

## FALL 2017 COURSES



# WORKFORCE TRAINING CENTER

TRAINING A WORKFORCE READY FOR TODAY &  
PREPARED FOR TOMORROW



- Career Programs
- Computer Training
- Corporate Training
- ESL & High School Proficiency
- NJBIA No Cost Microsoft Office Training
- Professional Certifications
- Professional Development
- Small Business Development Center

[raritanval.edu/career-training](http://raritanval.edu/career-training)

Raritan Valley Community College offers innovative programming for businesses and workers to help build a strong, secure and productive workforce

# WORKFORCE TRAINING PROGRAMS

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**MORE INFO**

**908-218-8871**  
**RaritanVal.edu/Career-Training**



## WORKFORCE TRAINING CENTER



The Workforce Training Center ushers in a new era of hands-on learning at Raritan Valley Community College. The 47,000 square foot facility demonstrates the College’s commitment to offer outstanding career training opportunities with the right environment and resources to help students thrive.

The state-of-the-art facility features:

- An **Automotive Technology training center** equipped with Snap-on diagnostic equipment and offering Subaru & Chrysler manufacturer training
- A **working salon for Cosmetology and Esthetics** students to master their skills
- **Advanced Manufacturing, Environmental Control Technology and Commercial Energy Management** shops equipped with the latest equipment for students to practice their trade
- A **Small Business Development Center** to assist entrepreneurs in starting or expanding businesses
- And **modern classrooms for individuals or corporate teams** to gain critical skills from expert instructors teaching industry-driven curriculum

The building and the programs that are housed inside show what can happen when leaders of business, government, education and workforce join forces to build a foundation for economic growth and job stability in the region.

## NEW PROGRAMS

- Administrative Assistant Certification (PACE)
- Commercial Energy Management Technician
- Esthetics
- TIPS® (Training for Intervention ProcedureS)

### Have you ever held a well-made tool?

You can instantly feel the weight, the balance, the rightness of a thing designed for a purpose. You too can know the satisfaction of a job well done as an Advanced Manufacturing student at RVCC. In our hands-on certificate program, you'll master the machine basics, precision, and advanced technical skills you need to become a manufacturing professional in today's growing market.

Pursue one of these industry specialties:

- Manual Mill Operator  
Program Cost: \$3150
- Engine Lathe Operator  
Program Cost: \$3150
- CNC Production Technician  
Program Cost: \$4250

Or combine courses and "stack" your credentials in our step-by-step CNC Production Technician Certification Program.

All graduates receive their industry recognized NIMS certification and OSHA10 card.

Job placement assistance is available.

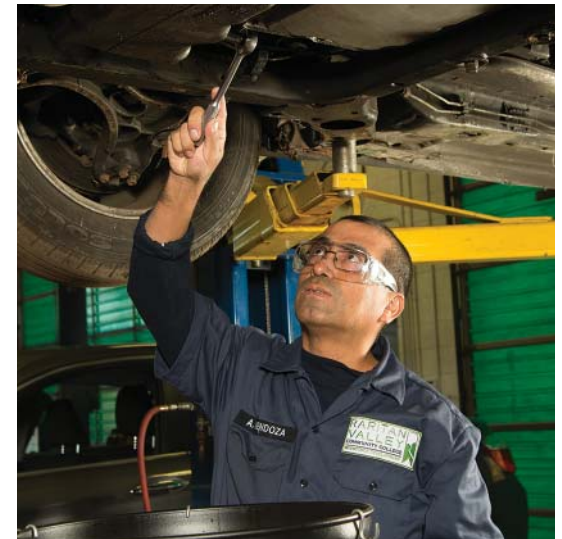
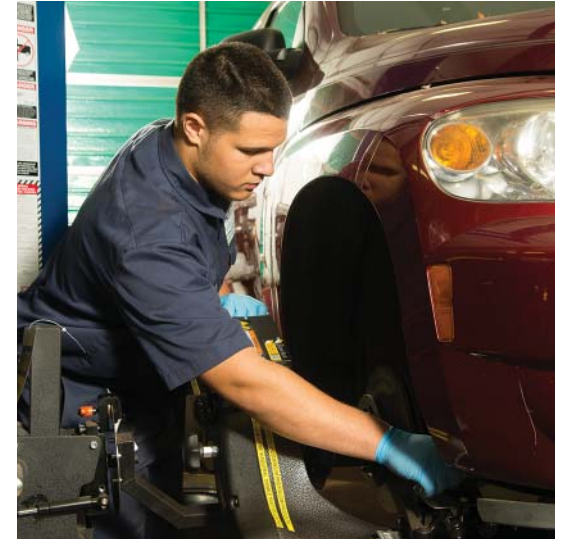


### America runs on four wheels, and it's speeding up

New, innovative, and technological advances in self-driving, electrical, and hybrid cars make now a fantastic time to become a qualified Automotive Technician. Every day "under the hood" will bring you a new surprise or challenge, so it's no wonder US News & World Report ranked Automotive Technician as one of the "100 Best Jobs in America."

