

CAREER & TECHNICAL EDUCATION

FALL/WINTER COURSE GUIDE

SEPTEMBER 2023 – MARCH 2024



REGISTER TODAY!
RCSJ.edu/CTE



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

NEW Reduced Tuition Award!

For New Jersey residents with AGIs between \$65,001 and \$80,000 CCOG will pay up to half of the maximum CCOG award available at the College.

Complete the Free Application for Federal Student Aid (FAFSA) or NJ Alternative Application to see if you qualify. Visit **StudentAid.gov** and use school code 006901.

“

The Community College Opportunity Grant has been really, really helpful. There are no words to describe how much this has helped me as a single mother. I have to think about rent. I have to think about feeding my child. Now, I don't have to worry about how much I'm going to pay for my tuition. With this, it's like seeing the light at the end of the tunnel.

”



RCSJ.edu/CCOG



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

Symbol KEY:

 Online Course

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-Gloucester Campus, Special Assistant to the President, Diversity and Equity, Title IX and Compliance at 856-415-2154 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. For disabilities, contact Carol Weinhardt-Gloucester Campus, Director Department of Special Services, ADA/504 Officer at 856-415-2247 or cweinhar@rcsj.edu Meredith Vicente-Cumberland Campus, Senior Director, Disability Support Services 856-200-4688 mvicent1@rcsj.edu.

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.



Welcome to Rowan College of South Jersey

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.

A handwritten signature in black ink, reading "Frederick Keating". The signature is fluid and cursive.

Frederick Keating, Ed.D.
President

Earn Industry Recognized Credentials – How Long Will It Take Me?

<p>LESS THAN 3 MONTHS</p>	<p>HEALTHCARE CPR Mental Health First Aid Certified Nursing Assistant Medical Administrative Assistant Certified Peer Recovery Personal Fitness Trainer Sports Nutrition Patient Care Technician Emergency Medical Technician Mobility Assistance Vehicle Operator (MAVO)</p> <p>BUSINESS 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>ADVANCED MANUFACTURING Lean Six Sigma Yellow Belt Lean Six Sigma White Belt Lean Six Sigma Green Belt OSHA 10 Certified Production Technician Certified Associate Project Management (CAPM) Project Management (PMP) Advanced Wastewater</p> <p>HOSPITALITY ServSafe Manager TIPS Alcohol Certification</p>	<p>INFORMATION TECHNOLOGY Power BI Certificate Google Analytics Certificate Data Analyst Python Programming QuickBooks</p> <p>TRANSPORTATION, LOGISTICS & DISTRIBUTION Certified Logistics Associate</p>
<p>3-5 MONTHS</p>	<p>HEALTHCARE Pharmacy Technician Phlebotomy Technician Mental Health Technician Veterinarian Assistant Medical Billing & Coding CT Technologist</p>	<p>FINANCIAL SERVICES Accounts Payable Manager Certification Accounts Payable Specialist Certification</p>	
<p>6 MONTHS</p>	<p>HEALTHCARE Emergency Medical Technician (EMT) MRI Technologist Certified Inpatient Coder Certified Outpatient Coder Certified Registered Central Service Technician</p> <p>ADVANCED MANUFACTURING Industrial Wastewater Advanced Water Operation Programmable Logic Controllers (PLCs)</p>	<p>INFORMATION TECHNOLOGY 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>9-12 MONTHS</p>	<p>HEALTHCARE Certified Clinical Medical Assistant Medical Interpreter</p>	<p>ADVANCED MANUFACTURING Introduction to Water Industrial Maintenance Technician</p>	<p>INFORMATION TECHNOLOGY Cisco CCNA Certification Training CompTIA Certification Training: A+, Network+, Security+ CompTIA Certification Training: ITF+, A+, Network+, Security+</p>



Career and Technical Education Scholarship

The Career and Technical Education Scholarship provides individuals with funding up to \$750 for non-credit certification program leading to industry-recognized or state credentials for high-demand jobs. Most of the courses can be completed in three to six months.

The awards are based on student need and cover the cost of registration, fees, books, course-specific supplies, and credentialing exams.

Students also receive program and career guidance from Career and Technical Education staff for employment planning, job matching and other support services.

For more information please call 856-681-6202

To apply go to: RCSJ.edu/CareerTech and click on the scholarship application link to submit.



FIND YOUR FIT | MEDICAL CANNABIS DISPENSARY TRAINING

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, this 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.

Learn About

Laws

All the regulations you need to know.

Cultivation

Plant physiology and cannabis cultivation.

Products

What's out there, how it is made and tested.

ECS/Dosing

What you need to know to work in a dispensary.



15-hour Program: Mondays, Sept. 18–Oct. 16, 6–9 p.m.

Five Modules

- **Meet online via Zoom:**
M & W, 6–9 p.m.
- **Cost: \$500** (Limited tuition waiver vouchers are available for veterans.)
- **Must be 18 years old to register.**
(Most employers require employees to be 21 years old and pass a background check.)



Use this link to register for classes:
RCSJ.edu/gc/CannabisTraining

OR

Scan QR Code
to Register!

Emergency Medical Technician (EMT)

Prerequisite: All students must be at least 16 years of age in order to enroll in class, and acquire their CPR certification from the American Red Cross, American Heart Association or another approved agency. This Emergency Medical Technician (EMT) course is a combination of a traditional classroom EMT class and on-line EMT class that requires students to use a computer with internet access off campus, as well as attend class sessions conducted on campus. An EMT is the initial level of certification available for emergency medical services personnel. Emergency medical technicians are the first to respond to the injured in emergency incidents such as automobile accidents or medical situations. They assess the nature and extent of injury, provide initial medical care and transport the patient to a hospital if necessary. Successful completion of this program allows students to sit for the New Jersey Emergency Medical Technician certification examination as well as the National Registry of Emergency Medical Technicians' certification examination. This program meets all of the required National EMS Education Standards for training Emergency Medical Technicians. Students will be required to read their textbook as well as successfully complete detailed online course work every week and attend one night of classroom practical skills instruction per week, in addition to several Wednesday sessions during the program. In addition to the class sessions, students will be scheduled for clinical experiences in 9-1-1 dispatch centers, in both basic and advanced care EMS units, and in a hospital. 12.9 CEUs

\$1,799

HST-130-01

Tues. & every other Fri., Sept. 12–Dec. 15, 8 a.m.–3:30 p.m.

HST-130-02

Thurs., Jan. 11–June 6, 6:45–10:00 p.m.
Some Saturdays, 8 a.m.–3 p.m.

Patient Care Technician

The healthcare industry is currently undergoing major changes in the manner in which patient care is provided. These changes have resulted in the introduction of a new category of healthcare worker trained to perform a variety of patient care services. The Patient Care Technician course teaches the technical skills necessary to service complex patient personal care issues including basic bedside care, collection of laboratory specimens, rehabilitation services, phlebotomy and EKGs. The Patient Care Technician works alongside doctors, nurses and other healthcare providers to help oversee and monitor patients. This training course will provide the healthcare worker with the basic medical knowledge and hands on skills necessary to perform direct patient care and technical diagnostic testing. This program prepares students to take the National Health Career Association (NHA) certification exam. The Certified Patient Care Technician program will provide students with a solid foundation, combining theory learned in the classroom with hands-on practice via clinical rotations. Required textbooks are available in the college bookstore. 27 CEUs

\$3,999

PCT-100-01

Mon.–Thurs., Sept. 18–Nov. 16, 9 a.m.–3 p.m.

PCT-100-02

Mon.–Thurs., Jan 8–March 7, 9 a.m.–3 p.m.

Allied Health Admission Requirements:

Prior to registration, students must:

- Obtain CPR certification
- Complete online course "Introduction to HIPAA"
- Review program information packet (*available at the Career & Technical Education Center*)
- Have a high school diploma
- Have health insurance coverage and maintain eligibility while enrolled in the program
- Have proof of immunizations (*hepatitis B, MMR, varicella*) and two-step PPD
- Students must have a two-step PPD and note from their doctors indicating they are in good health.
- After students receive the two required injections, doctors must prepare written documentation indicating the dates of the immunizations, the dates read and the final results.
- The College cannot accept testing completed more than six months previously.
- Maintain flexible schedules to meet clinical rotation requirements.
- Sign a disclosure and release form giving the College permission to obtain background check information

Note: A criminal background report containing negative information may prevent placement for the clinical portion of the program.

Orientation is mandatory and held at the RCSJ Career & Technical Education Center. All clinicals are scheduled during the day and students must be flexible in meeting this requirement.

Central Service Technician

Are you looking for a new and exciting career in Healthcare? If so, train to become a 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, as well as 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. 52 CEUs

\$3,600

CST-100-01

Mon.-Thurs., Sept. 5–Dec. 15, 5–9 p.m.

CST-100-02

Mon.-Thurs., Jan. 29–April 9, 5–9 p.m.

Medical Interpreter (Spanish/English)

The Medical Interpreter training course prepares you to work in hospitals, medical offices and in any healthcare environment where a Spanish interpreter is needed. In addition, the Medical Interpreter training course prepares you to sit in any of the Medical Interpreting examinations available in the country. This course is language specific – Spanish/English. You will acquire the three interpreting skills – simultaneous, consecutive and sight translation. You will learn the proper transfer of medical terminology into Spanish, divided into the different areas in a hospital and medical specialties. Intensive online interpreting laboratory practices are included in this training course.

\$2,595

GES 165

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.

\$999.00

CST-201-01

Sat., Sept. 9 – Nov. 11 9 a.m.–1 p.m.

CPR/BLS for the Health Care Provider – BASIC

This course is for health care professionals who need to know how to perform CPR and other basic cardiovascular life-support skills in both hospital and outpatient care settings. Students train in recognizing life-threatening emergencies in adult, child and infant patients; giving high-quality chest compressions, delivering appropriate ventilations and providing early use of an AED. It also covers the use of BVM, pocket masks and relief of choking in responsive and unresponsive victims. .5 CEUs

\$99

HST-101-01 Tue., Sept. 12, 9 a.m.–2 p.m.

HST-101-02 Tue., Oct 17, 9 a.m.–2 p.m.

HST-101-03 Tue., Nov 14, 9 a.m.–2 p.m.

HST-101-04 Tue., Dec 6, 9 a.m.–2 p.m.
Tue., Feb 13, 9 a.m.–2 p.m.

HST-101-05 Tue. Jan. 16, 9 a.m.–2 p.m.
Tue. Mar. 12, 9 a.m.–2 p.m.

Pharmacy Technician

Admission Requirements:

Current CPR certification, drug screening and criminal background check.

Pharmacy technicians work under licensed pharmacists to help dispense prescription medication to customers or health professionals. According to the U.S. Department of Labor, employment of pharmacy technicians is projected to grow 20 percent from 2012 to 2022, faster than the average for all occupations. This program is comprised of 72 hours of classroom instruction and practical clinical experience. It provides students with the technical knowledge and fundamental principles of pharmacy practice within a retail or hospital setting. It also enables students to take the Pharmacy Technician Certification Board (PTCB) examination and obtain an entry-level position as a pharmacy technician. Textbooks are required and available in the college bookstore. Exam included 7 CEUs

\$1,999

PHT-200-01

Tue. & Thurs., Oct. 3–Dec. 14, 7–10 p.m.

PHT-200-02

Mon. & Wed., Nov. 27–Feb. 18, 7–10 p.m.



Live Online

Certified Nurse Assistant (CNA)

Nurse Assistants aid in the physical, psychological, social and spiritual needs of clients. CNAs work in health care settings such as hospitals, home care, nursing homes or assisted-living facilities. Students learn basic care skills including monitoring vital signs, controlling infections, transferring and feeding clients as well as the Heimlich maneuver. Communication skills, body mechanics, bed making, restorative care and care of the dying client are among topics covered.

This state-approved program includes 50 hours of classroom instruction and 40 hours of clinical training. In addition, coursework prepares students to take the state licensure examination. Required textbooks available in the college bookstore. 9 CEUs

\$2,500

CNA-101-01

Mon.–Thurs., Oct. 2–Nov. 9, 8 a.m.–12 p.m.

CNA-101-02

Mon.–Thurs., Dec. 4–Jan. 18, 8 a.m.–12 p.m.

Medical Billing and Coding

This 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.

\$3,534 (Tuition, Books and Certification)

MCB-100-01

Mon. & Wed., Sept. 25–Jan. 31, 7–10 p.m.



