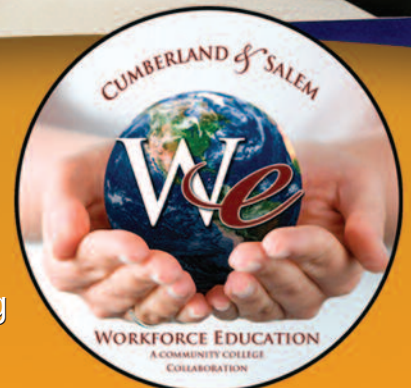


Winter/Spring 2012

Professional & Community Education



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



www.ccnj.edu

Welcome to Professional and Community Education

Cumberland County College and Salem Community College have joined together to form a Workforce Education collaboration. Some of our continuing education classes will be held at Cumberland, some at Salem, and some at both locations. Please browse through our brochure to see which location is most convenient for you.

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: Clinical Medical Assistant, Certified Massage Therapist, Personal Fitness Trainer, and Phlebotomy Technician.

Are you interested in becoming a teacher? You may want to consider the New Pathways to Teaching in New Jersey program which is an alternate route to earning your teaching certificate.

Check out the classes offered through The Energy Institute at Salem Community College. These are weekend classes which are convenient for working adults, and there is even a class for high school students!

We also offer personal enrichment classes such as digital photography, fencing, and cooking just to name a few. If you're interested in glass, take a look at the workshops being offered at the Samuel H. Jones Glass Education Center. Come out and learn a new skill, meet new people, and have fun!

Our Summer Academy for Kids camp is a happy place for children ages 5-16 which will be offered from June 25th to August 24th. The class offerings will be posted on our website in the near future.

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

Do you have questions about our programs? Please call our office at (856) 691-8600 ext. 345. We can answer your questions, address your concerns, and help you to register. Our office is open Monday, Wednesday, Thursday, and Friday from 8:30 a.m. to 5:00 p.m. and on Tuesday from 8:30 a.m. to 7:00 p.m.

Our staff is ready and willing to serve 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

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

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All course fees are the same regardless of county residence.

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.

Follow us on



twitter



Cumberland Salem Workforce Education

The newly formed Cumberland Salem Workforce Education partnership includes an Allied Health Institute, Energy Institute and Career and Technology Institute. By combining resources, this college collaboration allows both to better serve the needs of the people of Cumberland and Salem Counties.

ALLIED HEALTH INSTITUTE

Despite the economic conditions, healthcare careers have continued to grow. Over the next decade, thousands of new jobs will be created and thousands more will be replaced as workers retire. All of these jobs will require training but most will be less than a four year degree.

The Institute for Allied Health Careers features short term training programs in interesting and varied healthcare settings. Read on and envision yourself in a new healthcare career – in less than a year.

Want to get a degree too? Whether it's now or later, we'll help you turn your national certification into college credits. This is education the way you want it, at your pace, in your time.

Certified Personal Fitness Trainer

If fitness is your passion, then prepare to enter a growing field – become a Personal Fitness Trainer! More and more fitness lovers are entering personal training, fitness instructor, massage therapy and other allied health fields to pump up their earning power. To become employed in the industry, however, personal trainers must prepare for and complete certification exams through some type of post-secondary education. Our 300-hour course is divided into two independent modules (each is eight weeks) with the option to start in February 6 or April 2.

With these credentials, you can:

- Become a Certified Personal Trainer and help clients achieve positive lifestyle changes.
- Be an important part of a professional fitness and nutrition staff.
- Work at a health club or gym, or start your own business.

Information sessions will be held Monday, January 9, at 5:00 at the SCC's Campus and on Monday, January 23 at 4:30 at Cumberland County College's campus. To reserve a seat at either information session, contact Jim Menz at 856-351-2726 or e-mail jmenz@salemcc.edu.

The course, which includes theory (lecture) and practical (hands-on) portions, will prepare students for certification through the national exam sponsored by the National Strength and Conditioning Association (NSCA). Courses will be taught at Salem Community College's



campus in Carneys Point, N.J. only five minutes from the Delaware Memorial Bridge and three minutes from New Jersey Turnpike.

Start Date(s)	February 6 & April 2
Class Day(s)	Mon, Tues, Wed & Thurs
Time	9:30 am-2:00 pm
Location	Salem Community College
Cost	\$2895

Books must be purchased by the student; call office for book titles and ISBN.

Certified 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 pleased to present this exciting short term career certificate. 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 increasingly interested in holistic medicine, skilled massage therapists are in demand. 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 salons and spas; offices of physicians and chiropractors; fitness and recreational sports centers; hotels and self-employment.

Massage therapists can specialize in over 80 different types of massage, called modalities. Swedish massage, deep tissue massage, reflexology, acupressure, sports massage, and neuromuscular massage are just a few of the many approaches to massage therapy. Most massage therapists specialize in several modalities.

After completion of this training program, you will take the National Certification Examination

for Therapeutic Massage and Bodywork. This cost is part of the tuition which includes a test preparation session. There will be 520 hours of lecture and clinical experience during the program. All clinical work will take place on campus at Cumberland County College.

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. Books must be purchased by the student; call office for book titles and ISBN.

Information sessions will be held: January 11, February 22 and March 21 from 5:30-7:00. All information sessions will be held in the CCC Luciano Conference Events center. To RSVP, please contact the Registrar at 691-8600, ext. 345 or e-mail at pace@cccnj.edu.

Modules are independent and students can enter the program at the beginning of any module.

Start Date(s)	January 17, April 10 & July 2
Class Day(s)	Mon, Tues, Thurs & Sat
Time:	Mon-Thurs, 5:30-9:30 pm; Sat 9:30am-1:30 pm
Location:	Science Lab 6
Cost:	\$5199

Books must be purchased by the student; call office for book titles and ISBN.

