

OPPORTUNITY IN EVERY MOMENT



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

SPRING 2017 COURSES

WORKFORCE TRAINING CENTER

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

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NEW WORKFORCE PROGRAMS

SKIN CARE SPECIALIST
ADMINISTRATIVE ASSISTANT CERTIFICATION (PACE)
BUSINESS ANALYST CERTIFICATE
OFFICE 2016 IN-DEPTH
DIGITAL BLUEPRINT CERTIFICATE (DBCP)

For more information:

Call: 908-218-8871

Email: raritanval.edu/career-training

CAREER PROGRAMS

DESIGNED IN PARTNERSHIP WITH LOCAL INDUSTRY



ADVANCED MANUFACTURING

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 •Engine Lathe Operator •Manual Machinist

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.

Learn More: [Elizabeth Coccia](mailto:Elizabeth.Coccia@raritanval.edu) | 908-526-1200 x8529 | elizabeth.coccia@raritanval.edu



CAREER PROGRAMS

DESIGNED IN PARTNERSHIP WITH LOCAL INDUSTRY



AUTOMOTIVE TECHNOLOGY

America runs on four wheels, and it's speeding up. Self-driving cars, electrics, hybrids, and new innovations every year means that now is 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 Technicians as one of the "100 Best Jobs in America."

Our hands-on full-time program is geared toward one thing: Turning you into an Automotive Technician built for the 21st century. Local job placement assistance is available.

Program Cost: \$12,300

Learn More: **Jason Jones** | 908-526-1200 x8507 | jason.jones@raritanval.edu



ENVIRONMENTAL CONTROL TECHNOLOGY (HVAC/R)

Knowledgeable 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) – 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, including matriculation for a B.S. in HVAC Applied Engineering with Pennsylvania College of Technology.

Learn More: **Paul Flor** | 908-526-1200 x8617 | paul.flor@raritanval.edu



FITNESS SPECIALIST

Do you love exercising and enjoy sharing your enthusiasm for fitness with others? Consider a career as a Fitness Specialist. Our nine-month program, designed in partnership with the local fitness industry, will qualify you for national certification as a personal trainer. You will receive in-classroom instruction, as well as practical experience in the field. Cooperative experience, combined with 15 hours of hands-on training, will give you the experience and confidence to work with clients and launch a successful career.

Learn More: **Betty Beede** | 908-526-1200 x8626 | betty.beede@raritanval.edu

COSMETOLOGY

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.

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

Financial aid is available. Day and night classes are offered to fit your schedule.

Learn More: **Marcia H. Bird** | 908-526-1200 x8618 | marcia.bird@raritanval.edu



SKIN CARE SPECIALIST

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
- Associated Skin Care Professionals

Qualified Skin Care Specialists are in high demand. Begin your Skin Care Specialist career today.

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

Learn More: **Marcia H. Bird** | 908-526-1200 x8618 | marcia.bird@raritanval.edu

CAREER PROGRAMS

DESIGNED IN PARTNERSHIP WITH LOCAL INDUSTRY

PROFESSIONAL CERTIFICATIONS

NEW - Administrative Assistant Certification (PACE)

BU816 / CRN 60118

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, recordkeeping, 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

Feb 7 - May 17

6:00 pm - 9:00 pm

NEW - Business Analyst Certificate

BU815 / CRN 60117

Business analysis has become a competency of critical importance to project management. Becoming certified as a business analysis (BA) expert can move your career in a fresh direction while opportunities for BAs are on the rise. It's time to become the certified expert your organization needs. If you work with stakeholders in defining requirements, shaping project outputs and driving intended business outcomes, the PMI Professional in Business Analysis (PMI-PBA)® will spotlight your valuable skills. Textbook available at RVCC Bookstore.

