

CAREER & TECHNICAL EDUCATION

SPRING/SUMMER COURSE GUIDE

MARCH - AUGUST 2023



REGISTER TODAY!
RCSJ.edu/CTE





Apprenticeship Training

2000+
Hours
On The Job Training



144+
Hours
Related Classroom
Instruction

Advantages for the APPRENTICE

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

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

Apprenticeship Opportunities

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

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

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

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



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

The Board of Trustees is committed to providing a work and academic environment that maintains and promotes affirmative action and equal opportunity for all employees and students without discrimination on the basis of certain enumerated and protected categories. These categories are race, creed (religion), color, national origin, nationality, ancestry, age, sex (including pregnancy and sexual harassment), marital status, domestic partnership or civil union status, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for military service, or mental or physical disability, including AIDS and HIV-related illnesses. For questions concerning discrimination, contact Almarie J. Jones-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, ADAAA/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.

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

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Rowan College of South Jersey (RCSJ) is dedicated to helping students find their fit in a career that is both relevant for today's world and personally fulfilling. The College is proud to offer affordable and accessible educational opportunities that prepare individuals for rewarding careers upon which the health, safety, logistics, and welfare of Cumberland and Gloucester counties can rely. RCSJ's graduates have gone on to become respected authorities in their field, dedicated community leaders and invaluable members of our society.

RCSJ's Division of Career & Technical Education (CTE) prepares individuals for in-demand, high-wage, skill-specific careers by providing core academics, employability coaching, technical training, and adult education opportunities. The College offers a combination of academic degree and certificate programs, career-oriented pathways, and personal enrichment courses — available in both online and in-person class formats — to meet the unique needs of each student.

CTE is working to revitalize New Jersey's economy by providing local businesses with valuable resources, facilities, and guidance to assist in training new and existing workforce members. Offering corporate training and industry-recognized certification pathways, CTE provides relevant programs of study based on the regional needs of employers through program alignment with local school districts and RCSJ's premier partner, Rowan University.

Whether you are an individual exploring new career options, seeking to reenter the workforce after some time away, or pursuing advancement within your present occupation — or a business owner working diligently to prepare yourself and your employees for the demands of our post-pandemic reality — RCSJ's Division of Career & Technical Education is ready to help you find your perfect fit.

A handwritten signature in black ink, reading "Frederick Keating". The signature is fluid and cursive, with the first name "Frederick" and last name "Keating" clearly distinguishable.

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 Certified Home Health Aid Medical Administrative Assistant Certified Peer Recovery Personal Fitness Trainer Sports Nutrition Patient Care Technician Emergency Medical Technician Mobility Assistance Vehicle Operator (MAVO)</p> <p>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</p> <p>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 Certification Bundle 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</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>	



Allied Health

Phlebotomy Technician Program

Phlebotomy I (Lecture/Classroom/Lab)

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

AIC-Millville | 9 weeks | \$2,150

CERT-PHLEB-03

Mar. 7–May 30 5–9 p.m. T-Th

CERT-PHLEB-04

Jun. 6–Aug. 10 5–9 p.m. T-Th

Phlebotomy II (Externship)

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

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

CERT-PHLEBEXT-01 \$300

Medical 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.

Online | Self-paced, Start Anytime | \$2,395

CERT-MEDINT-01

Certified Health Unit Coordinator

The Health Unit Coordinator is the central figure in a health unit. Learning management of information, communication, medical terminology, critical thinking, and cultural diversity will prepare you to work in a variety of health care settings.

Upon completion of this course you will be prepared to sit for the NAHUC Certification Exam. This course also includes a voucher which covers the fee of the exam.

Online | Self-paced, Start Anytime | \$1,495

CERT-CHUC-01

Certified Home Health Aid (CHHA) Conversion Course

This 10-hour course is designed to train and qualify current NJ Certified Nursing Assistants (CNA) to provide care to clients in their home or Assisted Living Facility as a Certified Home Health Aide (CHHA). Prerequisite: Must have current, unexpired NJ CNA certificate and must present CNA certification document at the time of registration. Please bring original copy of current CNA document to register. No copies accepted.