RVCC's one-year program features:

- Subaru & Chrysler Manufacturer training
- Snap-on diagnostic equipment & certification
- Preparation for Automotive Service Excellence Certification
- Financial Aid
- Job Placement Assistance



**Skilled HVAC/R Technicians are in high demand**

Businesses are “going green.” Homeowners want to shrink their heating and cooling bills. The U.S. Department of Labor expects this explosion of cost-effective HVAC systems for homes and businesses to create over 90,000 new HVAC Technician jobs by 2020.

Master the skills and design theory of today’s cutting-edge heating and refrigeration industry and launch your career as an HVAC/R Technician. Someone has to design climate controlled systems, and/or install, repair or maintain thousands of units soon. It might as well be you.

Pursue one of these two HVAC career tracks at RVCC:

**1-year Certificate** (31 credits)  
Training in residential systems only. Prepare for an entry-level technician position.

**2-year AAS Degree** (62 credits)  
Residential and Commercial training. Prepare for any level HVAC position, or continue your studies to earn a B.S. in HVAC-Design or a B.S. in Building Automation with the Pennsylvania College of Technology (PCT) in Williamsport, PA.



**Join the movement to increase energy efficiency**

This program is designed to support the US Department of Energy’s Better Building Initiative goal of improving commercial energy efficiency up to 20 percent. It also supports the New Jersey Master Plan call to reduce all levels of electrical use. New Jersey has more than 450,000 Commercial buildings that consume approximately 50% of the state’s electricity.

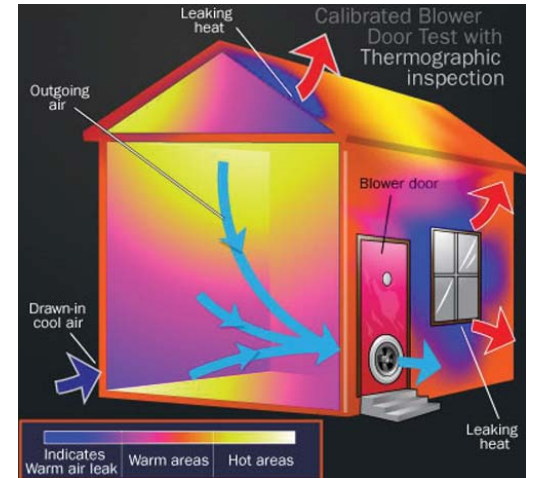
Learn the skills you need to become a successful commercial energy management technician in a modern facility with the latest testers, instrumentation and equipment. The program was developed in partnership with local industry experts. You’ll also gain valuable, hands-on experience in mechanical systems by working in our campus’ living lab.

Consider one of two options:

**1-year Certificate** (32 credits)  
Prepares you for an entry-level technician position.

**2-year AAS Degree** (61 credits)  
Prepares you for any level CEM Tech position.

Job placement assistance and financial aid are available.



## As a Cosmetologist you are the last word in style

RVCC's unique curriculum is designed in partnership with our local employers for a salon-focused approach that will prepare you for the NJ state board exam and beyond. You'll stay on the cutting edge of style and industry trends by participating in:

- Advanced training certifications/seminars
- National and regional hair styling competitions
- Job shadowing opportunities in local salons
- 100-hour practicum/internship
- Professional Beauty Association

The demand for qualified stylists is growing. Begin your Cosmetology career today.

Day and night classes are offered to fit your schedule.

Program Cost: \$13,216 (includes tuition, materials and fees)

Financial aid is available.



## Skin Care Specialists are in high demand

As a growing number of women and men seek out professional treatments to reduce the effects of aging, esthetics has become a highly desirable career.

Great skin care, followed by professional makeup, can change the way clients feel about their appearance. As a student you'll learn about skin care treatments, including electrotherapy and massage. You'll be taught how to apply facial and corrective makeup to provide a total look. The program will prepare you for the NJ state board exam and long-term success in the spa industry. You'll stay on top of industry trends by participating in:

- Job shadowing opportunities in local spas/salons
- 50-hour practicum/internship
- Advanced training certifications/seminars
- Association of Skin Care Professionals

Qualified Estheticians are in high demand. Begin your Esthetics career today.

Program Cost: \$6,900 (includes tuition, materials and fees)

Financial aid is available.



## PROFESSIONAL CERTIFICATIONS

### Administrative Assistant Certification (PACE)

#### BU816 / CRN 50069

Office professionals seeking to improve their performance and enhance their value to employers, this comprehensive certification teaches you to create graphics, charts, and presentations; learn the techniques needed in Microsoft Word, Excel, Access, and Outlook; and teaches you web conferencing, electronic and paper filing systems, record keeping, research skills, travel arrangements, meeting planning and management, business math, and computer and software troubleshooting. By the end of the course, you will be able to take the PACE certification. Textbook available at RVCC Bookstore.

