



PROFESSIONAL DEVELOPMENT

PROGRAMS TO ADVANCE YOUR CAREER



FALL 2018 COURSES

- Computer Training
- Corporate Training
- ed2go Online Courses
- Professional Certification
- Professional Development
- NJBIA Grant Funded Microsoft Office Training
- Small Business Development Center
- Test Preparation

www.raritanval.edu/career-training

WORKFORCE TRAINING PROGRAMS

MORE INFO ■ 908-800-7721 ■ www.raritanval.edu/career-training

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OPEN HOUSES & INFO SESSIONS

www.raritanval.edu/events

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.

PROFESSIONAL CERTIFICATIONS

Administrative Assistant Certification (PACE)

BU816 – 75 hours

Office professionals seeking to improve their performance and enhance their value to employers will find this certification program a must. This course teaches you how to use Microsoft Word, Excel, Access, and Outlook, create dynamic PowerPoint presentations, use web conferencing and electronic/paper filing systems, make travel arrangements, plan and manage meetings, and so much more. By the end of the course, you will be able to take the PACE certification. Textbook available at RVCC Bookstore.

Course fee: \$1500

CRN 50060 Tue & Thu, Sept 18 – Dec 20,
6 - 9pm

CERTIFIED MANAGEMENT ACCOUNTING CMA Part 1: Financial Planning (Online) BU565

This course reviews elements of financial planning for performance and control. The following concepts are presented: planning, budgeting and forecasting, performance management, cost management, internal control and professional ethics. This is a test preparation for the first part of the two-part Certified Management Accounting Certification. *Prerequisite:* See (IMA) Institute of Management Accounting Website: <http://www.imanet.org>. All course materials are included.

Course fee: \$1,575

Call 908-800-7721 for registration information

CMA Part 2: Financial Decision (Online) BU566

This course examines the strategies of financial decision making. The following concepts are presented in this course: financial statement analysis, corporate finance, decision analysis, and risk management and investment decisions. This is a test preparation for the second part of the Certified Management Accounting Certification. *Prerequisite:* See (IMA) Institute of Management Accounting Website: <http://www.imanet.org>. All course materials are included.

Course fee: \$1,575

Call 908-800-7721 for class dates

CPA Exam Review (Online) BU066

This comprehensive CPA Exam review is a four-part exam preparation program to become a Certified Public Accountant. The course reviews the four major areas of study: State Regulations, Auditing and Attestation, Financial Accounting and Reporting, and Business Environment and Concepts. All materials are included as well as individualized online assistance from the instructor.

Course fee: \$3,360

Call 908-800-7721 for registration information

Fundamentals of Payroll BU851 – 32 hours

This course prepares you for the Fundamental Payroll Certification (FPC) examination, and is intended for the individuals who are just entering the payroll profession and supervisors and managers new to the payroll environment. The interactive, computer-based training covers the basic procedures, processes, and terminology defining the daily workload of the beginning payroll professional. It also provides an overview of the laws and regulations that affect payroll. All course materials are included.

Course fee: \$830

CRN 50059 Sat, Oct 6 – Nov 24, 9am - 1pm

Mastering Project Management with PMP® Prep 150 hours

This PMP 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 – <https://careertraining.ed2go.com/raritanval/training-programs>

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 needed 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. Textbook available at the RVCC Bookstore.

Course fee: \$525

CRN 50061 Sat, Oct 6 – Dec 23,
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

Green Belt

BU330 – 36 hours

Course fee: \$1,260

Black Belt

BU338 – 48 hours

Course fee: \$2,725

NEW PROGRAM

Principles of Municipal Court Administrators (POMCA)

An eleven-day program
for prospective judiciary
employees.

Course fee: \$1,200

CRN 50147

Sep 10 – Nov 19

Mon

4 - 7pm

Learn more: Call 908-526-1200 x8639

PROFESSIONAL DEVELOPMENT

OSHA 10-Hour Training for Construction

NEW

BU903 – 10 hours

This course is designed for workers in construction, building development, repairs/alterations, and other fields. Topics include:

- Fall protection
- Personal protective equipment (PPE)
- Electrocution
- OSHA inspection procedures

Course fee: \$79

CRN 50062 Tue & Thu, Oct 9 – 23, 6 - 8pm

Excellence in Public Speaking

NEW

BU832 – 6 hours

Public speaking can be an intimidating experience for many in the professional world. This workshop will help you develop the skills necessary to connect with your audience, get your point across clearly, and gain the confidence needed to be an effective public speaker in any business scenario. Participants will learn how to get their message across through body language, verbal communication, and brand development.

