Unemployed and Ready to Work?

We Can Help!

We are pleased to announce that the New Jersey Community College Consortium has been awarded the Ready to Work Grant. This grant is designed to help long-term unemployed workers rapidly return to work at NO COST to them.

Program Services are available at your local community college and may include:

- Free Work-Based Training
- Resume Writing, Interviewing, & Networking Techniques
- Individual Career Counseling
- Job Placement Assistance
- Supportive Services
- Salary reimbursements available to hiring employers

Acceptance Criteria into the program will be:

- New Jersey Residents
- Unemployed/Underemployed for 6+months
- Have a High School Diploma/GED or higher
- Minimum age of 18 years old
- Priority Service for Veterans

Did you know there is a Community College location within 20 minutes of every resident/business in New Jersey?

If you meet the above criteria and are Ready to Work Please register today at http://rtwnj.org
To Register by phone: 856-415-2216

Rowan College at Gloucester County is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104 (267-284-5000).

The Board of Trustees is committed to providing an educational and workplace environment free from unlawful harassment and discrimination. All forms of employment and educational discrimination and harassment based upon race, creed, color, national origin, age, ancestry, nationality, marital or domestic partner or civil union status, sex, pregnancy, gender identity or expression, disability, liability for military service, affectional, or sexual orientation, atypical cellular or blood trait, genetic information (including refusal to submit to genetic testing) are prohibited and will not be tolerated. For questions concerning discrimination contact Almarie J. Jones, Executive Director, Diversity and Equity, Affirmative Action/Title IX Officer at 856-415-2154 or ajones@rcgc.edu. For disability issues, contact Dennis M. Cook, Director, Department of Special Services, ADAAA/504 Officer at 856-415-2265 or dcook@rcgc.edu.

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Let a Workforce and Professional Development Institute Certificate Program be an option for you.

Are you currently an RCGC student, who is seeking immediate career opportunities?

Are you currently a Workforce and Professional Development Institute student seeking to enroll as an RCGC degree-seeking student?

Register for one of the Career Training Certificate programs through the Workforce and Professional Development Institute and earn College Credits!

Over 28 certificate programs to choose from
- Advanced Manufacturing
- Business
- Healthcare
- Safety
- Technology

Why?
- Earn a national industry-recognized credential
- Certificate program can be an elective option
- Prepare for in-demand jobs in less than a semester

WORKFORCE and PROFESSIONAL DEVELOPMENT INSTITUTE
Rowan College at Gloucester County

1492 Tanyard Road, Sewell NJ 08080 • 856-415-2216 • RCGC.edu/workforce
WORKFORCE AND PROFESSIONAL DEVELOPMENT

Career Training
Customized Training
Professional Development
Grant-Funded Training

The Workforce and Professional Development Institute’s courses and certificate programs offer opportunities for you to gain skills and enhance your abilities to compete in today’s fast-paced business environment. We offer courses and programs for individuals and can provide customized training solutions to meet the specific needs of organizations. We have an array of on-site and online computer classes to provide you with the opportunity to stay current with today’s business leaders.
Workforce and Professional Development

Grant-funded Professional Development Courses

Spanish in the Workplace
The rapid growth of the Hispanic population and workforce has created critical communication challenges for business, government and education. These language barriers often result in serious accidents, quality mistakes and poor service where it matters most — in the workplace. This course is designed to cut through language barriers by enabling adults to communicate simply and effectively with Spanish-speaking co-workers, customers or citizens. No prior Spanish language experience necessary.

LEA-801-01  Tue., Oct. 10 – Nov. 14, 6–9 pm
LEA-801-02  Tue., Jan. 30 – Mar. 6, 6–9 pm

Team Building
Before you can build a cohesive team, your individual team members must understand their own value and the ways they connect with others. In this course you will learn to communicate more effectively, minimize misunderstandings and build your sense of value. The course takes you further, helping your team pool their individual strengths to build a group identity. You will create a team mission statement, ground rules and a plan to foster trust and morale that will lead your team to success.

LEA-802-01  Tue., Oct. 10 & 17, 6–9 pm
LEA-802-02  Tue., Jan. 16 & 23, 6–9 pm

Team Leadership
Successful completion of this course will increase your ability in areas that are critical in a leadership role. You will learn to recognize the communication characteristics of high-performing teams and team members; assess individual strengths in order to ensure the best possible team performance; set goals successfully while avoiding common goal-setting mistakes; foster accountability among team members to ensure all members succeed; and develop esprit de corps and coordinate effective team-building activities.

LEA-803-01  Tue., Sept. 26 & Oct. 3, 6–9 pm
LEA-803-02  Tue., Feb. 13 & 20, 6–9 pm

Basic Communication for Improved Customer Service
This course is designed for workers in customer-facing roles. “Customer” has a broad meaning, encompassing both external paying customers and the internal staff who support the company’s mission. Participants will develop a better understanding of who their customers are and the many benefits of providing good customer service.

LEA-804-01  Tue., Oct. 17 & 24, 6–9 pm
LEA-804-02  Tue., Dec. 5 & 12, 6–9 pm

Basic Measurements
This course is designed to assess the math skills of the participant then develop and deliver a prescriptive plan for the participant to progress as far as their ability will permit towards the basic requirements of the workplace, which include: basic addition, subtraction, multiplication and division of whole numbers, fractions, decimals, measurements and the use of standard measurement devices.

LEA-806-01  Wed., Feb. 14 – Mar. 14, 6–9 pm

Basic Written Communication Skills
This course is designed for workers who have basic verbal and reading skills in English. It will demonstrate how different personal communication styles affect how co-workers, supervisors and customers receive and interpret information.

LEA-807-01  Tue. & Wed., Nov. 14 & 22, 6–9 pm

To Register by phone: 856-415-2216
To Register online: RCGC.edu/workforce
Certified Logistics Technician

Certified Logistics Technician (CLT) training provides the core knowledge and skills required in supply chain operations, from entry level through supervisor. Curriculum — provided by the Manufacturing Skill Standards Council (MSSC), a national training, assessment and certification system — is based on industry-defined and federally-endorsed standards.

The course educates candidates in global supply chain operations through four core areas of competency: logistics equipment and systems; safety/hazardous material handling; dispatch, routing and tracking; and shipping and receiving. Training is suitable for entry-level and incumbent workers in all types of supply chain facilities, including factories, distribution centers, warehouses and transporters.

The CLT has two components:
* The foundational Certified Logistics Associate (CLA) provides an overview of supply chain logistics and good workplace habits
* The mid-level technical CLT examines the primary processes of handling materials throughout the supply chain in greater depth

The purpose of the Certified Logistics Technician program is to recognize through certification individuals who demonstrate mastery of the core competencies of material handling at the front-line (entry-level through front-line supervisor) through successful completion of the certification assessments. The goal of the CLT certification program is to raise the level of performance of logistics workers both to assist the individuals in finding higher-wage jobs and to help employers ensure their workforce increases the company's productivity and competitiveness.

The CLT program consists of two parts: The foundational-level Certified Logistics Associate (CLA) Certificate and the mid-level technical CLT Certification. Before sitting for the CLT assessment, candidates must have a CLA Certificate.

$3,500 CLT-100-01

Certified Production Technician

The Certified Production Technician certificate program is a national program provided by the Manufacturing Skill Standards Council (MSSC). This nationally recognized certificate is based on industry-defined and federally endorsed national standards.

The purpose of the Certified Production Technician (CPT) program is to recognize through certification individuals who demonstrate mastery of the core competencies of manufacturing production at the front-line (entry-level through front-line supervisor) through successful completion of the certification assessments. The goal of the CPT certification program is to raise the level of performance of production workers both to assist the individuals in finding higher-wage jobs and to help employers ensure their workforce increases the company's productivity and competitiveness.

The CPT program consists of five individual certificate modules: Safety: Quality Practices & Measurement; Manufacturing Processes and Production; Maintenance Awareness and Green Production. Candidates must pass the first four certification exams to receive the full CPT certification.

$3,500 CPT-100-01

For more information about these programs, please call 856-415-2216

Certified Associate Project Management (CAPM)

The Certified Associate in Project Management (CAPM) program is designed for those that are seeking education to prepare for a career in project management as well as those that wish to gain the knowledge and skills necessary to take and pass the CAPM exam. This certificate program will give you the expertise necessary to deliver projects on time, on budget and on scope. This course provides the 23 contact hours of Project Management Education required to sit for the CAPM exam. This certificate is relevant for anyone currently working in project management or studying to become a project manager. 2.3 CEUs

$1,995 PMI-300-01
$1,995 PMI-300-02

Project Management Professional (PMP)

The Project Management Professional (PMP) certificate is the most highly-desirable certificate in the Project Management Institute (PMI). This course provides 48 PDUs for currently certified or credentialed members of PMI. This certificate program will give you the knowledge and expertise necessary to deliver projects on time, on budget and on scope. Students that complete this program will have all the required project management training to complete their application with PMI for either the CAPM or PMP exams. This certificate is designed for anyone currently working in project management or studying to become a project manager. 4.8 CEUs

$1,995 PMP-400-01
$1,995 PMP-400-02

To Register by phone: 856-415-2216
Certificate in Nonprofit Administration

Non-profits today need to be run like a business in many respects. You have competition, a need to generate income and a surplus and staff need to be even more productive. Get the best training on revenue generation for nonprofits, and program evaluation for nonprofits, with our Certificate in NonProfit Administration.

4.8 CEUs

$995 LRN-901-01 Sept. 5 – Dec. 1
Courses needed for Certificate:
- Revenue Generation for Nonprofits
- Program Evaluation for Nonprofits

Revenue Generation for Nonprofits

Build revenue streams for your non-profit organization. They are essential not only to keep your doors open but also to expand your services. Discover how to increase revenue from your current activities. Develop strategies for building new ones. Know how to effectively set prices or fees. Understand the 20 percent that generates 80 percent of your revenue. These are basic concepts that will yield greater results. After taking this course, you will have the knowledge to improve your revenue generation and generate a better surplus.

Program Evaluation for Nonprofits

Enhance your understanding of program evaluation within the nonprofit context. Find out how to improve your evaluation planning, data collection, data analysis and data use. Special attention will be paid to the real-world challenges that organizations may face when conducting evaluation, including staff time, costs and reporting evaluation results to funders. By the close of the course, you will have a complete program logic model and evaluation plan ready for implementation.

Certificate in Accounting and Finance for Non-Financial Managers

Every successful person in the workplace utilizes financial information to aid effective decision making. Accounting and Finance for Non-Financial Managers explains the financial concepts and accounting processes used in most businesses and will provide practical techniques that will increase your effectiveness and career. Get a foundation to understand the seven steps in the accounting cycle and use financial information in decision making. Come away with the knowledge to analyze resource allocation and evaluate financial performance.

$495 LRN 919-01 Sept. 5 – Oct. 2
Courses needed for Certificate:
- Cash is King
- Financial Analysis and Planning for Non-Financial Managers

Cash is King

Cash is arguably the most important factor in business success. D&B reports 90 percent of all small business failures are due to poor cash flow — more money is paid out than collected. The non-financial manager really makes a difference in the day-to-day cash activities. Discover how to maximize cash flow, learn the importance of cash and find out your role in cash flow success.

Financial Analysis and Planning for Non-Financial Managers

Designed for non-financial managers, business owners, entrepreneurs, and other decision-makers, this advanced course will take the mystery out of money matters. Throughout this course, financial information that drives your organization, as seen on the business’s reports, will be assessed and analyzed to understand it. An understanding of this information will help you make smart decisions when it comes to budgeting, setting goals, and assessing performance within your own area of influence.

RCGC provides business and industry training services to enhance the skills of your workforce.

We will design each course or program to your specifications. Our staff is dedicated to providing quality customized-training services to assist with meeting your organization’s needs.

RCGC will meet your organization’s needs through:
- Assessment of the skills of your workforce
- Custom training programs and classes
- Consulting services
- Training for both classroom and online settings

Our services can be provided at your site or at one of our convenient locations.

For more information about our services or for a customized program, contact Allen Magid, Sales Manager, at 856-468-5000, ext. 5503 or amagid@rcgc.edu.

To Register online: RCGC.edu/workforce

Online Course

Courses needed for Certificate:

- Non-Financial Managers
  - Financial Analysis and Planning for Non-Financial Managers
  - Cash is King

Non-Financial Managers

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Certificate in Management

Enhance your management skills through this program for supervisors, managers, and emerging leaders. Nothing creates success like a solid foundation. Discover the keys for effectively managing your employees. Find out how to create clear expectations, engage and motivate employees, and increase your effectiveness. Then learn how to improve your management of time and productivity. Time is even more valuable in this century than in the last. Get tips and techniques you will not get anywhere else for managing time and increasing productivity. Finally, get the keys to manage different generations in your workplace. Discover what motivates each generation at work, what incentives they respond to and what messages they value.

$595   LRN – 708-01   Sept. 5 – Dec. 1
Courses needed for Certificate:
• Management Boot Camp
• Collaborative Management
• Managing Generations in the Workplace

Management Boot Camp

Enhance your management skills through this course for supervisors, managers, and emerging leaders. Nothing creates success like a solid foundation. Discover the keys for effectively managing your employees. Find out how to create clear expectations, engage and motivate employees, and increase your effectiveness through use of the DiSC personality profile (included). By the end of the course we will have you managing like a pro — quickly and with confidence.

NEW! Collaborative Management

Whether you manage or lead people, collaborative skills are essential to help harness the energy of groups and teams for maximum performance and productivity. Knowledge of collaborative skills will enable you to gain participation quickly, get input and buy-in for building consensus and plan for cooperation to get crucial projects completed. This course will help you explore the principles of collaborative management and gain insight on how to expand your collaborative skills for success of your team or organization.

Managing Generations in the Workplace

Get an understanding of managing workers in different generations in the workplace. Discover what motivates each generation at work, what incentives they respond to, and what messages they value.

Generations X and Y are significantly different from the Boomer generation. Each generation has different expectations and styles of work in the workplace.

Come explore the characteristics of the different generations in the workplace. Discover the current motivations of Boomers, Gen Xers and Gen Yers and what messages they value. Then identify practical, how-to tips and techniques for managing Boomers, Gen Xers, and Gen Yers in the workplace.

The Digital Marketing Certificate

Enhance your management skills through this program for supervisors, managers, and emerging leaders. Nothing creates success like a solid foundation. Discover the keys for effectively managing your employees. Find out how to create clear expectations, engage and motivate employees, and increase your effectiveness. Then learn how to improve your management of time and productivity. Time is even more valuable in this century than in the last. Get tips and techniques you will not get anywhere else for managing time and increasing productivity. Finally, get the keys to manage different generations in your workplace. Discover what motivates each generation at work, what incentives they respond to and what messages they value.

$495   LRN-101-01   Sept. 5 – Dec. 1
Courses needed for Certificate:
• Improving Email Promotions
• Boosting Your Website Traffic
• Online Advertising

Improving Email Promotions

Discover new ways to improve your email promotions, including when to email, what to email, and testing email copy. Then find out how to analyze your email response rates, including getting the bench marks for open rates and click through rates. Learn how to improve your email promotion and responses with tracking and testing.

Get a basic introduction to email promotions. If you are advanced, your instructor is an email expert and can answer your toughest questions as well.

Boosting Your Website Traffic

Acquire the basic skills to boost your web site traffic, including how to analyze your visitor traffic, how to use search engine optimization to get greater visibility and exposure in Google searches, and how to redesign your web site copy to increase your visitors and results.

No experience necessary, but if you are at an advanced level, your instructor is an SEO expert and can answer your toughest questions as well.

Online Advertising

Get the keys to making online advertising work for you and your organization. See how pay-per-click advertising with Google AdWords works. Find out how to test low budget Adword campaigns. Learn how you can target local audiences. Then discover Facebook advertising and how you can determine the demographics and even numbers of people you want to reach.

No experience necessary, but if you are at an advanced level, your instructor is an online ad expert and can answer your toughest questions as well.

To Register by phone: 856-415-2216
Social Media for Business Certificate

Get in on this exciting and growing way to communicate, market and serve your customers and clients. For businesses, nonprofits, government and other organizations. From Facebook to Twitter, blogging, YouTube, LinkedIn and more, discover the new principles of communication that apply across all networks and how these specific social networks work and the possible uses for your organization. Whether you are new to social networks or already involved, you will come away with both an understanding of social networks and practical, how-to techniques to integrate social networks into your organization or business.

Courses needed for Certificate:
• Intro to Social Media
• Integrating Social Media into Your Organization
• Marketing Using Social Media

Integrating Social Media in Your Organization

Take away a practical strategy and techniques for implementing social networks for your organization or business. Learn how to create your own private social network using Ning, work socially using Google Docs and calendars, and move your web site to an interactive Web 2.0 site.

Then your instructor will help you choose which social network tools are right for your situation, and then integrate them into your web site to develop a social networking strategy for your organization.

Find out what you can be doing, what you should be doing and take back a plan to integrate social networks into your communication and marketing.

$195 LRN-801-01 Oct. 2 – 27

Marketing Using Social Media

Develop a two-way communication and marketing strategy for your organization using social networks. Let your instructor guide you in exploring major social networks, including Twitter, LinkedIn and blogging. Learn quick, easy ways to use Twitter, blogs and LinkedIn to engage your customers or clients and keep them interested in your organization or business. You will find out the advantages and disadvantages of each, and learn what's right for your work and kind of organization.

$195 LRN-802-01 Nov. 6 – Dec. 1

Introduction to Social Media

Get involved in the move from in-person to online communication. Learn what social networks are and their role in your business and personal life. Find out the top sites and how businesses are using the sites for communication, customer retention, branding, marketing, market research, needs assessment and serving customers and clients. Explore the options for your organization. Look at case studies of what other organizations are doing. Let your instructor guide your exploration of Facebook and YouTube. For anyone interested in social networks.

$195 LRN-800-01 Sept. 5 – 29

NEW! Introduction to Personal Drone Operation

This course will cover everything required to get students flying for non-commercial drone operation. Students will learn what qualifies as a drone and how drones operate. The course will also cover current Federal Aviation Administration (FAA) regulations governing drones, drone etiquette and the basics of flying. A comprehensive review of the current capabilities of drones and the accompanying software will also be presented, with an emphasis on DJI brand drones. There will be one hour of flight training at the conclusion of the lecture portion of the class, weather permitting. (Drones are not provided for this course)

$69 PDR-100-01 Sat., Oct. 7, 9 am–1 pm

NEW! Commercial Drone License Test Prep

This 16-hour course is designed for individuals looking to obtain a commercial drone Federal Aviation Administration (FAA) license. It will cover all aspects of the 14 CFR part 107 test and there will be sample test questions provided to prepare students for the test. Each class will end with a half hour of flying time, weather permitting, learning basic techniques used in both aerial photography and videography. (Drones are not provided for this course)

$199 CDR-100-01 Sat., Oct. 14 – Nov. 4, 9 am–1 pm

To Register online: RCGC.edu/workforce
Small Business Development

Rowan College at Gloucester County, in conjunction with the Rutgers University New Jersey Small Business Development Center, is pleased to offer the Entrepreneurial Certificate program. Its coursework gives entrepreneurs and small business owners the knowledge and skills they need to successfully start and run an enterprise. Students who complete this program receive a professional development certificate issued by both Rowan College and Rutgers University—Camden. The program requires 30 hours of study and students must complete all courses to earn the certificate. 3 CEUs

Starting a Business A to Z

This course is designed for entrepreneurs who intend on starting, or recently just started, a small business. Students examine legal forms for conducting business in New Jersey and learn how to register their businesses. Students also set up bookkeeping records, payroll, insurance and licensing procedures as well as review federal and state taxation.

$115  SBA-140-01  Thurs., Sept. 14 & 21, 6–9 pm

Writing a Business Plan

Successful businesses start with a strong business plan. Comprehensive business plans include financial projections, an industry analysis and a complete marketing plan. A business plan demonstrates the viability of the business and communicates a person’s ability to manage the organization. This course introduces business plan basics, such as proper formatting and determining appropriate information to include within the document. (This course offers an overview of writing business plans; students will not create one at this point. Students can begin writing their plan at or after the one-on-one counseling session, since the groundwork has been laid in this program.)

