

# CAREER & TECHNICAL EDUCATION

FALL/WINTER COURSE GUIDE

SEPTEMBER 2023 - MARCH 2024



**REGISTER TODAY!**  
*RCSJ.edu/CTE*



# Career and Technical Education Open House Dates

August 16, 2023 from 6–8 p.m.

January 30, 2024 from 6–8 p.m.

Arts & Innovation Center– 321 N. High St. Millville, NJ

- Transform your career
- Qualify for “no cost” training
- Explore programs
- Meet employers



Questions? 856-415-2216 | Register: [RCSJ.edu/CTE/OpenHouse](https://RCSJ.edu/CTE/OpenHouse)



## Test Drive Your Career

**Come in and try out your program of interest!**

The Career & Technical Education Division of Rowan College of South Jersey is inviting prospective students to participate in our Career Test Drive during the Fall.

Prospective students will get a one-hour window of time to come in and get a hands-on look at the career training they are considering. All “Test Drive” hours will be while the class is in session so times per class will vary. Anyone interested in participating should register at [cccnj.gosignmeup.com](https://cccnj.gosignmeup.com). Registration is required for participation. Test drives are subject to cancellation if the class does not run due to low enrollment.

### The classes that are participating include:

- Certified Nursing Assistant
- Certified Clinical Medical Assistant
- Certified Phlebotomy Technician
- Welding
- Automotive Technology



Rowan College of South Jersey is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104 (267-284-5000). The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

The Board of Trustees is committed to providing a work and academic environment that maintains and promotes affirmative action and equal opportunity for all employees and students without discrimination on the basis of certain enumerated and protected categories. These categories are race, creed (religion), color, national origin, nationality, ancestry, age, sex (including pregnancy and sexual harassment), marital status, domestic partnership or civil union status, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for military service, or mental or physical disability, including AIDS and HIV-related illnesses. For questions concerning discrimination, contact Almarie J. Jones-Gloucestercampus, Special Assistant to the President, Diversity and Equity, Title IX and Compliance at 856-415-2154 [ajones@rcsj.edu](mailto:ajones@rcsj.edu); Nathaniel Alridge-Cumberland Campus, Jr., J.D., Director, Diversity and Equity, Title IX, and Judicial Affairs at 856-498-9948 or [nalridge@rcsj.edu](mailto:nalridge@rcsj.edu). For disabilities, contact Carol Weinhardt-Gloucestercampus, Director Department of Special Services, ADA/504 Officer at 856-415-2247 or [cweinhar@rcsj.edu](mailto:cweinhar@rcsj.edu) Meredith Vicente-Cumberland Campus, Senior Director, Disability Support Services 856-200-4688 [mvicent1@rcsj.edu](mailto:mvicent1@rcsj.edu).

*Information in this Course Guide is accurate as of date of publication in August 2023 and is subject to change.*

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Rowan College of South Jersey (RCSJ) is a student-centered, student success-driven college ready to help you take the next step in your education and forge a unique path to the future of your choice. The College provides many opportunities for degree seeking students as well as professionals wanting to earn an industry-valued credential or pursue workforce training.

With one of the lowest tuition rates in New Jersey, RCSJ offers more than 100 in-demand and industry-informed degree, certificate, and workforce programs in two convenient locations - Gloucester and Cumberland counties. On both campuses, the College provides access to quality education, marketable credentials, experiential learning, and enhanced student experiences.

RCSJ provides a quality education at your convenience. Flexible sessions are offered as 5-, 7-, 10- and 15-week courses throughout the semester, on campus or online, to plan around your work and family obligations. RCSJ also supports you through free tutoring, advising, mental health services, and academic cohorts in addition to providing \$1 million in scholarship opportunities, financial aid assistance, and convenient payment plans.

Embrace college life with athletics, clubs, organizations, honor societies, internships, creative activities, and networking opportunities all designed to help you find your fit in RCSJ's college community. With over 50 student organizations, the 5-star ranked Phi Theta Kappa honor societies on both campuses, and 16 sports programs across two nationally and regionally ranked athletic teams, there is something for everyone.

RCSJ's strong academic, industry, and community partnerships provide students exclusive benefits, support, and savings that other colleges can't match. Our Flagship Partner, Rowan University, elevates the RCSJ experience to another level through the residential opportunity, Rowan Choice. Students pursuing a bachelor's degree can take advantage of unique academic and tuition-saving programs like 3+1, 2+2 and Traditional Transfer. The Gloucester campus is proud to house the Rowan-Virtua School of Osteopathic Medicine and offers a new Pathway to Medicine program guaranteeing five seats in the medical program to RCSJ Biological Science students.

Our Premier partners, Inspira Health, Acenda Integrated Health, and Rastelli Foods, offer unique opportunities in healthcare, mental health and behavioral science, as well as entrepreneurship and food science. These partnerships benefit the South Jersey community through tuition employee discounts, scholarship opportunities, and employment pathway and retention.

I'm glad you joined us. We promise to provide unique pathways for you to transform knowledge into action, build a foundation for a successful career, and a life that is meaningful to you.

You've found your fit, now launch your future.

A handwritten signature in black ink, reading "Frederick Keating". The signature is fluid and cursive, with the first name being the most prominent.

