Hamilton Township residents new to RCBC can pay Burlington’s low tuition for 3+1.

A HISTORIC NEW WAY TO EARN A ROWAN UNIVERSITY DEGREE IN OUR REGION!

LOOK INSIDE FOR MORE DETAILS!
3+1 IS A PROGRAM THAT MAKES GETTING YOUR BACHELOR’S DEGREE EVEN EASIER BY STAYING AT RCBC FOR ONE MORE YEAR.

WHAT ARE THE BENEFITS?

3+1 was featured by Money Magazine as one of the top college affordability initiatives in the nation.

Students get:

• MORE savings! Get two degrees for one unbelievable price.
• MORE prepared to enter the workforce without high college debt.
• MORE high-quality education from experienced RCBC and Rowan University faculty.
• MORE convenience with seamless transfer to Rowan University – one of the top 100 universities in the nation.

SEAMLESSLY OBTAIN YOUR ASSOCIATE AND BACHELOR’S DEGREES.

Available Programs Spring 2017:

• Criminal Justice (Law and Justice)
• Liberal Studies
• Biology

Available Programs Fall 2017:

• Nursing
• Psychology
• General Studies

TAKE 75% OF YOUR COURSES WITH ROWAN COLLEGE AT BURLINGTON COUNTY.

How does it work?

• Complete your associate degree and then take your junior year courses with RCBC.
• Pay RCBC’s lowest-in-the-state tuition and fees and save about $75,000.
• Get consistent instruction from high-quality RCBC faculty who hold advanced degrees.
• Have access to continued support from a variety of RCBC’s student services.

FINISH YOUR DEGREE WITH ROWAN UNIVERSITY.

How does it work?

• Transfer seamlessly to Rowan University where all of your credits will be accepted.
• Complete your senior year bachelor’s degree courses with Rowan University.

To celebrate "3+1", new students from Hamilton can now pay RCBC’s low in-county tuition rates. Just mention this ad!

TO GET ENROLLED IN THIS PROGRAM, PLEASE CONTACT THE OFFICE OF OUTREACH AND ADMISSIONS AT ADMISSIONS@RCBC.EDU.

For more information, please visit: rcbc.edu/3plus1
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REGISTRATION INFORMATION

To ensure a place in the class of your choice, please register through one of the following methods. (Registration will not be permitted if you have any outstanding financial obligations from credit courses.)

3 EASY WAYS TO REGISTER

MAIL: Use the registration form on page 49 and mail to the address shown on the registration form. Please include a check or money order with your Registration Form.

IN-PERSON: You may register on the Mt. Laurel or Pemberton campuses and at the Willingboro and Mt. Holly centers. See rcbc.edu/locations for directions. Please be prepared to pay at the time of Registration.

ONLINE: For all courses, log on to rcbc.edu/WebAdvisor and click on “non-credit student registration” to register. Please have a credit or debit card ready for payment.

CLASS CANCELLATION

Insufficient enrollment may cause some classes to be canceled. It is important to register early, so that your registration can help the class meet the minimum number. We do not register students in the classroom. We make every effort to notify registered students in the event of a cancellation.

PLEASE NOTE: REMEMBER TO PUT BOTH YOUR HOME AND WORK PHONE NUMBERS ON THE REGISTRATION FORM.

REFUND POLICY

All requests for refunds must be submitted prior to the start of class. Any requests for refund after the start of class are subject to approval by the Exceptions and Appeals Committee.

PRIVACY RIGHTS & RESPONSIBILITIES

Rowan College at Burlington County is bound by the Family Education Rights and Privacy Act (FERPA) which prohibits Rowan College at Burlington County from releasing any information from a student’s education record without written permission from the student.

WHEN TO REGISTER

Walk-in registration for Fall 2016 non-credit courses begin Monday, August 22, 2016. Mailed registration forms will be processed upon receipt. We recommend that you register for a course at least 10 days before the first day of class.

DISCOUNTS FOR SENIORS

Are you 60 years of age or older, and live in Burlington County? Then you are eligible to receive a 25% discount on a number of Personal Enrichment and Aquatics courses. To receive the discount, you must provide a valid State ID or Drivers License to show proof of age and residency. (One time, in person). Please note this on your registration form.

Certain courses are excluded from the discount policy due to special charges to the college by outside agencies.

For more information on eligible personal development courses, please contact (856) 222-9311, ext. 2537.

This discount cannot be applied to LIFE or Professional Development courses.

REGISTRATION BEGINS MONDAY, AUGUST 22, 2016
Mon. – Thurs. from 8:30 am – 7 pm, and Fri. from 8:30 am – 5 pm
Mailed registrations will be processed upon receipt.
Registration Form: Page 49
CONTACT INFORMATION
Rowan College at Burlington County may be reached by our main phone number at (856) 222-9311. Any RCBC extension listed throughout this book may be reached by calling the number listed above plus the extension number.

Aquatics............................................. ext. 1010
L.I.F.E..................................................ext. 1499
Personal & Professional
Development......................................ext. 2537
P.I.N.E.S........................................(609) 893-1765
Pool Rental..........................................ext. 1497
24-hour Pool Hotline ....................... ext. 1010
RSVP..................................................ext. 1498
Use of Facilities and Rentals.............ext. 1471

RCBC LOCATIONS & COURSE SCHEDULE ABBREVIATIONS

MT. HOLLY CENTER: The RCBC Mt. Holly Center (HLY) is located at 1 High Street in downtown Mt. Holly.

MT. HOLLY CULINARY ARTS CENTER: The Culinary Arts Center at RCBC (MHCA) is located at 21 Mill Street in downtown Mt. Holly.

MT. LAUREL: The Mt. Laurel Campus is located at Route 38 & Hartford Road in Mt. Laurel.

PEMBERTON: The Pemberton Campus is located at 601 Pemberton Browns Mills Road (County Route 530) in Pemberton.

WILLINGBORO CENTER: The RCBC Willingboro Center (WBC) is located at 200 Campbell Drive, Suite 210, on U.S. Route 130 between Levitt and Van Sciver Parkways in Willingboro.

ENTR............. The Enterprise Center, Mt. Laurel
HTI.............. High Technology Center, Mt. Laurel
HLY...............Mt. Holly Center, Mt. Holly
LAUR...............Laurel Hall, Mt. Laurel
MHCA.......... Mt. Holly Culinary Arts Center
PE.............. Physical Education Center, Pemberton
SB............... Science Building, Mt. Laurel
TEC.......... Technology & Engineering Center, Mt. Laurel
WBC........... Willingboro Center, Willingboro
OTH.................Off-Campus Site

REGISTRATION INFORMATION

Course Number & Location Instructions (SAMPLE CONFIRMATION ONLY)

<table>
<thead>
<tr>
<th>DEPT CODE</th>
<th>CAT CODE</th>
<th>SECTION</th>
<th>COURSE TITLE</th>
<th>START DATE</th>
<th>END DATE</th>
<th>DAY(S)</th>
<th>TIME</th>
<th>LOCATION</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>BID</td>
<td>000</td>
<td>00</td>
<td>Name of Selected Course</td>
<td>07/14</td>
<td>08/06</td>
<td>M, W</td>
<td>6:30</td>
<td>Mt. Laurel</td>
<td>$179</td>
</tr>
</tbody>
</table>

View all program, course and customized training offerings online by scanning the QR code.
The Workforce Development Institute (WDI) works closely with employers, county and educational partners to develop career paths toward the in-demand careers of today and tomorrow to serve the needs of both college students and those seeking direct entry, or advancement, in the workforce.

ROLE OF THE WORKFORCE DEVELOPMENT INSTITUTE

- Provide a life-long learning partnership between individuals, education & industry.
- Deliver comprehensive career services.
- Promote workforce and educational programming that meets individual, business & industry needs.

Business Outreach specialists are available to design a customized plan of action.
For more information, please contact Linda Bobo at lbobo@rcbc.edu or 856) 222-9311, ext. 2535.

NEW PROFESSIONAL DEVELOPMENT INITIATIVES

CISCO Networking Academy
The Fall 2016 semester kicks off the development of the Cisco Networking Academy.
The first course, IT Essentials (ITE) introduces students to the fundamentals of computer hardware and software, mobile devices, security and networking concepts, and the responsibilities of an IT professional. The latest release includes mobile devices, Linux, and client side virtualization, as well as expanded information about Microsoft Windows operating systems, security, networking, and troubleshooting.
The second course, CCNA Routing &Switching: Introduction to Networks (ITN) covers networking architecture, structure, and functions. The course introduces the principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations to provide a foundation for the curriculum.

Google Applications
Google Applications has expanded to include Google Docs. Participants in the program will learn the pro tips and tricks to get up and running with Google Docs to supercharge your workflow. Topics covered will include: a brief introduction to Google Docs, creating and formatting a document, sharing and controlling access, collaborative editing, change tracking, working with tables, and much more.

SHRM Professional Development Courses
These courses are intended for those who already have a SHRM or HRCI certificate. Completion of these courses qualifies as professional development credits for either certification. The following courses will be offered in the Fall semester: Effective Employee Relations, Recognition and Performance Management; Essentials of Recruitment, Employee, and Retention; and FMLA Administration and ADA.

NEW COURSE INDEX

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<td>15</td>
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<tr>
<td>Premier Partnership</td>
<td>19</td>
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<tr>
<td>3 + 1 Tuition</td>
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</table>
CLINICAL MEDICAL ASSISTANT PROGRAM
140 classroom hours + a clinical externship
This program is intended for students who want to prepare for an exciting, challenging, and rewarding career in health care. This program trains students to assist physicians by performing functions related to the clinical responsibilities of a medical office. Instruction includes preparing patients for examination and treatment, routine laboratory procedures, diagnostic testing, technical aspects of phlebotomy, and the cardiac life cycle. Students will review important topics including phlebotomy, pharmacology, the proper use and administration of medications, taking and documenting vital signs, cardiology including proper lead placements, a professional workplace behavior, ethics, and the legal aspects of healthcare. This program includes 140-hours of classroom lecture and hands-on labs plus a 160-hour clinical externship opportunity at a local healthcare provider. To be eligible for the clinical rotation, students must successfully complete the 140-hour program, submit to a thorough background check and drug screening, and meet other requirements. NOTE: Upon successful completion of this program, students would be eligible to sit for the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) national examination.

Cost: $2,674 (Textbooks and Exam Included)
BID 311 80 – 35 sessions Willingboro
Mon. & Wed., 6:00 – 9:30 pm Oct. 3 – Jan 23
Sat., 9:00 am – 4:30 pm
(No class Nov. 23, Dec. 26 & 28, Jan 2 & 16)

ELECTROCARDIOGRAPHY (EKG) TECHNICIAN (QUALIFIES FOR RCBC ACADEMIC CREDITS)
This comprehensive 60-hour EKG Technician Certification Program prepares students to function as EKG Technicians, take the ASPT-Electrocardiograph (EKG) Technician exam, and take other national certification exams. This course will include important practice and background information on anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, electrocardiography, and stress testing. Additionally, students will practice with EKG equipment and perform hands-on labs including introduction to the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement, and other clinical practices. Prerequisite: High school diploma or GED.

