



Professional & Community

EDUCATION • FALL 2011

Allied Health Careers / Professional Development / Personal Enrichment
Ed2G0 / Clay College Ceramic Arts Studio / Workforce Training



Welcome to Professional and Community Education at Cumberland County College

We can help you grow with our many vocational course offerings as well as professional development and personal enrichment courses.

We offer career training programs in Allied Health, Teacher Certification, as well as other areas in which to obtain additional skills necessary to get a new job.

Job readiness continues to be the number one reason adults are returning to school. Despite the economy, careers in health care continue to thrive. Take a look at our Allied Health certificate programs including Phlebotomy Technician, Clinical Medical Assistant, Pharmacy Technician, and Certified Massage Therapist. Perhaps, you would prefer to take Medical Terminology, Medical Billing, or Medical Coding. All of these programs are available beginning in the fall of 2011.

If you think you would like to go into the field of education, and already have a Bachelor's Degree, you may want to check out our New Pathways to Teaching in New Jersey program. This program is an alternate route program for those who did not pursue the teaching route while in college but would now like to become an educator.

Also available are personal enrichment courses such as Digital Photography, Cooking, Dancing, Fencing, Computer Training, and opportunities at Clay College.

Please take time to browse through our brochure. For your convenience, the brochure is also located online at www.cccnj.edu. Our classes are informative, practical, and friendly. Courses are offered days, evenings, weekends, or online to accommodate your busy lifestyle.

Call our office today. We can answer your questions, address your concerns, and help you to register. Our office is open from Monday-Friday from 8:30 a.m.-4:30 p.m.

We look forward to serving you.

Nancy Ciarlante Pollard

Director
Continuing Education

FACTS MANAGEMENT SERVICES

We are pleased to announce that we offer convenient and affordable financing through FACTS Management Services for our students at a nominal fee. This enables you to make monthly installment payments while in school. Terms vary by course.

Call our office today to learn more about how this program can help you get the education you want.

Contact:

Professional & Community Education
856-691-8600 ext. 345

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Many classes have a limited number of seats, so please register early!

Some class dates, times or locations may not be available at this time.

They will be posted on our website at www.cccnj.edu as the information becomes available.

Join our mailing list.

Call us at 856-691-8600, ext. 345.

The college is not responsible for brochure text omissions or errors.

Free Information Sessions

Please join us

Massage Therapist

Do you have a nurturing personality and a passion for natural medicine? Then consider a career in massage therapy. Cumberland County College is excited to offer this short-term certificate program. At the end of this program you will sit for the certification exam and prepare to start a new career.



Information sessions: Sept. 14, Sept. 21 and Sept. 28 at 5:30-7 p.m.

Certified Phlebotomy Technician

Gain employable skills quickly. This program is designed for those interested in being employed in a clinical laboratory or public health department. The course combines 48 hours of classroom instruction with an off-site clinical externship to provide students with a comprehensive learning experience. Join us to learn more about a career in Phlebotomy.

Information sessions will be held: Sept. 8 at 4:30 p.m.

Clinical Medical Assistant

The Clinical Medical Assistant works in a physician's office or a clinical setting. As a Clinical Medical Assistant you will be trained to help the doctor carry out procedures, care for patients, perform basic lab tests and administer medications. Come learn more about this exciting new career.



Information sessions will be held:
Aug. 25 at 4:30 p.m. and Sept. 12 at 6 p.m.

Pharmacy Technician

Do you have good customer service skills? Do you enjoy working as part of a team? If you answered yes, then a career as a Pharmacy Technician could be right for you. In this job, you will interact with patients, coworkers, and health care professionals. As a Pharmacy Technician you will assist the pharmacist package or mix prescriptions, maintain client records refer clients for counseling, assist with inventory control and purchasing, as well as collect payment and coordinate billing.

Information sessions will be held:
Aug. 25 and Sept. 8 at 6 p.m., and Sept 12 at 4:30 p.m.

Daytime information sessions on all Allied Health Careers will be held
Aug. 12 and Sept. 9 from 2-4 p.m.

**All Information Sessions will be held at the
Luciano Conference Center.
Please call 691-8600, ext. 345 to hold your seat.**

ed2go

**On time. On demand.
Online with Ed2Go**

Our instructor-facilitated online courses are informative, fun, convenient and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. It's no wonder that many long-lasting friendships have formed in our lively and intelligent discussion areas. Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links and more. You can complete any of these courses entirely from your home or office and at any time of the day or night. Visit our website to view the complete collection of course titles. The list below shows areas under which we provide multiple levels of challenging training programs, starting for as little as \$89. What are you waiting for?

- Art
- Business Courses
- Digital Photography
- Entertainment
- Grant Writing
- Healthcare
- History
- Law and Legal Services
- Math
- Personal Finance
- Teaching
- Test Prep
- Writing & Publishing

**Classes
starting
at only
\$89**

How to Get Started:

1. Visit our Online Instruction Center:
www.ed2go.com/cccnj or
www.gatlineducation.com/cccnj
2. Click the Course Link to make a selection, and follow the instructions to enroll and pay for your course. During orientation, you will learn important information about your course. You will also be provided an opportunity to choose the name and password you will use to access your course.
3. You can pay for the course online.
4. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with the name and password you selected during orientation.

Requirements: All courses require internet access, e-mail, Netscape Navigator or Microsoft Internet Explorer. Some courses may have additional requirements.

Please visit our Online Instruction Center for information. www.ed2go.com/cccnj or www.gatlineducation.com/cccnj

Institute for Allied Health Careers

Cumberland County College is pleased to present the Institute for Allied Health Careers featuring short term certificate training programs in interesting and varied health care settings.

Phlebotomy Technician

Gain employable skills quickly. This program is designed for those interested in being employed in a clinical laboratory or public health department. The course combines 48 hours of classroom instruction with 100 hours of an off-site clinical externship to provide students with a comprehensive learning experience. Lectures include but are not limited to theory; anatomy and physiology pertaining to the circulatory system; specimen collection; risk factors and complications; and quality assurance in specimen collection. Practical instruction provides hands-on training in venipuncture techniques with procedures verified through a skills check-off system. The externship includes 100 successful venipunctures and skin punctures. Upon completion of the program students will sit for the national certification exam.