Frederick Keating, Ed.D.  
President

## Earn Industry Recognized Credentials - How Long Will It Take Me?

<p><b>LESS THAN 3 MONTHS</b></p>	<p><b>HEALTHCARE</b>            CPR            Mental Health First Aid            Certified Nursing Assistant            Certified Home Health Aid            Medical Administrative Assistant            Certified Peer Recovery            Personal Fitness Trainer            Sports Nutrition            Patient Care Technician            Emergency Medical Technician            Mobility Assistance Vehicle Operator (MAVO)</p> <p><b>BUSINESS</b>            Real Estate Sales            Loan Signing Agent            Notary Public            SHRM Learning System            SHRM People Analytics            SHRM Human Resources of One            SHRM Inclusive Workplace Culture            SHRM Talent Acquisition</p>	<p><b>ADVANCED MANUFACTURING</b>            Lean Six Sigma Yellow Belt            Lean Six Sigma White Belt            Lean Six Sigma Green Belt            OSHA 10            Certified Production Technician            Certified Associate Project</p> <p><b>MANAGEMENT (CAPM)</b>            Project Management (PMP)            Advanced Wastewater</p> <p><b>HOSPITALITY</b>            ServSafe Manager            TIPS Alcohol Certification</p>	<p><b>INFORMATION TECHNOLOGY</b>            Power BI Certificate            Google Analytics Certificate            Data Analyst            Certification Bundle            Python Programming            QuickBooks</p> <p><b>TRANSPORTATION, LOGISTICS &amp; DISTRIBUTION</b>            Certified Logistics Associate</p>
<p><b>3-5 MONTHS</b></p>	<p><b>HEALTHCARE</b>            Pharmacy Technician            Phlebotomy Technician            Mental Health Technician            Veterinarian Assistant            Medical Billing &amp; Coding            CT Technologist</p>	<p><b>FINANCIAL SERVICES</b>            Accounts Payable Manager Certification            Accounts Payable Specialist Certification</p>	
<p><b>6 MONTHS</b></p>	<p><b>HEALTHCARE</b>            Emergency Medical Technician (EMT)            MRI Technologist            Certified Inpatient Coder            Certified Outpatient Coder            Certified Registered Central Service Technician</p> <p><b>ADVANCED MANUFACTURING</b>            Industrial Wastewater            Advanced Water Operation            Programmable Logic Controllers (PLCs)</p>	<p><b>INFORMATION TECHNOLOGY</b>            Certified Quality Auditor            Certified Quality Engineer            Certified Six Sigma Green Belt            CompTIA Cloud+ Certification Training            Certified Information Systems Auditor (CISA)            CompTIA A+ Certification Training            Certified Ethical Hacker            Certified Information Security Manager (CISM)            Certified Network Defender (CND)            CompTIA Cloud Essentials+</p>	
<p><b>9-12 MONTHS</b></p>	<p><b>HEALTHCARE</b>            Certified Clinical Medical Assistant</p> <p><b>ADVANCED MANUFACTURING</b>            Introduction to Water            Industrial Maintenance Technician</p>	<p><b>INFORMATION TECHNOLOGY</b>            Cisco CCNA Certification Training            CompTIA Certification Training: A+, Network+, Security+            CompTIA Certification Training: ITF+, A+, Network+, Security+</p>	



## Allied Health

### Phlebotomy Technician Program

#### Phlebotomy I (Lecture/Classroom/Lab)

This 90-hour lecture course provides the first step to preparing for a career as a Certified Phlebotomy Technician. The program begins with the healthcare delivery system, collection of materials and equipment, venipuncture and capillary techniques, and medical, legal and ethical implications of blood collection. Students will complete 30 venipuncture and 10 capillary sticks before the completion of the course to be eligible to sit for the National Certification Exam given by NHA. Upon successfully completing the Phlebotomy Course I, students will be eligible to enroll in Phlebotomy II and complete a hands-on clinical externship at a local healthcare facility.

AIC-Millville | 9 weeks | \$2,365

#### CERT-PHLEB-01

Oct. 3–Dec. 15 5–9 p.m. T & Th

#### CERT-PHLEB-02

Feb. 6–Apr. 11 5–9 p.m. T & Th

#### Phlebotomy II (Externship)

Upon successful completion of the Phlebotomy I and instructor recommendation, students may register for Phlebotomy II Externship. Students will complete 80 hours at a local healthcare facility under direct supervision. Schedules will vary and will be assigned by the externship coordinator. Students must adhere to their schedule and complete the assigned hours.

**NOTE: Students have 6 months after Phlebotomy I to complete externship.**

CERT-PHLEBEXT-01 \$300

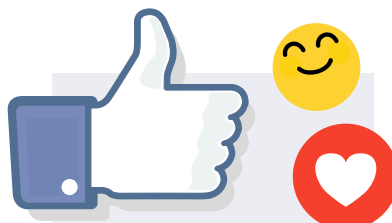
### Medical Administrative Assistant

This program prepares students to be professional medical administrative assistants dedicated to front office skills in a healthcare setting. Graduates are equipped to answer phones, process bills, communicate with patients, be up-to-date with HIPAA compliance and general office duties. The program goal is to prepare competent entry-level medical administrative assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Student will take the Certified Medical Administrative Assistant (CMAA) exam through National Healthcareer Association (NHA). *(Hours: 70 Hours Live online, 10 hours self-paced online) (Textbooks & First Attempt Certification Exam included)*

Live Online | 8 weeks | \$2,679

#### CERT-MEDADM-02

Nov. 14–Feb. 8 7–10 p.m. T & Th



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/RCSJWorkforce

### Certified Clinical Medical Assistant

Medical Assistants help doctors by performing a variety of clinical and administrative duties. The scope of their duties generally depends on the size of the practice in which they are employed, with those in larger practices tending to be more specialized. Administrative duties may involve telephone monitoring, patient record organization, appointment scheduling, billing and bookkeeping. Some common clinical assignments may be taking vital signs, electrocardiography, blood draws, performing basic laboratory tests, preparing patients for the physician visit and assisting the physician during office procedures. *Students completing all course requirements will be eligible to sit for the National Healthcareer Association (NHA) Certified Clinical Medical Assistant, Phlebotomy Technician, and EKG Technician certification exams. American Heart Association BLS for Health Care Professionals certification is also provided during the program. The cost of these exams and certifications is included in the program fee. The Certified Clinical Medical Assistant program is a total of 620 hours.*

AIC-Millville | \$6,000 | M-T-W-Th

#### CERT-CCMA-01

Oct. 2–Jun. 28 5–9 p.m. M-Th

### Electronic Health Records Specialist

This course will prepare students to become Certified Electronic Health Records Specialists and join the growing ranks of this new allied health field. This course will provide a comprehensive education in all aspects of electronic health records, including implementing electronic systems, managing systems, troubleshooting, entering and retrieving patient information, maintaining patient confidentiality, and other topics associated with electronic health records and computer-based health information systems. Through a variety of learning activities, including practice in a simulated electronic records system, students will learn the skills necessary to become an Electronic Health Records Specialist. Upon successful completion of the course, students will be prepared to sit for the AMCA or NHA national certification exam to become a Certified Electronic Health Record Specialist (CEHRS).