$115  SBA-141-01  Thurs., Sept. 28 & Oct. 5, 6–9 pm

Financing a Business

One of the primary challenges facing a new business is obtaining the necessary funding to start or expand the enterprise. This course explains the criteria used by lenders to evaluate potential borrowers. Students examine sources of financing, including bank and non-bank lenders, e.g. the Small Business Administration (SBA), micro-lenders, venture capitalists and others. The borrowing basics covered in this class are directly tied to the contents of a business plan/loan proposal.

$60  SBA-142-01  Thurs., Oct. 12, 6–9 pm

Recording Business Transactions

This course centers on how to record specific transactions in a manual record-keeping system. Students prepare disbursement and sales journals in addition to accounts receivable and accounts payable ledgers. Sample transactions will be used to generate business activity through the end of an accounting period so that students can create financial statements and practice their skills.

$60  SBA-146-01  Thurs., Oct. 19, 6–9 pm

Marketing Research and Strategies

Students study in detail the two critical aspects of marketing. The first session focuses on marketing research techniques and tools. The second session covers strategies and actions to market a business. (The second session of this program is the equivalent to Successfully Marketing Your Small Business.)

$115  SBA-143-01  Thurs., Oct. 26 & Nov. 2, 6–9 pm

Understanding Financial Statements

Students gain an understanding of basic business financial statements (balance sheets, income statements and statements of cash flow). This class demonstrates how the continual review and analysis of financial statements provides small business owners the information they need to improve profitability and/or grow their organizations. Revenues and expense items, forecasting and trend analysis are among topics discussed.

$60  SBA-144-01  Thurs., Nov. 9, 6–9 pm

Business Ownership, Contracts and Agreements

This class provides a basic understanding of business contract law as well as an overview of different types of contracts (employment, supplier and customer). It also presents situations, descriptions and case studies to demonstrate instances in which business owners require attorney consultation. Topics include legal structures, partnerships and partnership agreements and corporation and shareholder agreements.

$60  SBA-145-01  Thurs., Nov. 16, 6–9 pm

QuickBooks for Small Business

Are you a small business owner looking to manage the finances for your small business? Our trainer will help you learn QuickBooks by explaining core features: how to create accounts, organize records, record transactions, reconcile accounts and other core software skills you will need to manage a small business. 2.4 CEUs

$299  SBA-149-01  Mon. & Wed., Sept. 25 – Oct. 18, 6–9 pm

To Register by phone: 856-415-2216
Video Marketing Certificate

Video marketing is the latest hot new marketing trend. Shoppers who viewed product videos were 144 percent more likely to add the product to their cart. Video with good SEO has a 53 percent higher chance of showing up on page one of Google searches. When done correctly, video can tell a story and stories connect people. Video also leads to an emotion "trigger" that plain text cannot do.

Take both courses to earn the Certificate
Register for the certificate program and save.
- YouTube for Business
- Video Marketing
$395 — includes both online courses

YouTube for Business

Increase your business with YouTube, the online video site and second largest search engine used today. Discover the power of video for your organization and how to use video as a marketing tool to reach and serve more people. Find out what types of video work best on YouTube, how other business organizations are using YouTube, how to create your own YouTube channel and the techniques of adding captions, annotations and other extra features. YouTube can enhance your current marketing and communication strategy. After attending this course you will take back proven strategies and techniques for making YouTube work successfully for your organization.

$245  LRN-805-01  Oct. 2 – 27

Video Marketing

Sight, sound and motion are much more compelling than static words on a page. Video is very hypnotic and it quickly speeds up the "know, like and trust" factor with your audience. In this course you will discover how to use simple online video to quickly bond with your viewer, drive traffic to your website, boost business and build brand awareness. Find out how to shoot simple, effective videos without costly fancy equipment or savvy technical skills. Discover the secrets to creating content that commands attention. Learn how to dominate Google and YouTube with your video and to strategically use YouTube to market your business 24/7.

$295  LRN-804-01  Sept. 5 – 29

Mobile Marketing Associate

Mobile is one of the newest and fastest growing specialties within digital marketing. Learn from industry experts as they share critical skills used within the mobile marketing landscape. Learn how to find, engage, and convert customers using mobile devices, and you will gain a highly coveted skillset within the digital marketing profession.

Throughout this program, you’ll master cutting edge digital marketing skills. Initially, you’ll be given an overview of the digital marketing landscape and the roles within the industry. Following this overview, you’ll learn how to leverage mobile to attract customers using their devices to browse, purchase and post product reviews.

This program fully prepares you for the Online Marketing Certified Associate (OMCA®) exam, administered by the Online Marketing Certified Professionals (OMCP®) organization.

Possible careers include:
- Marketing Coordinator
- Mobile Marketing Specialist
- Digital Strategist
- Outbound Marketing Specialist

Upon completion of your program, you’ll receive an exam voucher to take the Online Marketing Certified Associate (OMCA®) exam.

$1,595  GES-265  105 hours
Commit to Your Career
Establish yourself as a globally-recognized HR expert in 2017 by earning your SHRM Certified Professional (SHRM-CP®) or SHRM Senior Certified Professional (SHRM-SCP®) certification. Prove your value to colleagues and employers with the credentials built on the SHRM SoCk™, which defines the standards for knowledge, strategies and competencies required for effective HR professionals around the world.

PROVE
your HR knowledge is current and relevant.

DEMONSTRATE
your ability to put your knowledge into action on the job.

EXPAND
your scope within the HR field to bring new ideas to your organization.

To Register by phone: 856-415-2216

Choose Expert Leadership and Guidance
As an official SHRM Education Partner, our certification prep course utilizes the 2017 SHRM Learning System, giving you access to the most comprehensive, effective and up-to-date exam preparation tools available.

Attending our course is the most effective way to prepare to pass the SHRM-CP or SHRM-SCP exam.

- Learn from a certified instructor who provides expertise, insights and one-on-one guidance.
- Network, share experiences, and discuss topics with a diverse group of HR professionals.
- Stay on track to earn your certification with a structured learning experience.
- Take advantage of funding options, such as corporate tuition reimbursement.

Expert guidance for SHRM-CP/SHRM-SCP exam success.

Course Details:
Date: Sept. 29 – Dec. 19
Time: 6-9 pm
Location: Workforce and Professional Development Institute
Price: $1,299

Our classes fill quickly! For more information or to register, visit RGC.C.edu/workforce
Workforce and Professional Development

PayTrain Payroll Certification Programs:
Payroll professionals will find that certification in the payroll field will build critical skills and advance their careers. RCGC has collaborated with the American Payroll Association (APA) to offer PayTrain Level 1 and 2 (formerly known as Fundamentals and Mastery courses). These courses provide the knowledge and skills needed for starting or advancing a payroll career and help individuals prepare for the Fundamental Payroll Certification (FPC) and Certified Payroll Professional Certification (CPP) exams.

Payroll professionals can increase their knowledge of payroll compliance from a basic understanding to an advanced level by completing the PayTrain courses, which are offered in partnership with American Payroll Association. As a payroll professional, you know how important it is to maintain your company's compliance by keeping up with changing regulations and procedures. Staying current is important to your company's bottom line and to your career.

**NEW! PayTrain Level 1**
(Formerly known as PayTrain Fundamentals)
PayTrain Level 1 teaches the fundamental payroll calculations and applications necessary for individuals who are new to the payroll industry, those who support the payroll industry, and those who are preparing for the FPC or CPP certification examinations. This course will provide you with the basic knowledge and skills required to maintain payroll compliance and prevent costly penalties. These calculations are critical to successfully passing the FPC and CPP exams and are not covered in PayTrain Level 2. This course helps Payroll Professionals prepare for the Fundamental Payroll Certification (FPC) exam.

$999 PAY-100-01 Thur., Sept. 28 – Dec. 7, 6–9 pm

**NEW! PayTrain Level 2**
(Formerly known as PayTrain Mastery)
A continuation of PayTrain Level 1, PayTrain Level 2 is a comprehensive course providing students with a solid understanding of advanced payroll topics necessary for payroll managers and supervisors. This course is ideal for experienced payroll professionals seeking compliance training, professional development, or Certified Payroll Professional (CPP) certification preparation. To qualify for CPP certification, candidates must have earned three years of payroll experience in the five years prior to taking the exam. For success on the CPP exam, this course should be taken after completing PayTrain Level 1. We strongly encourage you to take the PayTrain Level 1 class or the KAC (Knowledge Assessment Calculator) Assessment test before you sign up for the PayTrain Level 2 class. If you successfully complete this course and the Level 1 course, you will receive a NYIT and American Payroll Association certificate of completion.

$1,099 PAY-101-01 Thur., Jan. 11 – April 26, 6–9 pm

Advance your career to the next level with Rowan College at Gloucester County’s Division of Business Studies
NEW Certificates of Achievement (COAs)
The world of business is fast-paced and always evolving. Whether you’re looking to enter a new field or supplement your education to get ahead at your current workplace, RCGC’s new COAs can provide you with the qualifications you need to beat out the competition. The 15 to 18 credits required for a certificate can be completed in one academic year.

COAs are now offered in eight areas by the Division of Business Studies:
- Accounting
- Business Software Tools
- Digital Marketing
- Computer Graphic Arts: Game/Interactive Design
- Computer Graphic Arts – Print Design
- Help Desk Support
- Management
- Website Development for E-Commerce

For more information, visit: RCGC.edu/business

To Register online: RCGC.edu/workforce
To Register by phone: 856-415-2216

PayTrain Payroll Certification Programs:

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**NEW! SHRM Learning System™ Course**

Offered in partnership with the Society for Human Resource Management (SHRM), this comprehensive certificate exam prep course will provide you with all of the tools and knowledge necessary to pass the SHRM-CP (Certified Professional) or SHRM-SCP (Senior Certified Professional) Exam. Designed by global subject matter experts, this course covers the entire SHRM Body of Competency and Knowledge™ (SHRM BoCK™). Upon completion of this course, you will learn how to retain the material effectively and efficiently by combining the best exam preparation system with expert instruction and peer discussion. Conveniently scheduled for working professionals, this 13-week course is the most focused, complete preparation course available for the SHRM Certification Exam. You will receive materials directly from SHRM and have access to online study tools. Our SHRM Certificate Exam Prep course is designed primarily for individuals seeking SHRM-CP or SHRM-SCP certification. Certification is a great choice for HR professionals who want to increase their knowledge, advance their skills, and earn recognition from the global community. Becoming a SHRM-Certified Professional (SHRM-CP®) demonstrates mastery of the technical and operational aspects of HR practices and U.S. laws and regulations. This credential is for the HR professional who focuses on program implementation, has a tactical/logistical orientation, is accountable to another HR professional within the organization and has responsibilities that focus on the HR department rather than the whole organization. While anyone may register for our exam prep course, there are some requirements to qualify for the SHRM-CP and SHRM-SCP Exams. You can view the full requirements on the SHRM Certification website [shrm.org/certification/about/eligibilitycriteria/pages/default.aspx](http://shrm.org/certification/about/eligibilitycriteria/pages/default.aspx).

- **NEW! SHRM Essentials® of Human Resource Management**
  - This is an introductory course designed to discuss the fundamental issues surrounding human resource management. Among topics covered are employment law, selecting qualified employees, compensation, orientation, training and the employee performance evaluation process. This program is for working professionals who are new to human resource management or who are responsible for such functions within their companies. Students gain the knowledge they need to make better management decisions, protect their companies from needless litigation and advance their careers.
  - **$599**  SHR-100-01  Tue., Jan. 3 – Feb. 7, 6–9 pm

- **SHRM Essentials® of Human Resource Management**
  - **$1,299**  SHR-200-01  Tue., Sept. 26 – Dec. 19, 6–9 pm

**SHRM Essentials® of Human Resource Management**

- **$1,299**  SHR-200-01  Tue., Sept. 26 – Dec. 19, 6–9 pm

To Register by phone: 856-415-2216  

13
Introduction to Water and Wastewater Treatment

Water and wastewater treatment is the process of removing contaminants from wastewater, and includes physical, chemical, and biological removal processes. This course introduces the problem-solving concepts and tools commonly used in environmental engineering, presents the fundamental operations and processes that are used, with a focus on water and wastewater treatment processes, and instills knowledge essential for basic understanding of environmental systems. The topics covered include an introduction to environmental engineering and systems, materials and energy balances, reactors, hydraulic characteristics, and flow regimes, water use trends and projections, water chemistry concepts, water constituents and quality standards, and a review of physical, chemical, and biological treatment options.

This course consists of maintenance and operational procedures of all components of water and wastewater systems. It prepares students for more advanced water and wastewater courses and training. In addition to providing students valuable experience, this course prepares students for T-1, W-1, C-1 and S-1 New Jersey licensing tests.

18 CEUs

$1,449 WTS-303-01 Tue. & Thur., Sept. 12 – Apr. 17, 6–9 pm

Advanced Wastewater Treatment Plant Operations

This 90-hour course is comprised of two parts, including basic wastewater treatment plant operations and the state of New Jersey’s DEP syllabus. Students study terms, concepts, mathematics, and examples of typical equipment. Types of waste found in domestic settings, mixed streams, and publicly-owned treatment plants are among topics discussed. Upon successful completion of the course, students are eligible to obtain their S-2 credential in addition to more advanced licenses. This training option is viable for individuals with the appropriate educational foundation, experience and work history or those employed in Environmental Commission and environmental science settings.

$1,049  WTS-306-01 Tue. & Thur., Jan. 9 – Apr. 10, 6–9:30 pm

Industrial Wastewater Treatment Plant Operations

The NJDEP mandates that anyone applying for an industrial wastewater treatment system license complete an approved industrial wastewater management course prior to taking the examination. This course helps prepare students for the certifying examination. Topics include an introduction to monitoring, treatment processes, maintenance and safety, and nitrogen and phosphorus removal. Upon successful completion of this course, participants are eligible to take the “N” category license exam, which is designated for industrial or process wastewater systems.

$1,049 WTS-305-01 Mon. & Wed., Oct. 2 – Jan. 3, 6–9:30 pm

Advanced Water Operations Part I & II

This course covers the operation and maintenance of surface/groundwater treatment and distribution systems, disinfection, laboratory sampling, monitoring, pumps, motors, meters, mains, hydrants, valves, backflow prevention, safety, customer relations, administration and compliance.

$1,049 WTS-310-01 Mon. & Thur., Sept. 11 – Dec. 21, 6–9 pm
Workforce and Professional Development

Wastewater Management Series

This series of courses offers individuals who are currently employed, or are seeking employment in wastewater-treatment related jobs, the opportunity to obtain state licensures and certification within the industry.

For state certification, prior work experience in the field is required. Please visit [nj.gov/dep/exams/wsw.htm](http://nj.gov/dep/exams/wsw.htm) for state licensing qualifications.

Introduction to Water and Wastewater Treatment

Water and wastewater treatment is the process of removing contaminants from wastewater, and includes physical, chemical and biological removal processes. This course introduces the problem-solving concepts and tools commonly used in environmental engineering, present the fundamental operations and processes that are used, with a focus on water and wastewater treatment processes, and instills knowledge essential for basic understanding of environmental systems. The topics covered include an introduction to environmental engineering and environmental systems, materials and energy balances, reactors, hydraulic characteristics, and flow regimes, water use trends and projections, water chemistry concepts, water constituents and quality standards, and a review of physical, chemical, and biological treatment options.

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$1,049  WTS-310-01  Mon. & Thur., Sept. 11 – Dec. 21, 6–9 pm

To Register by phone: 856-415-2216  15
The course is an online program that is accessible over the Internet from any location at any time. The only requirement for you to access this program is a computer with an internet connection. The course uses sound, video and animation to make learning challenging and entertaining.

Tellers are the heart of any bank's retail operation. To customers, they are the "face of the Bank." Without excellence on the teller line, no branch can maximize its financial success. The Achieving Teller Excellence program is designed to prepare you to immediately begin working at a bank. From how to count money, to bank regulation compliance, you will receive the industry's best bank teller training. Upon completion, receive a Banker's Academy Teller Certification that will jump start your career in today's banking industry.

Whether embarking on your first career, or changing careers, this course can help you get your start in the world of banking. The course takes on the average about 20 hours to complete, but you'll have access to the course for a year for review.

$529 BTC-100-01

Real Estate
This program, offered in partnership with the Weichert Real Estate School, prepares students to start an exciting, lucrative career in real estate. Students learn the principles of real estate, property interests, contracts, financing titles, deeds and closing sales and appraising leases. Additional course topics include an overview of the state of New Jersey statutes, New Jersey Real Estate Commission rules and regulations and federal laws. Students are prepared to take the New Jersey Real Estate Salesperson examination. 7.5 CEUs

New Jersey Real Estate Licensure
An applicant for a N.J. real estate license must:
• Possess a high school diploma or HSE
• Be at least 18 years of age
• Complete the 75-hour training course
• Pass the state of New Jersey licensure exam
• Have a N.J. broker sponsor his/her license
• Pass N.J. Real Estate Commission criminal background check

For questions regarding New Jersey Real Estate Licensure, call the Weichert Real Estate School directly at 800-544-3000 or visit schoolsofrealestate.com.

$369 Day: 9 am–4:30 pm
RE'A-100-01 Mon. – Fri., Sept. 11 – 22
RE'A-100-02 Mon. – Fri., Oct. 16 – 27
RE'A-100-03 Mon. – Fri., Nov. 6 – 17
RE'A-100-04 Mon. – Fri., Dec. 11 – 22
RE'A-100-05 Mon. – Fri., Jan. 8 – 19
RE'A-100-06 Mon. – Fri., Feb. 12 – 23

Evening: 6:30–10:15 pm
RE'A-100-07 Tue. & Thur., Oct. 10 – Dec. 21

Loan Signing Agent
Advanced Notary Public Education and Training for New Jersey Notaries
Prerequisite: Completion of the NJ Notary Public Course or Current notary commission in NJ, NY or PA.

Are you interested in becoming a Loan Signing Agent? This course is designed to assist the current notary with a knowledge, understanding and training for the sub-specialty as a notary signing agent handling loan document packages for lenders, mortgage companies, title and escrow companies and other financial institutions.

$109 LSA-100-01 Sat., Oct. 22, 9 am–5 pm

Tax Return Preparer
Are you interested in becoming a Tax Return Preparer? This 18-hour class provides instruction for preparing individual tax returns for various clients with varying degrees of difficulty. It also covers 1040 forms and schedules A–E. After successful completion of the course, students are able to sit for the Registered Tax Return Preparer exam offered by the IRS, which is a requirement for all individuals who wish to work as a paid tax return preparer.

$460 TPC-100-01 Thur., Sept. 21 – Oct. 25, 6–9 pm
TPC-100-02 Thur., Jan. 11 – Feb. 14, 6–9 pm

To Register online: RCGC.edu/workforce
Forklift Operator Training
Add forklift operator OSHA certification to your list of credentials. Individuals interested in becoming certified in the operation of a forklift may register now for our one-day class. Learn safety and general operating rules by combining lecture, video, demonstrations, plus practice driving. Upon completing the course, you’ll earn a certificate for this OSHA certified course. .8 CEUs

Program Overview
• Four hours of classroom instruction
• Four hours of hands-on operation of sit-down counter-balanced trucks; stand-on narrow aisle pickers; and motorized hand trucks
• Operation in both closed and open environments

$300  FOT-100-01  Fri., Sept. 29, 8 am–3 pm
FOT-100-02  Fri., Oct. 27, 8 am–3 pm
FOT-100-03  Fri., Dec. 1, 8 am–3 pm
FOT-100-04  Fri., Jan. 26, 8 am–3 pm

Class held at: 170 A Benigno Blvd., Bellmawr, NJ 08031

Child Care Development Certificate (CDA)
Designed for early childhood educators in childcare centers and schools, this program focuses on teaching concepts and skills that have immediate applications. Students identify effective teaching strategies and techniques while practicing these strategies during each course for use in their centers or classrooms. The completion of this 120-hour course satisfies the educational component for obtaining a Child Development Associate (CDA) credential and the hours may also be used toward a Certified Childcare Professional (CCP) credential. To find out more about these national certification programs, call CDA at 1-800-424-4310 or CCP at 1-800-543-7161. The courses within the certificate program meet the annual staff development requirements enacted by the New Jersey Bureau of Child Care Licensing.
Note: The textbook are used for course and are available at the RCGC bookstore.