Applicants must apply to this program and a limited number of students will be selected. Eligible applicants must have a high school diploma or equivalent, pass a basic skills math and reading test, and complete a background check. A non-refundable application fee of \$75 is required. To apply to the program please contact the registrar at 856-691-8600 ext. 345 to request a complete packet.

An information session will be held: Sept. 8 at 4:30 p.m. at 6 p.m. in the CCC Luciano Conference Events Center.

To RSVP, please contact the Registrar at 691-8600 ext. 345

Total cost \$3,399 – includes application fee, textbook, consumable supplies, placement in externship, ASCP Exam, CPR for healthcare workers and a certificate of completion.

Save \$300 if registered by Sept. 15, 2011.

XH 900 20 16 Weeks
Tuesdays Sept. 20, 2011-Jan. 10, 2012
6:30 pm-9:30 pm

Certified Massage Therapist

Do you have a nurturing personality and a passion for natural medicine? Then consider a career in massage therapy. At Cumberland County College, we have an outstanding program where you will learn that massage



therapy is not just a feel-good way to pamper yourself, but also a powerful tool for health management. At the completion of this training program, you will be certified in therapeutic massage and bodywork and can begin an exciting career in the healing arts.

With Americans becoming increasingly interested in holistic medicine, skilled massage therapists are in demand. As part of the rapidly growing allied health field, the job market for massage therapists is projected to grow by 20 percent between now and 2016. Licensed massage therapists work in a variety of settings including in salons and spas, offices of physicians and chiropractors, fitness and recreational sports centers, hotels, cruise ships, large corporations, hospitals, nursing homes and self-employment. As a certified Massage Therapist, you can enjoy a truly versatile career with many opportunities for personal growth through helping others.

The course consists of 520 hours of lecture and clinical experience during the program. All clinical work will take place on campus at Cumberland County College. After the completion of this training program, you will take the National Certification Examination for Therapeutic Massage and Bodywork. This cost is part of the tuition and includes a test preparation session.

Our newly designed modular curriculum allows you to start into our program every 12 weeks. Each module is independent from the previous one though each will combine classroom and clinical. You must apply to the course. Applications are available by calling 856-691-8600 ext. 345. Come to an Information Session to meet the instructor and learn even more about the program.

Information sessions will be held: Sept. 14, Sept. 21, and Sept. 28 from 5:30-7 p.m. All information sessions will be held in the CCC Luciano Conference Events center.

To RSVP, please contact the Registrar at 691-8600 ext. 345

Cost \$5,199 Includes: books, some supplies, CPR, national certification exam

Save \$500 if registered by Sept. 15, 2011.

XH 300 20
Module 2 starts Oct. 3, 2011
Mon., Tues. & Thurs. evenings,
5:30 pm-9:30 pm & Sat 9:30 am-1pm

Clinical Medical Assistant

The Clinical Medical Assistant works in a physician's office or a clinic setting. As a Clinical Medical Assistant you will be trained to help the doctor carry out procedures, care for patients, perform basic lab tests and administer medications. This course combines 180 hours of classroom instruction, including electrocardiography (EKG), phlebotomy and medical coding along with an externship which provides a complete learning experience.

Employment of medical assistants is expected to grow more than 35% through the year 2016 as the health services industry expands. Increasing utilization of medical assistants in the rapidly growing healthcare industry will result in fast employment growth for this occupation.

Prospective students must apply to this program and a limited number of students will be selected. Eligible applicants must have a high school diploma or equivalent, pass a basic skills math and reading test, and complete a background check. A non-refundable application fee of \$75 is required. To apply to the program please contact the registrar at 856-691-8600 ext. 345 to request a complete packet.

Information sessions will be held: Aug. 25 at 4:30 p.m. Information session will also be held on Sept. 12 at 6 p.m.
All information sessions will be held in the CCC Luciano Conference Events Center. To RSVP, please contact the Registrar at 691-8600, ext. 345

Total cost \$3,499 – includes application fee, textbook, externship placement, national certification exam, CPR for healthcare workers and a certificate of completion.
Save \$300 if registered by Sept. 15, 2011.

XH 800 41
Sat. & Thurs. Jan. 21-June 9, 2012
Saturday, 9 am-2 pm & Thursday, 4:30-9:30

All course fees are the same regardless of county residence.

Certified Pharmacy Technician

Do you have good customer service skills? Do you enjoy working as part of team? If you answered yes, then a career as a Pharmacy Technician could be right for you. In this job, you will interact with patients, coworkers, and health care professionals. As a Pharmacy Technician you will assist the pharmacist package or mix prescriptions, maintain client records, refer clients for counseling, assist with inventory control and purchasing, as well as collect payment and coordinate billing.

Employment of pharmacy technicians is expected to increase by 32 percent over the next decade, which is much faster than the average for all occupations. Pharmacy technicians can find work in many areas from retail or mail-order pharmacies, to hospitals, clinics, and rehabilitation sites.

This 312-hour program combines 192-hours of classroom instruction with a 120-hour pharmacy externship to provide you with a complete learning experience.

Applicants must apply to this program and a limited number of students will be selected. Eligible applicants will have a high school diploma or equivalent, pass a basic skills math and reading test and complete a background check. A non-refundable application fee of \$75 is required to apply to the program. To apply to the program please contact the registrar at 856-691-8600 ext. 345 to request a complete packet.

Upon successful completion of this program you will receive a certificate of completion and prepare to take the national Pharmacy Technician Certification Board (PTCB) exam.

Information sessions will be held Aug. 25 at 6 p.m.; Sept. 8 at 6 p.m. and Sept. 12 at 4:30 p.m.

Please call our office at 691-8600 ext. 345 to hold your seat.

Total cost \$3,599 – includes textbook, externship placement, national certification exam, CPR for healthcare workers and a certificate of completion.

Save \$300 if registered by Sept. 15, 2011.

XH 600 20
Thursday Oct. 6-May 24, 2012
8:30 a.m.-2:30 p.m.

XH 600 21 Oct. 8-March 24, 2012
Saturdays 9 a.m.-2 p.m.
and Wednesdays 5-9 p.m.

Medical Terminology

This introductory course covers every day words of anatomy, physiology, and pathology, used in various fields of medicine. Abbreviations, prefixes, suffixes, and word building exercises will be presented to provide you with the entry level knowledge needed to advance into the medical field. Terms relating to diseases, disorders, diagnostic and surgical procedures of the organ systems of the body will also be covered. This is a valuable class for anyone who would like to work in physicians' offices, hospitals, clinics, insurance and pharmaceutical firms. A medical background is not required prior to enrolling.