Cost: $1199 (Textbooks and Exam Included)
SPT 600 80 – 10 sessions Willingboro
Sat., 9:00 am – 3:00 pm Oct. 1 – Dec. 10
(No class Nov. 26)

MEDICAL BILLING & CODING (AMBULATORY PRACTICE)
This 198-hour billing and coding program offers the skills needed to appropriately process physician claims using ICD-10-CM and CPT/HCPCS codes. This course covers medical terminology, HCPCS/CPT, ICD-10-CM coding and guidelines, reimbursement, HIPAA overview, Electronic Health Record (EHR), managed care, legal and regulatory issues, medical necessity, and common health insurance plans. 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 the American Health Information Management Association (AHIMA) Certified Coding Associate (CCA) exams. Prerequisite: High school diploma or GED.

Optional: Upon successful completion of course, students may be placed in externship.

Cost: $1950 (Textbooks Included)
SPT 508 20 – 45 sessions Willingboro
Tues. & Thurs., 6:00 – 10:00 pm Oct. 18 – Feb. 28
Sat., 9:00 am – 3:00 pm
NEW! NUTRITION SPECIALIST CERTIFICATION

This comprehensive certification course will enable you to implement successful strategies for effective nutritional guidance. It will cover the essentials of nutrition and explore the dynamics of the dietary supplement industry. Case studies and methods for practical application and coaching techniques will be discussed. The curriculum meets the training program standard for the American Academy of Sports Dietitians and Nutritionists’ (AASDN) Nutrition Specialist credential. On-line Certification exam taken after the last day of class and included with course fee.

Cost: $590 (Textbook Included)
CFP 207 01 – 4 sessions  Pemberton
Sat., 9:00 am – 4:00 pm  Oct. 1 – Oct. 29
(No class Oct. 22)

PHARMACY TECHNICIAN PROGRAM (QUALIFIES FOR RCBC ACADEMIC CREDITS)

This comprehensive 60-hour course will prepare students to enter the pharmacy field and take the Pharmacy Technician Certification Board’s exam. Technicians work in hospitals, home infusion pharmacies, community pharmacies, and other health care settings; while working under the supervision of a registered pharmacist. Course content includes medical terminology specific to the pharmacy, reading and interpreting prescriptions, and defining drugs by generic and brand names. Students will learn dosage calculations, I.V. flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control, billing, and reimbursement.
Prerequisite: High school diploma or GED.

Cost: $1239 (Textbooks and Exam Included)
SPT 601 30 – 10 sessions  Mt. Laurel
Mon. & Wed, 9:00 am – 3:00 pm  Oct. 3 – Nov. 2

PHLEBOTOMY TECHNICIAN PROGRAM

Rowan College at Burlington County and Virtua Health System are partners in offering a program to prepare individuals to be phlebotomy technicians. A phlebotomy technician is an essential member of a health care team and is responsible for drawing blood samples from veins. Our rigorous 210-hour program begins in the fall at Rowan College at Burlington County Pemberton Campus for the classroom and clinical instruction and Virtua-Memorial Hospital of Burlington County in Mt. Holly, NJ for the practical instruction. The course ends in June. Class size is limited to 20 students to provide for individual attention throughout the program.

Information Contact: (856) 222-9311, ext.2537.

PREPARATION FOR CERTIFICATE EXAM/CREDENTIAL
The American Society of Phlebotomy Technicians national certification exam.

Prerequisite: High school diploma or equivalent. Good writing and communications skills are expected. CPR certification must be obtained prior to beginning the clinical phase of the course in January. The CPR course is provided by the college periodically throughout the year. Personal Health and Professional Liability Insurance must be purchased, a satisfactory criminal history background check with drug screening completed, and a physical exam including titers, is required before beginning the January clinical phase of the program.

Cost: $1,999 (Includes textbook, criminal history background check with drug screening, and exam fee)
CEK 701 50
RCBC Campus – Pemberton
Classroom Hours: 30 Sessions  Sept. 6 – Dec. 22
Tues. & Thurs, 6:30 – 9:30 pm
(No class Nov. 24, Dec. 27 & 29)

Clinical Hours: 30 Sessions  Virtua-Memorial Hospital of Burlington County in Mt. Holly
Tues. & Thurs, 6:30 – 9:30 pm  Jan. 10 – Apr. 27
(No class Mar. 14 & 16)

Practical Hours: 5 Sessions  Virtua-Memorial Hospital of Burlington County in Mt. Holly
Sat., TBA  TBA through May and June 2017
PROFESSIONAL DEVELOPMENT – ALLIED HEALTH PROGRAMS @ RCBC

PERSONAL TRAINER NATIONAL CERTIFICATE
This combination lecture and hands-on program prepares you to work one-on-one with clients. Core topics include: anatomy, exercise physiology, nutrition, muscular strength and endurance, flexibility, cardiorespiratory fitness, musculoskeletal injuries, weight control, health screening, motivation, and teaching techniques. The WITS national certification exam is held during the sixth meeting. Proof of CPR required for certification to be issued. Exam results will be issued but no certificate without proof of CPR.

Cost: $540 (Textbooks Included)
CFP 157 01 – 6 sessions Pemberton Sun., 9:00 am – 4:00 pm Oct. 16 – Nov. 20

HEALTH CARE PROVIDER CPR
NEW – 2016 updated Cardio Pulmonary Resuscitation (CPR) guidelines.
This course is intended for people in the healthcare profession (doctors, nurses, EMTs, nursing students, etc.). It is also the course required for lifeguards. Due to the new guidelines, this course is required for people that are new to CPR as well as those who already have a current CPR certification. It includes training in CPR & choking skills for infants, children & adults, as well as 2-rescuer CPR, the use of barrier devices and training on automated external defibrillators (AED). Successful completion of the course provides a 2-year American Heart Association certification.

Cost: $75
An optional textbook can be purchased from the instructor during class for $20.

Section I
CFS 745 75 – 1 Session Mt. Laurel Wed., 6:00 – 10:00 pm Oct. 12

Section II
CFS 745 80 – 1 Session Mt. Laurel Wed., 6:00 – 10:00 pm Dec. 14

FIRST-AID IN THE WORKPLACE
NEW – 2016 updated First-aid guidelines.
This course is intended for persons assigned to respond to emergencies in the workplace or community as well as those who want to learn basic first aid. The course teaches how to manage illness and injuries in the first few minutes until professional help arrives. Course content includes general principles, medical emergencies such as heart attack, fainting, diabetes, allergic reactions, stroke & seizures, injury emergencies such as bleeding, shock, burns & head, spine or bone injury, and environmental emergencies. Successful completion of the course provides a 2-year American Heart Association certification.

Cost: $70
An optional textbook can be purchased from the instructor during class for $20.

CFS 203 50 – 1 Session Mt. Laurel Wed., 6:00 – 10:00 pm Sep. 28

To learn more, visit rcbc.edu/3plus1
BASIC ADMINISTRATIVE ASSISTANT CERTIFICATE (INCLUDING MS OFFICE)

Keeping the department organized, on time, and on track is often a challenge, especially when you are not in charge. During this training program, participants will learn how to run a stellar office and stay in control, no matter how hectic the day gets. Additionally, they will discover how to build personal credibility, say “no” without closing doors, use techniques for better listening, deal with difficult people, handle negative situations, and more. Exercises are interactive and allow participants to practice what they have learned in a fun, high-energy environment. This is the ideal administrative assistant training program for those needing to improve their administrative assistant skills or those looking for the extra business edge. Microsoft Office applications (Word, Excel, PowerPoint, and Access) are covered in detail as part of this program.

Cost: $300
BID 822 80 – 4 Sessions Pemberton
Sat., 9:00 am – 3:30 pm Oct. 8 – Oct. 29

MICROSOFT OFFICE 2013 TRAINING

This comprehensive, 12-hour course is ideal if you are an inexperienced computer user who needs to quickly learn the basic Microsoft Office 2013 skills for everyday life or the workplace. Although introductory in nature, this course is enough to get you started quickly using the basic, most important elementary features of Word, Excel, and PowerPoint to produce documents, spreadsheets, and interesting presentations. Topics include integration of the Office applications, learning shortcuts, and how to utilize the new features of Office 2013.

Cost: $250
BID 819 05 – 5 Sessions Mt. Laurel
Sat., 10:00 am – 1:00 pm Sep. 17 – Oct. 15

WORD – LEVEL I

This course is designed for students interested in learning the basic features of Microsoft Word 2013 for creating and revising basic business documents. Features of this course include: creating and saving simple documents, using automatic text features for entering text, accessing online help, making changes to an existing document using a variety of editing techniques, creating and enhancing tables, and using Word’s templates and wizards.

Cost: $130
BID 200 30 – 1 Session Mt. Laurel
Sat., 9:00 am – 4:00 pm Oct. 1

WORD – LEVEL II

Students will expand upon the basic concepts learned in Word Level I and be introduced to new intermediate concepts with an opportunity to apply them. Intermediate features include: creating custom templates and styles, managing tables and table data, inserting graphics, creating newsletters, sending form letters, creating web pages, and managing document changes.

Cost: $130
BID 201 30 – 1 Session Mt. Laurel
Sat., 9:00 am – 4:00 pm Oct. 8
<table>
<thead>
<tr>
<th>Course</th>
<th>Level</th>
<th>Description</th>
<th>Cost</th>
<th>Session Dates</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>WORD – LEVEL III</strong></td>
<td></td>
<td>In this course, students will learn to create forms and long documents as well as how to make it easier to display and work with by using macros and collaborating. Additionally, students will be exposed to creating references to information in a document, preparing a document for publication, revising documents based on feedback provided by other users, and modifying an HTML page in Word.</td>
<td>$130</td>
<td>Oct. 22</td>
<td>Mt. Laurel</td>
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<tr>
<td><strong>EXCEL – LEVEL I</strong></td>
<td></td>
<td>This course offers students the techniques to create, edit, format, and print basic work-sheets and charts in Excel 2013. Skills learned in this course include: creating basic work-sheets by entering text and values, working with cells and cell data by using a variety of moving and copying techniques, performing calculations by using formulas, and changing the appearance of worksheet data by using a variety of formatting techniques.</td>
<td>$130</td>
<td>Oct. 29</td>
<td>Mt. Laurel</td>
</tr>
<tr>
<td><strong>EXCEL – LEVEL II</strong></td>
<td></td>
<td>Here’s an opportunity to work with some more advanced features of Excel 2013, including templates, sorting and filtering, importing and exporting, advanced formulas, analysis tools, and collaboration. Students will be exposed to creating templates, sorting and filtering data, importing and exporting data, analyzing data, and collaborating on the web in Excel.</td>
<td>$130</td>
<td>Nov. 5</td>
<td>Mt. Laurel</td>
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<tr>
<td><strong>POWERPOINT– LEVEL I</strong></td>
<td></td>
<td>This course is designed for students who are interested in learning how to create and modify basic Microsoft PowerPoint 2013 presentations. This is a feature-rich, easy to-use program that enables you to create presentation slides that combine text, clip art, drawings, tables, charts, and graphs.</td>
<td>$130</td>
<td>Nov. 19</td>
<td>Mt. Laurel</td>
</tr>
<tr>
<td><strong>POWERPOINT– LEVEL II</strong></td>
<td></td>
<td>This course is intended for students who are already familiar with PowerPoint 2013 on an introductory level and want to move up to a more advanced level. Students will work with design templates, custom animations, techniques for delivering presentations, web presentations, and presentation broadcasting.</td>
<td>$130</td>
<td>Dec. 3</td>
<td>Mt. Laurel</td>
</tr>
<tr>
<td><strong>ACCESS– LEVEL I</strong></td>
<td></td>
<td>This course is for students who want to get started creating databases in Access 2013 and working with the data by using tables, queries, forms, and reports. This course is for the new user of Access who assumes no experience with relational databases.</td>
<td>$130</td>
<td>Dec. 10</td>
<td>Mt. Laurel</td>
</tr>
</tbody>
</table>
CISCO I: IT ESSENTIALS
The IT Essentials (ITE) course introduces students to the fundamentals of computer hardware and software, mobile devices, security and networking concepts, and the responsibilities of an IT professional. The latest release includes mobile devices, Linux, and client side virtualization, as well as expanded information about Microsoft Windows operating systems, security, networking, and troubleshooting.