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 venipuncture 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 at the time of application. 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: January 9, at 6:00 p.m. and January 23, at 4:30 p.m. in the CCC Luciano Conference Events Center. To RSVP, please contact the Registrar at 691-8600, ext. 345 or by e-mail at pace@cccnj.edu

The course fee includes a non-refundable application fee of \$75, consumable supplies, placement in externship, ASCP Exam, CPR for healthcare workers and a certificate of completion. Books must be purchased by the student; call office for book titles and ISBN.

Start Date	February 7
Class Day(s)	Tuesdays
Time	6:30 p.m.-9:30 p.m.
Location	TBD
Cost	\$3249

Clinical Medical Assistant (CMA)

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 134 hours of classroom instruction, including electrocardiography (EKG), phlebotomy and medical coding, with a 160-hour externship providing 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.

An Information session will be held: Monday, January 9 at 4:30 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 or by e-mail at pace@cccnj.edu

Upon successful completion of this course, you will receive a certificate of completion as having met the training requirements of the Clinical Medical Assistant. Graduates will take the NHA national certification examination for Clinical Medical Assistants. This program was designed to provide thorough didactic and practical instruction, and a basic systems overview of the role of the medical assistant in a practical setting. Practical instruction provides hands-on training in the listed procedures verified through a skills check-off system.

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 at the time of application. To apply to the program please contact the registrar at 856-691-8600, ext. 345 to request a complete packet. Books must be purchased by the student; call office for book titles and ISBN.

Start Date	January 21
Class Day(s)	Saturdays & Thursdays*
Time:	Sat 9:00 am-2:00 pm and Thurs 4:30 pm-7:30 pm
Location	TBA
Cost	\$3399

**Thursday classes don't meet until the sixth week of class.*

Medical Terminology

This introductory five-week 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. Books must be purchased by the student; call office for book titles and ISBN.

Start Date	Jan 9
Class Day(s)	Mondays
Time	6:00-9:00 pm
Location	TBA
Cost	\$299

Medical Billing

This six-week course is 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. Books must be purchased by the student; call office for book titles and ISBN.

Start Date	March 5
Class Day(s)	Mondays
Time	6:00-9:00 pm
Location	TBA
Cost	\$599

Jump start your new career as an allied health office worker! Take both Medical Term and Medical Billing for \$798 and save \$100!

Professional Certified Medical Coding-CPC Certification Preparation

Are you looking for a career in the health care industry? With the expanding health care system, medical coders are in high demand. Professionals with medical coding training find jobs working in medical offices assisting doctors, nurses and other providers by clarifying patient data. This course covers diagnostic and procedural coding according to the ICD-CM and CPT so you may become a Certified Medical Coder. This 20 week course will prepare you to take the Certified Professional Medical Coding Exam which will be given onsite at Cumberland County College. Exam price is included in tuition. Students are responsible for purchasing all of the required books. Estimated cost of books (MSRP) \$400; call office for book titles and ISBN's.

Start Date	February 15
Class Day(s)	Wednesday
Time	5:30-9:30 pm
Location	CCC main campus
Cost	\$1895
Start Date	February 15
Class Day(s)	Wednesday
Time	5:30-9:30 pm
Location	SCC main campus
Cost	\$1895

Electronic Health Records Systems Technologists (Online)

In this instructor led, online course from partner Boston Reed College you will discover one of the hottest new health care careers! According to the US Dept. of Labor the need for Electronic Health Records Professionals is expected to grow 20% by 2018. By 2014 all medical facilities will be using electronic health records. You can be the bridge that helps to make that transition!

As an Electronic Health Records (EHR) System Technologist you will assist healthcare providers to choose, implement, maintain an electronic health records system, as well as train users. You will learn the essential components of the electronic health record and health information exchange essentials; system selection and implementation; fundamentals of change/project management; and human factors. This program is 216 hours in length. You can start five different times and days over the spring semester.

Start Date(s) Jan 4, Feb 9, March 20, April 5, & May 23
Class Day(s) 1/4 Wed; 2/9 Thurs; 3/20 Mon; 4/5 Thurs & 5/23 Tues
Time: N/A
Location: Online
Cost: \$3599

You must register for this class online with our partner Boston Reed College. To do so, go to: www.adultedreg.com and choose Cumberland County College.

Continuing Education for Healthcare Professionals

The Allied Health Institute is offering a continuing education class for nurses: "Advanced Stethoscope Skills: Heart, Breath and Abdominal Sounds." Topics include the mechanism for sound production in the body, heart murmurs, and normal and abnormal breath and abdominal sounds. Upon successful completion, participants earn six continuing education units (CEUs).

To register or for more information, call (856) 351-2900:

Course date: Tuesday, January 24
Time: 9 a.m. to 4:30 p.m.
Location: Davidow Hall, Lobby, Salem Community College
Cost: \$49

Allied Health Refund Policy

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 of the class. No refunds will be issued beyond this period.

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 will be held from 5:30-7:00
Wednesday, January 11
Wednesday, February 22
Wednesday, March 21

Certified Personal Fitness Trainer

If fitness is your passion, then prepare to enter a growing field – become a Personal Fitness Trainer! Our 300-hour course is divided into two independent modules (each is eight weeks) with the option to start in February or April.

Information sessions will be held:
Monday, January 9 at 5:00 p.m. - Salem Community College Campus
Monday, January 24 at 4:30 p.m. Cumberland County College Campus

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. Join us to learn more about a career in Phlebotomy.

Information sessions will be held:
Monday, January 9 at 6:00 p.m.
Monday, January 23 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: Monday, January 9 at 4:30 p.m.
Daytime information sessions on all Allied Health Careers will be held from 2-4 p.m. on the following dates:
Friday, Jan. 20 • Friday, Feb. 24 • Friday, March 16 • Friday, April 13 • Friday, May 18

Energy Institute

Learn more about the various careers in sustainable energy and the spring semester offerings, including three weekend courses tailored for working adults who want to improve their skill set. For more information, contact Energy Institute Director Ray Constantine at constant@salemmc.edu or (856) 351-2604.
Wednesday, January 4 and 11 at 2 p.m. and 7 p.m.
Salem Pedricktown Campus

Unless indicated, all information sessions will be held in the Luciano Conference Center at Cumberland County College.