Live Online

Advanced Skills for the CNA Professional

Take your CNA Certification to the next level! Licensed Certified Nurse Assistants are eligible to take this course that provides training and certification in Patient Care Technician. Topics covered include basic vital signs, basic medical terminology, phlebotomy and EKG training. Meet the changing demands and additional employment opportunities in the healthcare industry. This program prepares students to take the National Health Career Association (NHA) certification exam for Patient Care Technician. Exams fees included in the cost. Pre-requisite are listing under Patient Care Technician Admissions Requirements. Textbooks available in the college bookstore. 16 CEUs

\$3,459

CNA-500-01

Mon.–Thurs., Sept. 25–Nov. 16, 9 a.m.–3 p.m.

CNA-500-02

Mon.–Thurs., Jan. 15–Mar. 7, 9 a.m.–3 p.m.

ServSafe® Food Safety Manager

This eight-hour ServSafe® training session prepares students to take the official ServSafe® certification exam, which is offered at the conclusion of class. ServSafe® training, designed by food service and safety professionals, meets the needs of New Jersey food laws and regulations. Individuals who complete the program and pass the accredited certification exam are recognized as certified food safety managers. The class is delivered in two, four-hour training sessions with the certification exam administered at the end of the second day. 8 CEUs

\$235

SST-100-01

Fri., Sept. 22 & 29, 9 a.m.–1 p.m.

Fri., Dec. 1 & 8, 9 a.m.–1 p.m.

SST-100-02

Fri., Oct. 6 & 13, 9 a.m.–1 p.m.

Fri., Feb. 16 & 23, 9 a.m.–1 p.m.

SST-100-03

Fri., Nov. 3 & 10, 9 a.m.–1 p.m.

Fri., Mar. 1 & 8, 9 a.m.–1 p.m.

ServSafe® Food Safety Manager Re-Certification EXAM ONLY

Register for the Certified ServSafe® Food Safety Manager credential. This does not include coursework or textbooks.

\$75

SSE-100-01

Fri., Sept. 29, 12 p.m.

Fri., Dec. 8, 12 p.m.

SSE-100-02

Fri., Oct. 13, 12 p.m.

Fri., Feb. 23, 12 p.m.

SSE-100-03

Fri., Nov. 10, 12 p.m.

Fri., Mar. 8, 12 p.m.

For additional information or reservations for classes, call Jennifer Wilson, 856-415-2216



Losing Weight and Keeping It

Do you want to lose weight and keep it off? Now you can! In this comprehensive course, you'll discover how to establish a healthy approach to weight loss and weight maintenance. You'll master how to set and achieve weight-loss and weight-maintenance goals that make sense for you.

By the end of this online course, you'll know how to set appropriate and effective goals for eating, exercise, and many other elements that affect your weight. You'll have the skills you need to lose weight and keep it off for a lifetime

\$100

LWT 101

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.

\$150

MHA-101-01

Thurs., Sept. 28, 9 a.m.–4 p.m.

Reminder!
Register Early
Classes Fill Up
Quickly

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 Pcourse 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

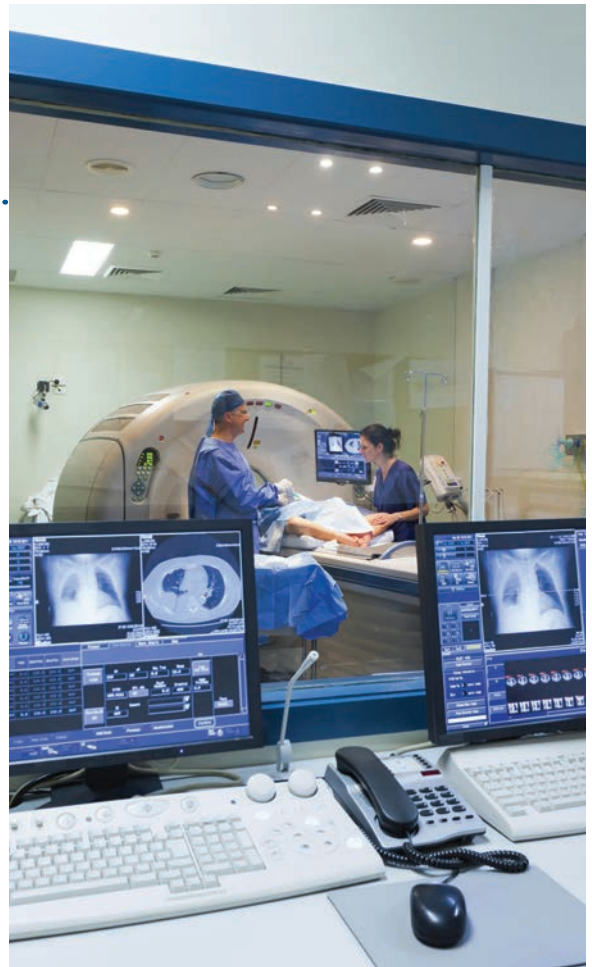
The MRI program is designed to give the Radiologic Technologist the basic understanding of MRI principles, anatomy, procedures and image formation. The MRI Program course meets one night every week for six months of learning which includes instructional videos and demonstrations.

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.



Cumberland Campus
3322 College Drive, Vineland NJ 08360
856-776-2372
RCSJ.edu/CTE





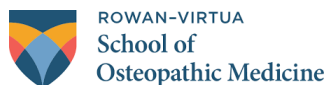
Community Health Worker/Peer Recovery Specialist Certificate Program

Are you interested in:

- Supporting the health of people in our community?
- Helping children, youth, and families that have been impacted by substance abuse?
- Building your professional public health skills and beginning a career as a Community Health Worker/Peer Recovery Specialist (CHW/PRS)?

Rowan College of South Jersey, in partnership with Rowan-Virtua School of Osteopathic Medicine, is offering **free** Community Health Worker/Peer Recovery Specialist training.

CHW/PRS plays an important role in meeting the health care needs of people with the navigation of social supports including substance abuse, treatment, harm reduction, medical and behavioral health referrals, housing support, food supports, health insurance, transportation and more.



Rowan-Virtua School of Osteopathic Medicine has received a federal grant from the Health Resources & Services Administration's (HRSA) that is funding this program.



Program Benefits

- No cost tuition
- Earn industry recognized credentials
- Gain knowledge and hands-on skills
- Students will receive a \$7,500 stipend during their participation in the training

For more information visit

RCSJ.edu/PeerRecovery

Gloucester Campus
1400 Tanyard Road, Sewell, NJ 08080

Cumberland Campus
3322 College Drive, Vineland NJ 08360



Certified Clinical Medical Assistant

Pursue a career in the rapidly growing Health Sciences field and you will join a diverse workforce with jobs that fit your educational plans. Many of the fields have stackable credentials and you can take advantage of career ladder programs. RCSJ has career ladder programs that can take you from a certification, to an associate degree, all the way up to your master's while never leaving our campus.

The CCMA certificate program is designed to educate students through classroom, laboratory and clinical instruction to become medical assistants capable of performing a variety of tasks to maintain efficiency in the health care environment.

Responsibilities of a medical assistant include:

- Taking medical histories
- Recording vital signs
- Explaining procedures to patients
- Preparing patients for examination
- Assisting physicians in various procedures
- Recording ECG/EKG
- Performing phlebotomy procedures

Upon successful completion of the certificate program, students will be eligible to take the National Career Association (NHA) certificate examinations. Successful exam scores may qualify students for positions as medical assistants, multi-skilled, EKG and Phlebotomy technicians.



Cumberland Campus — Representative

Michael Goonan | *Assistant Dean, CTE*
mgoonan@rcsj.edu

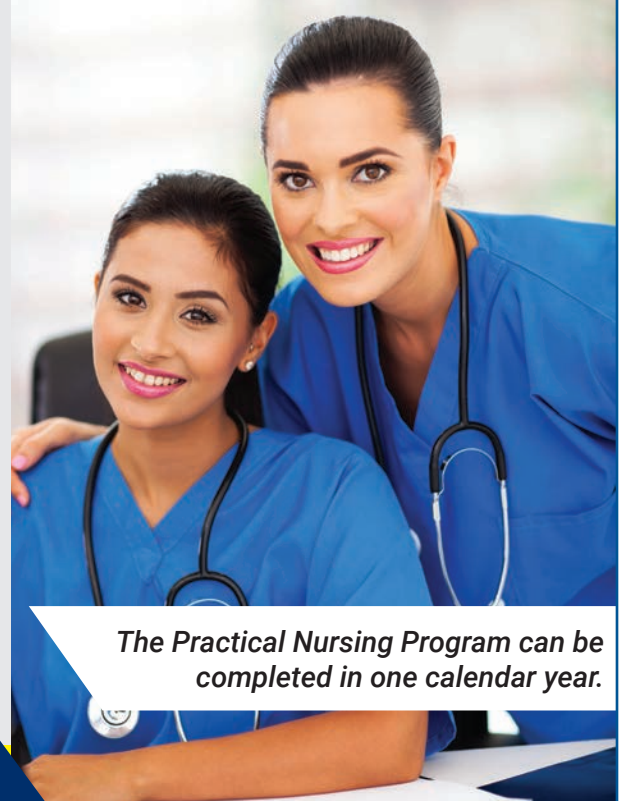
Gloucester Campus — Representative

Samantha Wagner | *Director, Selective Entry Programs*
email@rcsj.edu

FIND YOUR FIT | HEALTH | LICENSED PRACTICAL NURSING

Practical Nursing, AC

The Academic Certificate program in Practical Nursing is designed for students who plan to become Licensed Practical Nurses. This program has selective admission criteria. Individuals who are at college level and who are eligible to take English 101, and Anatomy and Physiology I, may consider this Practical Nursing program. Graduates are awarded an Academic Certificate in Practical Nursing. Cumberland's Practical Nursing Program is accredited by the New Jersey Board of Nursing, 124 Halsey Street, Newark, NJ 07102, 1-973- 504-6430. Upon completion of the program, graduates qualify to take the National Council of Licensure Examination for licensure as a Practical Nurse.



The Practical Nursing Program can be completed in one calendar year.

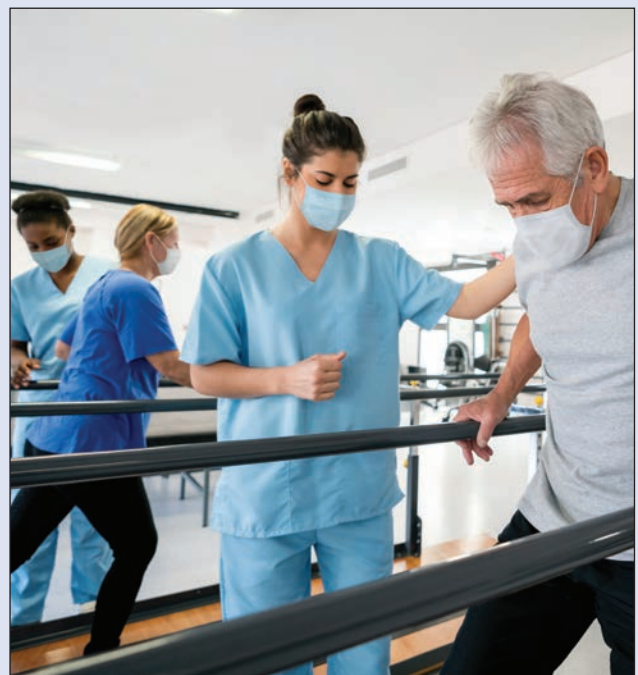
BEGIN YOUR JOURNEY AT:
[RCSJ.edu/cc/SelectiveAdmissions](https://www.rcsj.edu/cc/SelectiveAdmissions)

Looking for a career in Physical Therapy?

Learn how you can earn a two-year degree and become a Physical Therapist Assistant (PTA) with RCSJ's accredited program

PTAs assist in the treatment of patients by working under the direction and supervision of a licensed PT to implement customized therapy programs designed to improve mobility, relieve pain, prevent or limit permanent physical disability and promote overall fitness and wellness.

Visit us at
[RCSJ.edu/gc/PTA](https://www.rcsj.edu/gc/PTA)
to learn more



The Physical Therapist Assistant Program at Rowan College of South Jersey is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314; telephone: 703-706-3245; email: accreditation@apta.org; website: <http://www.capteonline.org>. If needing to contact the program directly, please call 856-415-2185 or email: shall@rcsj.edu

Looking for a Career in Allied Health?