Total cost \$299.

XH 500 21 Sept. 12, 2011-Oct. 3, 2011
Monday 6-9 p.m.

Medical Billing

Medical billing is a course designed to provide you with the skills and knowledge necessary to successfully perform multifaceted functions in a doctor's office. Knowledge of various insurance providers is emphasized along with basic techniques in billing. You will learn about various collection methods and how to handle patients' questions about their health-care plans and claims. This course covers current billing procedures and their relation to coding protocols. Prerequisites: High School Diploma/GED, Course: Medical Terminology Required Text:

Total cost \$599.

XH 500 22 Oct. 17, 2011-Nov. 21, 2011
Monday 6-9 p.m.

Medical Terminology and Billing Combination

XH 500 23 Sept. 12, 2011-Nov. 21, 2011
Monday 6-9 p.m. \$799

Take both classes and save!!

Allied Health Refund Policy

Students will receive a 100% refund up to the first day of class. From Day 1 up to 25 percent of the total number of classes held, students will receive a 50 percent refund of the entire course amount of the class. No refunds will be issued beyond this period.

Online Certificate Training Courses

- **Comprehensive Online Courses with Assignments and Final Exams**
- **Earn Continuing Education Units Online**
- **Certificate of Completion Awarded with a Passing Score**
- **Monthly classes that run for six weeks**

Enroll Today!

Can't get to campus? Then take allied health courses on your own time and from the comfort and convenience of your home or office. You'll get continuous classroom access, 24 hours a day, 7 days a week. Each course is carefully designed to be hands-on and effective – enabling professionals to rapidly acquire crucial new skills. All you'll need to access these courses is an Internet connection, an e-mail address, and a Web browser (such as Internet Explorer).

We're sure you'll find our selection of affordable, instructor-facilitated online courses truly exceptional. So from now on, when you think about professional development, retraining, or lifelong learning, think of Cumberland County College. www.ed2go.com/cccnj

Certificate in Complementary and Alternative Medicine

Enhance your professional marketability by gaining a broad understanding of alternative health care options.

Certificate in Gerontology

Earn a certificate proving you have the skills required to meet the health care needs of a rapidly aging population.

Certificate in Issues in Oxygenation

A holistic approach to the care of patients with disorders of oxygenation.

Certificate in End of Life Care

Earn a certificate proving you understand the needs of individuals living with debilitating, chronic, or terminal illnesses.

Certificate in Prenatal Issues

Stay current with emerging trends affecting childbearing women, newborns, and families.

Certificate in Legal and Ethical Issues in Nursing

Examine key legal and ethical issues to improve your practice and improve patient care.

Certificate in Growth and Development through the Lifespan

Gain new insights in human development and be better prepared to care for patients of all ages.

Certificate in Spirituality, Health, and Healing

Enhance your professional marketability by recognizing the impact spiritual values and beliefs have on health and healing.

Certificate in Pain Assessment and Management

Increase accuracy of pain assessment skills and become more effective in pain management strategies.

Certificate in Bioenergy and Spiritual Healing

This certificate program meets the continuing education needs of medical professionals who work with or want to work with energy healing.



www.ed2go.com/cccnj

Professional Development

Make a Difference and Change Your Life. Become a Teacher!

New Pathways to Teaching Alternate Route

New Pathways to Teaching in New Jersey (NPTNJ), a state approved alternate route program will be offered at Cumberland County College in 2011-2012. The basic eligibility requirements include:

- Bachelor or higher degree
- 2.75 minimum GPA in highest degree
- Passing Praxis II score

Information Session will be held Sept. 12 at 4:30. All phases of the program will be discussed.

Please call our office at 691-8600 ext. 345 to hold your seat.

New Pathways to Teaching in New Jersey (NPTNJ) offers teacher candidates the opportunity to take NPTNJ coursework at local NJ Community Colleges using a curriculum created jointly by New Jersey City University and the Community Colleges. NPTNJ includes the following:

Introduction to Teaching starts Wednesday, September. 21. Program cost: \$199.

XN 100 21 Sept. 21-Oct. 12, 2011
Wednesdays 4 classes
5 pm-10 pm

Another class Introduction to Teaching starts Monday, October 24. Program cost: \$199.

XN 100 22 Oct. 24- Nov. 14, 2011
Mondays 4 classes
5 p.m.-10 p.m.

• **Stage 1 (4 Credits)** Incorporating classroom management techniques, lesson planning, and on-site classroom observations. Class will be offered in January, 2012. Program Cost: \$2,943. Can also be taken for no graduate credits, program cost is \$1,300.

• **Stage 2 (11 Credits)** Provides coursework essential for the development of excellent teachers.

XN 200 21 Credit \$5,886
XN 200 22 Non-credit \$2,400
Tuesdays Oct. 11-May 29, 2012
5-9 p.m.



Substitute Teacher Training Seminar

Our training seminar prepares substitute teachers as well as offers a refresher in-service program for substitute teachers currently employed by local school districts. Students must have 60 college credits in order to apply to become substitute teachers. This is also a good course for those who are employed or are thinking of employment as a paraprofessional. The program covers professionalism in and out of the classroom, classroom management, professional interactive relationships, instructional techniques and lesson plans, gaining and sustaining appropriate rapport with students, and the application and certification process. Program Cost \$99.00

This class will be offered on the following dates. You have to attend only one class to obtain your certificate of completion.

XN 100 21 Sat., Sept. 17, 2011
9 a.m.-3 p.m.

XN 100 22 Sat., Oct. 22, 2011
9 a.m.-3 p.m.

SHRM PHR®/SPHR® Certification Preparation

This program is designed to prepare students for the Professional Human Resources (PHR®) and Senior Professional Human Resources (SPHR®) examinations. Using the SHRM Learning System™ which is included in the cost of tuition, participants review the six functional areas, responsibilities and associated knowledge as defined by the HR Certification Institute.

Besides being an effective way to prepare for the PHR and SPHR certification exams, the

SHRM Learning System also provides professional development for you and your HR Department with content that is updated with the latest HR policies and legislation.

The course provides a solid foundation for managing the HR challenges you face in today's demanding work environment; it supplies a current reference of HR practices, broadens the perspective of functional specialists, and strengthens individual competencies and productivity.