Course fee: \$750

Tues & Thurs, Sept 12 – Dec 7 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. All course materials are included. Prerequisite: See (IMA) Institute of Management Accounting Website: <http://www.imanet.org>

Course fee: \$1,500

Call 908-218-8871 for class dates

#### 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. All course materials are included. Prerequisite: See (IMA) Institute of Management Accounting Website: <http://www.imanet.org>

Course fee: \$1,500

Call 908-218-8871 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: \$3,200

Call 908-218-8871 for class schedule

#### Fundamentals of Payroll

##### BU851 / CRN 50070

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. This program provides an overview of the laws and regulations that affect payroll, and the practical experience is gained through the exercises that allow participants to work with actual payroll forms and calculations. Textbook included.

Course Fee: \$790

Sat, Sept 9 – Oct 28 9am - 1pm

#### Project Management Exam Review

##### BU801 / CRN 50096

Master the test-taking strategies needed to pass the Project Management Examination. This program features 36 hours of training which includes an overview of the bodies of knowledge. The class is based on best practices as prescribed by the Project Management Institute (PMI). Study questions and practice final exam are provided. Textbook available at the RVCC Bookstore.

Course fee: \$1,089

Tue, Sept 5 - Dec 5 6 - 9pm

#### Real Estate Pre-License Course

##### BU400 / CRN 50071

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: \$500

Sat, Sept 16 - Nov 18 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 Six Sigma Online training is one of the most popular and in-demand business certifications in today's job market. 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 908-218-8871 for class dates.

#### Green Belt (36 hours)

##### BU330

Course fee: \$1,200

#### Black Belt (48 hours)

##### BU338

Course fee: \$2,595

#### ServSafe Essentials Certification

##### CA109

Looking to pass the ServSafe exam? This 8-hour course is designed for food service workers as a review and prep for the exam. The test is given during the session. Upon successful completion of the course a certificate from the National Restaurant Association is awarded. Textbook available at the RVCC Bookstore.

Course fee: \$124

CRN 50083

Mon, Sept 25 9am - 5pm

CRN 50084

Mon, Oct 23 9am - 5pm

CRN 50085

Sat, Nov 11 9am - 5pm

CRN 50086

Mon, Nov 20 9am - 5pm

## PROFESSIONAL DEVELOPMENT

### NEW - TIPS® (Training for Intervention Procedures)

#### BU070

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. Over the past 35 years, TIPS has certified over 4 million participants and trainers. TIPS training is conducted in all 50 states and the District of Columbia, and in over 50 different countries.

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. Hotels, restaurants, and bars across the country reap the benefits of more professional wait staff and more satisfied customers.

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

Course fee: \$50

CRN 50106

Sat, Sept 16 9am - 2pm

CRN 50107

Wed, Sept 20 3 - 8m

CRN 50108

Wed, Oct 18 3 - 8pm

CRN 50109

Sat, Oct 21 9am - 2pm

CRN 50110

Sat, Nov 4 9am - 2pm

## COMPUTER TRAINING

### Microsoft Office Basic Certification Program

#### CT100 / CRN 50091

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: \$475

Sat, Oct 28 – Nov 18 9am - 3pm

### Microsoft Basic PowerPoint

#### CT151 / CRN 50092

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: \$118

Sat, Oct 28 9am - 3pm

### Microsoft Basic Word

#### CT121 / CRN 50093

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: \$118

Sat, Nov 4 9am - 3pm

### Microsoft Basic Excel

#### CT205 / CRN 50094

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: \$118

Sat, Nov 11 9am - 3pm

### Microsoft Basic Access

#### CT141 / CRN 50095

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: \$118

Sat, Nov 18 9am - 3pm

### Microsoft Advanced Excel

#### CT208 / CRN 50102

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 Excel is required. Textbook available at the RVCC Bookstore.

Course fee: \$159

Fri, Nov 17 9am - 4pm

### Microsoft Advanced PowerPoint

#### CT816 50104

You created slides for your presentation and now you're 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 Microsoft PowerPoint 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 through the presentations, and much more. Prerequisite: MS Windows or equivalent knowledge and keyboard proficiency. Textbook available at the RVCC Bookstore.