AIC-Millville | 2 days | \$649

CERT-CHHAC-03

Mar. 1–Mar. 2 9 a.m.–1:30 p.m. W-Th

CERT-CHHAC-04

Apr. 11–Apr. 12 9 a.m.–1:30 p.m. T-W

CERT-CHHAC-05

May 10–May 11 9 a.m.–1:30 p.m. W-Th

CERT-CHHAC-06

Jun. 12–Jun. 13 9 a.m.–1:30 p.m. M-T

CERT-CHHAC-01

Jul. 31–Aug. 1 9 a.m.–1:30 p.m. M-T

Certified Clinical Medical Assistant

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

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

CERT-CCMA-01

Apr. 17–Jan. 30 5–9 p.m. M-T-W-Th

Certified Nursing Assistant (CNA)

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

AIC-Millville | 7 weeks | \$2,300

CERT-CNA-13

Mar. 20–May 9 8 a.m.–12 p.m. M-T-W-Th

CERT-CNA-14

Mar. 20–May 9 12:30–4:30 p.m. M-T-W-Th

CERT-CNA-17

Jun. 5–Jul. 26 8 a.m.–12 p.m. M-T-W-Th

CERT-CNA-18

Jun. 5–Jul. 26 12:30–4:30 p.m. M-T-W-Th

Cumberland County Technical Education Center (CCTEC)

CERT-CNA-16

May 1–Jun. 2 5–9 p.m. M-T-W-Th

Rowan College of South Jersey
Cumberland Campus

CERT-CNA-15

Mar. 20–May 9 5–9 p.m. M-T-W-Th

CERT-CNA-19

Jun. 5–Jul. 26 5–9 p.m. M-T-W-Th

Medical Billing & Coding

Accurate medical billing/coding is necessary to secure maximum reimbursement for the healthcare provider and to ensure legal compliance on claims. The Certificate in Medical Billing and Coding is designed to prepare participants for an entry-level position in one of the fastest growing industries. This administrative position assists medical research and reimbursement in a medical office, hospital, or other healthcare settings. Topics will include medical billing, medical coding, medical terminology and electronic health records. Students can test for the Certified Professional Coder Certification (CPC*), this CPC Certification validates proficiency in the correct application of CPT*, HCPCS Level II procedure and supply codes, and ICD-10-CM diagnosis codes used for coding and billing for medical claims in a physician's office.

Note: After obtaining the practical work experience (6 months to 2 years), students who complete this course could be qualified to sit for the American Academy of Professional Coders (AAPC) - Certified Professional Coder Exam (CPC or CPC-H Apprentice); the American Health Information Association (AHIMA) Certified Coding Associate (CCA) exam; and/or other National Certification Exams. Course Contact Hours: 80 hrs.

Live Online | 13 weeks | \$1,999

CERT-MBC-01

May 8–Aug. 16 6–9:30 p.m. M-W

Certified Electronic Health Records Specialist (CEHRS)

Electronic health record specialists are critical in today's healthcare environment, where timely access to accurate patient records is vital to the safety and treatment of patients. This course teaches the skills required to become a certified electronic health record specialist (CEHRS) through the National Healthcareers Association (NHA), including charting, HIPAA compliance, electronic health record management, and insurance and billing. You will be prepared to work on a health information management team, auditing records, compiling reports for patient tracking, and coordinating the systems that keep our healthcare facilities operating.

Online | Self-paced, Start Anytime | \$1,795

CERT-EHRS-01

Pharmacy Technician

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. The 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. The cost of the certification exam is included.

Admissions Requirements:
Drug Screenings and criminal background check.

Live Online | 11 weeks | \$1,999

CERT-PHARM-05

Mar. 21–May 30 7–10 p.m. T-Th

CERT-PHARM-06

May 8–Jul. 19 7–10 p.m. M-W

CERT-PHARM-01

Jun. 27–Sept. 13 7–10 p.m. T-Th

CERT-PHARM-02

Aug. 14–Oct. 30 7–10 p.m. M-W

New Jersey Cannabis Dispensary Training

Requirement: Requirements: Students must be at least 18 to register for the class. Most employers will require you to be 21 years old and pass a background check.