By enrolling in this course, you will benefit from:

- Experienced instructors
- Interaction with peers
- A dynamic classroom environment that enhances learning
- Classroom expectations and assignments that help you to stay on track
- Access to SHRM Learning System Online Resource Center

Program Costs:

SHRM Members: \$1,049

Non-SHRM Members: \$1,099

XP 500 20 (Member)

XP 501 20 (Non-Member)

Tues., Sept. 27-Dec. 20
6:30 pm-9:30 pm

ATTENTION

SHRM Professionals Need to Recertify?

Earning recertification credit hours does not have to be costly or take you far from your work or home. If you are already a certified PHR/SPHR and seek recertification credit hours, or, if you have already taken this course and need to refresh before you take the exam, you may take this course at a reduced rate as long as you use your books.

(You must provide your own books)

Program Cost: \$499

XP 502 20 – SHRM Recertification

Online Certificate Training Courses

Enroll Today!

Professional development – online, on your schedule! From now on, when you think about professional development, retraining, or lifelong learning, think of Cumberland County College.

Teacher Development

Creating the Inclusive Classroom: Strategies for Success

In this professional development course for teachers, you'll get the training you need to reach the diverse mix of students you face every day.

Solving Classroom Discipline Problems I, II

Veteran teacher reveals the secrets to an orderly classroom and provides a step-by-step approach to effective, positive discipline.

Accounting Fundamentals

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

Computer Professional

A+ Certification Prep, Basic CompTIA

Time to roll up those sleeves and dive inside the personal computer! The Basic CompTIA A+ Certification Prep course teaches you about the hardware common to virtually every personal computer and prepares you for the exam.

A+ Certification Prep, Intermediate, CompTIA

This course takes you through the second of the three steps you need to become both a highly competent PC tech and a CompTIA A+ certified technician.

A+ Certification Prep, Advanced, CompTIA

The Advanced course completes the three-course CompTIA A+ Certification Exam Prep cycle and prepares you for both the 2009 exams and for real life as a PC tech. Let's get to it!

Adobe Illustrator CS2, Design Projects for

Practice while you learn the fundamentals of Adobe Illustrator CS2 with useful design projects.

Personal Computer

Introduction to Microsoft Excel 2007

Work with numbers? You need to know Excel. Learn the secrets of this powerful application.

Introduction to Quickbooks

Learn how to quickly and efficiently gain control over the financial aspects of your business.

Creating Web Pages

Learn the basics of HTML so you can design, create, and post your very own site on the Web.

Introduction to Microsoft FrontPage

Find out how FrontPage makes it easy to create and upload professional Web sites without programming.

Discover Digital Photography

An informative introduction to the fascinating world of digital photography equipment.

To register, go online: www.ed2go.com/cccnj



Embark on a journey of the mind, body or spirit with our noncredit, personal enrichment programs featuring short courses and fascinating topics that will quench your thirst for something different. Classes meet in the evenings although the course start dates and end dates vary. Everyone is welcome.

DIGITAL PHOTOGRAPHY



These classes are designed to give students the opportunity to gain an understanding of the basic history, terminology, functions of a camera, photographic techniques, developing, and practical use of the skills learned.

Digital SLR Cameras Beginner/Intermediate

This class is designed to give the students an opportunity to explore and understand photography. Students will learn the basics including the history, terminology, and parts of a camera. Different techniques will be explored firsthand in this photography class. Students will explore depth of field, flash and sport photography along with the understanding of developing photographs. Assignments will be critiqued by the instructor.

XP 101 20 Oct. 19-Nov. 9, 2011
Wednesdays 4 classes
7-9 p.m. \$139

Digital SLR Cameras – Advanced

This class includes review of camera settings including White Balance, Aperture, Shutter speeds, and ISO. Camera handling and shooting techniques will be explored. Various lighting situations are demonstrated both for still life photography and nature and sport photography. Image composition will be covered. Students will learn how to make the snapshot look like a masterpiece.

XP 102 20 Nov. 16-Dec. 14
Wednesdays 4 classes
7-9 p.m. \$139
(no class Nov. 23)

COMPUTER TRAINING

These classes are designed for those who are new (or nearly new) to the computer. You will be instructed in using the keyboard and mouse; navigating in the Windows environment; creating, editing and saving documents; surfing the Internet; and sending e-mail. You will leave class with a solid understanding of computers upon which to take additional courses.

The Most Elementary Computer Course I

This is a beginner's class where you will become comfortable with the Windows environment, the mouse and keyboard. You will be introduced to print programs, integrated software packages and CD-ROM programs and other basic applications. This course will introduce you to the world of computers. Enjoy a short introduction to Windows and brief instruction in spreadsheet creation in Excel, word processing in Word and a quick tour of the Internet. Course includes hands-on practice.

XC 200 20 Sept. 24-Oct. 15, 2011
Saturdays 4 Classes
9 am-12 pm \$39

The Most Elementary Computer Course II

Take your computer skills to the next level. Learn to save and organize files and folders, write and print basic word processing documents, and become familiar with spreadsheets and presentations. Discover how to open and send emails, save and upload photos as attachments, and learn the best internet browsing techniques.

XC 201 20 Oct. 29-Nov. 19, 2011
Saturdays 4 Classes
9 am-12 pm \$39

FENCING

Mondays beginning Sept. 19 and ending Oct. 31 (no class on Oct. 10)

XE 100 20 7-9 p.m.
\$69

Quickbooks 2010

This Quickbooks training class covers the fundamentals of using QuickBooks 2010 to track the finances of a small business. Students will learn how to set up a new company, work with lists, set up inventory, process invoices, work with bank accounts, process payments, enter and pay bills, and use online banking. In addition to QuickBooks 2010, this class will be useful to students using QuickBooks 2007, QuickBooks 2008 and QuickBooks 2009.

XC 400 20 Oct. 4-Oct. 20, 2011
Tuesdays & Thursdays 6 Classes
6-8 p.m. \$79

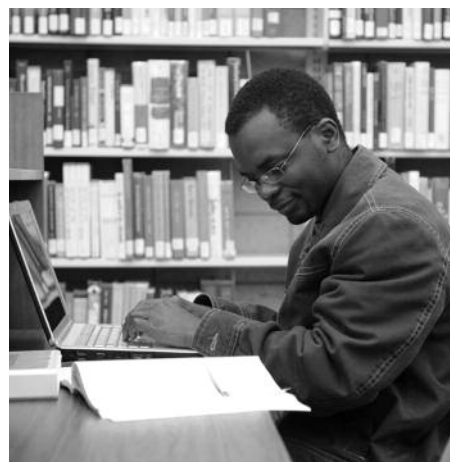
GED Preparation

Don't Have Your High School Diploma?
We Are Here To Help!

