RVCC does not discriminate in its educational programs or activities regardless of race, creed, color, national origin, ancestry, age, sex, marital status, veteran status, religion, affectional or sexual orientation, gender identification and expression, atypical hereditary cellular or blood trait, genetic information, disability or any other characteristic protected under applicable federal, state and local laws. For inquiries regarding Title IX or Section 504, contact Cheryl Wallace, Executive Director of Human Resources & Labor Relations at 908-526-1200 x8260.
Mastering Project Management with PMP® Prep

150 hours

This course will provide you with a deeper understanding of project management concepts and applications in the workplace. At the end of this course, you will be prepared to take the Project Management Professional (PMP®) certification exam. The goal of this PMP training class is to provide you with a detailed exploration of key project management topics and concepts, all on your own time.

To register go to – www.ed2go.com/rvcc
Course fee: $1,295 Monthly start dates

Real Estate Pre-License Course
BU400 – 75 hours

This course prepares you for an expanded career in the real estate job market. Completion of this course with a passing grade is required to take the state examination. Concepts presented in this course are: required knowledge of real estate legal and contract issues, short sales, title research, liens, license laws and finance in today’s unique job environment. Careers in real estate and related fields will be explored.

Textbook available at the RVCC Bookstore.

Instructor: Loretta Smith*
Course fee: $525
CRN 60121 Sat, Mar. 2 – May 4, 8:45am-4:45pm

SIX SIGMA

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. This series presents real life simulation exercises, practical examples and case studies. Learn information that is useful guidance for practical application needed to pass the exam.

Textbook available at the RVCC Bookstore.

Call 908-800-7721 for registration information

MAJOR APPLIANCES REPAIR TECHNICIAN

COMING MAY 6!

This hands-on program explains the operation, troubleshooting, maintenance and repair of key electronic/electrical circuits and electromechanical systems commonly used in all Major Home Appliances (gas and electric ranges, gas and electric clothes dryers, clothes washers, dish washers, refrigerators, and microwave ovens).

This course requires no previous knowledge of electronics or electricity to enroll. Upon successful completion of this 100-hour program, you will be prepared for the N.A.S.T.C. (National Appliance Service Technician Certification) exam, the professional credential recognized in the appliance repair business.

Instructor: Mario Santos*
Program fee: $3000
For more details, please contact Elizabeth Coccia at elizabeth.coccia@raritanval.edu

Personal Branding
BU016 – 8 hours

Everything you do can grow and reflect your personal brand: the projects you lead, the networks you develop, the customers you delight, the initiative you accomplish. Personal Branding is identifying your assets, characteristics, strengths, and skills as an individual. It is what other people will remember about you. In this interactive personal branding workshop, you will learn how to make a better, more enduring impression within your organization through in-person meetings and interactions; your email communication; and social media presence. Participants will gain:

- An introduction to personal branding and why it is so important for your career
- How to create a personal branding strategy to help you stand out
- What you need to do to establish your professional purpose and create a personal branding statement
- Identify opportunities to increase the visibility of your personal brand
- A comprehensive overview of LinkedIn and other social platforms to contribute to personal brand
- How to keep your personal brand on track

Instructor: Georgann Occhipinti
Course Fee: $159
CRN 60157 Fri, Feb 1, 9am–5pm

Leadership Development in Women
BU072 – 8 hours

Women face unique challenges in the workplace but they also add unique value and perspective. They improve communications dynamics, and reinvigorate companies in ways that make them more competitive. Research shows companies with a critical mass of top-team gender diversity enjoy significantly better financial performance. This interactive session will enhance women’s leadership behaviors. Participants build awareness of decision-making biases, learn how to create high-performing teams, negotiate win-win outcomes, manage crises, drive innovation, and create an authentic leadership style. Participants leave with new ideas, skills, confidence, and fresh perspectives to add more value to their organization.

Instructor: Georgann Occhipinti
Course fee: $159
CRN 60157 Fri, Feb 1, 9am–5pm

Managing Chaos and Setting Priorities
BU74 – 8 hours

Welcome to chaos—otherwise known as the world in which we all work today. This workshop offers proven solutions for managing chaos and minimizing its negative impact. First, you’ll discover how you can harness the energy of a dynamic, though often chaotic, work environment and avoid feeling overwhelmed. You’ll learn to re-think the way you approach chaos and
The customized Corporate Training Program offers top-quality training that can be tailored to meet your specific company needs. By strengthening your workforce, increasing managerial effectiveness, enhancing performance and improving profitability, RVCC will help position your company for long-term success.

While the areas of training are limitless, we provide the following areas of training:
- Leadership Training
- Project Management
- Disney’s Approach to Customer Service
- Strategic Planning
- Microsoft Office Suite
- English as a Second Language

Classes may be delivered at your site or at our campus location.

We have the experience and resources to help put together an optimal training plan defined by your company’s goals, needs, and budget.

Did you know we offer ONLINE COURSES?

RVCC partnered with ed2go to offer a wide variety of online courses.

Check out our classes:
- SQL
- Android App Developer
- GRE Prep Series
- Digital Marketing Suite
- Video Game Design and Development
- Languages, including Sign Language
- Project Management and more

More Info

www.raritanval.edu/customized
908-800-7721

*Workforce instructor bio on page 14.
COMPUTER TRAINING

Microsoft Office Basic Certification Program
CT100 – 24 hours
Gain knowledge of everyday computer skills needed to perform workplace tasks. This course is designed to present solid computer skills in Microsoft Office. Students become proficient in MS Word, Excel, PowerPoint, and Access. Textbook available at the RVCC Bookstore.
Instructor: Vince Carnevale*
Course fee: $500
CRN 60127 Sat, Feb 2 – 23, 9am-3pm

Microsoft Basic PowerPoint
CT151 – 6 hours
Create powerful presentations using the new features of Microsoft Office PowerPoint. Learn with hands-on activities. Topics include building new presentations, formatting and proofing, using drawing tools, enhancing and delivering presentations using WordArt and clipart. Prerequisite: MS Windows or equivalent knowledge and keyboard proficiency. Textbook available at the RVCC Bookstore.
Course fee: $125
CRN 60131 Sat, Feb 23, 9am-3pm