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. Completion of the course requires attendance during live instruction and completion of a final 25 question quiz.

Live Online | \$500

CERT-MCD-02

Opportunity Partnership Grant

RCSJ has an Opportunity Partnership Grant funding individuals in the Certified Nursing Assistant Program. For details see [page 18](#) or call 856-776-2372.

Medical Administrative Assistant

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

Live Online | 8 weeks | \$2,435

CERT-MEDADM-05

May 22–Aug. 9 7–10 p.m. M-W

CERT-MEDADM-03

Aug. 21–Nov. 13 7–10 p.m. M-W

Central Service Technician

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

Gloucester Campus | 52 CEUs | \$3,500

CERT-CST-03

Apr. 3–Jun. 29 6–9 p.m. M-Th

CPR-Healthcare Provider Certification

American Heart Association program includes: infant/child/adult and two rescuer CPR. Students are trained in recognizing life-threatening emergencies. This certification is valid for two years. Allow up to 4 weeks for CPR card.

AIC-Millville | 1 session | \$99

CERT-CPR-07 Apr. 14 9 a.m.–2 p.m. F

CERT-CPR-08 May 19 4–9 p.m. F

CERT-CPR-09 Jun. 21 9 a.m.–2 p.m. W

CERT-CPR-01 Jul. 28 9 a.m.–2 p.m. F

CPR/BLS/First Aid

This course is designed to provide training in the duties of the Healthcare Provider as a first responder in emergencies. Course includes topics that a health care provider needs to recognize the emergency as well as the responsibilities when initiating emergency medical care. Students will learn how to recognize and respond to life-threatening emergencies such as cardiac arrest, respiratory arrest and foreign-body airway obstruction (choking). Students who successfully complete the written and skills components of the course will receive a Basic Life Support Healthcare Providers card and a Heartsaver CPR/AED/First Aid provider card.

AIC-Millville | 3 days | \$199

CERT-CPRBLS-05

Mar. 8–Mar. 10 9 a.m.–2 p.m. W-Th-F

CERT-CPRBLS-06

Mar. 8–Mar. 10 4–9 p.m. W-Th-F

CERT-CPRBLS-07

May 15–May 17 9 a.m.–2 p.m. M-T-W

CERT-CPRBLS-08

May 15–May 17 4–9 p.m. M-T-W

CERT-CPRBLS-01

Jul. 31–Aug. 2 9 a.m.–2 p.m. M-T-W

CERT-CPRBLS-02

Jul. 31–Aug. 2 9 a.m.–2 p.m. M-T-W



inspira
HEALTH



Rowan
College
SOUTH JERSEY

The Inspira Edge

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

RCSJ Student Benefits

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

Learn more at: RCSJ.edu/Inspira

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

69 CEUs

This 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

54.5 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.

Cost: \$3,000

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



Opportunity is in the Air

at Rowan College of South Jersey

Energize your job growth and generate a higher paycheck with RCSJ's new Wind Turbine Technician programs.

Coming Soon!

**Wind Turbine Technician Certificate
Wind Turbine Technician Academic Certificate
Wind Turbine Technician Associate of Applied Science Degree**

**To learn more contact
Luis Almeyda at
lalmeyda@rcsj.edu**



Technical Education /Advance Manufacturing

Manufacturing Fundamentals

Learn the basic skills required to work in the manufacturing field. Discover the role of production design, process planning, and the heart of 13 different manufacturing processes. Understand why facility location and plant layout decisions are so vital and learn how job design helps you accomplish company goals and achieve worker satisfaction. Find out what makes up the physical work environment and learn how to characterize different types of production materials. Master product development concepts such as the voice of the customer (VOC), quality function deployment (QFD), and failure mode and effects analysis (FMEA). Learn how performance measurements and standardization improve manufacturing operations.

