

**2010 - 2011  
Course & Program Guide**



**NEW JERSEY  
CAREER  
CENTER**

**Quality Training, Education and Job Placement Services**

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[www.njcareercenter.com](http://www.njcareercenter.com)



# Welcome To

*Office Administration*

*Medical Office Administration*



*Computer Technology*

*Professional Development*

*New Jersey Career Center is dedicated to providing student-centered training focused on attaining the knowledge and skills necessary to achieve industry certifications enabling individuals to reach their educational and career goals at their own pace, with a flexible schedule in a professional blended learning environment.*

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## GENERAL INFORMATION

### **Overview of the School's Learning Environment and Model:**

New Jersey Career Center offers quality education that is both affordable and flexible. We are dedicated to the individual and can customize a training program to fit your career goals.

Our unique learning environment integrates interactive learning with instructor oversight and mentoring to foster each student's success working at their own pace with individualized instruction as needed.

For most students, schedule flexibility is key to successfully completing their goals. New Jersey Career Center can accommodate almost any schedule with day, evening and weekend hours. Each student has control of their own schedule within the operating hours of the school.

#### **School Operating Hours**

*Monday –Thursday 8:30am to 8:00pm*

*Friday – 8:00am to 5:00pm*

*Saturday – 9:00am to 1:00pm*

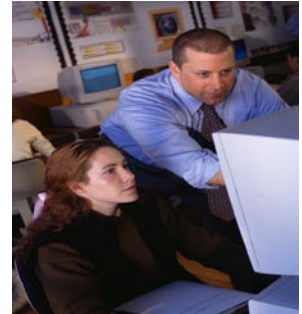
### **School Admission Requirements & Application Process:**

New Jersey Career Center's Admissions process begins with a personal interview and tour of the NJCC facility. During the personal interview the Admissions Representative will assess your skill levels and prior experience in addition to assessing your educational and career goals. You will also have the opportunity to fill out the application for admission and request information about financial options.

For consideration for general admission to NJCC you must hold either a High School Diploma or GED. For admission to specific career tracks or courses there may be prerequisites required. During the student's interview process the NJCC Admissions representative will ask some basic questions about the computer and/or require the student to take basic keyboarding and/or computer skills tests. Based on the student's responses and/or scores, the student may be able to test out of the pre-requisite courses and immediately begin their core courses.

Once a student is accepted, New Jersey Career offers rolling enrollment. Students do not have to wait for the start of the traditional semester or a specified start date. Students can choose their start date in coordination with the NJCC Admissions Department. The first day of class will begin with an orientation to acquaint the student with all the faculty and resources that NJCC has to offer.

### **NJCC Faculty & Staff**



New Jersey Career Center has a highly professional team of faculty and staff with the education, experience and certifications that ensures NJCC's commitment to quality education and training. Each faculty and staff member maintains an open door policy and is dedicated to helping all students attain their educational, training and career goals.

For more information or  
to request an application and personal interview:

Call  
856-327-5555 ext. 140 or 800-844-8333

e-mail: [info@njcareercenter.com](mailto:info@njcareercenter.com)

Or apply online by visiting us on the Web at:  
[www.njcareercenter.com](http://www.njcareercenter.com)

## WHO COULD BENEFIT FROM ATTENDING NJCC

### **Graduating High School Students**

Careers in the fields of computer technology, office administration or medical billing and coding offer great opportunities and salaries. In a relatively short period of time, students can gain skills and complete industry certifications that will not only get their foot in the door for employment but will also lay a terrific foundation for career advancement.

### **Students Pursuing Traditional College**

Business application skills such as Microsoft Word, Excel, Outlook, and PowerPoint will not only give students an edge in the college arena, but will give them strong tools to use in their future careers.

### **Graduating College Students**

Certification and professional development can give the competitive edge to jump start the recent college graduate's career and help the student on the path to success.

### **Individuals Seeking a Career Transition**

NJCC can help develop new skills that will prepare students for success in a new career in computer technology, office administration, Medical Billing & Coding or Medical Office Administration.

### **Experienced Professionals**

For professionals looking for upward mobility in their careers, professional development and certifications will help sharpen skills and give the competitive edge to reach individual professional goals.

### **Businesses and Corporations**

NJCC can offer a variety of training services to improve employee productivity and skills. NJCC also offers job candidate referral programs and opportunities to host trained & certified interns and externs.

# NJCC is Right for You

## OFFICE ADMINISTRATION

### Track Description

Administrative Specialists are responsible for a variety of administrative and clerical duties necessary to run an organization efficiently. They serve as information and communication managers for an office; plan and schedule meetings and appointments; organize and maintain paper and electronic files; manage projects; conduct research; and disseminate information by using the telephone, mail services, websites, and e-mail. They also may handle travel and guest arrangements.

Administrative Specialists are aided in these tasks by a variety of office equipment and use computers to do tasks such as create spreadsheets; compose correspondence; manage databases; and create presentations, reports, and documents using business applications. They also may negotiate with vendors, maintain and examine leased equipment, purchase supplies, manage areas such as stockrooms or corporate libraries, and retrieve data from various sources.

New Jersey Career Center's Office Administration Specialist Career Track provides the education and tools needed for students to enter or enhance administrative careers by providing the necessary training to earn the NJCC Administrative Specialist certificate and the Microsoft Office Specialist certifications.

### Admissions Requirements

The Office Administration Specialist Career Track requires prerequisites. During the student's interview process the NJCC admissions representative will ask the applying student some basic questions about the computer and/or require the student to take basic keyboarding and computer skills tests. Based on the student's responses and/or scores the student may be able to test out of the prerequisite courses and immediately begin their core courses. (*No monetary credit for testing out of prerequisites.*)



### Office Administration Specialist

Course Length – 7 months

#### Prerequisite Courses:

- Keyboarding**
- Basic Computing**
- Computer Fundamentals**
- Working with Windows XP**
- Working with Windows Vista**
- Internet Fundamentals**

#### Core Program includes:

- Conducting Effective Internet Research**
- MOS Certification Track**
  - Word**
  - Excel**
  - Power Point**
  - Outlook**
- QuickBooks**

#### **Choice of Required Electives Include:**

- Microsoft Access (Advanced)**
- Microsoft Access Track I (Basic)**
- Microsoft Word Expert**
- Microsoft Excel Expert**