Microsoft Office Intermediate Certification Program
CT820 – 18 hours
This course is for office professionals who have a basic working knowledge of Microsoft Office and are looking to improve their skills. Students will be given more in-depth training on PowerPoint, Word, and Excel. Prerequisite: Basic knowledge of MS PowerPoint, Word, Excel, or equivalent experience. Textbook available at the RVCC Bookstore.
Instructor: Vince Carnevale*
Course fee: $426
CRN 60132 Sat, Mar 2 – 16, 9am-3pm

Intermediate PowerPoint
CT815 – 6 hours
This course will build on the basics of PowerPoint and go in depth into template creation and advance features when delivering presentations. Prerequisite: MS Basic PowerPoint or equivalent experience. Textbook available at the RVCC Bookstore.
Course fee: $142
CRN 60133 Sat, Mar 2, 9am-3pm

Microsoft Intermediate Word
CT811 – 6 hours
This course will build on the basics of MS Word. Learn to add new features to create enhanced charts. Topics include: working with sections and columns; formatting tables and importing data; using styles and auto text; headers and footers and templates. Prerequisite: MS Basic Word or equivalent experience. Textbook available at the RVCC Bookstore.
Course fee: $142
CRN 60134 Sat, Mar 9, 9am-3pm

Microsoft Intermediate Excel
CT813 – 6 hours
This course will reinforce the basic elements of MS Excel and expand on that base to include more complex functions, charts, linking worksheets, macros, adding pictures and more. Prerequisite: MS Basic Excel or equivalent experience. Textbook available at the RVCC Book.
Course fee: $142
CRN 60135 Sat, Mar 16, 9am-3pm

Microsoft Advanced Word
CT127 – 6 hours
In this level of MS Word, students will learn to create documents, create and enhance tables, and convert text to a table. Additional concepts presented are: using galleries, inserting captions, enhance knowledge of formatting and much more. Prerequisite: Experience using MS Word is required. Textbook available at the RVCC Bookstore.
Instructor: Anne Marie DelPrincipe*
Course fee: $167
CRN 60136 Sat, Mar 23 – 30, 9am-12pm

Microsoft Advanced Excel
CT208 – 6 hours
In this advanced level of Excel, you will learn how to create pivot tables and turn them into beautiful reports. Learn to use power viewer to make your queries captivating. Use slicers to query your data or charts and use them in your spreadsheets outside of pivot tables. Prerequisite: Experience using MS Excel is required. Textbook available at the RVCC Bookstore.
Instructor: Anne Marie DelPrincipe*
Course fee: $167
CRN 60137 Sat, Apr 6 – 13, 9am-12pm

Unleash the Power of Excel
CT213 – 3 hours
Learn how to use Microsoft Excel to its full power using the following tools:
- Power Query is an Excel add-in that can be used for data discovery, reshaping the data and combining data coming from different sources.
- Power Map is a 3D data visualization tool for Excel that provides an immersive experience for making discoveries in data that might have never been seen in traditional 2D tables and charts.
- Spreadsheet Inquiry compares versions of a workbook, analyzes a workbook for problems or inconsistencies, and sees links between workbooks and worksheets.
- Power View is a data visualization technology that lets you create interactive charts, graphs, maps, and other visualizations that bring your data to life.
Instructor: Anne Marie DelPrincipe*
Course fee: $75
CRN 60159 Fri, Apr 19, 6-9pm

Microsoft Advanced PowerPoint
CT816 – 6 hours
You’ve created slides for your presentation and now you are thinking about slide design: the background design, font styles, colors, and layouts. You want the slides to have a bit more visual pop. PowerPoint is full of features, which allow you to present information in a concise and exciting format. Most presenters, however, only scratch the surface of all that is available when creating a PowerPoint presentation. This course will help you create professional and captivating PowerPoint presentations by incorporating new fonts, exciting animations, self-run presentations with menus that help the viewer to navigate, and more. Prerequisite: MS Windows or equivalent knowledge and keyboard proficiency. Textbook available at the RVCC bookstore.
Instructor: Anne Marie DelPrincipe*
Course fee: $167
CRN 60160 Fri, Apr 26, 6-9pm

Microsoft Visio
CT157 – 6 hours
Microsoft Visio is a diagramming tool that allows you to create diagrams which aid in data visualization and process modeling. Visio also helps to create detailed org charts, floor plans, pivot diagrams, etc. This class will help you...
understand the basics of the program and how you can use it to create informative diagrams for home or enterprise use.

Instructor: Anne Marie DelPrincipe*
Course fee: $167
CRN 60140 Sat, Feb 2 – 9, 9am-12pm

Adobe Photoshop
CT236 – 6 hours
Adobe Photoshop is a critical tool for designers, web developers, graphic artists, photographers, and creative professionals. It is widely used for image editing, retouching, creating image compositions, website mockups, and adding effects. Digital or scanned images can be edited for use online or in-print. Stand-alone graphics can be created and exported for use within other programs.

Instructor: Anne Marie DelPrincipe*
Course fee: $167
CRN 60141 Fri, Feb 15, 9am-3pm

Microsoft Office Project
CT147 – 15 hours
Transform how you initiate, execute, monitor, and close projects leading to faster completion times. Learn to create and define projects, work with invested parties, set estimations, and manage multiple task calendars. Gain the knowledge and skills to build, maintain, and control focused project plans. Textbook available at the RVCC Bookstore.

Instructor: Anne Marie DelPrincipe*
Course fee: $269
CRN 60142 Mon, Mar 18 – Apr 8, 6-9pm

Intro to AutoCAD
CT557 – 9 hours
This course covers the basics of AutoCAD. This program is intended for the beginners who may be exploring their particular interest or application and/or students who may have little experience with computers. Textbook available at the RVCC Bookstore.

Instructor: John Pulsinelle*
Course fee: $130
CRN 60143 Sat, Jan 26 – Feb 9, 9am-12pm

AutoCAD I
CT550 – 15 hours
This course is an introduction to basic 2D CAD (Computer-Aided Design) techniques using AutoCAD software and provides a guided, hands-on environment to learn the basics of AutoCAD. Fundamentals of drawing and editing are presented and practiced. Textbook available at the RVCC Bookstore.