Live Online | Self-paced, Start Anytime | \$1,974

#### CERT-EHRS-01

Nov. 21–Feb. 29 7–10 p.m. T & Th

## Certified Nursing Assistant (CNA)



The Certified Nursing Assistant Program teaches students how to provide daily basic care for patients. A CNA provides physical and emotional support for patients in nursing homes, hospitals and other various settings. A CNA must be able to provide personal assistance to individuals who are unable to care for themselves and help them regain and maintain daily functions. Classroom learning is taught in a “simulated” long term care classroom setting and clinical is instructed at a locally designated long term care facility outside of the school. This course gives students the full academic and hands-on skills required to pass the state licensing exams. (Includes textbooks, testing fees, scrubs)

AIC-Millville | 7 weeks | \$2,500

**CERT-CNA-01**  
Sept 11–Oct 27 8 a.m.–12 p.m. M-Th

**CERT-CNA-04**  
Nov 13–Jan 5 8 a.m.–12 p.m. M-Th

**CERT-CNA-06**  
Jan 22–Mar 8 8 a.m.–12 p.m. M-Th

Cumberland County Technical Education Center (CCTEC)

**CERT-CNA-03**  
Oct 2–Nov 17 4–8 p.m. M-Th

**CERT-CNA-08**  
Feb 5–Mar 15 4–8 p.m. M-Th

Rowan College of South Jersey  
Cumberland Campus

**CERT-CNA-02**  
Sept 11–Oct 27 5–9 p.m. M-Th

**CERT-CNA-05**  
Nov 13–Jan 5 5–9 p.m. M-Th

**CERT-CNA-07**  
Jan 22–Mar 8 5–9 p.m. M-Th

## Medical Billing & Coding

The Medical Billing and Coding course combines the basics of medical coding, medical billing, and medical terminology to provide a comprehensive program that will prepare you to work as a Medical Coding and Billing Specialist in a professional medical office. In this course, you will learn about the necessary medical terminology, insurance guidelines and compliance requirements, medical billing functions, and legal and ethical issues. Upon completion of this course, you will be fully prepared to begin working in a professional medical office. Students will be prepared to take the NHA Billing and Coding Specialist Certification (CBCS) national certification exam.

Live Online | 13 weeks | \$3,534

**CERT-MBC-01**  
Sept. 25–Jan. 31 7–10 p.m. M & W

**CERT-MBC-02**  
Nov. 14–Mar. 14 7–10 p.m. T & Th

## Pharmacy Technician

This program prepares students to be professional Pharmacy Technicians dedicated to assisting Registered Pharmacists in quality pharmacy operational procedures. Graduates are equipped to assist the Pharmacist filling prescriptions according to doctor’s orders. Pharmacy Technicians also participate in ordering products and inventory control, as well as billing and receiving payments. Trained graduates that pass this course, are eligible to sit for a national certification exam. Once students pass the course and certification exam, they can submit an application to participate in an internship program with national affiliation partners like CVS and Walgreens, or local pharmacy operations near their residence. This internship is what many employers in this industry want to see that tells them the student is job ready for this high demand job.

**Admissions Requirements:**  
Drug Screenings and criminal background check.

Live Online | 11 weeks | \$2,199

**CERT-PHARM-03**  
Oct. 3–Dec. 14 7–10 p.m. T & Th

**CERT-PHARM-04**  
Nov. 27–Feb. 18 7–10 p.m. M & W

## Central Service Technician

As a Central Service Technician, you will provide vital support in all patient care services and be responsible for knowing all of the tools used in an operating room, sterilizing and packaging instruments used during surgery. Our training program will provide you with 120 hours of instruction and a 400-hour externship opportunity. You will learn principles of cleaning and processing equipment, methods of sterilization and disinfection, packaging and storage, maintenance of equipment, inventory control, basic surgical instrument identification and more. New Jersey Department of Health standards require certification for everyone working in sterile processing. Upon successful completion, you will be a Registered Central Service Technician (R.C.S.T.) with the Healthcare Sterile Processing Association (HSPA). You will be eligible for permanent certification after completing 400 hours of experience and passing the HSPA certification examination.

Gloucester Campus | Hybrid | 52 CEUs | \$3,500

**CERT-CST-02**  
Sept. 18–Dec. 21 6–9 p.m. M-Th

**CERT-CST-03**  
Jan. 29–Apr. 8 6–9 p.m. M-Th

## Certified Endoscope Reprocessor (CER)

The certification for endoscope reprocessing, CER Certification, is a specialty certification designed to prepare individuals with the knowledge and skills necessary to pre-clean, test, decontaminate, inspect, disinfect and/or sterilize, transport, and store endoscopes in accordance with industry standards, guidelines and regulations, and manufacturers’ instructions for use. CERs are crucial members of the healthcare team who are responsible for endoscope preparation, which is critical for patient safety in a healthcare facility. To earn CER certification, candidates are required to successfully demonstrate skills through completion of three months of hands-on work experience, as well as the successful completion of an examination developed to measure the understanding of endoscope care and handling and infection prevention. This program is designed for individuals that hold the Registered Central Service Technician Certification.

Gloucester Campus | \$899

**CERT-CER-01**  
Sept. 9–Nov. 11 9 a.m.–2 p.m. S

**Mental Health First Aid**

Take a Mental Health First Aid Class! Mental Health First Aid is an international education program proven to be effective in teaching adults how to recognize and respond to signs and symptoms of mental health and substance use challenges, as noted by the National Council for Mental Wellbeing. Grow knowledge of signs, symptoms and risk factors of mental illnesses and addictions. Identify multiple types of professional and self-help resources for individuals with a mental health or substance use challenge. Increase confidence in and likelihood to help an individual in distress. Show increased mental wellness themselves.

