

SPRING 2018 COURSES
WORKFORCE TRAINING CENTER



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

INFORMATION SESSION

JANUARY 9
 5 - 6:30pm
 Workforce Training Center



OPPORTUNITY IN EVERY MOMENT

118 Lamington Road, Branchburg, NJ 08876

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 New Brunswick, NJ
 Permit No. 981



WORKFORCE TRAINING CENTER

TRAINING A WORKFORCE READY FOR TODAY & PREPARED FOR TOMORROW

SPRING 2018 COURSES



- Career Programs
- Computer Training
- Corporate Training
- Professional Certifications
- Professional Development
- Languages
- NJBIA Grant Funded Microsoft Office Training
- Small Business Development Center
- Test Preparation

RaritanVal.Edu/Career-Training

WORKFORCE TRAINING PROGRAMS

MORE INFO ▪ 908-218-8871 ▪ RaritanVal.edu/Career-Training

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WORKFORCE INFORMATION SESSION

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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 **full service salon and spa, Protégé**, for students in the beauty professional programs 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

- Change Management
- Commercial Energy Management Technician
- Excellence in Public Speaking
- Kaplan GRE Test Prep
- Kaplan GMAT Test Prep
- OSHA 10-Hour Training for Construction
- Quality Assurance Engineering
- 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.



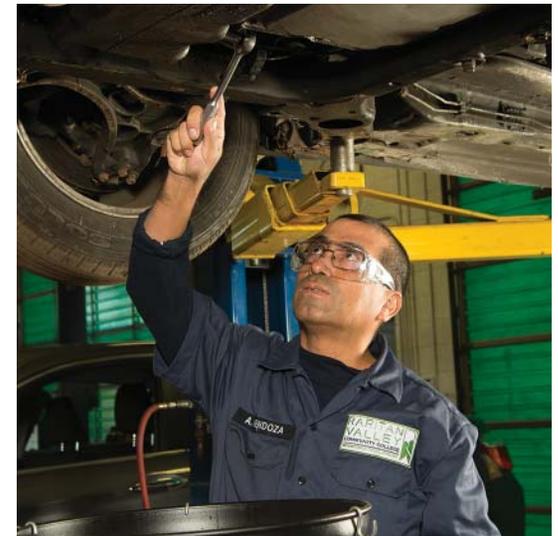
For professional development opportunities in Advanced Manufacturing, go to page 16.

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
- 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

New Jersey has more than 450,000 commercial buildings that consume approximately 50% of the state’s electricity. Learn skills needed to support the US Department of Energy’s Better Building Initiative goal of improving commercial energy efficiency up to 20 percent.

Prepare 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 Membership
- Financial Aid and Industry Scholarships Available

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

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



For professional development opportunities for licensed beauty professionals, go to page 16.

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 longterm 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 Professional Membership
- Financial Aid available.

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

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



PROFESSIONAL CERTIFICATIONS

Administrative Assistant Certification (PACE)

BU816 / CRN 60093 **75 hours**

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, PowerPoint 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: \$1500

Tue & Thu, Jan 30–May 1, 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: \$1,500

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.

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

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 60094 **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. 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. All course materials are included.

Course Fee: \$790

Sat, Feb 17 – Apr 7, 9am - 1pm

Project Management Exam Review

BU801 / CRN 60095 **36 hours**

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

Thu, Feb 22 - May 10, 6:30 - 9pm

Real Estate Pre-License Course

BU400 / CRN 60096 **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: \$500

Sat, Feb 24 – May 5, 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

BU330 **(36 hours)**

Course fee: \$1,200

Black Belt

BU338 **(48 hours)**

Course fee: \$2,595

PROFESSIONAL DEVELOPMENT

Quality Assurance Engineering – NEW

BU831 / CRN 60097 **36 hours**

This course will review the history of software development, discuss software processes, and learn how to improve them. You will learn the techniques, methods and tools to check, monitor and analyze software process to enforce quality of software products. You will add tools such as Coded UI and VSTS to your personal arsenal to provide information about software product quality. After the course completion, you will have a full understanding of quality and be able to ensure your clients' needs are fully met.