**\* Students are required to meet 325 course hours for graduation from this program.**

#### **One Optional Elective – (not required for graduation)**

**\* Students have the choice of one Business or Microsoft Application Course**

#### Professional Development Seminar Series:

*Included as an optional student resource.*

- Business Reality Lecture & CBT Series –**
  - Business Ethics, Personal Presentation for Business, Business Etiquette & Conduct, Time Management/Getting Things Done, Managing Stress
- Business Communication Lecture & CBT Series**
  - E-mail Etiquette, Phone Etiquette Better Business Writing, Better Business Communication,
- Quality Customer Service Lecture & CBT Series**
  - Quality Customer Service, Customer Satisfaction, Calming Upset Customers
- Managing Your Career Lecture & CBT Series**
  - Resume Writing and Review, Effective Interviewing Skills, Motivation and Goal Setting, Assertiveness, Marketing Yourself

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## Medical Office Administration

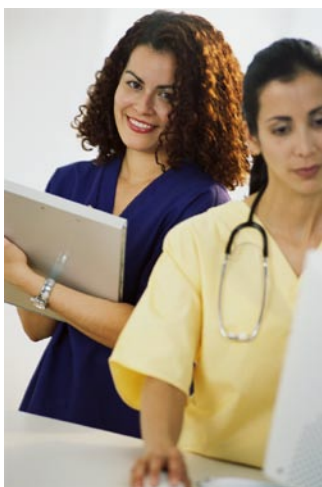
### Track Description

The medical field offers a diverse selection of employment opportunities in administrative positions. Medical offices, hospitals, surgical centers and clinics all have the need for professionals whose skills include Medical Terminology and Medical Office and Business Computer Applications.

The *Medical Office Administration Specialist Career Track* prepares students to enter administrative careers in the medical field with skills that can be applied in various medical environments. The successful student will gain the skills necessary to attain the NJCC Medical Office Administration Specialist Certificate and the following industry certifications: Microsoft Office Specialist Certifications; National Healthcareer Association's Certified Medical Administrative Assistant (CMAA).

### Admissions Requirements

The *Medical Office Administration Specialist Program* requires prerequisites. During the student's interview process the NJCC Admissions representative will ask the applicant some basic questions about the computer and/or require the student to take basic keyboarding and computer skills tests. Based on the student's responses and/or scores the student may be able to test out of the prerequisite courses and immediately begin their core courses. *(no monetary credit for testing out of prerequisites.)*



According to the New Jersey Department of Labor, Medical Administration is an "in demand" field.

Train for success and expand your job opportunities at New Jersey Career Center.

### Medical Office Administration Specialist

Course Length – 7 months

### Prerequisite Courses

- Keyboarding**
- Basic Computing**
- Computer Fundamentals**
- Working with Windows XP**
- Working with Windows Vista**
- Internet Fundamentals**

### Core Program includes:

*\*New Jersey Career is a certified National Healthcareer Association training site.*

- Medical Office Software & Procedures**
- Medical Billing 1 / Health Insurance Processing**
- Medical Terminology 1**
- Medical Terminology2**
  
- QuickBooks**
  
- MOS Specialist Certifications**
  - o **Word**
  - o **Excel**
  - o **Outlook**

### Professional Development Seminar Series:

*Included as an optional student resource.*

- Business Reality Lecture & CBT Series –**
  - o Business Ethics; Personal Presentation for Business; Business Etiquette & Conduct
- Business Communication Lecture & CBT Series**
  - o E-mail Etiquette; Phone Etiquette Better Business Writing; Better Business Communication
- Quality Customer Service Lecture & CBT Series**
  - o Quality Customer Service; Customer Satisfaction; Calming Upset Customers.
- Managing Your Career Lecture & CBT Series**
  - o Resume Writing and Review; Effective Interviewing Skills, Motivation and Goal Setting; Assertiveness; Marketing Yourself

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# Career Track Programs



## Medical Billing & Coding Specialist

### Career Track Description

The Medical Billing and Coding Career Track prepares students to enter the Medical Billing & Coding career with skills that can be applied in various medical environments. The successful student will attain the NJCC Medical Billing & Coding Specialist Certificate and the following industry certifications: Microsoft Office Specialist Certifications; National Healthcareer Association's Certified Billing & Coding Specialist (CBCS).

### Admissions Requirements

The *Medical Billing & Coding Specialist Program* requires prerequisites. During the student's interview process the NJCC Admissions representative will ask the applying student some basic questions about the computer and/or require the student to take basic keyboarding and computer skills tests. Based on the student's responses and/or scores the student may be able to test out of the prerequisite courses and immediately begin their core courses.



***You can begin your career and gain enduring skills that will fuel your success into the future through choosing the NJCC Career Track to match your individual goals.***

### Medical Billing & Coding Specialist

Course Length - 8 months

#### Prerequisite Courses:

- Keyboarding**
- Basic Computing**
- Computer Fundamentals**
- Working with Windows XP**
- Working with Windows Vista**
- Internet Fundamentals**

#### Core Program includes:

***\*New Jersey Career is a certified National Healthcareer Association training site.***

- Medical Terminology I**
- Medical Terminology 2**
- Medical Office Software & Procedures**
- Medical Billing 1 / Health Insurance Processing**
- Medical Billing 2**
- Medical Coding**
  
- MOS Specialist Certifications**
  - o **Word**
  - o **Excel**
  - o **Outlook**
  
- Research Using the Internet**
- QuickBooks**

#### Professional Development Seminar Series:

*Included as an optional student resource.*

- Business Reality Lecture & CBT Series –**
  - o Business Ethics; Personal Presentation for Business; Business Etiquette & Conduct
- Business Communication Lecture & CBT Series**
  - o E-mail Etiquette; Phone Etiquette, Better Business Writing; Better Business Communication
- Quality Customer Service Lecture & CBT Series**
  - o Quality Customer Service; Customer Satisfaction; Calming Upset Customers
- Managing Your Career Lecture & CBT Series**
  - o Resume Writing and Review; Effective Interviewing Skills; Motivation and Goal Setting; Assertiveness; Marketing Yourself

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## COMPUTER SUPPORT SPECIALIST

### Track Description

Computer support specialists provide technical assistance, support, and advice to customers and other users. This occupational group includes technical support specialists and help desk technicians. These troubleshooters interpret problems and provide technical support for hardware, software, and systems. They answer telephone calls, analyze problems by using automated diagnostic programs, and resolve recurring difficulties. Support specialists may work either within a company that uses computer systems or directly for a computer hardware or software vendor. Increasingly, these specialists work for help desk or support services firms, for which they provide computer support to clients on a contract basis.