By the end of the course, students will be able to:
• Describe the internal components of a computer and assemble a computer system.
• Install and understand operating systems on computers and mobile devices.
• Connect to the Internet and share resources in a networked environment.
• Troubleshoot using system tools and diagnostic software.

The 70-hour, instructor-led course includes activities using Packet Tracer, hands-on lab work, and a wide array of assessment types and tools.

Cost: $1380 (Includes Testing Fee)
BID 340 50 – 7 Sessions Mt. Laurel
Tues. & Thurs., 6:00 – 10:00 pm Oct. 4 – Dec. 6
(No Class Nov. 22 & Nov. 24)

CISCO II: R&S INTRODUCTION TO NETWORKS
CCNA Routing & Switching: Introduction to Networks (ITN) covers networking architecture, structure, and functions. The course introduces the principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations to provide a foundation for the curriculum.

By the end of the course, students will be able to:
• Build simple LANs
• Perform basic configuration on routers and switches
• Implement IP addressing schemes

The 70-hour, instructor-led course is the 1st of 4 courses in the Cisco CCNA Routing and Switching curriculum. The course includes activities using Packet Tracer, hands-on lab work, and a wide array of assessment types and tools.

Cost: $700
BID 345 50 – 18 Sessions Mt. Laurel
Tues. & Thurs., 6:00 – 10:00 pm Dec. 13 – Feb. 16
(No Class Dec. 27 & Dec. 29)

FREE Adult Basic Education Programs and Career Pathway Services

HIGH SCHOOL EQUIVALENCY TEST (HSET/TASC) PREP CLASSES
High School Equivalency Test (HSET/TASC) classes prepare students to pass the subjects on the state-approved high school equivalency tests and earn a State of New Jersey-issued high school diploma. The program curriculum also include career readiness workshops, skill assessment, career/college advising, and job search assistance.

ABE-HEST-TASC Prep Hours:
MONDAY – THURSDAY, 8 – 10:30 am OR 10:30 am – 1 pm
Session 2: October 4 – January 12
Session 3: January 17 – April 6
Session 4: April 11 – June 29

Eligibility Requirements:
• Must be at least 16 years old and be a resident of New Jersey
• Cannot be enrolled in a regular high school
• Must complete assessment prior to starting class

ROWAN COLLEGE AT BURLINGTON COUNTY
200 Campbell Drive • Suite 210 • Willingboro, NJ 08046
To register, call (856) 222-9311, ext. 3016
GRAPHIC DESIGN PROGRAM
Certificate Requirement: Complete ALL five modules
(Modules may also be taken individually)

Learn the Adobe programs being used by professionals. Benefit from instruction on the most current software programs, and industry standards and practices. Courses offer instruction on photo editing, vector illustration, layout, and foundational design theory.

ADOBE ILLUSTRATOR I
This course covers the basics of computer illustration and its’ use in print and web-based media. Learn the program tools available, how to use them, how to work with objects, clip art, bitmaps (web graphics), text, color, and more.

Cost: $260
BID 293 01 – 3 Sessions Pemberton
Sat., 9:00 am – Noon Sept. 3 – Sept. 17

ADOBE ILLUSTRATOR II
This course is for students with some knowledge of Adobe Illustrator. Students will gain a solid understanding of the wide range of features offered in this leading design program.

Cost: $260
BID 294 01 – 3 Sessions Pemberton
Sat., 9:00 am – Noon Sept. 24 – Oct. 8

ADOBE PHOTOSHOP
This course will cover the tools and features. In this course students will be able to crop and resize images, use layers, layer masks, and other features that let you change images and switch backgrounds in images.

Cost: $260
BID 297 01 – 3 Sessions Pemberton
Sat., 9:00 am – Noon Oct. 15 – Oct. 29

ADOBE INDESIGN
This course is designed for students with little or no knowledge of the Adobe InDesign program. Learn about style sheets used to create pamphlets, flyers, brochures, magazines, etc. for print purposes and digital publications.

Cost: $260
BID 295 01 – 3 Sessions Pemberton
Sat., 9:00 am – Noon Nov. 5 – Nov. 19

TYPOGRAPHY
This course is designed to develop skills in visual communication and will lead to the knowledge of creating and organizing letters, words, sentences, and paragraphs to effectively convey an idea in printed form. Topics include: choosing type, legibility, readability, and the expressive qualities of type.

Cost: $260
BID 198 01 – 3 Sessions Pemberton
Sat., 9:00 am – Noon Dec. 3 – Dec. 17

GROWING YOUR BUSINESS WITH TECHNOLOGY AND SOCIAL MEDIA
Whether you already have a business or have always wanted to start one, this six week class will show you the tools and steps you need to get started. You’ll follow along while we launch a fake company and show you all the tools in the process. • How to start your business or take your existing business online • Choosing a domain • Setting up email • Creating a landing page to promote your business • Creating an e-commerce site • Creating your presence on Social Media (Facebook, Twitter, YouTube) • Running ad campaigns on social networks to gain customers • How your current customers can help you find new customers. This course is online only.

To participate, you will need a computer or tablet with an internet connection. Upon completion of registration, please email mdewar@rcbc.edu for login details.

Cost: $160
BID 322 50 – 6 sessions Online
Tues., 8:00 – 9:00 pm Oct. 4 – Nov. 8
GROWING YOUR BUSINESS WITH TECHNOLOGY AND SOCIAL MEDIA 2
Your business is online and now you are ready to take your business to the next level, this 4 week class will show you the how to create an automated process that will constantly put you in front of new customers: • Automated Marketing funnel • Remarketing • How to bring back customers who leave your site without buying • How to upsell clients to give them added value. This course is online only. To participate, you will need a computer or tablet with an internet connection. Upon completion of registration, please email mdewar@rcbc.edu for login details.

Cost: $140
BID 324 50 – 4 sessions Online
Tues., 8:00 – 9:00 pm Nov. 22 – Dec. 13

GOOGLE APPLICATIONS

GMAIL
Learn how to manage and use your inbox to communicate effectively with colleagues. Topics covered will include: performing advanced mail queries, setting labels and creating filters, labs features, account security, suspicious email handling and reporting, mobile device access/setup, and much more. Unleash the power of Gmail to enhance your workflow.

Cost: $70
CFI 110 30 – 2 Sessions Mt. Laurel
Tues. & Thurs., 6:00 – 9:00 pm Oct. 18 & Oct. 20

GOOGLE DOCS
Learn the pro tips and tricks to get up and running with Google Docs to supercharge your workflow. Topics covered will include: a brief introduction to Google Docs, creating and formatting a document, sharing and controlling access, collaborative editing, change tracking, working with tables, and much more.

Cost: $70
CFI 114 30 – 2 Sessions Mt. Laurel
Tues., 6:00 – 9:00 pm Nov. 15 & Nov. 17

CARING FOR PRESCHOOL CHILDREN PROGRAM
The Child Development Associate (CDA) training provides candidates with 120 hours of classroom instruction towards the national CDA credential. The course is divided into two modules each consisting of 60 hours. The first 60 hours of the CDA program will focus on professionalism in childcare: principles of child development, growth, and learning; and the physical, intellectual, social, and emotional development of children and infants through preschool. The second 60 hours of the CDA program will prepare you to take the national CDA assessment, and will focus on: planning a safe and healthy learning environment; observation of young children; relationships with families; and program management.

Students will create a corresponding portfolio and will be expected to work within the field. This can be accomplished through in-service and on-the-job experience, either volunteer or paid. Candidates must be either high school graduates or hold the GED credential. In New Jersey, the CDA credential is recognized as the equivalent of the Group Teacher title.

For more information on credentialing, please visit the Council for Professional Recognition’s website at cdacouncil.org.

Cost: $850
SPT 306 80
Part 1: 20 Sessions Willingboro
Mon. & Wed., 6:00 – 9:00 pm Sep. 14 – Nov. 21
Part 2: 20 Sessions Willingboro
Mon. & Wed., 6:00 – 9:00 pm Nov. 28 – Feb. 15
(No classes Dec. 26, Dec. 28, Jan. 2, & Jan 16)
NEW PATHWAYS TO TEACHING IN NEW JERSEY
INTRODUCTION TO TEACHING • 24-HOUR PRE-SERVICE PROGRAM

Do you hold a bachelor’s degree with 2.75 or higher GPA or have significant work experience in an occupational or technical area? Thinking about teaching for your next career? Applying for a Certificate of Eligibility? Here is your first step:

New Pathways to Teaching in New Jersey and New Jersey City University, in collaboration with Rowan College at Burlington County, are pleased to offer the “24-hour Pre-Service Program” required for alternate route candidates who apply for a Certificate of Eligibility (CE) for Grades K to 12 in instructional, career, and technical areas.

PLEASE NOTE THAT THIS COURSE IS NOT APPROPRIATE FOR INDIVIDUALS SEEKING THE PRE-K TO GRADE 3 CERTIFICATE OF ELIGIBILITY.

Course content will include:

• An Overview of the Teaching Profession
• Classroom Management
• Assessment Tools
• Lesson Plans
• Learning Strategies
• Job Search Strategies for Teachers
• Diversity in the Classroom
• The Implementation of Technology
• Classroom Observation

This is a non-credit, blended course with 6 hours of class work, 14 or more hours of on-line assignments, and a 4-hour classroom observation requirement. Upon successful completion, students will receive a certificate, as required by the NJ Department of Education. The original certificate must be included in the CE application packet.

TEXTBOOK: Introduction to Teaching: Guide for New Jersey’s Alternate Route Teachers, Second Custom Edition by Frances A. Levin, is available at the bookstore on the Mount Laurel Campus for approximately $90.00 or via web book resources. Earlier editions of the text are acceptable for the course.

Cost: $240
CEJ 001 50 – 2 Sessions
Sat, 9:00 am – Noon
Mt. Laurel
Sept. 17 & Nov. 5

For additional course information, contact the New Pathways Office at Rowan College at Burlington County at (856) 222-9311, ext. 1468 or by email at cgrant@rcbc.edu

FOLLOW THESE SIMPLE STEPS TO ENROLL IN THE PAYMENT PLAN:

• Register for class
• Go to rcbc.edu/businessoffice
• Select Payment Options on the right-hand side
• Select link Non-Credit “Establish payment plan, balance must be greater than $777.00”
ENTREPRENEURIAL CERTIFICATE PROGRAM

The NJ Small Business Development Centers network and the NJ Council of County Colleges have partnered to provide a 30-hour Entrepreneurial Certificate Program (ECP). The ECP will teach participants to successfully start a new business or expand existing operations. Students who complete this program will receive a certificate issued by Rowan College at Burlington County and the NJ Small Business Development Center, Rutgers University-Camden.

Courses may also be taken individually.

STARTING A BUSINESS FROM A-Z
A comprehensive overview, this course is designed for entrepreneurs who intend to start or have recently started a small business. It examines legal forms of doing business in New Jersey, how to register a business, setting up bookkeeping records, Federal and State taxation, payroll, insurance, and licensing.