Instructor: John Pulsinelle*
Course fee: $230
CRN 60144 Sat, Feb 16 – Mar 16, 9am-12pm

AutoCAD II
CT551 – 15 hours
This course is an introduction to basic 3D CAD (Computer-Aided Design) techniques using AutoCAD software and provides a guided, hands-on environment to learn the basics of solid modeling. Fundamentals of 3D drawing, 3D editing, and introduction to 3D printing are presented.

Prerequisites: AutoCAD I or equivalent knowledge and keyboard proficiency. Textbook available at the RVCC Bookstore.

Instructor: John Pulsinelle*
Course fee: $230
CRN 60145 Sat, Mar 23 – Apr 20, 9am-12pm

Adobe Photoshop
CT236 – 6 hours
Adobe Photoshop is a critical tool for designers, web developers, graphic artists, photographers, and creative professionals. It is widely used for image editing, retouching, creating image compositions, website mockups, and adding effects. Digital or scanned images can be edited for use online or in-print. Stand-alone graphics can be created and exported for use within other programs.

Instructor: Anne Marie DelPrincipe*
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Prerequisites: AutoCAD I or equivalent knowledge and keyboard proficiency. Textbook available at the RVCC Bookstore.

Instructor: John Pulsinelle*
Course fee: $230
CRN 60145 Sat, Mar 23 – Apr 20, 9am-12pm

How to Create a Website Using WordPress
CT336 – 15 hours
In this course you will learn to create a website with WordPress and the different ways the website is hosted, including self-hosting as well as security to prevent hacking. For website design, you will discover how to find and install new themes for your website’s purpose and customizing widgets. Other topics include, but are not limited to, adding analytics, SEO (Search Engine Optimization), monetizing and social media integration, getting subscriber emails through Mailchimp, and adding eCommerce functionality such as PayPal.

Instructor: Lon Hosford*
Course fee: $315
CRN 60161 Tue, Mar 5 – Apr 2, 6-9pm

How to Host a Website on the Internet
CT337 – 9 hours
This course covers the steps to step up a public website that meets the modern standards. You will learn about the SSL (Secure Socket Layer) Certificate requirements, tools for website back up and deployment, and selecting and using a domain registrar. You will also learn about registering your website with search engines and installing web analytics. Students will be introduced to CPanel web site management tools and hosting services and local hosting options will be recommended.

Instructor: Lon Hosford*
Course fee: $190
CRN 60162 Tue, Mar 12 – 26, 6-9pm

For more information on these programs call Conrad Mercurius at 908-526-1200 ext. 8332 or email conrad.mercurius@raritanval.edu

*Workforce instructor bio on page 14.
**TEST PREPARATION**

**HIGH SCHOOL EQUIVALENCY EXAM PREPARATION**
This course offers a study skills review and classroom instruction of the subject areas needed to pass the High School Equivalency Exam. Practice exams, pre-testing and post-testing evaluations are provided. For an additional charge you may take the High School Equivalency exam at RVCC in Branchburg. Textbook available at the RVCC Bookstore.

<table>
<thead>
<tr>
<th>Course</th>
<th>Fee</th>
<th>Start Dates</th>
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<tr>
<td>ED505</td>
<td>$252</td>
<td>Mon &amp; Tue, Feb 25 – Apr 23, 6-8:30pm</td>
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<tr>
<td>ED507</td>
<td>$126</td>
<td>Mon, Feb 25 – Apr 22, 6-8:30pm</td>
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**Language Arts & Writing Prep & Review**

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<th>Start Dates</th>
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<tr>
<td>ED507</td>
<td>$126</td>
<td>Mon, Feb 25 – Apr 22, 6-8:30pm</td>
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**Math Prep & Review**

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<tr>
<td>ED506</td>
<td>$126</td>
<td>Tue, Feb 26 – Apr 23, 6-8:30pm</td>
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**GRE Prep Series**

<table>
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<tr>
<th>Hours</th>
<th>Description</th>
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<tr>
<td>48</td>
<td>If you’re planning to apply to graduate school, you’ll likely have to take the GRE. This series is here to help you prepare for the verbal reasoning, analytical writing, and math section of the GRE. Topics include reading comprehension, text completion, sentence equivalence questions, and both essay tasks as well as quantitative comparison, data interpretation, and standard math questions. This course is fully online through ed2go. To register go to <a href="http://www.ed2go.com/rvcc">www.ed2go.com/rvcc</a></td>
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<tr>
<td>24</td>
<td>GMAT Prep course will provide you with test-taking techniques and methods for improving your score and saving time on all GMAT question types. You will review the more familiar questions and learn how to approach question types that may be new to you, like critical reasoning and data sufficiency. You will practice on actual GMAT tests from previous years, which is the best way to prepare for any standardized test. This course is fully online through ed2go. To register go to <a href="http://www.ed2go.com/rvcc">www.ed2go.com/rvcc</a></td>
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**SPEED SPANISH SERIES**

Register for the Speed Spanish Series and save. Take Speed Spanish I, II, & III and save $88. The series is offered fully online through ed2go. To register go to www.ed2go.com/rvcc

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<thead>
<tr>
<th>Course</th>
<th>Fee</th>
<th>Start Dates</th>
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<tr>
<td>LA316</td>
<td>$129</td>
<td>Mon &amp; Wed, Feb 4 – Mar 13, 6-9pm</td>
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**ENGLISH AS A SECOND LANGUAGE (ESL)**

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<thead>
<tr>
<th>Level</th>
<th>Hours</th>
<th>Description</th>
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</table>
| Level 1A | 36 hours | ESL Level 1A: LA303 – 36 hours  
Instructor: Helen Fazio*  
Course fee: $336  
CRN 60152 Wed & Thu, Feb 6 – Mar 14, 6-9pm |
| Level 1B | 36 hours | ESL Level 1B: LA304 – 36 hours  
Instructor: Helen Fazio*  
Course fee: $336  
CRN 60153 Wed & Thu, Mar 20 – Apr 25, 6-9pm |
| Level 2A | 36 hours | ESL Level 2A: LA312 – 36 hours  
Instructor: Catherine Barrier*  
Course fee: $336  
CRN 60154 Tue & Thu, Feb 5 – Mar 14, 6-9pm |
| Level 2B | 36 hours | ESL Level 2B: LA313 – 36 hours  
Instructor: Catherine Barrier*  
Course fee: $336  
CRN 60155 Tue & Thu, Mar 26 – May 2, 6-9pm |