It takes YOUR time, dedication and hard work!

Free Class times:
Monday & Wednesday or Tuesday & Thursday
either 9 a.m.-12 p.m. or 1 p.m.-4 p.m.

For more information, contact Patti Gilmore,
856-691-8600 ext. 378 and leave a message.



Area Business Employees

In cooperation with NJCCC, NJBIA, and the NJ Department of Labor and Workforce Development, Cumberland County College is offering the following courses at no cost to eligible employers throughout the county. Courses can be conducted on site at the college or at the employer location. In order to qualify, you must:

Be a registered NJ business

- In compliance with NJ tax law
- Minimum 10 employees for training
- Employees must be paid at their usual hourly rate while in training

Eligible PC Courses in Office 2007 or 2010:

- Introduction to Word, Level I
- Introduction Word, Level II
- Introduction Excel, Level I
- Introduction Excel, Level II
- Introduction to Outlook

Soft Skill Courses:

- Topics in Communication
- Customer Service

In addition to employer training, we also feature high demand PC classes to smaller firms who cannot send ten employees at a time. This is considered open enrollment. If you are interested in reserving a seat, you must:

- Be employed with a registered business in Cumberland County
- Attend the class you sign up for on the date you select.
- We will invoice any employer who signs someone up that fails to come to class

Open Enrollment Schedule – Classes held at Cumberland County College:

- Word Level 1, October 6th
- Word Level 2, October 13th
- Excel Level 1, October 27th
- Excel Level 2, November 3rd

All classes will be held from 10 a.m.-2 pm. For more information on eligibility or to register, contact: Cumberland County College, 856.691.8600, ext. 377.

All course fees are the same regardless of county residence.

COMMERCIAL TRUCK DRIVING LICENSE

The Commercial Truck Driving program is a sequence of courses designed to prepare graduates for employment as a commercial truck driver. The program provides learning opportunities which introduce, develop, and reinforce occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Students will prepare to pass the NJ DMV required written and road tests necessary to obtain the CDL-A license. Driving is done in conditions from metropolitan areas to open territory and rolling hills. A simulated road course allows students to become familiar with the trucks they will be driving before they hit the highway. This involves shifting up and down through the gears, as well as maneuvering a 48–53 foot trailer around corners and between other vehicles. As you drive through the course, you are accompanied by an instructor who provides encouragement not only on driving techniques, but also defensive driving procedures. After you have become proficient with basic backing skills, you can then move to more sophisticated maneuvers in the yard involving other vehicles and trailers found at customer locations. Normal traffic associated with the truck terminal adds to the learning experience as students practice doing what truckers do many times a day. Program Cost: \$3,890

Prerequisites:

- A desire to embark on a challenging and rewarding career change
- Minimum age of 21 years old
- Possess a valid automobile license with an acceptable license abstract
- Pass D.O.T. physical and drug test
- Must be able to read, write and comprehend English
- Unfortunately, we cannot accept insulin-dependent diabetics

New classes beginning:

August 29, September 26, October 24 and November 21, 2011.

For specific class schedules, contact the PACE Department at 856-691-8600, ext. 345.



Clay College

Noncredit

Fall 2011 Adults & Children



Introduction To Pottery

XY 101 20
Sept. 6-Oct. 25, Tues. 6-9 \$200
Limit 15. Some materials included.

Introduction To Pottery

XY 101 21
Nov. 1-Dec. 20, Tues. 6-9 \$200
Limit 15. Some materials included.
No experience is needed for this class. The student will explore hand-building techniques such as pinch, coil and slab. The pottery wheel will be introduced as well. Students will also learn about firing and glazing.

Introduction To Pottery Wheel

XY 101 22
Sept. 8-Oct. 27, Thurs. 6-9 \$200
Limit 15. Some materials included.

Introduction To Pottery Wheel

XY 101 23
Nov. 3-Dec. 22, Thurs. 6-9 \$175*
**Price reflects no class for Thanksgiving.*
Limit 15. Some materials included.

No experience is needed for this class. The students will learn how to throw a pot on the pottery wheel. Instructors will demonstrate the technique of "throwing" starting with making cylinders using the pottery wheel, and progressing on to other forms. Students will also learn about firing and glazing.

Advanced Pottery

XY 102 20
Sept. 7-Oct. 26, Wed. 6-9 \$200
Limit 15. Some materials included.

Advanced Pottery

XY 102 21
Nov. 2-Dec. 21, Wed. 6-9 \$200
Limit 15. Some materials included.
This is a class for the intermediate to advanced student. The focus will be on how to throw/hand build various utilitarian vessels on the pottery wheel, such as mugs, jars, bottles, and bowls. Glazing and decorating techniques will also be explored.

Plaster Blaster! (mold making)

XY 110 20
Sept 3-17, Sat. 2-4 \$75
Limit 15. Some materials included.
The student will learn how to make press molds, 2 part, and 3 part molds out of plaster. The instructor will also demonstrate how to slip cast. Molds can be made from original works of art, or already existing objects. No experience necessary.

Resident Artist Non-Instructional Studio

8 week Non-Instructional Studio

(XY 050 20)
Sept. 6-Oct. 25 \$150
Limit to 50. Clay is not included, but can be purchased at Clay College.

16 week Non-Instructional Studio

(XY 051 20)
Sept. 6-Dec. 20 \$275
Limit to 50. Clay is not included, but can be purchased at Clay College.

8 week Non-Instructional Studio

(XY 050 21)
Nov. 1-Dec. 20 \$150
Limit to 50. Clay is not included, but can be purchased at Clay College.
The non-instructional studio is for the student who has some experience (at least one of the introductory courses) and would like to work in the studio to develop their craft. The student attends open studio hours convenient for them

Holiday Workshops

Pottery Pumpkin

XY 103 20
Sept. 30, Fri. 6-8 \$30
Limit 20. Materials included.

Pottery Pumpkin

XY 104 20
Oct. 1, Sat. 2-4 \$30
Limit 20. Materials included.