Course fee: \$159

Fri, Dec 1 9am - 4pm

### Microsoft Office Project

#### CT147 / CRN 50105

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: \$256

Mon, Oct 2 – Oct 23 6 - 9pm

### HTML and CSS Skills for Creating Web Pages

#### CT325 / CRN 50087

This course covers the fundamental terminology and technology components for building web pages in modern web browsers. Learn to build the structure of a web page using HTML tags. Students learn to apply CSS (Cascading Style Sheets) for web page styling and layout. Web browser developer tools are introduced for analyzing and testing web pages. Students are introduced to HTML tags and text content. Learn to create basic web page layouts that can include embedded YouTube videos, Google maps, navigation menus, links, text, font styles and images. Learn how interactivity such as forms and menus work using popular CSS frameworks such as Bootstrap are explored. Prerequisites: Familiarity using the internet, understanding file systems such as Windows Explorer on Windows or Finder on Mac. Textbook available at the RVCC Bookstore.

Course fee: \$329

Tues, Oct 3 – Nov 7 6 - 9pm

### JavaScript and JQuery Skills for Web Page Interactivity

#### CT325 / CRN 50088

This course teaches the JavaScript programming language used for making web pages interactive. No previous programming experience is required making this a great opportunity to learn programming for the first time. This course teaches you 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, JQuery together are used when you interact with web page from fields and buttons. The course includes AJAX which is how data is sent to a web server such as when you login or hit the like button as well as receiving data back such as getting your profile information. This is a continuation of our courses on web page skills includes access to online lessons from the instructor. Prerequisites: HTML and CDD Skills for Creating Web Pages or equivalent. Textbook available at the RVCC Bookstore.

Course fee: \$329  
Tues, Nov 14 – Dec 19 6pm – 9pm

### **AutoCAD I** **CT550 / CRN 50089**

This course is an introduction to basic 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: \$219  
Sat, Sept 23 – Oct 21 9am - 12pm

### **AutoCAD II** **CT551 / CRN 50090**

Students continue the guided hands-on environment to learn the intermediate concepts of AutoCAD. Discover techniques of layering and advanced editing. Prerequisites: AutoCAD I or equivalent knowledge and keyboard proficiency. Textbook available at the RVCC Bookstore.

Course fee: \$219  
Sat, Nov 4 – Dec 2 9am - 12pm

## **Microsoft Office Intermediate Certification Program**

### **CT820 / CRN 50116**

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. Textbook available at the RVCC Bookstore.  
Cost \$405  
Sat, December 2 - 16 9am – 3pm

### **Intermediate PowerPoint**

#### **CT815 /CRN 50117**

This course will build on the basics of PowerPoint and go in depth into template creation and advance features when delivering presentations. Textbook available at the RVCC Bookstore.

Course fee: \$135  
Sat, December 2 9am – 3pm

### **Microsoft Intermediate Word**

#### **CT811 / CRN 50118**

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: \$135  
Sat, December 9 9am – 3pm

### **Microsoft Intermediate Excel**

#### **CT813 / CRN 50119**

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: \$135  
Sat, December 16 9am – 3pm

## **HIGH SCHOOL EQUIVALENCY, ESL & SPANISH**

### **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 / CRN 50072**

Course fee: \$240  
Mon/Tues, Sept 25 – Nov 2 6:30 - 9pm

### **Language Arts & Writing Prep & Review**

#### **ED507 / CRN 50073**

Course fee: \$120  
Mon, Sept 25 – Nov 20 6:30 - 9pm

### **Math Prep & Review**

#### **ED506 / CRN 50074**

Course fee: \$120  
Tues, Sept 26 – Nov 21 6:30 - 9pm

### **ENGLISH AS A SECOND LANGUAGE (ESL)**

RVCC offers basic instruction for individuals with little or limited knowledge of English. Each course is 36 hours. Textbook available at the RVCC Bookstore.

### **Basic ESL**

#### **LA316 / CRN 50075**

Course fee: \$320  
Sat, Sept 9 – Dec 2 9am - 12pm

### **ESL Level 1A**

#### **LA303 / CRN 50076**

Course fee: \$320  
Wed & Thu, Sept 6 - Oct 12 6 - 9pm

### **ESL Level 1B**

#### **LA304 / CRN 50077**

Course fee: \$320  
Wed & Thu, Oct 25 - Dec 7 6 - 9pm

### **ESL Level 2A**

#### **LA312 / CRN 50078**

Course fee: \$320  
Tue & Thu, Sept 19 – Oct 26 6 - 9pm

### **ESL Level 2B**

#### **LA313 / CRN 50079**

Course fee: \$320  
Tue & Thu, Nov 7 – Dec 21 6 - 9pm

### **ESL Transition** ————— **NEW**

#### **LA317/ CRN 50080**

The “ESL Transition” class addresses the workplace language needs of people to have mastered the major verb tenses (simple, present, and past, present and past continuous, future “will” and “going to” and present and past perfect, irregular verbs, sentence structure, advanced vocabulary development) The “transition” class will teach Email, Job Aid, SOP, Protocol and Report writing as well as interpersonal and meeting speaking styles. This class will move students beyond classic ESL and into workplace writing and speaking in English.