Course fee: \$1,029

Wed

Feb 22 - May 10

6:00 pm - 9:00 pm

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

Payroll Professional

BU857 / CRN 60039

The Course prepares you for the Certified Payroll Professional (CPP) examination, and it is intended for those with payroll knowledge and experience, and for the eligible candidates preparing the CPP exam. The course provides intensive, advanced, hands-on training on complex payroll functions and regulations, on the issues such as how the payroll function impacts the accounting, benefits, and HR departments, as well as the more complicated legal issues like benefits taxation, third-party sick pay reporting, and involuntary deductions. All course materials are included.

Course fee: \$790

Sat

Feb 11 - Apr 1

9:00 am - 1:00 pm

Project Management Exam Review

BU801 / CRN 60042

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: \$1,029 Tue Feb 21 - May 5 6:00 pm - 9:00 pm

Real Estate Pre-License Course

BU400 / CRN 60041

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 11 - Apr 15 8:45 am - 4:45 pm

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 60126 Mon Mar 13 9:00 am - 5:00 pm

CRN 60127 Mon Apr 10 9:00 am - 5:00 pm

CRN 60128 Mon May 15 9:00 am - 5:00 pm

PROFESSIONAL DEVELOPMENT

Global Payroll

BU852 / CRN 60057

Global payroll issues are becoming increasingly important due to globalization. Companies have offices and plants all over the world. The staffing of an overseas facility can be done using three different groups of employees: Local Country Nationals, Expatriates, or Third Country Nationals. There is an increase in U.S. assignments for aliens which also has an impact on payroll in the U.S. This course provides a detailed overview of the challenges in meeting global reporting and withholding requirements for both home and host country payrolls. Topics include: Tax Equalization Policy; the Hypothetical Taxation; Totalization Agreements and the Tax Treaty Benefits. Learn to identify elements that determine the payroll requirements in the home and host countries. All course materials are included.

Course fee: \$219 Sat May 13 - May 20 9:00 am - 1:00 pm

High Definition Make-up for Bridal Looks

CS103 / CRN 60125

An intensive workshop exploring all aspects of bridal make-up, from the business perspective to photographic demands, achieving flawless skin, bridal eyes, longevity and touching up. Learn about an innovative, micro-fine make-up that controls reflection levels for a natural life-like radiance. Includes make-up kit.

Course fee: \$85 Mon Feb 20 10:00 am - 5:00 pm

In the event of inclement weather, class will be held on February 27, 2017.

COMPUTER TRAINING

Microsoft Office Basic Certification Program

CT100 / CRN 60060

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 Feb 18 - Mar 11 9:00 am - 3:00 pm

Microsoft Basic Word

CT121 / CRN 60063

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 Feb 18 9:00 am - 3:00 pm

Microsoft Basic Excel

CT205 / CRN 60065

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 25 9:00 am - 3:00 pm

Microsoft Basic PowerPoint

CT151 / CRN 60067

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 Mar 4 9:00 am - 3:00 pm

Microsoft Basic Access

CT141 / CRN 60119

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 Mar 11 9:00 am - 3:00 pm

Office 2016 In-Depth

CT604 / CRN 60121

This course is for office professionals seeking to improve their performance and enhance their value in the workplace. This comprehensive course goes beyond the basics. It teaches you how to master Office 2016's full power, and the great new features built into Word, Excel, PowerPoint, Access and Outlook. This course will make you more productive whether you're creating documents, analyzing data, delivering presentations, or designing newsletters. This program will help you to create complex and compelling Word documents, from books to mail merges; build flexible, reliable Excel workbooks with formulas and functions and transform data into insight with Excel charts and PivotTables; discover best practices for creating great PowerPoint slides, handouts, and notes; take advantage of the new Tell Me Box; and use Outlook 2016's Clutter feature to clear away low-priority email. This program uses practical real-world examples. Textbook available at the RVCC Bookstore.

Course fee: \$600 Sat Jan 21 – Apr 22 9:00 am - 12:00 pm

Microsoft PowerPoint Advanced

CT816

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.

Textbook available at the RVCC Bookstore.

Prerequisite: MS Windows or equivalent knowledge and keyboard proficiency.