Course fee: \$79

CRN 50063 Wed, Oct 17, 9am - 3pm

CRN 50064 Wed, Nov 7, 9am - 3pm

CRN 50065 Wed, Dec 5, 9am - 3pm

Root Cause Analysis Problem Solving

NEW

BU867 – 8 hours

Learn how to avoid future problems or increase results by developing appropriate recommendations to address causal factors and root causes. Participants will learn to apply several practical, systematic methods for analyzing incidents and problems to uncover root causes. Once the root cause is identified, we will explore possible actions that you can take to address the root cause issue.

Course fee: \$159

CRN 50070 Thu, Sep 20, 9am - 5pm

CRN 50071 Mon, Oct 22, 9am - 5pm

Disney's Approach to Customer Service

NEW

BU868 – 8 hours

Excellent service does not simply come from a friendly transaction or helpful technology. It is the result of truly understanding your customer's expectations and putting the right guidelines and service standards in place to exceed them. When an organizational framework properly unites its people, place and processes by putting the customer at its core, exceptional service becomes possible across customer touch points. With more than 90 years of world-renowned customer service, no one understands this better than Disney.

Course fee: \$159

CRN 50072 Wed, Oct 3, 9am - 5pm

CRN 50073 Tue, Nov 13, 9am - 5pm

Eliminating Sexual Harassment in the Workplace

NEW

BU869 – 8 hours

It is critical that today's organizations go beyond just the legal aspects of sexual harassment. This program addresses both the legal and behavioral aspects of sexual harassment to ensure an inclusive, highly productive work environment.

Course fee: \$159

CRN 50074 Wed, Oct 17, 9am - 5pm

CRN 50075 Tue, Dec 4, 9am - 5pm

Strategic Planning for Your Team, Department or Organization

NEW

BU870 – 8 hours

A goal-oriented strategic planning process that focuses on meshing your organization's vision with your strategic direction can set you apart. The process determines not only WHERE your organization is going, but also HOW it is going to get there. Participants will gain an in-depth assessment of their organization as compared with the marketplace, develop core values and a succinct vision that will guide the future of their business.

Course fee: \$159

CRN 50076 Thu, Nov 8, 9am - 5pm

CRN 50077 Wed, Dec 12, 9am - 5pm

StrengthsFinder® – How to Emphasize Your Strengths NEW

BU871 – 8 hours

StrengthsFinder® 2.0 will help identify your greatest talents, develop and apply your strengths and teach you how to maximize your talents in different settings and situations.

Course fee: \$159

CRN 50079 Tue, Sep 25, 9am - 5pm

CRN 50080 Tue, Oct 23, 9am - 5pm

Project Management Fundamentals NEW

BU803 – 8 hours

The ultimate success or failure of a project is directly related to the quality of the planning process for the project. Organizations are using project management skills to provide a structure for dealing with increasingly competitive markets, financial pressures to improve performance, restructuring, acquisitions and globalization. This course provides participants with an overview of the essential elements of project management and the project management life cycle.

Course fee: \$159

CRN 50081 Thu, Oct 18, 9am - 5pm

CRN 50082 Thu, Dec 13, 9am - 5pm

Employment Law Overview NEW

BU872 – 8 hours

Over forty years ago, federal laws were enacted to guarantee equal employment opportunities for all employees. The U.S. Equal Employment Opportunity Commission enforces Federal laws prohibiting employment discrimination. Participants will gain an understanding of the federal laws and guidelines as well as practical application of these laws in the workplace under different scenarios. The content also focuses on steps to take when an employee makes a complaint, the role of the manager during and after an investigation or potential lawsuit.

Course fee: \$159

CRN 50083 Thu, Nov 15, 9am - 5pm

Working Across Generations NEW

BU834 – 7 hours

A core challenge for individuals and teams is to continue to work with individuals across multiple generations. Each group has its own distinct characteristics, values, and attitudes toward work, based on its generation's life experiences.

To successfully gain the contributions of diverse generations into the workplace, individuals need to actively try to understand people who are different from them. This program will offer participants some techniques for working more effectively with various generations as well as consider other elements of diversity to strengthen results.