Cost: $115
SPT 700 50 – 2 Sessions Mt. Laurel Wed., 6:00 – 9:00 pm Sept. 21 & Sept. 28

WRITING A BUSINESS PLAN
Developing a business plan is one of the most important challenges you will face as an entrepreneur. This 6-hour program was developed to guide you through that process and give you a hands-on systematic way to develop an outline, investigate and create a draft of your own business plan.

Cost: $115
SPT 706 50 – 2 Sessions Mt. Laurel Wed., 6:00 – 9:00 pm Oct. 5 & Oct. 12

FINANCING A SMALL BUSINESS
One of the primary challenges facing a new business is obtaining the necessary funding to start or expand the business. This course explains the criteria used by lenders to evaluate a potential borrower. Sources of financing will be explored, including bank and non-bank lenders, the SBA, micro-lenders, venture capitalists, and others. The borrowing basics will be directly tied to the contents of a business plan/loan proposal.

Cost: $60
SPT 702 50 – 1 Session Mt. Laurel Wed., 6:00 – 9:00 pm Oct. 19

RECORDING BUSINESS TRANSACTIONS
This is a practical application class designed to teach the business owner how to record specific transactions in a manual record keeping system. Disbursement and sales journals will be prepared as well as accounts receivable and accounts payable ledgers. Sample transactions will be used to generate business activity through the end of an accounting period and formulate financial statements.

Cost: $60
SPT 701 50 – 1 Session Mt. Laurel Wed., 6:00 – 9:00 pm Oct. 26

MARKETING RESEARCH & STRATEGIES
Examine the two critical aspects of marketing. The first session will focus on how to conduct market research (industry trends, demographics, etc.) to determine the feasibility of your plans for the future. The second session will focus on developing specific strategies to market your business.

Cost: $115
SPT 703 50 – 2 Sessions Mt. Laurel Wed., 6:00 – 9:00 pm Nov. 2 & Nov. 9

UNDERSTANDING FINANCIAL STATEMENTS
Gain an understanding of basic business financial statements (balance sheet, income statement, and statement of cash flow). The class will demonstrate how the review and analysis of the financial statements can provide you with the information needed to improve profitability and/or grow your business. There will be detailed discussion of revenues and expense items, forecasting, and trend analysis.

Cost: $60
SPT 704 50 – 1 Session Mt. Laurel Wed., 6:00 – 9:00 pm Nov. 16

BUSINESS OWNERSHIP, CONTRACTS & AGREEMENTS
This class provides a basic understanding of business contract law with an overview of the different types of contracts. Topics include situations requiring attorney consultation, legal structures, partnerships and partnership agreements, and corporation and shareholder agreements.

Cost: $60
SPT 705 50 – 1 Session Mt. Laurel Wed., 6:00 – 9:00 pm Nov. 30
ENTREPRENEURIAL CERTIFICATE PROGRAM FOR THE TRADES

This certificate program is used by individuals in the construction and building trades. The purpose of this program is to help individuals start and build successful businesses. If you are starting a business or taking a business to the next level, this certificate program can help.

Courses may also be taken individually.

Total Certificate Discounted Cost: $400 (SPT 776 50)
Registration for Individual Courses: $60

STARTING A BUSINESS FROM A-Z
A comprehensive overview, this course is designed for entrepreneurs who intend to start or have recently started a small business. It examines legal forms of doing business in New Jersey, how to register a business, setting up bookkeeping records, Federal and State taxation, payroll, insurance, and licensing.

Cost: $60
SPT 753 50 – 1 Session Willingboro
Tues., 6:00 – 9:00 pm Oct. 4

RECORDING BUSINESS TRANSACTIONS AND UNDERSTANDING FINANCIAL STATEMENTS
This is a practical application class designed to teach the business owner how to record specific transactions in a manual record keeping system. Participants will also gain an understanding of basic business financial statements (balance sheet, income statement, and statement of cash flow). Disbursement and sales journals will be prepared as well as accounts receivable and accounts payable ledgers. There will be detailed discussion of revenues and expense items, forecasting and trend analysis. Also, sample transactions will be used to generate business activity through the end of an accounting period and formulate financial statements.

Cost: $60
SPT 755 50 – 1 Session Willingboro
Tues., 8:00 – 9:00 pm Oct. 11

WRITING A BUSINESS PLAN AND FINANCING A SMALL BUSINESS
This module will guide you through that process and give you a hands-on systematic way to develop an outline, investigate, and create a draft of your own business plan. In addition, this module explains the criteria used by lenders to evaluate a potential borrower. Sources of financing will be explored, including: bank and non-bank lenders, the SBA, micro-lenders, venture capitalists, and others. The borrowing basics will be directly tied to the contents of a business plan/loan proposal.

Cost: $60
SPT 754 50 – 1 Session Willingboro
Tues., 6:00 – 9:00 pm Oct. 18

MARKETING RESEARCH & STRATEGIES
Examine the two critical aspects of marketing. The first session will focus on how to conduct market research (industry trends, demographics, etc.) to determine the feasibility of your plans for the future. The second session will focus on developing specific strategies to market your business.

Cost: $60
SPT 756 50 – 1 Session Willingboro
Tues., 6:00 – 9:00 pm Oct. 25

BUSINESS OWNERSHIP, CONTRACTS & AGREEMENTS
This class provides a basic understanding of business contract law with an overview of the different types of contracts. Topics include situations requiring attorney consultation, legal structures, partnerships and partnership agreements, and corporation and shareholder agreements.

Cost: $60
SPT 772 50 – 1 Session Willingboro
Tues., 6:00 – 9:00 pm Nov. 1

MANAGEMENT AND HUMAN RESOURCES
This class provides an understanding of best practices for managing personnel and operations of a business. Topics covered include hiring and dismissing employees, scheduling and managing employees and work flow, employee benefits, state and federal obligatory payments and taxes, and other managerial practices.

Cost: $60
SPT 773 50 – 1 Session Willingboro
Tues., 6:00 – 9:00 pm Nov. 8

SOFTWARE OVERVIEW AND ESTIMATING
Correct pricing is tied to correctly estimating the costs of both labor and materials. A quote is generally based on the cost of materials plus time billed at various wage scales, but there are a host of other factors that affect both. This module will provide an understanding of effectively bidding jobs and a review of software tools.

Cost: $60
SPT 774 50 – 1 Session Willingboro
Tues., 6:00 – 9:00 pm Nov. 15

PUBLIC BIDDING AND PROCUREMENT OR HOW TO BID PUBLIC AND PRIVATE CONTRACTS
This class provides an understanding of bonding including bid, surety, and completion bonds. AIA contract forms will be reviewed including
A201 – Contract for Construction;
G701 – Change Orders;
G702 – Application for Payment;
G703 – Construction Sheet.
Also Davis Bacon requirements and filing certified payrolls will be discussed.

Cost: $60
SPT 775 50 – 1 Session Willingboro
Tues., 6:00 – 9:00 pm Nov. 22

FALL 2016
ONLINE BANK TELLER PROGRAM
The current teller job market is predicted to see rapidly expanding growth. Becoming a teller is a rewarding job with an excellent future outlook. This program, provided by Banker’s Academy, is a comprehensive 20-hour online teller training program that will provide you all the knowledge and skills you need to be a successful teller at any bank. To register for this online teller training call (856) 222-9311, ext. 2537.

Cost: $595
BID 411 17

NOTARY PUBLIC EDUCATION & TRAINING
This class will give you detailed instructions on how to obtain your notary commission from the State of New Jersey. Additionally, you will acquire skills and tools to complete your state-assigned job duties as described by the New Jersey Division of Revenue. Completion of this course will give any notary (new or renewing) the ability to perform all notary duties with less liability and more confidence! Meets the standards of the New Jersey Notary Association and follows all of the laws concerning the position of a New Jersey Notary Public from the New Jersey Division of Revenue.

Cost: $75
SPT 280 30 – 1 Session  Mt. Laurel
Sat., 9:00 am – 1:00 pm  Oct. 29

LOAN SIGNING AGENT: ADVANCED
NOTARY PUBLIC EDUCATION & TRAINING FOR NEW JERSEY NOTARIES
The course is comprehensive, providing instruction for the position of notary public and the office of a “Notary Signing Agent.” Follow a signing from start to finish. See actual loan documents and take practice loan documents home. You will receive a head start on how to set up your office and organization tips from notaries in the business. Affirms the standards of the New Jersey laws concerning the position of a New Jersey Notary Public from the New Jersey Division of Revenue. Prerequisite: Current notary commission in NJ, NY, or PA.

Cost: $150
SPT 281 80 – 1 Session  Mt. Laurel
Sat., 9:00 am – 5:00 pm  Nov. 19

LOOKING TO ADVANCE YOUR CAREER?
COMING SOON!
Specialized Rowan University courses are coming to Rowan College at Burlington County for the fall 2016 semester.

Writing for the Workplace • Computers and Society Business Practicum
Obtain a better knowledge of business practices and apply it to your field of experience.

These courses can be applied directly towards the Rowan University:
• Bachelor of General Studies program
• Certificate of Undergraduate Study in Professional Development and Practice.

Registration opens August 22!
Any students wanting to register must email registrar@rowan.edu and ask for the activation and registration form.

Rowan College at Burlington County
SERVSAFE® FOOD SAFETY MANAGER TRAINING AND CERTIFICATION

Our 12-hour training course offers both training and certification exam. The online exam will be given at the end of the second session. Upon the successful completion of the course and exam (minimum score of 75), participants will receive ServSafe® Certificate which satisfies the NJ requirement for “Risk Type 3” food establishments. Recertification students also may attend.

PLEASE PURCHASE AND REVIEW THE TEXTBOOK BEFORE BEGINNING CLASS. BRING TWO FORMS OF ID (ONE PHOTO) TO CLASS ON DAY OF THE EXAM. TEXTBOOK AND ONLINE EXAM VOUCHER ESV6R CAN BE PURCHASED AT SERVSAFE.COM FOR $68. ALLOW ONE WEEK FOR SHIPPING

Required Materials: Servsafe® Manager Book, 6th edition, with online exam voucher – ESV6R

Cost: $85
BID 802 80 – 2 Sessions Willingboro
Sat., 8:30 am – 3:00 pm Oct. 8 & Oct. 15

BID 802 30 – 2 Sessions Mt. Laurel
Sat., 8:30 am – 3:00 pm Dec. 3 & Dec. 10

Burlington County Institute of Technology
Adult Education
REGISTER NOW for the Fall 2016 Session

2016 Fall Course Offerings

Advanced Manufacturing
Automotive Technology
Basic Life Support
Carpentry
Certified Clinical Medical Assistant (CCMA)
Cosmetology
Dental Assisting & Radiology
Electrical Trades
Electrocardiography (EKG)

Homemaker Home Health Aide
HVAC/R
Licensed Pratical Nursing (LPN)
Plumbing
Security Officer Reg. Act Training and Renewal (SORA)
Sheet Metal
Veterinary Assisting
Welding Technology

Courses offered on our Westampton and Medford campuses

Westampton (609) 267-4226, ext. 8231
Medford (609) 654-0200, ext. 8426
www.bcit.cc/AdultEdu
**HUMAN RESOURCE MANAGEMENT**

*QUALIFIES FOR RCBC ACADEMIC CREDITS*

Certificate Requirement: **Choose and complete 8 required core (C) courses plus 2 electives (E) for a total of 8 courses.**

Gain the knowledge and skills necessary to help you and your organization meet the goals and objectives of today’s challenging HR Department.