Course fee: \$1500

Tue, Jan 23 – Apr 10, 6 - 9pm

OSHA 10-Hour Training — NEW

for Construction **BU903 / CRN 60098** **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)
- Electrocutation
- OSHA inspection procedures

Course fee: \$79

Tue & Thu, Mar 13 – Mar 27, 6 - 8pm

Excellence in Public Speaking — NEW

BU832 **6 hours**

Public speaking can be an intimidating experience for many in the professional world. In order to succeed in this area you need to develop the skills necessary to connect with your audience and get your point across clearly. This workshop will help you 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. Additional topics include:

- How to tackle stage fright
- The rules of “on the spot” presenting
- How to work the stage
- How to use words to get what you want

Get ready to laugh, learn, and discover how to become a powerful speaker!

Course fee: \$79

CRN 60099

Wed, Jan 17, 9am - 3pm

CRN 60100

Wed, Feb 14, 9am - 3pm

CRN 60101

Wed, Mar 21, 9am - 3pm

Working Across Generations — **NEW** **BU834 / CRN 60140** **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

Wed, Feb 21, 9am - 4pm

Change Management — **NEW** **BU833 / CRN 60102** **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

Tue & Thu, Feb 13 – Feb 27, 7 - 9pm

TIPS® (Training for Intervention Procedures) — **NEW**

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. 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 60103

Wed, Feb 21, 3 – 8pm

CRN 60104

Wed, Mar 21, 3 - 8pm

CRN 60105

Wed, Apr 25, 3 - 8pm

available at the RVCC Bookstore.

Course fee: \$118

Sat, Jan 20, 9am - 3pm

Microsoft Basic Word **CT121 / CRN 60108** **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: \$118

Sat, Jan 27, 9am - 3pm

Microsoft Basic Excel **CT205 / CRN 60109** **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: \$118

Sat, Feb 3, 9am - 3pm

Microsoft Basic Access **CT141 / CRN 60110** **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: \$118

Sat, Feb 10, 9am - 3pm

Microsoft Office Intermediate Certification Program **CT820 / CRN 60111** **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: \$405

Sat, Feb 24 – Mar 10, 9am – 3pm

Intermediate PowerPoint **CT815 / CRN 60112** **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: \$135

Sat, Feb 24, 9am – 3pm

Microsoft Intermediate Word **CT811 / CRN 60113** **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: \$135

Sat, Mar 3, 9am – 3pm

Microsoft Intermediate Excel **CT813 / CRN 60114** **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: \$135

Sat, Mar 10, 9am – 3pm

Microsoft Advanced Word **CT127 / CRN 60115** **7 hours**

In this level of MS Word, students will learn to create documents, create and enhance tables,

COMPUTER TRAINING

Microsoft Office Basic Certification Program

CT100 / CRN 60106 **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: \$475

Sat, Jan 20 – Feb 10, 9am - 3pm

Microsoft Basic PowerPoint

CT151 / CRN 60107 **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

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: \$159
Mon, May 21, 9am - 4pm

Microsoft Advanced Excel CT208 / CRN 60116 **7 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: \$159
Mon, Jun 4, 9am - 4pm

Microsoft Advanced PowerPoint CT816 / 60117 **7 hours**

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 MS 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 PowerPoint or equivalent knowledge and keyboard proficiency. Textbook available at the RVCC Bookstore.

Course fee: \$159
Mon, Jun 11, 9am - 4pm

Microsoft Office Project CT147 / CRN 60118 **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: \$256
Mon, Mar 19 – Apr 16, 6 - 9pm

Intro to AutoCAD **NEW** **CT557 / CRN 60119** **9 hours**

This course covers the 'raw' basics of AutoCAD. This program is intended for the 'real' beginners who may be exploring their particular interest or application, and/or students who may have little knowledge/experience with computers. Textbook available at the RVCC Bookstore.

Course fee: \$130
Thu, Jan 4 – Jan 18, 6 - 9pm

AutoCAD I **CT550 / CRN 60120** **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: \$219
Sat, Jan 20 – Feb 17, 9am - 12pm

AutoCAD II **CT551 / CRN 60121** **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: \$219
Sat, Mar 3 – Mar 31, 9am - 12pm

Website Skills Bootcamp Fundamentals Program **CT335 / CRN 60122** **90 hours**

Website skills are essential in many careers and businesses. They offer a path to the

high paying careers in the website design and development field as well as offer a competitive advantage for other fields interfacing with websites. Website skills are essential to understand for website owners, small business website operators, internet marketing such as search engine optimization, website product development, website project management, and website design and development. 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 courses.