**Discussion & Presentation I**

<table>
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<tr>
<th>Hours</th>
<th>Description</th>
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</table>
| 36    | For English language learners, building confidence to speak at work, in meetings, and in the community, etc. often comes as a result of lots of (guided) practice. This course is designed to increase your vocabulary in general, to provide a “safe environment” in which to discuss a variety of topics, and a forum to practice delivering short presentations, with feedback, all to help you feel more comfortable and be prepared to speak more confidently in day-to-day situations.  
Instructor: Catherine Barrier*  
Course fee: $336  
CRN 60164 Mon & Wed, Mar 25 – May 1, 6-9pm |

**Speed Spanish I**

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<tr>
<th>Hours</th>
<th>Description</th>
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</table>
| 24    | Imagine yourself speaking, reading and writing Spanish. Now you can with Speed Spanish! This course is designed for anyone who wants to learn Spanish pronto. You’ll learn six easy recipes for gluing Spanish words together to form sentences. In no time at all, you’ll be able to go into any Spanish speaking situation and converse in Spanish. This course is fully online through ed2go. To register go to www.ed2go.com/rvcc  
Course fee: $129  
Monthly start dates |

**Speed Spanish II**

<table>
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<tr>
<th>Hours</th>
<th>Description</th>
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</table>
| 24    | Our Speed Spanish courses are unlike any other Spanish classes you may have ever taken. You will see words, hear them pronounced properly, and be granted plenty of opportunities to practice your pronunciation. You will learn several clever recipes to glue the words together into sentences. Enroll in Speed Spanish II, and you’ll see an immediate improvement in your Spanish fluency from the very first lesson. This course is fully online through ed2go. To register go to www.ed2go.com/rvcc  
Course fee: $129  
Monthly start dates |

**Speed Spanish III**

<table>
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<tr>
<th>Hours</th>
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</table>
| 24    | Master your ability to speak, understand, and read Spanish by taking the final installment in our unique three-part Speed Spanish learning series. In this advanced-level course, you’ll learn the final six recipes that will serve as templates to help you create any Spanish sentence. Guided practice will include lots of new vocabulary, pronunciation, and speed drills, as well as in-depth study of Spanish parts of speech to help you speak and understand Spanish in a snap. The goal of this course is not just learning the recipes—it’s also to help you use them spontaneously so that you’ll never be at a loss for words! This course is fully online through ed2go. To register go to www.ed2go.com/rvcc  
Course fee: $129  
Monthly start dates |

**Languages: ESL & Spanish**

<table>
<thead>
<tr>
<th>Level</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
</table>
| Basic ESL | 36 hours | Basic ESL  
LA316 – 36 hours  
Instructor: Joanne Hala  
Course fee: $336  
CRN 60149 Sat, Feb 16 – May 4, 9am-12pm |
| LA316 – 36 hours | Instructor: Mercedes Aravich  
Course fee: $336  
CRN 60150 Tue & Thu, Feb 19 – Apr 4, 9am-12pm |

| LA316 – 36 hours | Instructor: Laurie Reynolds*  
Course fee: $336  
CRN 60151 Sat, Mar 2 – May 18, 9am-12pm |

*Workforce instructor bio on page 14.
Catherine Barrier
Teacher of ESL, English, and French for over 20 years at the university level, in various corporations, in small groups, and individually. As a student of languages herself, Catherine delights in helping students to realize their greatest potential by improving their listening, reading, writing, and speaking skills.

Vince Carnevale
Retired New York State Director of Downstate Information Technology with 33 years of IT experience and a high-level enthusiasm for teaching. Vince provides students with practical hands-on approach to learning Microsoft Applications.

Anne Marie DelPrincipe, MBA
Owner of Mastering Software Unlimited, has over 30 years of training experience with emphasis on end-user computing and desktop publishing. Anne Marie also works as an Adjunct Professor of Computer Literacy at Raritan Valley Community College (RVCC). She is a Corporate Training Specialist at RVCC and at Rutgers University teaching MS Office, Adobe products and PACE Certification. Anne Marie shares tips and techniques for Word, Excel, and PowerPoint on her blog, mosexpert.WordPress.com. Anne Marie earned a B.A. in CIS and a M.B.A. in MIS from Iona College.

Lyuda Dukhovnaya
Senior Payroll Leader with more than 20 years of experience in payroll management and tax reporting of multi-state, union, expatriate and foreign payrolls in a variety of industries. Currently she is a Senior Manager of Payroll and Taxes for Shionogi Inc., Japanese Pharmaceuticals Company. Lyuda has been teaching the CPP and FPC courses at RVCC since 2010.

Dr. Helen Asquine Fazio
ESL instructor since her college days. Dr. Fazio was a Rutgers literature professor before beginning her training company in 2005. Now she is a ghostwriter for bloggers and a corporate trainer in communication skills. Although Helen enjoys all teaching, ESL is her favorite subject because what happens in the ESL classroom makes life in America better and easier for her students every day.

Fernando Ferrer
Proven business leader in life science with expertise in strategic planning and the creation and execution of global and international growth strategies in different corporate and cultural environments. His latest enterprise, Multinational Partnerships, LLC, focuses on global and international strategic planning and business expansion of life science organizations across Latin-American markets. Fernando’s business consulting experience includes services to leading organizations like Pfizer, Admera Health, Medley/Sanofi Group, i-Health DSM, and Horizon Pharma.

Lon Hosford
Instructor of web and other software technology courses at RVCC for over 2 decades as a Computer Information Systems Professor and a Professional Development Training Instructor. He is the founder of the Web Skills Bootcamp, an online school for web owners and web developers. Lon consults clients ranging in size from small individually run businesses to large international organizations including AT&T, Avis, Bristol Myers Squibb and Verizon Wireless.