The Computer Support Specialist Career Track prepares the student seeking a career in supporting the internal or external end user in a typical office environment in various industries.

The successful student will gain the skills necessary to attain either their:

- NJCC PC Specialist along with CompTia A+ IT Technician Certification and one of the following: CompTia Net+ Certification or CompTia Server+ or CompTia Security +.
- Help Desk, along with the Microsoft Office Master Certification and CompTia A+ IT Technician Certification.

### Admissions Requirements

The Computer Support Specialist Program requires prerequisites. During the student's interview process the NJCC Admissions representative will ask the applicant some basic questions about the computer and/or require the student to take basic keyboarding and computer skills tests. Based on the student's responses and/or scores the student may be able to test out of the prerequisite courses and immediately begin their core courses. To enroll in the Help Desk program you must have a minimum of 1 year work experience using the Microsoft Office applications.



### Computer Support Specialist

Choose either:

**The PC Specialist Track or The Help Desk Track**

#### Prerequisite Courses

\*Required for all Computer Support Specialist programs

- Keyboarding**
- Basic Computing**
- Computer Fundamentals**
- Working with Windows XP**
- Working with Windows Vista**
- Internet Fundamentals**
- Conducting Effective Internet Research**

### PC Specialist

Course Length – 7 months

#### Additional Prerequisite Courses:

- Word Core**
- Outlook**

#### Core Courses:

- A+ IT Technician**  
(This is a 2 part course including the following)
  - **Essentials (701)**
  - **A+ Practical Applications (702)**

Choose either

- Network + ) or**

Choose 2 of the following:

- Microsoft Window XP**
- Microsoft Windows Vista**
- Server +**
- Security +**

### Help Desk

Course Length – 8 months

#### Core Courses:

- Microsoft Office Certification Series**
  - **Word**
  - **Excel**
  - **Power Point**
  - **Outlook**
- Required Elective Courses:**
  - **Word Expert**
  - **Excel Expert**
- A+ IT Technician**  
(This is a 2 part course including the following)
  - **Essentials (#220-701)**
  - **A+ Practical Applications (#220-702)**
- Optional Elective – Not Required**
  - **Microsoft Access**

## COMPUTER SYSTEM ADMINISTRATOR

### Track Description

Systems Administrators are the information technology employees responsible for the efficient use of networks by organizations. They ensure that the design of an organization's computer site allows all of the components, including computers, the network, and software, to fit together and work properly. Furthermore, they monitor and adjust the performance of existing computer systems and continually survey the current computer site to determine future system needs. Administrators also troubleshoot problems reported by users and by automated monitoring systems and make recommendations for enhancements in the implementation of future servers and networks.

Computer systems administrators are involved in routine maintenance and monitoring of computer systems, typically working behind the scenes in an organization. After gaining experience and expertise, they often are able to advance into more senior-level positions in which they take on more responsibilities. For example, senior computer systems administrators may present recommendations to management on matters related to a company's computer systems. They also may translate the needs of an organization into a set of technical requirements based on the available technology.

The Computer System Administration Career Track prepares the student seeking a career as a System Administrator. The successful student will gain the skills needed to attain the NJCC Computer System Administrator Certificate and the 4 MCP certifications necessary to achieve the Microsoft Certified Systems Administrator (MCSA Certification).

### Admissions Requirements

The *Computer Systems Administration Career Track* requires prerequisites. During the student's interview process the NJCC Admissions representative will ask the applicant some basic questions about the computer and/or require the student to take basic keyboarding and computer skills tests. Based on the student's responses and/or scores the student may be able to test out of the prerequisite courses and immediately begin their core courses.



**Take Your  
Career to the  
Next Level**

### **System Administrator**

Course Length – 6 months

**Basic Requirements:** *Students must be proficient and be able to test out of the following before being considered for acceptance into the System Administration Track.*

- Keyboarding**
- Basic Computing**
- Computer Fundamentals**
- Working with Windows XP**
- Working with Windows Vista**
- Internet Fundamentals**
- Conducting Effective Internet Research**

### Prerequisite Courses:

- Word Core**
- Outlook**
- Additional prerequisites may be required based on pre-admission testing and prior computer experience.*

### Core Courses:

#### **Choice of one of the Following Required Electives:**

- Windows XP Professional**
- Windows Vista Professional**

#### **Required Core Courses; (all are required)**

- Windows Server**
- Windows Network Infrastructure**

#### **Choice of one of the Following Required Electives:**

- Security +**
- Security in a Server Network)**

### Professional Development Seminar Series

*Included as an optional student resource.*

- Business Reality Lecture & CBT Series –**
  - o Business Ethics; Personal Presentation for Business; Business Etiquette & Conduct
- Business Communication Lecture & CBT Series**
  - o E-mail Etiquette; Phone Etiquette, Better Business Writing; Better Business Communication
- Quality Customer Service Lecture & CBT Series**
  - o Quality Customer Service; Customer Satisfaction; Calming Upset Customers
- Managing Your Career Lecture & CBT Series**
  - o Resume Writing and Review; Effective Interviewing Skills; Motivation and Goal Setting; Assertiveness; Marketing Yourself

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## Computer Systems Engineer

### Systems Engineer

The Systems Engineer Program prepares the students seeking a career as Systems Engineers, Technical Support Engineers, and Technical Consultants. Systems Engineers work in applications or systems development, analyze users' needs and design, construct, test, and maintain computer applications software or systems. The successful student will attain the skills needed to attain their NJCC Systems Engineering Certificate and earn the 7 MCP certifications to achieve the MCSE (Microsoft Certified System Engineer).

The Microsoft Certified Systems Engineer (MCSE) credential is the premier certification for professionals who analyze the business requirements and design and implement the infrastructure for business solutions based on the Microsoft Windows 2003 platform and Microsoft Windows Server System. Implementation responsibilities include installing, configuring, and troubleshooting network systems.

### Admissions Requirements

The *Systems Engineer Career Track* requires prerequisites. During the student's interview process the NJCC Admissions representative will ask the applying student some basic questions about the computer and/or require the student to take basic keyboarding and computer skills tests. Based on the student's responses and/or scores the student may be able to test out of the prerequisite courses and immediately begin their core courses.