Learn more about these Degree Programs offered by the Nursing and Health Professions Division at RCSJ

The following programs are selective admission programs:

Diagnostic Medical Sonography (DMS)

Associate in Applied Science (A.A.S.) — Career; The Diagnostic Medical Sonography program prepares the student to function as a medical sonographer. The diagnostic medical sonographer performs sonographic examinations using high-frequency sound waves to visualize soft tissue structures, including the gall bladder, kidneys, pregnant uterus and other organs as requested by the physician. For the vast majority of diagnostic procedures, the sonographer has total responsibility for the care and well-being of the patient and must be prepared to produce quality images with care and empathy.

Nursing (NUR) Generic Program

Associate in Science (A.S.) — Transfer; The Nursing program at RCSJ is a four semester sequential program. Each semester builds on previously learned knowledge and skills. The goal of the nursing program is to prepare students for entry-level positions as Registered Nurses. Upon successful completion of the nursing program, students are eligible to apply for state licensure and sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

Physical Therapist Assistant (PTA)

Associate in Applied Science (A.A.S.) — Career; The Physical Therapist Assistant program prepares students to work in rehabilitation settings to treat patients under the direction and supervision of a licensed physical therapist. Graduates are eligible to take the National Physical Therapy Examination for PTAs and apply for state licensure.

Nuclear Medicine Technology (NMT)

Associate in Applied Science (A.A.S.) — Career; The Nuclear Medicine Technology Program is a selective admission program that prepares the student to work as a Nuclear Medicine Technologist in hospitals and outpatient settings. Upon graduation, students are eligible to take the American Registry of Radiologic Technologist Boards (ARRT) or the Nuclear Medicine Technology Certification Board (NMTCB) to receive national licensure as a Nuclear Medicine Technologist. This exciting modality utilizes radioactive substances (radiopharmaceuticals) to diagnose, stage and treat disease.

Please see the college web page [RCSJ.edu](https://www.rcsj.edu) for more information about the selective admission programs or contact the Admissions Administrator at 856-681-6273 or visit [RCSJ.edu/gc/SelectiveAdmissions](https://www.rcsj.edu/gc/SelectiveAdmissions)



Pet First Aid

Rowan College of South Jersey is pleased to offer a Certified Pet First Aid course. This interactive course will focus on the topics such as pet first aid, animal CPR, preparing for and reacting to pet emergencies and general pet care. Learn about animal behavior, “Best Practice” tips and how to plan and prepare for disasters with your animal. .4 CEUs
Required Course for Veterinarian Assistant program

\$99

PFA-100-01

Wed., Sept. 13, 5:30–9:30 p.m.

PFA-100-02

Wed., Jan 17, 5:30–9:30 p.m.

Peace in the Pack I

Dogs communicate with us and with each other in a variety of ways that are not always recognizable to the people caring for them. Innovative ways to address negative behavioral issues and at times to avert them will be the focus of this course. Developing, understanding and interpreting canine body language and postures is the key to understanding how communicate. This is an excellent for veterinarians and veterinary techs as well as caregivers. .6 CEUs

\$99

PIP-101-01

Thurs., Sept. 14–Oct. 12, 7–9 p.m.

Peace In The Pack II

This series is for advanced students only who have already completed the 5 course series of Peace in the Pack.

Creating a Calm Dog! Learn ways to create a genuinely calm state of mind for your dog. Learn basic Behavioral and Training Techniques, tasks and techniques are an essential part of gently guiding your dog. Learn interesting and innovative ways to gain your dog’s attention and increase motivation so that they truly learn. Create a Healthy Lifestyle for your Best Friend! .6 CEUs

\$99

PIP-100-01

Thurs., Feb. 15–Mar. 14, 7–9 p.m.

Veterinary Assistant

Admission Requirements: Pet First Aid

You could be a Veterinary Assistant who works with animals in as little as three months!

The Veterinary Assistant Program at RCSJ follows NAVTA Veterinary Assistant standards in a program designed to provide participants with the necessary skills to become an integral part of the veterinary healthcare team.

Veterinary Assistants, working under the supervision of a Veterinarian, can assist with animal health histories and records, provide specialized nursing care, assist in surgical procedures, and wash, feed, and care for animals. As a Veterinary Assistant, you can work at a veterinary hospital, animal shelter, kennel or laboratory.

Through classroom and clinical instructions, participants are trained in the following areas: office procedures and client relations, pharmacy, preventative healthcare, behavior and restraint, animal nursing, laboratory procedures, surgical and recovery room assistance, radiology, and emergency response. You will get valuable information about animal-related issues from care and handling to veterinary practice and administration.

According to the Department of Labor data the employment of veterinary assistants and laboratory animal caretakers is projected to grow 19 percent from 2018 to 2028, much faster than the average for all occupations.

7.5 CEUs

Textbooks Required: Available in college bookstore.

\$1799.00

BVP-100-01

Wed. & Thurs., Sept. 20–Dec. 20, 5:30–9 p.m.

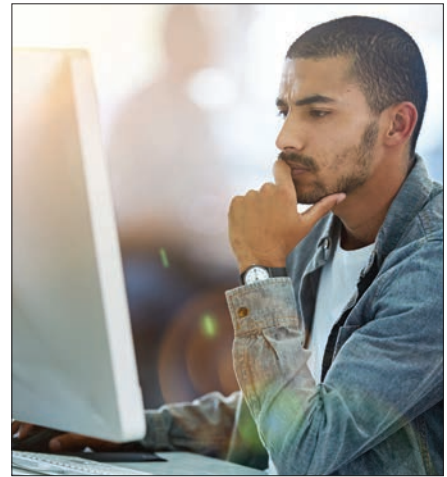
BVP-100-02

Wed. & Thurs., Jan. 24–April 11, 5:30–9 p.m.

Advance your career with Rowan College of South Jersey's Division of Business Studies Certificates of Achievement (COAs)

The world of business is fast-paced and always evolving. Whether you're looking to enter a new field or supplement your education to get ahead at your current workplace, RCSJ's new COAs can provide you with the qualifications you need to outshine the competition.

Certificates of Achievement are eligible for Federal Financial Aid and can be completed within one full calendar year.



Accounting

The Accounting COA is designed to provide an understanding of the theory and application of accounting principles and a foundation in Excel spreadsheets. Additionally, students can choose to improve their skills in accounting information systems, increase their knowledge of federal taxation, or managerial accounting. For those students interested in completing a degree program, this COA aligns with the Accounting Associate in Applied Science Program.

Business Software Tools

The Business Software Tools COA is designed to provide an in-depth understanding of the software that is used in today's organizations, i.e., Microsoft Word, Excel, PowerPoint and database management programs. For those students who are interested in completing a degree program, this COA aligns with the Business Administration Associate in Science and the Computer Information Systems Associate in Science Programs.

Computer Graphic Arts: Interactive/Game Design

The Computer Graphic Arts: Game/Interactive Design COA prepares students with the knowledge and skills that they will need for the exciting field of interactive design. Students will gain hands-on experience with state of the art computer technology and the preferred industry software programs. This certificate is perfect for designers who are currently working in the field that need additional skills to add to their resumes. This certificate can also provide insight into the field of game and interactive design to novice students who are considering the completion of a full degree program and a career pathway to an interactive design position. This COA aligns with the Computer Graphic Arts: Game/Interactive Design Associate in Applied Science Program.

Computer Graphic Arts: Print Design

The Computer Graphic Arts: Print Design COA provides students with the knowledge that they will need to work in the production aspect of the design industry. Students will gain hands-on experience with state of the art computer technology and the preferred industry software programs. This certificate is perfect for students who want to boost their resumes to include publishing software skills and design knowledge. This certificate is also a valuable option for marketing professionals, who want or need to be able to design materials for print. This COA aligns with the Computer Graphic Arts: Print Design Program.

Digital Marketing

The Digital Marketing COA introduces students to the field of digital marketing. The marketing, social media, advertising, web development and advanced web development courses that are included in this certificate prepare students with the skills that match employer needs. This COA aligns with the Digital Marketing Associate in Applied Science Program.

Entrepreneurship

The Entrepreneurship COA is designed to prepare students to lead start-up businesses and expand small businesses. Through theory and practical application, students will enhance their development of critical thinking, communication, and problem-solving skills, which are essential to compete in today's global business environment. For those students interested in completing a degree program, this COA aligns with the Entrepreneurship Associate in Applied Science Program.

Management

The Management COA provides a foundation for anyone who will have management responsibilities. Students will be introduced to the key concepts that are a part of human resource management, organizational behavior, organizational development and business ethics. This certificate aligns with the Human Resource Management Associate in Science Program.

Technology Help Desk Support

The Technology Help Desk Support COA introduces students to the skills necessary to work as a support technician. The key areas of troubleshooting, user support management, and customer service and communication techniques are addressed. Students will also be trained to use technical support software, project management techniques, and networking skills that will qualify them for entry-level or advanced positions in the field of information technology. This COA aligns with the Computer Information Systems Associate in Science Program.

Website Development

The Web Site Development COA prepares students to design and create web sites by providing instruction on the integration of databases and content management systems, the creation of multimedia elements, and the editing of content in keeping with web guidelines. Students who complete the program will be qualified for entry-level or advanced positions such as web designer, web developer or web editor. This COA aligns with the Computer Information Systems Associate in Science Program.

For more information, visit:
[RCSJ.edu/gc/Certificates](https://www.rcsj.edu/gc/Certificates)
or call 856-415-2157

Gloucester County Incumbent Worker Training Program

Is your company ready to **COMPETE** in today's business climate?

Do you have the **RESOURCES** to train your **CURRENT** employees?

Do your employees have the **SKILLS** to help your company **COMPETE**?



If you answered **NO** to any of these questions, the Gloucester County Workforce Development Board and Rowan College of South Jersey have training funds. The Incumbent Worker Training Program helps employers to build and maintain a quality workforce and increase both employee skills, retention, and job effectiveness while improving company performance.

The goal of the program is to:



Create a company-specific training program



Upskill current employees



Increase overall employee retention

We will develop a custom training solution for your organization.
Please contact: Allen Magid, Business Development Manager at
amagid@rcsj.edu or (856)-468-5000 ext. 5503



Gloucester Campus
1400 Tanyard Road
Sewell, NJ 08080
(856)-468-5000 • RCSJ.edu



Gloucester County Board of Commissioners
Frank J. DiMarco, Director
Heather Simmons, Deputy Director

GLoucester County IS AN EQUAL OPPORTUNITY /
ADA COMPLIANT GOVERNMENT AGENCY

COMMUNITY & COMMERCE EDUCATION PARTNERSHIP

33% tuition and fee discount*

CCEP

**Community & Commerce
EDUCATION PARTNERSHIP**
Rowan College of South Jersey

Learn new skills, enhance your resume and advance your career through this partnership. For years, the CCEP was available only to Chamber of Commerce members, but recently we have extended the discount to our educators and K-12 support staff through NJEA, non-member support staff of the Gloucester County School Districts, the Gloucester County Vocational-Technical School District and the Gloucester County Special Services School District.

— See The Savings —

Online Courses



**3-credit
General Education
\$555**

**cost w/CCEP Discount:
\$396.60**

**4-credit
Science Course
\$943**

**cost w/CCEP Discount:
\$731.80**

Classroom Courses



**3-credit
General Education
\$480**

**cost w/CCEP Discount:
\$321.60**

**4-credit
Science Course
\$943**

**cost w/CCEP Discount:
\$731.80**

*Discount does not apply to lab/course fees, textbooks, etc.

Student Eligibility Requirements

- Be a Chamber of Commerce member or an employee of a Chamber member or Education Partner
- Be a full-time or part-time employee, in accordance with employer requirements
- Complete the CCEP form at RCSJ.edu/CCEP and upload proof of employment to be enrolled for the program discount after employment is verified

Contact Us

CCEP@rcsj.edu

Gloucester Campus:
856-681-6248

Cumberland Campus:
856-200-4669



Cumberland Campus
3366 College Drive
Vineland, NJ 08360

Gloucester Campus
1400 Tanyard Road
Sewell, NJ 08080

Rowan College of South Jersey
Career and Technical Education presents

GRANT-FUNDED SKILLS TRAINING *FOR YOUR EMPLOYEES*

The Career and Technical Education Institute at Rowan College of South Jersey is offering basic education courses to enhance the workforce of local businesses. All classes are no cost thanks to a grant provided by the Department of Labor and Workforce Development, NJCCC and NJBIA.