Course fee: \$159

CRN 60113 Fri Feb 24 9:00 am - 4:00 pm

CRN 60114 Fri Mar 24 9:00 am - 4:00 pm

Microsoft Excel Advanced – Pivot Tables

CT208 / CRN 60115

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 Mar 24 9:00 am - 4:00 pm

Microsoft Word Advanced

CT127 / CRN 60116

Students learn to create documents using styles, create and enhance tables, and convert text to a table. Additional concepts presented are: using galleries, inserting captions, enhance knowledge of formatting and much more.

Prerequisite: MS Word Intermediate or equivalent experience.

Textbook available at the RVCC Bookstore.

Course fee: \$159 Fri Apr 21 9:00 am - 4:00 pm

Microsoft Office Project

CT147 / CRN 60076

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 20 – Apr 10 6:00 pm - 9:00 pm

Creating Web Pages with HTML, CSS, JavaScript and JQuery

CT325 / CRN 60077

Learn the fundamentals of building web pages for desktops and mobile devices and publishing them successfully on the Internet. This course focuses on the basic skills needed to understand the code behind web pages. You will discover how HTML is used and how to structure your content for both visitors and search engine optimization (SEO). You will learn how CSS is applied for styling and mobile responsive layout. You also gain experience using tools built into your web browser for analyzing and testing web pages. You are introduced to the JavaScript programming language and how it works with dynamic user interactions such as forms through popular libraries like JQuery. 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 Feb 21 – May 9 6:00 pm - 9:00 pm

AutoCAD I

CT550 / CRN 60078

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 Feb 18 – Mar 18 9:00 am - 12:00 pm

AutoCAD II

CT551 / CRN 60079

Students continue the guided hands-on environment to learn the intermediate concepts of AutoCAD. Discover techniques of layering and advanced editing.

Textbook available at the RVCC Bookstore.

Prerequisites: AutoCAD I or equivalent knowledge and keyboard proficiency.

Course fee: \$219 Sat Apr 8 – May 6 9:00 am - 12:00 pm

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 60050

Course fee: \$240 Mon/Tues Feb/20 - Apr 18 6:30 pm - 9:00 pm

Language Arts & Writing Prep & Review

ED507 / CRN 60051

Course fee: \$120 Mon Feb 20 - Apr 17 6:30 pm - 9:00 pm

Math Prep & Review

ED506 / CRN 60052

Course fee: \$120 Tues Feb 21 - Apr 18 6:30 pm - 9:00 pm

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

Course fee: \$320	Sat	Feb 18 - May 6	LA316 / CRN 60080 9:00 am - 12:00 pm
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ESL Level 1A			LA303 / CRN 60081 6:00 pm - 9:00 pm
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Course fee: \$320	Wed & Thu	Feb 8 - Mar 16	LA304 / CRN 60082 6:00 pm - 9:00 pm
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ESL Level 1B			LA312 / CRN 60083 6:00 pm - 9:00 pm
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Course fee: \$320	Wed & Thu	Mar 29 - May 4	LA312 / CRN 60083 6:00 pm - 9:00 pm
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ESL Level 2A			LA313 / CRN 60084 6:00 pm - 9:00 pm
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Course fee: \$320	Tue & Thu	Feb 7 - Mar 16	LA313 / CRN 60084 6:00 pm - 9:00 pm
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ESL Level 2B			
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Course fee: \$320	Tue & Thu	Mar 28 - May 4	
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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

Course fee: \$189	Tue	Jan 24 - Mar 7	LA130 / CRN 60122 6:00 pm - 9:00 pm
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Spanish II			LA132 / CRN 60123 6:00 pm - 9:00 pm
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Course fee: \$189	Tue	Mar 21 - May 2	
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UNIFORM CONSTRUCTION CODE EDUCATION PROGRAM 2017

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

These classes are for those general contractors that 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.