Course fee: \$320  
Tue, Sept 5 – Oct 31 5 – 9pm

### **INTRODUCTION TO SPANISH**

Whether traveling abroad or just wanting to communicate with Spanish-speaking people in the United States, this class is for you. No prior knowledge of Spanish is needed. This course includes reading, writing, conversation, and grammar and is presented in a relaxed, informal atmosphere. Textbook available at the RVCC Bookstore.

### **Spanish I**

#### **LA130 / CRN 50081**

Course fee: \$189  
Tue, Sept 5 - Oct 17 6:30 - 9pm

### **Spanish II**

#### **LA132 / CRN 50082**

Course fee: \$189  
Tue, Oct 24 - Dec 5 6:30 - 9pm



The community colleges listed below are offering a regional schedule of classes for Uniform Construction Code training.

These classes are for those general contractors who are looking to advance their careers and become New Jersey State Inspectors for local municipalities. The New Jersey State Department of Community Affairs offers a 75% tuition reimbursement for qualified applicants. The courses focus on technical needs for contractors, estimators, architects, engineers, and government officials, as they relate to the design, construction, and maintenance of building structures.

\*Dates are subject to change.

For a complete list of the courses offered statewide see the DCA website at:

[state.nj.us/dca/divisions/codes](http://state.nj.us/dca/divisions/codes)

**Brookdale Community College**

732-224-2813  
 brookdalecc.edu  
 Building RCS - 10/24/17  
 Electrical ICS - 9/6/17  
 Plumbing HHS - 10/3/17  
 Administrative CO - 9/11/17

**Mercer County Community College**

609-570-3311  
 mccc.edu  
 Building RCS - 10/3/17  
 Electrical ICS - 9/28/17  
 Elevator HHS - 9/12/17

**Middlesex County College**

732-906-2556  
 middlesexcc.edu  
 Building RCS - 9/18/17  
 Building ICS - 9/19/17  
 Building HHS - 10/2/17  
 Fire Protection, ICS (Hybrid) - 10/7/17  
 Plumbing ICS - 10/11/17  
 Administrative CO - 9/25/17  
 Administrative TA - 9/23/17

**Union County College**

908-709-7600  
 ucc.edu  
 Building HHS - 9/19/17  
 Electrical ICS - 10/3/17  
 Administrative SO - 9/18/17

**Ocean County College**

732-255-0400  
 ocean.edu  
 Fire Protection ICS - 9/25/17  
 Administrative TA - 10/24/17

**Bergen County College**

201-447-7100  
 bergen.edu  
 Fire Protection ICS - 9/26/17

**ACCOUNTING & QUICKBOOKS CERTIFICATE**

Learn the basics of accounting fundamentals and QuickBooks desktop or online versions. Take the three desktop option courses (Part I: Accounting Fundamentals - Both Desktop and Online Options, Part II: QuickBooks Set Up for Small Businesses - Desktop Option, and Part III: QuickBooks Accounts Receivable and Accounts Payable - Desktop Option) (21 hours) or the two online option courses (Part I: Accounting Fundamentals - Both Desktop and Online Options, Part II and III: QuickBooks Set up and A/R and A/P - Online Option) (15 hours) in sequence to earn a certificate or take each individually to acquire course-specific skills.

**Part I: Accounting Fundamentals - Both Desktop and Online Options**

**SB211**  
 Learn fundamental accounting procedures that complement QuickBooks for Small Businesses. Master concepts needed for bookkeeping and learn accounting terminology used to operate financial software. (6 hours)

Course fee: \$129  
 CRN 50001  
 Mon/Thu, Sept 18 & 21 6 - 9pm  
 CRN 50004  
 Mon/Thu, Oct 16 & 19 6 - 9pm  
 CRN 50008  
 Mon/Tue, Nov 20 & 21 6 - 9pm

**Part II: QuickBooks Set Up for Small Businesses - Desktop Option**

**SB204**  
 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. (6 hours)

Prerequisite: Accounting Fundamentals or a good working knowledge of accounting principles.

Course fee: \$129  
 CRN 50002  
 Mon/Thu, Sept 25 & 28 6 - 9pm  
 CRN 50005  
 Mon/Thu, Oct 23 & 26 6 - 9pm  
 CRN 50011  
 Mon/Tue, Nov 27 & 28 6 - 9pm

**Part III: QuickBooks Accounts Receivable and Accounts Payable - Desktop Option**

**SB205**  
 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. (9 hours)

Prerequisite: QuickBooks for Small Businesses and a good working knowledge of accounting principles.

Course fee: \$169  
 CRN 50030  
 Tue/Thu, Oct 3, 5 & 10 6 - 9pm  
 CRN 50031  
 Tue/Thu, Nov 7, 9 & 14 6 - 9pm  
 CRN 50032  
 Thu/Tue, Nov 30, Dec 5 & 7 6 - 9pm

**Part II and III: QuickBooks Set up and A/R and A/P - Online Option**

**SB281**  
 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. (9 hours)

Prerequisite: Accounting Fundamentals and a good working knowledge of accounting principles.