Total Certificate Cost: $1,760 (Textbook Included); **Registration for Individual Courses:** $220


**Required Core (C) Courses:**
- Employee Relations
- Principles of Human Resources
- Recruitment, Staffing, and Selection
- Human Resource Management and the Law
- Compensation Management
- Benefits Administration
- Performance Management

**Electives (E):**
- Diversity in the Workplace
- Equal Employment Opportunity
- Training and Development

**Principles of Human Resources (C)**
A broad overview of the functional areas of Human Resources. Topics include: HR goals in today’s competitive environment; framework for integrating HR activities; understanding the key HR role and its impact on organizational goals. CEU 0.6

Cost: $220
BID 620 50 – 2 sessions Mt. Laurel
Mon., Wed., 6:30 – 9:30 pm Oct. 17 & 19

**Recruitment, Staffing, & Selection (C)**
Addresses planning and decision processes related to auditing and evaluating organizational staffing. Topics include: developing effective recruitment strategy/methods; selecting appropriate screening/selections techniques; aligning promotion and succession systems with the organization’s strategic goals. CEU 0.6

Cost: $220
BID 621 50 – 2 sessions Mt. Laurel
Mon., Wed., 6:30 – 9:30 pm Oct. 24 & 26

**Human Resource Management & the Law (C)**
This course provides an understanding of the laws that obligate employers. Topics include: recent legislation and court cases, defining employer/employee rights and obligations, legal/business considerations bearing on employer decisions; practical legal implications in day-to-day HR operations; impact of laws on policy/procedure development; alternatives to minimizing employer exposure to employee lawsuits and administrative charges. CEU 0.6

Cost: $220
BID 625 50 – 2 sessions Mt. Laurel
Mon., Wed., 6:30 – 9:30 pm Oct. 17 & 19

**Compensation Management (C)**
Examines technical skills and practical knowledge required in the practice and theory of compensation management. Topics include: compensation management approach consistent with business objectives; tailoring a compensation program; market data collection and integration to develop and support a competitive salary program. CEU 0.6

Cost: $220
BID 622 50 – 2 sessions Mt. Laurel
Mon., Wed., 6:30 – 9:30 pm Oct. 31 & Nov. 2

**Benefits Administration (C)**
An in-depth look at key aspects of benefits. Topics include strategies/objectives for a total program; legally mandated benefits; regulatory issues and requirements; minimizing and containing benefits costs; emerging trends and issues. CEU 0.6

Cost: $220
BID 623 50 – 2 sessions Mt. Laurel
Mon., Wed., 6:30 – 9:30 pm Nov. 7 & 9

**Diversity in the Workplace (E)**
A review of the impact of cultural diversity on the management process. Topics include: the influence of culture on communication, intercultural conflict resolution strategies, analyzing performance in cross-cultural situations. CEU 0.6

Cost: $220
BID 627 50 – 2 sessions Mt. Laurel
Mon., Wed., 6:30 – 9:30 pm Dec. 5 & 7

**Employee Relations (C)**
An overview of components for creating and sustaining a positive employee relations climate. Topics include: elements of an effective program; effective coaching, counseling and progressive discipline strategies; identifying employee concerns; and effective communication techniques. CEU 0.6

Cost: $220
BID 626 50 – 2 sessions Mt. Laurel
Mon., Wed., 6:30 – 9:30 pm Nov. 28 & 30

**Equal Employment Opportunity (E)**
A review of Equal Opportunity and Affirmative Action laws and orders. Topics include: employer’s responsibilities regarding family medical leave; federal, state, and local laws, regulations and cases. CEU 0.6

Cost: $220
BID 628 50 – 2 sessions Mt. Laurel
Mon., Wed., 6:30 – 9:30 pm Dec. 12 & 14

**Performance Management (C)**
Gain skills to develop and implement a performance management system. Topics include: selecting the most appropriate performance appraisal methods and forms; linking employee goals and performance to organization’s strategic goals; providing a credible basis for merit increases and incentive awards; and training management on organization’s appraisal and evaluation system. CEU 0.6

Cost: $220
BID 629 50 – 2 sessions Mt. Laurel
Mon., Wed., 6:30 – 9:30 pm Dec. 19 & 21

**Training and Development (E)**
This course examines the role of training and development within the organization. Topics include: components of training systems; assessment methods and tools; designing a sound training program; transferring knowledge; evaluating and measuring results. CEU 0.6

Cost: $220
BID 624 50 – 2 sessions Mt. Laurel
Mon., Wed., 6:30 – 9:30 pm Dec. 12 & 14

You may enroll in selected core or elective courses if you do not wish to earn the entire certificate. Each course is a complete learning experience. Upon completion of individual courses, you will receive a certificate indicating the Continuing Education Units (CEUs) earned.
SHRM PROFESSIONAL DEVELOPMENT COURSES

These courses are intended for those who already have a SHRM or HRCI certificate. Completion of these courses qualifies as professional development credits for either certification.

EFFECTIVE EMPLOYEE RELATIONS, RECOGNITION, AND PERFORMANCE MANAGEMENT
This seminar focuses on the basics of employee relations and performance management. How and when to reward; appropriate and legal discipline; and the primary components of evaluating subordinates will be examined. This is for the HR professional who wants to gain invaluable information around the best approaches to managing employee performance. 4 PDU’s.

Cost: $310
BID 943 50 – 2 Sessions Mt. Laurel Tues. & Thurs., 7:00 – 9:00 pm Oct. 25 & Oct. 27

ESSENTIALS OF RECRUITMENT, EMPLOYMENT, AND RETENTION
Examine the key functions and activities of employment including recruitment, selection and placement function, and interviewing techniques to help you control the interview. Learn technical aspects of employment, how to develop and implement orientation programs, and how to work with non-HR professionals to meet the organization’s staffing goals. 6 PDU’s.

Cost: $355
BID 945 50 – 2 Sessions Mt. Laurel Tues. & Thurs., 6:00 – 9:00 pm Nov. 8 & Nov. 10

FMLA ADMINISTRATION WORKSHOP AND ADA COMBINED
Employers often encounter tough questions about how much leave must be given, under what circumstances leave is permitted, and, importantly, what rights they have as the employer. The 2009 amendments to Family & Medical Leave Act (FMLA) require covered employers to provide eligible employees up to 12 or up to 26 weeks of unpaid leave under certain circumstances. The “Family and Medical Leave Act Workshop” is a seminar designed to provide information, guidelines and examples of the key concepts such as “eligible employee,” “serious health condition,” “intermittent leave,” and “qualifying exigency.” You’ll review legal guidelines, rules of administration, and pay and benefit options and requirements. Participants will also learn about the pitfalls of accepting incomplete or unclear medical certifications, and clear methods to improve the manner in which you administer FMLA in your workplace.

The second portion of class will cover ADA. From its inception, the ADA was intended “to assure equality of opportunity, full participation, independent living, and economic self-sufficiency for individuals with disabilities.” Unfortunately, what this has meant for employers is a very complex law, with rules that are confusing and often misunderstood. Plus, the law has undergone significant changes in the 25 years since it was signed into law. Employers also often overlook that they too have rights under the ADA, and that the employee also has various obligations under the law. 8 PDU’s

Cost: $620
BID 947 50 – 4 Sessions Mt. Laurel Tues. & Thurs., 7:00 – 9:00 pm Dec. 6 – Dec. 15
LEADERSHIP MANAGEMENT
Certificate Requirement: Complete ALL five modules
(Modules may also be taken individually)

INTRODUCTION OF SUPERVISION
This course will provide a clear and in-depth role of the supervisor in today’s work environment. Topics on the discussion will include effective communication techniques between employees and management, decision making and effective problem-solving strategies, and techniques. The objective of this module is to help supervisors manage their professional practices and integrity in the workplace.

Cost: $99
BID 232 01 – 1 Session Mt. Holly

DEVELOPING EMPLOYEES THROUGH COACHING, MENTORING, AND ACCOUNTABILITY
This course will help in enhancing supervisory skills in areas to distinguish the difference between managing and coaching employees. There will be exercises demonstrating effective coaching techniques and principles. As well as discussion on how the employee’s performance is accountable to management and the organization as a whole.

Cost: $99
BID 233 01 – 1 Session Mt. Holly
Wed., 6:30 – 9:30 pm Oct. 19

DELEGATING AND TEAM BUILDING
Topics will address learning what, when, and to whom to delegate with effective follow-up strategies regarding projects and other assignment outcomes. In addition to delegation, participants will learn how to motivate employees, both individually and collectively for maximum performance in the workplace.

Cost: $99
BID 234 01 – 1 Session Mt. Holly
Wed., 6:30 – 9:30 pm Oct. 26

EMPLOYEE EVALUATION, DISCIPLINE, AND DOCUMENTATION
This course will outline appropriate employee evaluation and discipline practices from a legal perspective. There will be thought-provoking exercises regarding required documentation on discipline, appraisals, and confidentiality practices in the workplace.

Cost: $99
BID 235 01 – 1 Session Mt. Holly
Wed., 6:30 – 9:30 pm Nov. 2

INTERVIEWING SKILLS AND METHODOLOGIES
This module will focus on the various interviewing techniques and methodologies used to conduct effective interviews; such strategies will address behavioral interviewing, including experience, knowledge, skills, and abilities that are job related. Topics of discussion will include improving interviewing and hiring practices from a legal perspective.

Cost: $99
BID 236 01 – 1 Session Mt. Holly
Wed., 6:30 – 9:30 pm Nov. 9
LOGISTICS AND SUPPLY CHAIN MANAGEMENT
(QUALIFIES FOR RCBC ACADEMIC CREDITS)
This certificate is an opportunity for those aspiring to supervisory level and management positions, or those with a solid business background looking to upgrade their skill level. Guest speakers add “real world” experience to each class enhancing classroom learning. Students learn techniques that can be immediately applied to business situations. They are introduced to other professional associations and organizations to improve networking, enhance job placement, and promotions. Optional field trips are offered. Course case studies are analyzed as a means of applying course concepts to real life.

Complete 5 core courses (C) plus 2 electives (E) for a total of 7 out of 9 courses.

Total Certificate Cost: $1,435 (Textbook included); Registration for Individual Courses: $205

Required Core (C) Courses:
- Logistics Management
- Transportation Economics & Management
- International Logistics
- Procurement & Inventory Control
- Customer Service & Valuation

Electives (E):
- Third Party Management, Negotiations, & Contracts
- Transportation Modes and Systems
- Warehouse Management
- Supply Chain Systems

You may enroll in selected core or elective courses if you do not wish to earn the entire certificate. Each course is a complete learning experience. Upon completion of individual courses, you will receive a certificate indicating the Continuing Education Units (CEUs) earned.