Course fee: \$159

CRN 50084 Mon, Nov 19, 9am - 4pm

Change Management NEW

BU833 – 10 hours

This course will help students understand the principles of the most popular change management methodologies in use today, including the fundamental elements of a business transformation:

- Preparing for change
- Identifying and managing individual and group reactions to change
- Supportive user training
- Defining and designing success metrics

Course fee: \$159

CRN 50085 Tue & Thu, Oct 9 – 23, 7 - 9pm

TIPS® (Training for Intervention ProcedureS)

BU070 – 5 hours

TIPS® is the global leader in education and training for the responsible service, sale, and consumption of alcohol. Proven effective by third-party studies, TIPS is a skills-based training program that is designed to prevent intoxication, underage drinking, and drunk driving.

The insurance industry discounts liquor liability premiums up to 25% for TIPS-certified clients. Courts recognize TIPS as the standard for server training programs. Liquor boards mitigate fines and penalties for violators who incorporate TIPS training at their establishments. Join the thousands of businesses and organizations that already enjoy the benefits of TIPS.

Join the thousands of businesses and organizations that already enjoy the benefits of TIPS.

Course fee: \$50

CRN 50086 Wed, Oct 10, 3 - 8pm

CRN 50087 Wed, Oct 24, 3 - 8pm

CRN 50088 Wed, Nov 14, 3 - 8pm

CORPORATE TRAINING

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
- Computer Technology
- LEED Green Training
- Strategic Planning
- Public Speaking
- English as a Second Language
- Accent Reduction

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.



MORE INFO

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

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.

Course fee: \$500

CRN 50089 Sat, Sept 29 – Oct 27, 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 clip art. *Prerequisite:* MS Windows or equivalent knowledge and keyboard proficiency. Textbook available at the RVCC Bookstore.

Course fee: \$125

CRN 50090 Sat, Sept 29, 9am - 3pm

Microsoft Basic Word

CT121 – 6 hours

Master the most widely used word processing software in the world. Learn to create and edit documents, move and copy text, special formatting, and more. *Prerequisites:* MS Windows or equivalent knowledge and keyboard proficiency. Textbook available at the RVCC Bookstore.

Course fee: \$125

CRN 50091 Sat, Oct 6, 9am - 3pm

Microsoft Basic Excel

CT205 – 6 hours

Excel is an easy-to-use spreadsheet program. All Excel courses are taught using MOS approved courseware. Topics include: entering and editing data and creating charts; modifying a worksheet; using functions and formatting worksheets and alternative user input. *Prerequisites:* MS Windows or equivalent knowledge and keyboard proficiency. Textbook available at the RVCC Bookstore.

Course fee: \$125

CRN 50092 Sat, Oct 20, 9am - 3pm

Microsoft Basic Access

CT141 – 6 hours

Access is a powerful and versatile data management system. In this course, you will navigate within the Microsoft Access application environment. You will learn to create a simple database, manage data, construct tables, design forms and reports, and create queries to join, filter, and sort data. *Prerequisites:* MS Windows or equivalent knowledge and keyboard proficiency. Textbook available at the RVCC Bookstore.

Course fee: \$125

CRN 50093 Sat, Oct 27, 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. *Prerequisites:* Basic knowledge of MS PowerPoint, Word, Excel, or equivalent experience. Textbook available at the RVCC Bookstore.

Course fee: \$426

CRN 50094 Sat, Nov 3 – 17, 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. *Prerequisites:* MS Basic PowerPoint or equivalent experience. Textbook available at the RVCC Bookstore.

Course fee: \$142

CRN 50095 Sat, Nov 3, 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. *Prerequisites:* MS Basic Word or equivalent experience. Textbook available at the RVCC Bookstore.

Course fee: \$142

CRN 50096 Sat, Nov 10, 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. *Prerequisites:* MS Basic Excel or equivalent experience. Textbook available at the RVCC Book.

Course fee: \$142

CRN 50097 Sat, Nov 17, 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.

Course fee: \$167

CRN 50098 Sat, Nov 17 & Dec 1, 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.

Course fee: \$167

CRN 50099 Sat Dec 8 – 15, 9am - 12pm

Creating Compelling, Interactive Presentations in PowerPoint

CT156 – 6 hours

Learn how to plan and create a PowerPoint presentation that speaks to the audience. Successful presentations should deliver the critical information in a natural and engaging way. See how clickable items, interesting transition and animation schemes, and segmenting the presentation into logical chunks make it compelling for the audience, while keeping it easy for the presenter to deliver.

