

ACCOUNTING

ARE YOU READY TO TAKE YOUR ACCOUNTING AND FINANCE CAREER TO THE NEXT LEVEL?

The Institute of Management Accountant (IMA), CMA Learning System course helps management accounting and finance professionals enhance skills, advance careers, and increase earning potential. The Certified Management Accountant (CMA) credential is highly recommended for management accounting and finance professionals who work inside organizations where expertise in decision-making, planning, and taking control over value-creating operations is a crucial element of operational success. By earning the CMA credential, you demonstrate both technical competencies and an understanding of the linkage between strategy and financial performance, grounded in a firm commitment to upholding strict professional ethical standards.

Position yourself for career advancement and greater earning power. A recent salary survey found that a CMA-certified professional earns 89% more than a non-certified professional and 19% more than a professional with only a CPA. (Source: SmartPros.com Salary Survey, February 2005)

IMA's CMA Learning System course combines classroom instruction with online, interactive testing components to deliver a comprehensive and customized learning experience. Four convenient courses mirror the four CMA Exam parts. The course include: CMA Part 1: Business Analysis; CMA Part 2: Management Accounting and Reporting; CMA Part 3: Strategic Management; CMA Part 4: Business Applications. You are not required to take the CMA courses in sequential order; however you must complete CMA Part 1 through 3 before you can take CMA Part 4.

LEAN ACCOUNTING

Learn the five principles of lean accounting principles, practices and tools. Lean accounting is becoming a widely accepted approach to accounting, measurement and control. These concepts help companies add more value to the customer, increase cash flow and promote company growth and productivity.

Prerequisite: Understanding of basic accounting fundamentals

Instructor: Carla Fallone, MBA

CRN 12857 AC106-50 2 sessions

Mon/Thu Nov 2 & 5 6:00-9:00pm

Course fee: \$99 (\$84 tuition, \$15 reg)

CMA PART 1: BUSINESS ANALYSIS

This course examines economics from number of standpoints, beginning with factors affecting the individual firms. Understanding of economics is then applied to business concerns in discussion of controls. 2.4 CEU

Instructor: Phil Ganz, CMA

CRN 12855 AC104-60 6 sessions

Sat Sept 19-Oct 24 8:30am-12:30pm

Course fee: \$939 (\$384 tuition, \$200 materials, \$340 admin, \$15 reg)

CMA PART 4: BUSINESS APPLICATIONS

Course four covers a variety of topics related to business applications. The first section looks at organizational management including organizational structures, jobs and teams. Behavioral issues are discussed in relation to alignment of goals, budget and standards. 2.4 CEU

Instructor: Phil Ganz, CMA

CRN 12856 AC108-50 6 sessions

Sat Oct 31-Dec 5 8:30am-12:30pm

(No class Nov 21)

Course fee: \$939 (\$384 tuition, \$200 materials, \$340 admin, \$15 reg)

GOING GREEN

GREEN COLLAR JOBS

Learn how to jumpstart your career by filling the demand for environmental or "green jobs". Learn about career opportunities in areas such as Water Efficiency, Energy & Atmosphere, Indoor Environmental Quality and Innovation & Design. This workshop will present the various exam tracks also associated with green technology careers.

CRN12979 CD133-50 1 session

Tue Sept 15 6:00-9:00pm

Course fee: (free, registration is required)

DEVELOPING A SUSTANABILTY POLICY

Learn the key principals of Sustainibility and what it means to the economy,the enviornement and to the well being of the entire community. Key concepts include methods of examination of systems which prmote long term natural methods of sustenance. Review local decisions that have global implications. This seminar presents key characteristics that exam current policies and practices that do not adequately reflect sustainability. .

Instructor: Gary Jones, Director Enviornment Health and Safety Affairs, Printing Industry

CRN 13008 CD209-01 1 session
Thu Sept 24 1:00-4:00pm

Course fee \$99 (\$60 Tuition, \$24 admin, \$15 reg)

GREEN BUILDING PRINCIPALS: ”PLAN IT, DESIGN IT AND DO IT”

Learn options and choices of products and techniques to make a home or business, more productive and more efficient over its’ lifespan. Students review designing and planning, needs analysis and build vs. remodel. Anyone who is interested in energy efficiency, building and remodeling and creating a healthier environment should attend this course. Concepts presented support existing buildings, both residential and commercial, and new construction materials and techniques. This course proposes a site visit to a “Green” Building and guest speakers from local industry.

Instructor: Wayne Baruch, CR of The Artisans Group, LLC

CRN 13009 CD210-50 6 sessions
Tues/Thu Oct 27-Nov 12 6:00-10:00pm

Course fee: \$389 (\$200 tuition, \$144 admin, \$ 30 materials,\$15 reg)

LEED CERTIFICATION EXAM REVIEW

This course review the concepts needed to pass the first two tiers of certification under the Green Buidling. Certification Institute (GBCI). The Green Building Associate and LEED AP+.The LEED AP credential signify an advanced depth of knowledge in green building practices; it also will reflect the ability to specialize in a particular LEED Rating System. The LEED AP exam is divided into two parts. The first part is the LEED Green Associate exam, which demonstrates general knowledge of green building practices. The second part is a specialty exam based on one of the LEED Rating Systems. These parts may be taken together or separately.

Instructor: B. O’Rouke and R. Del Grosso, Leed AP

CRN 13010 CD211-50 5 sessions
Tues/Thu Oct 1-Oct 29 6:00-9:00pm

Course fee: \$329 (\$114 tuition, \$200 admin, \$15 reg)

ENERGY AUDITING

Learn about performing energy audits for residential construction using a whole building system approach.Energy auditing will improve energy efficiency and can give the homeowner, architect or home builder the full benefit of vairous energy savings measures. Topics presented are approved by RESNET Standards.

Instructor: James Del Grosso AIA, LEED AP

CRN 13011 CD212-50 2 sessions
Mon/Wed Oct 26 & 28 6:00-9:00pm

Course fee: \$119 (\$69 tuition, \$35 admin, \$15 reg)

IN-HOME ENERGY SURVEY PROFESSIONAL

Prepare to become a home energy survey professional. This course presents concepts in Principles of Energy, Energy & Building Shell, Air Leakage, Insulation, Windows & Doors, Water Heating, Lights & Appliances and - Health & Safety, Chapter 7 & Appendix A of the RESNET Standards. Students are provided exam preparation.

Instructor: James Del Grosso AIA, LEED AP

CRN 13012 CD213-50 4 sessions
Tue/Thu Nov 3-12 6:00-9:00pm

Course fee: \$179 (\$120 tuition, \$44 adm, \$15 reg)

LEADING THE “GREENING” OF YOUR ORGANIZATION

Learn the needed qualifications, capabilities and credentials for the role of the Chief Sustainability Officer (CFO). This course is for anyone who is in management, human resources or is interested in a leadership role in the field of sustainability in their organization.

Topics include:

- What you should know about ensuring the success of change initiatives

- How to engage specific people at the right times on the right issues
- What type of management support is needed
- How and when employees should be engaged
- What obstacles to prepare for

Instructor: Victoria Zelin, Senior Vice President, Hudson Gain Corporation

CRN 13013	CD214-01	1 session
Thu	Oct.15	9:00am-12:00pm

CRN 13014	CD214-50	1 session
Tue	Nov.17	6:00-9:00pm

Course fee: \$89 (\$74 tuition, \$15 reg)

BUSINESS MANAGEMENT

OHSA CONSTRUCTION INDUSTRY SAFETY AND HEALTH TRAINING

This is an outreach training program designed to teach construction occupational safety and health standards policy. The intent is to promote workplace safety and review the Safety and Health training policies required by the US Department of Labor. The course is taught by a certified US Department of Labor Trainer.

Instructor: William Turkas, RVCC Staff

CRN 12853	BU036-50	4 sessions
Thu	Oct 1-Oct 22	6:00-9:00pm

Course fee: \$75 (\$60 tuition, \$15 reg)

OHSA GENERAL INDUSTRY SAFETY AND HEALTH TRAINING

This is an outreach training program designed to teach general industry occupational safety and health standards policy. The intent is to promote workplace safety and review the Safety and Health training policies required by the US Department of Labor. The course is taught by a certified US Department of Labor Trainer. The class is designed to fulfill the 30 hour Content knowledge levels.

Instructor: William Turkas, RVCC Staff

CRN 12854	BU042-50	10 sessions
Thu	Oct 1-Dec 12	6:00-9:00pm

Course fee: \$150 (\$135 tuition, \$15 reg)

CAREER DEVELOPMENT

LIFELONG EDUCATIONAL OPPORTUNITY ORIENTATION

Are you returning to college after an absence of many years? Are you an older student attending college for the first time? Learn who, what, when, where and how of being an older or returning student. Topics in this free one-day workshop include:

- "What do I do if I'm older than my professor?"
- Earning college credit for what you already know
- Coping with test anxiety
- An introduction to RVCC and the campus
- Library orientation
- Understanding the ABCs of academia

Instructor: Barbara Luby, RVCC Advisor

CRN 12776	CD100-50	1 session
Thu	Aug 27	5:00-8:00pm

Course fee: Free, registration required

BASIC LITERACY SKILLS PROGRAM

Program is designed to increase literacy in the targeted areas of reading and writing. The program also presents topics in life skills math. This course is designed to align with a nationally recognized effective adult literacy tools of communication, interpersonal and decision making skills.