John Pulsinelle
RVCC Adjunct Faculty and Director of Engineering continues to stay on top of the latest software releases and incorporates hands-on experience from corporate engineering and actual industrial/commercial projects. He also adapts course examples based on each classes’ particular application needs and interests.

Anthony Ranallo
An aircraft mechanic in the USAF for ten years. In the HVAC field for over 23 years Anthony has been practicing safety for over 10 years. As the lead of the safety program for Industrial Cooling Corporation, his division was awarded the Governor’s Award for no lost time due to injury and the Safety Excellence Award from the MCAA.

Laurie Reynolds-Villalobos
Associate Professor of Foreign Languages at RVCC where she has taught for 25 years. She is a two-time Fulbright recipient- studying & working in Annecy, France and on the island of Guadeloupe. She is a published writer and public speaker. She received an RVCC grant this year to design an Open Education Textbook for her classes. She has been a consultant for AP and the College Board for the last 20 years.

Mario Santos
Lived and studied in Portugal, France and the United States. He is fluent in Portuguese, French, Spanish and English. In addition to over 30 years of field experience, Mario Santos holds a degree in Electronics Engineering and is certified in the maintenance and installation of fiber optic systems. He has also been a professional member of IEEE (Institute of Electrical and Electronics Engineers) and several professional technical societies including: the Consumer Electronics Society, the Industrial Electronics Society, and the Robotics and Automation Society.

Loretta Smith
Experience in the real estate industry for over 30 years, teaching at various colleges and schools throughout New Jersey for over 25 years. To her credit she adds to her experience by being a NJ Real Estate Appraiser, Tax Assessor, Broker and Right of Way Expert. More than just being a qualified instructor, Loretta shares opportunities available in various real estate endeavors and careers and her professional experience to open doors in a great career in real estate.

Learn how to troubleshoot and analyze Cisco Networking Equipment systems.
The one-year program prepares you for the Certified Cisco Networking Associate exam and a job as a Cisco network troubleshooter or network manager.

For more info, email admissions@raritanval.edu
SBDC ACCOUNTING AND QUICKBOOKS CERTIFICATE

Learn the basics of Accounting Fundamentals and QuickBooks - Desktop or Online applications. For the Desktop Certificate: take the Part I Accounting Fundamentals class and Parts II & III QuickBooks desktop classes (21 hours). For the Online Certificate: take the Part I Accounting Fundamentals class and Parts II & III QuickBooks Online classes (15 hours) in sequence to earn a certificate. Or, take each course individually to acquire course-specific skills.

Part I: Accounting Fundamentals
SB211 – 6 hours
Learn fundamental accounting procedures that complement QuickBooks for Small Businesses. Master concepts needed for bookkeeping and learn accounting terminology used to operate financial software.

Instructor: Carla Fallone, MBA, Fallone Business Resources
Course fee: $129
CRN 60002 Mon/Tue, Feb 4 & 5, 6-9pm
CRN 60003 Mon/Tue, Apr 15 & 16, 6-9pm

Part II: QuickBooks Set Up for Small Businesses – Desktop Option
SB204 – 6 hours
Learn how QuickBooks can simplify the accounting process for a small business. Set up a business, record transactions, understand the reports generated from QuickBooks and the components of financial statements. Prerequisite: Accounting Fundamentals.

Instructor: Carla Fallone, MBA, Fallone Business Resources
Course fee: $129
CRN 60004 Mon/Tue, Feb 11 & 12, 6-9pm
CRN 60005 Mon/Tue, Apr 29 & 30, 6-9pm

Part III: QuickBooks Accounts Receivable and Accounts Payable – Desktop Option
SB205 – 9 hours
In a simulated real business environment learn how to manage both the Customers/Sales and Vendors/Expenses capabilities in QuickBooks. Perform and practice Accounts Receivable and Accounts Payable transactions and reporting. Prerequisite: QuickBooks for Small Businesses and Accounting Fundamentals.

Instructor: Michele Walten, Walten Small Business Solutions, LLC
Course fee: $169
CRN 60006 Mon/Tue/Wed, Feb 18, 19 & 20 6-9pm
CRN 60007 Mon/Tue/Wed, May 6, 7 & 8 6-9pm

Part II and III: QuickBooks Set Up and A/R and A/P - Online Option
SB281 – 9 hours
In a simulated real business environment learn how to manage both the Customers/Sales and Vendors/Expenses capabilities in QuickBooks. Perform and practice Accounts Receivable and Accounts Payable transactions and reporting. Prerequisite: Accounting Fundamentals.

Instructor: Carla Fallone, MBA, Fallone Business Resources
Course fee: $129
CRN 60004 Mon/Tue, Feb 11 & 12, 6-9pm
CRN 60005 Mon/Tue, Apr 29 & 30, 6-9pm

The Digital Blueprint Certificate gives entrepreneurs and small business owners the opportunity to gain skills in digital technologies, including social media and website development and optimization techniques. By creating a “Digital Blueprint,” you walk away with a strategic plan to attract and retain customers and/or clients, drive online traffic, increase revenues, and manage your brand. Take one class or all classes to increase your awareness of this new marketing age. A certificate of completion will be awarded to students who successfully complete the eight-session (24-hour) program.

Planning Your New Website
SB421 – 3 hours
Learn the biggest mistakes to avoid when building a website and discover what the search engines want. Find out how to register your domain name, choose web hosting, accept payments online, and evaluate whether to do it yourself or hire a professional.

Instructor: Roland Reinhart, Reinhart Marketing Solutions, Inc.
Course fee: $59
CRN 60015 Mon/Wed, Mar 6, 6-9pm
Virtual seats are also available for this class. Please refer to the SBDC Webinars section.

Introduction to WordPress
SB463 – 3 hours
Over 26% of websites use WordPress, one of the most popular website Content Management Systems available. You’ll learn how to set up your own website using self-hosted WordPress. We’ll explain: web hosting, installation, theme selection, plugins to provide functionality, and we’ll make sure you know how to keep all your hard work backed up and secure.