$599  Mon. & Wed., Oct. 2. – Feb. 14, 6:30–9:30 pm

Food Safety Certification

Food ServSafe® Food Safety Manager Training
This eight-hour ServSafe® training session prepares students to take the official ServSafe® certification exam, which is offered at the conclusion of class. ServSafe® training, designed by food service and safety professionals, meets the needs of New Jersey food laws and regulations. Individuals who complete the program and pass the accredited certification exam are recognized as certified food safety managers. The class is delivered in two, four-hour training sessions with the certification exam administered at the end of the second day. 1.6 CEUs

$225  SST-100-01  Thu., Sept. 14 & 21, 9 am–1 pm
SST-100-02  Thu., Oct. 5 & 12, 9 am–1 pm
SST-100-03  Thu., Nov. 9 & 16, 9 am–1 pm
SST-100-04  Thu., Dec. 7 & 14, 9 am–1 pm
SST-100-05  Thu., Jan. 18 & 25, 9 am–1 pm
SST-100-06  Thu., Feb. 15 & 22, 9 am–1 pm

ServSafe® Food Safety Manager Re-Certification
EXAM ONLY
Register for the Certified ServSafe® Food Safety Manager credential. This does not include coursework or textbooks.

$75  SSE-100-01  Thu., Sept. 21, 12 pm
SSE-100-02  Thu., Oct. 12, 12 pm
SSE-100-03  Thu., Nov. 16, 12 pm
SSE-100-04  Thu., Dec. 14, 12 pm
SSE-100-05  Thu., Jan. 25, 12 pm
SSE-100-06  Thu., Feb. 22, 12 pm
Gloucester County Fire Academy

Firefighter I
The Gloucester County Fire Academy provides training via the Firefighter I course. Students learn about the chemistry of fire, proper ventilation and suppression techniques as well as search-and-rescue strategies.

This program exceeds the minimum requirements for Structural Firefighter Certification as written in NFPA 1001 and NFPA 472 “Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents.” 2015 Editions. Upon successful completion of this course, graduates will also receive certifications from National Board of Fire Service Professional Qualifications and the International Fire Service Accreditation Congress. (Complete Firefighter Course and you may be eligible to receive nine college credits in the Technical Studies program. Contact the Fire Academy Director for details.)

Eligibility Requirements
• Must be at least 18 years of age
• Must belong to a fire company, department or brigade
• Must provide proof of physical fitness for structural firefighting without restriction from the registrant’s medical doctor
• Must provide proof of Self-Contained Breathing Apparatus face-piece fit testing

Tuition & Fees
• In-county resident: free
• Out-of-county resident: $150

Customized Programs Available from Gloucester County Fire Academy Onsite or at Your Location
• Safety Courses
• Professional Development
• New Jersey State Police Hazardous Materials Training
• Working with Chemicals

The Gloucester County Fire Academy holds classes on-site at business locations. Or you can send your employees to our location in Clarksboro. Training can be customized to address specific issues and offered at convenient times to suit your needs. For more information please call 856-423-4127 or contact Robert Hill at rhill@rcgc.edu

Security Officer Registration Act (SORA) Training
RCGC is offering the New Jersey Security Officer Registration Act (SORA) training for those interested in a career as a security officer. The 24-hour course applies to all security practitioners and former law enforcement personnel tasked with the safety and security of the businesses they serve. New Jersey Security Officer Registration Act (SORA) Training includes:
• Homeland Security and Counter Terrorism
• Communications/Emergency Response
• Fire Prevention/Theft Prevention and Deterrence
• Limits on the Use of Force
• Detention of Suspects and Physical Restraint
• Ethics and Professional Conduct/Report Writing
• First Aid/CPR/AED

All interested candidates must obtain a temporary state certification, which is good for 30 days. Please visit njsp.org/private-detective/sora.shtml for more information. 2.4 CEUs

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Times</th>
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<tbody>
<tr>
<td>SOR-100-01</td>
<td>Thr. – Sat., Oct. 26 – 28, 9 am–5 pm</td>
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<tr>
<td>SOR-100-02</td>
<td>Thr. – Sat., Nov. 30 – Dec. 2, 9 am–5 pm</td>
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To Register by phone: 856-415-2216
To Register online: RCGC.edu/workforce
To Register by phone: 856-415-2216

Rowan College at Gloucester County Workforce and Professional Development Institute presents

GRANT-FUNDED BASIC TRAINING
FOR YOUR EMPLOYEES

The Workforce and Professional Development Institute at Rowan College at Gloucester County is offering basic education courses to enhance the workforce of local businesses. All classes are no cost thanks to a grant provided by the Department of Labor and Workforce Development, NJCCC and NJBIA.

Basic Skills Training Include:
- Mathematics and Computation
- Verbal and Reading Comprehension
- Writing Arts
- Customer Service
- ESL — Levels I and II
- Computer Skills — Levels I and II
  - Word 2016, 2013, 2010
  - Excel 2016, 2013, 2010
  - Outlook 2016, 2013, 2010
  - PowerPoint 2016, 2013, 2010

Eligibility Requirements:
- Employees must be employed at least 20 hours per week.
- Employees must be paid at their usual hourly rate while in training.
- Employees must provide a Social Security Number.
- Employer must provide their FEIN number.
- Training can be delivered at the employer’s site with a minimum of 10 employees.

Contact Information:
Allen Magid at 856-468-5000, ext. 5503 or email amagid@rcgc.edu
Felicia Carroll at 856-415-2216 or email fcarroll@rcgc.edu

Visit our website for more information: RCGC.edu/workforce

Rowan College at Gloucester County
Workforce and Professional Development Institute
1492 Tanyard Rd., Sewell, NJ 08080
856-468-5000, ext. 5503 · RCGC.edu/workforce
## Certificate in Digital Photography

Rowan College at Gloucester County offers a professional development certificate in digital photography. Students develop their eye and cultivate aesthetic appreciation as they study light and value, composition, technical aspects and more. To earn the certificate students must complete three core courses, one specialty course and two workshops.

### Digital Photography Made Easy

The first step in taking great pictures involves understanding how the camera works. Students learn more about the technical aspects of their cameras so that they become more comfortable and proficient in using their equipment. 1.5 CEUs

- **DIG-101-01** Mon. & Wed., Sept. 13 – 27, 6:30–9:30 pm
- **DIG-101-02** Mon. & Wed., Jan. 17 – 31, 6:30–9:30 pm

### Digital Photography — Creative

Whether candid or posed, portrait or landscape, this course covers the basic concepts of creative composition. Students incorporate background lighting to improve their photos and to achieve the look they want. By the end of the course, students produce professional-looking photos to capture everything from weddings, to vacations and family get-togethers. 1.5 CEUs

- **DIG-102-01** Mon. & Wed., Oct. 11 – 25, 6:30–9:30 pm
- **DIG-102-02** Mon. & Wed., Feb. 14 – 28, 6:30–9:30 pm

### Digital Photography — Advanced

Now that you have an understanding of how your digital camera works and how to get better pictures, we will teach you to fine-tune your skills and learn advanced digital photography techniques. You will learn the advantages of using raw vs. jpeg, using external flash, bounce flash, fill flash, backing up your photos into an external hard drive and more advanced photo editing programs. 1.5 CEUs

- **DIG-103-01** Mon. & Wed., Mar. 14 – 28, 6:30–9:30 pm

### Digital Photography — All About Light and Exposure

Photography is a Greek word that means “painting with light.” Lighting and exposure are the key ingredients to capturing perfect images. Students explore, in fine detail, window, studio, indoor, outdoor and night photography and lighting, using equipment, utilizing available light and getting the perfect exposures every time. The course also covers “The Edge of Light—Figure Study” series. 1.5 CEUs

- **DIG-400-01** Wed. & Sat., Nov. 1 – 15, Wed., 6:30–9:30 pm; Sat., 10 am–1 pm

### Digital Photography — The Art of Creating Landscapes

This course regards concepts such as the 18-percent-gray card and Ansel Adam's zone system to photograph landscapes. Students learn how to take pictures of panoramic scenes via high dynamic range (HDR). Students also discover how to be in the right place at the right time to capture the elusive moment in the way their eyes saw it. 1.5 CEUs

- **DIG-316-01** Mon. & Wed., Dec. 4 – 18, 6:30–9:30 pm

### Digital Photography — The Art of Using Window Light

Students work like the “Old Masters” by using northern light. Today, many photographers see the advantages of working with this style of lighting. This soft natural light wraps around the subject to create a stunning portraiture in the Old Masters' style. .3 CEUs

- **DIG-310-01** Sat., Nov. 4, 1:30–4:30 pm

### Digital Photography — Studio Lighting and Equipment

Students acquire knowledge of studio lighting and various equipment that is used in professional portraiture. .3 CEUs

- **DIG-304-01** Sat., Nov. 11, 1:30–4:30 pm

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Digital Photography courses require students to bring their DSLR camera, owner’s manual, tripod and extra batteries to class.
The Workforce and Professional Development Institute offers a variety of Allied Health courses and certificate programs to prepare you for entry-level in demand jobs in the healthcare industry. Enroll in our certificate programs to get medical education, practical skills and certifications to assist you with meeting your career goals.
Patient Care Technician

The healthcare industry is currently undergoing major changes in the manner in which patient care is provided. These changes have resulted in the introduction of a new category of healthcare worker trained to perform a variety of patient care services. The Patient Care Technician course teaches the technical skills necessary to service complex patient personal care issues including basic bedside care, collection of laboratory specimens, rehabilitation services, phlebotomy and EKGs. The Patient Care Technician works alongside doctors, nurses and other healthcare providers to help oversee and monitor patients. This training course will provide the healthcare worker with the basic medical knowledge and hands on skills necessary to perform direct patient care and technical diagnostic testing. This program prepares students to take the National Health Career Association (NHA) certification exam.

The Certified Patient Care Technician program will provide students with a solid foundation, combining theory learned in the classroom with hands-on practice via clinical rotations. Required textbooks are available in the college bookstore. 27 CEUs

$3,159

Day:
PCT-100-01  Mon. – Thu., Sept. 18 – Nov. 15, 9 am–3 pm
PCT-100-02  Mon. – Thu., Nov. 27 – Feb. 1, 9 am–3 pm
PCT-100-03  Mon. – Thu., Feb. 20 – April 19, 9 am–3 pm

Evening:
PCT-200-01  Tue. – Thu., Dec. 12 – Mar. 20, 6–9 pm

Orientation is mandatory and held at the Workforce and Professional Development Institute

All clinicals are scheduled during the day and students must be flexible in meeting this requirement.

Admission Requirements:

Prior to registration, students must:

- Obtain CPR certification
- Complete online course "Introduction to HIPAA"
- Review program information packet (available at the Workforce and Professional Development Institute)
- Have a high school diploma
- Have health insurance coverage and maintain eligibility while enrolled in the program
- Have proof of immunizations (hepatitis B, MMR, varicella) and two-step PPD
  - Students must have a two-step PPD and note from their doctors indicating they are in good health.
  - After students receive the two required injections, doctors must prepare written documentation indicating the dates of the immunizations, the dates read and the final results.
- The College cannot accept testing completed more than six months previously.
  - Maintain flexible schedules to meet clinical rotation requirements.
  - Sign a disclosure and release form giving the College permission to obtain background check information
  - Complete an entrance interview

Note: A criminal background report containing negative information may prevent placement for the clinical portion of the program.

Dialysis Technician Program

This 50-hour Dialysis Technician Program provides advanced skills for individuals currently working as Patient Care Technicians or in allied health positions at hospitals and healthcare centers. This program provides skills needed to perform duties required of a Dialysis Technician. Under the supervision of physicians and registered nurses, Dialysis Technicians operate kidney dialysis machines, prepare dialyzer reprocessing and delivery systems as well as maintain and repair equipment. Furthermore, technicians work with patients during dialysis procedures and monitor and record vital signs as well as administer local anesthetics and drugs as needed. Additionally, they may also be involved in the training of patients for at-home dialysis treatment. (Textbooks included)

5 CEUs

$999  DT-100-01  Mon. & Wed., Oct. 23 – Dec. 13, 6–9:30 pm
Certified Nurse Assistant (CNA)

Nurse Assistants aid in the physical, psychological, social and spiritual needs of clients. CNAs work in health care settings such as hospitals, home care, nursing homes or assisted-living facilities. Students learn basic care skills including monitoring vital signs, controlling infections, transferring and feeding clients as well as the Heimlich maneuver. Communication skills, body mechanics, bed making, restorative care and care of the dying client are among topics covered.

This state-approved program includes 50 hours of classroom instruction and 40 hours of clinical training. In addition, coursework prepares students to take the state licensure examination. Required textbooks available in the college bookstore. 9 CEUs

Prerequisites:
- High School Diploma or equivalency
- Criminal background check and fingerprinting
- Proof of Mantoux (PPD 2-step process) immunization
- Must complete online course "Introduction to HIPAA"

$1,749  Day:  Classroom time: 8 am–3 pm
CNA-100-01  Mon. – Fri., Sept. 18 – Oct. 26
CNA-100-02  Mon. – Fri., Nov. 13 – Dec. 21
CNA-100-03  Mon. – Fri., Jan. 15 – Feb. 23
CNA-100-04  Mon. – Fri., Mar. 19 – April 27

Evening:  Classroom time: 5–9 pm
CNA-100-06  Tue. – Thurs., Oct. 10 – Dec. 12

Orientation is mandatory and held at the Workforce and Professional Development Institute
Clinical time: 8 am–2:30 pm
Pitman Manor/United Methodist Community, Pitman

NEW! Certified Medication Aide

Expand your employment opportunities and increase your earnings potential through Medication Aide Certification. The Certified Medication Aide program is a state regulated training and certification program that prepares Certified Nurse Aides to administer medications in an Assisted Living setting. Students receive instruction and training in the preparation and administration of medications; observe, report, and document resident's status; review principles of safety; and demonstrate knowledge of measurement systems, body systems, and common diseases. This course is approved by the NJ Department of Nursing governing medication aides.

Prerequisites: Students must already be a CNA, CHHA with an active, and in good standing, license for the state of NJ. Upon registration the student will need to provide their CNA, CHHA or PCA license number, the expiration date and the last 4 numbers of their social security. This certification is available for all New Jersey residents who meet the program prerequisites. Once registered you must provide RCGC with a copy of your CNA or CHHA license.

$495  MAC-100-01  Mon., Oct. 16 – Dec. 18, 6–9 pm

Central Service Technician

Are you looking for a new and exciting career in Healthcare? If so, train to become a Central Service Technician. As a Central Service Technician, you will provide vital support in all patient care services and be responsible for knowing all of the tools used in an operating room, as well as sterilizing and packaging instruments used during surgery. Our training program will provide you with 120 hours of instruction and a 400-hour externship opportunity. You will learn principles of cleaning and processing equipment, methods of sterilization and disinfection, packaging and storage, maintenance of equipment, inventory control, basic surgical instrument identification and more. New Jersey Department of Health standards require certification for everyone working in sterile processing. Upon successful completion, you will be a Registered Central Service Technician (R.C.S.T.) with the International Association of Healthcare Central Service Material Management (IAHCSMM). You will be eligible for permanent certification after completing 400 hours of experience and passing the IAHCSMM certification examination. 52 CEUs

$3,095  CST-100-01  Mon. – Thurs., Oct. 10 – Dec. 21, 6–9 pm
CST-100-02  Mon. – Thurs., Feb. 6 – April 26, 6–9 pm

Orientation is mandatory and held at the Workforce and Professional Development Institute
Clinicals are 400 hours over 6 months and are mandatory for permanent certification. Clinicals will be scheduled either day or evening. Students must be flexible in meeting this requirement.

To Register by phone: 856-415-2216
Allied Health and Fitness Training

Medical Billing and Coding
Accurate medical billing/coding is necessary to secure maximum reimbursement for the healthcare provider and to ensure legal compliance on claims. The Certificate in Medical/Coding is designed to prepare participants for an entry-level position in one of the fasted growing industries. This administrative position assists medical research and reimbursement in a medical office, hospital, or other healthcare settings. This program prepares you for a career change or advancement. Topics will include Medical Billing, medical coding, medical terminology and electronic health records. Students can test for the Certified Professional Coder Certification (CPC*), this CPC Certification validates proficiency in the correct application of CPT®, HCPCS Level II procedure and supply codes, and ICD-10-CM diagnosis codes used for coding and billing for medical claims in a physician’s office. This course includes the certification test vouchers.

Note: After obtaining the practical work experience (6 months to 2 years), students who complete this course could be qualified to sit for the American Academy of Professional Coders (AAPC)—Certified Professional Coder Exam (CPC or CPC-H Apprentice); the American Health Information Association (AHIMA) Certified Coding Associate (CCA) exam; and/or other National Certification Exams. Course Contact Hours: 80 hrs. 8 CEUs

$1,999 MCB-100-01 Tue. & Thur., Sept. 19 – Dec. 12, 6–9:30 pm
$1,999 MCB-100-02 Mon. & Wed., Jan. 29 – April 25, 6–9:30 pm

Emergency Medical Technician (EMT)
Prerequisites: All students must be at least 16 years of age in order to enroll in class. Students must acquire their CPR for the Health Care Provider certification from the American Red Cross, American Heart Association or another approved agency.
This course provides the first skill component of the Emergency Medical Services training chain. With proper training, the EMT-B is able to give care to the victims of emergencies, minimize their discomfort and help prevent further injury. EMT’s staff ambulances and offer emergency care and transportation for patients. Furthermore, this hybrid course combines traditional classroom EMT instruction with online components and requirements. Students attend class sessions conducted on campus as well as off campus via the Internet.
Class meets Thursdays and several Wednesdays. Students are also scheduled for clinical experiences in 911 dispatch centers, both basic- and advanced-care EMT units and in hospitals.

$1,649 HST-130-01 Thur., Sept. 7 – May 24, 7–10 pm

Certified Electronic Health Record Specialist
This 95-hour Electronic Health Record (EHR) Management program prepares students to understand and use electronic records in a medical practice. Access to health information is changing the ways doctors care for their patients. Doctors now have access to a patient’s medical history, surgeries, allergies to medicines and recent doctor’s visits all at the press of a button. This recent technology that intertwines health information from a variety of sources is known as an electronic health record. An EHR includes computerized lifelong healthcare data from a variety sources where every encounter with the healthcare system is documented and compiled for quick access. Electronic Health Record professionals are educated in the implementation and management of electronic health information using common electronic data interchange systems such as HL7, CDISC and DICOM. Students will learn through classroom and computer lab training the necessary components consistent with maintaining the medical, legal, accreditation and regulatory requirements of the electronic health record and database.

After the successful completion of this program, students will be prepared to sit for the National Healthcareer Association (NHA) Certified Electronic Health Record Specialist (CEHRS) exam. Book and exams vouchers are included. 9.5 CEUs

$2,115 HER-100-01 Tue. & Thur., Oct. 3 – Dec. 14, 6–9:30 pm
Sat. (10/14, 10/28, 11/11 & 12/2), 9 am–3 pm

Certified Home Health Aide
Prerequisites: Background check. Students must be at least 18 years of age to attend.
Home Health Aides are in demand and serve as a health care workers in a variety of settings including home care, assisted living and hospice. Certified Home Health Aides assist with the physical, psychosocial and spiritual needs of their clients. Through a partnership with Attentive Care, RCGC is offering this New Jersey Board of Nursing-approved certification course. This comprehensive program provides a foundation for understanding in-home health and personal care. This state-approved program includes 76 hours of classroom content with 16 hours of clinical practicum. This course includes the cost of the New Jersey Certified Home Health Aide examination and application fee to New Jersey Board of Nursing. 9.2 CEUs

$679 CHH-100-01 Mon. – Thur., Oct. 2 – 23, 9 am–3 pm
$679 CHH-100-02 Mon. – Thur., Nov. 6 – 27, 9 am–3 pm
$679 CHH-100-03 Mon. – Thur., Feb. 5 – 26, 9 am–3 pm

Like Us on FACEBOOK:
Rowan College Workforce and Professional Development Institute FACEBOOK.COM/RCGCWORKFORCE

To Register online: RCGC.edu/workforce
Pharmacy Technician

**Prerequisite:** High school diploma or GED and Drug Screening/Background Check

Pharmacy technicians work under licensed pharmacists to help dispense prescription medication to customers or health professionals. According to the U.S. Department of Labor, employment of pharmacy technicians is projected to grow 20 percent from 2012 to 2022, faster than the average for all occupations.