Please call 691-8600, ext. 345 to hold your seat.

Cumberland Salem Workforce Education

The newly formed Cumberland Salem Workforce Education partnership includes an Allied Health Institute, Energy Institute and Career and Technology Institute. By combining resources, this college collaboration allows both to better serve the needs of the people of Cumberland and Salem Counties.

The Energy Institute

The weekend sustainable energy college program offers convenient times for working adults who want to improve their skills sets. All classes will be held at SCC's Sustainable Energy Center in Pedricktown, NJ. Courses are offered for noncredit or credit students.

Solar Photovoltaic Electric Systems

This five credit college course provides hands on approach to the operation, design and installation of residential solar electric systems. Students will be offered an opportunity to build full scale solar systems on site. Students may also take the entry level examination for NABCEP entry level solar photovoltaic systems installer upon successful completion of this course. The textbook is included in the price of the course.

Start Date	January 21
Class Day(s)	Saturday
Time	8:00 am-2:00 pm
Location	Salem Pedricktown Campus
Cost	\$1500

Building Energy Audit Technology

This course provides students with a hands-on approach to learn how to conduct a residential energy audit according to the standards of BPI (Building Performance Institute). They will learn the concept of whole house energy systems and determine how to weatherize and insulate a home after a blower door test, combustion appliance zone test and a thorough review of the house energy systems. Students may also take the BPI Building Analyst tests upon successful completion of this course to become certified as a BPI Building Analyst Professional. The textbook is included in the price of the course.

Start Date	January 22
Class Day(s)	Sunday
Time	8:00 am-12:00 pm
Location	Salem Pedricktown Campus
Cost	\$1500.00

Energy environment and Society

This introductory course is designed for all ages, but high school students who are interested in sustainable energy systems and how they impact our day to day living are invited. Students will participate in a number of hands on lab activities to explore the science of

solar energy systems, energy auditing and management, wind energy and emerging sustainable energy technologies such as electric vehicles, zero energy use houses, tidal and wave energy and alternative fuels. Book costs are additional and the responsibility of the student.

Start Date	January 22
Class Day(s)	Sunday
Time	1:00 pm-4:00 pm
Location	Salem Pedricktown Campus
Cost:	\$900

For more information and to register please contact Raymond Constantine, Director of the Energy Institute at Salem Community College; email: constant@saleccc.edu; or call 856-351-2604.

Career and Technology Institute

Individuals looking to switch careers or rise to positions of leadership will have ample opportunities to do so. The key is preparation. By increasing your knowledge and skills through Professional Education classes and certificate programs, you will be ready when opportunity knocks.

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 2012. The basic eligibility requirements include:

- Bachelor or higher degree
- 2.75 minimum GPA in highest degree
- Passing Praxis II score
- Certificate of Eligibility (CE)

An Information session will be held: Wednesday, January 4, 2012 at 4:30 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 or by e-mail at pace@cccncj.edu

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:

- 24-hour Pre-service component – Introduction to Teaching class Program Cost \$199.00
- Stage 1 (4 Credits) incorporating classroom management techniques, lesson planning, and on-site classroom observations. Program Cost \$2943. 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. Stage 2 will be scheduled in September, 2012.

For more information, call our office to determine specific requirements and to discuss your possible options: 856-691-8600, ext. 345.

Introduction to Teaching class

Start Date(s)	January 11
Class Day(s)	Wednesday
Time	5:00-10:00 pm
Location	TBA
Cost	\$199

Stage I

Start Date(s)	January 25
Class Day(s)	Wednesday
Time	5:00-9:00 pm
Location	TBA
Cost/non-credit	\$1300
Cost/credit	\$2943

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. 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.

Start Date(s)	January 7 or March 10
Class Day(s)	Saturday
Time	9 am-3:00 pm
Location	TBA
Cost:	\$99

Commercial Truck Driving With Hazmat Endorsement

Are you ready to grab life by the wheel? New truck drivers gain experience working "over the road" driving distances that may keep them overnight during the week. But in about a year, with a safe driving record, regional jobs become an option. Our Commercial Truck Driving program is a six week course designed to prepare graduates for employment as commercial truck drivers. In addition to the CDL license, students will also study for and take the test to receive a Hazmat endorsement which qualifies them to drive vehicles carrying hazardous materials. The program provides learning opportunities which introduce, develop, and reinforce occupational knowledge, skills, and attitudes required for job acquisition. Students will prepare to pass the NJ DMV required written and road tests necessary to obtain the CDL-A license. Driving is done in a variety of conditions that could range anywhere from metropolitan areas to open territory and rolling hills. As students drive through the course, they 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.

Start Date(s)	First Monday of the month
Class Day(s)	Mon-Fri
Time	8:00-5:00*
Location	Bradway Trucking, Vineland, NJ
Cost	\$3,995

**Since much of the learning occurs on the job, it creates variation in driving schedules. As a result, students may be asked to arrive earlier or stay later than posted times.*

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 begin monthly; call us at 856-691-8600, ext. 345 for complete information.

Personal Enrichment

Fencing

Learn to Fence! This ancient, beautiful sport of princes can be a great source of fun and fitness for people of all ages. Fencing weapons and other equipment will be provided. No experience is needed. A tournament at the completion of the course is possible for anyone who is interested.

Session I

Start Date(s)	February 6
Class Day(s)	Monday
No. Classes	6
Time	7:00-9:00 pm
Location	Gym
Cost	\$69

Session II

Start Date(s)	April 2
Class Day(s)	Monday
No. Classes	6
Time	7:00-9:00 pm
Location	Gym
Cost	\$69



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 PORTRAIT Photography

Learn how to take flattering, high-quality portraits. This is a hands on class. We will work with different styles of lighting, show, demonstrate, and shoot. We will explore the different types of light. Demonstrate what makes a classical portrait, and how you can achieve professional results at home.

Start Date	February 1
Class Day	Wednesdays
No. Classes	4
Time	7:00-9:00 pm
Location	TBA
Cost	\$145

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.