Course fee: \$167

CRN 50101 Fri Dec 7, 9am - 4pm

Microsoft Visio

CT157 – 6 hours

Microsoft Visio is a diagramming tool that allows you to create diagrams which aid in data visualization and process modelling. 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.

Course fee: \$167

CRN 50102 Sat, Oct 6 – 13, 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 affects. 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.

Course fee: \$167

CRN 50103 Fri, Sept 14, 9am - 4pm

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.

Course fee: \$269

CRN 50107 Mon, Oct 15 – 29, Nov 12 – 19, 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.

Course fee: \$130

CRN 50108 Sat, Sept 8 – 22, 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.

Course fee: \$230

CRN 50109 Sat, Sept 29 – Oct 27, 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.

Course fee: \$230

CRN 50110 Sat, Nov 10 – Dec 8, 9am - 12pm

Website Skills Bootcamp Fundamentals Program

CT335 – 90 hours

This program teaches the fundamental skills for HTML, CSS, SEO, JavaScript, JQuery, MySQL and PHP and how they are used to build websites. The program includes a subscription to online content with new updates that you can access during and after the program.

Course fee: \$1640

CRN 50111 Tue & Thu, Sept 18 – Dec 20, 6 - 9pm

HTML & CSS Skills for Creating Web Pages

CT332 – 27 hours

This course covers the fundamental terminology and technology components for building web pages in modern web browsers. You will be introduced to HTML tags and text content, learn the importance of how HTML improves web page SEO (Search Engine Optimization), and how to create basic web page layouts that can include embedded YouTube videos, Google maps, navigation menus, links, text, font styles and images. Includes access to online lessons from the instructor. *Prerequisites:* Familiarity using the World Wide Web; understanding file systems such as Windows Explorer on Windows or Finder on Mac. Textbook available at the

RVCC Bookstore.

Course fee: \$500

CRN 50112 Tue & Thu, Sept 18 – Oct 16,
6 - 9pm

JavaScript and JQuery Skills for Web Page Interactivity

CT333 – 27 hours

This course teaches the JavaScript programming language used for making web pages interactive. You will learn the technical aspects of programming such as variables, data type, expressions, arrays, objects, built-in libraries, looping flows: for, while, logic flows: if and switch and functions. You will learn programming tools already built into your web browser to help in both learning but also debugging programs. The course also includes JQuery, an essential-to-know JavaScript library that makes the JavaScript more versatile for interacting with web page HTML and CSS. JavaScript and JQuery together are used when interacting with web page form fields and buttons. Includes access to online lessons from the instructor. *Prerequisites:* HTML and CSS Skills for Creating Web Pages or equivalent. Textbook available at the RVCC Bookstore.

Course fee: \$500

CRN 50113 Tue & Thu, Oct 18 – Nov 15,
6pm - 9pm

Dynamic and Paid Web Content Using PHP and MySQL

CT334 – 36 hours

This course teaches the server side of a website. It teaches you PHP, the most popular webserver programming language used by many websites and is the foundation to WordPress. PHP allows you to create dynamic web content using templates rather than statically crafting every web page. You will also learn about how to store data on a website using the MySQL database. Combining PHP and MySQL allows you to have websites with public and paid content requiring logins. This is a continuation of our courses on website skills. Includes access to online lessons from the instructor. *Prerequisites:* HTML and CSS Skills for Creating Web Pages and JavaScript and JQuery Skills for Web Page Interactivity or equivalent. Textbook available at the RVCC Bookstore.

Course fee: \$640

CRN 50114 Tue & Thu, Nov 20 – Dec 20,
6pm - 9pm

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.

High School Equivalency Exam Prep & Review ED505

Course fee: \$252

CRN 50120 Mon & Tue, Oct 1 – Nov 27, 6:30 - 9pm

Language Arts & Writing Prep & Review ED507

Course fee: \$126

CRN 50121 Mon, Oct 1 – Nov 26, 6:30 - 9pm

Math Prep & Review ED506

Course fee: \$126

CRN 50122 Tue, Oct 2 – Nov 27, 6:30 - 9pm

GRE Prep Series 48 hours

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 www.ed2go.com/rvcc

Course fee: \$199 Monthly start dates

GMAT Prep 24 hours

Applying to graduate business and management schools usually means taking the GMAT (Graduate Management Admission Test). The 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 www.ed2go.com/rvcc