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### Systems Engineer

Course Length - 12 months

#### Basic Requirements:

- Basic Computing**
- Computer Fundamentals**
- Working with Windows XP**
- Working with Windows Vista**
- Keyboarding**
- Internet Fundamentals**
- Conducting Effective Internet Research**

#### Prerequisite Courses:

- Word Core & Expert**
- Outlook**
- A+**
- Network+**

#### Core Courses:

##### *Choice of one of the Following Required Electives:*

- **Windows XP Professional**
- **Windows Vista**

##### *Required Core Courses (all are required):*

- **Managing and Maintaining a Server Environment**
- **Implementing a Server Network Infrastructure**
- **Planning a Server Network Infrastructure**
- **Implementing a Server Active Directory Infrastructure**
- **Designing a Server Network Infrastructure**

##### *Choice of one of the following required electives;*

- **Configuring Exchange Server**
- **Implementing and Managing Exchange Server**
- **Designing Security for a Server Network**
- **Implementing and Administering Security in a Server 2003 Network**
- **SQL Server 2005**
- **Security+**

#### Professional Seminar Series

*Included as an optional student resource.*

- Business Reality Lecture & CBT Series –**
- Business Communication Lecture & CBT Series**
- Quality Customer Service Lecture & CBT Series**
- Managing Your Career Lecture & CBT Series**
- Management Tools**

## NETWORK ADMINISTRATOR

### Track Description

*Network Administrators* design, install, and support an organization's local-area network (LAN), wide-area network (WAN), network segment, Internet, or intranet system. They provide day-to-day onsite administrative support for software users in a variety of work environments, including professional offices, small businesses, large corporations, and government. They maintain network hardware and software, analyze problems, and monitor the network to ensure its availability to system users. These workers gather data to identify customer needs and then use the information to identify, interpret, and evaluate system and network requirements. Network Administrators also may plan, coordinate, and implement network security measures.

Entry-level network administrators are involved in routine maintenance and monitoring of computer systems, typically working behind the scenes in an organization. After gaining experience and expertise, they are often able to advance into more senior-level positions in which they take on more responsibilities. For example, senior network administrators may present recommendations to management on matters related to a company's network. They also may translate the needs of an organization into a set of technical requirements based on the available technology.

The Network Administration Career Track prepares the student seeking a career as a Network Administrator. The successful student will gain the skills necessary to attain the NJCC Network Administration Certificate, CompTIA NET+ Certification, CCNA Certification, and one of 2 elective Certifications (CNA 6 Certification or Security + Certification).

### Admissions Requirements

The *Network Administration Career Track* requires prerequisites. During the student's interview process the NJCC Admissions representative will ask the applicant some basic questions about the computer and/or require the student to take basic keyboarding and computer skills tests. Based on the student's responses and/or scores the student may be able to test out of the prerequisite courses and immediately begin their core courses.

### Network Specialist

Course Length – 6 months

**Basic Requirements:** *Students must be proficient and be able to test out of the following before being considered for acceptance into the Network Administration Program.*

- Basic Computing**
- Computer Fundamentals**
- Working with Windows XP**
- Working with Windows Vista**
- Keyboarding**
- Internet Fundamentals**
- Conducting Effective Internet Research**

**Prerequisite Courses:** *Students must be proficient and be able to test out of the following before being considered for acceptance into the Network Administration Program.*

- Word Core & Expert**
- Outlook**
- A+**

### Core Courses:

- Network+**
- Cisco Certified Network Associate**
- Security +**

### **Choose One for a required Elective**

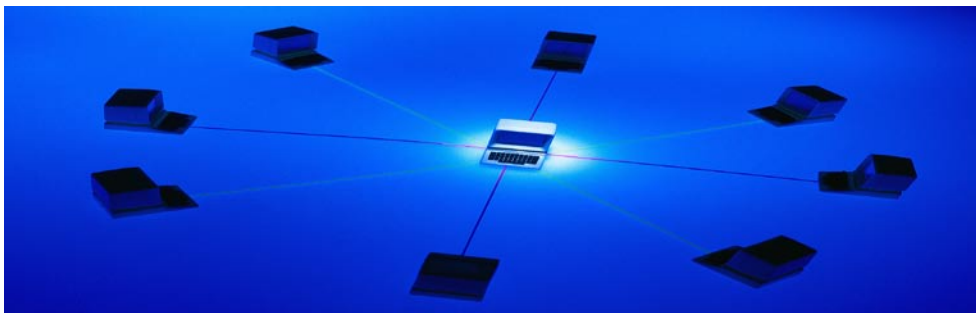
- Server +**
- Linux +**

### Professional Development Seminar Series

*Included as an optional student resource.*

- Business Reality Lecture & CBT Series –**
- Business Communication Lecture & CBT Series**
- Quality Customer Service Lecture & CBT Series**
- Managing Your Career Lecture & CBT Series**

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# Course Descriptions

## BASIC COMPUTER SKILLS

## BUSINESS APPLICATIONS

### Basic Computing

This course provides a fundamental understanding of the concepts that make using your computer a comfortable and rewarding experience. The course will provide you the knowledge of the components that make up your computer, and help you learn practical tips for using the PC.

### Computer Fundamentals

This course provides a fundamental understanding of PC hardware and how it works. From power supplies to memory, you'll have a solid understanding of the components inside the case, what they look like, what they do, and how they work together. At the conclusion of this course you will understand the basics of PC operation, maintenance, and connectivity.

### Internet Fundamentals

This course explains what the Internet really is, how it works, and how you can best use this tool – defining terms, explaining etiquette, and showing you the power of an Internet so huge that most people only experience a fraction of what it has to offer.

### Working with Windows XP

This course uses real world scenarios to help you optimize your system with enhanced settings, browser and e-mail options, and much more. You'll learn how to use advanced features including the photo editing suite, digital media library and moviemaker interface. As you become familiar with the Windows XP environment you'll build time-saving skills that help you get the most from your PC and become more productive.

### Working with Windows Vista

This course will help students optimize their understanding and knowledge of windows vista. Students will learn about navigating within Windows Vista, Vista desktop features, organizing and view files, file protection and restore, multimedia for improved communication, internet security and much more. This course will give the student the knowledge and skills to be comfortable and productive working within the Windows Vista operating system.

### Conducting Effective Research Using the Internet

This is an instructor led supplemental course that takes our course on Internet Fundamentals to the next level with practical hands on internet research techniques. This supplement provides greater detail on how to use browsers, indexes, and search engines to locate information via the Internet. (Internet Fundamentals is a prerequisite for this course.)



