



ADULT PERSONAL ENRICHMENT PROGRAMS

Spring 2019

COMPUTERS

Photoshop Basics

Learn the basics of Adobe Photoshop. Learn how to edit and manipulate photographs while working on hands-on projects based on real-world design scenarios. You will learn to use tools, layers, layer effects, filters, painting, blending, color modification and create images of different formats for different applications.

Instructor: Lluana Jones

CRN 60192	CT900-60	4 sessions
Sat	Mar 2-23	12:00-2:00pm

Course Fee \$105

Photoshop II

Students are taught the intermediate skills of Adobe Photoshop. Students learn to fix red eye, fix scratched, cracked faded photos, and work with filters and special effects, automated features and more!

Instructor: Kevin Sadler

CRN 60193	CT902-60	4 sessions
Sat	Apr 6-May 4	9:30-11:30am

No class April 20

Course Fee \$105

Adobe Illustrator I

This class is designed to offer working knowledge and better control of the basic tools of Adobe Illustrator. Understanding how the pen tools work, how to mix and apply color, and create and alter shapes.

Instructor: Kevin Sadler

CRN 60194	CT904-60	4 sessions
Sat	Mar 2-23	2:15-4:15pm

Course Fee \$105

ENRICHMENT

Selling On eBay, Craigslist, Etsy and Letgo for Fun and Profit

What to do with the treasures in your attic and beyond? Find out how to get started making money by selling on eBay, Craigslist, Etsy and/or Letgo. Instructor David Carlon, is an experienced eBay Power Seller. Join this class for beginner to intermediate eBay users. Learn, step by step, how to make money the fun and easy way.

Instructor: Dave Carlon

CRN 60195	PI914-60	1 session
Sat	Mar 23	9:30am-12:30pm

CRN 60196	PI914-60	1 session
Sat	May 11	9:30am-12:30pm

Course Fee \$50

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New! Understanding Cryptocurrency

Cryptocurrency is defined as decentralized digital money. Bitcoin is considered the first of its kind; electronic currency that does not use a central bank. What does that mean, how does it work and what should individuals know? Join us and learn the basics.

Instructor Lawrence Bashe, Economist

CRN 60240 PI962-60 1 session
Sat May 4 9:30am–12:30pm
Course Fee \$20

New! Social Media for Business Marketing

This program is for anyone interested in a career in digital marketing. This class is for all levels. Students will become familiar with social media strategies and basic levels of advertising, SEO, content marketing, and all things that pertain to digital marketing. Students will utilize the platforms of: Facebook, YouTube, Twitter, Instagram, Google Plus, LinkedIn, Pinterest and Snapchat, and learn how to best apply them for B2B Marketing and B2C Marketing. Prerequisite for the class: Anyone with the basic knowledge of social media can take this course. Fee includes certificate and book.

Instructor: Rajeeyah Madinah, Marketing Consultant and Ecommerce Instructor

CRN 60233 PI958-60 1 session
Sat Mar 2 9:00am–3:00pm
Course Fee \$100

New! E-Commerce Business

This program is for anyone with an interest in a career in online business, E-Commerce, Podcasts, Blogging, Apps, Amazon, and Retail etc. Anyone with an interest in using the internet for business can benefit from the tools discussed in this program. We discuss how to create, operate, manage and grow an online business. Online business is the future of business. This program is beneficial to all industries. Attendees become familiar with how to leverage their social media marketing to dominate the online business platforms of Amazon, Shopify, Etsy, BigCartel, Ebay, BigCommerce, Volusion and 3rdCart. Prerequisite: Anyone with an interest in E-Commerce and thriving with their online business. Fee includes certificate and book.

Instructor: Rajeeyah Madinah, Marketing Consultant and Ecommerce Instructor

CRN 60232 PI959-60 1 session
Sat Mar 9 9:00am–3:00pm
Course Fee \$100

New! Social Media Video, Branding and Graphics

This is a fun program for anyone who interested in a career in digital marketing. All levels are welcomed. You learn cool ways to broaden a business using video ads, online branding and graphics. Attendees learn how to brand your companies for online and social media platforms. Students also learn how to create personalized graphics and video content for their online business platforms. Social Media platforms used: Facebook, Twitter, Instagram, Pinterest, GooglePlus, Snapchat. Prerequisite: Anyone with a basic knowledge of social media. Both desktop computers and cellphones used. Fee includes certificate and book.