Online

\$115

Manufacturing Applications

Learn to apply the principles and concepts of manufacturing. Discover the nature of strategy and learn how it leads to the development of manufacturing strategy. Understand the purpose of customer demand forecasting and find out what forecasting methods are suitable for which situations. Explore the nature of planning and learn how to effectively use Gantt charts and the precedence diagram method. Determine how purchasing, production and inventory control, and logistics support a manufacturing operation. Discover the basics of lean manufacturing and see how capacity management converts production plans into concrete products. Learn why manufacturing, industrial, and quality engineering are so essential to any firm. Understand the true meaning of productivity and how to improve it.

Online

\$115

Welding

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

CCTEC | \$5,250

CERT-WELD-01

Sept. 19–May 16 6–9:30 p.m. T-Th

Automotive Technology

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

CCTEC | \$4,450

CERT-AUTO-01

Sept. 18–Jun. 12 6–9:30 p.m. M-W

FIND YOUR FIT | FIND YOUR FUTURE



Industrial Maintenance Technician

Apprenticeship Opportunity Available

The Industrial Maintenance I 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:

Program Length: 476 hours

Investment: \$6,000*

**Financial Assistance available to those who qualify*



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

or call: 856-776-2372



Business & Professional Development

Certified Digital Marketing Fundamental

Businesses and recruiter prefer marketing professionals with genuine knowledge, skills and experience verified by a certification that is accepted across industries. In this course, you will:

- 1) Gain in-depth knowledge of the various digital marketing disciplines, such as search engine optimization (SEO), pay-per-click (PPC), content marketing, social media marketing, mobile marketing, web analytics, website conversion rate optimization, email marketing, and digital marketing strategy.
- 2) Formulate, plan, and execute digital marketing strategies with the right channel mix.
- 3) Create and communicate the right marketing message to the target audience.
- 4) Learn digital marketing tools like Google Ads, Google Analytics, Facebook Marketing, YouTube Marketing, and Twitter Advertising.

The price includes the cost of certification voucher. *You will have 6-months to complete once enrolled.*

Online | Self-paced, Start Anytime | \$1,595

Certified Six Sigma Yellow Belt and Green Belt (Exam Cost Included)

This course series teaches you the Six Sigma process of improvement and prepares you for the first two certification levels, Yellow Belt and Green belt. The Six Sigma methodology is a data-driven approach to removing defects and improving processes in any business. Wherever you are in your career, earning your Six Sigma Yellow and Green Belt certifications will keep you ahead of the pack. These certifications verify your ability to analyze quality problems and be involved in continuous improvement projects. With each increasing level of certification comes more profound expertise and the ability to deliver lasting impacts in quality, cost containment, revenue enhancement, and customer satisfaction. After successfully passing both courses, you will be able to sit for ASQ's Six Sigma Yellow Belt certification exam and Certified Six Sigma Green Belt certification exam at no additional cost.

Online | \$2,999

GES2032

Notary Public Education & Loan Signing Agent

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. Following the Notary training, student will learn about being 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.

Hybrid | Cumberland Campus | 2 days | \$248

PRODEV-NOTLSA-03

Apr. 20–Apr. 29

Th-S

PRODEV-NOTLSA-04

May 18–May 20

Th-S

The Thursday Night Class will be Live Online by Zoom from 6–9 p.m. The Saturday Class will be from 8:30 a.m.–4:30 p.m. on the RCSJ Cumberland Campus.

CERT-BOOK-02

SHARE YOUR EXPERTISE!

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

Information Technology

- Microsoft Certifications
- Cyber Security
- Cisco Certifications
- Comp TIA Certification
- Certified Nursing Asst.
- Accounting
- Advanced Manufacturing
- Leadership Development
- Logistics
- Supply Chain Management
- Technical Sales



EMAIL YOUR RESUME TO:
RANDEE DAVIDSON,
RDAVIDSO@RCSJ.EDU

ONLINE COURSE BUNDLE DEALS

\$SAVE!