CRN 12881 CD135-01 10 sessions
Thu Sept 17- Nov 19 6:00-9:00pm
Course fee: \$119 (\$84 tuition, \$20, materials, \$15 reg)

JOB SEARCH SKILLS

Learn how to identify your strengths and skills. This course is essential to job seekers today. Topics presented include resume types, cover letters, interview questions and answers, follow-up activities. Employment resources and sample documentation are provided

Instructor: Nancy Anderson, RVCC Staff

CRN 12878 CD134-01 1 session
Mon Sept 21 9:00am-12:00pm

CRN 12880 CD134-50 1 session
Thu Oct 22 6:00-8:00pm

Course fee: \$15 reg

EMPLOYMENT OPTIONS FOR THE BABY BOOMERS

The program includes information about jobs of the future, area resources for employment, and career transitions for people over 50. Job search and resume writing techniques are also covered.

Instructor: Charlene Watler, SPHR

CRN 12883 CD136-50 2 sessions
Wed Oct 7 & 14 6:00-9:00pm

Course fee: Free, registration required

EVENT PLANNING

EVENT AND WEDDING PLANNING BUSINESS 101

This course is designed for professionals interested in pursuing a career in the special event, bridal planning industries or planning for that special event. Participants are introduced to business basics, best practices and tools for success. Topics Include: client consultations, proposal writing, theme creation, timeline management, budgeting, logistics, technology, day-of coordination, and venue and vendor management and evaluations. 2.0 CEU

Instructor: Paulette Robinson, President, Paulette Robinson Weddings and Events

CRN 12760 EP003-60 5 sessions
Sat Oct 3-31 9:00am-12:00pm

Course fee: \$209 (\$109 tuition, \$75 admin, \$10 materials, \$15 reg)

CONVENTION PLANNING 101

Learn about the convention industry, how it functions and the many elements that it comprises. This course is ideal for anyone beginning a new career or who has a desire to learn about the convention/event industry. Conventions are here to stay and are an important way for industry to main and attract business in today's workplace. Topics include:

- Reasons for exhibiting
- Convention attendee profiles
- Logistics planning
- Determining association needs
- Housing and exhibit staffing
- Lead retrieval and measurement

Instructor: Heidi M. Zipfel, CTSM, Convention Specialist

CRN 12888 CD137-50 5 sessions
Tue Oct 6-Nov 3 6:00-9:00pm

Course fee: \$195 (\$155 tuition, \$25 materials, \$15 reg)

PREPAYING FOR US CITIZENSHIP

This class concentrates on the development of skills needed to pass the U. S. citizenship exam. Concepts presented are how to complete the application, review of the oral interview and practice of reading and writing skills.

CRN 12890 CD138-60 10 sessions
Sat Sept 19-Nov 21 9:00am-12:00pm
Course fee: \$185 (\$145 tuition, \$25 materials, \$15 reg)

NEW JERSEY NOTARY PUBLIC EDUCATION AND TRAINING

Course is designed to train new and renewing notaries about how to protect their own assets and their employers' assets through proper notarization and documentation. Learn how to obtain notary commission for the state of New Jersey. Course topics include: notary liabilities, employer liabilities and the duties as described by the New Jersey Department of Revenue.

Instructor: Jennie Stormes, Academy for Notaries
CRN 12875 CD120-50 2 sessions
Tue/Thu Sept 29 & Oct 1 7:00-9:00pm

CRN 12876 CD120-51 2 sessions
Tue/Thu Nov 17 & 19 7:00-9:00pm
Course fee: \$72 (\$37 tuition, \$20 materials \$15 reg)

INTRODUCTION TO VOICEOVERS

Learn how to get started in professional Voice Acting. This fun interactive class presents many details of the industry. This class is taught by a professional voice actor from a voice acting training company.

Instructor: Staff of Voices for All
CRN 12966 GI685-50 1 session
Thu Oct 1 6:00-8:00pm
Course fee: \$42 (\$27 tuition, \$15 reg)

MATH/EXAM PREPARATION

MATHEMATICS REVIEW AND REFRESHER

If you have been away from math for a long time and are interested in refreshing skills for professional endeavors or for college placement tests, both undergraduate and graduate, these courses provide the means to improve those skills.

ARITHMETIC REVIEW

Course covers such areas as arithmetic concepts, whole numbers, fractions and decimal numbers as well as ratios, proportions and percents. After completing the course students are able to develop and reason quantitatively with basic arithmetic skills

Instructor: Latee Walton
CRN 12661 MA001-50 5 sessions
Mon-Fri Aug 17-21 6:30-9:00pm
Course fee: \$168 (\$81 tuition, \$72 admin, \$15 reg)

ALGEBRA REVIEW

Course covers a review of basic algebraic concepts, including solving and graphing linear equations, factoring, polynomial operations, integer exponents and radicals. Students completing this course are able to compute with real numbers, simplify expressions, add, subtract, multiply and divide rational expressions and square roots.

Instructor: Rosemarie Gorini, Math Instructor, RVCC
CRN 12662 MA002-01 4 sessions
M/T/W/TH Aug 17-20 9:00am-1:00pm
Course fee: \$168 (\$81 tuition, \$72 admin, \$15 reg)

GED PREPARATION COURSE

Course is designed for anyone who desires to pass the General Education Development exam leading to a GED. This course offers a study skills review and comprehensive instruction of the subject areas needed to pass the GED. Practice exams, pre-testing and post-testing evaluations are provided. GED exam testing is also conducted at RVCC.

Instructor: Staff

CRN 12967 EX505-50 24 sessions

Mon/Tue/Thu Sept 21-Nov 12 7:00-9:00pm

Course fee: \$149 (\$114 tuition, \$20 materials, \$15 reg)

GRADUATE RECORD EXAMINATION REVIEW

The course is designed to assist students who plan to take the Graduate Record Examination. The GRE Test measures verbal reasoning, quantitative reasoning, critical thinking, and analytical writing skills that have been acquired over a long period of time and are not related to any specific field of study. Students are given an intensive review of key areas presented on the GRE Exam. Practice questions and comprehensive review of the correct answers are presented.

Instructor: Dr. Ravi Chadran, RVCC Adjunct Professor

CRN13003 EX503-50 8 sessions

Mon Sept 28-Nov 16 6:00-8:30pm

Course fee: \$569 (\$150 tuition, \$300 admin, \$104 materials, \$15 reg)

TOPICS IN LABOR & EMPLOYMENT LAWS

This series of courses is designed to present current information on employment-related topics. Any one who works as a human resources professional or a business owner should take these courses. All topics are presented by the staff of Norris McLaughlin & Marcus, PA., Attorneys at Law. Each seminar includes refreshments.

NEW JERSEY FAMILY LEAVE

CRN 12999 BU046-01 1 session

Tue Sep 2 9:00-10:30pm

Course fee: \$15

DEVELOPMENT IN EMPLOYEE PRIVACY ISSUES

CRN 13000 BU047-01 1 session

Tue Oct 6 9:00-10:30pm

Course fee: \$15

E-DISCOVERY TRENDS IN EMPLOYMENT CASES

CRN 13001 BU048-01 1 session

Thu Oct 29 9:00-10:30pm

Course fee: \$15

PAYROLL

APA PAYROLL PROFESSIONAL LEARNING SERIES

Payroll administration is becoming increasingly more complex and challenging. This body of knowledge is the basis for two nationally recognized certifications for the payroll professional. Our courses are taught by leading payroll professionals holding the CPP certification in conjunction with the American Payroll Association. APA certification is a valuable, objective credential that verifies a specified level of knowledge, skills, and abilities in the payroll profession. Certification helps individuals demonstrate their payroll expertise, secure promotions, advance their careers, and enhance their standing within the profession. APA offers two levels of certification.

The mastery level of Payroll Certification (FPC) is the second of a two part course. It incorporates the primary and fundamental payroll skills in the areas of core payroll concepts, compliance, principles of paycheck calculations, payroll process & systems, accounting and management & administration. It is designed to help students prepare for the CPP exam.

FUNDAMENTALS OF PAYROLL

The first of a two part series leading to a nationally recognized certification as a payroll professional. The course prepares participants for the Certified Payroll Professional (CPP) examination. It is intended for new payroll professionals and anyone who is in the payroll industry.

Topics include:

- Payroll Fundamental Concepts
- Paycheck Fundamentals

- Payroll benefits
- Tax Reporting
- Reporting payroll taxes
- Payroll Accounting
- Skills and Responsibilities

Instructor: Sharon Richardson, CPP

CRN 12861 FI552-60 8 sessions

Sat Sept 12-Oct 31 9:00am-1:00pm

Course fee: \$630 (\$192 tuition, \$325 materials, \$98 admin, \$15 reg)

PROFESSIONAL PAYROLL

Course is the second of a two part series leading to a nationally recognized certification as a payroll professional and prepares participants for the Certified Payroll Professional (CPP) examination. This course is intended for individuals with payroll experience or who have passed the Fundamental of payroll class.

Topics include:

- Advanced Payroll Concepts
- Paycheck
- Payroll Systems
- Understanding Fringe Benefits
- Reporting payroll taxes
- Skills and Responsibilities

Instructor: Lydmila Dukhovnaya, CPP

CRN 12862 FI550-50 10 sessions

Sat Sept 19-Nov 21 9:00am-12:00pm

Course fee: \$630 (\$192 tuition, \$325 materials, \$98 admin, \$15 reg)

PROFESSIONAL DEVELOPMENT

SHRM ESSENTIALS OF HUMAN RESOURCE MANAGEMENT CERTIFICATE

This program is designed for entry level human resource professional or small business owners with HR responsibilities. Students who take this course may be new to the human resource field or have some human resource responsibilities.