BASIC SKILLS TRAINING INCLUDE:

Mathematics and Measurements
Communication — Verbal
Communication — Writing Arts
Communication — Customer Service
Conflict Resolution
Spanish for Managers — Levels I and II
ESL — Levels I, II and III
PC Databases — Level I
Computer Skills — Levels I, II and III

- Word 2019, 2016
- Excel 2019, 2016
- Outlook 2019, 2016
- PowerPoint 2019, 2016

Business Etiquette & Personal Professionalism
Cloud Computing
Critical Thinking
Good Management Skills
MS Office 365
PC Data Storage via the Cloud
PC Windows
Problem Solving
Supervisory Skills
Team Building
Team Leadership
Time Management

ELIGIBILITY REQUIREMENTS:

- Employees must be employed at least 20 hours per week.
- Employees must be paid at their usual hourly rate while in training.
- Employer must provide their FEIN number.
- Training can be delivered at an employer's site, at our training center, or virtual with a minimum of 10 employees.
- Public or State Employees, and unemployed persons are not eligible for this grant.



CONTACT INFORMATION:

Allen Magid at 856-468-5000, ext. 5503
or email amagid@rcsj.edu

 **Rowan College**
SOUTH JERSEY

Career & Technical Education

1492 Tanyard Road, Sewell, NJ 08080
856-468-5000, ext. 5503

RCSJ.edu/CTE

OPEN ENROLLMENT GLOUCESTER CAMPUS

NJBIA
NO-COST GRANT
FUNDED CLASSES

SEPTEMBER 23 – MARCH 28

Coaching & Mentoring

You are in your office looking over your performance report and it happened again. Your low performing employee failed to meet quota this month, even after you spoke with them about the importance of meeting goals. This employee has a great attitude, and you know they can do better. You just do not know how to motivate them to reach the goal. Money used to work, but that has worn off. You are baffled and you know being frustrated makes matters worse. What do you do? Coaching and Mentoring focuses on how to better coach your employees to higher performance. Coaching is a process of relationship building and Goal setting. How well you coach is related directly to how well you are able to foster a great working relationship with your employees through understanding them, and strategic goal setting.

Tues. & Thurs., Sept. 5 & 7, 9 a.m.–12 p.m.
Live Online | 2 sessions: 6 hrs, CEU 0.6

Lean Process Improvement

Our Lean Process workshop will provide an introduction to this way of thinking that has changed so many corporations in the world. The program consists of 14 sessions which include: understanding Lean, the Toyota Production System, the Five Critical Improvement concepts, understanding value with the Kano Model, types of Waste, The Plan, Do, Study, Act (PDSA) Cycle, Using the R-DMAIC-S Model, Lean thinking tools, Kaizen Events, Data Gathering and Mapping, A Plan to Take Home.

Mon.–Thurs., Sept. 11–14, 9 a.m.–12 p.m.
Live Online | 4 Sessions: 12 hrs., CEU 1.2

Six Sigma: Entering the Dojo

Six Sigma is a data-driven approach for eliminating defects and waste in any business process. You can compare Six Sigma with turning your water faucet and experiencing the flow of clean, clear water. Reliable systems are in place to purify, treat, and pressure the water through the faucet. That is what Six Sigma does to business: it treats the processes in business so that they deliver their intended result. This workshop will give participants an overview of the Six Sigma methodology, and some of the tools required to deploy Six Sigma in their own organizations.

Tues.–Fri., Oct. 10–13, 9 a.m.–12 p.m.
Live Online | 4 sessions: 12 hrs, CEU 0.12

Supply Chain Management

Supply Chain Management improves the coordination and relationship between Suppliers, Producers, and Customers. It must be kept at a high level of organization to be successful in today's global economy. Goods and services are now pieced together from all over the world, and this process can be hectic and complicated if not managed correctly. With Supply Chain Management your company and employees will be on target to lower costs, improving efficiency, and increase customer satisfaction. This course will provide your employees with the understanding of how Supply Chain Management can improve and help almost any type of business.

Tuesday, Sept. 19 & 26, 9 a.m.–1 p.m.
Live Online | 2 sessions: 8 hrs, CEU 0.8

Building Confidence & Assertiveness

Confidence and assertiveness are skills that can be developed and beneficial to everyone, no matter their career or job position. The Building Confidence and Assertiveness course will provide participants with the tools to overcome fear, gain personal empowerment, and inspire confidence in others. By believing in our potential and the positive changes that we can make, we are able to grow personally and professionally.

Tues. & Thurs., Oct. 3 & 5, 9 a.m.–12 p.m.
Live Online | 2 sessions: 6 hrs. CEU 0.6

Creativity: Thinking Outside the Box

This course will provide you with informative tools and practical strategies that will help shape a creative workplace. Creativity plays a big role in building a positive work environment, in which employees will feel confident in expressing their ideas. Be mindful that there is creativity in all of us. When this creativity emerges, powerful opportunities and advancements will happen.

Tues. & Thurs., Oct. 17 & 19, 9 a.m.–12 p.m.
Live Online | 2 sessions: 6 hrs, CEU 0.6

Negotiation Skills

The Negotiation Skills workshop will give your participants a sense of understanding their opponent and have the confidence to not settle for less than they feel is fair. Your participants will learn that an atmosphere of respect is essential, as uneven negotiations could lead to problems in the future.

Tues. & Thurs., Oct. 31 & Nov. 2, 9 a.m.–12 p.m.
Live Online | 2 sessions: 6 hrs, CEU 0.6

Public Speaking: Presentation Survival School

A great presenter has two notable qualities: appropriate skills and personal confidence. Confidence comes from knowing what you want to say and being comfortable with your communication skills. In this two-day workshop, you will master the skills that will make you a better speaker and presenter.

Tues. & Thurs., Nov. 7 & 9, 9 a.m.–1 p.m.
In-Person | 2 sessions: 8 hrs, CEU 0.8

Tues. & Thurs., Feb. 6 & 8, 6–9 p.m.
Live Online | 2 sessions: 6 hrs, CEU 0.6

Stress Management

The Stress Management workshop will give participants a three-option method for addressing any stressful situation, as well as a toolbox of personal skills, including using routines, relaxation techniques, and a stress log system. They will also understand what lifestyle elements they can change to reduce stress.

Saturday, Nov. 18, 9 a.m.–1 p.m.
Live Online | 1 session: 4 hrs, CUE 0.4

Increasing Your Happiness

This workshop will examine the possibility of increasing happiness through the power of positive thinking. Happiness will spread throughout your organization, and have a positive effect on everyone. With our Increasing Your Happiness workshop your participants will engage in unique and helpful ways to increase their happiness. This increase in happiness will have a robust effect on their professional and personal lives. Increase happiness will improve communication skills, increase productivity, and lesson absenteeism, hiring and promoting women to higher positions.

Tues. & Thurs., Nov. 28 & 30, 9 a.m.–12 p.m.
Live Online | 2 sessions: 6 hrs, CEU 0.6

Customer Service

The Customer Service workshop will look at all types of customers and how we can serve them better and improve ourselves in the process. Your participants will be provided a strong skill set including in-person and over the phone techniques, dealing with difficult customers, and generating return business.

Tuesday, Dec. 12 & 19, 9 a.m.–12 p.m.
Live Online | 2 sessions: 6 hrs, CEU 0.6

Basic Business Management: Boot Camp for Business

This workshop will help you teach participants how to: Apply the best methods for creating, leading, and managing their own business, establish an organizational framework through operations, finance, and leadership, set up an effective and efficient system for hiring, retaining, and succession planning, start researching and designing their strategic plan, describe the essential elements of marketing, sales, and their company brand, and apply financial and accounting terms correctly.

**Tues. & Thurs.,
Jan. 9, 11, 16, & 18, 6–9 p.m.**
Live Online | 4 sessions: 12 hrs, CEU 1.2

Business Etiquette: Gaining That Extra Edge

If you have ever had an awkward moment where: **you** do not know which side plate is yours, **you** cannot remember the name of someone when attending a meeting, **you** have ever had to make small talk with a Very Important Person and been lost for words. Then you know just how agonizing such moments can be. Even worse (and what can be even more damaging to your career) are the social gaffes you are not even aware you make. This workshop will help you handle most of those socially difficult moments. You will have an extra edge in areas you may not have given a lot of thought to before.

Tues. & Thurs., Jan. 23 & 25, 6–9 p.m.
Live Online | 2 sessions: 6 hrs, CEU 0.6

Unconscious Bias

We make decisions based on knowledge, experience, personality, and needs—what skill set must be recruited for your organization, for example, or getting a new car that fits your growing family. We also make decisions based on preferences unseen—where we grew up or lessons learned in childhood, for example—may lead us to favor a certain car over another, or a certain person over another based—not on qualifications—but on appearances, culture, or ‘something I just can’t put my finger on.’ This one-day course will give you the information and tools to define and understand unconscious bias, identify potential biases in your personal life and in your workplace, and develop plans to reduce these biases for the benefit of you, your workplace and those with whom you interact.

**Tues. & Thurs., Jan. 30 & Feb. 1,
9 a.m.–12 p.m.**
Live Online | 2 sessions: 6 hrs, CEU 0.6

Dynamic sales Presentations

A great sales presentation does not demand that you have all the bells and whistles to impress the client with your technical skills. Rather, try impressing your clients with your knowledge of the products and services you sell and your understanding of their problems and the solutions they need. This one-day workshop will show you how to create a winning proposal and how to turn it into a dynamite sales presentation.

Sat. & Mon., Jan. 20 & 22, 9 a.m.–12 p.m.
Live Online | 2 sessions: 6 hrs, CEU 0.6

Diversity, Inclusion, and Equity

This course aims to help participants better understand and address issues of diversity, equity, and inclusion, while giving participants the opportunity to challenge their views and opinions. Through this engaging, interactive training, we hope to help open dialogue with real world examples of behaviors and beliefs.

**Tues. & Thurs., March 5 & 7,
10 a.m.–12 p.m.**
Live Online | 2 sessions: 4 hrs, CEU 0.4

Getting Stuff Done: Personal Boot Camp

Why are there so many different organizational systems and time management methods out there? The answer is simple: it’s like any other personal challenge, like weight loss or money management. There is no simple, one size fits all answer. You must build a solution that works for you. Over the course of this two-day workshop, we will explore various time management and organizational tools and techniques so that you can build a customized productivity plan for your personal and professional lives. At the end of the course, you will emerge with a plan that works for you, so that you can start regaining control of your life!

Tues. & Thurs., March 19 & 21, 1–4 p.m.
Live Online | 2 sessions: 6 hrs, CEU 0.6

Overcoming Objections to Nail the Sale

If you are like most sales professionals, you are always looking for ways to overcome customer objections and close the sale. This one-day course will help you to work through objectives effectively. We will help you plan and prepare for objections so that you can address customer concerns, reduce the number of objections you encounter, and improve your averages at closing sales.

Tues. & Thurs., March 26 & 28, 1–4 p.m.
Live Online | 2 sessions: 6 hrs, CEU 0.6

Excel for Beginners

This course will introduce you to Microsoft Excel basics including creating spreadsheets, formulas, functions, text formatting and charts. At the completion of this course, you will be able to perform basic Excel skills such as modifying an existing worksheet, building worksheets, copying and moving cells and much more.

Wednesday, Sept. 6, 6–10 p.m.
Live Online | 1 session: 4 hrs, CEU 0.4

Saturday, Sept. 9, 9 a.m.–1 p.m.
In-person | 2 sessions: 4 hrs, CEU 0.4

Wednesday, Oct. 11, 9 a.m.–1 p.m.
In-person | 2 sessions: 4 hrs, CEU 0.4

Saturday, Oct. 14, 9 a.m.–1 p.m.
Live Online | 1 session: 4 hrs, CEU 0.4

Mon. & Wed., Nov. 6 & 8, 6–9 p.m.
Live Online | 2 sessions: 6 hrs, CEU 0.6

Saturday, Dec. 2, 9 a.m.–1 p.m.
In-person | 1 session: 4 hrs, CEU 0.4

Tues. & Thurs., Dec. 5 & 7, 9 a.m.–12 p.m.
Live Online | 2 sessions: 6 hrs, CEU 0.6

Mon. & Wed., Jan. 8 & 10, 6–9 p.m.
Live Online | 2 sessions: 6 hrs, CEU 0.6

Saturday, Feb. 3 & 10, 9 a.m.–1 p.m.
In-person | 2 sessions: 8 hrs, CEU 0.8

Tues. & Thurs., Feb. 6 & 8, 9 a.m.–12 p.m.
Live Online | 2 sessions: 6 hrs, CEU 0.6

Tues. & Thurs., March 5 & 7, 6–9 p.m.
Live Online | 2 sessions: 6 hrs, CEU 0.6



Excel Intermediate

If you have ever had an awkward moment where: You do not know which side plate is yours, You cannot remember the name of someone when attending a meeting, You have ever had to make small talk with a Very Important Person and been lost for words.