This program is comprised of 72 hours of classroom instruction and practical clinical experience. It provides students with the technical knowledge and fundamental principles of pharmacy practice within a retail or hospital setting. It also enables students to take the Pharmacy Technician Certification Board (PTCB) examination and obtain an entry-level position as a pharmacy technician. Textbooks are required and available in the college bookstore.

Students will learn dosage calculations, I.V. flow rates, drug compounding, dose conversions, dispensing of prescriptions and inventory control. This comprehensive 72-hour course will prepare students to enter the pharmacy field and take the Pharmacy Technician Certification Board’s exam. 7 CEUs

$1,299  PHT-200-01  Tues. & Wed., Oct. 3 – Nov. 22, 5–9:30 pm
(Exam included)

CPR for the Health Care Provider — BASIC

(BLS for Health Care Providers)

This course is for health care professionals who need to know how to perform CPR and other basic cardiovascular life-support skills in both hospital and outpatient care settings. Students train in recognizing life-threatening emergencies in adult, child and infant patients; giving high-quality chest compressions, delivering appropriate ventilations and providing early use of an AED. It also covers the use of BVM, pocket masks and relief of choking in responsive and unresponsive victims. This certification is good for two years. 5 CEUs

$99  HST-101-01  Sat., Sept. 16
HST-101-02  Sat., Oct. 14
HST-101-03  Sat., Nov. 18
HST-101-04  Sat., Dec. 9
HST-101-05  Sat., Jan. 13
HST-101-06  Sat., Feb. 17

9 am–2 pm

Visit us at RCGC.edu/PTA to learn more.

Effective November 9, 2016 Rowan College at Gloucester County has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education (1111 North Fairfax Street, Alexandria, VA, 22314; phone: 703-706-3245; email: accreditation@apta.org). Candidate for Accreditation is a pre-accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates the program is progressing toward accreditation and may matriculate students in technical courses. Candidate for Accreditation is not an accreditation status nor does it ensure eventual accreditation.
Personal Training and Sports Nutrition

Certified Personal Trainer
Get all the information needed to start an exciting fitness career and become a Certified Personal Trainer. Our personal trainer course is a great way to become a successful Certified Personal Trainer with an option to complete an employer internship that can open the door to a new job! This challenging course is for candidates wanting to pursue a career in personal training. The course consists of 15 hours of lecture on key topics like biomechanics, exercise physiology, fitness testing, equipment usage and health assessment plus 15 hours of hands-on, practical training labs which provide role playing drills on assessing clients, programming, performing proper exercises, presentation skills and more. You can work right after passing the exams with proof of CPR/AED to obtain your Level 1 Certified Personal Trainer. As a special bonus, you can take advantage of our 30-hour employer internship to get our advanced Level 2 Certified Personal Trainer credential at no additional cost! 3 CEUs

(No class Nov. 25)

New!

Older Adult Specialist Certification
Get the training and education you need to serve the fastest growing fitness population in the U.S. This 38-hour course includes nine hours of lecture, nine hours of practical training preparation, a three-day practical training and testing. This unique specialist certification provides you with the specific knowledge and practical skills you will need for working with older adult clientele. Learn what common ailments and physical conditions are germane to this special population and how to design age-appropriate fun and functional exercise programs. Textbook Title: SrFit 2nd Edition
44 W.I.T.S. CEUs; 4.4 IACET CEUs

$599  OAS-101-01  Please call 856-415-2216 for dates and times

New!

Lifestyle Fitness Coaching Certification
The most successful fitness professionals know that their clients’ success depends on making significant lifestyle and behavior change. It’s not enough to create an exercise program, but you must also build a relationship based on trust, understanding, and respect, in which you are able to communicate, motivate, and support your client towards reaching their goals. This class will help you develop the skills to do just that, to be more effective as a personal trainer, and most importantly, to help your clients achieve their fitness and lifestyle goals. This interactive course includes nine hours of instruction and two hours testing; and will teach you the skills of successful coaching and allow you to practice and build confidence in your coaching relationships. Textbook Title: Lifestyle Wellness Coaching, 2nd Edition
11 W.I.T.S. CEUs; 1.1 IACET CEUs

$399  LFC-101-01  Please call 856-415-2216 for dates and times

Exercise Program Design for Special Population
Personal fitness trainers and people interested in improving health and fitness will learn how to design safe and effective exercise programs by learning more about challenges associated with chronic health issues. While it is beyond the scope of practice to diagnose disease, it is important for personal trainers to be familiar with the major health challenges. There are many clients at our fitness facilities who got clearance by their physicians to exercise, but may be taking prescription drugs for various medical conditions. If you limit yourself to only the young and healthy population, you will be limiting yourself from many great opportunities to help people and also make higher income. Often the more ‘mature’ clients who are 40-65 years old have much higher discretionary income than the younger clients. 6 W.I.T.S. CEUs; 6 IACET CEUs

$110  EDP-101-01  Please call 856-415-2216 for dates and times

Personal Fitness Trainer Certification I
This course conveys the principles of cardiovascular fitness, weight training and nutrition. It is an eight-hour program that centers on the principles of strength conditioning, aerobic conditioning, fitness testing and body composition in addition to injury prevention and identification. Students design fitness programs for clients using free weights, resistance training and cardiac conditioning. Additional topics include marketing, motivation, problem solving and career enhancement. The certification exam will be given during the course. .8 CEUs

(Students can purchase the text by calling 609-397-2139)

$129  PWT-100-01  Sat., Sept. 9, 8:30 am–4:30 pm
PWT-100-02  Sat., Dec. 16, 8:30 am–4:30 pm
PWT-100-03  Sat., Jan. 20, 8:30 am–4:30 pm
PWT-100-04  Sat., Mar. 3, 8:30 am–4:30 pm

Master Personal Trainer
The AAA/ISMA Master Personal Fitness Trainer certification provides fitness professionals with a variety of educational tools and skills necessary when working with people who have special needs, such as diabetes and arthritis, to name a few. Each health condition is reviewed along with the current, accepted exercise guidelines. Where applicable, helpful advice is also offered to help trainers work effectively and safely with clients. The goal of the certification class is to make a more well-rounded and marketable fitness trainer who can help the most people.

$129  PWT-104-01  Sat. Sept. 23, 8:30 am–4:30 pm

Sports Nutrition
Learn in-depth principles of nutrition. Assist clients with specific dietary and nutrition needs. This 8 hour program includes information on nutrition to meet your own goals, how to help your clients achieve their goals, nutrition and energetics, nutrition and athletic performance, designing diets, sport specific nutrition, nutrition and ergogenic aids/anabolic steroids and body composition testing. Certification test will be included during the course. Order your book by calling 609-397-2139. .8 CEUs

$129  SNC-100-01  Sat. Feb. 17, 8:30 am–4:30 pm

Veterinary Assistant Program
You could be a Veterinary Assistant who works with animals in a shelter, kennel or laboratory. Through classroom and clinical participant with the necessary skills to become an integral part of the veterinary team. You will learn about the history, responsibilities, and roles of the veterinary assistant in the veterinary health care system. Through comprehensive instruction and hands-on training, you will learn the knowledge and skills necessary to enter the veterinary assistant field with confidence. This newly expanded program includes an external clinical component! Prerequisite Course: Pet First Aid Course

Textbooks required:
Veterinary Assistant Administration. 8 CEUs
Veterinary Assistant Surgery and Recovery Room Assisting. 8 CEUs
Veterinary Assistant Radiology. 8 CEUs
Veterinary Assistant Nursing. 8 CEUs
Veterinary Assistant Veterinary Technology. 8 CEUs

$1,599  BVP-100-01  Tue. & Thur., Sept. 26 – Dec. 5, 5:30–9 pm

To Register online: RCGC.edu/workforce
Veterinary and Animal Care

Veterinary Assistant Program

Newly expanded program includes external clinical component!

**Prerequisite Course:** Pet First Aid Course

**Mandatory Requirement:** Drug Screening

You could be a Veterinary Assistant who works with animals in as little as three months!

The Veterinary Assistant Program at RCGC follows NAVTA Veterinary Assistant standards in a program designed to provide participants with the necessary skills to become an integral part of the veterinary healthcare team. Veterinary Assistants, working under the supervision of a Veterinarian, can assist with animal health histories and records, provide specialized nursing care, assist in surgical procedures, and wash, feed and care for animals. As a Veterinary Assistant, you can work at a veterinary hospital, animal shelter, kennel or laboratory. Through classroom and clinical instruction, participants are trained in the following areas: office procedures and client relations; pharmacy, preventative healthcare, behavior and restraint, animal nursing, laboratory procedures, surgical and recovery room assistance, radiology and emergency response. You will get valuable information about animal-related issues from care and handling to veterinary practice and administration. 8 CEUs

**Textbooks required:** Available in college bookstore.

$1,599 BVP-100-01 Tue. & Thur., Sept. 26 – Dec. 5, 5:30–9 pm

Clinicals – Selected Fridays, 5–8 pm

Certified Animal Control Officer Training

Rowan College is now offering the Animal Control Officer (ACO) Course approved by the New Jersey Department of Health. Participants will have opportunity to be taught and interact with experts regarding animal control. Successful completion of this course meets the requirements of the N.J.A.C. 8:23A-2.2 statute for appointment as an ACO by a New Jersey Municipality. Additionally, this is the only Certified ACO Course whose graduates receive certification for Incident Command Systems 100 & National Incident Management 700 by the National Wildlife Fire Coordinating Group as well as Pet First Aid. (Field Training — in addition to the classroom component participants must arrange for and complete a 20-hour field training component in order to receive certification). 2.4 CEUs

$899 ACO-100-01 Sat., Oct. 14 – Dec. 2, 8 am–4 pm

Pet First Aid

Rowan College at Gloucester County is pleased to offer a Certified Pet First Aid and Emergency Preparedness for Animals course. This interactive course will focus on the topics such as pet first aid, animal CPR, preparing for and reacting to pet emergencies and general pet care. Learn about animal behavior, “Best Practice” tips and how to plan and prepare for disasters with your animal.

**Required Course for Veterinarian Assistant program**

$79 PFA-100-01 Thur., Oct. 19, 5:30–9:30 pm

PFA-100-02 Thur., Nov. 9, 5:30–9:30 pm

Peace in the Pack

Dogs communicate with us and with each other in a variety of ways that are not always recognizable to the people caring for them. Innovative ways to address negative behavioral issues and at times to avert them will be the focus of this course. Developing, understanding and interpreting canine body language and postures is the key to understanding how communicate. This is an excellent for veterinarians and veterinary techs as well as caregivers.

$75 PIP-101-01 Wed., Sept. 13 – Oct. 11, 7–9 pm

PIP-101-02 Wed., Oct. 18 – Nov. 15, 7–9 pm

PIP-101-03 Wed., Jan. 10 – Feb. 7, 7–9 pm
Looking for a Career in Allied Health?

Learn more about these Degree Programs offered by the Nursing and Allied Health Division at RCGC

The following programs are selective admission programs.

**Nursing LPN – RN Associate in Science (A.S.)** — Transfer; This program combines general education with nursing courses to prepare currently Licensed Practical Nurses (LPN) for entry-level Registered Nursing (RN) practice. Upon successful completion of the program, graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-RN) and to apply to a Board of Nursing for licensure as an RN. The Nursing program is accredited by the New Jersey Board of Nursing and the National League for Nursing Accrediting Commission, Inc.

**Diagnostic Medical Sonography (DMS) Associate in Applied Science (A.A.S.)** — Career; The Diagnostic Medical Sonography program prepares the student to function as a medical sonographer. The diagnostic medical sonographer performs sonographic examinations using high-frequency sound waves to visualize soft tissue structures, including the gall bladder, kidneys, pregnant uterus and other organs as requested by the physician. For the vast majority of diagnostic procedures, the sonographer has total responsibility for the care and well-being of the patient and must be prepared to produce quality images with care and empathy.

**Nursing (NUR) Generic Program Associate in Science (A.S.)** — Transfer; The Nursing program at RCGC is a four semester sequential program. Each semester builds on previously learned knowledge and skills. The goal of the nursing program is to prepare students for entry-level positions as Registered Nurses. Upon successful completion of the nursing program, students are eligible to apply for state licensure and sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

Please see the college web page [RCGC.edu](http://www.rcgc.edu) for more information about the selective admission programs or contact the Admissions Administrator at 856-681-6273 or visit [RCGC.edu/SelectiveAdmissions](http://www.rcgc.edu/SelectiveAdmissions)

Certified Clinical Medical Assistant (CCMA)

The CCMA certificate program is designed to educate students through classroom, laboratory and clinical instruction to become medical assistants capable of performing a variety of tasks to maintain efficiency in the health care environment. Responsibilities of a medical assistant include:

- Taking medical histories
- Recording vital signs
- Explaining procedures to patients
- Preparing patients for examination
- Assisting physicians in various procedures
- Recording ECG/EKG
- Performing phlebotomy procedures

Upon completing of this certificate program students will be eligible to take the National Health Career Association (NHA) certificate exam, which qualifies them for positions as medical assistants and/or multi-skilled ECG/EKG or phlebotomy technicians. This certificate program is designed so that students may complete the entire program in one college semester.
Allied Health and Fitness Training — Online

Training that’s Industry Approved
So You’re Industry Ready!

Be career ready in a year or less and graduate prepared to earn industry credentials. Our graduates even pass the national exams at rates above the national average!*

Available courses include:
- Medical Coding and Billing with PCS
- Medical Transcription and Editing
- Medical Administrative Assistant
- Medical Administrative Assistant with EHR
- Pharmacy Technician
- Computer Technician
- Medical Office Manager
- Medical Billing

Join us for a Career Step information session on Thursday, Sept. 21, 6 pm

A representative from Career Step will be available to discuss programs in the Healthcare field and also explain the job placement support they provide.

The information session will be at the Workforce and Professional Development Institute

To register for this information session, go to RCGC.edu/workforce or call 856-415-2216

Register during Information Session for a Career Step online program and receive a 10% discount.

To Register by phone: 856-415-2216
The Adult Center for Transition at Rowan College at Gloucester County is a postsecondary transition program for young adults with disabilities. The focus of the program is to develop the employment, academic, and socialization skills necessary to become independent and contributing members of society.

For information or inquiries contact 856-464-5203 act@rcgc.edu

or visit our website at RCGC.edu/ACT

Adult Center for Transition is a Division of Developmental Disability provider agency
The Workforce and Professional Development offers computer courses for all levels from basic computer skills for the beginner to the specialized technologies required by IT Professionals. Enroll in our courses to gain the essential skills needed for the workplace. We have an array of on-site and online computer classes to provide you with opportunities to stay current with today’s technology.
Information Technology

Microsoft Office Certifications

Microsoft (MOS) Word 2016 Certification
The Microsoft Office Specialist for Word 2016 course is focused on one of the core requirements for becoming a fully-qualified Microsoft Office Specialist (MOS). A Microsoft Office Specialist (MOS) certification validates your proficiency with Microsoft Office programs, demonstrating that you can meet globally recognized performance standards. Hands-on experience with the technology is required to successfully pass Microsoft Certification exams. Microsoft Word is the leading Word processor in businesses, schools and homes. Books and exam vouchers are included in the course fee for MOS Word 2016-Exam 77-725. 4.8 CEUs
$1,099 MCA-400-01 Mon. – Thur., Oct. 9 – 26, 6–9 pm
$1,099 MCA-400-02 Mon. – Thur., Jan. 8 – Feb. 1, 6–9 pm

Microsoft Excel 2016 (MOS) Certification
The Microsoft Office Specialist for Excel 2016 course is focused on one of the core requirements for becoming a fully-qualified Microsoft Office Specialist (MOS). A Microsoft Office Specialist (MOS) certification validates your proficiency with Microsoft Office programs, demonstrating that you can meet globally recognized performance standards. Hands-on experience with the technology is required to successfully pass Microsoft Certification exams. Microsoft Excel is the leading spreadsheet/database file database used in businesses, schools and homes. Books & exam Vouchers are included in course fee for MOS Word 2016-Exam 77-725. 4.8 CEUs
$1,099 MCA-500-01 Mon. – Thur., Nov. 2 – 22, 6–9 pm
$1,099 MCA-500-02 Mon. – Thur., Feb. 12 – Mar. 8, 6–9 pm

QuickBooks Certified User with MS Excel
Stand out from the crowd. Become proficient with the Microsoft Excel and QuickBooks. This course will prepare you for a career in the high-demand field of bookkeeping and accounting. Learn to plan a budget, manage payroll systems and manage accounting. Prepare for the certification that will provide the credential needed to practice bookkeeping with confidence. The cost of this course includes the QuickBooks Certification Exam fees. 4.8 CEUs
$799 QBC-102-01 Mon. & Wed., Sept. 25 – Nov. 15, 6–9 pm

QuickBooks for Small Business
Are you a small business owner looking to manage the finances for your business? Our trainer will help you learn QuickBooks by explaining core features: how to create accounts, organize records, record transactions, reconcile accounts and other core software skills you will need to manage a small business. 2.4 CEUs
$299 SBA-149-01 Mon. & Wed., Sept. 25 – Oct. 18, 6–9 pm

Web Design Basics Certificate — Take all 3 courses to earn a Certificate in Web Design

WordPress
WordPress allows for easy, yet powerful website and blog creations. Using the WordPress dashboard, finding and installing plugins, managing content and troubleshooting common problems are just a few of the content areas. Additional topics include configuring WordPress, designing a site, strategies for choosing a theme, creating pages, categories, menus and how to manage the flow of content. This course will provide the essential skills needed to get started in WordPress. 1.2 CEUs
$99 WP-100-01 Tues. & Thurs., Oct. 3 –12, 6–9 pm

eMarketing
Looking to reach your customer in the digital age? Learn how to use email and social media technology to deliver your message to your customer base. This course is designed to offer, designers, content managers and freelancers the essential tools required to boost sales and distribute information. 3 CEUs
$99 EMR-100-01 Tues. & Thurs., Oct. 24 – Nov. 9, 6–9 pm

Intro to Basic HTML and Cascading Style Sheets
Prerequisite: Basic Knowledge using PC computers. Hands-on course in designing and developing World Wide Web pages using HTML (HyperText Markup Language) and CSS (Cascading Style Sheets). The course will cover HTML tags for text, images, links, list, simple layouts, complex layouts, tables, frames, style, internal style sheets and external style sheets. Basic issues in using graphics on the Web will also be covered. 3 CEUs
$99 HTM-100-01 Tues. & Thurs., Nov. 28 – Dec. 7, 6–9 pm

To Register online: RCGC.edu/workforce

Online Course
Become an A+ Certified PC Technician

The A+ Certification program provides you with basic hardware and computer repair skills. This program is designed to prepare you for an entry-level position in the world of IT. You will be able to build and repair a computer and install, configure and maintain a variety of Windows operating systems in stand-alone,工作组 and domain environments. With this certification, individuals can gain employment as a PC repair technician, help desk analyst, desktop support specialist or computer specialist. Additionally, many non-IT companies require A+ certification for such jobs as cable installers, postal equipment installation and repair and telecommunications installers. Upon successful completion, students will be prepared to take the certification exams CompTIA A++ 220-901 & CompTIA A+220-902. The exam vouchers, books, tool kit and student computer project are included in the cost of the program. 12 CEUs

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<td>Mon.–Thur., Oct. 2 – Nov. 9</td>
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<td>Mon.–Thur., Nov. 13 – Jan. 25</td>
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<td>Mon.–Thur., Jan. 29 – Mar. 12</td>
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CompTIA® Network+

Learn the fundamentals needed to obtain a CompTIA® Network+ certification and start a career as a network technician. You’ll master basic networking concepts and learn about network design, security, routing and switching, cloud computing, IPv6 and forensics, and common security practices. This program will prepare you for a career as a network technician and qualify you to take the CompTIA® Network+ certification exam (N10-006). CompTIA’s Network+ certification is vendor-neutral and will give you the skills you need to manage, maintain, troubleshoot, install, and configure basic network infrastructure. Pre-requisites: To ensure students success in this course, students will need basic Windows end-user computer skills. In addition, we highly recommend that students hold the CompTIA A+ certification, or have equivalent skills and knowledge. 8 CEUs

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<td>TCH-100-01</td>
<td>Mon. – Thur., Nov. 20 – Dec. 14</td>
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<td>TCH-100-02</td>
<td>Mon. – Thur., Feb. 5 – Mar. 15</td>
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Certified Information Systems Auditor (CISA)

CISAs are recognized internationally as professionals with the knowledge, skills, experience and credibility to leverage standards, manage vulnerabilities, ensure compliance, offer solutions, institute controls and deliver value to the enterprise. CISA job practice analysis has been completed by ISACA. This analysis resulted in a new CISA job practice which reflects the vital and evolving responsibilities of IT auditors. The new CISA job practice was effective beginning with the CISA exam administration in June 2011. This online CISA training program will prepare you for the certification exam. The registration fee for the Certified Information Systems Auditor (CISA) exam is included with this program.