Start Date	February 29
Class Day	Wednesdays
No. Classes	4
Time	7:00-9:00 pm
Location	TBA
Cost	\$145

Adult Basic Skills Training

Free educational courses offered by Salem Community College:

Adult Basic Skills

Salem Center
174 E. Broadway, Salem, NJ
Mondays through Thursdays
9:00 am - 12:00 noon

English as a Second Language/ Citizenship Skills

Penns Grove Gardens, Community Center
1 Helms Cove Lane, Penns Grove, NJ
Mondays through Thursdays
1:00 pm - 3:30 pm

Walk-ins are welcome on a space-available basis. For more information or to register, call 856-351-2900

GED Preparation

Free classes for qualified students. Runs Mondays & Wednesdays OR Tuesdays & Thursdays from 9 a.m. to 12 noon OR 1 p.m. to 4 p.m.; Contact Patti Gilmore at 856-691-8600, ext. 378. We will return your call as soon as possible.

Return to Learn Program

Find out more about a program to enhance degree completion for adults returning to college who have completed more than 50% of their degree or certificate! You must have completed at least 50% of a college degree or certificate within the past 10 years; must be

Personal Enrichment

age 20 or over; must have a GPA of 2.0 or higher. For more information, contact Dr. Steven Stolar, Director, ATC 856-691-8600, ext. 328 or Reta Rios, Student Development Advisor, Career Services, 856-691-8600, ext. 349.

NJ Workforce Consortium – Basic Skills Training

Attention Employers in Cumberland and Salem Counties:

The NJBIA, with 22,000 member companies statewide, is the country's largest state business advocacy organization. Since inception, over 1,300 classes have been delivered with an enrollment exceeding 15,000 employees from 1000 New Jersey businesses and organizations. Any New Jersey company or organization, regardless of size, is eligible for this program at no cost.

Current training classes include:

- Computer Applications (Windows, Outlook, Excel, Word)
- Communications (Verbal, Writing, Customer service)
- Basic Math/ Measurements

Required class size is 10 participants. Classes are offered to New Jersey businesses and organizations in two formats: onsite or part of an open enrollment session at either CCC or SCC. For more information about bringing training to your organization, contact cphillips@cccncj.edu.

Open Enrollment classes: YOU MUST CALL TO CONFIRM A SEAT: 856-691-8600, ext. 345

Location: CCC – Main Campus

Times: 10:00 am-2:00 pm

2/24	Windows
3/2	Word I
3/9	Word II
3/23	Excel I
3/30	Excel II

Location: SCC – Salem Center

Times: 10:00 am-2:00 pm

3/1	Windows
3/8	Word I
3/15	Word II
3/22	Excel I
3/29	Excel II

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. Some classes will be held at Salem Community College, Salem Center.

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. Course includes hands-on practice.

Start Date	February 4, 2012
Class Day:	Saturdays
No. Classes	4
Time	9:00 am-12:00 pm
Location	CCC – Main Campus
Cost	\$39

Start Date	March 7
Class Day	Wednesdays
No. Classes	4
Time	9:00 am-12:00 pm
Location	SCC –Salem Center
Cost	\$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.

Start Date	March 3
Class Day	Saturdays
No. Classes	4
Time	9:00 am-12:00 pm
Location	CCC – Main Campus
Cost	\$39

Start Date	April 4
Class Day	Wednesdays
No. Classes	4

Time	9:00 am-12:00 pm
Location	SCC –Salem Center
Cost	\$39

QuickBooks

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.

Start Date	February 7
Class Day	Tuesdays & Thursdays
No. Classes	6
Time	6:00-8:00 pm
Location	CCC – Main Campus
Cost	\$89

Cooking Classes

Taught by Chef Jeffrey Knerr, American Culinary Federation Certified Chef

First Impressions

The prelude to any entrée or the tempting spark that begins a meal. Learn to make mouth watering appetizers and first course in this deliciously informative class.

Date	January 31
Class Day	Tuesday
Time	6:00-8:00 pm
Location	Evolutions
Cost	\$49

Date	March 8
Class Day	Thursday
Time	6:00-8:00 pm
Location	Evolutions
Cost	\$49

The Center of Attention

Learn how to wow your guests with fantastic gourmet entrees and main courses taught in this 2 hour course.

Date	February 2
Class Day	Thursday
Time	6:00-8:00 pm
Location	Evolutions*
Cost	\$49

Date	March 6
Class Day	Tuesday
Time	6:00-8:00 pm
Location	Evolutions*
Cost	\$49

Personal Enrichment

The Grand Finale

What's better than a great meal? An even better dessert! Learn industry tricks and secrets to those decadent sweets that top off your fantastic meal.

Date	February 7
Class Day	Tuesday
Time	6:00-8:00 pm
Location	Evolutions*
Cost	\$49
Date:	February 28, 2012
Class Day:	Tuesday
Time:	6:00-8:00 pm
Location:	Evolutions*
Cost:	\$49.00

Table for Two

Learn the techniques to prepare and serve in real time, a three course gourmet meal for that someone special.

Date	February 16
Class Day	Thursday
Time	6:00-8:00 pm
Location	Evolutions*
Cost	\$49
Date	February 23
Class Day	Thursday
Time	6:00-8:00 pm
Location	Evolutions*
Cost	\$49

**Classes will be held at the kitchen at Evolutions, 1350 S. West Blvd, Vineland*

**Take one class or save money
take all four for \$169**

New Cooking Classes

Starting in April with Chef Jeff
Class Location – Cumberland County
Technical Education Center

Guys Night Out

Cold wings, stale chips...and your team is losing. If this is your idea of FOOTball season, there's a way to step up your game. Here comes magic in the form of Smoked Ginger and Chipotle Wings, Crispy Blue-Collar Spring Rolls, and Beer Battered Sliders with Chipotle Mayo.