Course fee: \$1640
Tue & Thu, Jan 16 – Apr 26, 6 - 9pm

HTML and CSS Skills for Creating Web Pages

CT332 / CRN 60123 **27 hours**

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. You learn the importance of how HTML improves web page SEO (Search Engine Optimization) and sharing in social media websites. 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. 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
Tue & Thu, Jan 16 – Feb 8, 6 - 9pm

JavaScript and JQuery Skills for Web Page Interactivity **CT333 / CRN 60124** **27 hours**

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 and JQuery together are used when interacting with web page form 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 website skills. 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
Tue & Thu, Feb 13 – Mar 13, 6pm – 9pm

Dynamic and Paid Web Content Using PHP and MySQL **CT334 / CRN 60125** **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 such as product display page or blog. This way you can update content without coding. You also learn about how you can 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 course will also discuss how to handle eCommerce using a popular payment processing service. 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
Tue & Thu, Mar 20 – Apr 26, 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 / CRN 60126

Course fee: \$240
Mon & Tue, Feb 19 – Apr 17, 6:30 - 9pm

Language Arts & Writing Prep & Review

ED507 / CRN 60127

Course fee: \$120
Mon, Feb 19 – Apr 16, 6:30 - 9pm

Math Prep & Review

ED506 / CRN 60128

Course fee: \$120
Tue, Feb 20 – Apr 17, 6:30 - 9pm

Kaplan GRE Test Prep — **NEW**

ED516 / CRN 60129 **22.5 hours**

The Graduate Record Examinations (GRE) is a standardized test that is an admissions requirement for most Graduate Schools in the United States. This course follows Kaplan's GRE Prep 2018 material to help students prepare to take the GRE exam. Kaplan's GRE guides students through a step by step process with proven strategies that allow students to excel for GRE exam. Textbook available at the RVCC Bookstore.

Course fee: \$1200
Mon, Jan 8 – Apr 30, 6 – 7:30pm

Kaplan GMAT Test Prep — **NEW**

ED517 / CRN 60130 **22.5 hours**

This course prepares you to take the GMAT (Graduate Management Admission Test) for entry into a graduate management program. The Graduate Management Admission Test is a computer adaptive test intended to assess certain analytical, writing, quantitative, verbal, and reading skills. This course will follow the Kaplan plus 2018 material. Textbook available at the RVCC Bookstore.

Course fee: \$1200
Mon, Jan 8 – Apr 30, 7:30 - 9pm

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 / CRN 60131 **36 hours**

Course fee: \$320
Sat, Jan 13 – Mar 31, 9am - 12pm

ESL Level 1A

LA303 / CRN 60132 **36 hours**

Course fee: \$320
Wed & Thu, Feb 21 – Mar 29, 6 - 9pm

ESL Level 1B

LA304 / CRN 60133 **36 hours**

Course fee: \$320
Wed & Thu, Apr 11 – May 11, 6 - 9pm

ESL Level 2A

LA312 / CRN 60134 **36 hours**

Course fee: \$320
Tue & Thu, Jan 9 – Feb 20, 6 - 9pm

ESL Level 2B

LA313 / CRN 60135 **36 hours**

Course fee: \$320
Tue & Thu, Mar 6 – Apr 12, 6 - 9pm

ESL Transition

LA317 / CRN 60136 **36 hours**

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, Standard Operating Procedures, 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
Wed & Thu, Jan 3 – Feb 8, 6 – 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 60137 **17.5 hours**

Course fee: \$189
Tue, Jan 9 – Feb 20, 6:30 - 9pm

Spanish II

LA132 / CRN 60138 **17.5 hours**

Course fee: \$189
Tue, Mar 6 – Apr 17, 6:30 - 9pm

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
- Project Management and more

MORE INFO

www.ed2go.com/rvcc

COMING SOON FALL 2018

Principles of Municipal Court Administrators (POMCA)

An eleven-day program for prospective judiciary employees.