### Microsoft Word

Microsoft Word is one of today's most widely used communication tools. Whether you're a Word novice or you already know the basics of Word and want to learn more, the Word course takes you step-by-step through the features of Word . At the conclusion of this course you'll feel comfortable using Word to accomplish your communication tasks. Students completing the course will be prepared to pass the Microsoft Office Specialist (MOS) Word exams.

### Microsoft Excel

Nearly every organization today regardless of size uses spreadsheets to analyze data and do "what if" projections of future scenarios. Expert instructors use practical examples to show you Excel fundamentals before moving step-by-step into more advanced topics like graphs, charting, formulas and macros. At the conclusion of this course, you'll feel confident in your ability to use Excel for powerful business applications. Students completing the course will be prepared to pass the Microsoft Office Specialist (MOS) exams for Excel.

### Microsoft Access (Advanced)

Relational databases are a critical component of the infrastructure that allows modern society to easily store, index and share information. In the Access course, you'll learn basic and advanced capabilities of this popular database tool. Students taking this course will learn subjects including building databases, querying data, designing forms and generating reports. At the conclusion of this course you'll understand how to use Access to organize, retrieve, and share information. Students completing the course will be prepared to pass the Microsoft Office Specialist (MOS) exam for Access.

### Microsoft PowerPoint

The ability to effectively present information to an audience is one of the most useful and valuable business skills you can possess. With the Microsoft PowerPoint course, you'll quickly progress beyond the pick a template and type in some text basics that are so common in PowerPoint presentations. Students will learn how to make PowerPoint presentations connect that with the audience. At the conclusion of this course you'll understand how to create PowerPoint presentations that bring your ideas to life and communicate your message. Students completing the course will be prepared to pass the Microsoft Office Specialist (MOS) exam for PowerPoint.

### Microsoft Outlook

In the Outlook course, you'll learn to take full advantage of all the benefits of this latest version of one of the most widely used communication tools. Students will learn about using the powerful personal organization, time management, calendaring, and email capabilities of Outlook to manage communications and schedule. At the conclusion of this course, you'll feel comfortable using all the features of Outlook. Students completing the course will be prepared to pass the Microsoft Office Specialist (MOS) exam for Outlook.

*\*Word Expert, Excel Expert and Access Track One also available see page 14.*

**Students have the option of choosing from the following Microsoft Office Application Courses in either the 2003 or the 2007 track.**

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# Course Descriptions



## MEDICAL ADMINISTRATION

### Medical Billing II

In this course emphasis is placed on medical accounting records, patient scheduling, patient billing, and maintaining health records on the computer in addition to current medical software applications. Students will learn and practice the fundamentals of a computerized accounting system for a medical provider. Success in this course requires a basic level of competency with computers, word processing, spreadsheet, and database (electronic records) concepts. This course covers the medical billing objectives for the National Healthcareer Association's Certified Billing and Coding Specialist.

### Medical Terminology Part I

This course is the first of 2 interrelated courses in Medical Terminology. Courses must be taken in sequence. Medical Terminology 1 consists of 8 modules which introduce the medical terminology, spelling, and definitions that are needed to be successful in a health-related career. Students will gain comprehensive medical terminology skills through a unique combination of anatomy and physiology, word building principles, and phonetic "sounds like" pronunciations. Content is organized according to body systems, one chapter per system. Exercises focus on learning prefixes, suffixes, root words, and combining forms. Students will learn medical abbreviations, acronyms, and medical symbols in order to achieve fluency with terminology used in a medical office environment.

### Medical Terminology Part II

This course is the second of 2 interrelated courses in Medical Terminology. Courses must be taken in sequence. Medical Terminology 2 consists of 8 modules which continue to cover the medical terminology, spelling, and definitions that are needed to be successful in a health-related career. Students will gain comprehensive medical terminology skills through a unique combination of anatomy and physiology, word building principles, and phonetic "sounds like" pronunciations. Content is organized according to body systems, one chapter per system. Exercises focus on learning prefixes, suffixes, root words, and combining forms. Students will learn medical abbreviations, acronyms, and medical symbols in order to achieve fluency with terminology used in a medical office environment.

### Medical Office Software & Procedures

This course is designed to acquaint students with the specific knowledge and skills needed to pursue a career in a medical office. Students will learn about the clerical tasks that are performed in a medical office. Topics include; how to manage patient records, how to maintain the appointment schedule, and draft medical correspondence, performing procedures for preparing and filing patient charts, and the legal and ethical issues surrounding confidentiality of information. Students will also gain the basic technical skills and knowledge necessary to prepare students to work with commercial medical practice management software used in today's medical offices.

*For more information on any of the  
Medical Courses and Programs call:  
New Jersey Career Center's  
Admissions Department  
856-327-5555 ext 101*

### Medical Billing I / Health Insurance Processing

This course will provide students with the knowledge and skills needed to form the basis to become a medical insurance specialist. Students will learn the procedures used to file electronic insurance claims, as well as CMS -1500 paper form claims and its use to file claims. Students will learn about claim adjudication, reimbursement, follow-up, and record retention. Students will gain a fundamental understanding of claim requirements of health care payers such as Medicare, Medicaid, TRICARE CHAMPVA, Blue Cross and Blue Shield, workers compensation and disability. Students will also be given an overview of the electronic HIPAA 837I and UB-92 paper claim forms used by hospitals to submit claims. This course will prepare students to effectively and efficiently submit claims in accordance with payer requirements.

### Medical Coding

This course will provide students with the knowledge and skills needed to form the basis to become a medical coder or medical insurance specialist. Students will learn about medical coding guidelines and principles in order to verify the diagnosis and procedure codes used to report patients' conditions on insurance claims and encounter forms. Students will gain a fundamental understanding of current diagnostic and procedural coding. This will prepare students to effectively and efficiently submit claims in accordance with payer requirements.

### Medical Billing & Coding Package

This course package is geared towards individuals who have a minimum of 1 year of consecutive work experience in a medical office/facility or are currently certified as a CMAA and seek career advancement by becoming a Billing and Coding Specialist. The package includes Medical Billing I / Health Insurance Processing, Medical Billing II and Medical Coding. Enrollment in these courses requires passing pre-admission testing. This course covers the objectives for the National Healthcareer Association's Certified Billing and Coding Specialist.