Wednesday, Sept. 13, 6–10 p.m.
Live Online | 1 session: 4 hrs, CEU 0.4

Saturday, Sept. 16, 9 a.m.–1 p.m.
In-person | 1 session: 4 hrs, CEU 0.4

Wednesday, Oct. 18, 9 a.m.–1 p.m.
In-person | 1 session: 4 hrs, CEU 0.4

Saturday, Oct. 21, 9 a.m.–1 p.m.
Live Online | 1 session: 4 hrs, CEU 0.4

Tues. & Thurs., Nov. 14 & 16, 6–9 p.m.
In-person | 2 sessions: 6 hrs, CEU 0.6

Saturday, Dec. 9, 9 a.m.–1 p.m.
In-person | 1 session: 4 hrs, CEU 0.4

Tues. & Thurs., Dec. 12 & 14, 9 a.m.–12 p.m.
Live Online | 2 sessions: 6 hrs, CEU 0.6

Mon. & Wed., Jan. 15 & 17, 6–9 p.m.
Live Online | 2 sessions: 6 hrs, CEU 0.6

Tues. & Thurs., Feb. 13 & 15, 9 a.m.–12 p.m.
Live Online | 2 sessions: 6 hrs, CEU 0.6

Saturday, Feb. 24 & March 2, 9 a.m.–1 p.m.
In-person | 2 sessions: 8 hrs, CEU 0.8

Tues. & Thurs., March 12 & 14, 6–9 p.m.
Live Online | 2 sessions: 6 hrs, CEU 0.6

Excel Advanced Prerequisite: Excel Intermediate

This course demonstrates advanced data analysis, collaborating on workbooks with other users and automating workbook functionality. This course covers creating sparklines and map data, forecast data, advanced, functions such as pivot tables and charts, exporting and importing data, lookups and analytical options.

Wednesday, Sept. 20, 6–10 p.m.
Live Online | 1 session: 4 hrs, CEU 0.4

Saturday, Sept. 23, 9 a.m.–1 p.m.
In-person | 1 session: 4 hrs, CEU 0.4

Tuesday, Oct. 24, 9 a.m.–1 p.m.
In-person | 1 session: 4 hrs, CEU 0.4

Saturday, Oct. 28, 9 a.m.–1 p.m.
Live Online | 1 session: 4 hrs, CEU 0.4

Mon. & Wed., Nov. 27 & 29, 6–9 p.m.
In-person | 2 sessions: 6 hrs, CEU 0.6

Saturday, Dec. 16, 9 a.m.–1 p.m.
In-person | 1 session: 4 hrs, CEU 0.4

Tues. & Thurs., Dec. 19 & 21, 9 a.m.–12 p.m.
Live Online | 2 sessions: 6 hrs, CEU 0.6

Mon. & Wed., Jan. 22 & 24, 6–9 p.m.
Live Online | 2 sessions: 6 hrs, CEU 0.6

Tues. & Thurs., Feb. 27 & 29, 9 a.m.–12 p.m.
In-person | 2 sessions: 6 hrs, CEU 0.6

Saturday, March 9 & 16, 9 a.m.–1 p.m.
In-person | 2 sessions: 8 hrs, CEU 0.8

Tues. & Thurs., March 26 & 28, 6–9 p.m.
Live Online | 2 sessions: 6 hrs, CEU 0.6

PowerPoint

This course will assist students to understand the basics of PowerPoint to include the use of pictures, Word art, inset tables, diagrams, use the slide feature and make presentations.

Wednesday, Feb. 21 & 28, 6–9 p.m.
Live Online | 2 sessions: 6 hrs, CEU 0.6



Society of Human Resource Management (SHRM) Certifications

Essentials of Human Resources

Sharpen your HR skills to face today's HR issues. SHRM Essentials of Human Resources is an introductory level course which incorporates components of the SHRM Body of Applied Skills and Knowledge, and provides insight into the standards for knowledge, strategies and competencies required of effective HR professionals around the world. Whether you are new to HR, or it's one of the many roles you fulfill at your company, Rowan College of South Jersey's course covers the key HR topics you need to know.

\$699

SHR-100-01 Sept. 13–Oct. 18, Wed. 6–9 p.m.
SHR-100-02 Jan. 10–Feb. 7, Wed. 6–9 p.m.



Scan the QR code to register

Workforce.rcsj.edu/wconnect/ace/QuickSearch.awp

SHRM CP and SHRM SCP Certification Prep

HR professionals are facing new and larger challenges each day due in part to a changing workforce, shifting legislation and regulations and so much more. Ensure you're prepared for these changes, and anything else thrown your way with SHRM's global HR credentials, SHRM-CP and SHRM-SCP.

By becoming SHRM certified, you prove your knowledge, competency and value to colleagues and to employers looking for a competitive edge in today's global economy. Wherever your career takes you, your SHRM certification will define you as an HR expert and leader, and our course can help you get there.

\$1399

SHR-200-01 Sept. 12–Dec. 5, Tues. 6–9 p.m.
SHR-200-02 Jan. 16–Apr. 9, Tues. 6–9 p.m.

Virtual Leadership Certificate Program



RCSJ's Career & Technical Education Division presents a multi-week series Leadership Certificate program.

Leadership skills are learned, and successful leaders use the skills they have learned to achieve greatness. If you are looking to get into leadership, were just promoted into a leadership position, or need to refresh your leadership skills, this program is essential for your success.

The program will be presented Live-Online on Wednesday nights, the program is very interactive, and all sessions are recorded for anyone who misses the regular session to catch-up as each session builds upon the next. Seats are limited and fill quickly.

\$799 (15 weeks/2-hr sessions)

VIR-100-01 Sept. 13–Dec. 20, Wed. 7–9 p.m.
VIR-100-02 Feb. 7–May 15, Wed. 7–9 p.m.



VA Approved Career Training Programs

Whether you are an active-duty service member, veteran, military spouse or dependent, there are a variety of options to finance your education. If you have a military benefit, you can use it to enroll in our VA-Approved programs!

Which programs qualify?

We offer 11 VA-approved programs in high-demand fields, including healthcare, wastewater management, and human resource management. And, if you're looking to pursue a higher degree, many of these options provide credits toward degree programs.

- Certified Nursing Assistant
- Central Service Technician
- Emergency Medical Technician
- Medical Billing and Coding
- Patient Care Technician
- Pharmacy Technician
- Introduction to Water and Wastewater Treatment
- Industrial Wastewater Treatment Plant Operations
- Advanced Water Operations I & II
- Advanced Wastewater treatment Plant Operations

For more information or to schedule an appointment, please call: 856-468-5000, ext. 5204 or email: drabotti@rcsj.edu

Questions? Please contact:

Allen Magid
 856-468-5000, ext. 5503
amagid@rcsj.edu

To Register please call

856-415-2216
 or visit RCSJ.edu
 and include course codes

Professional Bookkeeping with QuickBooks Online with Payroll Practice and Management

This online course bundle covers all the essential areas of bookkeeping and payroll management. The key to overseeing a company's finances is knowing how to balance books, track finances, and administer pay. These responsibilities may fall to one professional well-versed in both disciplines for many small businesses today.

You will first learn how to utilize QuickBooks Online for everyday bookkeeping situations, such as running general ledger reports, working with the chart of accounts, managing inventory. You will then put all those principles into practice, entering and tracking your finances while having all the advantages of computing in the cloud so that your files will be available to you virtually anytime, anywhere.

You will then learn the principles of payroll management. Payroll Practice and Management provides a foundation for classifying workers, calculating overtime pay, and overseeing payroll functions. But there is more to payroll than calculating gross wages — you will also learn to manage year-end forms, which rely on your bookkeeping skills.

Once you complete this course, you will understand how to get your finances in order and be prepared for the QuickBooks Certified User Exam. You will also be ready to pass the Fundamental Payroll Certification exam, developed by the American Payroll Association.

This course offers enrollment with or without a voucher. The voucher is prepaid access to sit for the certifying exam upon eligibility. 20 CEUs

\$3,695

GES-3050

REAL ESTATE

This program, offered in partnership with the Weichert Real Estate School, prepares students to start an exciting, lucrative career in real estate. Students learn the principles of real estate, property interests, contracts, financing titles, deeds and closing sales and appraising leases. Additional course topics include an overview of the state of New Jersey statutes, New Jersey Real Estate



Commission rules and regulations and federal laws. Students are prepared to take the New Jersey Real Estate Salesperson examination. 7.5 CEUs

New Jersey Real Estate Licensure

An applicant for a N.J. real estate license must:

- Possess a high school diploma or HSE
- Be at least 18 years of age
- Complete the 75-hour training course
- Pass the state of New Jersey licensure exam
- Have a N.J. broker sponsor his/her license
- Pass N.J. Real Estate Commission criminal background check

For questions regarding New Jersey Real Estate Licensure, call the Weichert Real Estate School directly at 800-544-3000 or visit schoolsofrealestate.com.

\$459 ONLINE ONLY

REA-100-01

Mon.-Fri., Sept. 11-29, 9 a.m.-2:00 p.m.

REA-100-02

Mon.-Fri., Sept. 11-Oct. 13, 9 a.m.-12 p.m.

REA-100-03

Mon.-Fri., Oct. 9-20, 9 a.m.-4:30 p.m.

REA-100-04

Mon.-Fri., Oct. 16-Nov. 17, 9 a.m.-12 p.m.

REA-100-05

Mon.-Fri., Oct. 30-Nov. 17, 9 a.m.-2:00 p.m.

REA-100-06

Mon.-Fri., Nov. 27-Dec. 8, 9 a.m.-4:30 p.m.

Loan Signing Agent

Advanced Notary Public Education and Training for New Jersey Notaries

Prerequisite: Completion of the NJ Notary Public Course or Current notary commission in NJ, NY or PA.

Are you interested in becoming a Loan Signing Agent? This course is designed

to assist the current notary with a knowledge, understanding and training for the sub-specialty as a notary signing agent handling loan document packages for lenders, mortgage companies, title and escrow companies and other financial institution. 0.8 CEUs

\$129

LSA-100-01

Sat., Oct. 21, 8:30 a.m.-4:30 p.m.

LSA-100-02

Sat., Feb. 10, 8:30 a.m.-4:30 p.m.

Notary Public Education and Training

The Office of Notary Public provides vital functions; notaries perform many valuable services for New Jersey businesses, legal and financial institutions. Effective notary services ensure that all documents are properly executed, that the facts are duly certified and the general public is protected from fraud. Notarization is essential for many official documents, including mortgages, deeds, contracts and various corporate transactions. Students acquire knowledge of the history, basics, principles and earning potential within the notary business, in addition to the do's and don'ts of becoming a New Jersey Notary Public. .3 CEUs

\$109

NP-100-01

Thurs., Sept. 14, 6-9 p.m.

NP-100-02

Thurs., Dec. 14, 6-9 p.m.

NP-100-03

Thurs., Mar. 7, 6-9 p.m.

Entrepreneurship



Discover how to develop and refine the skills necessary to compete in today's global environment – whether it's leading a start-up company or expanding a small business – with Rowan College of South Jersey's (RCSJ) Associate in Applied Science (A.A.S.) Entrepreneurship degree.



Create Your Own Work Environment

Break away from the routine 9 to 5 job and find a creative venture to satisfy your work-life balance. The only community college in the South Jersey region to offer an A.A.S. Entrepreneurship degree, RCSJ also makes available a "build your own" Entrepreneurship Certificate of Achievement, combining required courses with elective choices to improve personal areas in need of training.

- Available fully online and on campus
- Connected to the local business community for real-life experiences
- Linked to Chambers of Commerce



Prepare for Success

55% of U.S. adults have started at least one business in their lifetime.