Great for all ages. Create a one of a kind clay jack-o-lantern using stamped clay, textures, and colorful glazes. Carve facial expressions just like you would a pumpkin. Jack-O-Lanterns will be glazed and fired in time for Halloween. Bring a loved one, parent, child or friend.

Clay Menorah Workshop

XY 105 20
Oct. 30, Sun. 2-5 \$35
Limit 15. Materials included.
Great for all ages! Create a one of kind heirloom for you and/or your family. Make your own personalized Menorah using stamps,

Additional courses on page 10



Hands-On Pottery Workshop classes

Have you always wanted to try pottery making but could not commit to a long-term class? Then the "Workshop" classes are for you. These classes will introduce you to pottery fundamentals, develop your appreciation for pottery making, and allow you to indulge your creative urge. You will be able to take home your own creation. Choose one or all of the following offered at Clay College:

Pottery Wheel Workshop

XY 111 20
Sept. 24, Sat. 2-4 \$25
Limit 15. Materials included.

Platter Workshop

XY 112 20
Oct. 15, Sat. 24 \$25
Limit to 15. Materials included

Pottery Wheel Workshop

XY 113 20
Oct. 29, Sat. 2-4 \$25
Limit 15. Materials included.

Pottery Wheel Workshop

XY 115 20
Nov. 5, Sat. 2-4 \$25
Limit 15. Materials included.

Pottery Wheel Workshop

XY 116 20
Nov. 25, Fri. 6-8 \$25
Limit 15. Materials included.

Pottery Wheel Workshop

XY 117 20
Dec. 2, Fri. 6-8 \$25
Limit 15. Materials included.

Polymer Clay Jewelry Workshop

XY 118 20
Dec. 3, Sat. 2-4 \$20
Limit 15. Materials included.

textures, and/or painted patterns. In this 3-hour workshop, the student will use hand-building techniques such as slab construction, pinch, and coil to create a clay Menorah. Bring your child, spouse or a friend for this special holiday activity. No experience necessary.

Clay Ornament Workshop

XY 106 20
Nov. 11, Fri. 7-8:30 \$20
(4 ornaments per person)
Limit 15. Materials included.

Clay Ornament Workshop

XY 107 20
Nov. 12, Sat. 2-3:30 \$20
(4 ornaments per person)
Limit 15. Materials included
Great for all ages! Create a one of kind heirloom for you and/or your family. Make your own personalized Christmas ornament using stamps, textures and bright colors. You will also paint pre-made ornaments with your own design. Personalize your ornaments with names and favorite themes! Bring your child, spouse, or friend, for this special holiday activity. No experience necessary.

Kids Pottery

Kids Pottery

XY 506 20
Sept. 3-24, Sat. 10-Noon (4 weeks) \$75
Limit 15. Materials included.

Kids Pottery

XY 507 20
Oct. 8-29, Sat. 10-Noon (4 weeks) \$75
Limit 15. Materials included.
These classes are for children ages 7 to 12.

There is no experience needed. The student will explore hand-building techniques including pinch, coil and slab. Students will experience the entire process of pottery from creating the pieces to glazing and firing.

Jewelry Making

Enamel/Glass Jewelry

XY 108 20
Sept. 2-23, Fri. 6-8 \$100
Limit 15. Some materials included.

Enamel/Glass Jewelry

XY 109 20
Oct. 7-28, Fri. 6-8 \$100
Limit 15. Some materials included
Copper enameling is the art of fusing small pieces of glass to a sheet of copper to create smooth and sometimes intricate designs. Also in the class you will work with beautiful sheets of colorful iridescent dichroic glass making it into unique jewelry designs. The pieces will be fused together by firing them in a small kiln. Learn to use jewelry making tools. \$30 for extra dichroic glass and jewelry findings. Great for teens!

Cumberland County College's
Clay College Ceramic Arts Studio
108 N. High St., Millville

For information, call 856-765-0988 or e-mail
jsandro@cccnj.edu

Designed to provide the workforce skills necessary to acquire professional caliber positions for many in-demand occupations. Gatlin Education Services in partnership with Cumberland County College offers the following online certificate programs.

Cumberland County College now has thousands of online courses from the world's greatest authors and companies on nearly every subject imaginable! Visit the CCC eLearning Center to find the largest selection of self-study online courses available. Enroll anytime you like – study when you want! <http://www.gatlineducation.com/cccnj>

Healthcare and Fitness

Administrative Dental Assistant (150 Hours)
Administrative Medical Specialist w/ Medical Billing and Coding (300 Hours)
Advanced Coding for the Physician's Office (80 Hours)
Advanced Hospital Coding and CCS Prep (80 Hours)
Advanced Personal Fitness Trainer (240 Hours)
Certified National Pharmaceutical Representative (120 Hours)
Fitness Business Management (260 Hours)
HIPAA Compliance (4 user licenses) (12 Hours)
Human Resources for Healthcare Professionals (80 Hours)
ICD-10 Medical Coding: Preparation & Instruction for Implementation (200 Hours)
Medical Billing and Coding (240 Hours)
Medical Terminology (60 Hours)
Medical Transcription (240 Hours)
Nutrition for Optimal Health, Wellness, and Sport (200 Hours)
Personal Fitness Trainer (150 Hours)
Personal Training and Group Exercise Training for Older Adults (260 Hours)
Pharmacy Technician (240 Hours)
Veterinary Assistant (240 Hours)
Women's Exercise Training and Wellness (200 Hours)

Business and Professional

Administrative Professional with Microsoft Certified Application Specialist (MCAS) (240 Hours)
Administrative Professional w/ Microsoft Office Specialist (240 Hours)
Alternative Dispute Resolution Certificate (180 Hours)

Bookkeeping the Easy Way with Quickbooks (140 Hours)
Certified Bookkeeper (80 Hours)
Certified Global Business Professional (400 Hours)
Certified Wedding Planner (300 Hours)
Chartered Tax Professional (180 Hours)
Chartered Tax Professional for California Residents (200 Hours)
eBusiness (200 Hours)
Emergency Management Training (300 Hours)
English as a Second Language - Global English (Unlimited Hours)
Entrepreneurship: Start-Up and Business Owner Management (360 Hours)
Freight Broker/Agent Training (150 Hours)
Grant Writing (300 Hours)
Help Desk Analyst: Tier 1 Support Specialist (80 Hours)
Leadership and Legacy: Seven Steps to Leading High Achieving Teams (70 Hours)
Lean Mastery (60 Hours)
Management for IT Professionals (390 Hours)
Management Training (360 Hours)
Non-Profit Management Training (300 Hours)
Paralegal (225 Hours)
Payroll Practice and Management (80 Hours)
Personal Financial Planning (40 Hours)
Project Management (40 Hours)
Purchasing & Supply Chain Management (300 Hours)
Records Management (180 Hours)
Search Engine Marketing (250 Hours)
Search Engine Optimization (150 Hours)
Six Sigma Black Belt (200 Hours)
Six Sigma Green Belt (100 Hours)