Logistics Management (C)
This course explores the principles of supply chain management. Topics include management aspects of moving and storing raw materials, semi-finished, and finished goods throughout the supply chain; importance of interrelationships between logistics and production, marketing, and financial management. CEU 0.6

Cost: $205
BID 604 50 – 2 sessions Mt. Laurel M & W, 6:30 – 9:30 pm Oct. 3 & 5

Transportation Economics & Management (C)
This course provides an overview of transportation modes and their effect on the economy. Topics include: role of government in regulating and providing transportation services and carrier management, and basic economic principles that affect decisions related to transportation. CEU 0.6

Cost: $205
BID 605 50 – 2 sessions Mt. Laurel T & Th, 6:30 – 9:30 pm Oct. 11 & 13

Transportation Modes & Systems (E)
This course explores the importance of all transportation modes with an emphasis on history, costs, rates, service, and claims. Learn how to select various carriers, how they operate, service parameters, and types of service providers to use for your benefit. Discuss the selection process and measurement standards. Learn how to develop various legal contracts and methods of accounting. CEU 0.6

Cost: $205
BID 609 50 – 2 sessions Mt. Laurel T & Th, 6:30 – 9:30 pm Oct. 18 & 20

Procurement & Inventory Control (C)
Learn how purchasing and inventory control managers affect the supply chain with their decision-making. Topics include: inbound logistics, managing inventory flows through the pipeline, and inventory management’s effect on supply chain finances. CEU 0.6

Cost: $205
BID 610 50 – 2 sessions Mt. Laurel T & Th, 6:30 – 9:30 pm Nov. 8 & 10

Warehouse Management (E)
This course explores current issues in the warehousing field and ways to manage them effectively. Topics include: inventory control and management, material handling and staffing concerns; product disposal concerns including methods, rules, and regulations. CEU 0.6

Cost: $205
BID 615 50 – 2 sessions Mt. Laurel T & Th, 6:30 – 9:30 pm Nov. 1 & 3

Third Party Management, Negotiations, & Contracts (E)
Managing a supply chain requires the expertise to manage and understand third parties. Learn how to define third party logistics and types of service providers to use for your benefit. Discuss the selection process and measurement standards. Learn how to develop various legal contracts and methods of accounting. CEU 0.6

Cost: $205
BID 655 50 – 2 sessions Mt. Laurel T & Th, 6:30 – 9:30 pm Dec. 8 & 15

International Logistics (C)
Learn import/export basics and how goods move around the world. Topics include: documentation, shipping terms, customs procedures, NAFTA, freight forwarders, financial ocean freight, and airfreight. CEU 0.6

Cost: $205
BID 654 50 – 2 sessions Mt. Laurel T & Th, 6:30 – 9:30 pm Nov. 29 & Dec. 1

Supply Chain Systems (E)
This course covers concepts in designing, planning, and operating a supply chain. Topics include: evaluating e-business roles and products, modeling concepts, principal supply chain management topics and, spreadsheets. CEU 0.6

Prerequisites: General knowledge of the Internet and basic proficiency in Excel or Lotus spreadsheets.

Cost: $205
BID 607 50 – 2 sessions Mt. Laurel T & Th, 6:30 – 9:30 pm Dec. 8 & 8

NEW! Customer Service & Valuation (C)
Explore ways to value a company’s supply chain with emphasis on improving overall efficiency and service. Learn assessment methods for productivity responsiveness, ease of use and organizational value of the supply chain. Focus on freight transportation system’s role in supply chain management. CEU 0.6

Cost: $205
BID 608 50 – 2 sessions Mt. Laurel T & Th, 6:30 – 9:30 pm Dec. 13 & 15

Presenter: Daniel N. McAuliffe, CTL, DLP, is a Distinguished Logistics Professional with over 30 years experience in Supply Chain and Logistics. He has an M.B.A. in Logistics & Transportation from Michigan State University. He has worked as a director for a variety of retail, private, and manufacturing companies in both international and domestic markets. He is a VP of Transportation & Logistics with PAN-APICS and is active with CSCMP.
PROJECT MANAGEMENT CERTIFICATE

Attend ALL (5) workshops to earn 3.5 Continuing Education Units (CEUs) or 35 Professional Development Units (PDUs) – which meets the pre-requisite as stated by PMI to apply for your Project Management Professional (PMP®) Exam.

This program is the foundation on which project management expertise is built. Individuals who are responsible for managing people, tasks, and assignments that need to be completed on time and on budget should attend. These workshops serve as an excellent foundation to pursue your PMP® Certification.

Total Certificate Cost: $1,050; Registration for Individual Courses: $210

BACK TO SQUARE ONE: THE CONCEPTUALIZATION PHASE OF PROJECT MANAGEMENT

We never seem to have the time to do it right, but we always have the time to do it over. Although often neglected, the highly critical project conceptualization phase sets the stage for success. During this phase, a project manager and team will establish a project’s value and communicate its scope by answering the what, why, how and how much of each project. CEU 0.7

Cost: $210
BID 635 50 – 2 Sessions Mt. Laurel Tues. & Thurs., 6:00 – 9:30 pm Oct. 11 & 13

PLANNING FOR SUCCESS: THE PLANNING PHASE OF PROJECT MANAGEMENT

If you fail to plan, you plan to fail. The planning stage of any project is crucial to its on-going progress and successful completion. Skip it at your own risk. Place your important project(s) “under the microscope” and perform a careful analysis of task order (who is doing what and when) so that – as a Project Manager – you can efficiently organize work flow, carefully assign resources, describe work assignments, and precisely schedule resources and deliverables. CEU 0.7

Cost: $210
BID 636 50 – 2 Sessions Mt. Laurel Tues. & Thurs., 6:00 – 9:30 pm Oct. 18 & 20

THE MEASURE OF SUCCESS: THE EXECUTION PHASE OF PROJECT MANAGEMENT

Whether you’re a novice or an expert, even the best laid plans never go according to plan. As a Project Manager, you’ll find yourself clarifying expectations, shuffling resources, changing targets, negotiating support, analyzing reports, adjusting budgets, sharing options (rather than problems), and communicating constantly. A well-planned project execution phase will allow you to avoid “scope creep,” manage the unexpected and keep your team on track. CEU 0.7

Cost: $210
BID 637 50 – 2 Sessions Mt. Laurel Tues. & Thurs., 6:00 – 9:30 pm Oct. 25 & 27

LEADERSHIP FOR THE PROJECT MANAGER – PART ONE

Leadership that makes a difference

This course will assist you in proactively taking swift action against the factors that trigger project trouble and subsequently avoid the distractions, delays, and disruptions that so easily short-circuit our purpose, priorities, and preparation. It is said that we are ready only according to the degree by which we have prepared. So stop “sweeping the dirt under the rug,” so to speak, and begin honestly assessing the heart of the matter in terms of project troubles and addressing the steps to project recovery and ultimately project success. CEU 0.7

Cost: $210
BID 638 50 – 2 Sessions Mt. Laurel Tues. & Thurs., 6:00 – 9:30 pm Nov. 1 & 3

LEADERSHIP FOR THE PROJECT MANAGER – PART TWO

Leadership that speaks volumes

This course will assist you in proactively applying practical concepts and ethical principles of leadership in order to foster a project management environment that encourages transformation resulting in both individual and corporate growth; in it, you will discover and discuss the purpose of leadership models; identify the picture of sound leadership maturation; identify “The 32 Leadership for the Project Manager Ladder of Success™” as one model and examine how leaders become leaders, how/why they connect with people, how they get results, how they grow organizations, and how they make their mark. CEU 0.7

Cost: $210
BID 647 50 – 2 Sessions Mt. Laurel Tues. & Thurs., 6:00 – 9:30 pm Nov. 8 & 10

ABC Consulting Group International®, LLC. – in a cooperative effort with Rowan College at Burlington County, offers a Project Management Certificate to help you gain total control of your projects. This certificate of completion is recognized and endorsed by PMI® - The Project Management Institute. ABC Consulting Group International, LLC. is a designated Registered Education Provider (R.E.P. #2230)
EARTH SYSTEM: AN EARTH SYSTEM STEM TEACHER PROFESSIONAL DEVELOPMENT SERIES

This 8-week series is designed to introduce teachers and administrators to programs, resources, and activities that can be immediately incorporated into the classroom. Learn how these topics meet Next Generation Science Standards (NGSS) while developing innovative Science, Technology, Engineering, and Mathematics (STEM) initiatives in the classroom or school communities.

Program highlights include:

- Overview of national research and policy from the White House, National Science Foundation, and the National Academies of Science as it pertains to the Geosciences, NGSS, and STEM education
- SPACE to EARTH: EARTH to SPACE (SEES) Model
- Observing Earth from Space - Using Satellite and Remote Sensing Imagery and Data in the classroom – Online resources from NASA and NOAA
- Global Learning and Observations to Benefit the Environment (GLOBE) Program – receive GLOBE Teacher Certification
- NASA S’COOL Program – Student Cloud Observations Online to assist NASA’s CERES satellite instrument
- American Meteorological Society - DataStreme Project, Atmosphere, Oceans, Earth’s Climate System
- GLOBE Satellite Partnerships - GPM, SMAP, GOES-R
- Image Interpretation and Analysis – Google Earth, SatCam, USGS EarthNow, ISS HD
- Designing a Geoscience and Remote Sensing Laboratory for your classroom

CONTINUING EDUCATION UNITS WILL BE AVAILABLE.

8 Sessions  Mt. Laurel
Tues., 4:00 – 5:30 pm Sep. 20 – Nov. 8

To register for this free program, please email John D. Moore, Director of Geoscience STEM Education at: jmoore@bcbridges.org.

The Global Learning and Observations to Benefit the Environment (GLOBE) Program provides students and the public worldwide with the opportunity to participate in data collection and the scientific process, and contribute meaningfully to our understanding of the Earth system and global environment. GLOBE provides grade level-appropriate interdisciplinary activities, and investigations about the atmosphere, biosphere, hydrosphere, and soil/pedosphere, which have been developed by the scientific community and validated by teachers. GLOBE connects students, teachers, scientists, and citizens from different parts of the world to conduct real, hands-on science about their local environment and put in a global perspective.

The first two sessions (1-2) will take place on campus introducing the GLOBE Program and obtaining a GLOBE Teacher Certification. The remaining sessions (3-8) will meet at the Palmyra Cove Nature Park and Environmental Discovery Center in Palmyra, for hands-on field experiences.

Participants will also experience the NASA Mobile Remote Sensing Lab, “GLOBE on the GO!” to learn how these field observations and measurements contribute to ground validation of earth orbiting satellites.

CONTINUING EDUCATION UNITS WILL BE AVAILABLE.

8 Sessions  Mt. Laurel
Wed., 4:00 – 5:30 pm Sep. 21 – Nov. 9

To register for this free program, please email John D. Moore, Director of Geoscience STEM Education at: jmoore@bcbridges.org.
TEACHER EDUCATION: HOW TO BUILD A CLASSROOM WEBSITE
In this workshop you will learn the basic principles of design, theory, and typography, which are all instrumental in the design process of modern day webpages. Participants will also learn HTML and CSS which are the common code languages that all websites are built. By the end of this workshop, you will have all the skills needed to design and build your very own professional classroom webpage.

Cost: $220
CFI 112 30 – 4 sessions Mt. Laurel Sat., 9:00 am – 2:00 pm Oct. 29 – Nov. 19

COLLEGE ESSAY PREPARATION
This workshop is designed to allow students to reveal what makes them exceptional and tell their story in their own authentic voices. Students will enter their senior year with the most challenging portion of the application process completed. The workshop consists of four sessions. At the end of the workshop, students will have two final draft essays to send to a college/university of their choice. Students will learn about themselves, their writing style and have fun during the process. Students will recognize the power of their words and capture the interest of an admissions committee.

Limited to 10 students per class
Cost: $100
Section I:
CFL 143 50 – 4 Sessions Mt. Laurel Tues. & Thurs., 6:00 – 8:00 pm Sep. 27 – Oct. 6

Section II:
CFL 143 30 – 4 Sessions Mt. Laurel Tues. & Thurs., 6:00 – 8:00 pm Nov. 8 – Nov. 17

ACCUPLACER BRUSH-UP: PRE-ALGEBRA
This 4-hour course is designed specifically for students who need to review basic algebraic concepts. If you took the ACCUPLACER: Elementary Algebra and your score was 40 or lower, it is recommended that you take this course before taking CFI 440 (ACCUPLACER Brush-Up: Algebra). Emphasis will be placed on order of operations, fractions, and basic expressions/equations with variables.