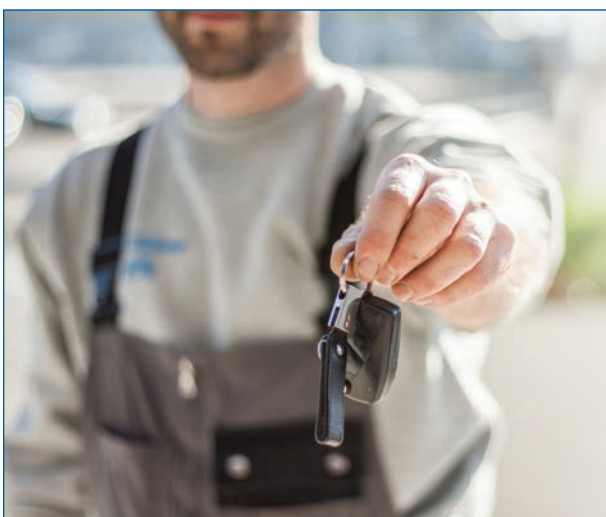
Source: Babson College Global Entrepreneurship Monitor



95% of self-employed Americans do not plan to return to traditional employment

Source: Freshbooks Annual Self-Employment Report (2021)

**Questions about Entrepreneurship?
RCSJ.edu/Business**



AUTOMOTIVE SERVICE TECHNICIANS

ARE IN HIGH DEMAND

Earn an Associate Degree in Automotive Technology
and up to 100% of Ford's Service Technician Specialty Training



Become a certified Automotive Technician

The Ford ASSET program can lead you to a solid career path starting as a Ford/Lincoln Automotive Technician. With hands-on training and mentorship programs offered by our dealerships, your learning experience is thorough and fulfilling.



Earn Specialty Training credentials in:

- Gasoline Engine Repair and Performance
- Automatic Transmission
- Steering and Suspension
- Brake Systems
- Electrical Systems
- Diesel Engine Repair and Performance
- Climate Control
- New Model Training
- Manual Transmission

To learn more, visit [***GloucesterAsset.com***](https://GloucesterAsset.com)



Division of Career & Technical Education

Technical Studies

Do you have apprenticeship, corporate, industrial, or military training and want to advance at work?

 Save time

 Save money

 Advance your career

Earn up to 25 technical credits before you even take a class!

Turn Your Work Experience into College Credit and Earn Your Degree

Rowan College of South Jersey's Technical Studies program provides professionals an opportunity to earn **an Associate Degree** by offering college credits for the knowledge and skills they've gained in the workforce.

Earn College Credit for what you already know

Contact RCSJ today! *Your college degree is within reach.*

Technical Studies, A.A.S.

Gloucester Campus — Representative

Randee Davidson, M.A.S. | *Executive Director, CTE*
rdavidson@rcsj.edu

Cumberland Campus — Representative

Michael Goonan | *Assistant Dean, CTE*
mgoonan@rcsj.edu

Find Your Fit. Plan your Future. [RCSJ.edu/CTE](https://rcsj.edu/CTE)

WASTEWATER MANAGEMENT

This series of courses offers individuals who are currently employed, or are seeking employment in wastewater-treatment related jobs, the opportunity to obtain state licensures and certification within the industry. For state certification, prior work experience in the field is required. Please visit nj.gov/dep/exams/wsw.htm for state licensing qualifications.

Introduction to Water and Wastewater Treatment

Water and wastewater treatment is the process of removing contaminants from wastewater, and includes physical, chemical, and biological removal processes. This course introduces the problem-solving concepts and tools commonly used in environmental engineering, present the fundamental operations and processes that are used, with a focus on water and wastewater treatment processes, and instills knowledge essential for basic understanding of environmental systems. The topics covered include: an introduction to environmental engineering and environmental systems, materials and energy balances, reactors, hydraulic characteristics, and flow regimes, water use trends and projections, water chemistry concepts, water constituents and quality standards, and a review of physical, chemical, and biological treatment options. This course consists of maintenance and operational procedures of all components of water and wastewater systems. It prepares students for more advanced water and wastewater courses and raining. In addition to providing students valuable experience, this course prepares students for T-1, W-1, C-1 and S-1 New Jersey licensing tests. 18 CEUs

\$1699.00 *IN PERSON TESTING | ONLINE CLASSES*

WTS-303-01

Mon. & Thurs., Jan. 4–July 30, 6–9 p.m.

Advanced Water Operations Part I & II

This course covers the operation and maintenance of surface/groundwater treatment and distribution systems, disinfection, laboratory sampling, monitoring, pumps, motors, meters, mains, hydrants, valves, backflow prevention, safety, customer relations, administration, and regulatory compliance.

\$1299.00 *IN PERSON TESTING | ONLINE CLASSES*

WTS-310-01

Tues. & Thurs., Sept. 13–Nov. 27, 6–9 p.m.

Industrial Wastewater Treatment Plant Operations

The NJDEP mandates that anyone applying for an industrial wastewater treatment system license complete an approved industrial wastewater management course prior to taking the examination. This course helps prepare students for the certifying examination. Topics include an introduction to monitoring, treatment processes, maintenance and safety and nitrogen and phosphorus removal. Upon successful completion of this course, participants are eligible to take the "N" category license exam, which is designated for Industrial or process wastewater systems.

\$1299.00

WTS-305-01

Mon. & Thurs., Jan. 22–April 18, 6–9:30 p.m.

PEST MANAGEMENT

Rowan College of South Jersey, in conjunction with Hoffman's Exterminating is proud to offer a Pest Control Workforce Development Program for aspiring technicians. This Pest Management program will provide you with theory and hands-on experiences to prepare you for an entry-level technician position.

Pest Management - Part I

Are you interested in a career in Pest Management? You will learn the basics of pest control and prepare for a career in the pest management industry. This course will introduce you to federal regulations and safety, introduction to entomology and insects, use of pesticides, and how to handle specific pests. Students will also complete a required externship.

\$499

PEST 101 01

Pest Management - Part II

This course will build upon the knowledge acquired in Part I of the program. Students will continue to learn the basics of pest control. Additional topics covered include customer service, route management, and how to conduct inspections. Students will also complete a required externship. Prerequisite: Pest Management Part I.

\$499

PEST-102-01

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 credits | 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.

FIND YOUR FIT | INDUSTRIAL MAINTENANCE TECHNICIAN



Apprenticeship Opportunity Available

The **Industrial Maintenance Technician** program is to provide you with specialized classroom instruction and practical shop experience to prepare students for employment or upskill you in the industrial maintenance field. This program prepares you 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:

Sept. 18, 2023–Apr. 10, 2024

Classes Offered: M–W | 6–9:30 p.m.

Program Length: 476 hours

Investment: 6,000*

**Financial Assistance to those who qualify*

Ready to learn more? **Scan the QR code!** or call: **856-776-2372**



GLOUCESTER COUNTY FIRE ACADEMY

Firefighter I

The Gloucester County Fire Academy provides training via the Firefighter I course. Students learn about the chemistry of fire, proper ventilation and suppression techniques as well as search-and-rescue strategies.

This program exceeds the minimum requirements for Structural Firefighter Certification as written in NFPA 1001 and NFPA 472 “Standard for Competence of Responders to Hazardous Materials/ Weapons of Mass Destruction Incidents.” 2015 Editions. Upon successful completion of this course, graduates will also receive certifications from National Board of Fire Service Professional Qualifications and the International Fire Service Accreditation Congress. *(Complete Firefighter Course and you may be eligible to receive nine college credits in the Technical Studies program. Contact the Fire Academy Director for details.)*



Eligibility Requirements

- Must be at least 18 years of age
- Must belong to a fire company, department or brigade
- Must provide proof of physical fitness for structural firefighting without restriction from the registrant’s medical doctor
- Must provide proof of Self-Contained Breathing Apparatus face-piece fit testing

Tuition and Fees

- In-county resident: free
- Out-of-county resident: \$150

Mail-in Registration:

Gloucester County Fire Academy
 200 Shady Lane, Clarksboro, NJ 08020
 856-423-4127 or Fax 856-423-4861

In-person Registration:

Gloucester County Fire Academy
 210 County House Road, Clarksboro, NJ 08020

Customized Programs Available from Gloucester County Fire Academy Onsite or at Your Location

- **Safety Courses** – including fire extinguisher training and blood borne pathogens
- **Professional Development** – including recognizing and preventing workplace harassment
- **Hazardous Materials Training and confined space training**
- **Working with Chemicals, NJ Right-to-Know, Hazard Communications and HAZWOPER**

The Gloucester County Fire Academy holds classes on-site at business locations. Or you can send your employees to our location in Clarksboro. Training can be customized to address specific issues and offered at convenient times to suit your needs. For more information please call 856-494-5683 or contact Denise Schmidt at dschmidt@rcsj.edu

SHARE YOUR EXPERTISE!

Become an Instructor with Rowan College’s Career & Technical Education

We are currently seeking instructors for the following areas:

Information Technology—

- | | | |
|-------------------------------|---------------------------|-----------------------------------|
| • Pharmacy Technician | • CNC | • Technical Sales |
| • Cyber Security | • Advanced Wastewater | • Microsoft Office |
| • Advanced Manufacturing | • Logistics | • Diversity, Equity and Inclusion |
| • Certified Nursing Assistant | • Supply Chain Management | |

Email your resume to: Rande Davidson, rdavidso@rcsj.edu

Adobe Illustrate CC

Open the door for new employment and freelance opportunities. Learn how to navigate the Illustrator environment. You will learn methods to create documents and basic shapes.

Work with colors, swatches, fill and stroke. Organize a project and work with layers and artboards. Discover advanced illustration techniques. Students will benefit by gaining skills with the Adobe Illustrator program. Gain and confidence in the ability to create stunning graphics. There are no specific prerequisites for this program, but experience with basic software programs such as Microsoft Word is recommended. The instructional materials required for this course are included in enrollment and will be available online.

\$139

AIC 101

Adobe Animate CC Training

This self-paced course will train you in the basics of Adobe Animate (formerly Adobe Flash). If new to Animate and need to update Flash skills, or want to start designing rich, interactive animations, this is the course. You will explore the Animate CC interface while learning to use the drawing tools through hands-on lessons. By course completion, you will have the skills you need to deliver your interactive animations to any device. Get started working with drawing tools, graphic symbols and the Library. You will learn Basic Animation, Advanced Animation, button symbols and Movie Clip symbols. Learn how to publish Animate documents. There are no prerequisites to take this course. The instructional materials required for this course are included in enrollment and will be available online.

\$139

AAC 101



Web Design Fundamentals

Take a crash course in the fundamentals of design as you plan the content, structure, and layout of your very own website. In this series, you will gain and build upon HTML skills as you learn how modern websites use CSS3 and HTML5 and add power to your programming skills by creating interactive features with JavaScript. By the end of the series, you will be ready to stand up your own compelling and professional-looking website!

Create and post your very own website using HTML! First, you'll learn about the capabilities of the World Wide Web and the fundamentals of web design. Then, you'll plan the content, structure and layout of your website, create pages full of neatly formatted text, build links between the pages and to the outside world, and add color, backgrounds, graphics, and tables. You'll also learn powerful no-cost or low-cost web marketing strategies.

\$299

WEB 101

Video Game Design and Development

Video game design and development is challenging, but the rewards are worth it. With this unparalleled comprehensive training course, you'll master skills that open doors to the growing video game industry. By the end of the course, you will have designed and created your own video game for the PC and will stand ready to join a team working on projects with larger scope or pursue independent development.

Using a comprehensive and analytical approach to game development, this course offers you the opportunity to learn how to effectively implement technical game ideas, assuming no prior training or experience. The curriculum is divided into four major areas of study: programming languages, mathematics skills, game asset creation, and modern real-time game engines. It will conclude with an independent study phase where you will design, document, and create your own game using all of the programming and game art skills you learned in the core classes. This course is entirely online and is completed at your own pace. Using a comprehensive and analytical approach to game engine architectures, this online course will teach you how to effectively design and develop games. 50 CEUs

\$2,345

GES-605

Cisco® Certified Network Assistant (CCNA®) Certification

This course will prepare you for the Cisco® CCNA 200-301 exam, the top associate-level certification for IT professionals. Most businesses today need daily operation on their systems, making networking a high demand skill set. Becoming a Cisco® Certified Networking Associate (CCNA) proves your knowledge of IT networking technology and boosts your career prospects.