Technical Writing (80 Hours)
Travel Agent Training (200 Hours)
Understanding Earned Value Management (30 Hours)

IT and Software Development

NET Training (177 Hours)
3ds max (580 Hours)
Administrative Professional with Microsoft Certified Application Specialist (MCAS) (240 Hours)
Administrative Professional w/ Microsoft Office Specialist (240 Hours)
AutoCAD 2007 (150 Hours)
AutoCAD 2009 (150 Hours)
Cisco® CCENT® Certification Training (70 Hours)
Cisco® CCNA® Certification Training (100 Hours)
CompTIA™ A+ Certification Training (320 Hours)
Comp TIA™ Linux+/LPI Level One Certification Training (300 Hours)
Comp TIA™ Network+/Server+ Certification Training (80 Hours)
Comp TIA™ Security+ Certification Training (120 Hours)
eBusiness (200 Hours)
English as a Second Language - Global English (unlimited hours)
Forensic Computer Examiner (150 Hours)
Help Desk Analyst: Tier 1 Support Specialist (80 Hours)
Microsoft Access 2007 (35 Hours)
Microsoft Certified Application Specialist (MCAS) (120 Hours)
Microsoft Certified Database Administrator (MCDBA) (460 Hours)
Microsoft Certified Desktop Support Technician (MCDST) (200 Hours)
Microsoft Certified System Administrator 2003 (MCSA) (440 Hours)
Microsoft Certified System Administrator Plus 2003 (MCSA+) (340 Hours)
Microsoft Certified System Engineer 2003 (MCSE) (700 Hours)

Online Workforce Training

Anywhere, anytime learning!

Microsoft Certified Technology Specialist:
SQL Server 2005 (MCTS) (480 Hours)
Microsoft Excel 2007 (35 Hours)
Microsoft Office Specialist 2003 (MOS)
(120 Hours)
Microsoft Outlook 2007 (35 Hours)
Microsoft PowerPoint (35 Hours)
Microsoft Vista Business (35 Hours)
Microsoft Word 2007 (35 Hours)
Pay Per Click Marketing (150 Hours)
RFID (Radio Frequency Identification)
on the Web™ (70 Hours)
Search Engine Marketing (250 Hours)
Search Engine Optimization (150 Hours)
Web Database Developer (267 Hours)
Webmaster (150 Hours)
Website Design (225 Hours)

Management and Corporate

Alternative Dispute Resolution Certificate
(180 Hours)
Certified National Pharmaceutical
Representative (120 Hours)
Core Mediation Certificate (60 Hours)
Corporate Governance and Ethics (15 Hours)
English as a Second Language - Global English
(Unlimited Hours)
Entrepreneurship: Start-Up and Business
Owner Management (360 Hours)
Human Resources for Healthcare Professionals
(80 Hours)
Leadership and Legacy: Seven Steps
to Leading High Achieving Teams (70 Hours)
Lean Mastery (60 Hours)
Management for IT Professionals (390 Hours)
Management Training (360 Hours)
Non-Profit Management Training (300 Hours)
Payroll Practice and Management (80 Hours)
Project Management (40 Hours)
Purchasing Management (300 Hours)

Records Management (80 Hours)
Six Sigma Black Belt (200 Hours)
Six Sigma Green Belt (100 Hours)
Technical Writing (80 Hours)

Media and Design

3ds max (580 Hours)
Business Marketing Design (240 Hours)
Digital Arts Certificate (225 Hours)
English as a Second Language - Global English
(Unlimited Hours)
Fine Arts Training (200 Hours)
Graphic Design (80 Hours)
Interior Design (350 Hours)
Multimedia Design Certificate (225 Hours)
Video Game Art (300 Hours)
Video Game Design and Development
(500 Hours)
Web Database Developer (267 Hours)
Webmaster (150 Hours)
Website Design (225 Hours)

Hospitality and Gaming

3ds max (580 Hours)
Advanced Personal Fitness Trainer (240 Hours)
Casino Baccarat Dealer (75 Hours)
Casino Blackjack Dealer (100 Hours)
Casino Poker Dealer (100 Hours)
Certified Global Business Professional
(400 Hours)
Certified Wedding Planner (300 Hours)
English as a Second Language - Global English
(Unlimited Hours)
Fine Arts Training (200 Hours)
Hospitality and Casino Management
(200 Hours)
Personal Fitness Trainer (150 Hours)
Travel Agent Training (200 Hours)
Video Game Art (300 Hours)
Video Game Design and Development
(500 Hours)

Skilled Trades and Industrial

Chemical Plant Operations (400 Hours)
English as a Second Language - Global English
(Unlimited Hours)
Freight Broker/Agent Training (150 Hours)
Home Inspection (200 Hours)
HVAC Technician (320 Hours)
Modern Automotive Service Technician
(380 Hours)
Oil Refinery Operations (400 Hours)
Paper Mill Operations (400 Hours)
Power Plant Operations (400 Hours)
Pulp Mill Operations (400 Hours)

Sustainable Energy and Going Green

Biofuel Production Operations (400 Hours)
Building Analyst Quick Start Program
(BPI BA Certification - 60 Hours)
Certified Green Supply Chain Professional
(60 Hours)
Certified Indoor Air Quality Manager (16 Hours)
Certified Indoor Environmentalist (32 Hours)
Natural Gas Plant Operations (400 Hours)
Performing Comprehensive Building
Assessments (30 Hours)
Principles of Green Buildings (30 Hours)
Senior Certified Sustainability Professional
(110 Hours)
Solar Power Professional (120 Hours)
Wind Energy Apprentice (240 Hours)



Information & Registration

Mission statement

The mission of the Professional and Community Education (P.A.C.E.) Department of Cumberland County College is to provide affordable and accessible educational experiences in a positive environment aligning academic, career, and personal success with lifelong learning to the Cumberland County community.