The Mental Health Association in New Jersey, National Council for Mental Wellbeing to provide Mental Health First Aid Training and Rowan College of South Jersey are partnering to offer you this program.

**Live Online | \$150**

**MHA-101-01**

Sept. 28 9 a.m.-4 p.m.



**Medical Cannabis**

Whether you are looking to educate yourself or obtain the basic training you will need to work in a medical cannabis dispensary; this class will get you started. Tailored to New Jersey’s Medical Marijuana program, the 15-hour class will teach you about the human body’s endocannabinoid system, the basics of cultivation and different cultivars, an introduction to processing and different products available in New Jersey and elsewhere, the ins and outs of working in a New Jersey Medical cannabis dispensary, and how to assist NJ medical marijuana program patients that have qualifying conditions.

Live Online | \$500

**PRODEV-CANN-01**

Sept. 17-Oct. 16 6-9 p.m. M



**The Inspira Edge**

The College’s new premier partnership with healthcare giant, Inspira Health, provides priority clinical experience to support nursing and health professions students, propelling local talent into healthcare careers.

**RCSJ Student Benefits**

- Priority placements with Inspira for clinical experience
- Mentorships and career exploration
- Pre-graduation employment opportunities
- Opportunity to apply for an Inspira Premier Partnership scholarship (x2)

**Learn more at: [RCSJ.edu/Inspira](https://RCSJ.edu/Inspira)**



# Advanced Imaging Programs

- **Magnetic Resonance Imaging (MRI)**
- **Computed Tomography (CT)**



Ready to learn more? **Scan the QR code!**

The Career & Technical Education Division is offering American Society of Radiologic Technologists (ASRT) approved didactic course hours and allotted clinical experience to prepare for the American Registry of Radiologic Technologists (ARRT) credentialing exam in the areas of Magnetic Resonance Imaging (MRI) and Computed Tomography (CT) programs.

## **Computed Tomography (CT) Program**

**54.5 CEUs**

The CT Program provides a review of the fundamental principles of CT system operation, image processing, image quality, image artifacts, patient care, cross sectional anatomy and imaging procedures. In addition to, review materials necessary for satisfactory performance on the ARRT advanced exam in computed tomography. The CT Program course meets one night every week for five months of learning which includes instructional videos and demonstrations. *Eligible applicants for the CT program must provide: American Registry of Radiologic Technologists (ARRT) primary certification in Radiography.*

## **Magnetic Resonance Imaging (MRI) Program**

**69 CEUs**

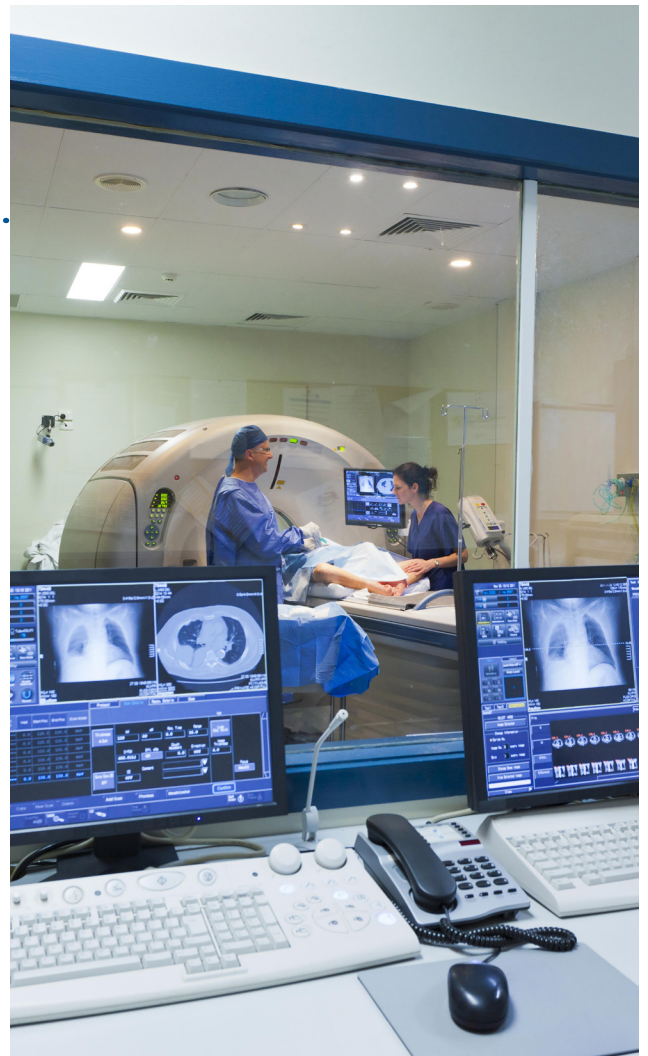
The MRI program is designed to give the Radiologic Technologist the basic understanding of MRI principles, anatomy, procedures and image formation. The MRI Program course meets one night every week for six months of learning which includes instructional videos and demonstrations.

*Eligible applicants for the MRI program must provide: American Registry of Radiologic Technologists (ARRT) primary certification in Radiography, Nuclear Medicine, Radiation Therapy, or Sonography.*

### **Clinical Site**

For the CT and MRI Programs, students will be required to complete a minimum of 16 hours per week in a clinical site.

Program enrollment size is limited. Classes begin January and July.





## Technical Education /Advanced Manufacturing

### Automotive Technology

Students will have the ability to develop the skills in the following areas: suspension and steering, brakes, electronic systems, engine performance, engine repair, transmissions, trans-axle, manual train and axles and heating and air conditioning. Completion of the program will prepare the student to take the ASE certification exam for Automotive Technology and Light Repair. You may also substitute high school, trade school or community college automotive training for up to 6 months of the 1 year requirement. Satisfactory completion of a qualifying co-op or apprenticeship program completely fulfills the 1 year requirement. Under the Clean Air Act, 609 certification will also be made available for repairing or servicing air conditioners.