Date	April 3
Class Day	Tuesday
Time	6:00-8:00 pm
Location	CC Tech
Cost	\$49

Girls Night In

Tired of the treadmill and munching on salads? This class is all about three little words:

CHOC-O-LATE. Learn how to prepare and, most importantly, devour the most delicious and decadent chocolate desserts on the planet. On the menu: Chocolate Hazelnut Stuffed Bananas, Chocolate Raspberry Martini Cake, and Chocolate S'mores (unlike you've ever had before!).

Date	April 5
Class Day	Thursday
Time	6:00-8:00 pm
Location	CC Tech
Cost	\$49

Deliziosa Italian Cooking

Do you love Italian cuisine but can't convince your Italian-American neighbors to lend you their grandmother? Learn how to create some classic Italian dishes, while you discover the answer to: Is it sauce or gravy? You will prepare (and eat) Homemade Tortellini Porketta (spiced and slow cooked pork tortellini), Supa de Scigol Cappichino (intense roasted onion soup) and Osso Bucco with Polenta alla Lombarda (braised beef shank with polenta and aged cheese). But, no, you won't dance the Tarantella.

Date	April 10
Class Day	Tuesday
Time	6:00-8:00 pm
Location	CC Tech
Cost	\$49

Food Matchmaking

Pairing a bad beverage with a great meal is like trying to make stripes and plaids look good together. You will learn how to pair affordable wines and beer with a variety of foods. Being a beverage/food matchmaker will help you make wonderful mealtime marriages – without the ugly bridesmaid dresses.

Date	April 12
Class Day	Thursday
Time	6:00-8:00 pm
Location	CC Tech
Cost	\$49

Phone-free apps

You probably have a ton of apps on your smart phone. But, are any of them tasty and filling? Learn how to prepare unique, edible appetizers – and do it at 4-G speeds. Caution: be sure to use a screen saver if you combine using our apps with your phone's apps.

Date	April 17
Class Day	Tuesday
Time	6:00-8:00 pm
Location	CC Tech
Cost	\$49

Gadget Envy

Are you or someone you know addicted to kitchen gadgets? If the local 12-step program hasn't helped, consider this class. We'll show you how to sift through the gadgets and discover the must-haves and how to get double (or triple) duty out of common kitchen tools you already own. Then, you can "just say no" to that nuclear-powered cork screw. Class meets 6-8 p.m. on Thursday, April 19th.

Date	April 19
Class Day:	Thursday
Time	6:00-8:00 pm
Location	CC Tech
Cost	\$49

Making bread when you don't have much bread

Do you have a knead to stretch your food budget? Making your own bread could save you some, well, bread. Easy, healthy and fun bread-making techniques are covered in this class. So, don't feel like you're in a jam, the bread making skills you'll learn in this class are like...butter.

Date	April 24
Class Day	Tuesday
Time	6:00-8:00 pm
Location	CC Tech
Cost	\$49

Gluten-minimus

If you or a loved one suffer from Celiac Disease – an allergy to gluten in wheat based foods – your baked goods choices are limited. We'll show you how to substitute wheat with non-gluten based products and still produce breads and desserts that are tasty and healthy.

Date	April 26
Class Day	Thursday
Time	6:00-8:00 pm
Location	CC Tech
Cost	\$49

New! Morning Classes

Intro to Pottery XY 101 40

Jan. 12 to March 1, Thursdays
10 a.m.-Noon

Some materials included. Limit 15. 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. \$175

New! Intro to Pottery Wheel XY 102 40

March 22 to May 10, Thursdays
10 a.m.-Noon

Some materials included. Limit 15. No experience is needed for this class. The student will learn how to throw a pot on the pottery wheel. There will be instructors demonstrations on the technique of "throwing" usually starting out making cylinders using the pottery wheel, and progressing on to other forms. \$175

Intro to Pottery XY 103 40

Jan. 12 to March 1, Thursdays 6-8 p.m.

Some materials included. Limit 15. 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. \$175

Intro to Wheel XY 104 40

March 22 to May 10, Thursdays 10 a.m.-Noon

Some materials included. Limit 15. No experience is needed for this class. The student will learn how to throw a pot on the pottery wheel. There will be instructors demonstrations on the technique of "throwing" usually starting out making cylinders using the pottery wheel, and progressing on to other forms. \$175

Advanced Pottery XY 105 40

Jan. 11 to Feb. 29, Wednesdays 6-9 p.m.

Some materials included. Limit 15. This class is for the intermediate to advanced student. The class addresses advanced topics and projects involving ceramic processes and techniques. Further exploration and development of the individual work of the student will be addressed. \$200

8 week Non-Instructional Resident Artist Studio XY 050 40

Jan. 11 to Feb. 29

Limit 50. Clay is not included, but can be purchased at Clay College. \$150

8 week Non-Instructional Resident Artist Studio XY 050 41

March 7 to May 2

(Dates allow for Spring Break closure.) Limit 50. Clay is not included, but can be purchased at Clay College. \$150

16 week Non-Instructional Studio Resident Artist Studio XY 051 40

Jan. 11 to May 2

(Extended date allow for Spring Break closure.) Limit 50. Clay is not included, but can be purchased at Clay College.

The non-instructional studios are 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 would come on open studio hours that are convenient for them. \$275

Hearts and Crafts! XY 106 40

Saturday, Feb. 11, 2-4 p.m.

Materials included. Limit 16. Get dirty this Valentine's Day! Remember that scene from "Ghost"...? Singles and couples are welcome to participate in this "hands-on" pottery class. Students will create a piece of Valentine pottery to be picked up after it has been glazed and fired by the staff. \$25

Advanced Pottery XY 107 40

March 21-May 9, Wednesdays 6-9 p.m.

Some materials included. Limit 15. This class is for the intermediate to advanced student. The class addresses advanced topics and projects involving ceramic processes and techniques. Further exploration and development of the individual work of the student will be addressed. \$200

Garden Art XY 108 40

Saturday, April 14, 11 a.m.-3 p.m.

Materials included. Limit 15. Students will have a choice of making flower pots, birdhouses, small bird baths, or garden markers. They will also learn various decorating techniques. \$50

Glass and Enamel Jewelry XY 109 40

March 2-23, Fridays, 6-8 p.m.