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

state.nj.us/dca/divisions/codes

Brookdale Community College

732-224-2813

brookdalecc.edu

Building HHS	4/4/17
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Electrical HHS	3/22/17
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Plumbing ICS	1/3/17
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Mercer County Community College

609-570-3311

mccc.edu

Building ICS Hybrid	1/17/17
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Building HHS Hybrid	3/28/17
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Electrical HHS	1/23/17
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Administrative CO	3/27/17
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Middlesex County College

732-906-2556

middlesexcc.edu

Building RCS	2/6/17
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Building ICS	2/21/17
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Plumbing HHS	4/3/17
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Administrative SO	1/31/17
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Administrative TA	2/4/17
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Union County College

908-709-7600

ucc.edu

Building ICS	3/20/17
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Electrical ICS	2/7/17
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Administrative CO	4/25/17
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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

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 60002	Mon/Tue	Jan 16 & 17	6:00 pm - 9:00 pm
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CRN 60006	Mon/Tue	Feb 20 & 21	6:00 pm - 9:00 pm
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CRN 60010	Mon/Thu	Mar 27 & 30	6:00 pm - 9:00 pm
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CRN 60025	Mon/Thu	Apr 24 & 27	6:00 pm - 9:00 pm
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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 60003	Mon/Tue	Jan 23 & 24	6:00 pm - 9:00 pm
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CRN 60007	Mon/Tue	Feb 27 & 28	6:00 pm - 9:00 pm
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CRN 60011	Mon/Thu	Apr 3 & 6	6:00 pm - 9:00 pm
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CRN 60026	Mon/Thu	May 1 & 4	6:00 pm - 9:00 pm
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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 60004	Tue/Thu/Tue	Jan 31, Feb 2 & 7	6:00 pm - 9:00 pm
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CRN 60008	Tue/Thu/Tue	Mar 7, 9 & 14	6:00 pm - 9:00 pm
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CRN 60024	Tue/Thu/Tue	Apr 11, 13 & 18	6:00 pm - 9:00 pm
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CRN 60027	Tue/Thu/Tue	May 9, 11 & 16	6:00 pm - 9:00 pm
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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: QuickBooks for Small Businesses and a good working knowledge of accounting principles.

Course fee: \$169

CRN 60030	Mon/Tue/Thu	Feb 13, 14 & 16	6:00 pm - 9:00 pm
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CRN 60031	Mon/Wed/Thu	May 22, 24 & 25	6:00 pm - 9:00 pm
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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. 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)

Registration is required.

Course fee: Free

Thu	Feb 23 & Mar 2	6:00 pm - 9:00 pm
Tue/Thu	Mar 21 & 23	6:00 pm - 9:00 pm
Tue	Apr 25 & May 2	6:00 pm - 9:00 pm
Thu/Tue	May 18 & 23	6:00 pm - 9:00 pm

For more Information about The Small Business Development Center
visit our website www.sbdcrvcc.com

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 60044	Tue	Jan 31 & Feb 7	6:00 pm - 9:00 pm
CRN 60086	Wed	May 24 & 31	6:00 pm - 9:00 pm

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 60032	Wed	Feb 8	6:00 pm - 9:00 pm
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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 60033	Wed	Feb 15	6:00 pm - 9:00 pm
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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 60036	Tue	Feb 21, 28 & Mar 7	6:00 pm - 9:00 pm
CRN 60088	Wed	May 3, 10, 17	6:00 pm - 9:00 pm

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 60034	Wed	Feb 22	6:00 pm - 9:00 pm
CRN 60035	Wed	Apr 26	6:00 pm - 9:00 pm

NEW - 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 60043	Wed	Mar 29 & Apr 5	6:00 pm - 9:00 pm
CRN 60087	Wed	Jun 7 & 14	6:00 pm - 9:00 pm

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 60037	Tue	May 9	6:00 pm - 9:00 pm
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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 60038	Tue	May 16	6:00 pm - 9:00 pm
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Understanding Financial Statements**SB706**

Learn about spreadsheets, understanding revenue and expense, structure and relationships, meaningful forecasts and projections, break-even analysis, balance sheets, P&L, and cash flow. (3 hours)

Course fee: \$59

CRN 60040	Tue	May 23	6:00 pm - 9:00 pm
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NEW - 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.

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 60089 Wed Feb 22 6:00 pm - 9:00 pm

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.