This program is entirely online and is completed at your own pace. When you register, you receive six (6) months to complete this program.

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<td>TCH-600-02</td>
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Android Application Developer

This program will give you valuable Android Application development experience. In the program, you will learn how to develop basic Android Applications using the Android ADT framework. When you have completed the program, you will be equipped to start exploring the world of creating applications for Android Devices. This program will take you through the basics of Android Framework to working with complex applications. When you are done with this program, you will have foundational knowledge and with additional study time and practical application, you can prepare to develop higher-level applications and games.

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<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>TCH-500-01</td>
<td>Mon. – Thur., Nov. 20 – Dec. 14</td>
<td>9 am–1 pm</td>
</tr>
<tr>
<td>TCH-500-02</td>
<td>Mon. – Thur., Feb. 5 – Mar. 15</td>
<td>6–9 pm</td>
</tr>
</tbody>
</table>

Oracle SQL and PL/SQL Developer

The Oracle SQL Developer program teaches you how to use SQL to build applications or generate business reports and helps you master SQL using an Oracle database. You will also learn PL/SQL extension language to write sophisticated queries against an Oracle database.

This program prepares you to enter the job market as an entry-level Oracle SQL Developer or take on more responsibility within your current career.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>GES 321</td>
<td>Mon. – Thur., Nov. 20 – Dec. 14</td>
<td>9 am–1 pm</td>
</tr>
</tbody>
</table>

CyberSAFE: Securing Assets For End-Users

Regardless of your computer experience, this class will help you become more aware of technology-related risks and what you can do to protect yourself and your organization from them. This course will help you to understand security compliance considerations, social engineering, malware, and various other data security-related concepts. In this course, you will explore the hazards and pitfalls and learn how to use technology safely and securely. .8 CEUs

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>GES 336</td>
<td>Mon. – Thur., Nov. 20 – Dec. 14</td>
<td>9 am–1 pm</td>
</tr>
</tbody>
</table>
Cisco® Certified Network Assistant (CCNA®) Certification

The CCNA certification indicates a professional level of knowledge and a foundation in basic networking. This program incorporates the objectives for the CCNA exam, focusing on giving you the skills and knowledge necessary to install, operate, and troubleshoot a small and medium branch office Enterprise network, including operating IP Data Networks, LAN Switching Technologies, IP Addressing, IP Routing Technologies, IP Services, Network Device Security, Troubleshooting and WAN Technologies. Upon successful completion of this program, you will be prepared to sit for either the 200-120 CCNA exam or the 100-101 ICND1 and 200-101 ICND2 exams. Your registration fee will include a voucher for the 200-120 CCNA certifying exam.

This program provides online tutorials, practice questions, online labs (using real Cisco equipment) and a mentor to answer any questions you may have pertaining to the curriculum and program completion.

Upon registering, you are given six (6) months to complete the program.

$2,195   GES 332

Cisco® Certified Network Professional (CCNP®)

In the CCNP Routing and Switching program you will learn the necessary information needed to become an expert in Cisco technology. Upon completion, you will have an expertise in IP configuration, EIGRP, VLANs and Trunking, LAN and WAN protocols as well as many other topics. The CCNP is one of Cisco’s highest ranking certifications and commands a substantial salary in the marketplace.

Once you are CCNP certified, you will be qualified for a variety of networking related positions; including but not limited to: Network Engineer, System Administrator, LAN Engineer and many others. Having the CCNP certification will provide you with a valuable advantage in the marketplace to attain high paying IT positions in the networking sector of the technology field.

Upon completion of this program, you will be prepared for the Cisco Certified Network Professional (CCNP) Routing and Switching Certification Exams 300-101 ROUTE, 300-115 SWITCH and 300-135 TSHOOT. The registration fee for these exams is included with the program.

This program is entirely online and is completed at your own pace. When you register, you receive six (6) months to complete this program.

$2,895   GES 347

CompTIA™ Network+ Certification

This program will prepare you for a career as a network technician and qualify you to take the CompTIA™ Network+ certification exam (N10-006). CompTIA’s Network+ certification is vendor-neutral and will give you the skills you need to manage, maintain, troubleshoot, install and configure basic network infrastructure. You will master basic networking concepts and gain a fundamental knowledge of network design, security, cloud computing, forensics, advanced IP addressing concepts and routing and switching. Upon successful completion of this program, you will receive an exam voucher for N10-006 at no additional cost. Upon registering, you are given six (6) months to complete this program.

$1,695   GES 329

CompTIA™ Security+ Certification

Gain the skills you need to be a security professional and prepare to take the CompTIA™ Security+ certification exam, as you master the basics of system security, network infrastructure, access control and organizational security. Once you complete this program, you will be proficient in basic security concepts such as attacks and mitigation, security applications, risk assessment, disaster recovery and incident response, cloud computing, mobile devices, BYOD and SCADA, in addition to vulnerability assessment. Upon successful completion of this program, you will receive an exam voucher for SYO-401 at no additional cost. Upon registering, you are given six (6) months to complete this program.

$1,695   GES 330

CompTIA™ Cloud+

The CompTIA™ Cloud+ Certification Training program provides approximately 80 hours of online education. It is designed for individuals new to IT or those with limited experience and prior training. The program provides a solid foundation in key cloud computing skills and is aligned with the highly regarded, CompTIA™ Cloud+ industry certification.

This in-depth program focuses exclusively on cloud computing, starting with the basics of cloud service environments and building from there. It encompasses key areas including virtualization, infrastructure, troubleshooting, resource management, security, systems management and business continuity.

$1,695   GES 335
Oracle Series — Two Courses for One Price
Both Courses $174: Introduction to Oracle and Intermediate Oracle

Introduction to Oracle
Learn how to use the Oracle database management system to plan, organize and manage your data. Introduction to Oracle will provide you with a practical, hands-on approach to relational database concepts and Oracle's database management system. This course will introduce you to the Structured Query Language (SQL), Oracle's SQL*Plus and other valuable tools used to develop, manage and reference an Oracle database.
In this six-week online course, you will learn how to create an Oracle database, build various database objects for the database and write simple SQL statements that access the data. This course will teach you how to write Data Definition Language statements to create, update and delete database objects. You will learn how to execute Data Control Language statements to give or delete access rights to database objects. You will write Data Manipulation Language statements to insert, update and delete records from a database. Finally, you will learn how to query the data and create finished reports.
$100 ed2go.com/rcgc

Intermediate Oracle
Gain hands-on experience with Oracle's PL/SQL programming language, with expert assistance from an IT veteran. PL/SQL is Oracle's procedural language extension to Structured Query Language (SQL). This course will give you the skills you need to write powerful and flexible programs using that language. You will learn the building blocks and core features of PL/SQL, including expressions, various iterations and built-in functions. Then, you will begin building fully functional PL/SQL programs with procedures, packages, debugging routines, database structures, triggers and cursor processing. By the time you finish this course, you will be able to store PL/SQL programs in a database and execute them.
$100 ed2go.com/rcgc

Certificate in Presentation Media
Presentation media are key to communication, sales, speeches and any other effective presentation today. Whether your presentation is online or in-person, presentation media not only enhance your message but often make your message successful. Find out how to use Prezi, the new slide software that goes beyond one-dimensional presentations and the finer points of Photoshop for presentations. Then discover the design elements to creating visual presentations for success using any media. Take away critical skills for both training yourself and others in your organization. You will come away with the latest, most advanced practical and design knowledge in presentation media. 4.8 CEUs

$495 Take all 3 Certificate Courses:
• Prezi
• Graphic Design for Visual Presentations
• Photoshop for Presentations

Prezi
Bring your vision to life with Prezi and leave PowerPoint behind! Take a journey into the world of creative presentations! Learn how to use and engage your creative side for amazing presentations. Your audience will be stimulated with what you are presenting as well as how you are presenting. 1.6 CEUs
$195 LRN-914-01 Sept. 5 – 29

Graphic Design for Visual Presentations
Make your visual presentations look professional and communicate effectively. Get the latest most advanced techniques on graphic design principles, including page layout, typography and basic design considerations. Take away more skills to create an effective and beautiful visual presentation on any presentation software program that you choose. 1.6 CEUs
$195 LRN-915-01 Nov. 6 – Dec. 1

Photoshop for Presentations
Acquire the skills to navigate an extensive list of Photoshop features. You will gain both a foundational and advanced understanding of the popular software and practice the most commonly used methods, such as managing text, working with layers and image file properties. You will find out the purpose of each photo-editing tool and walk away with the skills to use them. You will even learn what the pros know. 1.6 CEUs
$195 LRN-916-01 Oct. 2 – 27

To Register by phone: 856-415-2216
### Microsoft Word 2013

**Beginner**
This course explains the functions of Microsoft Word and how to navigate the software. Students learn selection techniques, editing and formatting text, inserting tables, changing page layout, using graphics and proofing and printing documents. .6 CEUs
- CPT-280-01 Tue. & Thur., Oct. 10 & 12, 6–9 pm
- CPT-280-02 Tue. & Thur., Jan. 30 & Feb. 1, 6–9 pm

**Intermediate**
This course covers styles, sections and columns; formatting tables, labels and envelopes, graphics, templates, tracking revisions and Web features. .6 CEUs
- CPT-281-01 Tue. & Thur., Oct. 17 & 19, 6–9 pm
- CPT-281-02 Tue. & Thur., Feb. 6 & 8, 6–9 pm

**Advanced**
This course teaches mail merge techniques for form letters, mailing labels and envelopes; creating forms, working with long documents and using objects and document backgrounds. .6 CEUs
- CPT-292-01 Tue. & Thur., Oct. 24 & 26, 6–9 pm
- CPT-292-02 Tue. & Thur., Feb. 13 & 15, 6–9 pm

### Access 2013

**Beginner**
In this course, students explore database concepts by planning and designing simple databases. Topics include finding, editing and organizing records; setting field properties, creating and using queries, creating forms and working with reports. .6 CEUs
- CPT-288-01 Tues. & Thur., Nov. 28 & 30, 6–9 pm
- CPT-288-02 Tues. & Thur., Mar. 6 & 8, 6–9 pm

**Intermediate**
This course builds on the skills taught in Access 2013 Beginner. Students normalize data by working with lookup fields and sub-datasheets, adding objects to forms, printing reports and labels, creating charts and using PivotTables and PivotCharts. .6 CEUs
- CPT-289-01 Tues. & Thur., Dec. 5 & 7, 6–9 pm
- CPT-289-02 Tues. & Thur., Mar. 13 & 15, 6–9 pm

**Advanced**
This course covers how to query with SQL; create crosstab, parameter and action queries; create Macros; import, export and link database objects; work with XML documents; password-protect and encrypt databases and set Access options. .6 CEUs
- CPT-291-01 Tues. & Thur., Dec. 12 & 14, 6–9 pm
- CPT-291-02 Tues. & Thur., Mar. 20 & 22, 6–9 pm

### Excel 2013

**Beginner**
This course discusses the latest spreadsheet terminology, entering and editing data, modifying a worksheet, using functions, formatting worksheets, creating charts and managing large workbooks. .6 CEUs
- CPT-282-01 Tue. & Thur., Sept. 19 & 21, 6–9 pm
- CPT-282-03 Sat., Sept. 23, 8:30 am – 4:30 pm
- CPT-282-02 Tue. & Thur., Jan. 9 & 11, 6–9 pm
- CPT-282-05 Sat., Jan. 13, 8:30 am – 4:30 pm

**Intermediate**
This course covers using multiple worksheets and workbooks, linking multiple worksheets and workbooks, advanced formatting, using lists and tables, sorting and filtering data and working with styles and themes. .6 CEUs
- CPT-287-01 Tue. & Thur., Sept. 26 & 28, 6–9 pm
- CPT-287-04 Sat., Sept. 30, 8:30 am – 4:30 pm
- CPT-287-02 Tue. & Thur., Jan. 16 & 18, 6–9 pm
- CPT-287-05 Sat., Jan. 20, 8:30 am – 4:30 pm

**Advanced**
This course demonstrates advanced functions such as pivot tables and charts, exporting and importing data, lookups and analytical options. .6 CEUs
- CPT-293-01 Tue. & Thur., Oct. 3 & 5, 6–9 pm
- CPT-293-02 Tue. & Thur., Jan. 23 & 25, 6–9 pm

### PowerPoint 2013

**Beginner**
This course introduces students to the fundamental features of PowerPoint. Such includes creating new presentations, formatting slides, modifying text, drawing objects, inserting and using graphics, using tables, charts and diagrams. Students also learn how to modify, proof and deliver presentations. .6 CEUs
- CPT-273-01 Tues. & Thur., Feb. 20 & 22, 6–9 pm
- CPT-273-02 Tues. & Thur., Nov. 7 & 9, 6–9 pm

**Advanced**
This course expands on the knowledge obtained from the Beginner PowerPoint course. Students create custom presentations, work with master slides, modify clip art and add animations. Students learn how to incorporate interactive elements into their presentations as well as integrate Microsoft Office files. .6 CEUs
- CPT-278-01 Tue. & Thur., Nov. 14 & 16, 6–9 pm
- CPT-278-02 Tue. & Thur., Feb. 27 & Mar. 1, 6–9 pm

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**If you are planning to take any Computer classes, please bring your own USB flash drive.**

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**To Register online:** [RCGC.edu/workforce](http://RCGC.edu/workforce)

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**Information Technology**

**Microsoft Word 2013**

**Beginner**
This course explains the functions of Microsoft Word and how to navigate the software. Students learn selection techniques, editing and formatting text, inserting tables, changing page layout, using graphics and proofing and printing documents. .6 CEUs
- CPT-280-01 Tue. & Thur., Oct. 10 & 12, 6–9 pm
- CPT-280-02 Tue. & Thur., Jan. 30 & Feb. 1, 6–9 pm

**Intermediate**
This course covers styles, sections and columns; formatting tables, labels and envelopes, graphics, templates, tracking revisions and Web features. .6 CEUs
- CPT-281-01 Tue. & Thur., Oct. 17 & 19, 6–9 pm
- CPT-281-02 Tue. & Thur., Feb. 6 & 8, 6–9 pm

**Advanced**
This course teaches mail merge techniques for form letters, mailing labels and envelopes; creating forms, working with long documents and using objects and document backgrounds. .6 CEUs
- CPT-292-01 Tue. & Thur., Oct. 24 & 26, 6–9 pm
- CPT-292-02 Tue. & Thur., Feb. 13 & 15, 6–9 pm

**Access 2013**

**Beginner**
In this course, students explore database concepts by planning and designing simple databases. Topics include finding, editing and organizing records; setting field properties, creating and using queries, creating forms and working with reports. .6 CEUs
- CPT-288-01 Tues. & Thur., Nov. 28 & 30, 6–9 pm
- CPT-288-02 Tues. & Thur., Mar. 6 & 8, 6–9 pm

**Intermediate**
This course builds on the skills taught in Access 2013 Beginner. Students normalize data by working with lookup fields and sub-datasheets, adding objects to forms, printing reports and labels, creating charts and using PivotTables and PivotCharts. .6 CEUs
- CPT-289-01 Tues. & Thur., Dec. 5 & 7, 6–9 pm
- CPT-289-02 Tues. & Thur., Mar. 13 & 15, 6–9 pm

**Advanced**
This course covers how to query with SQL; create crosstab, parameter and action queries; create Macros; import, export and link database objects; work with XML documents; password-protect and encrypt databases and set Access options. .6 CEUs
- CPT-291-01 Tues. & Thur., Dec. 12 & 14, 6–9 pm
- CPT-291-02 Tues. & Thur., Mar. 20 & 22, 6–9 pm

**Excel 2013**

**Beginner**
This course discusses the latest spreadsheet terminology, entering and editing data, modifying a worksheet, using functions, formatting worksheets, creating charts and managing large workbooks. .6 CEUs
- CPT-282-01 Tue. & Thur., Sept. 19 & 21, 6–9 pm
- CPT-282-03 Sat., Sept. 23, 8:30 am – 4:30 pm
- CPT-282-02 Tue. & Thur., Jan. 9 & 11, 6–9 pm
- CPT-282-05 Sat., Jan. 13, 8:30 am – 4:30 pm

**Intermediate**
This course covers using multiple worksheets and workbooks, linking multiple worksheets and workbooks, advanced formatting, using lists and tables, sorting and filtering data and working with styles and themes. .6 CEUs
- CPT-287-01 Tue. & Thur., Sept. 26 & 28, 6–9 pm
- CPT-287-04 Sat., Sept. 30, 8:30 am – 4:30 pm
- CPT-287-02 Tue. & Thur., Jan. 16 & 18, 6–9 pm
- CPT-287-05 Sat., Jan. 20, 8:30 am – 4:30 pm

**Advanced**
This course demonstrates advanced functions such as pivot tables and charts, exporting and importing data, lookups and analytical options. .6 CEUs
- CPT-293-01 Tue. & Thur., Oct. 3 & 5, 6–9 pm
- CPT-293-02 Tue. & Thur., Jan. 23 & 25, 6–9 pm

**PowerPoint 2013**

**Beginner**
This course introduces students to the fundamental features of PowerPoint. Such includes creating new presentations, formatting slides, modifying text, drawing objects, inserting and using graphics, using tables, charts and diagrams. Students also learn how to modify, proof and deliver presentations. .6 CEUs
- CPT-273-01 Tues. & Thur., Feb. 20 & 22, 6–9 pm
- CPT-273-02 Tues. & Thur., Nov. 7 & 9, 6–9 pm

**Advanced**
This course expands on the knowledge obtained from the Beginner PowerPoint course. Students create custom presentations, work with master slides, modify clip art and add animations. Students learn how to incorporate interactive elements into their presentations as well as integrate Microsoft Office files. .6 CEUs
- CPT-278-01 Tue. & Thur., Nov. 14 & 16, 6–9 pm
- CPT-278-02 Tue. & Thur., Feb. 27 & Mar. 1, 6–9 pm

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**If you are planning to take any Computer classes, please bring your own USB flash drive.**

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**To Register online:** [RCGC.edu/workforce](http://RCGC.edu/workforce)
Microsoft Word 2016

Beginner
This course explains the functions of Microsoft Word and how to navigate the software. Students learn arranging the Word workspace, selection techniques, editing and formatting text, inserting tables, changing page layout, using graphics and reviewing and printing documents. .6 CEUs
CPT-280-01 Sat., Oct. 14, 8:30 am–4:30 pm
CPT-280-02 Sat., Feb. 10, 8:30 am–4:30 pm