Some materials included. Limit 15. Work with beautiful sheets of colorful iridescent dichroic glass in unique jewelry designs. The pieces will be fused together by firing them in a small kiln. Learn to use jewelry making tools. There will be an extra \$30 charge for dichroic glass and jewelry findings. Great for teens! \$100

Workshop w/Lana Heckendorn XY 110 40

Saturday, April 28, 10 a.m.- 4 p.m.

Limit 15. Bring your own work, or observe ceramic artist Lana Heckendorn create pottery that combines both hand-building and thrown techniques. Learn decorating and glazing techniques as well. \$75

Mom and Me! XY 119 40

Saturday, May 5, Noon-2:30 p.m.

Materials included. Limit 15. Create a one-of-a-kind platter to commemorate Mother's Day. Children of all ages and their mothers are welcome to create a hand built platter. \$35

Dad and Me! XY 120 40

Saturday, June 2, Noon-2 p.m.

Materials included. Limit 15. Create a one-of-a-kind fish wall piece to commemorate Father's Day. Children of all ages and their fathers are welcome to create a hand built fish wall piece. Students will work with textures, colors and stamps to create fantastical fish. \$25

Children

Kids Pottery I XY 504 40

Feb. 4-25, Saturdays 10 a.m.-Noon

Materials included. This class is for children ages 7 to 12. Limit 15. There is no experience needed. The student will explore hand-building techniques including pinch, coil, slab and wheel. Students will experience the entire process of pottery from creating the pieces to glazing and firing. \$75

Kids Pottery II Wheel XY 505

Mar. 3-24, Saturdays 10 a.m.-Noon

Materials included. This class is for children ages 7 to 12. Limit 15. There is no experience needed. The student will explore the pottery wheel. Students will experience the entire process of pottery from creating the pieces to glazing and firing. \$75

Samuel H. Jones Glass Education Center Workshops

Classes held at the Samuel H. Jones Glass Education Center, 286 Welchville Rd., Alloway, NJ
For more information, including registration, please contact: Mary Ellen Hassler
Salem Community College, 856-351-2651 • mhasler@salemcc.edu

Hands-On Pottery Workshop Classes

Have you always wanted to try pottery making but could not commit to a long-term class? Then the "Hands-On" 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:

Coil Pot XY 111 40

Jan. 14, Saturday 2-4 p.m.
Materials included. Limit 15
\$25

Pottery Wheel XY 112 40

Jan. 28, Saturday 2-4 p.m.
Materials included. Limit 15
\$25

Pottery Wheel XY 113 40

Feb. 4, Saturday 2-4 p.m.
Materials included. Limit 15
\$25

Pottery Wheel XY 114 40

Feb. 25, Saturday 2-4 p.m.
Materials included. Limit 15
\$25

Pottery Wheel XY 115 40

March 3, Saturday 2-4 p.m.
Materials included. Limit 15
\$25

Chip and Dip Workshop XY 116 40

March 24, Saturday 2-4 p.m.
Materials included. Limit 15
\$35

Pottery Wheel XY 117 40

April 13, Friday 6-8 p.m.
Materials included. Limit 15
\$25

Pottery Wheel XY 118 40

May 12, Saturday 2-4 p.m.
Materials included. Limit 15
\$25

Fused Mosaic Wall Mural: Be A Part Of The Art!

Working as a group from concept through completion, students will design and fabricate a fused mosaic wall mural. Techniques will include cutting flat glass plus using powders, frit and stringers. The final design will be sectioned into component panels allowing each student to work independently in the production process. The completed panels will be able to stand alone as individual works of art but when hung side by side will form a complete wall mural. The completed wall mural will be hung on display at Salem Community College before component panels are returned to students. No experience necessary. Instructor: Deb DiMarco

Start Date June 4 and 7
No. Classes 2 days
Time 10:00 am-3:00 pm
Location TBA
Cost Call for prices

Rendering In Glass

This class will focus on Pate de Verre and small scale kiln casting. We will be painting with glass to create both two and three-dimensional works. Glass paste will be used for direct painting and large frit sizes for sculptures. Positives will be made out of clay and wax. Basic cold working techniques and cold color applications will also be covered. Students will choose a subject of interest and create a series of pieces through a variety of casting techniques. Students are encouraged to bring sketches or photographs for inspiration and reference. Instructor: Jenna Efrein

Start Date May 10, 11, 14, 15
No. Classes 4 days
Time 10:00 am-4:00 pm
Location TBA
Cost Call for prices

Glass Sculpting in the Hot Shop

This 4-day hot shop class will focus on covering the basics of sculpting solid and blown glass. Bit work, garage use and special punties are just a few techniques that will be used. Some hot shop experience is required (a minimum of 1 semester). Each day the class will consist of an instructor demonstration in the morning and supervised student work time in the afternoon. Instructor: Chris Lydon

Start Date May 24 through 27
Class Day (s) Tuesdays & Thursdays
No. Classes 4 days
Time 9:00 am-5:00 pm
Location Glass Education Center
Cost \$625

Concentric Blown Forms

This 2 day hot shop class will focus primarily on vessel making techniques. Some bit work, such as lip wraps and handles, will be covered. Some hot shop experience is required (a minimum of 1 semester). Each day the class will consist of an instructor demonstration in the morning and supervised student work time in the afternoon. Instructor: Chris Lydon

Start Date June 7 and 8
No. Classes 2 days
Time 9:00 am-5:00 pm
Location Glass Education Center
Cost \$350

Beginner Flameworked Beadmaking

This is considered a beginner's level soft glass flamework beadmaking class. Students will learn proper safety, information about types of torches, types of glass (melting coefficients), about annealing, how to use various tools, and basic techniques in beadmaking. This class is a technique class. Techniques learned will enable students to leave with several finished beads, but also apply knowledge to practice application and future beadmaking instructional classes. This is a beginner level class, no experience necessary. Instructor: Amy Blevins

Start Date June 16 and 17
No. Classes 2 days
Time 10:00 am-4:00 pm
Location Glass Education Center
Cost \$165