Learn more call 908-526-1200 x8639

PROFESSIONAL DEVELOPMENT FOR ADVANCED MANUFACTURING

MIG Welding

This course will cover the following:

- The concepts and fundamentals and best education practice methods to teach atomic structure, grain structure, heat flow, phase transformations, welding metallurgy, and the weldability of ferrous commercial alloys.
- The basics and principles of major joining and cutting process
- The concepts and fundamentals of the weld quality and inspection methods, welding codes, specifications and safety

Course fee: \$1200

WLCE 101 / CRN 60001 100 hours

Tue/Wed/Thu, Jan 9 – Mar 7, 5 - 9pm

WLCE 101 / CRN 60002 100 hours

Tue/Wed/Thu, Mar 20 – May 16, 5 - 9pm

3-Axis CNC Milling Machine Operations

MLCE 102 / CRN 60004 100 hours

Introduces you to codes and programs (Basic G Codes, Canned Cycles), program structure, Cartesian coordinate system and programming methods, circular interpolation, cutter compensation, drilling and tapping.

Course fee: \$1200

May 18 – Jul 21

Fri, 4 - 8pm & Sat, 8am – 4pm

CNC Lathe Setup

LTCE 101 / CRN 60003 100 hours

Learn the fundamentals of machine coordinates, milling control panel machine startup, basic manual operations and job setup.

Course fee: \$1200

Mar 2 – Apr 28

Fri, 4 - 8pm & Sat, 8am – 4pm

PROFESSIONAL DEVELOPMENT FOR LICENSED BEAUTY PROFESSIONALS

Barbering, Techniques, and Trends of Today

Presented by: Greg Zorian, Master Barber

CS105 / CRN 60139

Greg Zorian is a third generation barber and founder of www.HowToCutHair.tv. His experience behind the chair, as a barbershop owner and an educator, spans over two decades. He is an international educator for barbers and cosmetologists in the art of men's haircutting and barbering. His work has been featured in numerous publications and most recently on the Rachel Ray Show.

This class is designed for barbers and cosmetologists who want to learn the most important barbering techniques along with today's popular haircuts such as Great Gatsby side parts, pompadours, business cuts and disconnected cuts with the razor. Licensed stylists and barbers will observe live demonstrations followed by a hands-on session with Greg.

Course fee: \$160

Mon, Apr 9, 9am – 5pm



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

SMALL BUSINESS DEVELOPMENT CENTER

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 - Both Desktop and Online Options

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.

Course fee: \$129

CRN 60008 Mon & Thu, Jan 29 & Feb 1, 6 – 9pm

CRN 60012 Mon & Tue, Mar 12 & 13, 6 – 9pm

CRN 60015 Mon & Thu, Apr 16 & 19, 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 or a good working knowledge of accounting principles.

Course fee: \$129

CRN 60009 Mon & Thu, Feb 5 & 8, 6 – 9pm

CRN 60013 Mon & Tue, Mar 19 & 20, 6 – 9pm

CRN 60016 Mon & Thu, Apr 23 & 26, 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 a good working knowledge of accounting principles.

Course fee: \$169

CRN 60018 Tue & Thu, Feb 13, 15 & 20, 6 – 9pm

CRN 60019 Thu & Tue, Mar 22, 27 & 29, 6 – 9pm

CRN 60020 Tue & Thu, May 1, 3 & 8, 6 – 9pm

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

SB281 9 hours

In a simulated real business environment learn how to manage both the Customers/Sales and Vendors/Expenses capabilities in QuickBooks. Perform and practice Accounts Receivable and Accounts Payable transactions and reporting.

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

Course fee: \$169

CRN 60010 Mon/Tue/Thu, Feb 26, 27 & Mar 1, 6 – 9pm

CRN 60014 Mon/Tue/Thu, Apr 9, 10 & 12, 6 – 9pm

CRN 60017 Mon/Tue/Thu, May 7, 8 & 10, 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.

Registration is required.

Course fee: Free

Tue & Thu, Apr 3 & 5, 6 – 9pm

Tue & Thu, May 15 & 17, 6 – 9pm

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.

The Business Plan

SB707 **9 hours**

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.

Course fee: \$159

CRN 60024 Tue, Jan 16, 23 & 30, 6 – 9pm

CRN 60025 Wed, May 2, 9 & 16, 6 – 9pm

The Science of Selling

SB732 **6 hours**

No one is a 'born' salesperson, yet we all live by selling something. Overcome anxiety and fear of selling to achieve your sales goals. Program includes: customer wants and relationship strategies, the 'anatomy of a sale,' how to avoid 11 selling mistakes, what it takes to get to 'earn' the sale and how to get to 'yes' faster.