Instructor: Charlene Watler, SPHR

CRN 12863 HR101-51 5 sessions

Thu Oct 1-29 6:00-9:00pm

Course fee: \$349 (\$94 tuition, \$45 admin, \$195 mat, \$15 reg)

CERTIFICATE IN PROJECT MANAGEMENT

In today's fast paced world, more and more of our work is done through the creation and execution of projects. This is true whether your goal is to deliver a new drug to market, design and develop a new business application, or paint your house. Whether you are currently managing projects or see this as a step in your career plans, this program develops and sharpens your skills. Project management is a key managerial skill needed for success, not only in the business world, but also in your personal life.

The Certificate in Project Management Program features 36 hours of training. The class is based on best practices as prescribed by the Project Management Institute (PMI), the global organization representing the project management profession through the Project Management Body of Knowledge (PMBOK). The curriculum presents the nine bodies of knowledge in preparation for the PMP examination, combined with material that presents practical real-world experiences. The program provides students with the training hours needed to meet the educational requirements for the Project Management Professional (PMP) and the Certified Associate Project Manager (CAPM) certifications offered through PMI. Note that the educational requirement is just one of several needed to be eligible for the exam. Visit the PMI website at <http://www.pmi.org> for more information. At least one year of project management experience is recommended for this course.

Topics include:

- Requirements for and benefits of PMI certification
- Foundational concepts of project management
- Project management framework and integration

- Project scope, time and cost management (the “triple-constraint”)
- Quality, communications, human resources, risk and procurement management
- PMI professional responsibility
- Practical application of PMI principles
- Exam study and test-taking strategies
- Practice questions and a practice final exam

(Please register by Sept 10)

Instructor: Steve Cohen, PMP

CRN 12864 PM018-50 12 sessions

Thu Sept 17-Dec 10 6:30-9:30pm

(No class Nov 26)

Course fee: \$789 (\$360 tuition, \$54 materials, \$360 admin, \$15 reg)

MASTERY PROJECT MANAGEMENT CERTIFICATE

Project management is one the most popular processes in business today. This series of courses provide a comprehensive review of 4 of the most critical topics within project management. All courses are taught by Steve Cohen, PMP and are based on the project management Institute’s Guidelines of Project Management.

RISK MANAGEMENT

Risk Management is one of the most critical areas of project management. Course provides both a comprehensive study of the six phases outlined in the Project Management Institutes (PMI) 4th edition of their project management’s techniques.

CRN 12865 PM013-50 3 sessions

Mon/Tue/Wed Sept 14-16 9:00am-4:00pm

Course fee: \$179 (\$120 tuition, \$44 admin, \$15 reg)

GREEN PROJECT MANAGEMENT FOR THE 21ST CENTURY

This course presents an overview of this very fast growing field. Concepts presented in this class are primary reasons to undertake “Green” projects current and timely topics of green initiatives as it relates to project management. The class presents a simple multi-scope process to get your company started in this fast growing corporate initiative.

CRN 12866 PM014-50 3 sessions

Mon/Tue/Wed Oct 12-14 9:00am-4:00pm

Course fee: \$179 (\$120 tuition, \$44 admin, \$15 reg)

SCHEDULING/ COST CONTROL

This three day course provides a solid understanding of the integration of time, cost and scope management. Students learn techniques for building and developing work timelines which eliminate time and cost. Learn easy way to apply concepts to real world project.

CRN 12867 PM015-50 3 sessions

Mon/Tue/Wed Nov 2-4 9:00am-4:00pm

Course fee: \$179 (\$120 tuition, \$44 adm \$15 reg)

QUALITY MANAGEMENT

Learn a comprehensive understanding of quality for project managers. Course provides an in-depth understanding of quality as outlined in the project management institute (PMI) 4th edition.

CRN 12868 PM012-50 3 sessions

Mon/Tue/Wed Nov 8-11 9:00am-4:00pm

Course fee: \$179 (\$120 tuition, \$44 admin, \$15 reg)

CAREER TRACK COURSES FOR IN-DEMAND CAREERS

For information on class dates and times please contact Bridget Waverka at 908-512-2600 ext. 8471 or email Bwaverka@raritanval.edu

SOLAR PANEL INSTALLATION

An introductory course intended to present the basic material that individuals performing design, self installation and maintenance of a residential solar electric power system, also known as a Photovoltaic system. Through a combination of hands-on-labs and lecture you are introduced to the following: Working Safely with Photovoltaic (PV) Systems, Conducting a Site Assessment, Selecting a System Design, Adapting the Mechanical Design, Adapting the Electrical Design, Installing Subsystems and Components at the Site, Performing a System Checkout and Inspection, Maintaining and Troubleshooting a System. The course covers the current tax rebates and incentives available for PV home installations. Fee includes course textbook and equipment necessary for use during class.

CRN 12985 CD201-60 40 hours

Course Fee: \$2595 (\$595 tuition, \$1925 admin, \$75 reg)

INTRODUCTION TO ELECTRONIC SECURITY INSTALLATION

An introductory level course designed to prepare an individual for work as a certified electronic security installer. Students learn how to program, maintain, and repair security wiring and equipment. Topics include codes, inspecting and testing alarms and system equipment, usage of circuit testers, logic probes, diagnosing component and equipment faults, adjust, align, replace or repair equipment, assemblies and components, checking the system for poor or broken connections and components, or incorrect programming. Fee includes course textbook and equipment necessary for use during class.

CRN 12989 CD202-60 40 hours

Course Fee: \$2450 (\$450 tuition, \$1925 admin, \$75 reg)

ADVANCED ELECTRONIC SECURITY

(Pre-requisite: introduction to electronic security)

In this advanced level course, students learn how to design commercial and home electronic security systems. Topics include next generation monitoring including video and access control monitoring, technical design requirements for on premise and central station, access control equipment & systems, central station equipment & software, fire detection equipment & systems, intrusion detection equipment & systems, IP-based security products, video analytics, video surveillance equipment and systems and residential custom electronics. Fee includes course textbook and equipment necessary for use during class.

CRN 12986 CD203-60 40 hours

Course Fee: \$2450 (\$450 tuition, \$1925 admin, \$75 reg)

CLASS A COMMERCIAL DRIVER'S LICENSE (CDL) – TRACTOR TRAILER

Course prepare for the NJ Licensed Driver for the knowledge skills and road tests necessary to operate a tractor trailer and obtain a Class A Endorsement. The required skills in order to obtain a CLASS A CDL are the following: General Knowledge, Air Brakes, Combination Vehicles, Pre-Trip Walk around inspection and road test. Students first attend a lecture class which prepares you for the knowledge skills tests. Once the knowledge skills test are passed, you receive a permit and are scheduled for driving time with a licensed CDL instructor to prepare for the road test. Vehicles are provided for the road test, students are responsible for paying knowledge, road test and finger printing fees directly to the NJ Motor Vehicle Commission. <http://www.state.nj.us/mvc/Commercial/index.htm>

CRN 12982 CD204-60 60 hours

Course Fee: \$2595 (\$595 tuition, \$1925 admin, \$75 reg)

CLASS B COMMERCIAL DRIVER'S LICENSE (CDL) LICENSE/P (STRAIGHT/BOX TRUCK, BUS)

Course prepares students for the NJ Licensed Driver for the knowledge skill and road tests necessary to operate a straight/box truck and bus and obtain a Class B endorsement. The P endorsement enables students to operate passenger vehicles (buses) with greater than 8 passengers. The required tests in order to obtain a CLASS B CDL are the following: General Knowledge, Air Brakes, Combination Vehicles, Pre-Trip Walk around inspection and road test. Students first attend a lecture class which prepares students for the knowledge skills tests. Once students have passed the knowledge skills test students receive a permit and are scheduled for driving time with a licensed CDL instructor to prepare for the road test. Vehicles are provided for the road test, students are responsible for paying knowledge road test and finger printing fees directly to the NJ Motor Vehicle Commission. <http://www.state.nj.us/mvc/Commercial/index.htm>

CRN 12983 CD205-60 40 hours

Course Fee: \$1795 (\$595 tuition, \$1125 admin, \$75 reg)

A+ COMPTIA

(Pre-requisite – Basic PC knowledge)

CompTIA A+ certification validates the latest skills needed by today's computer support professionals. It is an international, vendor-neutral certification recognized by major hardware and software vendors, distributors and resellers. CompTIA A+ certification confirms a technician's ability to perform tasks such as installation, configuration, diagnosing, preventive maintenance and basic networking. The exams also cover domains such as security, safety and environmental issues and communication and professionalism. <http://certification.comptia.org/>

In this hands on class students are prepared to take the CompTIA A+ Essentials Exam (220-601) and the IT Technician Certification Exam (220-602). At the conclusion of this course students have the necessary skills to build, configure, troubleshoot and repair a personal computer. Fees include course text book, tools for use during class and 2 COMPTIA A+ testing vouchers.

CRN 12984 CD206-60 40 hours
Course Fee: \$2995 (\$595 tuition, \$2325 admin, \$75 reg)

WELDING FUNDAMENTALS – MIG & TIG

Learn basic welding techniques with this hands-on course. Students learn a variety of welding processes and the fundamentals of equipment setup through a combination of lecture and hands on practice using welding equipment. No prior welding experienced required. All necessary safety equipment is provided for student's use during class. Students must wear fire retardant clothing and leather boots/shoes.

CRN 12987 CD207-60 24 hours
Course Fee: \$2195 (\$195 tuition, \$1925 admin, \$15 reg)

MATERIAL HANDLING EQUIPMENT FUNDAMENTALS – PAYLOADER/EXCAVATOR

Designed for the individual who has no experience operating heavy equipment vehicles; the first session is devoted to a lecture class where students learn safety standards, pre-operational instructions, precautions and government regulations regarding the operation of payloaders and excavators. Subsequent sessions are devoted to field training where students have actual vehicle practice time under the supervision of a licensed trainer operating these complex machines. Hard hats are provided for use during equipment training.

