m.

Cane System
Cost: $175 per system
CE.ENR 016-03 15 sessions
5/7/19-6/25/19 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.

Cost: $95
CE.ENR 191-51 15 sessions
10/1/18-12/3/18 M, 6:30-8:30 p.m.

Yoga Basics

Motorcycle Safety Training Course

Martial Arts its Etiquette Method (Adults Only)

Medium Stick System

Short Stick System

Cane System

Psychic Development

NEW

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

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

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

**Swing/Jitterbug Dancing**

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

**CE.ENR 020-51 BLK**

5 sessions 9/11/18 – 10/9/18  
$50 T, 8-9 p.m.

**Ballroom Dancing for Couples**

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

$120 per person  
**CE.ENR 105-51**

9/14/18 – 11/2/18  
(no class 11/23)  
8 sessions  
F, 7-8:30 p.m.

**Advanced Ballroom Dancing**

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

Cost: $75  
**CE.ENR 121-51**

11/7/18 – 12/14/18  
(no class 11/23)  
5 sessions  
F, 7-8:30 p.m.

**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**

Cost: $150  
9/12/18 – 11/28/18  
(no class on 10/31 & 11/21)  
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**

8 sessions  
9/10/18 – 10/29/18  
$150 per person  
M, 7-8:30 p.m.

**More Country Line Dancing**

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

**CE.ENR 028-52 BLK**

6 sessions  
11/05/18 – 12/10/18  
$90  
M, 7-8:30 p.m.

**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**

Cost: $150  
9/13/18 – 11/29/18  
(no class 11/22)  
10 sessions  
R, 7-8:30 p.m.

**Social Dancing for Weddings**

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

**CE.ENR 025-51 BLK**

Cost: $100  
9/11/18 - 11/13/18  
10 sessions  
T, 7-8 p.m.
### Salsa & Merengue

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.

- **Cost:** $50
- **Schedule:** BLK 10/16/18 – 11/13/18
- **Duration:** 5 sessions T, 8-9 p.m.

### 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
- **Schedule:** BLK 9/12/18 – 10/31/18
- **Duration:** 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
- **Schedule:** BLK 11/14/18 - 1/9/19
- **Duration:** 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
- **Schedule:** BLK 9/17/18 – 10/22/18
- **Duration:** 6 sessions M, 6-8 p.m.

### Conversational Italian II

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

- **Cost:** $69
- **Schedule:** BLK 10/29/18 - 12/3/18
- **Duration:** 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
- **Schedule:** BLK 9/19/18-10/24/18
- **Duration:** 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
- **Schedule:** BLK 11/7/18-12/12/18
- **Duration:** 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
- **Schedule:** BLK 9/13/18-10/18/18
- **Duration:** 6 sessions R, 6-8 p.m.

### Day Abbreviations

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

### Location Abbreviation Codes

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

**More Information:** 856-874-6004 or www.camdencc.edu/ce
CONVERSATIONAL FRENCH II
This course continues to enrich the French vocabulary that you have developed in level I. In addition, your ability to communicate effectively in the French language will continue to be refined. We will also resume our discussions of French customs and culture.
Cost: $69
CE.LNG 007-51 10/25/18-12/6/18
6 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
CE.LNG 024-41 ROH
10 sessions W, 7-9 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
CE.ENR 217-51 9/26/18-11/7/18 (bi-weekly)
4 sessions W, 6:30-8:30 p.m.

BEGINNING CROCHET
In this class, students will learn the basic techniques of crocheting. Instruction will center on learning the slip knot and chain stitch, single and double crochet stitch, shell stitch, and cluster stitch. In addition, we will practice increasing and decreasing, and seaming. Supplies needed for the class such as yarn, hooks, and needles will be discussed in the first class.
Cost: $55
CE.ENR 217-51 9/26/18-11/7/18 (bi-weekly)
4 sessions W, 6:30-8:30 p.m.

BASIC COMPUTER SKILLS
This course is designed for the mature adult who has had little or no experience with personal computers. In this class, individuals will become familiar with terminology, computer components, making a computer purchase, and hardware and software.
Individuals will also develop their skills in keyboarding, mastering the mouse through point and click activities. This class is designed for the first-time user.
Cost: $50
CE.SEN 007-21 9/18/18-9/20/18
2 sessions T, R, 9 a.m.-12 noon

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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 (see page 30)
[L] – License Prep. Course
[O] – Online Course
Introduction to the Internet

Connect to the world wide web! This hands-on course will teach you how to navigate the internet, visit web sites, and understand how to use e-mail, mailing lists, and newsgroups. Cruise on the superhighway and learn how to communicate with your grandchildren and friends on the internet. Individuals must have completed the Introduction to Personal Computers and Windows courses or have a working knowledge of both prior to registering for this class. A review of these topics is not included in the class.

Cost: $50

2 sessions
9/25/18 & 9/27/18
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

CE.SEN 016-21
10/9/18 & 10/11/18
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

CE.SEN 023-01
10/23/18 & 10/25/18
2 sessions
T, R, 9 a.m. – 12 noon

Online Shopping

In this course you will be introduced to shopping online, from Shoprite (or your local supermarket) to Amazon.com. This class will make shopping online “less scary” which sites are safe sites to shop from? You will learn how to set up accounts for the shopping sites and tips to help protect your credit card information on these sites.

Cost: $50

CE.SEN 024-01
11/6/18 – 11/8/18
2 sessions
T,R, 9 a.m. – 12 noon

Understanding Social Security

Social Security has just gone through some major changes. Understanding these changes and what it means to your retirement plan are critical. This workshop will go over what was, what is, and what will be when it comes to this misunderstood program. Claiming strategies, spousal benefits, and survivor benefits will all be explained.

Cost: $25

CE.SEN 018-51
9/11/18
1 session
T, 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 Medicare covers, how much it costs, and explains how to plan for healthcare expenses during retirement. Your retirement planning is not complete without this knowledge.

Cost: $25

CE.SEN 019-51
9/13/18
1 session
R, 6:30-8 p.m.

Understanding IRAs

This workshop will explain the seven deadly IRA sins that you can ignore at your own peril. You will learn the difference between a traditional IRA, a rollover IRA and a Roth IRA...and when to utilize each one. You will also learn the proper ways to list beneficiaries and how to plan for Required Minimum Distributions (RMD).

Cost: $25

CE.SEN 021-51
9/20/18
1 session
R, 6:30-8 p.m.

Understanding Reverse Mortgages

Forget what you once may have heard. Today’s version of Reverse Mortgages is a powerful tool that may be used to 1) eliminate current mortgage debt, 2) used to make home improvements, 3) assist in purchasing a new home, 4) help to pay expenses, taxes, and debts, 5) become an integral part of your retirement plan. Come learn how a Reverse Mortgage and your retirement can work together.

$25

CE.SEN 025-01
9/25/18
1 session
T, 6:30-8 p.m.
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Donald A. Borden

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SCHOOL BUS DRIVER TRAINING (CDL-B)
BLUEPRINT READING FOR CONSTRUCTION TRADES
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RFP’S/BIDS AND CONTRACTS FOR CONSTRUCTION TRADES