Instructor: Roland Reinhart, Reinhart Marketing Solutions, Inc.
Course fee: $59
CRN 50019 Mon/Wed, Mar 20 & 22, 6-9pm
Virtual seats are also available for this class. Please refer to the SBDC Webinars section.
Chart your course and improve your chances for you create a sound business plan that will help you have one, this class is for you. This class will help startups. Every business owner needs to develop how to set things up. A business plan is not just for future that tells what you want to accomplish and how to implement creative, low-cost guerrilla marketing.

Instructor: Vicki Lynne Morgan, Russmor Mentoring Group
Course fee: $119
CRN 60054 Tue, Mar 5 & 12, 6-9pm

Results-Oriented Operations Management
SB743 – 6 hours
Keeping the “ears in the water” is a major concern of all small business owners regardless of type of business. Learn how to better understand your business mission and what it takes to execute it. Growth strategies, task assignments and evaluations, critical scheduling, process design, staffing and employee growth will be discussed in this class.

Instructor: Karen Katcher, MBA, Katcher Associates
Course fee: $59
CRN 60055 Tue, Mar 12, 6-9pm
CRN 60056 Tue, May 14, 6-9pm

Business Valuation
SB469 – 3 hours
Are you selling or refinancing your business? Or just want to know what your business is worth? Valuating a business can be a complicated process. Learn about the myths and methods of the business valuation process and how to objectively identify the market value of your investment.

Instructor: Vicki Lynne Morgan, Russmor Mentoring Group
Course fee: $59
CRN 60058 Tue, Apr 30, 6-9 pm

Integrated Marketing – Part I
SB740 – 3 hours
We are in a new era that requires small business owners to develop an integrative multichannel marketing foundation. Learn why you need to use multichannel marketing systems and how to keep your brand message and target audience consistent whether you are networking, developing a word-of-mouth campaign, or using the latest social media platforms. This class is Part I of a two-part series. Part II of this series is Social Media to Promote Your Business which is listed in the Digital Blueprint section.

Instructor: Vicki Lynne Morgan, Russmor Mentoring Group
Course fee: $119
CRN 60057 Tue, Apr 16 & 23, 6-9 pm

Introduction to Google AdWords
SB403 – 3 hours
Learn the basics of Google AdWords to: identify unique keywords and phrases that consumers are currently using to find your business (and competitors), write text ads, design landing pages and set up your first campaign.

Instructor: Roland Reinhart, Reinhart Marketing
Course fee: $59
CRN 60047 Wed, Mar 27, 6-9pm

Creating Video for the Web
SB406 – 3 hours
From planning to production to distribution, learn the basics skills and tools you’ll need to create professional video content to promote your brand and publish it online.

Instructor: Roland Reinhart, Reinhart Marketing
Course fee: $59
CRN 60048 Wed, Apr 10, 6-9pm

Social Media to Promote Your Business
SB405 – 3 hours
Connect with consumers through Social Media to increase your brand awareness and sales. Learn the essential steps and tactics necessary for the small business owner using LinkedIn, Facebook and Twitter.

Instructor: Susan Wilcox, e-Dynamic Marketing
Course fee: $59
CRN 60028 Wed, May 8, 6-9pm
Virtual seats are also available for this class. Please refer to the SBDC Webinars section.

For more information about Small Business Development Center classes, registration, or services, please contact the SBDC office at 908-526-1200, ext. 8516; by email at sbdc@raritanval.edu, or visit our website at www.sbdccrcc.com.

Business Plan – Your Game Design to Small Business Success
SB707 – 9 hours
A business plan is a ‘game plan’ of your business’s future that tells what you want to accomplish and how to set things up. A business plan is not just for startups. Every business owner needs to develop or revisit a plan on an annual basis. If you don’t have one, this class is for you. This class will help you create a sound business plan that will help you grow and manage your business more effectively. Chart your course and improve your chances for business success.

Instructor: Vicki Lynne Morgan, Russmor Mentoring Group
Course fee: $159
CRN 60050 Tue, Jan 22, 29 & Feb 5, 6-9pm

Introduction to Google Analytics
SB418 – 3 hours
Does your website and marketing work? Learn how to use the powerful free reporting tool, Google Analytics, to measure the effectiveness of your marketing efforts.

Instructor: Roland Reinhart, Reinhart Marketing
Course fee: $59
CRN 60023 Wed, Apr 3, 6-9pm
Virtual seats are also available for this class. Please refer to the SBDC Webinars section.

Intro to Blogging
SB464 – 3 hours
Do you want more customers? Blogging is an excellent way to increase your visibility in the search engines and get your content shared on social media – if you do it right. You’ll learn about blogging platforms, how to plan and prepare content, publish and measure success.

Instructor: Roland Reinhart, Reinhart Marketing
Course fee: $59
CRN 60009 Wed, Apr 17, 6-9pm

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Introduction to Content Marketing and Email
SB470 – 3 hours
Content is KING! It helps you get the right message to the right person at the right time. Good content will help customers find you and improve your Search Engine Optimization (SEO). Email marketing will help you keep your current customers coming back and help you convert your prospective customers into buyers. Used together, Content Marketing and email create a strong combination of marketing tools that will help you grow your business.

Instructor: Susan Wilcox, e-Dynamic Marketing
Course fee: $59
CRN 60010 Thu, Jan 24, 6-9pm
Virtual seats are also available for this class. Please refer to the SBDC Webinars section.

Building Your Marketing Plan
SB703 – 6 hours
Learn about market research, strategic marketing decisions, advertising and sales, public relations, promotions, and networking. Find out about all phases of a marketing plan, how to define markets and how to implement creative, low-cost guerrilla marketing.

Instructor: Vicki Lynne Morgan, Russmor Mentoring Group
Course fee: $119
CRN 60053 Tue, Feb 12 & 19, 6-9pm

How to Network for Success
SB715 – 3 hours
Explore why, where, and how to network offline and online. Learn to write and deliver an attention-getting “elevator speech” that really works. Start networking immediately: bring your business cards and brochures to class.

Instructor: Vicki Lynne Morgan, Russmor Mentoring Group
Course fee: $59
CRN 60011 Tue, Feb 26, 6-9pm
Virtual seats are also available for this class. Please refer to the SBDC Webinars section.