Course fee: \$169  
 CRN 50003  
 Mon/Tue/Thu, Oct 30, 31, Nov 2 6 - 9pm  
 CRN 50006  
 Mon/Tue/Thu, Dec 11, 12 & 14 6 - 9pm

**QuickBooks Model Office - Desktop Option Only**

**SB278**  
 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.

**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
- and more*

**MORE INFO**

[www.ed2go.com/rvcc](http://www.ed2go.com/rvcc)

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. (6 hours)

## ENTREPRENEURIAL CERTIFICATE PROGRAM (ECP)

Jointly sponsored by the NJSBDC and New Jersey community colleges, this statewide 39-hour Entrepreneurial Certificate Program (ECP) comprises nine courses that will give you a good working knowledge of how to start up and/or successfully manage a small business.

### Building Your Marketing Plan

#### SB703

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. (6 hours)

Course fee: \$119

CRN 50035

Tue, Sept 19 & 26 6 - 9pm

### Legal 1

#### SB701

Be knowledgeable about the laws affecting business. Business owners will learn how to choose the appropriate business structure, assess business risks, provide adequate protection and establish proper record keeping and controls. (3 hours)

Course fee: \$59

CRN 50036

Wed, Sept 20 6 - 9pm

### Legal 2

#### SB702

Attain a basic understanding of contract law, legal ownership of a business, stock, and partnership agreements. (3 hours)

Course fee: \$59

CRN 50037

Wed, Sept 27 6 - 9pm

Registration is required.

Course fee: Free

Thu, Oct 12 & 19 6 - 9pm

Tue/Thu, Dec 12 & 14 6 - 9pm

### Small Business Taxes

#### SB704

Learn which type of legal entity is the best structure for your company and receive information about tax responsibilities based on the entity you choose. Find out what tax deductions you are entitled to. (3 hours)

Course fee: \$59

CRN 50043

Thu, Sept 28 6 - 9pm

### The Business Plan

#### SB707

Create a sound business plan to help you manage your business more effectively and/or prepare to seek financing. Chart your course and improve your chances for business success. (9 hours)

Course fee: \$159

CRN 50038

Tue, Oct 3, 10 & 17 6 - 9pm

CRN 50039

Wed, Nov 29, Dec 6 & 13 6 - 9pm

### Small Business Recordkeeping

#### SB705

Learn what records you need to keep, how to do your own bookkeeping, and how to use records as a management tool. Find out processes you need to follow for tax deductions. (3 hours)

Course fee: \$59

CRN 50044

Thu, Oct 5 6 - 9pm

### Mastering the Mental Side of Building a Business

#### SB427

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. (3 hours)

Registration is required.

Course fee: FREE

CRN 50040

Wed, Oct 11 6 - 9pm

CRN 50041

Wed, Nov 8 6 - 9pm

### Understanding Financial Statements

#### SB706

Learn about spreadsheets, understanding revenue and expense, structure and

## DIGITAL BLUEPRINT CERTIFICATE PROGRAM (DPCP)

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 8 session - 24 hour program.

relationships, meaningful forecasts and projections, break-even analysis, balance sheets, P&L, and cash flow. (3 hours)

Course fee: \$59

CRN 50045

Thu, Oct 12 6 - 9pm

### Take the 'Rocket' Out of the Science of Selling

#### SB732

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 11 selling mistakes, what it takes to get to 'earn' the sale and how to get to 'yes' faster. (6 hours)

Course fee: \$119

CRN 50042

Tue, Nov 7 & 14 6 - 9pm

### Planning Your New Website

#### SB421

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. (3 hours)

Course fee: \$59

CRN 50046

Wed, Sept 27 6 - 9pm

### Introduction to WordPress

#### SB463

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. (3 hours)

Course fee: \$59

CRN 50047

Wed, Oct 4 6 - 9pm

## Introduction to Search Engine Optimization (SEO)

### SB404

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. (3 hours)

Course fee: \$59  
CRN 50048  
Wed, Oct 18 6 - 9pm

## Introduction to Google Analytics

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. (3 hours)

Course fee: \$59  
CRN 50049  
Wed, Oct 25 6 - 9pm

## Introduction to Google AdWords

### SB403

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. (3 hours)

Course fee: \$59  
CRN 50050  
Wed, Nov 1 6 - 9pm

## Creating Video for the Web

### SB406

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. (3 hours)

Course fee: \$59  
CRN 50051  
Wed, Nov 8 6 - 9pm

## Intro to Blogging

### SB464

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. (3 hours)

Course fee: \$59  
CRN 50052  
Wed, Nov 15 6 - 9pm

## Social Media to Promote Your Business

### SB405

Build a following, increase your brand awareness, and sales through Social Media. Learn the essential steps and tactics necessary for the small business owner using LinkedIn, Facebook and Twitter. (3 hours)

Course fee: \$59  
CRN 50053  
Tue, Nov 28 6 - 9pm

## GENERAL COURSES

### Integrative Marketing – Part I - **NEW** SB740

We are in a new era that requires small business owners to develop an integrative multichannel marketing foundation. This class is Part I of a two-part series that will help you avoid the mistakes small business owners make with their marketing strategies. 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. (6 hours)

Part II of this series is Social Media to Promote Your Business. Please refer to the Digital Blueprint section for more information.