ONLINE COURSE Bundle Deals FOR BUSINESS

These bundles allow you to take multiple courses at a discounted price while gaining an in-depth understanding of the subject area. Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners and offer new course sessions monthly.

Visit our website to view start dates for the courses that interest you.

Features:

- **Expert Instructor**
- **24-Hour Access**
- **Online Discussion Areas**
- **6 Weeks of Instruction Per Course**
- **Monthly start sessions**

Complete any of these courses entirely from your home or office and at any time of the day or night.

Rowan College of South Jersey- Cumberland Campus

Accounting Fundamentals Series

If you're interested in increasing your financial awareness while also gaining a marketable skill, this series of courses is perfect for you.

QuickBooks 2016 Series

Master the fundamentals and more advanced functions of QuickBooks 2016. Learn everything from creating statements to using batch invoicing and managing journal entries.

Grant Writing Suite

Learn everything you need to know to start writing grant proposals and consult or volunteer for non-profit, public foundations.

Basic Computer Skills Suite

Learn essential computer skills for the 21st century workplace, including how to troubleshoot PC issues!

Microsoft Office 2016 Value Suite

Learn to use the basic features of Microsoft Word 2016, Microsoft Excel 2016, and Microsoft PowerPoint 2016, three of the most fundamental software programs used in educational and professional settings.

Microsoft Word 2016 Series

Learn the ins and outs of Microsoft's newest release of Microsoft Word. This discounted bundle teaches you everything you need to know about the 2016 release.

Microsoft Excel 2016 Series

Learn to use basic, intermediate, and advanced features of Microsoft Excel 2016.

Project Management Suite

Learn the fundamentals of project management in this discounted suite of online courses.

PMP Prep Series

Learn how to prepare for the Project Management Institute's prestigious PMP® certification exam.

Supervision and Management Series

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

Creating Wordpress Websites Series

This series of courses will take you from having zero experience and knowledge of web design to more advanced techniques.

Digital Marketing Suite

Learn how to develop an Internet marketing plan, use popular social media platforms, and achieve higher positions with major search engines.

Web Design Value Suite

Create your own webpages and websites after learning everything from web design layout to CSS3/HTML5 and Javascript.

HTML and CSS Series

Learn to use CSS3 and HTML5 to create professional-quality websites for desktops, laptops, and mobile devices.

Java Programming Series

Learn Java programming, one of the most widely used computer languages, in this discounted series of courses.

SQL Series

SQL is one of the most requested skills from today's data-driven employers. Learn the coding language in these easy to follow online courses.

PHP and MySQL Series

Learn how to create interactive websites, including how to create an interactive online store complete with an online catalog of products.

Computer Networking Suite

Learn the fundamentals of networking and prepare for a career in an exciting and fast-growing field.

To Enroll or learn more, visit or call us at:

ed2go.com/cccnj
856-776-2372

Grant Funded Training

Customize training programs that meet the needs of your employees

NJBIA NO-COST GRANT FUNDED TRAINING

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

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

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

Managing Pressure & Maintaining Balance

When things are extremely busy at work and you have your hands full with many tasks and dealing with difficult people, having skills you can draw on are essential for peace of mind and growth. This workshop will help participants understand the causes and costs of workplace pressure, the benefits of creating balance, and how to identify pressure points. They will also learn how to apply emotional intelligence, increase optimism and resilience, and develop strategies for getting ahead.

Mar. 1–Mar. 22 1–3 p.m. W

Leadership & Influence

They say that leaders are born, not made. While it is true that some people are born leaders, some leaders are born in the midst of adversity. Once you learn the techniques of true Leadership & Influence, you will be able to build the confidence it takes to take the lead. The more experience you have acting as a genuine leader, the easier it will be for you. It is never easy to take the lead, as you will need to make decisions and face challenges, but it can become natural and rewarding.