**New Jersey Career Center  
Medical Administration  
Programs and Courses are  
Approved by  
the National Healthcareer Association**



# Course Descriptions



## TECHNICAL SKILLS

## IT PROFESSIONAL TRAINING

## TECHNICAL SKILLS

### A+ IT Technician (CompTIA)

This 2 part course covers the basics of computer hardware and operating systems. The student will learn skills needed for installation, building, upgrading, repairing, configuring, troubleshooting, optimizing and diagnosing in addition to preventive maintenance and elements of security. The A+ certification validates the basic skills needed by any entry-level service technician regardless of job environment in particular in a mobile or corporate environment.

### Network+

Network+ teaches students the fundamentals of networking. Through hands-on training, students learn the vendor-independent networking skills and concepts that affect all aspects of networking, such as: installing and configuring the TCP/IP client and creating networks by connecting multiple computers.

### Security +

This course prepares students for CompTIA's Security + certification. This course covers areas such as communication security, infrastructure security, cryptography, access control, authentication, external attack and operational and organization security.

*\*This certification can be used as an elective for MCSA and MCSE 2000 or 2003*

### Linux+

CompTIA Linux+ certification is an international industry credential that validates the individual's knowledge of Linux operating systems. In this course the students will learn to explain fundamental open source resources/licenses, demonstrate knowledge of user administration, understand file permissions/software configurations and manage local storage devices and network protocols.

### Server +

Server+ certifies technical knowledge in areas such as RAID, SCSI and multiple CPUs, as well as capabilities with server issues, including disaster recovery. It is an international, vendor-neutral certification for individuals with 18-24 months of experience with Industry Standard Server Architecture (ISSA) technology. (This course prepares students for the CompTIA Server+ exam SK0-002)

### Cisco Certified Network Associate

This course prepares the student for certification as a CCNA. Students will learn to install, configure, and operate LAN, WAN, and dial access services with Cisco networking equipment. Students will reinforce their learning by practicing basic router configuration tasks including setting the router hostname, interface descriptions, passwords, configuring CDP, enabling interfaces and configuring RIP in lab simulations. This course prepares the student for the CCNA (Certified Cisco Network Associate exam #640-802

### Building Coverage Cisco Multi-layer Switch Network (BCMSN)

In the BCMSN course students will learn the skills to perform tasks including and related to implementing scalable multilayer switched networks. Topics covered in this course include: Implement VLANs; Conduct the operation of Spanning Tree protocols in a hierarchical network; Implement Inter-VLAN routing; Implement gateway redundancy technologies; Describe and configure wireless client access; Describe and configure security features in a switched network; Configure support for voice. This course prepares students for the Cisco 642-812 exam.

*IT Professional courses may require prerequisites. For more information regarding prerequisites speak to your New Jersey Career Center Admissions Representative.*

*Students may be able to test out of the prerequisite courses and immediately begin their core courses. (No monetary credit for testing out of prerequisites.)*

*For Additional information on any New Jersey Career Center*

*Courses Contact Your New Jersey Career Center*

*Admissions Representative at 800-844-3333.*



# Course Descriptions

## MICROSOFT TRAINING

## IT PROFESSIONAL TRAINING

## MICROSOFT TRAINING

### Windows Vista Professional

In the Windows Vista course students will be prepared with the knowledge and skills needed to install, configure, and maintain Windows Vista. Students will learn: Installing and Upgrading Windows Vista; Configuring and Troubleshooting Post-Installation System Settings; Configuring Windows Security Features; Configuring Network Connectivity; Configuring Applications Included with Windows Vista; Maintaining and Optimizing Systems That Run Windows Vista; Configuring and Troubleshooting Mobile Computing. This course prepares the student for the Microsoft Certified Professional 70-620 – Configuring Windows Vista Certification exam.

### Windows Server 2008 Active Directory

In the Windows Server 2008 Active Directory course students will learn the following objectives; Configuring Domain Name System (DNS) for Active Directory, Configuring the Active Directory Infrastructure, Configuring Additional Active Directory Server Roles, Creating and Maintaining Active Directory Objects, Maintaining the Active Directory Environment and Configuring Active Directory Certificate Services. This course prepares the student for the Microsoft Certified Technical Specialist exam #70-640 – Configuring Windows Server 2008 Active Directory.

### Windows Server 2008 Network Infrastructure

In this course students will learn to configure, monitor, and manage a Windows Server 2008 Network Infrastructure. Subjects covered include: Configuring IP Addressing and Services, Configuring Name Resolution, Configuring File and Print Services, Monitoring and Managing a Network Infrastructure and Configuring Network Access. This course prepares the student for the Microsoft Certified Technical Specialist exam 70-642 – Configuring Windows Server 2008 Network Infrastructure.

### Windows 2008 Server Administrator

In this course students will learn the skills needed such as planning, monitoring, and maintaining a Server 2008 Network Environment.. Topics will include: Planning for Server Deployment; Planning for Server Management; Monitoring and Maintaining Servers; Planning Application and Data Provisioning; Planning for Business Continuity and High Availability; This course prepares the student for the Microsoft Certified Technical Specialist exam 70-646 – Windows Server 2008 Server Administrator

### Configuring Exchange Server 2007

In the Configuring Exchange Server 2007 course students will learn the skills needed to install, configure, and monitor Exchange Server 2007. This course covers the following objectives; Installing and Configuring Microsoft Exchange Servers, Configuring Recipients and Public Folders, Configuring the Exchange Infrastructure, Monitoring and Reporting, and Configuring Disaster Recovery. This course prepares the student for the Microsoft Certified Professional exam #70-236 – Configuring Exchange Server 2007.

### Windows XP Professional

Students receive comprehensive and complete understanding of the features of the Windows XP Professional operating system. Students will learn to install, configure and troubleshoot Windows XP Professional. Lab simulations will help students to become familiar with the many features of Windows XP. Includes simulations, quizzes, exams and hands on lab work (Prepares student for MCP exam #70-270) *MCSE & MCSA core*

### Windows Server 2003

Students will learn to install, manage, configure, and troubleshoot Windows 2003 Server and its components. Topics covered include managing and maintaining logical and physical devices, users, computer's other components of an Active Directory, security and disaster recovery. Includes simulations, quizzes, exams and hands on lab work (Prepares student for MCP exam #70-290) *MCSE & MCSA core*

### Implementing a Windows 2003 Network Infrastructure

Students taking this course will learn to implement, manage and maintain a Windows 2003 infrastructure. Subjects covered include IP Addressing, DNS, Routing and Remote Access. Students will learn to use network analysis tools for network maintenance. Includes simulations, quizzes, exams and hands on lab work (Prepares student for MCP exam #70-291) *MCSE & MCSA core*