Course fee: \$119

CRN 60026 Tue, Feb 6 & 13, 6 – 9pm

CRN 60027 Wed, Apr 4 & 11, 6 – 9pm

Legal 1

SB701 **3 hours**

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.

Course fee: \$59

CRN 60053 Wed, Feb 7, 6 – 9pm

Legal 2

SB702 **3 hours**

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

Course fee: \$59

CRN 60054 Wed, Feb 14, 6 – 9pm

Building Your Marketing Plan

SB703 **6 hours**

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

Course fee: \$119

CRN 60022 Wed, Feb 21 & 28, 6 – 9pm

CRN 60023 Tue, April 3 & 10, 6 – 9pm

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.

Registration is required.

Course fee: Free

CRN 60046 Wed, Mar 7, 6 – 9pm

CRN 60047 Wed, Apr 18, 6 – 9pm

Small Business Taxes

SB704 **3 hours**

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.

Course fee: \$59

CRN 60055 Mon, May 7, 6 – 9pm

Small Business Recordkeeping

SB705 **3 hours**

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.

Course fee: \$59

CRN 60056 Mon, May 14, 6 – 9pm

Understanding Financial Statements

SB706 **3 hours**

Learn about spreadsheets, understanding revenue and expense, structure and relationships, meaningful forecasts and

projections, break-even analysis, balance sheets, P&L, and cash flow.

Course fee: \$59

CRN 60057 Mon, May 21, 6 – 9pm

DIGITAL BLUEPRINT CERTIFICATE PROGRAM (DPCP)

There has been a transformational shift in the marketing industry. This certificate program 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 9-session, 27-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.

Course fee: \$59

CRN 60028 Wed, Mar 7, 6 – 9pm

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.

Course fee: \$59

CRN 60029 Wed, Mar 14, 6 – 9pm

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.

Course fee: \$59

CRN 60030 Wed, Mar 21, 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.

Course fee: \$59

CRN 60031 Wed, Mar 28, 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.

Course fee: \$59

CRN 60032 Wed, Apr 4, 6 – 9pm

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.

Course fee: \$59

CRN 60033 Wed, Apr 11, 6 – 9pm

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.

Course fee: \$59

CRN 60034 Wed, Apr 18, 6 – 9pm

Social Media to Promote Your Business

SB405

3 hours

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

Course fee: \$59

CRN 60035 Wed, Apr 25, 6 – 9pm

given the low cost structure and various platform options to go to market quickly and operate efficiently. Participants will be guided to apply a framework to evaluate and select the best path to online retailing. Business model platforms of Amazon and Atomy as well as stand-alone web store options will be compared in terms of costs, pricing, marketing, sourcing, fulfillment, time to profitability and overall success.

Course fee: \$59

CRN 60067 Tue, Apr 24, 6 – 9pm

The 411 on Employee Handbooks **NEW**

SB815

3 hours

This course will provide an overview of the employee manual and its construction. We will discuss the key components of an effective employee handbook – company culture, mission, values, policies and procedures, etc. – as well as an overview of state and federal laws that must be included in the handbook.

Course fee: \$59

CRN 60079 Tue, May 15, 6 – 9pm

GENERAL COURSES

Integrated Marketing – Part I — **NEW**

SB740

6 hours

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.

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 60036 Wed, Jan 24 & 31, 6 – 9pm

CRN 60037 Mon, May 7 & 14, 6 – 9pm

How to Network for Success

SB715

3 hours

Explore the why, where, and how to network offline and online. Learn to write and deliver an attention-getting “elevator speech” that really works. Start networking immediately: bring your business cards and brochures to class.

Course fee: \$59

CRN 60038 Tue, Feb 20, 6 – 9pm

CRN 60039 Tue, Jun 5, 6 – 9pm

How to Develop an Effective — **NEW**

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

Course fee: \$59

CRN 60040 Tue, Mar 6, 6 – 9pm

Basics of Small Business Insurance

SB448

3 hours

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.