Course fee: \$59

CRN 60090 Wed Mar 1 6:00 pm - 9:00 pm

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 60091 Wed Mar 8 6:00 pm - 9:00 pm

Introduction to Google Analytics

SB418

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 60092 Wed Mar 22 6:00 pm - 9:00 pm

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 60093 Wed Mar 29 6:00 pm - 9:00 pm

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 60094 Wed Apr 5 6:00 pm - 9:00 pm

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 60095 Wed Apr 19 6:00 pm - 9:00 pm

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 60096 Wed Apr 26 6:00 pm - 9:00 pm

STRATEGIC MARKETING CERTIFICATE PROGRAM (SMCP)

Learn how to increase sales in your business and enhance your sales ability. Maximize your business sales and profitability by taking this 18-hour program.

Your Marketing Toolbox: Get Strategic

SB708

Learn how to create brand awareness, build trust, give people reasons to buy, and validate your customers' buying decisions. Obtain repeat and referral business. Create a strategic marketing plan grounded in critical foundations that will make your marketing endeavors exciting and rewarding. (9 hours)

Course fee: \$159

CRN 60045 Wed Feb 1, 8 & 15 6:00 pm - 9:00 pm

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

Course fee: \$59

CRN 60048 Tue Mar 28 6:00 pm - 9:00 pm

Mastering Marketing Communications Skills

SB709

Effective marketing campaigns require a wide range of communications skills for today's marketing environment, sudden trends, and new technology. Maintaining excellence in written, verbal, and non-verbal communication is challenging. Program includes guidelines for websites, email, brochures, letters, and PowerPoint presentations. (3 hours)

Course fee: \$59

CRN 60049 Tue Apr 4 6:00 pm - 9:00 pm

Outside-the-Box Marketing

SB713

Gain the multiple exposures you need to gain brand recognition and trust within your target market. Design and launch the best tactics to achieve the repeat and referral business you need to achieve your goals. (3 hours)

Course fee: \$59

CRN 60047 Tue Apr 11 6:00 pm - 9:00 pm

GENERAL COURSES

NEW - NJ Marketing Expo

The NJ Marketing Expo is a unique event, bringing together experts on email marketing, content marketing, social media, and branding and website development to help you promote your business or not-for-profit organization. This educational summit features an agenda full of learning opportunities to help you take advantage of the latest tactics and proven strategies for successful digital marketing. Every session will fuel you with actionable insights and tools to help you boost your business. For information and to register for the event visit <http://www.njmarketingexpo.com> (8 hours)

Course fee: \$30 Tue Mar 7 8:00 am - 4:00 pm

NEW - Data Science for Small Business Owners

SB466

Learn from different real world vignettes highlighting the power of big data and data science in helping businesses transform their business models. Discover the most relevant data technologies today and attain a basic understanding of the core data science methods and how they can be used to solve tough business problems. (6 hours)

Course fee: \$119

CRN 60111 Wed Jan 25 & Feb 1 6:00 pm - 9:00 pm

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 60062 Thu Feb 9 6:00 pm - 9:00 pm

CRN 60064 Thu Apr 20 6:00 pm - 9:00 pm

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 60034 Wed Feb 22 6:00 pm - 9:00 pm

CRN 60035 Wed Apr 26 6:00 pm - 9:00 pm

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 60058 Wed Mar 1 6:00 pm - 9:00 pm

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)

Registration is required.

Course fee: FREE

CRN 60066 Thu Mar 2 6:00 pm - 9:00 pm

CRN 60068 Wed May 31 6:00 pm - 9:00 pm

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 60072 Wed Mar 8 10:00 am - 2:00 pm

Meet the Lenders

SB202

Are you an entrepreneur who needs to learn about financing your small business? Meet the people who can assist you. The first part of this seminar explains the process of how a business owner can obtain financing via different methods and various lenders, and what resources are available to small businesses. In the second part of the seminar attendees can meet lenders and discuss issues one-on-one. (3 hours)

Registration is required.