CCTEC | \$4,450

#### CERT-AUTO-01

Jan. 16–Jun. 4 5–9:30 p.m. T-Th

### Carpentry Fundamentals

Students are introduced to foundational concepts and principles of the carpentry trade. Students receive instruction in the use and care of hand and power carpentry tools; layout, measuring and cutting procedures; as well as selection and application of building materials. Upon successful completion of this course, students should be able to: Demonstrate knowledge of hand and power tools and their practical applications. Demonstrate understanding of workplace safety requirements. Utilize measurement tools correctly and accurately. Demonstrate basic layout and cutting procedures. Read and apply basic blueprints for carpentry jobs. Identify the structural components in construction.

In-Person | CCTEC | \$495

#### PRODEV-CARPFUN-01

Feb. 6–Mar. 21 6–9 p.m. T & Th

### Basic Home Repair

Gain the knowledge and skills needed to do basic repair and maintenance on your house. You'll feel good learning how to do home projects yourself and you will probably save money as well! Learn how to select and safely use tools. Explore various projects, materials and methods, including basic plumbing, wall repair, electrical work, weatherization, home security, kitchen and bath remodels, and remodeling. Perform your own home repairs with confidence! This class requires a minimum age of 18.

In-Person | CCTEC | \$199

#### PRODEV-HOMRE-01

Oct 10–Oct 24 6–9 p.m. W

#### PRODEV-HOMRE-02

Jan 10–Jan 24 6–9 p.m. W

### Introduction to Construction Trades

The main purpose of this class is for you will learn what types of careers are available for those willing to work hard and learn new things. We will learn the fundamentals of construction. The most important subject of this course is safety. We will cover safety with tools and on the jobsite, as well as how to correctly use personal protective equipment (PPE). Along with safety, employability skills are an area of study that is vital to students getting and maintaining employment. We will cover what it takes to be successful in the construction industry. We will engage in skill improving exercises, such as correct measurement practices, correct use of the equipment, and making precise cuts with different saws.

CCTEC | \$495

#### PRODEV-INCSTT-01

Nov. 6–Dec. 20 6–9 p.m. M & W

### Welding

Students will have the ability to develop the skills in the following areas: shielded metal arc welding, gas metal arc welding, gas tungsten arc welding, plasma arc welding, and oxyfuel gas cutting. Upon completion of this program, students will have the opportunity to take the AWS D1.1 certification.

CCTEC | \$5,250

#### CERT-WELD-01

Sept. 19–Jan. 30 5–9:30 p.m. T-Th

#### CERT-WELD-02

Feb. 6–Jun. 5 5–9:30 p.m. T-Th

### FIND YOUR FIT | TECH. ED



### Pest Management

Rowan College of South Jersey, in conjunction with Hoffman's Exterminating is proud to offer the Pest Management program as aspiring technicians. This program will provide students with the theory and hands on experiences to prepare them for an entry-level technician position.

In this program students will learn

- Federal regulations and safety
- Introduction to entomology and insects
- Use of pesticides and how to handle specific pests
- Customer service
- Route management
- How to conduct inspections

*Student will also complete a 40-hour externship with a professional pest management specialist.*

Gloucester Campus | \$998

#### CERT-PEST-01

October 2023



# Industrial Maintenance Technician

Apprenticeship Opportunity Available

Ready to learn more? Scan the QR code!



The Industrial Maintenance Technician program provides specialized classroom instruction and practical shop experience to prepare students for employment or upskill employees in the industrial maintenance field. This program prepares individuals to install, repair, and maintain industrial machinery and equipment such as pumps, motors, pneumatic and hydraulic systems, and production machinery.



## You will learn:

- Knowledge of proper safety procedures in the industrial maintenance field.
- How to install, test and troubleshoot a basic hydraulic circuit.
- Various electrical theory and applications.
- Use of volt meters, amp meters and other electrical testing equipment.
- To read and interpret electrical schematics.

## Earn six National Credentials:

- OSHA 10
- CPR
- Machine Shop Basics
- NIMS Duty Area 1: Machine Maintenance
- NIMS Duty Area 3: Basic Hydraulic System
- NIMS Duty Area 4: Basic Pneumatic Systems
- NIMS Duty Area 5: Electrical Systems
- NIMS Duty Area 8: Maintenance Welding

## Details:

**Classes Offered:** M & W | 6–9:30 p.m.

**Part II:** Sept. 18, 2023–Apr. 10, 2024

**Program Length:** 476 hours

*\*Financial Assistance to those who qualify*

*\*Earn college credits towards a Technical Studies degree.*

FIND YOUR FIT | Advanced Manufacturing Bootcamps



### Programmable Logic Controller (PLC) Bootcamp

This PLC Bootcamp is designed for individuals who are currently working in an Industrial Maintenance or Advanced Manufacturing position and wish to gain additional training in the Programmable Logic Controller field. Students will be working with Allen-Bradley 500.

**Skills developed will provide experience in:**

- Developing and installing of programmable controllers
- Planning, monitoring and troubleshooting PLC machine processes
- Identifying advanced programming terminology, languages, and concepts
- Developing HMI applications
- Identifying communication techniques and protocols

**Online with live instructor office hours**

**IT 205 | Digital Electronics**

3 credits | Sept.–Dec.

**IT 218 | PLCs**

3 credits | Sept.–Dec.

### AutoCAD Bootcamp

The AutoCAD Bootcamp is composed of three courses in which the courses will provide students the fundamental principles of engineering drawing, fundamental principles of descriptive geometry, graphical mathematics and CAD. Students will also learn the technical information and methods of blueprint construction and interpretation, sketches and prints that relates to manufacturing and fabricating processes. Finally, students will be introduced to basic measurement, precision measurement tools and dimensional gauging.

**Combination of Online and Hybrid classes**

**EG 102 | Engineering Graphics**

3 credits | Jan.–May

**IT 105 | Blueprint Reading & Sketching**

2 credits | Jan.–May

**IT 118 | Tools & Measurements**

1 credit | Jan.–May

### CNC Bootcamp

**Must have AutoCAD experience.**

The CNC Bootcamp will provide participants entry-level skills in the CNC Machining field, while allowing them to earn credits toward a degree.