Course fee: \$119  
CRN 50065  
Mon, Nov 20 & 27 6 - 9pm

### How to Network for Success

#### SB715

Explore the why, where, and how to network offline and online. Learn to write and deliver an attention-getting “elevator speech” that really

## SBDC FREE COURSES

### How to Purchase a Business or Franchise

#### SB435

Learn how to identify and then research a credible franchise or existing business. (3 hours)

Registration is required.

Course fee: FREE  
CRN 50054  
Tue, Sept 12 6 - 9pm  
CRN 50055  
Thu, Nov 9 6 - 9pm

### Create Your Local Business Listing on Google & Bing

#### SB450

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

works. Start networking immediately: bring your business cards and brochures to class. (3 hours)

Course fee: \$59  
CRN 50066  
Mon, Dec 11 6 - 9pm

### How to Develop an Effective Holistic Business **NEW** SB467

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 time management techniques. This class addresses issues for the pre-venture or in-business practitioner. (3 hours)

Course fee: \$59  
CRN 50067  
Tue, Oct 17 6 - 9pm

with an office or retail address (not work from home). (3 hours)

Registration is required.

Course fee: FREE  
CRN 50060  
Wed, Sept 20 6 - 9pm  
CRN 50061  
Thu, Nov 30 6 - 9pm

### Crowdfunding: A New Alternative to Raising Working Capital

#### SB731

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. (3 hours)



**VETERAN'S ENTREPRENEUR  
CERTIFICATE PROGRAM**

ARE YOU A VETERAN &  
INTERESTED IN STARTING A BUSINESS?

The Small Business Development Center (SBDC)  
is offering this certificate program to veterans at  
no charge.

**MORE INFO** [www.SBDCrvcc.com](http://www.SBDCrvcc.com)

Registration is required.

Course fee: FREE

CRN 50028

Mon, Oct 2 6 - 9pm

CRN 50029

Mon, Nov 13 6 - 9pm

## Basics of Small Business Insurance

### SB448

Are you a small business owner who is operating without insurance, and needs to learn the basics of both insurance and risk management techniques? Learn how to protect your company from catastrophic loss. This seminar will explain the types of insurance needed to build a basic insurance program and teach you different ways to buy insurance or self-insure. (3 hours).

Registration is required.

Course fee: FREE

CRN 50062

Wed, Oct 11 6 - 9pm

CRN 50063

Thu, Nov 16 6 - 9pm

## Mastering the Mental Side of Building a Business

### SB427

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. (3 hours)

Registration is required.

Course fee: FREE

CRN 50040

Wed, Oct 11 6 - 9pm

CRN 50041

Wed, Nov 8 6 - 9pm

## Maximize Your Trade Show Investment

### SB730

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. (3 hours)

Registration is required.

Course fee: FREE

CRN 50056

Mon, Oct 16 6 - 9pm

## ¡NUEVO! - Desarrollo de paquete de préstamos en Español

### SB462

Esta clase ofrecerá a los asistentes una visión general de los procesos de desarrollo del paquete de préstamo. Usted aprenderá la importancia de un plan de negocios, revisar su informe de crédito y qué documentación es necesaria normalmente por los bancos para garantizar un préstamo de pequeña empresa. (3 horas)

Es obligatorio el registro

Precio del curso: gratis

CRN 50064

Tue, Oct 24 6 - 9pm

## How to Prepare a Loan Package

### SB468

Borrowing money to start or expand your business can be complicated. This course will provide you with a basic overview on how to prepare a loan package and how a lender evaluates your loan request. (2 hours)

Registration is required.

Course fee: FREE

CRN 50111

Wed, Oct 25 7 - 9pm

## Doing Business with the Federal Government

### SB279

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. (3 hours)

Registration is required.

Course fee: FREE

CRN 50058

Wed, Nov 1 9am - 12pm

## NJ Division of Revenue & Taxation Small Business Tax Workshop

### SB209

The Small Business Tax Workshop is provided by the Division of Taxation at no cost to the participants. Division 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.

Discussions will also highlight different types of business ownership and the tax consequences of each one. (5 hours)

Registration is required.