Each section will help you master certification-based topics for Cisco networking. Not only will you be prepared for the CCNA 200-301 exam, you will be able to provide networking solutions to real-world applications. There are no prerequisites for this course, but we recommend that you have experience working in a network environment. Individuals without 1-3 years of networking experience are advised to consider first completing a course like CompTIA Network+ or CompTIA A+ before taking the CCNA Certification Training course. 22.5 CEUs

\$2,495

GES-3023

CompTIA Certification Training: ITF+, A+, Network+, Security+

Nearly every industry needs skilled IT professionals to keep their data safe. As more companies invest in cybersecurity, earning your CompTIA ITF+, A+, Security+ and Network+ certifications are key to advancing your IT career. This comprehensive course will prepare you for the CompTIA IT Fundamentals, A+, Security+, and Network+ certification exams in a unique online format. You will gain an understanding of software, hardware, and networking. More so, you will be able to secure and support networking systems. This course offers enrollment with or without vouchers. The vouchers are prepaid access to sit for the CompTIA IT Fundamentals, CompTIA A+, CompTIA Network+, and CompTIA Security+ Certification Exam and included with this course upon eligibility. 58 CEUs

\$4,695

GES-3019

CompTIA Advanced Security Practitioner (CASP)

From small businesses to large corporations, nearly every organization needs cybersecurity. With security being the fastest growing sector of the IT field, earning a CompTIA Advanced Security Practitioner (CASP) certification boosts your professional profile. This online CompTIA training course will prepare you for the CASP certification exam in a flexible, online environment.

While there are no prerequisites to take this course, CompTIA recommends a minimum of ten years of experience in IT administration with at least five years of hands-on technical security experience.

This course offers enrollment with or without vouchers. The vouchers are prepaid access to sit for the certifying exams upon eligibility. 7.5 CEUs

\$995

GES-363

Certificate in Data Analysis

Data Analysis is quickly becoming one of the most sought-after skills in the workplace. Companies have vast amounts of data, but it is rare to have someone with the ability to analyze that data to see trends and make predictions. Add a whole new skill set to your portfolio and make a big difference in the success of your organization by acquiring data analysis skills.

Begin with getting a basic understanding of how to analyze data in a business setting. Then learn how many of your business decisions involve comparing groups for differences. You will know the statistics behind these group differences and relationships. Whether your business is home based or a large company, this certificate will take you to the next level where important decision-making is concerned. 4.8 CEUs

\$495

LRN-200-02

Sept.5–Dec. 5

Power BI Certificate

Gain insights into your data using business intelligence software, Power Business Intelligence. Power BI is a widely used business analytics service offered by Microsoft. Power BI Desktop is a complete data analysis and report creation tool that you install for free.

Discover the process of creating interactive reports. Integrate financial, marketing, or any other source data in your accounting system, Excel, or on the Web. Streamline the data to what is needed using Power Query. Create charts, maps and other visuals to see your data in real time.

This certificate will enhance your skills in data analysis, giving you greater insight into your organization's performance and allowing you to make more informed decisions. 4.8 CEUs

\$495

LRN-930-02

Sept. 5–Dec. 1

CERTIFICATE IN DIGITAL PHOTOGRAPHY

Rowan College of South Jersey offers a professional development certificate in digital photography. Students develop their eye and cultivate aesthetic appreciation as they study light and value, composition, technical aspects and more. To earn the certificate students must complete three core courses, one specialty course and two workshops.

Digital Photography Made Easy

Do you find yourself frustrated trying to understand and use your digital camera? Has it become an obstacle? If you're using Automatic and not getting the results you expect, don't skip over this class, you really need it. You don't know what you don't know. You can't take great pictures until you understand how your camera works.

This is a hands-on class, so bring your digital camera, owner's manual and fully charged battery. 1.5 CEUs

\$145

DIG-101-01

Wed. & Mon. Sept. 13-27, 6:30 - 9:30 p.m.

DIG-101-02

Wed. & Mon., Feb 14-28, 6:30-9:30 p.m.

Digital Photography – Creative

Whether candid or posed, portrait or landscape, this course covers the basic concepts of creative composition. Students incorporate background lighting to improve their photos and to achieve the look they want. By the end of the course, students produce professional-looking photos to capture everything from weddings, to vacations and family get-togethers. 1.5 CEUs

\$145

DIG-102-01

Mon. & Wed. Oct. 11-25, 6:30-9:30 p.m.



Digital Photography – Advanced

Now that you have an understanding of how your digital camera works and how to get better pictures, we will teach you to fine-tune your skills and learn advanced digital photography techniques. You will learn the advantages of using raw vs. jpeg, using external flash, bounce flash, fill flash, backing up your photos into an external hard drive and more advanced photo editing programs.

1.5 CEUs

\$145

DIG-103-01

Mon. & Wed. Jan. 17-31, 6:30-9:30 p.m.

Digital Photography – All About Light and Exposure

Photography is a Greek word that means “painting with light.” Lighting and exposure are the key ingredients to capturing perfect images. Students explore, in fine detail, window, studio, indoor, outdoor and night photography and lighting, using equipment, utilizing available light and getting the perfect exposures every time. The course also covers “The Edge of Light—Figure Study” series. 1.5 CEUs

\$145

DIG-400-01

Wed. & Sat. Nov. 1-15

Wed. 6:30-9:30 p.m.

Sat. 10 a.m.-1 p.m.

Digital Photography – The Art of Creating Landscapes

This course regards concepts such as the 18-percent-gray card and Ansel Adam's zone system to photograph landscapes. Students learn how to take pictures of panoramic scenes via high dynamic range (HDR). Students also discover how to be in the right place at the right time to capture the elusive moment in the way their eyes saw it.

1.5 CEUs

\$145

DIG-316-01

Mon. & Wed. Dec. 4-18, 6:30-9:30 p.m.

Digital Photography – The Art of Using Window Light

Students work like the “Old Masters” by using northern light. Today, many photographers see the advantages of working with this style of lighting. This soft natural light wraps around the subject to create a stunning portraiture in the Old Masters' style. .3 CEUs

\$79

DIG-310-01

Sat. Nov. 4, 1:30-4:30 p.m.

Digital Photography – Studio Lighting and Equipment

Students acquire knowledge of studio lighting and various equipment that is used in professional portraiture. .3 CEUs

\$79

DIG-304-01

Sat. Nov. 11, 1:30- 4:30 p.m.

Digital Photography courses require students to bring their DSLR camera, owner's manual and fully charged batteries to class.

PERSONAL GROWTH ONLINE COURSES

How to Make Money from Your Writing

Learn the secrets, methods, and tips to help you generate money with your writing. Whether you want to create your own business, add to your income, supplement your retirement, or boost what you're earning as a writer, this class includes practical information that rarely gets taught in writing classes.

\$125

MMW-101

Introduction to Screenwriting

Learn everything you need to write a great script including structure, character creation, dialogue, and marketing and selling your screenplay. Whether you want to write micro-budget indie films or Hollywood blockbusters, this course will provide everything you need to know to write a script that sells.

\$125

1SW-101

A to Z Grant writing

This course provides students with the hands-on experience and knowledge they need to successfully begin the planning process for projects in need of grant funding. An approach to grant seeking begins with thinking about why the funding is needed and involving the grant applicant's stakeholders in the planning process.

\$125

AGW-101

Creative Writing

To be a good creative writer, you must have more than just an idea. This Creative Writing Value Suite will give you the tools you need to fully develop your work and create a publishable piece. You will learn important mechanics of writing, develop strong editing skills, and how to give and receive constructive feedback from other writers.

\$299

CWS-101

Speed Spanish

Imagine yourself speaking, reading and writing Spanish. Now you can with Speed Spanish. This course is designed for anyone who wants to learn Spanish pronto. You will learn six easy recipes for gluing Spanish words together to form sentences. In no time at all, you will be able to go into any Spanish speaking situation and converse in Spanish.

\$125

SSP-101

Instant Italian

This dynamic course will teach you how to express yourself comfortably in Italian. You'll learn practical, everyday words. You'll read, hear, and practice dialogues based on typical situations that you're likely to encounter if you plan to vacation in Italy. The dialogues and follow-up exercises of each lesson will teach you to communicate in Italian in a wide variety of settings. You'll be surprised by how quickly and easily you can learn many useful expressions in Italian! This course will make it simple to master your pronunciation of Italian.

\$125

ITA-101

Discover Sign Language

Discover Sign Language teaches you how to sign basic phrases and expand to complete sentences and see how to put it all together, so you can introduce yourself and start a conversation. Along the way you will learn signs for colors, numbers, where you live, family, and the activities you like to do and even the ones you don't. Throughout the course you will learn by watching videos that demonstrate how to make the signs and how to incorporate facial expressions to communicate in this beautiful language. This course is taught using the best practices of the industry with a minimum of audio support. Throughout, you will be immersed in silence, so you will gain an understanding of the perspective of Deaf people and sign language. You will also gain an introduction to the world of the Deaf culture and explore topics such as lipreading, baby signs, and the career of interpreting.

\$125

SLN-101

Discover Sign Language II

Learn to build phrases and sentences with the vocabulary you used in Discover Sign Language, as well as some new vocabulary. You will practice phrases and sentences by recording your own signing and uploading them for review. Not only that, but you will also continue to explore the world of Deaf culture by learning more about the history of Deaf culture in the United States, famous Deaf individuals, and the impact of recent laws and technology on the modern-day Deaf community.

\$125

SLN-102

Conversational Japanese

Whether you want to learn conversational Japanese for travel or just for fun, you'll find this course makes it easy and enjoyable for beginners to master the essentials of the Japanese language. Throughout this course, you'll gain cultural knowledge and learn useful conversational phrases and vocabulary words particular to a specific area of travel. You'll practice these in drills, interactive exercises, and dialogues. In each lesson, you'll find helpful audio aids and Japanese words written in the English alphabet. This technique will allow you to bypass one of the biggest obstacles for most beginners of Japanese: the letter system. By the end of this course, you'll have acquired basic conversational skills that enable you to travel around the country easily, and you'll have discovered the heart of Japan!

\$125

CJP-101

Beginning Conversational French

Think you need multiple classes to understand beginner French? Discover how easy learning simple words and phrases for leisure and business can be. The Beginning Conversational French course makes pronunciation simple, with phonetic spellings for every word and phrase you need to learn French. This online course even includes audio so that you can hear and practice the language with little more than a click of your mouse! You will also learn cultural tips in each lesson that will make you more comfortable in a foreign setting. The skills you obtain will not only allow you to carry on a French conversation with ease but become prepared to speak French in a wide variety of settings and situations.

\$125

FRC-101



Adult Center for Transition

CAREER READINESS AND FUNDAMENTALS OF COLLEGE PROGRAMS

- Training in employment preparedness utilizing person-centered planning through career interest inventories, interpersonal skills training for the workplace, self-advocacy and self-determination
- Enhance basic skills in reading, writing, math and digital literacy
- Employment experiences include resume writing, interview skills, job sampling, job shadowing along with supported employment, access to job fairs, business guest speakers
- Access to Career & Technical Education courses and RCSJ credit courses
- Provider agency for NJ Division of Developmental Disabilities

For more information:

RCSJ.edu/ACT • **856-464-5203** • act@rcsj.edu

The mission of the Adult Center for Transition is to afford young adults with disabilities the academic, vocational and socialization skills necessary to become independent and contributing members of society.



Gloucester Campus

1400 Tanyard Road, Sewell, NJ 08080

Cumberland Campus

3322 College Drive, Vineland, NJ 08360



Center for College and Career Readiness

DESIGN YOUR FUTURE



HIGH SCHOOL OPTION PROGRAM (HSOP)

- Satisfy college degree requirements as a high school sophomore, junior and senior
- Discounted tuition and fees for an unlimited number of courses (*live online and online available*)
- Receive personal advisement and registration support
- Participate in campus resources, activities and clubs for FREE

RCSJ.edu/DesignYourFuture • 856-415-2205 • designyourfuture@rcsj.edu

Student Services building, second floor

Gloucester Campus, 1400 Tanyard Road, Sewell, NJ 08080 • 856-468-5000 • RCSJ.edu



Workforce Learning Link



The Workforce Learning Link is a program developed by the New Jersey Department of Labor and Workforce Development to provide adult learners with instruction in reading, mathematics, computer skills, communication, English language skills, HSE preparation, financial literacy and employability skills. The goal of the program is to increase participants' overall readiness to enter the workforce. Services offered at Workforce Learning Link locations are funded by the Gloucester County Workforce Development Board and the State of New Jersey Department of Labor and Workforce Development.