**Skills developed will provide experience in:**

- Machining center setup
- Turning center setup
- Calculations of speeds and feeds for tool and material
- Developing HMI applications
- Identifying basic programming of numerical controls

**Hybrid classes**

**IT 211 | Advanced Engineering Tech Design (CAD II)**

3 credits | Jan.–May

**IT 160 | CNC Programming**

4 credits | Jan.–May



Ready to earn more?

**Scan the QR code, or contact Gwen Piccioni**

CareerAdvance Success Coach  
vpiccio1@rcsj.edu | 856-776-2377

CareerAdvance USA Scaling Apprenticeship GRANT is sponsored by a \$4 million dollar grant from the U.S. Department of Labor, Employment and Training Administration (Federal Award ID. No. (FAIN): HG-33031-19-60-A-34. The US DOL grant includes additional match funds amounting to over \$1,000,000 to support project goals.

24-Hour Access

Discussion Areas

6 Week Format



# Project Management Online Courses

approved by the Project Management Institute for CEUs

## Rowan College of South Jersey - Cumberland Campus

### Keys to Effective Communication

Lost for words? Don't be! Learn to build rapport, trust, warmth, and respect through conversation.

### Leadership

Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life.

### Introduction to Business Analysis

Learn powerful techniques to improve your decision-making skills at work.

### High Speed Project Management

Learn to deal with the realities of managing projects at supersonic speeds despite truncated timelines, inadequate staffing, and skimpy budgets.

### Fundamentals of Supervision and Management

Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

### Fundamentals of Supervision and Management II

Learn how to be an effective manager or supervisor. Master the basics of communicating effectively, and learn tools for developing your own interpersonal skills.

### Building Teams That Work

What are the secrets to managing successful teams in the workplace? Explore communication techniques and problem-solving skills that will help you get your team on track in no time.

### Achieving Success with Difficult People

Learn how to have more successful relationships with difficult bosses, co-workers, students, neighbors, or relatives.

### Supply Chain Management Fundamentals

Master the fundamentals of supply chain management and prepare for internationally recognized certification examinations.

### Purchasing Fundamentals

Improve your company's bottom line by mastering the fundamentals of purchasing.

### Project Management Applications

Experienced project manager teaches you the tricks of the project management trade.

### Mastery of Business Fundamentals

Acquire practical experience in strategic planning, management, and finance without enrolling in an MBA program.

### Six Sigma: Total Quality Applications

Learn to apply the elements and methods of Six Sigma to achieve the highest possible quality.

### Introduction to Microsoft Project 2013

Discover how to effectively plan, implement, manage and control projects using the world's most popular project management software.

### Introduction to Microsoft Project 2016

Use this popular project management software to plan, implement, and control projects, control projects, track costs and resources, and generate reports using Gantt Chart and Calendar views.

### Total Quality Fundamentals

Learn the basics of total quality management.

### PMP Certification Prep 1

Begin a well-paying career as a project manager by preparing to take-and pass-the PMP certification exam.

### PMP Certification Prep 2

Prepare to take-and pass-the Project Management Institute's PMP certification exam.

### Project Management Fundamentals

Gain the skills you'll need to succeed in the fast-growing field of project management.

### Understanding the Human Resources Function

Learn to handle basic human resource functions to ensure the best possible results.

### Supervision and Management Series

Whether you're new to managing employees or a seasoned pro, these courses will help you brush up on your leadership and interpersonal communication skills, to help you lead your team to success.

Enroll Today!

Details on any of these courses can be found at:

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

You can also reach us by calling:

856-776-2372

## Grant Funded Training

Customize training programs that meet the needs of your employees

## & Workplace Literacy Basic Skills Training Program

These no-cost workshops are available through a partnership between the New Jersey Business & Industry Association (NJBIA), the New Jersey Community College Consortium for Workforce and Economic Development, and the NJ Department of Labor and Workforce Development.

- No Cost to qualified attendees
- All Classes are Live Online by Zoom
- Attendees must attend all days of scheduled training to be eligible for the grant.
- Public & State employees, and unemployed persons are not eligible for this grant funded training.
- Must be a New Jersey registered business (FEIN required)
- Employees must work a minimum of 20 hours per week to be eligible.

TO REGISTER FOR A CLASS, VISIT:  
[CCCNJ.GOSIGNMEUP.COM](http://CCCNJ.GOSIGNMEUP.COM)

### LEADERSHIP DEVELOPMENT AFTER-HOURS

#### Leadership Series: Communication, Coaching and Conflict

This workshop will give participants the skills in communication, coaching, and conflict that they need to be successful. Learn ways to prioritize, plan, and manage time effectively. Identify your primary leadership style, determine ways you can meet the need of your employees and co-workers through communication and coaching.

Oct 3-24 5:30-7:30 p.m. T

#### Leadership Series: Effective Problem Solving & Decision Making

This course will show participants how to apply problem-solving steps and tools. Learn how to analyze information to clearly describe problems and how to select the best approach for making decisions.

Nov. 7-28 5:30-7:30 p.m. T

#### Leadership Series: Leading with Trust

This course will explain how trust is an important component of leadership. Learn how to engage employees in decision making, investing in their success, identify different personality types and how to work with them.

Dec. 5-19 5:30-7:30 p.m. T

#### Leadership Series: Managing Pressure & Maintaining Balance

This course will help participants understand the causes and costs of workplace pressure, the benefits of creating balance, and how to identify pressure points. Learn how to apply emotional intelligence, increase optimism and resilience, and develop strategies for getting ahead.

Jan. 9-30, 2024 5:30-7:30 p.m. T

#### Leadership Series: Different Techniques for Effective Time Management

This course will provide participants with appropriate strategies to increase both personal and professional productivity, as well as learn to work smarter. Exceptional time management skills have a powerful effect on shaping an organized, successful business.