### Planning a Windows 2003 Network Infrastructure

Students will learn to plan and implement a Windows 2003 network infrastructure. Topics include: server roles and security, planning a DNS namespace design, planning and implementing WINS replication. Also covered is planning for network security and recovery from failures. Includes simulations, quizzes, exams and hands on lab work (Prepares student for MCP exam #70-293) *MCSE core*

### Windows 2003 Directory Infrastructure

Planning, implementing and managing an Active Directory in Windows 2003 environment is covered in this course. Students will learn to create forest and child domains, work with organizational units, manage and monitor an Active Directory site. Students will learn to troubleshoot Active Directory, organize groups and security, implement configure and maintain Group policies. Includes simulations, quizzes, exams and hands on lab work (Prepares student for MCP exam #70-294) *MCSE core*

### SQL Server 2005

In the SQL Server 2005 course students will learn to implement and maintain databases by utilizing Transact-SQL, CLR, and other scripting languages. The student will also gain familiarity with the various wizards and other user interfaces required to administer Microsoft SQL Server 2005. This course prepares the student for the Microsoft Certified Technical Specialist exam #70-431.

*Additional IT Professional Courses are available.*

*For more information call:*

*New Jersey Career Center's Admissions Department  
856-327-5555 ext 101*

[www.njcareercenter.com](http://www.njcareercenter.com)

# Course Descriptions



## BUSINESS & PROFESSIONAL APPLICATIONS

## PROFESSIONAL DEVELOPMENT SEMINARS

### Word Expert

Students will learn and develop an in-depth knowledge of the advanced features of Microsoft Word in both 2003 and 2007 versions with and overview of the new features available in the soon to be released Microsoft Word 2010. Students completing this course have a high level of proficiency working in both versions (2003 & 2007) of the Microsoft Word and are familiar with the soon to be released 2010 version. This course will cover objectives for the MOS Word Expert certification exam.

### Excel Expert

Students will learn and develop an in-depth knowledge of the advanced features of Microsoft Excel in both 2003 and 2007 versions with and overview of the new features available in the soon to be released Microsoft Excel 2010. Students completing this course have a high level of proficiency working in both versions (2003 & 2007) of the Microsoft Excel and are familiar with the soon to be released 2010 version. This course will cover objectives for the MOS Excel Expert certification exam.

### Microsoft Access Track 1 (Basic)

This course covers the basics of MS Access 2007 application software and is geared to for individuals who are looking for general knowledge of how to work within existing Access databases. Students will learn features of Access, get an overview of how Access databases are created and teach the how to customize, manipulate and modify existing Access databases, forms and reports. This course is recommended for individuals who are not seeking the advanced knowledge needed for the Access certification.

### QuickBooks

This QuickBooks course trains students with key bookkeeping skills using QuickBooks Pro, the program used by many small and medium businesses. The course walks you through the interface, explaining the many features and capabilities of the application. You will learn how to create a new company, work with accounts and lists, manage inventory, record sales, process payroll, generate reports and graphs, and perform period-end procedures. Most importantly, the skills you learn in this course will enable you to manage your finances and run your business more efficiently.

### Project

In this Project course, you'll discover how to effectively plan, manage, and track the advancement of projects with Microsoft Project. The training begins with some project management basics, and then shows you by practical, step-by-step demonstration how to get the most from Project. At the conclusion of this course you'll be familiar with managing tasks, resources, schedules and reports to keep your projects on schedule and within budget.

### Publisher

Microsoft's Publisher is a tool for creating materials for print, Web or email publishing. This Publisher training course provides a convenient, affordable, effective way to learn how to design and publish newsletters, Web pages, marketing collateral and other materials with Publisher. This course moves step by step through the skills you need to get professional looking publishing results. At the conclusion of this course, you'll feel comfortable using Publisher to complete your own publishing

All Seminars are interactive and average 2 hours in length.  
Seminars can be scheduled at your convenience.  
For a full list and description of seminars contact  
NJCC's Admissions Representative or visit us on line.

### Professional Development Interactive Seminars

Motivation and Goal Setting

Telephone Courtesy and Customer Service

Customer Satisfaction

Team Building

Sexual Harassment

Delivering Effective Training

Effective Performance Appraisals

Managing Stress

Quality Customer Service

Managing Change at Work

Team Problem Solving

Successful Negotiation

Effective Meeting Skills

Better Business Writing

Project Management

Giving and Receiving Feedback

Better Business Communication

Goals and Goal Setting

Powerful Communication Skills

How to Supervise People

Excellence in Supervision

**Advance your career,  
gain enduring skills to  
pave your way to  
a successful future!**



**Begin Classes Today!**  
[www.njcareercenter.com](http://www.njcareercenter.com)

# New Jersey Career Center

## JOB PLACEMENT ASSISTANCE

### The “Right Fit”

New Jersey Career Center offers free Job Placement Assistance to our students and alumni in good standing. We work to help students connect to potential employers to facilitate a successful transition into a new career.

NJCC’s “Right Fit” job placement assistance program is geared to helping students with all aspects of their job search. We assist and guide students through the job search process and recommend students for job opportunities that match their career goals.

As students move through their program they have the opportunity to work with the NJCC Job Placement Counselor on developing and using job search tools and strategies to successfully gain employment .

NJCC job placement assistance includes:

- *Resume writing assistance*
- *Resume reviews*
- *Assistance with developing & refining your interviewing skills*
- *Attire for hire tips*
- *Job search tips and tools*
- *And more...*



**To find out more:  
Visit Us on The Web at  
[www.njcareercenter.com](http://www.njcareercenter.com)**

### *New Jersey Career Center Your Pipeline to Qualified Job Opportunities*

*New Jersey Career Center is connected in the pipeline of employers in the Southern New Jersey Regional area. NJCC has developed relationships and partnerships with area companies to refer students to meet the employers’ hiring needs.*

*New Jersey Career Center is an active member of several prominent chambers and business organizations in the region. All of these contacts are valuable tools in our “Right-Fit” job placement program.*



### *NJCC Job Placement Workshop Series*

#### *“Marketing Your Value to Employers”*

*From self-assessments to mock interviews, the New Jersey Career Center Job Placement Workshop Series prepares students for each step of the job search process. A strong emphasis on the communication skills needed to create a unique self-marketing package including powerful cover letters and targeted resumes builds student confidence while other integral elements such as time management, goal setting and interview preparation are highlighted.*