Course fee: \$129 Monthly start dates

Citizenship Test Prep NEW ED518 – 36 hours

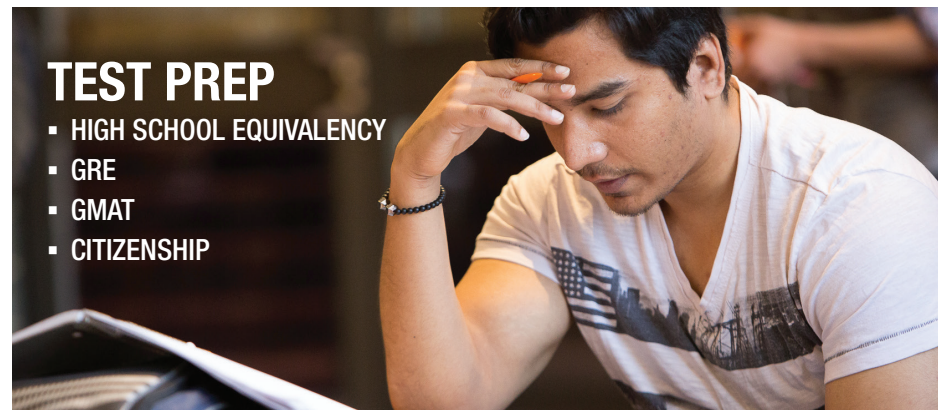
This citizenship test prep class are for adults preparing to take the United States Citizenship Test. Each class will focus on several of the 100 citizenship test civics questions. The course also includes some general information/guidance about websites to consult, steps to take and what to expect in the writing section of the test.

Course fee: \$336

CRN 50135 Tue & Thu, Oct 3 – Nov 8, 6 - 9pm

TEST PREP

- HIGH SCHOOL EQUIVALENCY
- GRE
- GMAT
- CITIZENSHIP



FOOD & BEVERAGE MANAGEMENT

Prepare for a career in the fast-paced and exciting field of food & beverage management.

The associate degree program combines hands-on field experience and training in a commercial grade kitchen and restaurant with classroom instruction. You'll learn about food preparation and catering, purchasing, sanitation, cost control and more.

*Classes starting August 29.
For more info, email
admissions@raritanval.edu*

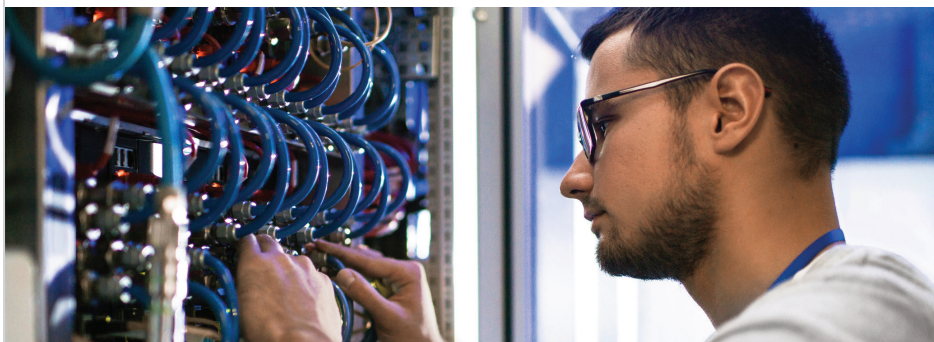
LEARN MORE www.raritanval.edu/admissions

CISCO NETWORKING

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.

*Classes starting August 29.
For more info, email admissions@raritanval.edu*



LEARN MORE www.raritanval.edu/admissions

LANGUAGES: ESL & SPANISH

ENGLISH AS A SECOND LANGUAGE (ESL)

RVCC offers basic instruction for individuals with little or limited knowledge of English Textbook available at the RVCC Bookstore.