CRN 12988 CD208-60 30 hours
Course Fee: \$2395 (\$395 tuition, \$1925 admin, \$75 reg)

MATERIALS AND SUPPLY MANAGEMENT CERTIFICATE

The Certificate in Materials and Supply Management provides students with a fundamental understanding of the Supply chain and material management profession. Courses are offered in collaboration with the Institute of Supply Management (ISM) of New Jersey and are taught by leading certified professionals in Supply Management. The concepts presented are foundational to anyone who desires to become a Certified Professional in Supply Management (CPSM). Visit the ISM website at <http://www.ISMnj.org> for more information.

FUNDAMENTALS OF SUPPLY MANAGEMENT

Learn the process of planning, implementing, and controlling the operations of a supply chain. Supply management is an important element of Supply Chain Management. Concepts presented are the identification, acquisition and the management of resources and related capabilities that an organization needs to efficiently satisfy customer requirements. Course is essential for individuals who manage movement and storage of raw materials, work-in-process inventory, and finished goods from point-of-origin to point-of-consumption.

Instructor: Marilyn Gettinger, CPM, MBA
CRN 12869 BU024-60 2 sessions
Sat Sept 19 & 26 9:00am-12:00pm
Course fee: \$179 (\$120 tuition, \$44 admin, \$15 reg)

PURCHASING/PROCUREMENT PROCESS & METHODOLOGIES

Understand the fundamentals of Procurement/Purchasing procedures. Students learn various procurements and procurement methods. Students also learn about Request for Proposal, Request for Information, and Request for Quotes, and Bids. Additional topics are online auctions and on line bidding processes. Students gain confidence and knowledge needed to excel in the Procurement Process.

Instructor: John Hanna, CPM, APP
CRN 12870 BU038-50 4 sessions
Sat Oct 3-24 9:00am-12:00pm
Course fee: \$279 (\$220 tuition, \$44 admin, \$15 reg)

MATERIALS MANAGEMENT AND SUPPLY CHAIN MANAGEMENT

Understand the growth and the impact on operational and materials management challenges of an organization. Real world concepts and best practices of the supply chain management business are also reviewed in this course. Participants discuss moving to a cross-functional relationships and the management of networks of suppliers.

Instructor: Marilyn Gettinger, CPM, MBA

CRN 12871 BU027-60 2 sessions

Sat Oct 31-Nov 7 9:00am-12:00pm

Course fee: \$179 (\$120 tuition, \$44 admin, \$15 reg)

LEAN PRINCIPLES & SIX SIGMA FOR SUPPLY CHAIN MANAGEMENT

Learn how Lean, Six Sigma, and Supply Chain Management can have had a tremendous positive impact on your organization. More often businesses adopt and apply these concepts to processes as stand-alone initiatives. Forward-thinking business leaders have seen the value in blending lean, six sigma, and supply chain management for greater results.

Topics presented are:

- Lean principles and their application
-
- Supply chain – physical, informational, relational, and financial
-
- Steps in applying lean and Six Sigma to an organization's supply chain

Instructor: Marilyn Gettinger, CPM, MBA

CRN 12872 BU039-60 2 sessions

Sat Nov 14 & 21 9:00am-12:00pm

Course fee: \$179 (\$120 tuition, \$44 admin, \$15 reg)

CPSM BRIDGE EXAM REVIEW

The Institute of Supply Management has designed a new certificate for supply professionals. Course provides a comprehensive exam review for students who require the bridge exam review to obtain the certified professional supply management certification

Instructor: Marilyn Gettinger, CPM, MBA

CRN 12873 BU040-01 5 sessions

Thu Sept 17-Oct 15 6:00-9:00pm

Course fee: \$199 (\$69 tuition, \$30 admin, \$85 materials \$15 reg)

CPSM EXAM REVIEW SECTION ONE

This course prepares students for the CPSM exam and is designed for anyone who does not have a CPM certification. Course presents a review of the following topics:

- Contract and Negotiation
- Cost and Finance
- International
- Social Responsibility
- Sourcing and Supplier relationship Management

Instructor: Marilyn Gettinger, CPM, MBA

CRN 12874 BU041-01 5 sessions

Tue Oct 22-Nov 19 6:00-9:00pm

Course fee: \$199 (\$69 tuition, \$30 admin, \$85 materials \$15 reg)

SIX SIGMA SERIES

Six Sigma presents a rigorous, focused and highly effective implementation of proven quality principles, and techniques. Six Sigma aims for virtually error free business performance while using statistics to measure the variability in the process.

SIX SIGMA: (WHITE BELT)

Designed to present a broad understanding of Lean/Six Sigma principles and practices. Learn to build capability to implement Lean/Six Sigma initiatives and to operate with awareness of Lean/Six Sigma at the enterprise level. Learn proven principles and techniques which help your company become more profitable while increasing customer satisfaction. Students also learn the four key elements to Lean Six Sigma.

Instructor: Joan Whitehead, MBA, Certified Six Sigma, Black Belt
CRN 12844 BU028-50 2 sessions
Mon/Wed Sept 7 & 9 7:00-9:00pm
Course fee: \$119 (\$34 tuition, \$70 admin, \$15 reg)

SIX SIGMA: (YELLOW BELT)

Learn how to implement the Lean Six Sigma principles by linking these concepts to business priorities. Concepts presented are the PDCA (Plan, Do, Check, Act) methodology and the five laws of Six Sigma. Students identify processes that could benefit from improvement and when to apply a DMAIC methodology to maximize cost savings using Statistical Process Control.

Instructor: Joan Whitehead, MBA, Certified Six Sigma
CRN 12845 BU029-50 2 sessions
Mon/Wed Sept 14 & 16 6:30-9:30pm
Course fee: \$189 (\$44 tuition, \$115 admin, \$15 materials, \$15 reg)

SIX SIGMA: (GREEN BELT)

Course continues to build upon the lean six sigma foundational concepts by providing case studies which offer practical applications. Principles such as preventive maintenance, sustainability, performance metrics and lean enterprise alignment are presented. An introduction into Black Belt methods is also given.

Prerequisite: Previous experience or Six Sigma: Yellow Belt
Instructor: Martin Czebotar, Certified Six Sigma, Black Belt
CRN 12846 BU030-50 10 sessions
Wed Sept 23- Dec 2 6:00-9:00pm
(No class Nov 25)
Course fee: \$549 (\$154 tuition, \$340 admin, \$40 materials, \$15 reg)

SIX SIGMA (BLACK BELT)

Course is a continuation of the student of the six sigma body of knowledge. Class presents real life simulation exercises, practical examples and case studies. The course will present information that is useful guidance for practical application and for the exam preparation.

Prerequisite: Previous experience or Six Sigma: Green Belt
Instructor: Bill Hamilton, Six Sigma, Master Black Belt
CRN 12971 BU043-50 14 sessions
Tue/Thu Oct 27-Dec 17 6:00-9:00pm
(No class Nov 26)
Course fee: \$649 (\$234 tuition, \$340 admin, \$60 materials, \$15 reg)

COMPUTER TECHNOLOGY

Corporate & Continuing Education at RVCC has offered computer training for over 25 years delivering quality on-time training to Central New Jersey. We are continuing that tradition by offering the most sought-after certificate programs in networking and security, web design, graphic design, and Microsoft Office. All Microsoft Office courses are taught using the XP version, Office 2007, and all courseware is MOS (Microsoft Office Specialist) approved. Our courses teach the competencies tested at various levels of the Microsoft Office Specialist Certification (MOS). If you are unsure of which course to take, please call 908-218-8871.

MICROSOFT OFFICE CERTIFICATE PROGRAMS

MICROSOFT OFFICE 2007 BASIC CERTIFICATE PROGRAM

Students are given 30 hours of instruction in Microsoft Windows, Word, Excel, Access and PowerPoint. The program teaches the basic applications for each software package to give students a solid foundation necessary before studying at an intermediate or advanced level. All courseware used is MOS (Microsoft Office Specialist) approved. 3.0 CEU

Instructor: Ann Marie Delprincipe, RVCC Adjunct Faculty
CRN 12970 MO204-60 10 sessions
Sat Sept 19-Dec 12 9:00am-12:00pm
(No class Oct 31, Nov 21 & 28)
Course fee: \$636 (\$159 tuition, \$114 admin, \$250 lab, \$98 materials, \$15 reg)

MICROSOFT 2007 NEW FEATURES

Learn various new features of Word, Excel, and PowerPoint. Topics presented are the Microsoft Office button, Ribbon tabs and Ribbon groups, galleries, contextual Ribbon tabs, Live Preview, the Quick Parts and building blocks, charts and reports, Dynamic SmartArt graphics, and the Mini toolbar. This course is offered as a preview to the office 2007 courses.

Instructor: Ann Marie Delprincipe, RVCC Faculty

CRN 13002 M0213-50 1 session

Tue Sep 15 6:00-9:00pm

(Free, registration required)

BUSINESS APPLICATIONS COMPUTER SPECIALIST

Obtain the computer skills you need to compete in today's job market by learning the latest software packages. This intensive certificate program allows beginners to become proficient in the use of MS Office 2007 products. The course focuses on teaching the skills employers want their employees to possess. This course meets at times that are convenient excellent for the working parent. Funding is available for eligible individuals who apply early and qualify.