Instructor: Rajeeyah Madinah, Marketing Consultant and Ecommerce Instructor

CRN 60231 PI96060 1 session
Sat Mar 16 9:00am–3:00pm
Course Fee \$100



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New! Search Engines Optimization (SEO) and Email Marketing

This program is for anyone interested in a career in digital marketing- with an emphasis on search engine optimization and email marketing. Students learn the top secrets to maximizing the marketing for businesses using search engine optimization, email and text message marketing. Students become empowered by learning the best ways to create their own powerhouse, organic email list and maximize their presence with Google and text message marketing. Attendees leave with a fantastic, organic email list for marketing. Anyone with an interest in having a better presence on Google can benefit from the tools discussed in this program. Prerequisite: Anyone with a business, both locally and online. Both desktop computers and cellphones used. Fee includes certificate and book.

Instructor: Rajeeyah Madinah, Marketing Consultant and Ecommerce Instructor

CRN 60229 PI961-60 1 session
Sat Mar 23 9:00am–3:00pm
Course Fee \$100

New! Basic Skills

This course is designed to develop skills in reading, writing, numeracy, computing, and problem solving.

Instructor Elite Aspirations Staff

CRN 60241 PI963-60 6 sessions
Sat Mar 2-Apr 6 9:00–11:00am
Course Fee \$75

New! Workplace Readiness

This course is designed for individuals that have been out of the workplace for an extended amount of time. Topics focus on job searches based on your skills, writing a suitable cover letter and résumé, and interview skills.

Instructor Elite Aspirations Staff

CRN 60242 PI964-60 6 sessions
Sat Mar 2-Apr 6 11:15am–12:45pm
Course Fee \$75

New! United States Civics

This course is designed to prepare students for upcoming naturalization interviews. Topics include United States civics, reading, and writing, and vocabulary.

Instructor Elite Aspirations Staff

CRN 60243 PI965-50 6 sessions
Wed Mar 6-Apr 10 6:00–7:30pm
Course Fee \$75

FINE AND PERFORMING ARTS

Drawing I

This is an introduction drawing class designed to offer those interested in traditional drawing media a chance to expand their skills. Projects include drawing a building in perspective and drawing a still life from photo reference. Graphite pencil will be used for these projects. Supplies purchase by students for the class: Drawing/Sketch pad 11x14, Pencils: various lead hardness's

Eraser: kneaded, gum or pink pearl, Sharpener, Artists' Stump, if desired.

Instructor: Kevin Sadler

CRN 60197 PI956-60 4 sessions
Sat Mar 2-23 12:00-2:00pm
Course Fee \$105

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WE RECOMMEND THAT YOU REGISTER AT LEAST ONE WEEK IN ADVANCE OF THE COURSE START DATE.



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Drawing II

This is a more advanced class. Focusing on the head, this class explores proportions of the adult human head and basic color theory. The end project is to draw a self-portrait from photo reference. Supplies purchased by students for the class:

Drawing/Sketch pad 11x14, Basic pastel set, Eraser: kneaded, gum or pink pearl, Artists' Stump, if desired.

Instructor: Kevin Sadler

CRN 60198 PI957-60 4 sessions
Sat Apr 6-May 4 12:00-2:00pm

No class April 20

Course Fee \$105

Raritan Valley Dance Ensemble

Take this exciting opportunity to work as part of a semi-professional touring dance company. Through this experience, you will have the opportunity to practice and perform a variety of dance techniques. Weekly rehearsals and public performances are required. Interested community participants are welcome to join RVDE on a non-credit, fee-paying basis through the Division of Community Education, and students may participate on a credit or noncredit basis. Raritan Valley Dance Ensemble (RVDE) members are selected each semester by audition on the first day of class. Dance pants and shoes to be purchased by student.

Instructor: Loretta Fois, RVCC Dance Coordinator

CRN 60178 PI911-01 15 sessions
Fri Jan 25-May 3 9:00am-1:00pm

No class March 15

Course Fee \$50



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REGISTRATION INFORMATION *Register Early! Classes are cancelled for under enrollment several days in advance. We recommend that you register at least ONE week in advance of the course start date. Many of our classes have limited enrollment and fill quickly. Sign up early to insure a place in the course of your choice.*

Registration includes full payment along with fully completed Registration Form.

IN-PERSON

Our office is located on the first floor of Somerset Hall, Room S147. Register Monday through Friday from 8:30 am to 4:00 pm.

ON-LINE REGISTRATION

www.raritanval.edu/ce

MAIL

Complete the registration form and mail it with a check or money order made payable to RVC College to:

RVCC – Adult Personal Enrichment
P.O. Box 3300, Somerville, NJ 08876

Registrations cannot be done by phone.