Basic ESL

LA316 – 36 hours

Course fee: \$336

CRN 50123 Sat, Oct 6 – Dec 22, 9am - 12pm

ESL Level 1A

LA303 – 36 hours

Course fee: \$336

CRN 50124 Wed & Thu, Oct 3 – Nov 8, 6 - 9pm

ESL Level 1B

LA304 – 36 hours

Course fee: \$336

CRN 20125 Wed & Thu, Nov 14 – Dec 20, 6 - 9pm

ESL Level 2A

LA312 – 36 hours

Course fee: \$336

CRN 50126 Tue & Thu, Sept 25 – Nov 1, 6 - 9pm

ESL Level 2B

LA313 – 36 hours

Course fee: \$336

CRN 50127 Tue & Thu, Nov 6 – Dec 20, 6 - 9pm

Pronunciation & Accent Reduction

NEW

LA902 – 36 hours

Everyone is capable of speaking English with clarity and proper pronunciation. There is no trick to it. Studying accent reduction involves learning the sounds and intonation of the target language. This is split into 4 parts: vowel sounds, consonant sounds, stress and tone. This course is designed to make second language speakers' English clearer and reduce the influence of a mother tongue.

Course fee: \$336

CRN 50128 Wed & Thu, Oct 3 – Nov 8, 6 - 9pm

Speed Spanish

24 hours

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

24 hours

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

24 hours

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

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

Course fee: \$299 Monthly start dates

Did you know we offer ONLINE COURSES?

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

Check out our classes:

- SQL
- Java
- Grammar Refresher
- Digital Photography
- Sign Language
- Languages
- Project Management *and more*

Professional Development
www.ed2go.com/rvcc

Career Training
<https://careertraining.ed2go.com/raritanval/>

SMALL BUSINESS DEVELOPMENT CENTER

Ready To Grow Your Business?



can help.

The Small Business Development Center (SBDC) at Raritan Valley Community College (RVCC) offers aspiring and established entrepreneurs the assistance they need to plan and develop successful and profitable ventures. Services include: Free Counseling – free, confidential, one-on-one counseling for start-ups and established small business owners. Our experienced counselors can address your small business questions and concerns on a variety of topics, including starting a small business, strategic business planning, marketing, recordkeeping, financial needs, online and web-based technology and more.

Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance by contacting Bill Harnden, Regional Director of SBDC at Raritan Valley Community College, P.O. Box 3300, Somerville, NJ, 08876. Phone: 908-526-1200 ext. 8516. E-mail: sbdc@raritanval.edu. Learn more about the SBDC by visiting our website at www.sbdcrvcc.com.

ACCOUNTING AND QUICKBOOKS CERTIFICATE

Learn the basics of accounting fundamentals and QuickBooks desktop or online versions. Take the three courses (21 hours) in sequence to earn a certificate or take each 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 50001 Mon/Wed, Sep 17 & 19, 6 - 9pm
CRN 50006 Tue/Wed, Nov 6 & 7, 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 50002 Mon/Wed, Sep 24 & 26, 6 - 9pm
CRN 50007 Tue/Wed, Nov 13 & 14, 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: Linda Dousis, Administrative Services & Consulting, LLC

Course fee: \$169
CRN 50003 Tue/Thu, Oct 2, 4 & 9, 6 - 9pm
CRN 50008 Tue/Thu, Nov 20, 27 & 29, 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: \$169
CRN 50005 Mon/Tue/Wed, Oct 1, 2 & 3, 6 - 9pm
CRN 50010 Mon/Tue/Wed, Nov 26, 27 & 28, 6 - 9pm

QuickBooks Model Office - Desktop Option Only SB278 – 6 hours

Attendees will create a model office company, post a large number of accounts payable and accounts receivable transactions and reconcile their entries to the company's profit and loss report. *Prerequisite:* Must have received the Accounting and QuickBooks Certificate. Seating is limited. To register, send an email to sbdc@raritanval.edu and provide us with your name, address, telephone number and desired class or call the SBDC at 908-526-1200 x8516.

Instructor: Linda Dousis, Administrative Services & Consulting, LLC

Registration is required.

Course fee: FREE
Thu/Tue, Oct 18 & 23, 6 - 9pm
Tue/Thu, Dec 4 & 6, 6 - 9pm

**Registration Required
for All Free Courses**

MASTER THE CORE SKILLS NECESSARY TO SUCCEED IN SMALL BUSINESS

What does it take to be a successful entrepreneur? The following three core disciplines, planning, financials, and managing are critical in helping you master today's marketplace. Let us help you demystify the secrets of business and provide insights to help you achieve your goals.