Topics include:

- Introduction to Windows XP
- Word 2007
- PowerPoint 2007
- Excel 2007
- Access 2007
- Microsoft Office integration concepts

Prerequisite: keyboard skills 20.0 CEU

Instructor: RVCC Staff

CRN 12839 M0208-01 32 sessions

M/T/W/Th Sept 14-Nov 5 9:00am-2:30pm

Course fee: \$3,800 (\$1548 tuition, \$220 lab, \$50 materials, \$1967 admin, \$15 reg)

PROFESSIONAL COMPUTER SERIES

MICROSOFT SHAREPOINT SERVER 2007: BASIC

Learn how Microsoft SharePoint can help your company manage business processes efficiently. Obtain an overview understanding of the newest Microsoft Office Family of Products called SharePoint Server. Learn how to monitor and analyze the project schedule. This application presents you with the unique features that allow you and others to share documentation and knowledge interactively.

Instructor: Andrew Becker, RVCC Staff

CRN 12974 CP035-01 1 session

Tue Sept 8 9:00am-4:00pm

Course fee: \$79 (\$32 tuition, \$12 lab, \$20 materials, \$15 reg)

MICROSOFT SHAREPOINT SERVER 2007: ADVANCED

Learn additional features of SharePoint that can assist with the management of business assets, connecting users to specific business processes in an efficient manner, coordination of business information to assist in making better business decisions, and managing how information is shared between company personnel. Learn how generate project status reports.

Prerequisite: some experience with Microsoft SharePoint

Instructor: Andrew Becker, RVCC Staff

CRN 12975 CP036-01 2 sessions

Wed/Thu Sept 9 & 10 9:00am-4:00pm

Course fee: \$158 (\$42 tuition, \$81 lab, \$20 materials, \$15 reg)

EXCEL FOR PROJECT MANAGERS

Learn how to use MS Excel 2007 to create budgets, schedule jobs, manage processes, and share project information. This course provides techniques, and examples to increase decision power and productivity. Concepts from this course can be applied to essential projects for any managers.

Instructor: Anthony Valvano, RVCC Staff

CRN 12781 SP408-50 2 sessions

Wed Sept 16 & 23 6:00-9:00pm

Course fee: \$158 (\$42 tuition, \$81 lab, \$20 materials, \$15 reg)

TIPS & TECHNIQUES USING WORD 2007

Go beyond the basics and learn the tips and techniques of Office 2007. Students learn to use quickparts, automatically create a table of content and line breaks in word. Learn to use keyboard command and other hidden tips and techniques.

Prerequisite: Basic understanding of Microsoft Office 2007

Instructor: Anne Marie Delprincipe, RVCC Adjunct

CRN 12764 MO215-50 1 session

Fri Oct 16 9:00am-12:00pm

Course fee: \$79 (\$32 tuition, \$12 lab, \$20 materials, \$15 reg)

TIPS & TECHNIQUES USING EXCEL 2007

Go beyond the basics and learn the tips and techniques of Office 2007. Topics such as auto-fill, increase calculations with functions and define and solve problems. Learn tools provided in this course to simplify your work. Use keyboard command and other tips and techniques.

Prerequisite: Basic understanding of Microsoft Office 2007

Instructor: Anne Marie Delprincipe, RVCC Adjunct Faculty

CRN 12761 MO216-50 1 session

Fri Oct 16 1:00-4:00pm

Course fee: \$79 (\$32 tuition, \$12 lab, \$20 materials, \$15 reg)

GRAPHIC DESIGN

INTRODUCTION TO PHOTOSHOP WITH DIGITAL PHOTOGRAPHY

Learn basic and advanced photo editing, as well as ways to ensure images print correctly. Using layers and a multitude of filters you are able to enhance any photo to be a museum grade piece. The seminar also reviews photo techniques and working with digital photography.

Instructor: David Martinez, BA, Advertising and Design

CRN 12762 GD001-50 9 sessions

Mon Sept 28-Nov 23 6:45-8:45pm

Course fee: \$275 (\$70 tuition, \$120 lab, \$70 materials, \$15 reg)

WINDOWS OPERATING SYSTEM

MICROSOFT WINDOWS BASIC

This hands-on course trains individuals who have little or no experience with Windows to use the exciting features found in this software. No computer experience is necessary

Topics include:

- Windows desktop
- Working with using the taskbar and start menu
- Working with menus, toolbars, and dialog boxes
- Using the help window and contents tab
- Working with the Index tab
- Working with My Computer
- Working with Windows Explorer
- Working with files .6 CEU

Instructor: Anne Marie Delprincipe, RVCC Adjunct Faculty

CRN 12763 WO441-60 2 sessions

Sat Sept 19 & 26 9:00am-12:00pm

Course fee: \$139 (\$42 tuition, \$62 lab, \$20 materials, \$15 reg)

WORD PROCESSING

MICROSOFT WORD 2007

Microsoft Word is the most widely used word processing software in the world. Classes are taught using MOS approved courseware. Prerequisites: Windows 98: Basic or Windows 2000/XP: Basic, or equivalent experience

MICROSOFT WORD BASIC

Topics include:

- Editing documents
- Moving and copying text
- Formatting characters and paragraphs
- Creating and managing tables
- Controlling page layout
- Using proofing tools
- Web features
- Alternative user input
- MOS exam objectives map .6 CEU

Instructor: Andrew Becker

CRN 12765	MO212-02	1 session
Fri	Sept 18	9:00am-4:00pm

Instructor: Anne Marie Delprincipe, RVCC Adjunct Faculty

CRN 12767	MO212-60	2 sessions
Sat	Oct 3 & 10	9:00am-12:00pm

Instructor: Anthony Valvano

CRN 12769	MO212-01	2 sessions
Mon/Wed	Nov 30 & Dec 2	9:00am-12:00pm

Course fee: \$139 (\$42 tuition, \$62 lab, \$20 materials, \$15 reg)

MICROSOFT WORD INTERMEDIATE

Prerequisites: Word Basic or equivalent experience

Topics include:

- Working with sections and columns
- Formatting tables
- Working with imported data
- Using styles and Auto Text
- Working with headers and footers
- Working with graphics
- Introduction to templates
- Workgroup collaboration
- Printing options
- MOS exam objectives map .6 CEU

Instructor: Andrew Becker

CRN 12774	MO201-60	1 session
Fri	Oct 23	9:00am-4:00pm

Instructor: Anne Marie Delprincipe, RVCC Adjunct Faculty

CRN 12775	MO201-61	2 sessions
Tue/Thu	Dec 1 & 3	6:00-9:00pm

Course fee: \$158 (\$42 tuition, \$81 lab, \$20 materials, \$15 reg)

SPREADSHEETS

MICROSOFT EXCEL 2007

Excel is an easy-to-use spreadsheet program. All Excel courses are taught using MOS approved courseware. Prerequisite: Microsoft Windows Basic or equivalent knowledge.

MICROSOFT EXCEL BASIC

Prerequisites: Microsoft Windows Basic or equivalent knowledge

Topics include:

- Excel basics
- Entering and editing data
- Modifying a worksheet
- Using functions
- Formatting worksheets
- Creating charts
- Web features
- Alternative user input
- MOS exam objectives map .6 CEU

Instructor: Andrew Becker

CRN 12842	SP404-01	1 session
Fri	Sept 25	9:00am-4:00pm

Instructor: Anne Marie Delprincipe, RVCC Adjunct Faculty

CRN 12915	SP404-52	2 sessions
Sat	Oct 17 & 24	9:00am-12:00pm

Instructor: Anthony Valvano

CRN 12914	SP404-60	2 sessions
Wed	Nov 11 & 18	6:00-9:00pm

Course fee: \$139 (\$42 tuition, \$62 lab, \$20 materials, \$15 reg)

MICROSOFT EXCEL INTERMEDIATE

Prerequisites: Excel Basic or equivalent experience

Topics include:

- Working with large worksheets
- Working with multiple worksheets and workbooks
- Advanced charting
- Advanced formatting
- List management
- MOS exam objectives map .6 CEU

Instructor: Andrew Becker

CRN 12934	SP400-01	1 session
Fri	Oct 30	9:00am-4:00pm

Instructor: Anthony Valvano

CRN 12942	SP400-50	2 sessions
Mon/Wed	Dec 7 & 9	6:00-9:00pm

Course fee: \$158 (\$42 tuition, \$81 lab, \$20 materials, \$15 reg)

MICROSOFT EXCEL ADVANCED

Prerequisites: Excel Intermediate or equivalent experience

Topics include:

- Table Creating and enhancing using 2007 techniques
- Using Lookups and data tables
- Advanced list management
- Working with Pivot Tables
- Exporting and importing
- Using analytical options
- Working with macros
- Interactive Web pages
- MOS exam objectives map .6 CEU

Instructor: Anne Marie Delprincipe, RVCC Adjunct Faculty

CRN 12944 SP402-01 1 session

Fri Nov 20 9:00am-4:00pm

Course fee: \$158 (\$42 tuition, \$81 lab, \$20 materials, \$15 reg)

DATA MANAGEMENT

MICROSOFT ACCESS 2007

Microsoft Access is one of the most popular database programs. All Access courses are taught using MOS approved courseware.

MICROSOFT ACCESS BASIC

Prerequisites: Windows Basic or equivalent experience

Topics include:

- Database concepts
- Working with fields and records
- Querying tables
- Creating and using forms
- Creating and using reports
- Importing, exporting, and linking objects
- MOS exam objectives map .6 CEU

Instructor: Andrew Becker

CRN 12949 DM400-01 1 session

Fri Oct 2 9:00am-4:00pm

Instructor: Anne Marie Delprincipe, RVCC Adjunct Faculty

CRN 12933 DM400-60 2 sessions

Sat Nov 7 & 14 9:00am-12:00pm

Instructor: Andrew Becker

CRN 12935 DM400-50 2 sessions

Wed Oct 28- Nov 4 6:00-9:00pm

Course fee: \$139 (\$42 tuition, \$62 lab, \$20 materials, \$15 reg)

PRESENTATION SOFTWARE

MICROSOFT POWERPOINT 2007

Microsoft PowerPoint is one of the most popular presentation software programs.