View our courses: www.raritanval.edu/ce

Phone: 908-526-1200, Ext. 8404 E-mail: communityed@raritanval.edu

COURSE CONFIRMATION & LOCATION

Approximately 5 days before the start of your course, a confirmation notice is emailed containing all necessary information. If you have not received the confirmation regarding your course within 2 business days of the course starting date, please call 908-526-1200, Ext. 8404. There are no refunds because you did not receive confirmation.

CANCELLATION & REFUND POLICY

The Youth Program operates on a self-supporting budget based on tuition income. We are pleased to offer you a refund for your course provided you adhere to the following refund policy and process. We regret that there can be no exceptions to the following cancellation policy due to an individual's personal or professional circumstances. If the College cancels a course prior to the first class, registrants receive the entire tuition and fees refunded. Please allow 4 to 6 weeks for processing and mailing of your refund. No refund can be provided for cancellation/withdrawal by the student without written notification at least ten (10) business days prior to the start date of the course. Registrants canceling their enrollment in writing ten (10) or more business days in writing before the beginning of a course receive a full refund less a non-refundable registration fee of \$15. The written request should include: student ID number, home address, home telephone number, the course name and course number or CRN. Please fax your request to 908-725-2831 or mail it to RVCC, College Advancement, PO Box 3300, Somerville, New Jersey 08876 or email to youth@raritanval.edu. The College reserves the right to limit registrations, combine like courses and to cancel courses if enrollment is insufficient. If the College cancels a course we will contact you by either telephone or email. At that time, you may choose to register for another course or have your refund processed. All refunds are sent by mail to the student.

DISABILITY ACCOMMODATIONS

If your child has a disability and you have questions or want to request accommodations, please contact the Coordinator of Disabilities Services. The College provides services in accordance with federal legislative guidelines and RVCC Policies and Procedures. Reasonable accommodations are approved on a case-by-case basis. We request that documentation of disability and request for accommodations be presented at least three weeks prior to the beginning of classes.

We offer the option of providing some programs off site. In addition to the convenience of offsite programs, this option allows you the freedom to tailor any of our programs to your individual needs.

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WE RECOMMEND THAT YOU REGISTER AT LEAST ONE WEEK IN ADVANCE OF THE COURSE START DATE.



REGISTRATION FORM

Student ID (if known) G Social Security #: X X X - X X -

First Name: _____ Middle _____ Last Name: _____

Home Address: _____ County: _____

City: _____ State, Zip Code: _____

Date of Birth: _____ Home Phone: () _____

Cell Phone: () _____ Work Phone: () _____

Email Address: _____ Female _____ Male _____

Ethnic

- ☐ African-American
- ☐ Asian
- ☐ Caucasian
- ☐ Hispanic/Latino
- ☐ Other

Educational Goal

- ☐ Obtain Certificate
- ☐ Job Advancement
- ☐ Maintain Licensure
- ☐ Personal Development

Completed Educational Level:

- ☐ High School
- ☐ Associates Degree
- ☐ Bachelor Degree
- ☐ Masters Degree
- ☐ Doctorate Degree

CRN	Course Title	Start Date	Fee
			\$
			\$
			\$
			\$
			\$
TOTAL FEE			\$

Payment Options for Workforce Development course fees:

- 1) Register online www.raritanval.edu/workforce - We accept VISA, MasterCard & Discover (no AMEX)
- 2) Cash, Amount \$ _____
- 3) Check # _____ Date: _____ Amount: \$ _____
- 4) **Purchase Orders** must be submitted with a completed Registration Form. They must be signed, dated and include the following details:
1) Student Name 2) Course Title 3) Start Date 4) Amount

REFUND POLICY

A student enrolled in a course section that is cancelled by the College is given the opportunity to enroll in an alternate course section or to receive a full refund of all tuition, registration fees, and material fees associated with the cancelled course section.

A student who withdraws from a course section during the refund period receives a 100% refund of all tuition and material fees associated with the course. **The registration fee is not refunded.** After the refund period, no tuition or fees shall be refunded. The refund period is 5 or more business days prior to the start of the first class date. **ALL CANCELLATION REQUEST MUST BE RECEIVED IN WRITING.**

You may email your cancellation request to communityed@raritanval.edu.

Mailing Address: Raritan Valley Community College • Personal Enrichment • P.O. Box 3300 • Somerville, NJ 08876