Intermediate
This course organizes content, insert content using quick parts covers styles, sections and columns; formatting tables, labels and envelopes, graphics, using templates to automate document formatting, , using mail merge, mailing labels and envelopes, tracking revisions and Web features. .6 CEUs
CPT-281-01 Sat., Oct. 21, 8:30 am–4:30 pm
CPT-281-02 Sat., Feb. 17, 8:30 am–4:30 pm

Advanced
This course teaches using images in a document, creating custom graphic elements, collaborating on documents, creating macros to automate tasks, and creating and manipulating forms, working with long documents and using objects and document backgrounds. .6 CEUs
CPT-282-01 Sat., Oct. 28, 8:30 am–4:30 pm
CPT-282-02 Sat., Feb. 28, 8:30 am–4:30 pm

PowerPoint 2016

Beginner
This course introduces students to the fundamental features of PowerPoint. Such includes creating new presentations, formatting slides, modifying text, drawing objects, inserting and using graphics, using tables, charts and diagrams. Students also learn how to modify, proof and deliver presentations. .6 CEUs
CPT-273-01 Tues. & Thur., Oct. 24 & 26, 6–9 pm
CPT-273-02 Sat., Jan. 27, 8:30 am–4:30 pm

Advanced
This course expands on the knowledge obtained from the Beginner PowerPoint course. Students create custom presentations, work with master slides, modify clip art and add animations. Students learn how to incorporate interactive elements into their presentations as well as integrate Microsoft Office files. .6 CEUs
CPT-278-03 Tues. & Thur., Oct. 31 & Nov. 2, 6–9 pm
CPT-278-04 Sat., Feb. 3, 8:30 am–4:30 pm

Excel 2016

Beginner
This course discusses the latest spreadsheet terminology, how to use Excel interface, entering and editing data, modifying a worksheet, using functions, formatting worksheets, creating charts and managing large workbooks. .6 CEUs
CPT-296-01 Sat., Nov. 4, 8:30 am–4:30 pm
CPT-296-02 Sat., Mar. 3, 8:30 am–4:30 pm

Intermediate
This course covers using multiple worksheets and workbooks, linking multiple worksheets and workbooks, advanced formatting, using lists and tables, sorting and filtering features and working with styles and themes. .6 CEUs
CPT-296-03 Sat., Nov. 11, 8:30 am–4:30 pm
CPT-296-04 Sat., Mar 10, 8:30 am–4:30 pm

Advanced
This course demonstrates advanced data analysis, collaborating on workbooks with other users, and automating workbook functionality. This course covers creating sparklines and map data, forecast data, advanced functions such as pivot tables and charts, exporting and importing data, lookups and analytical options. .6 CEUs
CPT-293-01 Sat., Nov. 18, 8:30 am–4:30 pm
CPT-293-02 Sat., Mar. 17, 8:30 am–4:30 pm

If you are employed full- or part-time you may be eligible to take these courses for Free. For more information, please email Felicia Carroll at fcarroll@rcgc.edu or call 856-415-2216.
To Register by phone:
856-415-2216

To Register online:
RCGC.edu/workforce

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Introduction to Microsoft Excel 2016
Introduction to Microsoft PowerPoint 2016

38 To Register online: RCGC.edu/workforce
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Do you need to obtain your High School diploma, prepare for college, or improve your English Literacy skills? If so, we have no-cost adult education programs and services for you. We provide High School Diploma Equivalency, Digital Literacy, English as a Second Language and College Readiness Courses to meet your educational needs. Rowan College at Gloucester County is the official High School Equivalency Testing Center for Gloucester County.

English as a Second Language
High School Diploma Program
High School Equivalency Testing
Test Preparation Courses

To Register by phone: 856-415-2216
Test Preparation

HESI Entrance Review Series
Rowan College at Gloucester County is pleased to offer the HESI Entrance Exam review courses to assist you with preparing for entrance into nursing school. Many schools use this exam to evaluate candidates for admission into competitive nursing programs. Enroll today in one or more HESI review courses to improve your chances of passing.

Each course costs $59. Register for all four review courses and save $49.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Dates</th>
<th>Time</th>
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<tr>
<td>HES-100-01</td>
<td>All HESI Preparation Courses</td>
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<tr>
<td>HES-102-01</td>
<td>HESI Comprehension Review</td>
<td>Mon. &amp; Wed., Oct. 4 – 16, 6–8 pm</td>
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<tr>
<td>HES-103-01</td>
<td>HESI Chemistry Review</td>
<td>Mon. &amp; Wed., Oct. 18 – 30, 6–8 pm</td>
<td></td>
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<tr>
<td>HES-104-01</td>
<td>HESI Biology Review</td>
<td>Mon. &amp; Wed., Nov. 1 – 13, 6–8 pm</td>
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</tbody>
</table>

SAT Preparation
This course exposes students to the specific test material required for the SAT exam. Students practice with actual SAT questions and receive a full explanation of the answers. A practice test will be provided for students to do on their own. Class topics include an overview and breakdown of the SAT exam, how to best prepare for the test and guessing factors that can be used to significantly increase their scores. Proper test preparation greatly helps to minimize the dangerous tensions that can lower scores for many students. Half of the sessions are spent in critical reasoning (verbal) and half in math. Students should bring a calculator for the math sessions.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Dates</th>
<th>Time</th>
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<tbody>
<tr>
<td>COL-100-01</td>
<td>HESI Preparation</td>
<td>Mon. &amp; Wed., Sept. 11 – Oct. 4, 6–8:30 pm</td>
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<tr>
<td>COL-100-02</td>
<td></td>
<td>Mon. &amp; Wed., Oct. 16 – Nov. 8, 6–8:30 pm</td>
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<tr>
<td>COL-100-03</td>
<td></td>
<td>Mon. &amp; Wed., Nov. 13 – Dec. 6, 6–8:30 pm</td>
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<tr>
<td>COL-100-04</td>
<td></td>
<td>Mon. &amp; Wed., Jan. 8 – Feb. 5, 6–8:30 pm</td>
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Praxis I Preparation
Are you a prospective teacher who needs to pass the Praxis Core Exam? Have you already attempted the Praxis Core and not been successful? If you answered yes to either of these questions, then this course is for you. You will develop all the skills you need for the test as we review and prepare for everything it includes.

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Dates</th>
<th>Time</th>
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<tbody>
<tr>
<td>COL-100-01</td>
<td>All Praxis I Preparation</td>
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</tbody>
</table>

GRE Preparation
If you are planning to apply to graduate school, you will likely have to take the GRE. These courses are here to help.

Verbal and Analytical
The GRE Preparation course takes you through all the question types on the verbal reasoning and analytical writing sections, including reading comprehension, text completion, sentence equivalence questions and both essay tasks. Gain pointers on time management, anxiety relief, scoring and general standardized test-taking. Prepare to excel on exam day!

$100 ed2go.com/rcgc

Quantitative
The GRE Preparation course features a math review and techniques for tackling the quantitative comparison, data interpretation and standard math questions that make up the quantitative reasoning sections. Tackle the GRE’s unique new question formats. Find pointers on time management, anxiety relief, scoring and general standardized test-taking, too. Prepare to excel on exam day!

$100 ed2go.com/rcgc

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We are currently seeking instructors for the following areas:

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• Microsoft Certifications

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• Cisco Certifications
• Logistics
• Medical Coding and Billing

• Payroll Accounting
• Supply Chain Management
• Test Prep — Chemistry/Biology
• Water & Wastewater Management

Email your resume to: Dean Brigette Satchell, bsatchel@rcgc.edu

To Register online: RCGC.edu/workforce
### Prepare for High School Equivalency Diploma

This course prepares students for the new high school equivalency exam, Test Assessing Secondary Completion, to earn their State of New Jersey high school diploma. Students improve their reading, writing, mathematics and computer literacy skills as well as take part in career planning and college readiness workshops. Students also receive advisement on associate degree and professional certificate options at Rowan College at Gloucester County.

To apply, students must register in person at the RCGC Workforce and Professional Development Institute, located at 1492 Tanyard Road, Sewell, New Jersey.

<table>
<thead>
<tr>
<th>Day Program</th>
<th></th>
<th></th>
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<tbody>
<tr>
<td><strong>Fall Session</strong></td>
<td>Nov. – Apr.</td>
<td>9 am–2:30 pm</td>
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<tr>
<td><strong>Winter Session</strong></td>
<td>Jan. – Apr.</td>
<td>9 am–2:30 pm</td>
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<tr>
<td><strong>Spring Session</strong></td>
<td>Apr. – Jul.</td>
<td>9 am–2:30 pm</td>
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<tr>
<th>Evening program</th>
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<td><strong>Fall Session</strong></td>
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<tr>
<td><strong>Winter Session</strong></td>
<td>Jan. – Apr.</td>
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**Glassboro Library HSE Classes**
- Sept. 14 – Dec. 16, Mon. – Thur., 12–3 pm

**St. Matthew’s Community/Recreation Center, Williamstown HSE Classes**
- Oct. 2 - Dec. 21, Mon. – Thur., 9 am–12 pm

### Learn English at Rowan College at Gloucester County

Individuals who are interested in learning English to better prepare for college or for a job can do so at Rowan College at Gloucester County. Faculty have the knowledge, skills and experience to provide students with meaningful, daily language lessons. Students practice reading, writing, listening and speaking English, as well as explore American civics, citizenship education and digital literacy.

To apply, students must register in person at the RCGC Workforce and Professional Development Institute, located at 1492 Tanyard Road, Sewell, New Jersey.

<table>
<thead>
<tr>
<th>Day Program</th>
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<tr>
<td><strong>Fall Session</strong></td>
<td>Nov. – Apr.</td>
<td>9 am–2:30 pm</td>
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<td><strong>Winter Session</strong></td>
<td>Jan. – Apr.</td>
<td>9 am–2:30 pm</td>
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<td><strong>Spring Session</strong></td>
<td>Apr. – Jul.</td>
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<td><strong>Fall Session</strong></td>
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<td><strong>Winter Session</strong></td>
<td>Jan. – Apr.</td>
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**Glassboro Library ESL Classes**
- Sept. 14 – Dec. 16, Thur. 6–8:30 pm; Sat. 10:30 am–1:30 pm
- Jan. 11 – April 7, Thur. 6–8:30 pm; Sat. 10:30 am–1:30 pm

### Entrance Requirements

In order to enroll in the program, students must:

- Be at least 16 years of age and not currently enrolled in high school. Anyone who is younger than 22 must complete and submit a Certificate of Non-Enrollment form.
- Take the program placement test. This exam assesses individuals’ current ability levels in reading, writing and mathematics.
- Attend a mandatory, two-day program orientation.
- Have an interest in employment and/or postsecondary education opportunities.
Get Your High School Equivalency Diploma!

The Test Assessing High School Completion (TASC) is a national high school equivalency assessment that tests five subject areas: reading, writing, mathematics, science, and social studies. A New Jersey high school diploma will be awarded by the New Jersey Department of Education solely on the basis of successful test scores. There are test dates available for the TASC. The TASC consists of multiple choice and open-ended questions plus an essay question. For the initial TASC, create a new account online at https://newjersey.tasctest.com to get your UUID#. Then, come to your location to complete the registration process.

TASC Registration Information
- Must pre-register online and verify the confirmation email.
- Bring a copy of your confirmation with your assigned TASC ID# (UUID#).
- Must possess and present a valid government-issued photo ID and documentation verifying proof of residency.
- Must register at least one week before the test date.
- Register in person, between 9 am–5 pm Monday–Friday at the Workforce and Professional Development Institute, 1492 Tanyard Rd., Sewell, NJ 08080.

Cost for TASC Test
- $92 for the initial test
- Re-test fees vary
- Fees can be paid by credit/debit card or money order.
- Testing sessions available days, evenings, and Saturdays.

Want a better job? Want to start a career? Want to go to college? These are all excellent reasons to earn your high school diploma now! Begin working towards a better future by taking the HiSET test or TASC test. Rowan College at Gloucester County offers both of these high school equivalency exams! Successful completion of either of these exams will earn you a high school diploma issued by the State of New Jersey Department of Education.

Two Test Options:
Academic Success
Youth Education and Career Center
at GCIT

The Youth Education and Career Center High School Equivalency (HSE) program provides free HSE test-preparation services to out-of-school Gloucester County individuals ages 16–24. In addition to academic services, the Youth Education and Career Center HSE program also offers:

- Employment skills preparation —
  - Vocational training
  - Job search assistance
  - Transition assistance to post-secondary education options
  - Opportunities for trips, service learning and career exploration
  - Weekly monetary rewards and other incentives
  - Counseling services
  - Transportation assistance

For more information, call: 856-468-5000, ext. 6841 or 4305
OPERATES YEAR-ROUND: 8 am – 3 pm, Monday through Friday
Please call to receive additional information and to determine eligibility.

The Youth Education and Career Center HSE program is operated by the Gloucester County Institute of Technology under the direction of the Gloucester County Workforce Development Board and is funded through the Gloucester County Board of Chosen Freeholders and the NJ Department of Labor and Workforce Development.

Literacy New Jersey, Gloucester County Programs

VOLUNTEER TUTORS NEEDED

Helping Adults Read, Write and Speak English

Literacy New Jersey, Gloucester County Programs offers a fulfilling and flexible volunteer opportunity tutoring adults in reading and/or English as a second language.

Next Tutor Training dates will be held Fall 2017.

For more information please contact our office at 609-216-7529
mfond@literacynj.org
Get Your High School Equivalency Diploma!

Want a better job? Want to start a career? Want to go to college? These are all excellent reasons to earn your high school diploma now! Begin working towards a better future by taking the HiSET test or TASC test. Rowan College at Gloucester County offers both of these high school equivalency exams! Successful completion of either of these exams will earn you a high school diploma issued by the State of New Jersey Department of Education.

Two Test Options:

(TASC) High School Equivalency Testing
The Test Assessing High School Completion (TASC) is a national high school equivalency assessment that tests five subject areas: reading, writing, mathematics, science and social studies. A New Jersey high school diploma will be awarded by the New Jersey Department of Education solely on the basis of successful test scores. There are test dates available for the TASC. The TASC consists of multiple choice and open-ended questions plus an essay question. For the initial TASC, create a new account online at https://newjersey.tasctest.com to get your UUID#. Then, come to our location to complete the registration process.

TASC Registration Information
• Must pre-register online and verify the confirmation email.
• Bring a copy of your confirmation with your assigned TASC ID# (UUID#)
• Must possess and present a valid government-issued photo ID and documentation verifying proof of residency.
• Must register at least one week before the test date.
• Register in person, between 9 am–5 pm Monday–Friday at the Workforce and Professional Development Institute, 1492 Tanyard Rd., Sewell, NJ 08080

Cost for TASC Test
$92 for the initial test
Re-test fees vary
Fees can be paid by credit/debit card or money order.
Testing sessions available days, evenings and Saturdays

HiSET (High School Equivalency Test)
The HiSET is administered by Rowan College at Gloucester County to people who wish to earn a high school diploma issued by the State of New Jersey Department of Education. The HiSET is a multiple choice test with an essay question. With this option you go online to hiset.ets.org to register for the test, schedule test dates and to make a payment.

HiSET Registration Information
All registrations, scheduling and payments are done online for HiSet. Visit hiset.ets.org to get more information and to start the process.

Cost for HiSET Test
$90 initial cost
Re-test fees vary
Payment made online at hiset.ets.org.

Eligibility for TASC & HiSET Testing:
These tests can be administered to candidates who are:
• At least 16 years of age
• Not currently enrolled in high school
• A resident of New Jersey
• Anyone who is younger than 22 must complete and submit a Certificate of Non-Enrollment form. Certificate of Non-Enrollment forms are available at your local high school. Candidates 16–17 years old must be accompanied by a parent or guardian (with proper ID).

For additional information regarding both tests, call 856-468-5000, extension 5527.
Get Your Associate Degree Online

Meeting students’ needs with fully-online degree programs

**FLEXIBLE SCHEDULE** — online coursework is available 24/7. This means students with career or family obligations can complete their studies at times that work best for them.

**ACCESSIBILITY** — online materials are available any time during the course. Access to class resources, including instructor feedback and classmate discussion boards, is available.

**NETWORKING** — students taking coursework online are often geographically distant from one another. Online courses provide the opportunity to work with a diverse group of students with shared interests.

**COST-SAVINGS** — online coursework saves on travel expenses and childcare costs.

**STANDARDIZED COURSE CONTENT** — online courses are designed to assist students to accomplish the same course learning objectives as those offered in lecture or hybrid formats.

For assistance enrolling in an online program, contact future@rcgc.edu or call 856-681-6248

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Workforce Learning Link

The Workforce Learning Link is a program developed by the New Jersey Department of Labor and Workforce Development to provide adult learners with instruction in reading, mathematics, computer skills, communication, English language skills, HSE preparation, financial literacy and employability skills. The goal of the program is to increase participants’ overall readiness to enter the workforce. Services offered at Workforce Learning Link locations are funded by the Gloucester County Workforce Development Board and the State of New Jersey Department of Labor and Workforce Development.

Services at the Workforce Learning Links are available free of charge to help Gloucester County residents enhance their skills that are needed to compete in today’s labor market.

**Learning Link Locations:**

Rowan College at Gloucester County Workforce and Professional Development Institute
1492 Tanyard Rd.
Sewell, NJ 08080

St. Matthews Comm./Rec. Center
Route 322-Glassboro Rd.
Williamstown, NJ 08094

For more information, please call 856-384-3700

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To Register by phone: 856-415-2216
To Register online: RCGC.edu/workforce

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848x62 592x54 658x656 487x315 562x378 91x313 219x381 102x155 221x172 147x402 594x694
The Academy of Lifelong Learning is an initiative unique to Rowan College at Gloucester County that facilitates education, workforce development and personal enrichment opportunities for individuals who are at least 50 years of age.

**Academy Membership**

For an annual fee of $90, individuals receive an all-access membership with benefits to the College.

- Free Academy of Lifelong Learning classes
- 15% discount for Workforce and Professional Development Institute courses
- Access to campus resources such as the Career and Academic Planning Center, computer labs and library services
- Volunteer activities
- Degree completion assistance
Computer Training

Terrified of Computers
This basic-skills class teaches students everything they need to know about computers, from turning on the machine, to working with desktop files. You will learn the basics of word processing.

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<tr>
<th>Free</th>
<th>ALL-TEC-101</th>
<th>Mon., Oct. 2 &amp; 9, 6–8 pm</th>
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<tr>
<td>Free</td>
<td>ALL-TEC-102</td>
<td>Mon., Oct. 2 &amp; 9, 6–8 pm</td>
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Beginner Computers
This introductory course conveys computer terms and explains basic skills such as surfing the Internet, sending emails and attaching documents.

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<th>Free</th>
<th>ALL-TEC-109-01</th>
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<td>Free</td>
<td>ALL-TEC-110-02</td>
<td>Mon., Nov. 27, 6–8 pm</td>
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Email Basics
Create a web-based email account and learn how to send, save and forward messages. Proper email etiquette and attaching files, photos and more are among topics covered. Students who currently have an email account should bring their address and password to class to participate in how-to exercises and tutorials.

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<th>Free</th>
<th>ALL-TEC-102-01</th>
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Emailing with Attachments
Acquire skills to send and receive email attachments such as files and photos. Proficiencies range from opening, viewing and saving attachments, to sharing website links within email messages. Students practice their skills by sending and receiving attachments in class.