MICROSOFT POWERPOINT - BASIC

Prerequisite: Windows Basic or equivalent experience

Topics include:

- Building new presentations
- Formatting and proofing
- Using drawing tools
- Working with WordArt and clip art
- Enhancing presentations
- Delivering presentations
- MOS exam objectives map .6 CEU

Instructor: Anthony Valvano

CRN 12936	PS001-50	2 sessions
Tue/Thu	Sept 22 & 24	6:00-9:00pm

Instructor: Andrew Becker

CRN 12939	PS001-01	1 session
Fri	Dec 11	9:00am-4:00pm

Instructor: Anne Marie Delprincipe, RVCC Adjunct Faculty

CRN 12940	PS001-60	2 sessions
Sat	Dec 5 & 12	9:00am-12:00pm

Course fee: \$139 (\$42 tuition, \$62 lab, \$20 materials, \$15 reg)

WORKPLACE SKILLS USING AUTOCAD

This class provides a guided, hands-on environment to learn the basics of AutoCAD 2008. The course can also serve to upgrade your CAD/drafting skills. Learn how to create, edit, save, and print drawings, as well as utilize templates that come with AutoCAD. The class assignments have application to mechanical, civil, electrical, and architectural drafting as well as, interior design and other disciplines. Class size is limited.

Instructor: John Pulsinelle, RVCC Staff

CRN 12941	AD005-50	5 sessions
Thu	Oct 1-29	6:00-9:00pm

Course fee: \$275 (\$66 tuition, \$120 lab, \$74 materials, \$15 reg)

COMPUTER PROGRAMMING

INTRODUCTORY ORACLE SQL & PL/SQL

In this introductory Oracle course, students will be introduced to SQL and PL/SQL functions. They will learn how to create and maintain database objects and how to store, retrieve, and manipulate data. In addition, students will also learn how to create PL/SQL blocks of application code that can be shared by multiple forms, reports, and data management applications..

Prerequisite: CISO 285 or permission of instructor

Instructor: RVCC MIS Faculty

CRN 12945	CP009-51	15 sessions
Mon	Sept 14-Dec 14	6:00-9:50pm

Course fee: \$369 (\$212 tuition, \$138 lab, \$15 reg)

ACTIVE SERVER PAGES.NET

Active Server Pages.NET (ASP.NET) allows students to build Web pages dynamically, access databases easily, and build secure commercial applications for use over the Internet. The topics covered in the course include ASP.NET basic concepts, form processing, and database access. Visual Basic.NET is the programming language that will be used throughout the course.

Prerequisite/s: Introduction to Visual Basic.NET AND Web Page Development or instructor permission

CRN 12973	CP012-50	15 sessions
Tue	Sept 8-Dec 8	6:00-9:50pm

Course fee: \$369 (\$216 tuition, \$138 lab, \$15 reg)

MICROSOFT.NET

In this introductory course, students will learn how to create event driven, Windows based applications using the Visual Basic.NET programming language. Hands on laboratory exercises are emphasized

Prerequisite: CISCY 103 - Computer Concepts & Programming or experience in programming

CRN 12946 CP005-51 15 sessions

Thu Sept 3-Dec 10 6:00-9:50pm

Course fee: \$369 (\$216 tuition, \$138 lab, \$15 reg)

CISCO NETWORKING ACADEMY MINI CERTIFICATE

CISCO NETWORKING

This course is the first course in a program called the Cisco Networking Academy, which is a partnership between RVCC and the Cisco Cooperation. This first course covers the basic of modern data communication network including the OSI Model and TCP/IP open protocols. Students have hand on experience including, but not limited to, Network Operating system installation and Configuration, cable construction and testing, Basic LAN design and implementation in a laboratory.

Instructor: Thomas Edmonds RVCC, MIS Faculty

CRN 12952 CP003-50 13 sessions

Tue/Thu Sept 8-Oct 20 6:00-9:50pm

Course fee: \$369 (\$216 tuition, \$138 lab, \$15 reg)

CISCO NETWORKING - INTERMEDIATE

This course is the second course in a program called the Cisco Networking Academy, which is a partnership between RVCC and the Cisco Cooperation. This second course covers Networking Protocols, especially routing and router protocols and the basic of Cisco Router Configuration and operating system. Students have hands on experience including basic WAN design and implementation in a laboratory environment including the configuration of several routers in tandem which simulate a T1 Wan.

Instructor: Thomas Edmonds RVCC, MIS Faculty

CRN 12953 CP004-50 13 sessions

Tue/Thu Oct 27-Dec 10 6:00-9:50pm

Course fee: \$369 (\$216 tuition, \$138 lab, \$15 reg)

NETWORKING ESSENTIALS

This course introduces the student to basic concepts and operations of computer networks. The types of networks include are LANs, WANs, internet, and intranet. Various methodologies are covered including Ethernet, Token Ring, ATM, FDDI, SONET, and Frame Relay. The various network protocols covered include TCP/IP, SMTP, SNMP and PPP. Particular attention is paid to the OSI Model of Communications, which is used throughout the course to relate all topics to interoperability of systems and interconnection of systems in Open Architecture. Major vendor hardware and software in networking are reviewed. The concepts of network security and network ethics are introduced.

Prerequisite: Computer Concepts & Programming or equivalent experience. (Requires permission of the Instructor)

Instructor: Thomas Edmonds RVCC, MIS Faculty

CRN 12943 CP010-51 15 sessions

Wed Sept 2-Dec 11 6:00-9:50pm

Course fee: \$369 (\$216 tuition, \$138 lab, \$15 reg)

WEB PAGE DESIGN CERTIFICATE

The following courses are taught using the latest software. After successful completion of each course, students receive a Certification of Completion. There are three unique options for Web Designer Certificates. The entire series of web page courses are designed and presented by Lon Hosford, RVCC Faculty. Prerequisite: experience using PC and Netscape.

WEB DESIGNER TECHNOLOGIES

These courses are designed for someone who is either retraining in the IT field or who works with web sites as a part of his or her office tasks. The course provides a foundation to the underlying technologies for web sites and web pages. Students receive a web hosting service to publish live on the Internet.

- HTML and CSS Page Formatting For Web Pages
- Dreamweaver Fundamentals

- Flash Fundamental
- Flash Intermediate

HTML, XHTML AND CSS WEB PAGE FORMATTING 1

Course covers the fundamentals of using Hypertext Markup Language (HTML), eXtensible Hypertext Markup Language (XHTML) and Cascading Style Sheets (CSS). HTML, XHTML and CSS are the essential technologies needed to create web pages and to format web page content. Beginner programmers learn how these technologies are critical to the successful use of web design tools. Learn about the use of CSS styles to enhance the traditional XHTML tag formatting as well as page layout and content styling techniques. External style sheets are also covered enabling participants to create common styles across multiple web pages and to build, update and manage web sites.

CRN 12955 WP499-50 4 sessions
 Tue Oct 6-20 6:00-9:00pm
Course fee: \$256 (\$138 tuition, \$60 lab, \$43 materials, \$15 reg)

DREAMWEAVER FUNDAMENTALS

Course introduces students to creating web pages using the Dreamweaver software program. Dreamweaver is a leading web page and web site design tool. Basic page layout and content formatting are covered, along with including graphics in a web page. Learn how Dreamweaver works to help you easily manage your web site with the site function and built-in visual FTP (File Transport Protocol) capabilities. HTML and CSS are not taught in this course but are essential for successfully learning Dreamweaver. CSS Page Formatting for Web Pages course is strongly recommended as a prerequisite.

CRN 12956 WP480-50 2 sessions
 Tue Oct 27- Nov 13 6:00-9:00pm
Course fee: \$158 (\$40 tuition, \$81 lab, \$22 materials, \$15 reg)

FLASH FUNDAMENTALS

Learn how to use the Flash animation tool. This course covers the basics of the Flash product for creating animations with graphics, text and images. Students are introduced to timeline, basic vector drawing tools, tweening, text, importing images, Actionscript movie playback control and the library. The course focuses on creating interactivity with the Flash button symbol and the movie clip symbol. Learn how to create reusable animation elements that play independently through Movie clips. Importing and using sound are also introduced. Basic projects for this course include a Flash web advertisement you see on web sites like Fox News, Forbes and Yahoo and a movie controller that enables one to start, stop and play animations and embedded sound. Prerequisite: Exposure to graphic software tools such as in PowerPoint, Fireworks or Photoshop

CRN 12972 WP495-50 2 sessions
 Tue Nov 17 & 24 6:00-9:00pm
Course fee: \$158 (\$40 tuition, \$81 lab, \$22 materials, \$15 reg)

FLASH INTERMEDIATE

This course focuses on linking Flash movies to external media files and other Flash movies. The course includes creating multi-page Flash applications. Explore the strategies of applying Flash for navigation between pages both internal and external to the Flash movie. This course addresses bandwidth and streaming optimization.

CRN 12957 WP496-50 2 sessions
 Tue Dec 8 & 15 6:00-9:00pm
Course fee: \$158 (\$40 tuition, \$81 lab, \$22 materials, \$15 reg)

REAL ESTATE

FIRST-TIME HOME BUYER WORKSHOP

Learn to buy Foreclosure property. Topics include: understanding the foreclosure process from the notice of default to sheriff sale, evaluate profitability, finance foreclosure and property negotiation.