Course fee: \$59

CRN 60041 Wed, Mar 7, 6 – 9pm

How to Evaluate e-Commerce — **NEW**

Platforms for E-Tail Success

SB814

3 hours

Online shopping continues to disrupt the retail sector at an increasingly fast pace and every business needs an online e-commerce and m-commerce store to be competitive. Entrepreneurs can succeed in online e-tailing

SBDC ADVANCED COURSES

CEO Leadership Training — **NEW**

SB813

9 hours

This 3-session series explores business strategy as practiced by successful, well-led organizations. The importance of CEO's with winning leadership qualities who are able to gain competitive advantage through clarity of purpose, a defining sense of mission and effective collaboration will be highlighted. Participants will discuss achieving strategic growth through leadership evaluation, goal-setting, value creation, technology integration. Also, the effective utilization of business management tools such as financial liquidity and solvency ratio analytics, HR talent assessments, and customer analytics will be explored. A CEO mentoring community will be discussed at the conclusion of the class.

Attendee Requirements: CEO's with evaluative financials for at least 3 years and currently employ 10 or more employees.

Course fee: \$229

CRN 60060 Tue, Feb 27, Mar 13 & 27,

8:30 – 11:30am

CRN 60061 Tue, Apr 10, 24 & May 8

8:30 – 11:30am

Business Valuation — **NEW**

SB469

3 hours

There are many reasons to have a valuation of your business; selling, refinancing or just wanting 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.

Course fee: \$79

CRN 60062 Mon, Apr 2, 6 – 9pm

Take Care of Yourself and Career; **NEW**

Five Simple Self Care Strategies

SB471

3 hours

This class will offer simple strategies for time-challenged professional businesswomen who want to take care of themselves better so they can become more engaged, healthy, and dynamic. You will walk away with a starter toolbox of techniques to improve your daily routine.

Course fee: \$229

CRN 60066 Wed, Apr 25, 6 – 9pm

SBDC FREE COURSES - Registration Required

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.

CRN 60058 Tue, Feb 6, 6 - 9pm
CRN 60059 Mon, Apr 30, 6 - 9pm

How to Purchase a Business or Franchise

SB435 **3 hours**

Learn how to identify and then research a credible franchise or existing business.

CRN 60042 Wed, Feb 7, 6 - 9pm
CRN 60043 Tue, May 22, 6 - 9pm

3 Myths Even Savvy Professional Women Believe That Keeps Them Feeling Stressed and Overwhelmed

SB470 **2 hours**

Understand the most common pitfalls that can derail professional business women by creating feelings of stress, overwhelmed and dissatisfied with their work life. Learn how to break out of the false thinking that underlies these myths. Gain useful tips and practices to help you become more empowered and productive.

CRN 60064 Mon, Feb 12, 7 - 9pm
CRN 60065 Thu, Mar 29, 7 - 9pm

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).

CRN 60044 Wed, Feb 28, 6 - 9pm
CRN 60045 Wed, May 2, 6 - 9pm

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.

CRN 60046 Wed, Mar 7, 6 - 9pm
CRN 60047 Wed, Apr 18, 6 - 9pm

NJ Division of Revenue & Taxation Small Business Tax Workshop

SB209 **4 hours**

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.

CRN 60063 Fri, Mar 9, 10am - 2pm

¡NUEVO! - Desarrollo de paquete de préstamos en Español

SB462 **3 horas**

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.

Es obligatorio el registro.

Precio del curso: gratis
CRN 60049 Mon, Mar 19, 6 - 9pm

How to Prepare a Loan Package

SB468 **2 hours**

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.

CRN 60050 Wed, Mar 21, 7 - 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.

CRN 60051 Wed, Apr 4, 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.

CRN 60052 Wed, May 2, 9am - 12pm

Maximize Your Trade Show Investment

SB730 **3 hours**
Don't underestimate the value of trade show and event marketing – the most powerful tools in your marketing mix for uncovering and landing new business opportunities. Find out what you don't know about trade shows and how to choose your exhibit space, budget time and resources, promote your participation (before, during and after), increase booth traffic, capture the interest of those passing by (in less than 7 seconds), qualify visitors, and get the best follow-up results.

CRN 60048 Wed, Jun 6, 6 - 9pm

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 Corinna Harrigan ▪ 908-526-1200 x8462 ▪ Corinna.Harrigan@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

SPRING
2018

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

- 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

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:

RaritanVal.edu/Career-Training/Register-For-Classes

QUESTIONS 908-218-8871 (select Option 1)

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)

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.