Feb. 6-27, 2024 5:30-7:30 p.m. T

### PROFESSIONAL DEVELOPMENT

#### Speak with Confidence & Power

This workshop will give participants presentation skills that will make speaking in public less terrifying and more enjoyable. This workshop includes topics that participants can look forward to including creating a compelling program, using various types of visual aids, and engaging the audience.

Sept. 20 & 27 9 a.m.-12 p.m. W

#### Business Math 1

We all rely so much on computers, that at times our math skills become further limited. This two-part series will help participants to refresh their skills, develop an understanding of the fundamentals of everyday math, that are used most often in the workplace and at home. Participants will be reintroduced to whole numbers, fractions, decimals, and percentages.

Sept. 13-Nov. 1 3-5 p.m. W

#### Interpersonal Skills for Health Care Professionals

This workshop will help participants understand the important of soft skills. These skills promote empathy, help increase patient satisfaction and improve teamwork.

Oct. 11-18 9 a.m.-12 p.m. W

## The Power of Professional Skills

With this workshop participants will begin to see how important it is to develop a core set of professional skills. These skills are personal attributes, personality traits, inherent social cues, and communication abilities needed for success on the job. Skills such as listening, collaborating with others, presenting ideas, and communicating with team members are all highly valued in the modern workplace.

Nov. 8–15 9 a.m.–12 p.m. W

## Professional Writing

This workshop will give participants a refresher on basic writing concepts and an overview of the most common business documents. These basic skills will provide participants with that extra benefit in the business world that a lot of people are losing.

Dec. 6 & 13 9 a.m.–12 p.m. W

## Handling a Difficult Customer

In this workshop, participants will learn how engaging customers properly can benefit both the employee and customer. Effective customer service can change a company's reputation for the better. Through this workshop, participants will gain a new perspective on how to react to negative customers and leave the customer satisfied and as a returning customer.

Jan. 10–17, 2024 9 a.m.–12 p.m. W

## Business Math 2

In this two-part workshop participants will improve upon their basic math skills and be introduced to the concepts of equations, formulas, percentages, graphs, and statistics.

Jan. 10–Feb. 28, 2024 3–5 p.m. W

### TECHNOLOGY WORKSHOPS

## Social Media and Your Business

Participants will learn to develop a social media marketing plan as a part of their overall marketing strategy, determine who should be on their team, and choose how they will measure what is taking place. In addition, we will explore some of the major social media sites and look at how specialty sites and social media management tools can take their social media marketing to the next level.

Sept. 19 & 26 9 a.m.–12 p.m. T

OR Feb. 20–27, 2024 9 a.m.–12 p.m. T

## Microsoft 365 Excel Level 1

Microsoft 365 Excel is a powerful and easy-to-use spreadsheet application. Nearly everyone who works with numbers has likely used Excel. By the end of this workshop, users will be comfortable creating new spreadsheets, working with basic formulas and functions, saving and printing.

Sept. 7–28 9 a.m.–12 p.m. Th

OR Feb. 1–22, 2024 1–4 p.m. Th

## Microsoft 365 Excel Level 2

This course is intended to help all users become familiar with the more advanced selection of features of Excel. We will cover how to create and use advanced formulas, analyze data, organize worksheet data with tables, visualize data with charts, work with graphical objects, and enhance workbooks.

Oct 5–26 9 a.m.–12 p.m. Th

## Microsoft 365 Excel Level 3

This course will have users using automating functions, analyzing, and presenting data, auditing and error checking your work, working in multiple workbooks, and accessing and distributing data.

Nov. 2–30 9 a.m.–12 p.m. Th

(No class on 11/23)

### SPANISH AND ENGLISH AS A SECOND LANGUAGE

## Conversational Spanish 1

This entry-level course includes activities such as dialogue, role-playing, narration, speech, and group discussion. Learn basic Spanish phrases used in conversation, as well as formal and informal greetings in Spanish. Also review basic phrases and questions used in everyday life.

Sept. 12–Nov. 2 4–6:30 p.m. T & Th

## ESL Level 1

English as a Second Language Level 2 is for students who have some ability to communicate in English; this class addresses all four language skills (listening, speaking, reading, and writing). At this level, students read and write at a basic level in English, and they develop vocabulary and basic grammar.

In-person & Virtual (Hybrid)

Sept. 12 – Nov. 2 6–8:30 p.m. T & Th

## Spanish for Manufacturing

This course is designed to help English speaking managers, supervisors, safety personnel, and team leaders in manufacturing, assembly, and other industrial companies to be able to communicate with their Spanish speaking team members.

Oct. 3–Dec. 12 9:30–11:30 a.m. T & Th

(No class on 11/23)

## Conversational Spanish Level 2

This level focuses on increasing Spanish vocabulary and comprehension through interactive dialogue and role play. Students who finish this level will be able to understand sentences and frequently used expressions.

Jan. 9–Feb. 29, 2024 4–6:30 p.m. T & Th

## ESL Level 2

English as a Second Language Level 2 is for students who have some ability to communicate in English; this class addresses all four language skills (listening, speaking, reading, and writing). At this level, students read and write at a basic level in English, and they develop vocabulary and basic grammar.

In-person & Virtual (Hybrid)

Jan. 9–Feb. 29, 2024 6–8:30 p.m. T & Th

## Spanish for Healthcare

This course is designed for to help English speakers communicate with Spanish speaking patients, and their families, to better assess symptoms, illness and explain treatment and care.

Jan. 9–Mar. 14, 2024 9:30–11:30 a.m. T & Th

## SIGN UP TODAY!

Our training programs are available online or in-person at your location or ours. Contact us to see what we have to offer.

FOR MORE INFORMATION,  
CONTACT:  
CINDY PHILLIPS,  
LPHILLI8@RCSJ.EDU



## Adult Basic Education (ABE)

### High School Equivalency Exam and Prep Classes

Rowan College of South Jersey offers adult basic education programs designed to prepare you to earn your high school equivalency diploma, improve your English literacy Skills, get you into college and put you on the career path. Whether you need to improve your basic skills or want support as you transition into college or employment, our programs will meet you at the level you are at and help you reach your educational and career goals.