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Internet Basics: Surfin’ the “Net”
A wealth of information is a click away thanks to the Internet. After studying basic Internet terminology, students use Web browsers, addresses and search engines to obtain information.

| Free | ALL-TEC-124-02 | Wed., Dec. 6, 6–8 pm |

Intro to Word Processing
This class centers on creating, editing, revising, saving and printing documents using WordPad. Students navigate spellcheck, thesaurus, formatting and auto-correct program tools.

| Free | ALL-TEC-105-01 | Wed., Dec. 6, 6–8 pm |

Electronic Devices and Social Media Apps

Twitter 101
Twitter, a micro-blogging network, is a form of social media that enables users to post information in 140 characters or less. It is a useful Web platform for staying connected to loved ones and the current events that matter most. This simple and engaging tutorial shows students various ways to use Twitter to enhance their lives.

| Free | ALL-TEC-200-01 | Wed., Dec. 6, 6–8 pm |

Facebook 101
This course teaches students how to create, use and maintain a Facebook profile. Additional topics center on the complex Facebook privacy policies, security settings and features.

| Free | ALL-TEC-204-01 | Wed., Dec. 6, 6–8 pm |

Pinterest 101
Pinterest is a popular social media website for creating virtual pin boards to share with friends and family. Users can create pin boards on any subject of their choosing, from vintage cars and favorite recipes, to funny cat videos and artwork. Students join the fun and see what other people are pinning.

| Free | ALL-TEC-213-01 | Wed., Dec. 6, 6–8 pm |

Introduction to LinkedIn
LinkedIn, a social media platform, is dedicated solely to professional networking. It is a website that enables prospective workers and employers to interact through connections and job postings. We will help you make your profiles stand out and provide you with tips and strategies on how to better promote yourself on LinkedIn.

| Free | ALL-TEC-208-01 | Wed., Dec. 6, 6–8 pm |

Skype
Skype allows users to make video calls in real time as well as send instant messages to friends and family. Users can also obtain a phone number and make calls to anyone around the world at an affordable rate. Come and explore the Skype platform and discover new ways to stay connected to those who matter most.

| Free | ALL-TEC-216-02 | Wed., Dec. 6, 6–8 pm |

If you are planning to take any Computer classes, please bring your own USB flash drive.
**Personal Growth**

**Mosaic Mirror**
Create a beautiful and functional work of art by using the technique of mosaic to decorate a wall mirror. Choose colorful pieces of stained glass, tile and marbles to make your own unique 8” x 10” mirror. The first session of this two-session class will be planning and gluing. The second session will be grouting and finishing. A special addition to your home décor!

$30  ALL-MSC-109  Wed., Oct. 18 – 25, 6–8 pm

**Mosaic Christmas Tree**
Mosaic is a festive and eye-catching art form. Create a unique standing Christmas tree out of wood, mirror, glass and marbles. You will be proud to say you made this holiday piece which you will want to put out year after year. The first session of this two-session class will be planning and gluing. The second session will be grouting and finishing.

$30  ALL-MSC-110  Wed., Nov. 29 – Dec. 6, 6–8 pm

**Mosaic Pendants**
Create unique wearable mosaic art in this one-day workshop. Choose from a variety of glass, tile, beads and other interesting materials to fashion your own one-of-a-kind pendants. Several shapes available. No experience necessary!

$30  ALL-MSC-100  Wed., Jan 10, 6–9 pm

**Drawing For the First Time!**
Absolute Beginner Drawing Course! First-time participants are inviting to this drawing course. You might be surprised to see that drawing is a skill that can be developed with practice. Attend our drawing workshops to learn how to draw with proper techniques utilizing lines, shapes and colors.

Free  ALL-DRW-101  Wed., Sept. 13 – Nov. 1, 10 am–12 pm

**Drawing I + II**
Think drawing is a natural gift that only artists possess? Think again. Students practice their skills and develop their artistic eyes with the help of a skilled instructor.

Free  ALL-DR-101  Mon., Sept. 11 – Dec. 18, 10 am–12 pm

ALL-DR-102  Tues., Jan. 2 – Mar. 27, 10 am–12 pm

**Keyboarding / Beginner Piano**
Learn to read and write music in this basic beginner keyboading course. Designed for the beginner, please bring your keyboard, music stand and love of music!

Free  ALL-MUS-101  Wed., Nov. 8 – Dec. 20, 10 am–12 pm

**Crochet**
Come learn the beautiful and traditional art of crocheting, arm knitting and ruffle scarfs. You can make great things to wear, give as gifts and decorate your home. Beginner to advance, all are welcome! You will be able to pick your project by your skill level.

**Please note that this class is held every other week due to independent projects.**

$15  ALL-CR-100-01  Wed., Sept. 6 – Oct. 18, 6–8 pm

ALL-CR-100-02  Wed., Nov. 8 – Dec. 20, 6–8 pm

**Landscaping with Native Plants**
Each week several native plants will be studied - history of, uses by native people in ancient times and uses now (taste blueberry cake, cranberry jam and see how to make bayberry candles). Find out which native plants will grow in dry sun, dry shade, moist woodlands or swamps and how to have them in your garden. Learn what butterflies, moths, birds, and other wild life benefit by specific native plants.

$89  PLN-100-01  Wed., Oct. 25 – Nov. 22, 6:30–8:30 pm

Sat., TBD

**Location:** Triple Oaks Nursery, Franklinville

**Harvesting and Using Herbs**
What are you going to do with all these herbs you planted last spring? Come learn the many ways herbs can be used in cooking, teas and crafts (potpourri, baskets, etc.) You will learn to make a fresh herbal arrangement, grow herbs indoor for winter and harvest herbs and create a small herb wreath. Dried herbs will be available at a minimal cost for the craft projects. Additional cost for plants to make a winter pot (optional).

$89  PRO-253-01  Wed., Sept. 6 – Oct. 11, 6:30–8:30 pm

Sat., TBD

**Location:** Triple Oaks Nursery, Franklinville

To Register by phone: 856-415-2216  47
Academy of Lifelong Learning

Wines From Around the World
This course will expose the wine enthusiast to the world’s seven major wine varietals: Chardonnay, Sauvignon Blanc, Riesling, Merlot, Cabernet Sauvignon, Syrah and Pinot Noir. Students will learn why the same grape varietal grown in a different part of the world would taste so differently.

$189  WIN-108-01  Thurs., Oct. 19 – Nov. 2, 7–9 pm

Holiday Wines — Sparkling wines and Champagnes
Somehow, wine can be more even more complex, regal and interesting when it arrives with a mouthful of bubbles. Students will taste sparkling wines from Spain, Italy, France, California, Oregon and of course, on top of that list, is France’s Champagne region, the world’s greatest sparkling wine. Students will taste a prestige cuvee such as Moet & Chandon Cuvee Dom Perignon or Louis Roderer Cristal, etc. This will be an unforgettable three weeks that will put you in the holiday mood.

$189  WIN-106-01  Thurs., Nov. 30 – Dec. 14, 7–9 pm

Argentina and Chile
Electric and refreshing flavors are cropping up all over Chile and Argentina, at high altitudes and near the sea. Few wine regions, let alone entire continents, can perform as well as South America when it comes to value for money. In Chile, the cooling effects of the Pacific Ocean and the proximity of the cooling breezes of the Andes, define that country’s wine. In Argentina, the extremely high altitude vineyards reaching 2,600 feet, define the personality of their wines.

$189  WIN-109-01T  Thurs., Feb. 15 – Mar. 1, 7–9 pm

Wines of Australia and New Zealand
Make no mistake about it: Australia is one of the World Powers of wine. In the course of a few decades, the wine industry of Australia has catapulted itself into the most technologically advanced wine nation on earth. Australia’s wines epitomize user-friendliness. New Zealand, on the other hand, situated further south than Australia, is a cooler wine region and their Sauvignon Blanc, Chardonnay and Pinot Noir receive consistently high ratings by wine experts.

$189  WIN-109-01T  Thurs., Feb. 15 – Mar. 1, 7–9 pm

Mindfulness
This is more than just being in the present moment. What do the thoughts and feelings you are having in the present moment? Do you ever think, “Why does this always happen to me? Why am I feeling angry or conflicted?” Learn how to go from sadness, anger or disappointment to compassion, fulfillment, balance, creativity, inspiration and joy. Through awareness, we realize that our thoughts, feelings, attitudes and emotions are expressions of ourselves that can be acted upon consciously and changed at any time if we so desire.

$5  ALL-WEL-103  Mon., Oct. 23, 1–3:30 pm

Tai Chi I
Tai Chi will increase your energy through gentle movements to help improve your quality of life. The movements are safe and easily adjusted for the degree of exertion, making it suitable for all levels of ability. The practice of Tai Chi can effectively help relieve pain, increase energy and strengthen the mind. Beginners are welcome.

$49  ALL-TAI-01  Thurs., Sept. 7 – Nov. 30, 12–1 pm

Body Toning
Want to get rid of those love handles and firm up problem areas? This class centers on toning every muscle in the body. Students firm their lovely, lower halves and abdominal regions. Students challenge themselves with strength and conditioning moves in a class atmosphere. Students should bring a set of 2–5 lb. (each) dumbbells, towel and exercise mat to class.

$75  HST-204-01  Tues., Sept. 12 – Oct. 31, 7–8 pm
$75  HST-204-02  Tues., Jan. 9 – Feb. 27, 7–8 pm

Pilates and Yoga
Adding Pilates and yoga to any fitness routine will increase strength and flexibility. This course provides eight sessions for improving balance, stability and flexibility.

$75  HST-203-01  Mon., Sept. 11 – Oct. 30, 6:30–7:30 pm
$75  HST-203-02  Thurs., Sept. 14 – Nov. 21, 6:30–7:30 pm
$75  HST-203-03  Mon., Jan. 8 – Feb. 26, 6:30–7:30 pm
$75  HST-203-04  Thurs., Jan. 11 – Mar. 1, 6:30–7:30 pm

Cardio Toning
Cardio Sculpt is a combination of cardio and sculpting moves. This one-hour cardiovascular strength-training exercise class shapes and tones the entire body and helps prevent osteoporosis. Students should bring a set of 2–5 lb. (each) dumbbells, towel and exercise mat to class. (This accommodates beginner to advanced fitness levels.)

$75  HST-202-01  Wed., Sept. 13 – Nov. 1, 6–7 pm
$75  HST-202-02  Wed., Jan. 10 – Feb. 28, 6–7 pm

To Register online: RCGC.edu/workforce
Healthy Bones
This course is an osteoporosis prevention and strength improvement exercise program that was developed by Tufts University. Participants learn about healthy calcium intake and how to work with small weights found around the house. Household items such as soup cans can stem the spread of osteoporosis. This program requires participants to get Doctor clearance in order to participate.
Free    ALL-HB-100    Fri., Sept. 22 – Dec. 22, 6–8 pm

Dance to Exerc"ize"
The first step towards good health is to move your body. This is not aerobics but an introduction to the new dance craze that makes exercising FUN! This is a safe, fun and easy way to get in an exercise program while learning a variety of different dance moves. The movements are simple enough for beginners, older adults and those who have never before taken a dance or exercise class. Each class includes a warm up, simple dance step instruction and then applying them to music. Class does not include jumping, running or strenuous movements, but it does include FUN!
$75    ALL-DAN-01    Thurs. Sept. 28 - Oct. 19, 7–8:30 pm

Soul Line Dancing
Come join in the fun of “Soul Line Dancing.” This class offers something for everyone. You will learn line dances that you can enjoy at any party, from the Big Band era thru the millennium. Some of the favorites like the Cupid Shuffle, Wobble, Electric Slide, Cha Cha Slide and more. Come enjoy a little exercise with the fun of music. Bring yourself and your friends and enjoy a night out.
$79    ALL-DAN-130-01    Thurs., Oct. 19 – Nov. 9, 7–8:30 pm

Salsa and Merengue Dance Night Out
This course is a concentration on just two popular rhythms — Salsa and Merengue. Dances will include beginner to advance moves. Come and join the fun of dancing. Partners are not required — however partners will not be supplied either.
$75    ALL-DAN-140    Thurs., Nov. 30 – Dec. 21, 7–8 pm

Get Paid to Talk
Ever wonder where audio books and documentaries, children’s material, commercials and animation get their voice? This single evening class will introduce attendees to the expanding world of voice overs. Everyone attending will get to record a short commercial. Designed as an upbeat and realistic introduction to the voice over field, this class is great for those who have been told that they have a good voice.
$45    PRO-294-01    Mon., Dec. 4, 6:30–9 pm

The Naturalist Program
If you enjoy the outdoors and would like to share your love of Nature, then this is for you. This program at Scotland Run Park is a great introduction to Nature and will include: bird walk, insect safari, lake study/watersheds, plant and animal identification, kayaking/canoeing, camping and many more activities. Great for retired teachers, amateur naturalists and anyone interested in learning more about the outdoors. Must be 15 or older.
This program takes place at the Scotland Run Park Nature Center at 980 East Academy St., Clayton, NJ.
Programs at Scotland Run Park Nature Center are a service of the Gloucester County Board of Chosen Freeholders.
Free    ALL-NAT-01    Thur. & Fri., Sept. 7 – 29, 9–11:30 am

Favorite Reads Book Club
Prepare by reading — “The Count of Monte Cristo” by Alex Dumas
The Count of Monte Cristo: Come and join us for our first session of our new next book in our Favorite Reads Book Club series. We will read and discuss, “The Count of Monte Cristo” by Alexandre Dumas.
Free    FAV-100-01    Tue., Sept. 19, 26, Oct. 3 & 10, 10–11:30 am

A Better You
Medicare and You
Led by a Certified State Health Insurance Medicare Counselor, this workshop brings students up to speed on everything they need to know about Medicare. Prescription Plan D, the Medicare system and purchasing additional insurance are among topics covered.
To register call: 856-468-1742. Free for Everyone

To Register by phone: 856-415-2216  49
Peace in The Pack Bundle:
(Take all 5 Canine classes for $45)

Canine Body Language
Learn all about the subtleties and complexities of the way that canines communicate through physical posturing and movement that greatly affects their daily behavior. Observe how almost every aspect of a canine's body language conveys a message. Learn to "speak canine" by observing, understanding and even mimicking certain stances and postures. Discover how understanding the context of canine body language allows you to ultimately communicate in a positive way. This can result in more positive behavior and even eliminate or recondition negative behavior.

$15  PIP-01-01  Wed., Sept. 13, 7–9 pm  
   PIP-01-02  Wed., Oct. 18, 7–9 pm  
   PIP-01-03  Wed., Jan. 10, 7–9 pm

Canine Aggression
This class analyzes the many aspects and causes of various types of canine aggressive behavior; how it can be rehabilitated and in many cases even averted. We will look at it from both a behavioral standpoint and the canine perspective to understand why the negative behavior is the last resource for the dog. This seminar will offer ways to help you and your dog remain safe. It can avert biting behavior altogether. This seminar is a must for anyone caring for, or working with, dogs.

$15  PIP-02-04  Wed., Sept. 20, 7–9 pm  
   PIP-02-05  Wed., Oct. 25, 7–9 pm  
   PIP-02-06  Wed., Jan. 17, 7–9 pm

Canine Cognition, Emotion and Social Behavior
How smart is your best friend? More research is being done to determine the amount of intelligence our dogs truly possess. Studies may surprise you! Learn just how intelligent your dog really is. Discover how utilizing this information can help you achieve a better bond with your dog, as well as more positive behavior. Also, learn the importance of the emotional and social life of canines and how it greatly affects their interaction with us, each other and their environment. It is interesting to note that they are the only species that can truly focus on a human. Learn how this, as well as their social order, affects their overall behavior.

$15  PIP-03-07  Wed., Sept. 27, 7–9 pm  
   PIP-03-08  Wed., Nov. 1, 7–9 pm  
   PIP-03-09  Wed., Jan. 17, 7–9 pm

Canine’s Uses of Scent, Energy, Posturing and Vocalization
A follow up on the Body Language seminar this class expands on how canines fully communicate with us and with each other. You will learn how, when and why they use these particular skills, how we can learn to read their signals and how to communicate with them in ways they can understand. This will fully accomplish our goals in achieving more positive behaviors.

$15  PIP-04-10  Wed., Oct. 4, 7–9 pm  
   PIP-04-11  Wed., Nov. 8, 7–9 pm  
   PIP-04-12  Wed., Jan. 24, 7–9 pm

Canine’s Compulsive/Phobic Behaviors
This class defines and restructures certain behaviors that are anomalies in the canine world brought on by extreme stress, fear, trauma, confusion or overexcitement. Rehabilitation is essential to return to a normal life for the canine. This is useful for anyone living or working with a dog with severe anxiety disorders. This seminar has been widely taken by veterinary techs and other industry professionals.

$15  PIP-05-13  Wed., Oct. 11, 7–9 pm  
   PIP-05-14  Wed., Nov. 15, 7–9 pm  
   PIP-05-15  Wed., Feb. 7, 7–9 pm

Are you 55 years young?  Are you now engaged in volunteer work?  Would you like to be?
If your answer to any one of these questions is “YES,” the Senior Corps/RSVP would like to hear from you

Sponsored by Senior Corps/RSVP, the United Way of Gloucester County, Rowan College at Gloucester County and the Gloucester County Department on Aging

Please call 856-468-5000, ext. 6438
PEOPLE IN TRANSITION

The Center for People in Transition is a semi-independent social service agency dedicated to assisting displaced homemakers to become self-sufficient. It operates under the sponsorship of the New Jersey Department of Children and Families, Division on Women, United Way of Gloucester County, Pascale Sykes Foundation, Heart of South Jersey and Rowan College at Gloucester County. Facilitators include financial, human resource, legal and certified mental health professionals. People in Transition is located on the Rowan College at Gloucester County Campus in the College Center.

Most PIT workshops are FREE. Registration is required. Call 856-415-2222, email peopleintransition@rcgc.edu or visit RCGC.edu/PIT

Laws of Separation and Divorce
Family Law Attorney Jeffery Kerstetter will speak on court proceedings, timing, grounds for divorce, and setting goals. He will also discuss the issues of equitable distribution, custody, visitation, alimony and other concerns.
Mon., Sept. 18, 2017, 6–8 pm
Jeffery Kerstetter, Esq.

Simple Estate Planning
It is a truth that life is all too ready to prove to us again and again: the more prepared we are for something, the better it turns out. Whether we want to face it or not, aging and passing away are a part of life for which we must prepare. An essential part of this preparation is estate planning, including the proper drafting of a Last Will and Testament, Power of Attorney and Living Will. Please join us in a wide-ranging discussion concerning basic estate planning techniques that will enable you and your family to rest assured that you are prepared for whatever life may bring.
Wed., Sept. 20, 2017, 7–8:30 pm OR
Wed., Jan. 17, 2018, 7–8:30 pm
John P. Ciocco, Esq., Hoffman DiMuzio

Women and Money
Despite the challenges women face, they have never been in a better position to achieve financial security for themselves and their families. Now, more than ever, it's important that women know how to save, invest and plan for their future. At almost any stage of adult life, there are things women can do to help ensure their financial security. Let's own our own future!
Mon., Sept. 25, 2017, 6–8 pm
Monique Castillo, Financial Advisor

Effective Parenting and Positive Discipline
Shift from chaos to connection in your family as you enhance your knowledge of effective parenting strategies that eliminate power struggles and exhaustive battles. This workshop will provide information about positive discipline strategies that parents can use to help their children improve their behavior at all stages of development. The goal of this series is to offer parents the skills and support they need to create harmony at home and help children build confidence through example-led guidance.
Wed., Sept. 27, 2017, 6–9 pm
Jessica Jolly, Associate Professor, Psychology
Sponsored by Heart of South Jersey and People in Transition

Introduction to Computers
This is a 40-hour course covering an introduction to Microsoft Word, Excel and PowerPoint. The cost of the workshop is $40 for displaced homemakers and $100 for non-displaced homemakers.
Fri., Sept. 29 – Nov. 17, 2017, 9:30 am–2:30 pm
Amy Charlesworth, B.A., People in Transition
Sponsored by United Way of Gloucester County and People in Transition

Get Started with Google and Gmail
New to Google? No worries! We will create a free Gmail account in class! If you already have a Gmail account, and do not want to create a new one, be sure you can easily sign into your existing account with your current username and password before coming to the workshop. In this workshop, you will learn the basics of email, including how to save and attach files to and from the “cloud” (Google Drive), and much more!
Mon., Oct. 9, 2017, 6–9 pm
Lauri Kuder, Microsoft Office Master
Sponsored by Heart of South Jersey and People in Transition

To Register by phone: 856-415-2222
People in Transition

How to Use Google and Gmail More Effectively
Becoming proficient in email is one of the most important skills needed today and Gmail is one of the most popular free email programs available. But there is more to a Gmail account than meets the eye! This workshop will take your skills to the next level by introducing new tips and tricks for using Google and Gmail, including: creating, managing and sharing documents and pictures, and much more in Google.