Core I: Small Business **NEW** Success Formula; Plan + Market + Sell = \$\$\$\$\$\$

SB741 – 12 hours

Benjamin Franklin once said; "If you fail to plan, you are planning to fail." Successful entrepreneurs plan for success. In Core I, learn how to develop an effective business plan incorporating dynamic marketing strategies, including low-cost "guerilla" marketing concepts. We'll review market research techniques, focused marketing, advertising, public relations, promotions, and networking. We'll strengthen your business and marketing plan by teaching you effective sales skills. Don't miss out on a sale because you don't have the right tools – we'll help you understand customer wants, the importance of relationship strategies, the "anatomy of a sale," how to avoid 11 selling mistakes, what it takes to "earn" the sale and how to get to "yes!" faster

Instructor: Vicki Lynne Morgan, Russmor Mentoring Group

Course fee: \$199
CRN 50035 Mon/Thu, Sep 24, 27, Oct 1 & 4,
6 - 9pm
CRN 50036 Tue/Wed, Nov 6, 7, 13 & 14,
6 - 9pm

Core II: Recordkeeping, Financials and Taxes **NEW** SB742 – 9 hours

The number one question successful entrepreneurs are asked is: "what makes you successful?" The answer? "I know my numbers!" Most entrepreneurs are afraid of

numbers because of lack of experience. Let our CPA teach you not to be afraid of numbers. Learn what records you need to keep and how to do your own bookkeeping. Once you have mastered that, you will then be taught how to create spreadsheets as a management tool, understanding revenue and expense, structure and relationships, meaningful forecasts and projections, break-even analysis, balance sheets, P&L, and cash flow. You will also learn about tax responsibilities based on the entity you choose, and to which tax deductions you are entitled.

Instructors: Bonnie Trochim, CPA, Wiss & Co.

Course fee: \$169
CRN 50037 Wed, Sep 26, Oct 3 & 10, 6 - 9pm

Core III: Results-Oriented Operations Management **NEW** SB743 – 6 hours

Keeping the "oars 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: \$119
CRN 50038 Thu, Oct 11 & 18, 6 - 9pm
CRN 50039 Thu, Nov 29 & Dec 6, 6 - 9pm

DIGITAL BLUEPRINT CERTIFICATE PROGRAM



There has been a transformational shift in the marketing industry. An entrepreneur's approach in connecting with both new and existing customers/clients does not resemble the standard approaches used only a few years ago. Effective social media

and digital campaigns go beyond simple posts and soft skills. They require planning and executing a strategy based on industry knowledge, research, measurable interactions, analytics and readjustments throughout the process.

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

Course fee: \$59
CRN 50011 Wed, Sep 26, 6 - 9pm
New - Virtual seats are also available for this class. Please refer to the SBDC Webinars section.

Introduction to Search Engine Optimization (SEO)

SB404 – 3 hours

Understand how to improve website visibility in the major search engines. Participants learn SEO best practices to follow and have the opportunity to have websites critiqued during the session.

Instructor: Roland Reinhart, Reinhart Marketing

Course fee: \$59
CRN 50012 Wed, Oct 3, 6 - 9pm
New - 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

Course fee: \$59

CRN 50013 Wed, Oct 10, 6 - 9pm

New - 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 50014 Wed, Oct 17, 6 - 9pm

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 50015 Wed, Oct 24, 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 50016 Wed, Nov 7, 6 - 9pm
New - Virtual seats are also available for this class. Please refer to the SBDC Webinars section.

Creating Video for the Web

SB406 – 3 hours

From planning to production to distribution, learn the basic 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 50017 Wed, Nov 14, 6 - 9pm

GENERAL COURSES

Introduction to Content Marketing and Email



SB472 – 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, eDynamic Marketing

Course fee: \$59

CRN 50040 Tue, Oct 16, 6 - 9pm

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 50022 Tue, Oct 23, 6 - 9pm

New - Virtual seats are also available for this class. Please refer to the SBDC Webinars section.

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

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. (3 hours)

Instructor: Susan Wilcox, e-Dynamic Marketing

Course fee: \$59

CRN 50018 Wed, Dec 5, 6 - 9pm

networking immediately: bring your business cards and brochures to class.

Instructor: Vicki Lynne Morgan, Russmor Mentoring Group

Course fee: \$59

CRN 50023 Tue, Oct 30, 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 50024 Tue, Nov 20, 6 - 9pm

Integrated Marketing – Part I



SB740 – 6 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 50025 Mon/Tue, Dec 3 & 4, 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.

Create Your Local Business Listing on Google & Bing

SB450 – 3 hours

Instructor: Roland Reinhart, Reinhart Marketing

Registration is required.