### English as a Second Language (ESL) Program

Learn English through a combination of listening, speaking, reading, and writing classes! Classes are available for students at all levels. The College's ESL programs help students to improve their English to meet academic, and career goals.

## Ready to get started?

Scan the QR Code:



### Contact:

For information about GED and ESL Classes:

### Danielle Bryant

Assistant Director of ABE/ESL  
[dbryant8@rcsj.edu](mailto:dbryant8@rcsj.edu)

Cumberland Campus:  
 856-200-4531





## Private Payment Plan

The program allows individuals to put down 50% and pay the remainder over the duration of their course. The 50% deposit guarantees a spot is reserved in the course.

## ELMSelect Loan

ELMSelect is a transparent, lender neutral, free service. Lenders provide the loan information available for comparison. You decide what private student loan makes the most sense for you. Go to [www.elmselect.com](http://www.elmselect.com) for more information and to apply for a loan.

## Displaced Homemakers Program

A displaced homemaker is defined as an individual who has worked in the home for a number of years and through death, disablement or divorce of a spouse, finds themselves as the primary source of household income for her/himself and/or her/his children.

RCSJ-Cumberland Campus has received a grant that provides services to displaced homemakers to assist them in transitioning back into the workplace. Call us to find out what services are available for which you may qualify. Call 856-776-2386 and ask for our grant intake coordinator.

## GI Bill

Students who have served in the military and have saved through the GI Bill can apply those funds to non-credit training. In some cases spouses may also be eligible.

## MyCAA

The Military Spouse Career Advancement Accounts (MyCAA) program provides up to \$4,000 (over 2 years) of Financial Assistance for military spouses who are continuing their education by pursuing a license, certification, or associate degree in a portable career field and occupation. Contact a Spouse Education and Career Opportunities (SECO) Consultant at 1-800-342-9647.

## CC Workforce Development

The Cumberland County Department of Workforce Development works with job seekers and employers in providing resources such as career counseling, career assessments, employer hiring recruitments, training opportunities, opportunities to obtain certification in demand occupations, individuals employment plans and job search support.

**Office: Center for Workforce  
& Economic Development**  
3322 College Drive  
Vineland, NJ 08360

Phone: 856-696-5660

Monday-Friday, 8:30 a.m.-4:30 p.m.

## Healthworks

The Healthworks Apprenticeship grant is a federal grant in partnership with a consortium of community college in New Jersey that is offering healthcare Registered Apprenticeships in Certified Nursing Assistant, Patient Care Technician, Medical Assistant and Pharmacy Assistant. The Healthworks Grant connects participants to employers to be able to work, learn, and earn.

## CareerAdvance USA

Students who have an interest in entering the field of Advanced Manufacturing can apply for the CareerAdvance USA federal grant to receive entry level training in the field of Advanced Manufacturing to allow for entry level employment and entrance into a Registered Apprenticeship.

## School Counts! CTE Scholarship

The Cumberland County Campus Education Foundation is proud to expand *School Counts!* Scholarships to qualifying students who are in the Career & Technical Education certificate programs at RCSJ. The scholarship is available for expressed financial need. *School Counts!* Scholarship criteria for Career & Technical Education include:

- Must be a resident of Cumberland County
- Student must show a current year tax return
- Students must demonstrate financial need
- Student must have 95% attendance record by certificate completion.
- Students must maintain a C or better.
- The funding pays as a \$500 reimbursement scholarship after all certificate requirements have been met.

## CONTACT US

**Career & Technical Education Office**  
856-776-2372 | [cte@rcsj.edu](mailto:cte@rcsj.edu)

**Michael Goonan**  
Assistant Dean  
Career & Technical Education  
856-776-2373  
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**Gwen Piccioni**  
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**Danielle Bryant**  
Assistant Director  
Adult Basic Education  
856-200-4531  
[dbryant8@rcsj.edu](mailto:dbryant8@rcsj.edu)

## TWO WAYS TO REGISTER

**REGISTER ONLINE AT**  
[CCCNJ.GOSIGNMEUP.COM](http://CCCNJ.GOSIGNMEUP.COM)

**VISIT IN-PERSON**  
**Arts & Innovation Center**  
321 N. HIGH STREET MILLVILLE, NJ 08332

# Apprenticeship Training

**2000+**  
Hours  
On The Job Training



**144+**  
Hours  
Related Classroom  
Instruction

## Advantages for the APPRENTICE

- Earn credential — recognized nationwide!
- Start with the basics — learn your job from the ground up
- “Earn as you learn” pay scale

Apprenticeship combines on-the-job training with related classroom instruction, and students who complete all requirements receive the nationally-recognized credential. As you progress through the apprenticeship training levels, the pay scale increases.

## Apprenticeship Opportunities

- Certified Nursing Assistant
- Patient Care Technician Certified
- Nursing Assistant Advanced
- Certified Clinical Medical Assistant
- Pharmacy Technician
- Certified Production Technician
- Industrial Maintenance Technician
- CNC Operator

These apprenticeship programs are grant funded by the United States Department of Labor.

New Jersey HealthWorks Scaling Apprenticeship is sponsored by a \$12 million dollar grant from the U.S. Department of Labor, Employment and Training Administration (Federal Award ID. No. (FAIN): HG-33026-19-60-A-34).

The CareerAdvance USA Grant is a \$4 million grant offering training and apprenticeship programs for those looking to build rewarding and well-paying careers in the high-demand field of advanced manufacturing. This grant applies to new hires and incumbent workers. Salary reimbursement funds are available for qualifying organizations.



Cumberland Campus  
3322 College Drive  
Vineland, NJ 08360

**Do more than dream it. Achieve it.**

Earn your degree debt-free with the New Jersey  
Community College Opportunity Grant.

You may be eligible if:

- You have a total household adjusted gross income between \$0-\$65,000
- You do not have a prior degree
- You're enrolled in at least six (6) credits
- You make satisfactory academic progress



[RCSJ.edu/CCOG](https://RCSJ.edu/CCOG)



Community College  
Opportunity Grant