Office Location

Our office is located on the lower level of the Academic Building. The closest parking lot is parking lot E. Our mailing address:

Professional & Community Education

Attention: Registrar
PO Box 1500
Vineland, NJ 08362-1500
Attention: Registrar

Office Hours: Mon.-Fri. 8:30 a.m.-4:30 p.m.
Phone: 856-691-8600, ext. 345
Fax: 856-696-2417

Registration

You can register by phone or fax if you have a credit card. We accept Visa, MasterCard, American Express, and Discover. Your receipt will be mailed in about a week. You can also register by mail with a check or credit card or you can register in person in our office. All course fees are the same regardless of county residence.

Class Confirmation

Some Community Education classes may not have room assignments at the time of registration. If that happens, we will contact students by phone or email with the information prior to class start time.

Course Changes & Cancellations

Cumberland County College reserves the right to cancel a course entirely or to change the time, location or instructor. In the event a course is changed, students will be notified. Notification of course change or cancellation will be made by phone call.

Bookstore

For your convenience, textbooks are available at the college bookstore or can be purchased on your own. For bookstore hours, call 856-691-8600.

Refund Policies:

Allied Health

Students will receive a 100% refund up to the first day of class. From Day 1 up to 25% of the total number of classes held, students will receive a 50% refund of the entire course amount for the class. No refunds will be issued beyond this period.

All Others

A full refund will be issued if a course is dropped five business days prior to the first day of class, less the cost of a \$10 processing fee.

Dates College is Closed

The college is closed on the following dates; there will be no classes: September 5, October 10, November 24, November 25, December 23, 26, and 27, 2011.

Emergency Closing

For emergency closing information, check the college website at www.ccnj.edu or call 856-691-8600.

Satisfaction Guaranteed

We want your class experience to be excellent. If you are not satisfied, we want to know. Please contact Nancy Pollard, Director of Continuing Education at: 856-691-8600, ext. 232.

All course fees are the same regardless of county residence.

Registration Form



All information requested on this form is required for participation. Please print clearly. Duplicate as needed for additional forms.

Student ID # _____

First Name _____ M.I. _____ Last Name _____

Address _____

City/State/Zip _____

E-mail Address _____

Social Security Number _____

Date of Birth _____

Day Phone _____

Evening Phone _____

Course Code	Program/Title	Start Date	Total Fees

Total Cost \$ _____

Payment Method - Full Payment Must Accompany Registration.

MasterCard / Visa / Discover / American Express _____

Credit Card # _____

Amount To Be Charged _____

Expiration Date _____

Cardholder Name (Please Print) _____

Cardholder Signature _____

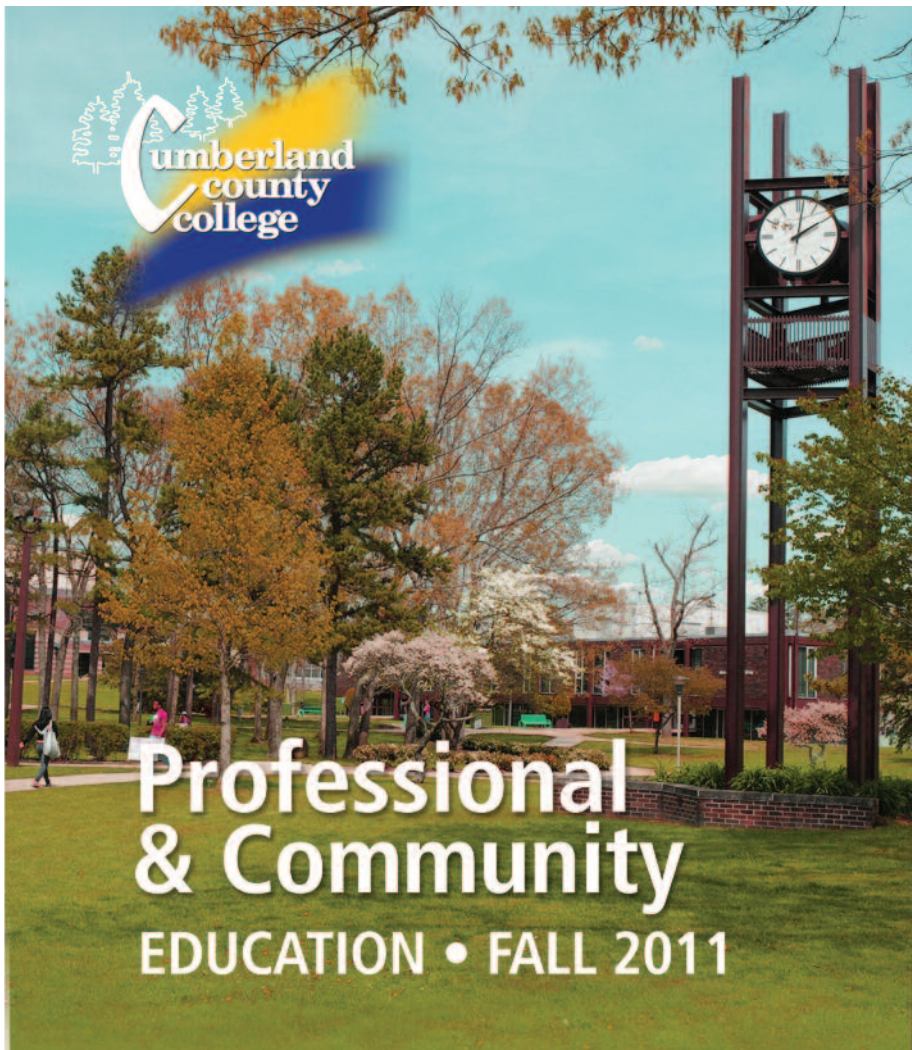
Make Check or Money Order Payable to: Cumberland County College

Mail registration to:

Professional and Community Education - Attn. Registrar
Cumberland County College
PO Box 1500
Vineland, NJ 08362

Cumberland County College
College Drive
Vineland, NJ 08362-1500

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Professional & Community

EDUCATION • FALL 2011

- Allied Health Careers
- Professional Development
- Personal Enrichment
- Ed2Go
- Clay College Ceramic Arts Studio
- Workforce Training

 CCCNJ.edu