Cost: $30
Section I:
CFI 450 50 – 2 Sessions Mt. Laurel Mon. & Wed., 6:00 – 8:00 pm Sep. 12 & 14

Section II:
CFI 450 50 – 2 Sessions Willingboro Mon. & Wed., 6:00 – 8:00 pm Oct. 24 & 26

ACCUPLACER BRUSH-UP: ALGEBRA
This 8-hour algebra brush-up course is designed for students who want to refresh their algebra knowledge. Did your score on the ACCUPLACER: Elementary Algebra place you into MTH 055 or MTH 075? This class will help you prepare to retake the math section of the placement test, potentially earning a high enough score to place directly into a college-level math course and avoid the expense of having to take one or more developmental math classes. This course was designed by a math educator/testing specialist. Most elementary algebra topics will be covered, with an emphasis on concepts tested by the ACCUPLACER: Elementary Algebra.

Cost: $60
Section I:
CFI 440 50 – 4 Sessions Mt. Laurel Mon. & Wed., 6:00 – 8:00 pm Sep. 19 – 28

Section II:
CFI 440 80 – 4 Sessions Willingboro Mon. & Wed., 6:00 – 8:00 pm Nov. 7 – 16

ACCUPLACER BRUSH-UP: READING
“Brush Up” on your reading skills! This eight-hour brush up course is designed for students who have taken the Accuplacer and want to improve their test scores for the college entrance exam. This course will help you to identify main ideas and to make inferences. It will also help you to distinguish between direct statements and secondary or supporting ideas.

Cost: $60
Section I:
CFI 460 50 – 4 Sessions Willingboro Sat., 9:00 – 11:00 am Sep. 24 – Oct. 15

Section II:
CFI 460 50 – 4 Sessions Mt. Laurel Sat., 12:00 – 2:00 pm Nov. 12 – Dec. 10 (No class Nov. 26)

ACCUPLACER BRUSH-UP: WRITING
“Brush Up” on your writing skills! This eight-hour brush up course is designed for students who have taken the Accuplacer and want to improve their test scores for the college entrance exam, or to help achieve higher scores to use as a PARCC replacement. The following five characteristics of writing, focus, organization, development and support, sentence structure, and mechanical conventions, will be discussed.

Cost: $60
Section I:
CFI 470 50 – 4 Sessions Willingboro Sat., 9:00 – 11:00 am Sep. 24 – Oct. 15

Section II:
CFI 470 50 – 4 Sessions Mt. Laurel Sat., 9:00 – 11:00 am Nov. 12 – Dec. 10 (No class Nov. 26)
REVIEW FOR GRADUATE RECORD EXAMINATION (GRE)

GRE test preparation courses run for six sessions and are 2.5 hours each. Each course is broken down into three weeks of verbal/language arts review and three weeks of math. Both sections of the course review both general principles, such as basic test taking strategies, test format, time management, and overall preparation strategies, as well as specific skills and knowledge that are measured on the test. This course will acquaint students with typical questions covered by the GRE. Classes will be equally divided between the verbal ability test and the quantitative ability test. As students become familiar with the type of questions and test format, they often lose much of their nervousness that can lead to a lower than expected score.

STUDENTS MAY REGISTER TO TAKE THE TEST WITH EDUCATIONAL TESTING SERVICE BY CALLING 1-800-GRE-CALL

Cost: $195
CFI 234 50 – 6 sessions Mt. Laurel
Mon. & Wed., 6:00 – 8:15 pm Oct. 10 – Oct. 26

GRADUATE MANAGEMENT ADMISSION TEST (GMAT)

Each course is broken down into three weeks of verbal or language arts review and three weeks of math. Both sections of the course review both general principles, such as basic test taking strategies, test format, time management, and overall preparation strategies, as well as specific skills and knowledge that are measured on the test. This course will acquaint students with the questions on the GMAT. Classes will be equally divided between the verbal ability test and the quantitative ability test with special emphasis on the business logic portion.

STUDENTS MAY REGISTER TO TAKE THE TEST WITH EDUCATIONAL TESTING SERVICE BY CALLING 1-800-GRE-CALL

Cost: $195
CFI 235 50 – 6 sessions Mt. Laurel
Mon. & Wed., 6:00 – 8:15 pm Oct. 10 – Oct. 26

NEW! GRANT BOOT CAMP

The Grant Boot Camp is a four session workshop series that provides “hands-on” grant writing experience for series participants. During each of the four sessions (three hours per session), participants will receive pertinent information regarding specific areas of grant writing. At the conclusion of each session, participants will be given a homework assignment which corresponds with the information received during the session. Each assignment is to be complete for the next session for review and questions. At the conclusion of the Boot Camp, participants will have written a grant proposal in its entirety while receiving applicable information and feedback throughout the process.

Cost: $350
SPT 340 50 – 4 sessions Mt. Laurel
Mon., 6:00 – 9:00 pm Oct. 3 – Oct. 24

REAL ESTATE SALES

Prepare for the NJ Real Estate Sales Exam, provided by the Weichert Real Estate School. Topics include: NJ Licensing Act and regulations, contracts, property rights, mortgage, and leases.

Text: Essentials of New Jersey Real Estate, 10th edition, by Edith Lank and Joan Sobeck. The text is provided at the first class meeting at no additional cost.

Prerequisite: High school diploma or equivalent (GED).

PLEASE NOTE: TO VIEW THE MOST UPTO-DATE LICENSING REQUIREMENTS, VISIT HTTP://WWW.STATE.NJ.US/DOBI/DIVISION_REG/LICENSING/RECLICREQUIRE.HTM

Cost: $349
Section I:
SPT 766 50 – 19 Sessions Willingboro
Mon. & Weds., 6:00 – 10:00 pm Oct. 3 – Dec. 7
(No class Nov. 23)

Section II:
SPT 766 80 – 10 Sessions Mt. Laurel
Sat., 9:00 am – 4:30 pm Oct. 1 – Dec. 10
(No class Nov. 26)

WEDDING PLANNING & DESIGN

Learn how to create a design for a client’s wedding (or your own). This course includes planning, and designing layers to produce a beautiful event. We will cover today’s wedding trends, styles, and the best way to implement them. This class is sure to be fun, fulfilling and informative and can set the stage to help you start a new career, or to plan your dream wedding. The Association of Bridal Consultants (a membership association and international body that governs the field of wedding planning) recognizes and will give credit to aspiring planners who complete the course.

Cost: $140
CFA 998 50 – 4 sessions Mt. Holly
Tues., 6:00 – 9:00 pm Nov. 8 – Dec. 6
(No class Nov. 22)
BEGINNING CERAMICS
Learn basic hand-building skills such as pinch, coil, and slab construction, or focus on beginning wheel skills such as centering and throwing cylinders, bowls, and spheres. Design and create your own projects or follow step-by-step instructions. Cost of class includes 25 pounds of clay, all glazes, and electric or gas firings. No experience required. PLEASE NOTE: THE USE OF OUTSIDE CLAY AND GLAZES IS STRICKLY PROHIBITED.

Cost: $200
CFA 112 01 – 10 Sessions Pemberton
Wed., 6:00 – 10:00 pm Oct. 12 – Dec. 21
(No class Nov. 23)

ADVANCED CERAMICS
Learn additional hand-building skills such as using slump, hump, and spring molds, or focus on intermediate wheel skills such as altering thrown forms, throwing off the hump and adding handles, lids, and spouts. Cost of class includes 50 pounds of clay, all glazes, and electric or gas firings. PLEASE NOTE: THE USE OF OUTSIDE CLAY AND GLAZES IS STRICTLY PROHIBITED.

Cost: $230
CFA 114 01 – 10 Sessions Pemberton
Fri., 6:00 – 10:00 pm Oct. 7 – Dec. 16
(No class Nov. 25)

CREATE A DRAWING:
BLACK & WHITE & COLOR TOO!
(AGES 18+)
Creating drawings is a fundamental observational skill. If you desire to draw and reproduce objects, people, and the scenes around you, then this is the class for you. Students will be given exercises to gain proficiency in using graphite pencils, colored pencils, charcoal, and wash techniques. Video and instructor demonstrations will be given each class. No experience necessary! Come draw in a fun and relaxed atmosphere! For the first class bring a drawing pad (preferably 8-1/2” x 11”), a small object to draw, a lead pencil, and an eraser.

Cost: $150
CFA 274 01 – 10 Sessions Mt. Holly
Mon., 6:00 – 9:00 pm Oct. 10 – Dec. 12

INTRO TO PRECIOUS METAL CLAY®—SILVER JEWELRY MAKING
In this course the students will work in PMCC®, low fire silver clay (silver plus an organic binder). Learn how to work, cut, stamp, and shape PMCC® into small designs that can be fired with a torch. When the pieces are fired, the binder burns away leaving fine silver. After firing, these charms will be used as earrings, pendant, and pins. Mold making will be covered in addition to soldering techniques.

Cost: $165
(Plus $70 material fee due on first day of the class)
CFA 400 01 – 10 Sessions Pemberton
Sun., 10:00 am – 1:00 pm Sep. 18 – Dec. 4
(No class Sep. 25 & Nov. 26)

INTRO TO SILVER JEWELRY MAKING
Come explore creative design in metal as you learn basic jewelry techniques such as fabrication, soldering, chasing, and simple stone setting.

Cost: $165
(Plus $70 materials fee payable to the instructor)
CFA 409 01 – 10 Sessions Pemberton
Sat., 10:00 am – 1:00 pm Sept. 17 – Nov. 19

ADVANCED SILVER JEWELRY MAKING
This course is for those who have completed the Introduction to Silver Jewelry Making course. You will improve your basic skills and learn more about design and jewelry techniques.

Prerequisite: Intro to Silver Jewelry Making

Cost: $165
(Plus $70 materials fee payable to the instructor)
CFA 416 01 – 10 Sessions Pemberton
Sun., 1:30 – 4:30 pm Sep. 18 – Dec. 4
(No class Sep. 25 & Nov. 27)
### PERSONAL ENRICHMENT

#### INTRO TO DIGITAL PHOTOGRAPHY
This is an introduction to the digital camera. Learn what to buy, and the difference between point-and-shoot and SLR. Learn the basics of photography. Composition and lighting also will be discussed.

**Cost:** $125  
CFG 286 80 – 7 Sessions  Mt. Laurel  
Sat., 10:00 am – 12:00 pm  Oct. 8 – Nov. 19

#### INTERMEDIATE DIGITAL PHOTOGRAPHY
Further develop the skills used with a digital camera, while being introduced to more creative photographic techniques. Students learn the next level of skills. Composition and lighting will be further discussed and demonstrated. **REQUIRED MATERIALS:** DIGITAL CAMERA

Prerequisite: Beginner Digital Photography  
**Cost:** $125  
CFG 202 80 – 7 Sessions  Mt. Laurel  
Sat., 10:00 am – 12:00 pm  Dec. 3 – Jan. 28  
(No class Dec. 24 & Dec. 31)

#### BEGINNER PHOTOSHOP
This beginner Photoshop class will introduce students to basic program tools and techniques. Students will learn how to adjust, retouch, and optimize their images for use on the web and in prints.