How to Develop an Effective Holistic Business
SB467 – 3 hours
Launching any small business is difficult but a holistic business faces additional unique challenges. Learn how to educate and attract clients for your unique services and build a practice that sustains. Develop an effective strategic plan, market on a small budget, and learn time management techniques. This class addresses issues for the pre-venture or in-business practitioner.

Instructor: Camille Miller, MBA, The Natural Life Business partnership
Course fee: $59
CRN 60014 Mon, Mar 4, 6-9pm
Virtual seats are also available for this class. Please refer to the SBDC Webinars section.

Selling Skills Made Easy
SB732 – 6 hours
No one is a ‘born’ salesperson, yet we all live by selling something. Overcome anxiety and fear of selling to achieve your sales goals. Program includes: customer wants and relationship strategies, the ‘anatomy of a sale,’ how to avoid selling mistakes, what it takes to get to ‘earn’ the sale and how to get to ‘yes’ faster.

Instructor: Vicki Lynne Morgan, Russmor Mentoring Group
Course fee: $119
CRN 60015 Tue, Apr 16 & 23, 6-9pm

Business Valuation
SB469 – 3 hours
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Course fee: $119
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SB707 – 9 hours
A business plan is a ‘game plan’ of your business’s future that tells what you want to accomplish and how to set things up. A business plan is not just for startups. Every business owner needs to develop or revisit a plan on an annual basis. If you don’t have one, this class is for you. This class will help you create a sound business plan that will help you grow and manage your business more effectively. Chart your course and improve your chances for business success.

Instructor: Vicki Lynne Morgan, Russmor Mentoring Group
Course fee: $159
CRN 60050 Tue, Jan 22, 29 & Feb 5, 6-9pm
SBDC WEBINARS

This semester the Small Business Development Center (SBDC) is introducing SBDC® RVCC Webinar classes, offering participants the option of attending select training sessions online. Those who register for an SBDC Webinar are provided with a secure sign-in, allowing them to join the class remotely, from a desktop, laptop or mobile device. SBDC Webinar attendees can observe and listen as the instructor teaches the class, view and download presentation materials and interact during discussion or Q&A periods. These “virtual seats” are available in the classes listed below. Please refer to the applicable in-person class listing for a complete description of the class.

Please note: Virtual attendees must have a webcam and microphone set-up in order to participate interactively during the SBDC Webinar classes. Detailed participation instructions, including technical requirements, will be provided to attendees prior to each Webinar session.

Introduction to Google Analytics
SB418 – 3 hours
Instructor: Roland Reinhart, Reinhart Marketing
Course fee: $59
CRN 60085 Wed, Apr 3, 6-9pm

Federal Small Business Certifications
SB280 – 3 hours
Instructor: Small Business Administration (SBA)
Course fee: FREE
Registration is required.
CRN 60086 Mon, Apr 8, 9am-12pm

Crowdfunding: A New Alternative to Raising Working Capital
SB731 – 3 hours
Instructor: Carla Fallone, MBA, Fallone Business Resources
Course fee: FREE
Registration is required.
CRN 60087 Mon, Apr 8, 6-9pm

Maximize Your Trade Show Investment
SB730 – 3 hours
Instructor: Vicki Lynne Morgan, Russmor Mentoring Group
Course fee: FREE
Registration is required.
CRN 60088 Tue, Apr 9, 6-9pm

Social Media to Promote Your Business
SB405 – 3 hours
Instructor: Susan Wilcox, e-Dynamic Marketing
Course fee: $59
CRN 60089 Wed, May 8, 6-9pm

SBDC SMALL BUSINESS START-UP COURSES

Introduction to Search Engine Optimization (SEO)
SB404 – 3 hours
Instructor: Roland Reinhart, Reinhart Marketing
Course fee: $59
CRN 60082 Wed, Mar 13, 6-9pm

Introduction to Wordpress
SB463 – 3 hours
Instructor: Roland Reinhart, Reinhart Marketing
Course fee: $59
CRN 60083 Wed, Mar 20, 6-9pm

Doing Business with the Federal Government
SB279 – 3 hours
Instructor: Small Business Administration (SBA)
Course fee: FREE
Registration is required.
CRN 60084 Mon, Apr 1, 9am-12pm

For more information about Small Business Development Center classes, registration, or services, please contact the SBDC office at 908-526-1200, ext. 8516; by email at sbdc@raritanval.edu, or visit our website at www.sbdcrvcc.com.
Entrepreneur Assessment
SB043 – 3 hours
Are you considering becoming a business owner? Do you have the characteristics and fundamental skills to run a business? And, what are the types of qualities that may offer a better chance for business success? Find out if entrepreneurship is right for you. During the session, complete a self-assessment questionnaire to determine if you have the personal characteristics, the financial fitness and the business readiness skills to own a business. We’ll score, interpret and discuss results to provide a better understanding of your entrepreneurial profile.
Instructor: Karen Katcher, MBA, Katcher Associates
Course fee: FREE
Registration is required.
CRN 60065 Wed, Feb 20, 6-9pm
CRN 60066 Wed, Mar 20, 6-9pm
CRN 60067 Wed, Apr 17, 6-9pm

SBDC FREE COURSES

Create Your Local Business Listing on Google & Bing
SB485 – 3 hours
Getting found in the search engines is critical for your business. We will show you how to create your free Local Business Listing on Google and Bing, and discuss other opportunities. This workshop is intended for small business owners with an office or retail address (not work from home).
Instructor: Roland Reinhart, Reinhart Marketing
Course fee: FREE
Registration is required.
CRN 60012 Wed, Feb 27, 6-9pm
CRN 60027 Wed, Apr 24, 6-9pm
Virtual seats are also available for this class. Please refer to the SBDC Webinars section.

NJ Division of Revenue & Taxation
Small Business Tax Workshop
SB209 – 4 hours
NJ Division of Taxation personnel will explain proper procedures for collecting and remitting various New Jersey taxes. A focal point of each workshop is the sales tax responsibilities of small businesses including the description of taxable and exempt sales and services.
Instructor: NJ Division of Taxation
Course fee: FREE
Registration is required.
CRN 60016 Fri, Mar 8, 10am-2pm
Virtual seats are also available for this class. Please refer to the SBDC Webinars section.