Mar. 21–Mar. 30 5:30–7:30 p.m. T-Th

Delegation: The Art of Delegating Effectively

Delegation is often one of the hardest skills for a manager to master. However, the skill can be learned. This course will explore many of the facets of delegation, including when to delegate and to whom to delegate. The delegation process will be reviewed step-by-step and teach about techniques to overcome problems.

Apr. 5–Apr. 26 10 a.m.–12 p.m. W

Building Your Self-Esteem and Self Confidence

Healthy self-esteem and self-confidence are essential for growth and achieving success. Of all the judgments you make in life, none is as important as the one you make about yourself. Without some measure of self-worth, life can be painful and unrelenting. In this workshop, you will discover some techniques that can dramatically change how you feel about yourself.

Apr. 18–Apr. 27 5:30–7:30 p.m. T-Th

Team Building: Developing High Performance Teams

Success as a manager is heavily influenced by how well a team operates and what kind of results they achieve. Is your team able to solve problems? Can they resolve conflict? Are they enthusiastic and motivated to do their best? Do they work well together? This workshop is designed for participants who want to develop their team leadership skills and unleash the talent of their individual team members.

May 3–May 24 1–3 p.m. W

Skills You Need for Workplace Success

There have been several studies that identify the key skills that workers need to be successful. Eight of the most identified skills are: Being a Productive Team Member, Flexibility, Problem Solving, Resourcefulness, Giving and Receiving Feedback, Self-Confidence, Creative Thinking, and Emotional Intelligence. Many of us possess one or more of these attributes already and perhaps all of them. This workshop will help improve these skills.

Jun. 7–Jun. 28 1–3 p.m. W

Unconscious Bias

This workshop 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.

Jul. 12–Jul. 19 9 a.m.–12 p.m. W

Boot Camp for Business Owners

Owning a business requires a vision balanced with attention to detail. You need to be a generalist who understands the multiple aspects of running a business, as well as the ability to step back and see the big picture and to reach into the future. This workshop provides essential learning for new business owners, whether the business is just in the idea stage, or you have already begun and need to fill in the gaps.

Aug. 2–Aug. 23 6–8 p.m. W

Evaluating the Soft Skills needed for your Organization

What are Soft Skills and how will they benefit your organization. Determine what soft skills you need to your organization to improve communication, help with problem solving, handle conflicts more efficiently, and learn new skills to adapt to changing circumstances.

Aug. 9–Aug. 30 9 a.m.–12 p.m. W

SPANISH & ENGLISH AS A SECOND LANGUAGE

Conversational Spanish - Level 2

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

Mar. 7–Apr. 27 4–6:30 p.m. T-Th

ESL Level 1 - Hybrid

English as a Second Language Level 1 is for students who have some ability to communicate in English; this class addresses all four language skills (listening, speaking, reading, and writing). At this level, students read and write at a basic level in English and they develop vocabulary and basic grammar.

Apr. 4–May 25 6–8:30 p.m. T-Th

ESL Level 2 - Hybrid

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

May 30–Jul. 25 6–8:30 p.m. T-Th

ESL Level 3 - Hybrid

Prepares English-as-a second language students to communicate in familiar job, life-skill, or social situations. Students read short texts using simple context clues and decoding skills and write short paragraphs that are edited for basic grammar and spelling. This is intermediate ESL.

Feb. 7–Mar. 30 4–6:30 p.m. T-Th

Aug. 1–Sept. 21 4–6:30 p.m. T-Th

TECHNOLOGY WORKSHOPS

Microsoft 365 Excel Level 2

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

May 4–May 25 11 a.m.–1 p.m. Th

Microsoft 365 Excel Level 3

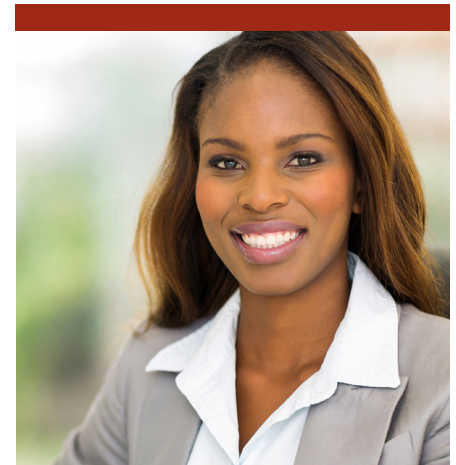
This course will have users using automating functions, analyzing, and presenting data, auditing and error checking your work, working in multiple workbooks, and accessing and distributing data.