Exploring Metals in Your Beads

This class will explore the use of metals in your soft glass beads. Students will be using copper in sheet, mesh and wire to add patterns and designs for layering and inclusions. We will also work with copper leaf to create dimension and texture. Class will also cover the use of gold and silver leaf for fuming on your beads. Students will make and keep their own fuming rods. This class will concentrate on using fun and economical (cheap) materials to give your beads a new look. We will also discuss ways to use more expensive glass and materials without going broke. This is an intermediate level class, some soft glass flame working experience is necessary. Instructor: Lisa St. Martin

Start Date June 7 and 8
No. Classes 2 days
Time 9:00 am-5:00 pm
Location Glass Education Center
Cost \$350

Exploring Dichro in Glass

This class will cover the use of dichroic glass in your soft glass beads. Students will work with dichro on clear and on colored sheet. We will discuss what to look for when purchasing dichro, how to anneal dichro stripes and what kinds/colors/patterns & textures are best for different applications. We will also make dichro stringers and Lisa will share her favorite dichro secrets. This class will de-mystify this hard to handle and expensive material with tips and tricks that give your beads that extra glitter you are looking for. This is an intermediate level class, some soft glass flameworking experience in necessary. Instructor: Lisa St. Martin

Start Date	June 28
No. Classes	1 days
Time	9:00 am-4:00 pm
Location	Glass Education Center
Cost	Call for prices

German Glass Flowers

This class will use the traditional German/European form of making glass flowers. Each petal and leaf are created and formed in hot glass on a separate metal wire. The floral components are then assembled to create a complete flower. The flowers created can be as realistic or fantastic as your imagination can make them. This is a hot glass class. No torch experience is necessary and ample class time will be devoted to using the glass and torches safely. Instructor: Lisa St. Martin

Start Date	June 29
No. Classes	1 days
Time	9:00 am-4:00 pm
Location	Glass Education Center
Cost	Call for prices

Building Solid Sculptures in Borosilicate Glass

This class is for beginner and intermediate level students who want to learn how to build sculptures using borosilicate glass in a traditional scientific approach to glass making. In the class students will learn basic skills through demonstrations and one on one time with the instructor to help them create structures of their desire using both the bench torch and the hand torch. The class will be using clear glass. Students can make animal forms such as fish or birds, plant forms such as trees, plants or flowers, or just free form a modern design! This is a beginner to intermediate level class, some flame working experience is required. Instructor: Eva Shelley

Start Date	July 14 and 15
No. Classes	2 days
Time	9:00 am-4:00 pm
Location	TBA
Cost	Call for prices

On time. On demand. Online.

At Cumberland County College, we have partnered with three premier providers: Ed2Go, Gatlin and LERN, in online educational programming that provide you with a wide variety of classes for career, business or personal enrichment.

All registration takes place online through our providers. Follow the links below or go to our website at: www.cccnj.edu/businessCommunity/continuingEducation.aspx

Click on the provider of your choice.

Most catalogues are far more extensive than what you see below. So please, feel free to browse the website too.

All classes start three times in the spring: Jan 18 or Feb 15 or Mar 21 and run for 24 hours total.

Human Anatomy and Physiology

Gain a greater appreciation and understanding of the marvelous complexity of the human body. \$89

Explore a Career as an Administrative Medical Assistant

Learn all about the in-demand career of medical information management as you explore the job of an administrative medical assistant (AMA) in a doctor's office—from appointment scheduling and chart creation to medical billing and coding. \$89

Medical Terminology: A Word Association Approach

Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion. \$89

Spanish for Medical Professionals

Learn medical Spanish quickly and easily, honing your basic conversational skills and mastering key healthcare words and phrases. \$89

Become a Veterinary Assistant

Practicing veterinarian prepares you to work in a veterinary office or hospital. \$89

Accounting Fundamentals

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more. \$89

Administrative Assistant Fundamentals

Prepare to take advantage of the many new job opportunities in health care, legal services, and other industries. \$89

Accounting Fundamentals II

Give yourself skills that are in high demand by exploring corporate accounting with a veteran instructor. \$89

Understanding the Human Resources Function

Learn to handle basic human resource functions to ensure the best possible results. \$89

Creating a Successful Business Plan

Turn your business ideas into a solid plan for financing and long-term success. \$89

Distribution and Logistics Management

Learn how to improve your company's distribution and logistics management activities, increase customer satisfaction, and improve operational throughput. \$89

Supply Chain Management Fundamentals

Master the fundamentals of supply chain management and prepare for internationally recognized certification examinations. \$89

Basic CompTIA A+ Certification Prep

Start preparing for CompTIA A+ certification as you learn PC basics and troubleshoot in a real world PC environment. \$99

Introduction to Networking

Learn the fundamentals of networking and prepare for a career in a new and fast-growing field. \$89

Introduction to Java Programming

An experienced Java programmer introduces important Java topics with clear, step-by-step instructions. \$89



Creating Web Pages

Learn the basics of HTML so you can design, create, and post your very own site on the Web. \$89

Introduction to SQL

Gain a solid working knowledge of the most powerful and widely used database programming language. \$89

Intermediate SQL

Expand your knowledge of Structured Query Language (SQL), the industry standard database programming language. \$89

Introduction to CSS and XHTML

Learn to create state-of-the-art Web sites using modern CSS and XHTML techniques. \$89

Introduction to Creating WordPress Web Sites

Learn how to use WordPress, a free and popular Web design tool, to quickly and easily create attractive blogs and interactive Web sites. \$89

Introduction to PHP and MySQL

Learn how to create dynamic, interactive Web sites using PHP and a MySQL database server. \$89

Introduction to C# Programming

Learn the fundamentals of computer programming with the new C# programming language. 24 hours • \$89

Beginning Conversational French

Discover how easy it can be to learn common words and phrases for both leisure and business. \$89

Instant Italian

Learn Italian from the comfort of your home in this fun and enjoyable online course. \$89