Course fee: FREE

CRN 50048 Thu, Sep 20, 6 - 9pm

CRN 50049 Wed, Nov 28, 6 - 9pm

Planning Your New Website

SB421 – 3 hours

Instructor: Roland Reinhart, Reinhart Marketing

Course fee: \$64

CRN 50043 Wed, Sep 26, 6 - 9pm

Introduction to Search Engine Optimization (SEO)

SB404 – 3 hours

Instructor: Roland Reinhart, Reinhart Marketing

Course fee: \$64

CRN 50045 Wed, Oct 3, 6 - 9pm

Introduction to WordPress

SB463 – 3 hours

Instructor: Roland Reinhart, Reinhart Marketing

Course fee: \$64

CRN 50046 Wed, Oct 10, 6 - 9pm

Crowdfunding: A New Alternative to Raising Working Capital

SB731 – 3 hours

Registration is required.

Instructor: Carla Fallone, MBA, Fallone Business Resources

Course fee: FREE

CRN 50051 Mon, Oct 22, 6 - 9pm

How to Develop an Effective Holistic Business

SB467 – 3 hours

Instructor: Camille Miller, MBA, The Natural Life Business partnership

Course fee: \$64

CRN 50052 Tue, Oct 23, 6 - 9pm

Introduction to Google Analytics

SB418 – 3 hours

Instructor: Roland Reinhart, Reinhart Marketing

Course fee: \$64

CRN 50050 Wed, Nov 7, 6 - 9pm

For more information about SBDC @ RVCC Webinars, or any of our classes 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 for course listings and online registration.

SBDC FREE COURSES - Registration Required

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

CRN 50029 Fri, Oct 5, 12 - 3pm

**Registration Required
for All Free Courses**

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

CRN 50026 Mon, Oct 8, 6 - 9pm

CRN 50027 Mon, Nov 12, 6 - 9pm

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

CRN 50019 Mon, Oct 22, 6 - 9pm

New - Virtual seats are also available for this class. Please refer to the SBDC Webinars section.

Create Your Local Business Listing on Google & Bing SB450 – 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

CRN 50020 Thu, Sep 20, 6 - 9pm

CRN 50021 Wed, Nov 28, 6 - 9pm

New - 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 – 5 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: Alexis Reid, NJ Division of Taxation

Course fee: FREE

CRN 50028 Fri, Oct 12, 10am - 2pm

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: Alexis Reid, NJ Division of Taxation

Course fee: FREE

CRN 50041 Fri, Oct 19, 10am - 12pm

Mastering the Mental Side of Building a Business SB427 – 3 hours

Learn how to proactively handle and even benefit from the inevitable challenges and setbacks you'll face along the way building your business. Finish up with solid ways 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

CRN 50030 Wed, Oct 31, 6 - 9pm

CRN 50031 Wed, Nov 28, 6 - 9pm

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

Course fee: FREE

CRN 50032 Mon, Nov 19, 9am - 12pm

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

Course fee: FREE

CRN 50033 Mon, Nov 26, 9am - 12pm

**Registration Required
for All Free Courses**

Employees of any public entity receiving Federal or State Funding are not eligible for this program

NJBIA Grant Funded Microsoft Office Training

- **Must be** employed at least 20 hours per week by a business in New Jersey
- **Pre-registration required** at <https://form.jotform.com/61744053933153>

Microsoft Office Computer Training

BASIC

- Excel ▪ Word ▪ PowerPoint

INTERMEDIATE

- Excel

ADVANCED

- Excel ▪ Word ▪ PowerPoint

OTHER

- Outlook ▪ Access

Communication/ Leadership Training

- Team Building
- Time Management
- Problem Solving

Class Listing ▪ Register for Classes

visit <https://form.jotform.com/61744053933153>

More Information

Contact Joanie Coffaro ▪ 908-526-1200 x8639 ▪ joanne.coffaro@raritanval.edu

This no cost program is made possible through a grant from the NJ Department of Labor and Workforce Development in partnership with the NJ Business and Industry Association (NJBIA) and the NJ Community College Consortium

WORKFORCE REGISTRATION INSTRUCTIONS

FALL
2018

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

QUESTIONS 908-800-7721

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LEARN MORE

www.raritanval.edu/career-training
RVCCWTC@raritanval.edu or call 908-526-1200 x8529

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