Jun. 1–Jul. 22 11 a.m.–1 p.m. Th

Introduction to QuickBooks

You will learn the essentials of QuickBooks focusing on getting started and learning the most used tasks for operating a small business. Topics covered include an introduction to QuickBooks and working with customers, working with vendors, and performing banking tasks, managing physical inventory, using QuickBooks for Payroll and setting up a new company file.

Jul. 6–Jul. 27 11 a.m.–1 p.m. Th



SIGN UP TODAY!

Companies that invest in corporate training increase employee performance, productivity, motivation, and retention. We will work with you to create customize training programs that meet the needs of your employees and organization. Our training programs are available online or in-person at your location or ours. Contact us to see what we have to offer.

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

English as a Second Language (ESL)

CUMBERLAND CAMPUS

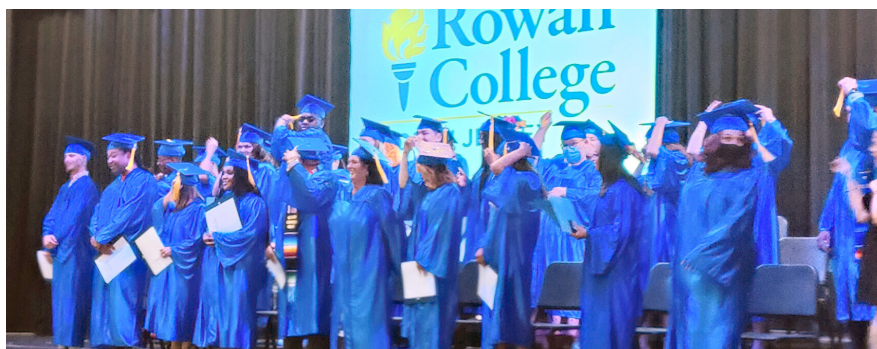


The English as a Second Language Program is In-Person. Students will be required to take a pre-test before the start of class in order to be officially enrolled. Student schedules and levels will depend on pre-test scores for the program.

For adults who want to:

- Improve their listening, speaking, reading and writing skills in the English language
- Prepare for college entry
- Improve skills to enter advanced training in career pathways
- Obtain American civics and citizenship education

High School Equivalency Program (HSE)



The High School Equivalency Program meets at Rowan College of South Jersey's Cumberland Campus. Classes are offered in the morning, afternoon and evening. Students will be required to take a pre-test before classes start in order to be officially enrolled in the class.

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 & Advisement
- Requires Assessments throughout the program in order to see your progress

Must be at least 16 years of age. Not currently enrolled in high school.

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

**DOWNLOAD YOUR FORMS AND REGISTER NOW AT:
CCCNJ.GOSIGNMEUP.COM**



READY TO TAKE THE EXAMS FOR YOUR High School Equivalency diploma? (HiSET)

Take your test here at RCSJ!

HiSET Testing Locations available:

- RCSJ-Cumberland Campus, Vineland, NJ
- Arts & Innovation Center, Millville, NJ

**CREATE YOUR HISET ACCOUNT AND LEARN MORE AT:
WWW.HISET.ORG**



Who are Displaced Homemakers?

Displaced homemakers are individuals who have worked in the home for a number of years and suddenly find that they are the primary source of household income. This situation may be a result of divorce, separation, death, or the disability of a spouse or partner. In many cases, displaced homemakers are underemployed and unable to support themselves or their children. After losing a primary source of income, displaced homemakers often need to return to the workforce.

How can we help?

Displaced homemaker programs help these individuals learn or update skills for today's job market. The goal is to help them become financially self sufficient and mentally empowered by providing education, job readiness training, career planning services, individual consulting, outreach, referrals to social services, and emotional support.