*Students learn to effectively present their unique skills, talents, education, experience and industry certifications to prospective employers enabling them to successfully compete in today’s job market and meet their career goals.*

# New Jersey Career Center Is Right for You

## DIRECTIONS

### Philadelphia Airport

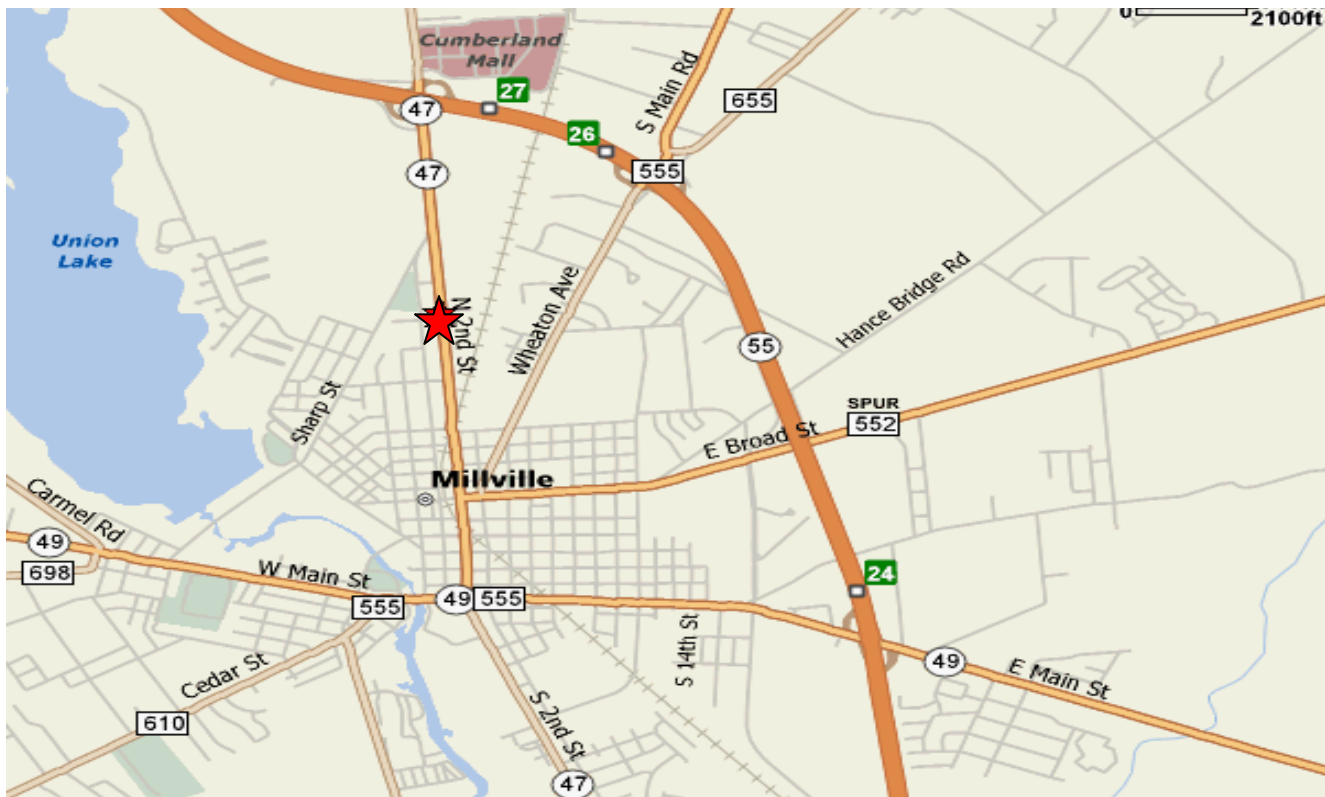
From airport take 95 North to 76E (Walt Whitman Bridge Exit). When over bridge go straight until you see a sign that says 42 South (Atlantic City). Keep straight on 42 South until you see a sign for 55 South. Take 55 S until you get to Exit 27 (Vineland/Millville) about 1/2 hour. Take Exit 27 and keep to the right. You will pass a Walmart on your left, keeping to the left as the road forks at a signal. Shortly after passing the Kentucky Fried Chicken on your right, you'll see a small group of brick buildings on the left. New Jersey Career Center 1601 N. Second St., Suite A-1, Millville, NJ 08332.

### From Delaware

Take Delaware Memorial Bridge to 40 East (Atlantic City) Exit. Then take 40 E thru Woodstown and Elmer. Several miles after Elmer you take 55 South Exit. Take 55 S until you get to Exit 27 (Vineland/Millville) about 1/2 hour. Take Exit 27 and keep to the right. You will pass a Walmart on your left, keeping to the left as the road forks at a signal. Shortly after passing the Kentucky Fried Chicken on your right, you'll see a small group of brick buildings on the left. The New Jersey Career Center is in suite A-1.

### From North Jersey/ New York City

Take turnpike until Exit 3, go south on 168, approximately a mile make a right at Clements Bridge Road. Follow Clemens Bridge Road until it splits and bear left. (McDonalds on opposite corner) and continue till 1st light (Friendly's on right) make a right and continue till it dead ends onto 55 South. Take 55 S until you get to Exit 27 (Vineland/Millville) about 1/2 hour. Take Exit 27 and keep to the right. You will pass a Walmart on your left, keeping to the left as the road forks at a signal. Shortly after passing the Kentucky Fried Chicken on your right, you'll see a small group of brick buildings on the left. The New Jersey Career Center is in suite A-1.



### Bus Routes

The New Jersey Career Center is situated along two NJTransit bus routes, the 313 (to Cape May) and the 408 (to Millville). Both routes have stops along North Second Street. In each case, the school is approximately one mile north of the bus stop itself, a small group of brick buildings on the right-hand side. The sign should be visible from the road, and the nearest cross street is Espoma.

### Contact Information

**New Jersey Career Center**  
**1601 N Second St., Suite A-1**  
**Millville, NJ 08332**

**800-844-3333 856-327-5555**  
**[www.njcareercenter.com](http://www.njcareercenter.com)**



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# NEW JERSEY CAREER CENTER

*New Jersey Career Center*  
1601 N Second St., Suite A-1  
Millville, NJ 08332

800-844-3334 856-327-5555  
[www.njcareercenter.com](http://www.njcareercenter.com)

**Advance your career,  
gain enduring skills to  
pave your way to  
a successful future!**