Online Businesses and NJ Sales Tax
SB282 – 2 hours
Do you have an Online Business that sells taxable products? The Division of Taxation personnel will explain the tax laws applicable to your business. They will define what products and services are taxable, collecting NJ Sales Tax on sales inside and outside NJ, shipping products, and how to file Sales and Use Tax returns.
Instructor: NJ Division of Taxation
Course fee: FREE
Registration is required.
CRN 60018 Fri, Mar 15, 10am-12pm
Virtual seats are also available for this class. Please refer to the SBDC Webinars section.

Doing Business with the Federal Government
SB279 – 3 hours
The US Federal Government is the largest buyer of goods and services in the world. Learn the types of products and services it procures and how to tell if the government is buying what your business is selling.
Instructor: Small Business Administration (SBA)
Course fee: FREE
Registration is required.
CRN 60022 Mon, Apr 1, 9am-12pm
Virtual seats are also available for this class. Please refer to the SBDC Webinars section.

Federal Small Business Certifications
SB280 – 3 hours
This seminar will discuss the federal procurement 8(a) Business Development Program, HUBZone Empowerment Contracting Program and Women-Owned Small Business (WOSB) and Economically Disadvantaged Women-Owned Small Business (EDWOSB) set-aside programs.
Instructor: Small Business Administration (SBA)
Registration is required.
CRN 60024 Mon, Apr 8, 9am-12pm
Virtual seats are also available for this class. Please refer to the SBDC Webinars section.

Crowdfunding: A New Alternative to Raising Working Capital
SB731 – 3 hours
Crowdfunding has become a great alternative for small business owners to raise working capital for their business ventures. Our workshop will help participants understand the principles associated with building successful Crowdfunding campaigns and will show you how to use Crowdfunding to finance your goals.
Instructor: Carla Fallone, MBA, Fallone Business Resources
Course fee: FREE
Registration is required.
60025 Mon, Apr 8, 6-9pm
Virtual seats are also available for this class. Please refer to the SBDC Webinars section.

Maximize Your Trade Show Investment
SB730 – 3 hours
Don’t underestimate the value of trade show and event marketing – the most powerful tools in your marketing mix for uncovering and landing new business opportunities. Find out what you don’t know about trade shows and how to choose your exhibit space, budget time and resources, promote your participation (before, during and after), increase booth traffic, capture the interest of those passing by (in less than 7 seconds), qualify visitors, and get the best follow-up results.
Instructor: Vicki Lynne Morgan, Russmor Mentoring Group
Course fee: FREE
Registration is required.
CRN 60026 Tue, Apr 9, 6-9pm
Virtual seats are also available for this class. Please refer to the SBDC Webinars section.

Meet the Lenders
SB202 – 3 hours
Are you an entrepreneur who needs to learn about financing your small business? Meet the people who can assist you. The first part of this seminar explains the process of how a business owner can obtain financing via different methods and various lenders, and what resources are available to small businesses. In the second part of the seminar attendees can meet lenders and discuss issues one-on-one.
Course fee: FREE
Registration is required.
CRN 60068 Fri, May 17, 12-3pm
Virtual seats are also available for this class. Please refer to the SBDC Webinars section.

Mastering the Mental Side of Building a Business
SB427 – 3 hours
The way you think will impact the way you run your business. In this class, we will teach you how to set goals and create achievable plans, how to handle the inevitable challenges and setbacks you’ll face along the way building your business. Confidence is key to your success. Learn how to build your confidence in any situation, work through habits and fears that can hold you back, and create a support system that will help lead you to success.
Instructor: Karen Auld, Certified Success Coach
Course fee: FREE
Registration is required.
CRN 60020 Wed, Feb 27, 6-9pm
CRN 60021 Wed, Mar 7, 6-9pm
Virtual seats are also available for this class. Please refer to the SBDC Webinars section.

How to Purchase a Business or Franchise
SB435 – 3 hours
Learn how to identify and then research a credible franchise or existing business.
Instructor: Charles Mizejewski, Sun Belt Business Brokers/FranNet NJ
Course fee: FREE
Registration is required.
CRN 60069 Thu, Jan 31, 6-9pm
CRN 60070 Thu, Mar 14, 6-9pm
WORKFORCE REGISTRATION INSTRUCTIONS

COURSE SCHEDULES AND INFORMATION AVAILABLE ONLINE
This brochure is a partial listing of Workforce Development courses. The full schedule can be found at: www.raritanval.edu/career-training

• Select desired areas to view listings. (Take note of the 5-digit CRN, you will need this information in order to register.)

TO REGISTER ONLINE - www.raritanval.edu/career-training/register-for-classes

Select Your Courses
1) Select “Register for Classes” link.
2) Go to “Click here to register now” link.
3) Enter the desired five-digit CRN(s) which can be found in the course description or use the Advanced Search to view course options.
4) Use the Schedule Builder screen to list desired courses. To add a course to the Schedule Builder screen, bring your cursor to the course information displayed on the left side of the screen and click and drag to the Schedule Builder.
5) Click “Register” (at bottom right corner) when you have completed selecting your course(s).

Complete Registration
Have your credit card information available. RVCC accepts Visa, Mastercard and Discover, but does not accept American Express.

6) After completing your Schedule Builder, click the Student Sign-in screen.
7) When your account information displays, select “Proceed to Payment” and complete the information.

REGISTER IN PERSON or BY MAIL
• In Person - Raritan Valley Community College
  Workforce Training Center
  118 Lamington Road, Branchburg, NJ 08876-1265
  OR
• Mail Your Registration and Check to:
  Raritan Valley Community College
  Workforce Training Center
  P.O. Box 3300, Somerville, NJ 08876-1265.

PAYMENT IS REQUIRED AT THE TIME OF REGISTRATION
Download the registration form: www.raritanval.edu/career-training/register-for-classes

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- Networking sessions to connect employees with job seekers
- Career pathways exploration
- RVCC Workforce Training Center tours
- Resources offered by the Workforce Training Center

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- NJ Department of Labor and Workforce Development
- Greater Raritan One Stop Career Training Services Center
- Hunterdon County Chamber of Commerce & Economic Development
- Transportation Management Association, goHunterdon
- Transportation Management Association, Ridewise

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