Course fee: FREE

CRN 50057

Wed, Nov 15 10am - 2pm

## Federal Small Business Certifications

### SB280

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. (3 hours)

Registration is required.

Course fee: FREE

CRN 50059

Wed, Nov 29 9am - 12pm



RARITAN VALLEY COMMUNITY COLLEGE

FALL 2017

COMMUNITY EDUCATION

CLASSES FOR ALL AGES

KIDS & TEENS ■ ADULTS ■ 50+ ADULTS

RaritanVal.edu/CommunityEd ■ 908-526-1200 x8404

## MICROSOFT OFFICE COMPUTER TRAINING

### GRANT-FUNDED: No Tuition Cost to Eligible New Jersey Employees

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

Employees of any public entity receiving Federal or State Funding are not eligible for this program  
**September – December 2017 SCHEDULE - All classes held at RVCC**

Microsoft Word		
Basic Word	Sept 15, 2017	8:30am – 4:30pm
Basic Word	Oct 13, 2017	8:30am – 4:30pm
Basic Word	Nov 14, 2017	8:30am – 4:30pm
Intermediate Word	Sept 29, 2017	8:30am – 4:30pm
Intermediate Word	Oct 27, 2017	8:30am – 4:30pm
Intermediate Word	Dec 1, 2017	8:30am – 4:30pm
Microsoft Excel		
Basic Excel	Sept 8, 2017	8:30am – 4:30pm
Basic Excel	Oct 6, 2017	8:30am – 4:30pm
Basic Excel	Nov 10, 2017	8:30am – 4:30pm
Intermediate Excel	Sept 12, 2017	8:30am – 4:30pm
Intermediate Excel	Oct 13, 2017	8:30am – 4:30pm
Intermediate Excel	Nov 17, 2017	8:30am – 4:30pm
Advanced Excel	Sept 22, 2017	8:30am – 4:30pm
Advanced Excel	Oct 20, 2017	8:30am – 4:30pm
Advanced Excel	Nov 30, 2017	8:30am – 4:30pm
Microsoft PowerPoint		
Basic PowerPoint	Sept 19, 2017	8:30am – 4:30pm
Advanced PowerPoint	Oct 10, 2017	8:30am – 4:30pm
Microsoft Access		
Access	Sept 26, 2017	8:30am – 4:30pm
Access	Oct 17, 2017	8:30am – 4:30pm

*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*

For information and registration, contact [Corinna Harrigan](mailto:Corinna.Harrigan@RaritanVal.edu)  
 908-526-1200 x8462 or [Corinna.Harrigan@RaritanVal.edu](mailto:Corinna.Harrigan@RaritanVal.edu)

## CORPORATE TRAINING

The Customized 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
- Communication
- Writing & Presentation Skills
- 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**

**RaritanVal.edu/Customized**  
**908-218-8871 (select Option 5)**

# WORKFORCE REGISTRATION INSTRUCTIONS

FALL  
2017

## COURSE SCHEDULES AND INFORMATION AVAILABLE ONLINE

This brochure is a partial listing of Workforce Development courses  
The full schedule can be found at: [RaritanVal.edu/Career-Training](http://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 - [RaritanVal.edu/Career-Training/Register-For-Classes](http://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 - at 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:

[RaritanVal.edu/Career-Training/Register-For-Classes](http://RaritanVal.edu/Career-Training/Register-For-Classes)

QUESTIONS 908-218-8871 (select Option 1)

RARITAN  
VALLEY  
COMMUNITY COLLEGE

### Join us to learn about:

- Register for fall classes
- Career training programs designed in partnership with local industry
- Professional certifications
- Small Business Development Center classes
- Professional development courses
- No cost NJBIA Microsoft Office training classes
- ESL & High School Proficiency classes
- Registering for fall classes



## WORKFORCE OPEN HOUSE

WORKFORCE TRAINING CENTER, THURSDAY, AUGUST 17, 2017 ■ 5 - 6:30PM

RARITAN  
VALLEY  
COMMUNITY COLLEGE

▪ Certification Courses - Phlebotomy - Dental -  
▪ Ophthalmics - Medical Assistant - Online



FALL 2017

HEALTH SCIENCE PROGRAMS

[RaritanVal.edu/Health](http://RaritanVal.edu/Health) ■ 908-526-1200 x8626 or 8872

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, or any other characteristic protected under applicable federal, state and local laws.

**FALL 2017 COURSES**  
**WORKFORCE**  
**TRAINING CENTER**

P2543

TRAINING A WORKFORCE READY FOR TODAY  
& PREPARED FOR TOMORROW



**908-218-8871**  
**RaritanVal.edu/Career-Training**

**WORKFORCE OPEN HOUSE**  
**AUG 17**

SEE PAGE 26 FOR DETAILS



**OPPORTUNITY IN EVERY MOMENT**

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