Services at the Workforce Learning Links are available free of charge to help Gloucester County residents enhance their skills that are needed to compete in today's labor market.

Learning Link Location:

Rowan College of South Jersey
Career & Technical Education Center
1492 Tanyard Road, Sewell, NJ 08080

For more information, please call 856-384-3700

High School Equivalency Program (HSE)

Hybrid with In-person classes are available at Rowan College of South Jersey (RCSJ).

For adults who want to:

- Obtain their State of New Jersey issued high school equivalency diploma
- Prepare for college entry
- Improve skills to enter advanced training in career pathways
- Improve their knowledge of reading, writing, math, social studies and science

Student who enroll in this program will be provided:

- College & Career Readiness
- College & Career Counseling and Advisement
- Requires Assessments throughout the program in order to see your progress

The Adult Education programs at RCSJ are sponsored by the New Jersey Department of Labor and Workforce Development, WIOA Title II Grant.

The High School Equivalency Program will be available as a Hybrid with In-Person cohort. We offer convenient locations and hours. Students will be required to take a pre-test before the cohort in order to be officially enrolled in the class. Students that are in the hybrid with In-person classes should be prepared to participate in an online program and have a reliable Wi-Fi Internet along with a computer, laptop or tablet.



**DOWNLOAD YOUR FORMS AND REGISTER NOW AT:
RCSJ.EDU/ADULTEDUCATION/GLOUCESTER**

ENGLISH AS A SECOND LANGUAGE COURSES (ESL)

Learn English at RCSJ! Improve your listening, speaking, reading and writing skills in the English language with our skilled instructors that utilize meaningful daily language lessons while infusing the use of technology. Our goal is to prepare students' English language skills for communicating at work, obtaining training for a career, college readiness as well as promoting increased community involvement. Students will explore American civics, citizenship education, computer literacy skills along with Integrated Educational Career Training opportunities.

Day, Evening, and online classes are available

For more information call: **856-468-5000, ext. 6227**



Center for People in Transition is dedicated to assisting displaced homemakers become self-sufficient.

- Have you lost your major source of financial support due to separation, divorce, death, domestic violence, or disability of a spouse?
- Are you emotionally and vocationally unprepared to enter the job market?
- Are you unaware of needed support and referral services?
- Are you unemployed or underemployed?



The Center for People in Transition invites you to attend our workshops and utilize our services. For displaced homemakers who are experiencing stress, fear, rejection, or depression because of a situational crisis in their lives, People in Transition offers individual assistance as well as group workshops.

The Center aids in career, financial, psychological, and social services.

For More Information:

email: Peopleintransition@rcsj.edu

call: 856-415-2222

RCSJ.edu/PIT

Specific services that are available:

- Individual interviews to determine needs
- Referrals to community resources
- Support for separated, divorced, and widowed
- Workshops on self-development
- Legal and financial workshops
- Computer literacy courses
- Career counseling
- Information on returning to school or seeking job training
- Job search skills, including resume writing and interviewing techniques
- Assistance with job leads

Most PIT workshops are FREE. Registration is required. Call 856-415-2222, email peopleintransition@rcsj.edu or visit RCSJ.edu/gc/PIT

PEOPLE IN TRANSITION

The Center for People in Transition is a social service agency dedicated to assisting displaced homemakers to become self-sufficient. It operates under the sponsorship of the New Jersey Department of Children and Families, Division on Women, United Way of Gloucester County and Rowan College of South Jersey. Facilitators include financial, human resource, legal and mental health professionals. People in Transition is now located in the RCSJ Career & Technical Education Center, 1492 Tanyard Road, Sewell, NJ 08080.

Skills for the Office Professional

Office professionals are at times professional jugglers handling details and challenging situations simultaneously. These multi-taskers keep things balanced while supporting the efforts of many different levels of management, staff and customers. Positive interactions with others, goal setting, and organizational and time management skills will enhance job performance and satisfaction. Come join us to learn how to best use your abilities, how to be a professional presence on the job, and how to become the “go to” individual at your place of employment.

Presented by

Amy Charlesworth, PIT

Mon. Aug. 14, 2023; 10 a.m.–12 p.m.

What Kind of Speaker are You?

This workshop will help you to define and develop your speaking ability—no matter your current comfort level. You will receive tips & techniques to speak virtually or in person and make a lasting impact on the lives of all who hear you.

Presented by

Amber Bonnet,

Certified Life Coach & Business Owner

Tues. Aug. 29, 2023; 6–8 p.m.

Introduction to Computers

This is a hands-on, 40-hour computer course covering Microsoft Word, Excel and Power Point.

Presented by

Amy Charlesworth, PIT

**Fridays, Sept. 8—Nov. 17, 2023;
10 a.m.–2 p.m.**

The Skill of Accountability - Taking Responsibility For Yourself and Your Life

We all sometimes make mistakes, make bad choices, and blame other people or circumstances for our situation. The key to changing yourself is learning to take responsibility for your attitude, reactions and actions. Learn the mindset of accountability and develop the skills and tools to start you on your way.

Presented by

Sharon Roth-Lichtenfeld,

Certified Professional Life Coach

Wed. Sept. 13, 2023; 6–8 p.m.

Resume and Cover Letter

Learn how to create the perfect resume and cover letter to show prospective employers that you are the ideal candidate for the job! If you have a resume/cover letter, send it to me at acharles@rcsj.edu so I may review before class. If you do not have a resume, feel free to request a personal data form to guide you through creating one.

Presented by

Amy Charlesworth, PIT

Tues. Oct. 3, 2023; 10 a.m.–12 p.m.

Cultivating Hope To Build Resilience in the Face of Setbacks

Life is tough and we all face setbacks from time to time. We must have a healthy mindset in order to face and overcome life's setbacks. Hope allows you to face the adversity and overcome the obstacle before you. In this workshop you will learn new tools and simple strategies to build your hope and resilience.

Presented by

Sharon Roth-Lichtenfeld,

Certified Professional Life Coach

Wed. Oct. 18, 2023; 6–8 p.m.

Budgeting 101

This workshop will provide information on the purpose and importance of having a budget, including how to create the budget and how to use it as a monthly tool to stay on track and achieve financial goals. We will talk about fixed and variable spending, distinguish between essential and non-essential purchases, explore short-term and long-term savings, and examine the use of credit in our lives.

Presented by

Amber Bonnet,

Certified Life Coach & Business Owner

**Tues., Nov. 7, 2023; 6:30–8:30 p.m.
(Virtual)**

iPhone and iPad 101

In today's world, smart devices are essential for everyday life, for both personal and professional use. Each device is different and has a wide range of functions that can make navigating them confusing at times. In this workshop you will learn the inner workings of iPhones and iPads so that you can better understand their many functions.

Presented by

Amy Charlesworth, PIT

Tues. Dec. 5, 2023; 6–8 p.m.



facebook.com/centerforpeopleintransition

MEDICARE and YOU

The State Health Insurance Assistance Program (SHIP)

Are you maximizing your Medicare Benefits?

Do you know the difference between

- Medicare supplements
- Prescription plans
- Medicare Advantage plans

It is important to learn about the benefits that you may be entitled to for your healthcare.

Please join us at one of our monthly educational workshops to learn about Medicare options, enrollment periods and more.

For more information or to register, please call

856-468-1742



**AmeriCorps
Seniors**

*Are you 55 years young
Are you now engaged in volunteer work?
Would you like to be?*

If your answer to any one of these questions is "YES," the AmeriCorps Seniors would like to hear from you

Sponsored by AmeriCorps Seniors,
Rowan College of South Jersey and the Gloucester County
Department on Aging

Please call 856-468-1742

The State Health Insurance Assistance Program (SHIP) is a statewide program administered by the New Jersey Department of Human Services with financial assistance through a grant from the U.S. Administration for Community Living (ACL).

Stress-Busting Program for Family Caregivers™

A program for Family Caregivers of people with Alzheimer's Disease or Dementia

Do you provide care for a loved one who has Alzheimer's Disease or Dementia? You Are Not Alone

We know care giving can be stressful. This program will teach stress management techniques, relaxation and coping strategies at no cost.

This multi-component program will meet for 90 minutes per week for 9 weeks, dates to be determined. Space is limited.

**Call 856-468-1742
for more information.**

To Register –



By Phone:

Call 856-415-2216 between 8 a.m.–4 p.m., Monday through Friday. For your convenience, 24-hour credit card registration is available via a voice mail box at this number. VISA, MasterCard, Discover and American Express are accepted and the charge must be approved. Please have all credit card information available (type of card, account number, expiration date) and include your daytime phone number on the recording.



In Person:

Complete the registration form on the next page and bring it to the Career & Technical Education Center between 8 a.m.–4 p.m., Monday through Friday.



Online 24/7:

Rowan College of South Jersey's Career & Technical Education offers online registration. Please follow the link [RCSJ.edu/CTE](https://www.rcsj.edu/cte) to register online.



Who May Enroll

Rowan College of South Jersey's (RCSJ) non-credit courses are open to everyone 18 years and older (unless otherwise noted). Parents or guardians wishing to register students under 18 years of age must contact the Career & Technical Education staff for information on the process. Classes for children are open to the ages noted in each course description.

Classes Fill Fast!

Registration is accepted until classes are full. Register as early as possible to guarantee enrollment. We recommend that you register at least two weeks prior to the course start date. Registration is on a first-come basis. No registrations are accepted without payment. All course and event listings are accurate as of date of publication. Some information may be subject to change.

Class Waiting List

If a class is full, place your name on the waiting list by calling Registration at 856-415-2216. When a new section of a class is added during the semester or a space becomes available, students on the wait list are contacted first and given an opportunity to register.

Tuition and Fees

All course fees are required at the time of registration. No cash payments are accepted. RCSJ will invoice your organization/company if your registration is accompanied by official paperwork which, includes authorization signatures, PO number and billing address. **There is a \$35 charge for all returned checks.**

Cancellations

All courses are subject to cancellation. A full refund will be issued within three to four weeks.

Parking

Parking is available at the Career & Technical Education Center for any classes scheduled at that location. Special parking arrangements at the main campus can be made by calling 856-468-5000, ext. 6287.

Class Locations

Classes are held at the Career & Technical Education Center, located at 1492 Tanyard Road in Sewell. Classes are also held on the main campus of the College and at the Gloucester County Fire Academy. If your class is scheduled at another site, we will provide the address. Your class location information can be found on your registration confirmation. Directions to the various class locations can be found on our website at [RCSJ.edu/CTE](https://www.rcsj.edu/cte).

Emergency School Closings

In case of inclement weather, please call 856-415-2216 for cancellation information. Please check one of the following for information: [RCSJ.edu](https://www.rcsj.edu), KYW NewsRadio (1060 AM) or [KYW1060.com](https://www.kyw1060.com). The cancellation code for day classes is 814. The code for evening classes is 2814.

Refund/Withdrawal Policy

We will be happy to offer you a refund or apply payment to another class of your choice if you withdraw prior to the start of a class. All refunds, unless the College cancels the class, will incur a \$20 processing fee. If you wish to withdraw from a course or seminar, please notify Career & Technical Education in writing or in person immediately. Refunds will be made as follows:

- 100% refund prior to first day of class
- 50% refund on first day of class
- No refund after first day of class

Map and directions to the Rowan College Gloucester Campus can be found at: [RCSJ.edu/gc/Directions](https://www.rcsj.edu/gc/Directions)

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 Mechanic
- 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.



ROWAN COLLEGE of SOUTH JERSEY
Career & Technical Education Center
 1492 Tanyard Road, Sewell, NJ 08080

Postal Customer

Look What's New!

- Community Health Worker/Peer Recovery Specialist 9
- Pest Management 26

Non-Profit Organization
 U.S. POSTAGE PAID
 Bellmawr, NJ
 Permit No. 75

Career and Technical Education Open House Dates

August 15, 2023 from 6–8 p.m.

January 23, 2024 from 6–8 p.m.

Gloucester Campus – 1492 Tanyard Road Sewell, NJ

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



Questions? 856-415-2216 | Register: RCSJ.edu/CTE/OpenHouse