Mon., Oct. 16, 2017, 6–9 pm
Lauri Kuder, Microsoft Office Master
Sponsored by Heart of South Jersey and People in Transition

Who Am I Now? Dealing with Loss of a Relationship, Role, Identity or Job
There was a time when you knew who you were. You had a role to play. An identity you felt comfortable with. A purpose that helped define you. With the loss of these things comes a sense of sorrow. You may feel ungrounded, and your future and outlook may be shifted in ways you cannot imagine. Learn ways to cope with this loss and discover the brand new “you” that is emerging.

Wed., Oct. 18, 2017, 7–9 pm
Sharon Roth-Lichtenfeld, Certified Professional Life Coach
Sponsored by United Way of Gloucester County and People in Transition

ABCs of End-of-Life Planning
Do you have a loved one coping with a serious illness, deterioration of quality of life and frequent trips to the hospital or emergency room? Vitas Healthcare can help provide solutions. Vitas Healthcare provides care for adult and pediatric patients with a wide range of life-limiting illnesses. Serving as a caregiver can be overwhelming. Join us for a discussion on how Vitas Healthcare can help.

Tue., Oct. 24, 2017, 6:30–8 pm
Anna Miller, Community Liaison VITAS

Self-Esteem
The key to a satisfactory personal life and successful career is high self-esteem. You can raise your self-esteem and self-confidence with a little knowledge and practice. This workshop will offer insights for increasing self-esteem and opportunities by practicing easy skills.

Wed., Oct. 25, 2017, 6–9 pm
Jessica Jolly, Associate Professor, Psychology
Sponsored by United Way of Gloucester County and People in Transition

Planning for a Financially Successful Retirement
What we envision as an ideal retirement can be as varied as our personalities. In this workshop, we will cover tools for building a plan around what retirement means to you. We will discuss factors to keep in mind and how to develop a strategy that can adapt to your evolving steps into retirement. Staying aware of what rules and detractors there are that can affect an outcome are key so your plan can be optimized for success.

Thur., Nov. 2, 2017, 6–8 pm
Monique Castillo, Financial Advisor

The 5-C Solution — Moving from Confusion to Clarity in Highly Emotional Times
In today's uncertain world, life can change in an instant and throw you into physical and emotional chaos. Have you lost a job, a relationship, a loved one, a pet? Are you filled with stress and anxiety as you try to figure out what to do next? Have you ever asked, “What do I do now?” By learning and applying “The 5-C Solution,” you will have an effective tool to transform chaos and confusion into clarity in your personal, financial, social and spiritual life. You will walk away with a step-by-step formula to make clear choices now and in the future. Participants must attend BOTH evenings.

Mon., Nov. 6 AND 13, 2017, 6–8 pm
Cindy Cipriani, CGRS, Founder of Clear Path Institute
Sponsored by Heart of South Jersey and People in Transition

The Effects of Stress on the Body
Some stress is actually good for a person; however, too much stress is deadly. The good news is people have total control over the impact that stress has on their bodies. This course will teach those in attendance how to effectively handle their stressors by changing the unhelpful thinking patterns that usually create overwhelming feelings. Participants will leave with effective stress management tactics and a whole new outlook on changing their thoughts to more effectively navigate through life.

Wed., Nov. 8, 2017, 6–9 pm
Jessica Jolly, Associate Professor, Psychology
Sponsored by Heart of South Jersey and People in Transition

Celebrating the Holidays in New Ways
Traditionally, holidays are considered a time for family reunions. As the holiday season approaches, many divorced and widowed individuals become apprehensive because their family is different. This workshop will identify new ways to celebrate so that you can rediscover the peace and joy of the holidays. Other grieving individuals are also welcome to attend.

Wed., Nov. 8, 2017, 7–8:30 pm
Jennie McQuaide, Ph.D. Licensed Professional Counselor
Sponsored by United Way of Gloucester County and People in Transition

Introduction to Medicaid for the Elderly
It is a scary proposition: an elderly parent or relative is unexpectedly admitted to the hospital, and now needs long-term care in a nursing home. Whether you chose the role or not, you are the one responsible for managing this transition. How do you pay for the nursing home? Will they take the house? Can you be personally liable for your loved one’s debts? Rather than drown in the sea of rumors out there about how Medicaid works, please join us in this introductory workshop on adult Medicaid now — before the unexpected happens.

Wed., Nov. 15, 2017, 7–8:30 pm
John P. Ciocco, Esq., Hoffman DiMuzio

Budgeting 101
This workshop will cover the purpose and importance of having a budget, including how to create the budget that usually creates overwhelming feelings.

Mon., Nov. 20, 2017, 6–9 pm
Jessica Jolly, Associate Professor, Psychology
Sponsored by United Way of Gloucester County and People in Transition

Conflict Management
Do you have the self-awareness, solid communication skills, and motivation to manage conflict? Do you have the self-awareness, solid communication skills, and motivation to manage conflict? Those who embrace conflict can build understanding and better relationships — if you know how to manage conflict wisely. By learning this workshop, participants will be able to:

Wed., Nov. 21, 2017, 7–9 pm
Jennie McQuaide, Ph.D. Licensed Professional Counselor
Sponsored by United Way of Gloucester County and People in Transition

Learning to Say “NO!”
Are you overwhelmed with responsibilities and time pressure? Are you tired of giving to everyone? Learn to say “NO!” to situations, encourage collaborative problem solving, and practice. This workshop will offer insights for increasing self-esteem and opportunities by practicing easy skills.

Wed., Nov. 21, 2017, 6–9 pm
Jessica Jolly, Associate Professor, Psychology
Sponsored by United Way of Gloucester County and People in Transition

Coping with a Difficult Holiday Season
Do you feel the holidays bring out all your “emotions”? Do you find yourself crying out of frustration? Do you get frustrated or overwhelmed by the holidays? You want to have a happy holiday season, but it’s not going to happen. The holidays are a time of family, joy and traditions — but also of stress and anxiety. Many people find that the holiday season brings out their worst behaviors. How do you walk away with a step-by-step formula to make clear choices now and in the future? Participants must attend BOTH evenings.

Wed., Dec. 5, 2017, 6–8 pm
Monique Castillo, Financial Advisor

To register, email us at PeopleinTransition@rgc.edu or call 856-415-2222. Workshops are FREE unless noted.
**People in Transition**

**Happiness and the Holidays: How to Find Peace**
The holidays are a time of family, joy and happiness. If you are experiencing a major loss or life transition, the holidays may bring up pain, sadness and struggle. It's a challenge all the way around. Learn how to take the happy out of the holidays and create peace instead.

**Wed., Nov. 15, 2017, 7–8:30 pm**  
Sharon Roth-Lichtenfeld, Certified Professional Life Coach  
Sponsored by United Way of Gloucester County and People in Transition

**Learning to Say “NO!”**
Are you overwhelmed with responsibilities and engagements? Do you continue to take on more, even when you aren’t sure how to finish what you’re already managing? Whether it’s work, kids, partners or friends, setting boundaries is crucial to getting through the day. Learn about how to establish these boundaries and say “NO” as part of self-care and preservation.

**Mon., Dec. 4, 2017, 6–8 pm**  
Kristen Wilson, Social Service and Career Administrator, People in Transition  
Sponsored by United Way of Gloucester County and People in Transition

**Conflict Management Workshop**
Do you have the self-awareness, solid communication skills, and motivation to resolve uncomfortable situations? Those who embrace conflict can build understanding and better relationships — and experience greater personal and professional success. But managing conflict is not easy. In this workshop, you will discover your own emotional triggers and learn how to manage difficult encounters with diplomacy, tact and credibility. After this workshop, participants will be able to: diagnose conflict within their personal and work relationships, find the hidden agenda that’s really fueling the battle, identify anger triggers and remain poised in conflict situations, encourage collaborative problem solving and learn a variety of strategies for managing conflict.

**Wed., Dec. 13, 2017, 6–9 pm**  
Jessica Jolly, Associate Professor, Psychology  
Sponsored by Heart of South Jersey and People in Transition

**Budgeting 101**
This workshop will provide information on the purpose and importance of having a budget, including how to create the budget and then how to use the budget as a monthly tool to stay on track and achieve financial goals. We will talk about fixed and variable spending. We will distinguish between essential and non-essential purchases. Short-term and long-term savings needs will be explored and the use of credit in our lives will be examined. A general look at insurance to protect our income and minimize unexpected expenses will be included.

**Thur., Jan. 4, 2018, 6–8 pm**  
Nancy Howard, B.S., Accounting, M.S.  
Human Resource Management  
Sponsored by Heart of South Jersey and People in Transition

**Financially Surviving and Thriving a Sudden Employment Change**
This workshop will cover common financial and emotional considerations to keep in mind when changing jobs. We will look in depth at what options there are for handling/accessing retirement assets, how to compare differences in benefit packages and how to transition coverage gaps. Attendees will be provided a “Changing Jobs Checklist” to keep them on track and moving optimistically forward.

**Tue., Jan. 9, 2018, 6–8 pm**  
Monique Castillo, Financial Advisor

**Budgeting 102: Creation of your Personal Budget!**
Now that you have a better understanding of the importance and use of a budget from Budgeting 101, attend this workshop that will take you to the next level and help you create your own budget. Bring in all of the organized information you now know you need and we will help you put it into good form, so that you will leave with a budget that reflects your own current income and expenses.

**Thur., Jan. 11, 2018, 6–8 pm**  
Nancy Howard, B.S., Accounting, M.S.  
Human Resource Management  
Sponsored by Heart of South Jersey and People in Transition

**Intermediate Computers**
This is a 40 hour course covering Intermediate Word, Excel and PowerPoint. The cost is $40 for displaced homemakers and $100 for non-displaced homemakers.

**Fri., Jan. 12 – Mar. 2, 2018, 9:30 am-2:30 pm**  
Amy Charlesworth, B.A., People in Transition  
Sponsored by United Way of Gloucester County and People in Transition

**How to Create a Budget in Excel**
Once you’ve learned what to include in your budget, you can take the next step of learning how to construct your budget in Excel. By making a personal budget in Excel you can easily keep track of your yearly or monthly expenses and income. Excel also allows for the customization of your budget based on your particular needs and provides the ability to formulate quick and efficient mathematical equations for summarizing your budget.

**Thur., Jan. 18, 2018, 6–9 pm**  
Lauri Kuder, Microsoft Office Master  
Sponsored by Heart of South Jersey and People in Transition

**New Beginnings**
Nobody can go back and start a new beginning, but anyone can start today and make a new ending. For those of us who have suffered a loss through death, separation or betrayal, the pain is real. The pain is real if it comes from job loss, diminished health, a changed lifestyle, eroded confidence or low self-esteem. Whether we are rich or broke, lonely or loved, on track or directionless, in shape or overweight, clinging to the past or hoping for a better future — whatever your current reality — know that you have the power to change it. You can choose a happier experience, not just for tomorrow, but for every moment of your life. If you want your story to be more inspired, think about changing your script and join us for eight evenings designed to kick start your New Beginning.

**Mon. AND Thur., Jan. 22, 25, 29, Feb. 1, 5, 8, 12 AND 15, 2018, 7–9:30 pm**  
Deborah Makos-Trionfo  
Sponsored by United Way of Gloucester County and People in Transition

**Divorce Recovery**
This six session workshop is designed for men and women who are separated or divorced. Learn coping strategies for dealing with such issues as self-esteem, loneliness, anger, children’s emotions, and communicating with the former spouse.

**Tue., Jan. 23, 30, Feb. 6, 13, 20 AND 27, 2018, 7–8:30 pm**  
Jennie McQuaide, Ph.D., Licensed Professional Counselor  
Sponsored by United Way of Gloucester County and People in Transition

To Register by phone: **856-415-2222**
DISCOVER

COLLEGE IN THE AFTERNOON

Take college courses at your convenience and save 65%

Through the RCGC High School Options Program (HSOP) high school students can enroll in college coursework

Course Options:
- Select from highly transferable general education requirements
- Explore an area of interest such as photography, art, music, psychology or graphic art
- Select on campus or online courses for maximum flexibility
- Complete college English or social science requirements in one semester
- Gain a competitive edge with rigorous math and science courses

Earn more, save more!

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<th>NJ State University class</th>
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<td>$1500</td>
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*Fees are based on 2018 rates; Source: RCGC, BU 2017-18 rates

To Register by phone: 856-415-2216

Schedule an appointment with our High School Advisor to learn more.

RCGC.edu/DesignYourFuture
856-415-2205

For information on course offerings, registration dates and times, testing and more visit

RCGC.edu/future

Rowan College
GLOUCESTER COUNTY
1400 Tanyard Road, Sewell, NJ 08080

Connect with us:
#RowanCollege
To Register —

By Mail:
Use the registration form on the
next page and mail it with your
check or money order to Rowan
College at Gloucester County,
Workforce and Professional
Development Institute, 1492
Tanyard Road, Sewell, NJ 08080.

By Phone:
Call 856-415-2216 between
8 am–4 pm, Monday through
Friday. For your convenience,
24-hour credit card registration
is available via a voice mail
box at this number: VISA,
MasterCard, Discover and
American Express are accepted
and the charge must be approved.
Please have all credit card
information available (type of
card, account number, expiration
date) and include your daytime
phone number on the recording.

By Fax:
Photocopy and complete the
registration form on the next
page and fax it, 24 hours a day,
to 856-415-7974. You must use
VISA, MasterCard, Discover,
or American Express as the
form of payment.

In Person:
Complete the registration form
on the next page and bring it
to the Workforce and
Professional Development
Institute between 8 am–4 pm,
Monday through Friday.

Online 24/7:
Rowan College at Gloucester
County’s Workforce and
Professional Development
Institute program offers online
registration. Please follow the
link RCGC.edu/workforce to
register online.

General Information and Policies

Who May Enroll
Rowan College’s non-credit courses are open to everyone 18 years and older (unless otherwise noted).
Parents or guardians wishing to register students under 18 years of age must contact the Workforce and
Professional Development Institute Staff for information on the process. Classes for children are open to
the ages noted in each course description.

Classes Fill Fast!
Registration is accepted until classes are full. Register as early as possible to guarantee enrollment. We
recommend that you register at least two weeks prior to the course start date. Registration is on a first-come
basis. No registrations are accepted without payment. All course and event listings are accurate as of date
of publication. Some information may be subject to change.

Class Waiting List
If a class is full, place your name on the waiting list by calling Registration at 856-415-2216. When
a new section of a class is added during the semester or a space becomes available, students on the
wait list are contacted first and given an opportunity to register.

Tuition and Fees
All course fees are required at the time of registration. No cash payments are accepted. RCGC will invoice
your organization/company if your registration is accompanied by official paperwork which includes
authorization signatures, PO number and billing address. There is a $35 charge for all returned checks.

Cancellations
All courses are subject to cancellation. A full refund will be issued within three to four weeks.

Parking
Parking is available at the Workforce and Professional Development Institute for any classes scheduled
at that location. Special parking arrangements at the main campus can be made by calling 856-468-5000,
ext. 6287.

Class Locations
Classes are held at the Workforce and Professional Development Institute, located at 1492 Tanyard Road
in Sewell. Classes are also held on the main campus of the College and at the Gloucester County Fire
Academy. If your class is scheduled at another site, we will provide the address. Your class location
information can be found on your registration confirmation. Directions to the various class locations
can be found on our website at RCGC.edu/workforce.

Emergency School Closings
In case of inclement weather, please call 856-415-2216 for cancellation information. Please check one
of the following for information: RCGC.edu, KYW NewsRadio (1060 AM) or KYW1060.com. The
cancellation code for day classes is 814. The code for evening classes is 2814.

Refund/Withdrawal Policy
We will be happy to offer you a refund or apply payment to another class of your choice if you withdraw
five business days prior to the start of a class. All refunds, unless the College cancels the class, will incur a
$20 processing fee. If you wish to withdraw from a course or seminar, please notify the Workforce and
Professional Development Institute in writing or in person immediately. Refunds will be made as follows:
• 100% refund if you withdraw five days prior to the first class meeting
• 50% refund after the first class meeting
• No refund after the second class meeting

Academy for Lifelong Learning (ALL)
The Academy for Lifelong Learning (ALL) is a membership organization that offers courses specifically
designed for active adults, age 50+.

No refunds are given for yearly Academy for Lifelong Learning membership fees. Regarding
classes, members must officially withdraw before class begins to receive a refund for the course fee.
Otherwise, no refund will be given.

Map and directions to the Rowan College Campus can be found at: RCGC.edu/general/pages/directions
Federal Reporting

The state and federal governments require the College to submit information on student characteristics. Your response to this section is voluntary, but will help RCGC implement its affirmative action policy. RCGC is an equal opportunity institution. This information does not affect admission or placement.

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Sex:
- 1 Male
- 2 Female

Education:
- 1 Less than high school
- 2 High school
- 3 Some college
- 4 Associate degree
- 5 Bachelors degree
- 6 Masters degree
- 7 Doctorate

Race:
- 1 Asian
- 2 White
- 3 Black or African American
- 4 Hispanic or Latino
- 5 Two or more Races
- 6 Native Hawaiian or other Pacific Islander
- 7 Non-resident alien
- 8 American Indian or Alaska Native
### Federal Reporting
The state and federal governments require the College to submit information on student characteristics. Your response to this section is voluntary, but will help RCGC implement its affirmative action policy. RCGC is an equal opportunity institution. This information does not affect admission or placement.

### Payment
- **Checks:** Please make checks payable to Rowan College at Gloucester County.
- **Businesses:** Company Purchase Order #_________________________
- **Credit Cards:** All information must be complete and accurate before your registration will be processed.
  - Card # _______________________________________________
  - Exp. date __________________
  - 3- or 4-digit Security Code ______________
- **Check:**
  -  M/C
  -  VISA
  -  DISCOVER
  -  American Express
  - Signature _____________________________________________________________________________________________________________ __

### Personal Information
- **Last name ______________________________________**
- **First name ______________________________________________**
- **Date of Birth __________________________________________________________________________________________**
- **Home address ___________________________________________________________________________________________**
- **City, State, ZIP __________________________________________________________________________________________**
- **Place of employment ______________________________________________________________________________________**
- **Work address ____________________________________________________________________________________________**
- **Phone: daytime _____________________________________ evening  _____________________________________________**
- **Email address ___________________________________________________________________________________________**

### How did you hear about the program?
1.  Course guide
2.  Friend(s)
3.  Previous course
4.  Work
5.  Newspaper
6.  Other_____________

### Cost Comparison for 4 Years

#### Commuting (Tuition only)
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#### Rowan University
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#### Living on Campus (Tuition, room & board)

##### Rowan Choice (one-year option)
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##### Rowan Choice (two-year option)
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### Rowan Choice
RCGC and Rowan University partner to offer freshman and sophomore students an affordable residential college experience by choosing a one-year or two-year option to take RCGC classes and live on Rowan’s main campus in Glassboro, while saving as much as $8,500 on tuition. Classes fulfill general education requirements mandated by Rowan University. Seats are limited.

### Rowan University
Students attend Rowan University from freshman through senior year to earn a bachelor’s degree.

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Prices are based on estimated in-county tuition costs for four years at 20 credits per year. Some programs may only be available for selected majors. Programs and costs are subject to change.

RCGC.edu/RowanConnection
Look What’s New!

- Certified Logistics Technician Certification ............ 5
- Project Management Certification ...................... 5
- SHRM Certification ...................................... 11, 13
- PayTrain Payroll Certification ......................... 12
- Personal Trainer Certification Programs ............. 26
- CompTIA Security+ Certification ...................... 33
- Cisco Certification Online Programs ................. 34

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