Instructor: Joe Farella, My Way Home
 CRN 12958 RE080-51 1 session
 Tue Oct 6 7:00-9:00pm
Course fee: \$49 (\$24 tuition, \$10 mat, \$15 reg)

REAL ESTATE LICENSING PREPARATION

Completion of this course with a passing grade qualifies the student to take the state examination for a real estate sales license. Material to be covered includes property interests and rights, transfer of title, liens, contracts, mortgages, leases, business opportunity sales, municipal and state laws and regulations, law of agency, mathematics, license law, rules and regulations.

Call 908-218-8871 for dates and times

HOME ENTERTAINMENT SYSTEMS

This online course discusses the implementation of distributed audio and video systems in a residential location. The course introduces basic concepts of audio and video signals and discusses the devices and components that constitute home entertainment systems. Students learn how to plan, design, install, and troubleshoot entertainment systems installed in a household, based on client requirements and other technical considerations. The Vendor for this course is Career Tech Services.

Weekly Start Dates: Call 908-526-1200 x8491 for more info

Audio Systems CRN 12899

Video Systems CRN 12900

Home Theatre and Control Systems CRN 12901

COURSE FEE: \$93 (\$25 TUITION, \$53 ADMIN, \$15 REG)

ENGINEERING

FUNDAMENTALS OF ENGINEERING EXAM PREP

The fundamentals of engineering (FE), exam prep course is designed for engineers looking to obtain FE licensure. This course provides students with a comprehensive review of the core competency areas measured by the FE exam. Major topic areas reviewed include mathematics, probability & statistics, practices and engineering economics. Students must purchase textbook. (Engineer-in-training Reference Manual (8th Edition) by Michael R. Lindburg, PE (ISBN 978-0-912045-56-6)

Instructor: Ashlee Pieris, RVCC Adjunct Professor

CRN 12891 EX509-50 14 sessions

Tue/Thu Sept 8-Oct 22 6:00-9:00pm

Course fee: \$589 (\$274 tuition, \$300 admin, \$15 reg)

WORLD LANGUAGES

ACCENT REDUCTION

Students study the individual sounds, stress and intonation of American English. The course focuses on the elements of the speech mechanism and general rules and syllable stress, vowel and consonant length, work stress and phrasing.

Instructor: Steve Vogel, RVCC Faculty

CRN 12889 ES476-60 10 sessions

Sat Sept 19-Nov 21 9:00am-12:00pm

Course fee: \$175 (\$105 tuition, \$22 materials, \$33 admin, \$15 reg)

SPANISH 1

Whether you are traveling abroad or just want to communicate with Spanish-speaking people in the United States, this class is for you. No prior knowledge of Spanish is needed. Classes include reading, writing, conversation, and grammar presented in a relaxed, informal atmosphere. Students are encouraged to register for both levels. The following book should be bought before class and is available at the RVCC bookstore; Spanish the Easy Way-fourth edition by Barron's, ISBN 0-7641-1974-5. 2.0 CEU

Instructor: Thomas J. Cusmano, BS, RVCC Staff

CRN 12847 FL605-50 8 sessions

Tue Sept 8-Oct 27 6:30-9:00pm

Course fee: \$180 (\$80 tuition, \$85 admin, \$15 rag)

SPANISH II

This course is a continuation of Spanish I using same book and class format. Students learn additional basic grammar and vocabulary including several verb tenses.

Prerequisite: Spanish I or basic understanding of the Spanish language 2.0 CEU

Instructor: Thomas J. Cusmano, BS. RVCC Staff

CRN 12848 FL606-50 8 sessions

Tue Nov 3-Dec 22 6:30-9:00pm

Course fee: \$180 (\$80 tuition, \$85 admin, \$15 reg)

ITALIAN I

This course introduces students to the Italian Language. Students who have no previous knowledge gain a basic understanding of the language. Topics include skills in reading, writing, understanding, and speaking Italian. This is great course for anyone who plans to travel abroad.

Purchase book before class at the RVCC bookstore; Pronti. Via beginning Italian by Daniela Melis

Instructor: Giovanna Confalonieri. RVCC Professor

CRN 12849 FL603-50 8 sessions

Mon/Wed Sept 2-Oct 14 5:30-7:20pm

Course fee: \$180 (\$80 tuition, \$85 admin, \$15 reg)

ITALIAN II

This course is a continuation of instruction in the Italian Language. Students learn additional grammar and practice speaking Italian. Purchase book before class at the RVCC bookstore; Pronti. Via beginning Italian by Daniela Melis

Instructor: Giovanna Confalonieri. RVCC Professor

CRN 12850 FL604-50 8 sessions

Mon/Wed Oct 21-Dec 16 5:30-7:20pm

Course fee: \$180 (\$80 tuition, \$85 admin, \$15 reg)

SIGN LANGUAGE

Sign Language is the third most used "language" in the United States. The class' objectives are to promote cultural awareness, and develop vocabulary and practical conversational skills. American Signs in straight English word order, with voice, is used in all classes. 2.0 CEU

Instructor: George Johnston, NJ Certified Teacher of the Deaf and American Sign Language Teacher's Association Certified.

SIGN LANGUAGE BASIC

CRN 12851 SL200-50 10 sessions

Wed Sept 30-Dec 9 5:45-7:35pm

Course fee: \$132 (\$112 tuition, \$5 materials, \$15 reg)

SIGN LANGUAGE INTERMEDIATE

CRN 12852 SL202-50 10 sessions

Wed Sept 30-Dec 9 5:45-7:35pm

Course fee: \$132 (\$112 tuition, \$5 materials, \$15 reg)

PERSONAL ENRICHMENT

RETIREMENT PLANNING FOR TODAY

Determine the amount of money for you a need to retire.
Learn how to create goals for a "Successful Retirement."

This workshop reviews ways to eliminate debt and improve cash flow.

Instructor: Ron Hunter, CFP(R), CWS(R)

CRN 12777 FF565-60 2 sessions

Sat Oct 3 & 10 10:00am-12:00pm

CRN 12778 FF565-50 2 sessions

Thu Oct 8 & 15 7:00-9:00pm
Course fee: \$59 (\$24 tuition, \$20 materials, \$15 reg)

SPEED READING

This course presents a revolutionary system that allows you to dramatically cut your reading and studying time. Sharpen your concentration so that you can recall what you read in greater detail. Continue to boost your reading speed by applying your new skills to your everyday reading at home, work or school. Guarantee: You must at least double your reading speed or additional speed-reading training is provided to you at no extra cost!

Instructor: Dr. Richard Feldman, PhD, Columbia University
CRN 12780 CW159-60 1 session
Sat Nov 7 9:30am-4:00pm
Course fee: \$150 (\$50 tuition, \$10 materials, \$75 admin, \$15 reg)

I'M ON FACE BOOK

Learn about two of the fastest growing social and employer networking tools FACEBOOK and LinkedIn. This course presents terminology, privacy and moral issues while online. Learn how to get connected and use the tools for employment and personal networking.

CRN 12894 CW164-60 2 sessions
Wed Nov 11 & 18 6:00-9:00pm
Course fee: \$69 (\$54 tuition, \$15 reg)

INTRODUCTION TO CALLIGRAPHY

This workshop presents an overview of the art of calligraphy using Copperplate. This writing style is elegant and most often requested for formal occasions such as weddings and anniversary celebrations. Topics presented are basic strokes, lowercase letter forms, decorative script capitals, and numerals. The class is inspired by examples of time-honored script in modern advertising and publishing.

Instructor: Calligraphy by Catherine
CRN 12895 CW162-50 1 session
Wed Oct 21 6:00-9:00pm
Course fee: \$59 (\$24 tuition, \$20 materials, \$15 reg)

INTRODUCTION TO BEADED JEWELRY

Learn how to create basic beaded jewelry. Discover design techniques, what materials and tools are needed to make beaded jewelry. This course introduces students to wire wrapping basics and how to make plan or wrapped wire loops. Students complete a necklace and matching earrings during the class.

Instructor: Laurie Werner of Treasured Crafts
CRN 12969 G1692 -50 2 sessions
Wed Oct 6 & 13 6:00-9:00pm
Course fee: \$69 (\$34 tuition, \$20 materials, \$15 reg)

INTRODUCTION TO THE ART OF GLASSBLOWING

Learn the basic history and origins of glassblowing. Students also learn the basic chemistry of glass, the elements of versatility and limitation of glass. The class provides hands-on experience of glassblowing.

Instructor: Vandermark-Merritt Glass Studios
CRN 12896 G1688-62 1 session
Sat Oct 3 9:00am-1:00pm

CRN 12897 G1688-64 1 session
Sat Nov 7 9:00am-1:00pm

CRN 12898 G1688-66 1 session
Sat Dec 12 9:00am-1:00pm
Course fee: \$149 (\$59 tuition, \$75 admin, \$15 reg)

HOME ENTERTAINMENT SYSTEMS

This online course discusses the implementation of distributed audio and video systems in a residential location. The course introduces basic concepts of audio and video signals and discusses the devices and components that constitute home entertainment systems. Students learn how to plan, design, install, and

troubleshoot entertainment systems installed in a household, based on client requirements and other technical considerations. The vendor for this course is Career Tech Services.

Weekly Start Dates: Call 908-526-1200 x8491 for more info

Audio Systems CRN 12899

Video Systems CRN 12900

Home Theatre and Control Systems CRN 12901

Course fee: \$93 (\$25 tuition, \$53 admin, \$15 reg)

WINE APPRECIATION

DISCOVER WINE 101

Learn the basics of wine tasting including the characteristics of different varietal grapes. Each participant is given a laminated fact sheet detailing the basics of how to taste wine. Learn the standard aroma wheel used when describing certain characteristics, such as taste and smell. Five wines are tasted, including Chardonnay, Pinot Noir, Cabernet Sauvignon, Viognier and a Prosecco. The course is limited to 15 participants and held at Discover Wine in Somerville. Participants must show proof of age when registering and entering the program.