Spanish in the Classroom

Learn the essential Spanish for teachers so you can communicate effectively with your Spanish-speaking students and parents. \$89

Conversational Japanese

Whether you want to learn conversational Japanese for travel or just for fun, you'll find this course makes it easy and enjoyable for beginners to master the essentials of the Japanese language. \$89

Speed Spanish

Learn six easy recipes to glue Spanish words together into sentences, and you'll be engaging in conversational Spanish in no time. \$89

Speed Spanish II

Follow-up to our popular Speed Spanish course. Several new recipes help you continue building fluency. \$89

Project Management Fundamentals

Gain the skills you'll need to succeed in the fast-growing field of project management. \$89

Project Management Applications

Experienced project manager teaches you tricks of the project management trade. \$89

PMP Certification Prep 1

Begin a well-paying career as a project manager by preparing to take—and pass—the PMP certification exam. \$99

A to Z Grant writing

Learn how to research and develop relationships with potential funding sources, organize grant writing campaigns, and prepare proposals. \$89

Grammar Refresher

Gain confidence in your ability to produce clean, grammatically correct documents and speeches. \$89

Beginning Writer's Workshop

Get a taste of the writer's life and improve your writing skills in this introduction to writing creatively. \$89

Effective Business Writing

Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end. \$89

Writing Essentials

Master the essentials of writing so you can excel at business communications, express yourself clearly online, and take your creative literary talents to a new level. \$89

Fundamentals of Technical Writing

Learn the skills you need to succeed in the well-paying field of technical writing. \$89

Writing Effective Grant Proposals

Learn to prepare grant proposals that get solid results for your favorite organization or charity. \$89

Write Fiction Like a Pro

A Hollywood writer and author teaches you how professional writers use story outlines to structure any type of story. \$89

Career Training Programs with Gatlin Education

Are you looking to start a new career or gain skills to advance in your existing one? You've come to the right place! You can start these career training programs anytime and work at a pace that suits your individual style. You'll have access to all the lessons and assignments from day one, and many of these programs can be completed in less than six months. You'll get all the materials and instructor assistance you need to have a truly comprehensive learning experience. Upon completing your program with a passing score, you'll get a certificate of completion from your learning institution.

- Prepare for industry certification or start a new career
- Start Anytime
- Many programs completed in less than six months
- In-depth study, all learning materials provided
- Personal Instructor assistance
- Certificate of completion awarded with passing score

Come and explore a new career in a variety of fields:
<http://www.gatlineducation.com/cccnj/>

21st Century Business Skills from LERN

- Get skills for the 21st century. Demonstrate your knowledge. Boost your productivity and your organization's bottom line.
- Online learning is easy and it's fun!
- Our online certificates and courses are provided by quality colleges and associations with expert instructors. Participate anytime day or evening, from any computer.
- Most courses are offered 4 times a year.
- Classes start the first Monday of the month.
- New to online learning? Take an online learning tutorial the week before classes start.

Technical requirements:

Internet access with Internet Explorer; Firefox; or Safari web browser.
Audio software such as Windows Media, Real, Quicktime, or Flash.
Speakers to listen to audio.

Classroom requirements:

1. In the online classroom, you will:
 - listen to audio lectures,
 - view slides,
 - even take an optional quiz to test yourself.
2. Discussion and Questions. Then post written comments in the online discussion with your fellow participants and the instructor. Your instructor logs on once a day to answer questions and join in on the discussion.
3. Readings. Many courses have online readings of up to 20 pages a week.
4. Participate any time of day or night. The ideal is to go online 2-3 times a week, but you decide what works best for you.

To view our online course catalogue, go to:

<http://www.yougotclass.org/catalog.cfm/Cumberland>

COMING SOON

A+ and Network+ classes- watch our website for further information



Summer Academy for Kids at Cumberland County College

June 25 thru August 24

Children ages 5-16 are welcome to attend

Students can sign up to attend full-day or half-day sessions for one or all of the one week classes. Morning and afternoon sessions are offered as well as before care and after care for working parents.

The Summer Academy for Kids is a program dedicated to providing students with a positive environment where they can expand their learning, gain life skills, and develop lifelong friendships. The Summer Academy employs professional instructors and offers classes that educate, motivate and entertain children ages 5-16.

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

Contact the Department of Professional & Community Education 856-691-8600 ext. 345

Information & Registration

Office Location

Our office is located on the lower level of the Academic Building. Please come to this office for all walk-in payments. Our mailing address:

Professional & Community Education

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

Hours

Mon, Wed, Thurs & Fri 8:30 am-5:00 pm
Tuesday, open late – 8:30 am-7:00 pm
Phone: 856-691-8600, ext. 345
Fax: 856-696-2417

Registration

You can register by phone or fax if you have a credit card. Your receipt will be mailed in about a week. You can also register by mail with a check or credit card or stop in our office.

All course fees are the same regardless of county residence.

Campus Locations

Cumberland County College – Main campus
3322 College Drive, Vineland, NJ

Cumberland County College – West campus
601 Bridgeton Ave, Bridgeton, NJ

Salem Community College – Main campus
460 Hollywood Avenue Carneys Point, NJ

Salem Community College – Salem Center
174 East Broadway, Salem, NJ

Salem Community College – Sustainable Energy Center, 174 Garrison Rd, Pedricktown, NJ

Salem Community College – Glass Education Center, 286 Welchville Road, Alloway, NJ

Class Confirmation

We don't always have room numbers when students register so if we don't have it, we'll contact you with all the information you need.

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 by phone call.

Bookstore

For your convenience, textbooks are available at the college bookstore or can be purchased on your own. Book prices are correct at the time of publication, but are subject to change by the time of brochure distribution. For bookstore hours, call 856-691-8600.

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

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.

Satisfaction Guaranteed

We want your class experience to be excellent. If you are not satisfied, we want to know. Please contact us: 856-691-8600, ext. 345 to find a satisfactory solution.

Dates College is Closed

The college is closed on the following dates; there will be no classes: January 16, February 20, April 6-9, May 28 and July 4, 2012.

Emergency Closing

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

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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