Course fee: FREE

CRN 60071 Fri Mar 10 12:00 pm - 3:00 pm

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 60073 Thu Mar 23 9:00 am - 12:00 pm

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 60074 Thu Mar 23 1:00 pm - 4:00 pm

NEW - Sustainable Business Registration Workshop

SB465

This is a hands on workshop that will help your business join the NJ Sustainable Business Registry. Sustainability counselors will guide you through the process of registering your business online and assist you with crafting your promotional profile. You'll also have an opportunity to learn about no cost sustainability consulting services for your business available through SBDC and ask questions about implementing environmental business practices. (2 hours)

Registration is required.

Course fee: FREE

CRN 60098 Thu Apr 13 6:00 pm - 8:00 pm

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 with an office or retail address (not work from home). (3 hours) **Registration is required.**

Course fee: FREE

CRN 60059 Wed Feb 15 6:00 pm - 9:00 pm

CRN 60061 Wed May 3 6:00 pm - 9:00 pm

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 60069 Wed Mar 15 6:00 pm - 9:00 pm

CRN 60070 Thu May 4 6:00 pm - 9:00 pm

¡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 60075 Tue Feb 7 6:00 pm - 9:00 pm



VETERAN'S ENTREPRENEUR CERTIFICATE PROGRAM

ARE YOU A VETERAN WHO IS INTERESTED IN STARTING A BUSINESS?

The Small Business Development Center (SBDC)
is offering scholarships for free training.

Visit the SBDC website www.sbdcrvcc.com
for program enrollment details.

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

SPRING 2017 SCHEDULE - All classes held @ RVCC

Microsoft Word		
Basic Word	Friday, February 3	8:30am – 4:30pm
Intermediate Word	Wednesday, January 11	8:30am – 4:30pm
Advanced Word	Wednesday, January 25	8:30am – 4:30pm
Microsoft Excel		
Basic Excel	Friday, January 13	8:30am – 4:30pm
Basic Excel	Wednesday, February 8	8:30am – 4:30pm
Intermediate Excel	Tuesday, January 17	8:30am – 4:30pm
Intermediate Excel	Monday, February 13	8:30am – 4:30pm
Advanced Excel	Friday, January 27	8:30am – 4:30pm
Advanced Excel	Thursday, February 23	8:30am – 4:30pm
Microsoft PowerPoint		
Basic PowerPoint	Monday, January 23	8:30am – 4:30pm
Advanced PowerPoint	Thursday, February 2	8:30am – 4:30pm
Microsoft Access		
Access	Thursday, January 19	8:30am – 4:30pm
Access	Monday February 6	8:30am – 4:30pm

For information and registration, contact **Corinna Harrigan** at 908-526-1200 x8462

corinna.harrigan@rارانval.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



**Basic Skills
Workforce
Training Program**

Enhance Your
Workers'
Basic Skills...
Give Them the
Training They
Need to Succeed
in Your Workplace

A PARTNERSHIP OF
New Jersey Business & Industry Association
New Jersey Community College Consortium for Workforce & Economic Development
NJ Department of Labor and Workforce Development

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.

For more information:

raritanval.edu/customized
908-218-8871 (select Option 5)

SPRING 2017

WORKFORCE REGISTRATION INSTRUCTIONS

COURSE SCHEDULES AND INFORMATION AVAILABLE ONLINE

This brochure is a partial listing of Workforce Development courses.

The full schedule can be found at: **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

Select Your Courses:

- Select "Register for Classes" link.
- Go to "Click here to register now" link.
- Enter the desired five-digit CRN(s) which can be found in the course description or use the Advanced Search to view course options.
- 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.
- 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.

- After completing your Schedule Builder, click the Student Sign-in screen.
- 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, Enrollment Services, 118 Lamington Road, Branchburg, NJ 08876-1265
- Mail Your Registration and Check to: Raritan Valley Community College, 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? Call: 908-218-8871 (select Option 1)

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

For more information:

Call: **908-218-8871** Email: raritanval.edu/career-training

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.



OPPORTUNITY IN EVERY MOMENT

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