Program Services

- Job Skills Training
- Job Readiness Workshops
- Computer Skills Training
- Life Skills Workshops (Empowerment Series)
- Individual Consultation and Case Management
- Career Planning Services
- Job Placement Assistance
- Supportive Services and Referrals

FOR MORE INFORMATION:
Contact Janae Walters at 856-776-2386



MARCH

Defining Diversity

Mar. 6 & 14, 9 a.m.–12 p.m.

Equality Vs. Equity

Mar. 8 & 28, 9 a.m.–12 p.m.

Implicit & Explicit Bias

Mar. 13, 9 a.m.–12 p.m.

Promoting Allyship & Bystander Prevention

Mar. 15, 9 a.m.–12 p.m.

APRIL

Mental Health Matters!

Apr. 3, 9 a.m.–12 p.m.

Emotional Awareness

Apr. 5, 9 a.m.–12 p.m.

Demystifying Therapy

Apr. 10, 9 a.m.–12 p.m.

Selfcare Strategies

Apr. 12, 9 a.m.–12 p.m.

MAY

Resume Building

May 1, 9 a.m.–12 p.m.

Writing Cover Letter

May 3, 9 a.m.–12 p.m.

Interview Skills / Mock Interviews

May 8, 9 a.m.–12 p.m.

JUNE

Keyboarding 101

Jun. 5, 9 a.m.–12 p.m.

Intro. to Excel

Jun. 7, 9 a.m.–12 p.m.

Navigating Your Email

Jun. 12, 9 a.m.–12 p.m.

Private Payment Plan

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

ELMSelect Loan

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

Displaced Homemakers Program

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

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

GI Bill

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

MyCAA

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

Opportunity Partnership Grant

The purpose of the Opportunity Partnership Grant (OPG) program is to assist displaced/dislocated workers secure employment by providing middle-skill and high-skill work-based learning training in growth industry sectors recognized and driven by employers needs. Currently, RCSJ has an Opportunity Partnership Grant that funds individuals in the Certified Nursing Assistant Program.

CC Workforce Development

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

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

Phone: 856-696-5660

Monday–Friday, 8:30 a.m.–4:30 p.m.

Healthworks

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

CareerAdvance USA

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

School Counts! CTE Scholarship

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

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

CONTACT US

Career & Technical Education Office
856-776-2372 | cte@rcsj.edu

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Adult Basic Education
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TWO WAYS TO REGISTER

REGISTER ONLINE AT
CCCNJ.GOSIGNMEUP.COM

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

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



**Community College
Opportunity Grant**



Cumberland Campus
3322 College Drive
Vineland, NJ 08360

Rowan College of South Jersey- Cumberland Campus

ONLINE COURSES

These **high-quality courses** are **taught by industry experts** and designed to quickly deliver specific skills and knowledge that **help to advance personal or professional development**. Our online classroom is informative, convenient, and highly interactive.

Accounting Fundamentals Series

If you're interested in increasing your financial awareness while also gaining a marketable skill, this series of courses is perfect for you.

Introduction to Microsoft Excel 2019/Office 365

Knowing how to create a spreadsheet is key to effectively managing and organizing information. This course will introduce you to Microsoft Excel 2019 and teach you how to use this powerful software.

Medical Terminology:

A Word Association Approach

Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

Microsoft Excel 2019/Office 365 Series

Whether you're new to Excel or need a refresher, the Microsoft Excel 2019 Series bundle will help you master this long standing spreadsheet software.

Speed Spanish

Learn six easy recipes to glue Spanish words together into sentences, and you'll be engaging in conversational Spanish in no time.

Introduction to SQL

Gain a solid working knowledge of the most powerful and widely used database programming language.

Accounting Fundamentals

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.



24/7 Access • All classes start new every month • Certificate of completion • 6-week format • Average 24 work hours • Discussion boards • Mobile accessible

Enroll or view all our online courses at: www.ed2go.com/cccnj