Location: Discover Wine, Main Street, Somerville, NJ

CRN 12828 GI661-50 1 session

Tues Oct 6 7:00-8:30pm

CRN 12829 GI661-52 1 session

Tue Nov 10 7:00-8:30pm

Course fee: \$52 (\$37 tuition, \$15 reg)

HOME DECORATING

INTERIOR DESIGN 101

Make your home beautiful for yourself or the next owner with interior and space re-design. Transform your home by using elements of design such as color, texture, materials, pattern and light. This course presents design concepts that increase the value and quality of your living space with time-tested principles. Let your imagination explore endless possibilities using mirrors, plants, furniture placement and architecture. Experiment with swatches of paint and fabric samples. Create a presentation board of your dream room that allows you to re-design one of your living spaces.

Instructor: Agata Lucy

CRN 12830 ID100-50 5 sessions

Tue Oct 6-Nov 3 6:00-8:00pm

Course fee: \$250 (\$99 tuition, \$111 admin, \$25 material, \$15 reg)

HOME STAGING 101

Learn how to prepare a home for sale in today's market. Techniques presented are how to make the most of valuable space, arranging furniture, proper accessorizing, color changing, and updating fixtures. This course provides visual displays of homes, examples of color palettes and configuration of floor plans. Proper home staging can result in quicker and higher selling price.

Instructor: Agata Lucy

CRN 12832 ID106-50 3 sessions

Tue Nov 10-24 6:00-8:00pm

Course fee: \$119 (\$104 tuition, \$15 reg)

POTTERY 101: BEGINNING WHEEL THROWING WITH CLAY

Pottery classes are fun for everyone. Learn techniques for pottery wheel throwing. Forms include cylinders, vases and bowls. This 4 week class offers instruction using clay, glazing instructions and firing. Firing and materials is included. Class size is limited.

Location: Avatar Pottery, Hamilton Street, Somerset, NJ

Instructor: Staff of Avatar Pottery

CRN 12893 GI682-50 4 sessions

Tue Oct 6-27 7:00-9:00pm

Course fee: \$169 (\$154 tuition, \$15 reg)

POTTERY 201: INTERMEDIATE WHEEL THROWING WITH CLAY

Sat Dec 5 9:00am-4:00pm

Course fee: \$92 (\$39 tuition, \$38 admin, \$15 reg)

ACCOUNTING AND QUICKBOOKS CERTIFICATE

Program is designed to cover the basics of accounting fundamentals and applies those fundamentals to QuickBooks. Attend all 3 courses (Accounting fundamentals, QuickBooks for Small Businesses, and QuickBooks A/R & A/P) (MUST BE TAKEN IN THIS SEQUENCE) for a total of 18 hours to earn a certificate. See page 25.

ACCOUNTING FUNDAMENTALS

This course is designed to provide students with fundamental knowledge of accounting procedures and is a complement to the QuickBooks 2007 for Small Businesses. Students become proficient in concepts needed for bookkeeping and accounting terminology used to effectively operate financial software.

Prerequisite: Basic keyboarding .6 CEU

Instructor: Carla Fallone, MBA, Fallone Business Resources

CRN 12858 AC105-01 2 sessions

Mon/Thu Sept 14 & 17 6:00-9:00pm

CRN 12859 AC105-02 2 sessions

Mon/Thu Oct 19 & 22 6:00-9:00pm

CRN 12860 AC105-03 2 sessions

Mon/Thu Nov 9 & 12 6:00-9:00pm

Course fee: \$99 (\$62 tuition, \$22 materials, \$15 reg)

QUICKBOOKS FOR SMALL BUSINESSES

This introductory course explains how QuickBooks can simplify the accounting process for your small business. Participants learn about the set-up for a small business. Learn how to record transactions, understand the reports generated from QuickBooks and understand the components of the financial statements. (Participants should have knowledge of basic keyboarding.) .6 CEU

Instructor: Carla Fallone, MBA, Fallone Business Resources

CRN 12808 SB016-01 2 sessions

Mon/Thu Sept 28 & Oct 1 6:00-9:00pm

CRN 12809 SB016-02 2 sessions

Mon/Thu Oct 26 & 29 6:00-9:00pm

CRN 12810 SB016-03 2 sessions

Mon/Thu Nov 16 & 19 6:00-9:00pm

Course fee: \$99 (\$69 tuition, \$15 lab fee, \$15 reg)

QUICKBOOKS A/R & A/P

Learn to manage Customers/Sales and Vendors/Expenses capabilities in QuickBooks. Accounts Receivable transactions include creating customer and job lists, setting up item (product) lists, tracking employee time for customer jobs, applying customer payments, journal entries, and reporting. Accounts Payable transactions include setting up vendors, list, preferences, processing vendor invoices, credit card statement payments, applying invoices to customer jobs, batch and single check process, voiding checks, journal entries and reporting. QuickBooks for Small Businesses or good working knowledge of navigating QuickBooks is a prerequisite. .6 CEU

Instructor: Cindi Ebert, Ebert Consulting Group, LLC, Advanced Certified QuickBooks ProAdvisor

CRN 12811 SB129-01 2 sessions

Tue/Thu Oct 13 & 15 6:00-9:00pm

CRN 12812 SB129-02 2 sessions

Tue/Thu Nov 10 & 12 6:00-9:00pm

CRN 12813 SB129-03 2 sessions

Tue/Thu Dec 8 & 10 6:00-9:00pm

Course fee: \$99 (\$69 tuition, \$15 lab fee, \$15 reg)

ONLINE COURSES

The following online courses are designed to update your skills, teach a new talent, or let you explore new career paths. All of these courses are online and available at your pace and include interactive quizzes, assignments, tutorials, and online discussion areas that supplement the lesson. Please visit www.ed2go.com/rvccibpd for more detailed information including schedules and course descriptions. Prerequisite: Experience using e-mail and the internet, access to email and the internet and an email address. Procedure: Your paid registration for your online courses must be submitted to Corporate & Continuing Education two days prior to the start of the course. After your registration process is completed, information about the orientation process is emailed to you. You must complete your orientation before you can begin your class. If you have any questions, email them to bwaverka@raritanval.edu. Your course must be completed no later than 10 days beyond the final date of class.

Note: When signing up for online computer courses please refer to www.ed2go.com/rvccibpd and reference the course description for details on software and system requirements. If you do not see the online course you are looking for, or need additional information after referring to the website, contact 908-218-8871 or email cce@raritanval.edu.

ONLINE BUSINESS

Learn to Buy and Sell on eBay	BA101
Project Management	BA117
Administrative Assistant	BA119
Green Building Principals	BA128

Course fee: \$83 (\$15 tuition, \$53 admin, \$15 reg)

ONLINE ACCOUNTING

Accounting Fundamentals	AC100
Intro to QuickBooks 2007	AC101
Performing Payroll in QuickBooks	AC102

Course fee: \$83 (\$15 tuition, \$53 admin, \$15 reg)

ONLINE WRITING COURSES

Writeriffic: Creativity Training for Writers	WC100
Writeriffic 2: Advanced Creativity Training for Writers	WC101

Course fee: \$83 (\$15 tuition, \$53 admin, \$15 reg)

ONLINE LANGUAGES

Speed Spanish 1	LA101
Speed Spanish 2	LA104

Course fee: \$83 (\$15 tuition, \$53 admin, \$15 reg)

ONLINE PERSONAL FINANCE

Stocks, Bonds & Investing	PF103
Real Estate Investing	PF106

Course fee: \$83 (\$15 tuition, \$53 admin, \$15 reg)

ONLINE GRANTS/FUND RAISING

A to Z Grant writing	GF100
Advanced Grant Proposal Writing	GF101
Marketing Your Nonprofit	GF105

Course fee: \$83 (\$15 tuition, \$53 admin, \$15 reg)

ONLINE TEST PREP

GRE Preparation-Part 1	TP102
GRE Preparation-Part 2	TP103
PMP Certification Prep 1	TP108
PMP Certification Prep 2	TP109

Course fee: \$99 (\$15 tuition, \$69 admin, \$15 reg)

ONLINE COMPUTER APPLICATIONS

Keyboarding	BC100
Intro to Microsoft Word	CA100
Intermediate Microsoft Word	CA101
Advanced Microsoft Word	CA102
Intermediate Microsoft Excel	CA104
Intro to Microsoft Access	CA105
Intermediate Microsoft Access	CA106
Intro to Microsoft PowerPoint	CA107
Intro to Microsoft Outlook	CA110
Intro to Windows Vista	CA115

Course fee: \$83 (\$15 tuition, \$53 admin, \$15 reg)

ONLINE PUBLISHING/GRAPHICS

Intro to Photoshop CS2	PG102
Intermediate Photoshop CS2	PG103

Course fee: \$83 (\$15 tuition, \$53 admin, \$15 reg)

ONLINE WEB DESIGN

Creating Web Pages	WD100
Achieving Top Search Engine Positions	WD101
Intro to Dreamweaver	WD103
Intro to FrontPage 2003	DE102
Intro to Photoshop CS4	PG112

Course fee: \$83 (\$15 tuition, \$53 admin, \$15 reg)

ONLINE COMPUTER PROGRAMMING DATA

BASE DEVELOPMENT

Intro to Java Programming	WP100
Intro to SQL	CP101
C++ for the Absolute Beginner	CP105
Intro to Perl Programming	CP108

Course fee: \$83 (\$15 tuition, \$53 admin, \$15 reg)

FALL '09 ONLINE START DATES:

Aug 19 Sept 16 Oct 21 Nov 11 Dec 9