**Cost:** $125  
CFG 298 80 – 7 Sessions  Mt. Laurel  
Sat., 12:30 – 2:30 pm  Oct. 8 – Nov. 19

#### INTERMEDIATE PHOTOSHOP
This intermediate Photoshop class will expand and further explore tools and techniques. Students learn how to work with digital files, and learn the tools and techniques necessary for the next level of retouching and printing photographs. Students will be given home assignments to be evaluated in class. **REQUIRED MATERIALS:** DIGITAL CAMERA

Prerequisite: Beginner Photoshop  
**Cost:** $125  
CFG 204 80 – 7 Sessions  Mt. Laurel  
Sat., 12:30 – 2:30 pm  Dec. 3 – Jan. 28  
(No class Dec. 24 & Dec. 31)

### COMPUTER TROUBLESHOOTING
In this class you will learn how to troubleshoot problems that you may have with your computer. We also look at taking a proactive approach and keeping your computer running efficiently and faster, and explore maintenance to make your computer last longer.

**Cost:** $115  
BID 240 50 – 2 Sessions  Mt. Laurel  
Sat., 10:00 am – 2:00 pm  Oct. 29 & Nov. 5

#### NEW! IMPRESSIVE FALL PIES
Don’t worry, they are easy. Learn some new takes on traditional pies to make for the holidays or Sunday supper that your friends and family will love. We’ll make Pumpkin Chiffon Pie in a Gingersnap Crust, All Butter Pie Crust, and a Walnut and Pecan Pie. You’ll take home two lovely pies, all the recipes and the knowledge and skills to make them at home.

**Cost:** $89  
CFH 174 25 – 1 Session  Mt. Holly  
Sat., 12:00 – 4:00 pm  Oct. 22

#### BASIC KNIFE SKILLS
This course will cover the basics of knife selection handling and care. We will cover basic knife cuts, and you will receive an 8-inch chef’s knife to keep at the end of the class.

**Cost:** $99  
CFH 210 75 – 1 Session  Mt. Holly  
Sat., 11:00 am – 1:00 pm  Sep. 24

#### DATE NIGHT TAPAS
Bring someone special and join us for a night of great food in small bites! Impress your date with delicious tapas cuisine that’s perfect for spicing up any night. In this class you’ll master authentic tapas foods and learn all about the special ingredients that make these dishes so amazing.

**Cost:** $149 (if registering as a couple)  
CFH 179 25 – 1 Session  Mt. Holly  
Sat., 6:00 pm – 9:00 pm  Oct. 15

**Cost:** $89 (if registering single)  
CFH 179 75 – 1 Session  Mt. Holly  
Sat., 6:00 pm – 9:00 pm  Oct. 15
DANCE; JUST FOR FUN
Don’t sit out at weddings or parties. This class will get you out on the floor with confidence and ease. Class will cover basic dances such as Slow Dance, Swing, and Waltz. Limited enrollment enables you to learn more quickly and allows time for individual instruction. Limit 10 students.
Cost: $65
CFP 215 05 – 5 Sessions Pemberton Thurs., 7:30 – 9:30 pm Sep. 29 – Oct. 27

LINE DANCING; JUST FOR FUN
Bring your friends or come alone for a fun-filled class. Learn different styles of Line Dancing, which will enable you to pick up any new dance that comes along. We will learn various patterns in addition to many old and new line dances. Exercise is another benefit for this class. Limit to 10 students.
Cost: $65
CFP 217 05 – 5 Sessions Pemberton Mon., 7:30 – 9:30 pm Sep. 26 – Oct. 24

FASHION BASIC SEWING
This workshop is designed with the beginner in mind. The focus will be on patterns (layout and dart manipulation), zippers, and pockets. NOTE: STUDENTS ARE RESPONSIBLE FOR GENERAL SEWING EQUIPMENT. ASK FOR A SUPPLY LIST UPON REGISTRATION FOR THE COURSE. SPACE IS LIMITED.
Cost: $175
CFA 449 01 – 6 Sessions Pemberton Sat., 10:00 am – 2:00 pm Sep. 24– Oct. 29

FASHION INTENSIVE STUDIO WORKSHOP
This course is for those with some sewing experience. Participants will learn various techniques and types of manipulation for collars, sleeves, and cuffs. NOTE: STUDENTS ARE RESPONSIBLE FOR GENERAL SEWING EQUIPMENT. ASK FOR A SUPPLY LIST UPON REGISTRATION FOR THE COURSE. SPACE IS LIMITED.
Cost: $175
CFA 454 01 – 6 Sessions Pemberton Sat., 10:00 am – 2:00 pm Nov. 5 – Dec. 17 (No class Nov. 26)

HS FASHION ILLUSTRATION/DESIGN WORKSHOP
Students who are interested in studying Fashion Design at the college level need to know how to illustrate their original designs and create a portfolio. Top fashion design colleges also require students to follow a specific fashion design challenge that includes original fashion illustrations. This 6-week workshop will teach HS students the correct techniques for creating their own 9-10 head fashion figure and to learn how to croqui sketch their original design ideas. Using standard media, students will learn to render fabric and garment details of their own original designs. By the end of the 6-week session students will have completed fashion illustrations, have an understanding of craftsmanship qualities, and portfolio requirements. Beginner level.
Cost: $200
CFA 128 05 – 8 Sessions Mt. Laurel Fri., 6:00 – 8:30 pm Sep. 30 – Nov. 18
## Personal Enrichment

### Fitness • Literature • Music

#### All-Levels Yoga
This class will develop the foundation for a regular yoga practice. Students will safely practice basic postures, breathing techniques, and relaxation methods. All levels are welcome, and no experience is necessary. *Please bring a mat, towel, and water bottle.*

**Cost:** $140  
**CFP 212 50 – 10 Sessions**  
**Mt. Holly Tues., 7:00 – 8:00 pm**  
**Sep. 20 – Nov. 22**

#### Intermediate Yoga
This class is for students who have some yoga experience and are looking for a challenge. The pace will increase, and students will work towards more difficult poses. *Please bring a mat, towel, and water bottle. Additional props such as blocks and straps are recommended.*

**Cost:** $140  
**CFG 213 50 – 10 Sessions**  
**Mt. Holly Tues., 8:15 – 9:15 pm**  
**Sep. 20 – Nov. 22**

#### Zumba®
Come join the latest craze in fitness – Zumba®. Leave your inhibitions at home and learn to dance bachata, salsa, merengue, and reggaeton (Latin Hip-hop). Get toned and burn calories while having fun. Beginner level.

**Cost:** $135  
**CFP 192 40 – 27 Sessions**  
**Pemberton Mon. & Wed., 6:00 – 7:00 pm**  
**Sep. 12 – Dec. 14**  
(No class Nov. 23)

#### Zumba® Gold
Zumba Gold is for individuals, who want to do Zumba, but at a slower pace and no impact on the joints. Ditch the workout and have fun dancing to burn those calories. Learn the fundamentals of salsa, bachata, merengue, and raggaeton. Leave your inhibitions at home and come have some fun!

**Cost:** $65  
**CFP 194 20 – 13 Sessions**  
**Mt. Holly Tues., 6:00 – 6:45 pm**  
**Sep. 13 – Dec. 13**  
(No class Nov. 22)

#### Memoir Writing
Maybe some time ago you experienced a meaningful friendship or love that has stayed with you, even if that person hasn’t. Or you endured a tragedy or dark period that was difficult, but you eventually emerged triumphant and stronger. Perhaps you are of “a certain age” and witnessed a historic event. Start the process of writing your memoir and tell your story from the heart.

**Cost:** $99  
**BID 306 50 – 4 Sessions**  
**Mt. Laurel Tues., 6:30 – 8:30 pm**  
**Oct. 4 – Oct. 25**

#### Fiction Writing
Join us for an enlivening writing workshop on fiction. From creating characters to mastering plot, we’ll work together to produce sensational prose. Utilizing a workshop setting, elite examples as models, and with a multi-published author as the facilitator, we will draft fiction stories and/or the beginnings of a novel. Whether you’re a rookie writer or a seasoned veteran, you write for pleasure or personal pursuit, join us for an educational and enjoyable experience in a relaxed setting.

**Cost:** $115  
**BID 307 50 – 6 Sessions**  
**Mt. Laurel Wed., 7:00 – 9:00 pm**  
**Oct. 5 – Nov. 9**

#### Instant Piano for Hopelessly Busy People
In just half a day, learn enough to give you years of musical enjoyment, whether entertaining others or just for your own amusement. The traditional approach teaches note reading, while professional pianists use chords. Learn all the chords to play any song in this one session. You will then perfect your technique at home using an exclusive CD provided by the instructor. It’s easy, fun, and musically correct. If you already know your way around a keyboard a little, you know enough to enroll in this workshop.

**Materials Fee of $25 (for CD and Book)** WILL BE COLLECTED IN CLASS BY INSTRUCTOR. MAX: 10 STUDENTS

**Cost:** $30  
**CFM 670 01 – 1 Session**  
**Pemberton Sat., 10:00 am – 1:00 pm**  
**Oct. 22**
BEGINNING GUITAR
This course is designed to acquaint the student with the rudiments of guitar technique. We will explore the playing of single-note melodies, chordal accompaniment, the solo chord melody style, and finger picking. The course will emphasize the playing of songs in tablature rather than getting bogged down in musical notation and theory. (Bass guitar cannot be accommodated) STUDENTS NEED TO BRING THEIR OWN GUITAR.
Cost: $115
CFM 520 01 – 9 Sessions Mt. Laurel Tues., 6:00 – 8:00 pm Oct. 4 – Nov. 29

BEGINNING GUITAR II
This class is a continuation of Beginning Guitar. It will feature reading musical notation and music theory applicable to the guitar. Solo chord/melody arrangements will now be presented in traditional musical notation. Finger picking techniques will be featured also. In addition there will be ensemble playing included in this class. (Bass guitar cannot be accommodated) STUDENTS NEED TO BRING THEIR OWN GUITAR.
Cost: $115
CFM 521 01 – 9 Sessions Mt. Laurel Tues., 8:00 – 10:00 pm Oct. 4 – Nov. 29

TENNIS FOR BEGINNERS
(AGES 12+)
Learn strokes, serving, scoring, and court etiquette for the beginning player. Video of each student’s strokes and play will be viewed during one day of class. Students must wear regulation tennis shoes (for hard-top surface) and supply their own rackets. Balls provided by the instructor for classes only.
Cost: $95
CFP 223 01 – 6 Sessions Pemberton Courts Sat., 10:00 – 11:00 am Sep. 24 – Oct. 29

INTERMEDIATE ADULT TENNIS
(AGES 12+)
This class is for the more experienced tennis player. Learn about strokes, serving, and scoring. Video of each student’s play will be viewed during class. Students must wear regulation tennis shoes (for hard-top surface) and supply their own rackets. Balls provided by the instructor for classes only.
Cost: $95
CFP 224 01 – 6 Sessions Pemberton Sat., 11:00 am – Noon Sep. 24 – Oct. 29

BEGINNER’S GUIDE TO GOLF
(ADULTS)
This clinic is designed with the true beginner in mind. If you’ve ever thought about taking golf lessons, this is the perfect clinic for you. Lots of fun. No stress. We will guide you step-by step as you develop your golf swing and begin the game of a lifetime. Great clinic to sign up for with a friend...you’ll be glad you did. Equipment provided if needed.
Cost: $175
Section I
CFP 410 80 – 5 Sessions OTH (Golf Center) Mon., 5:30 – 6:45 pm Sep. 12 – Oct. 10
Section II:
CFP 410 81 – 6 Sessions OTH (Golf Center) Thurs, 5:30 – 6:30 pm Sep. 8 – Sep 24 Sat., 9:30 am – 10:30 am

PARENT/CHILD GOLF CLINIC
Want to have quality time with your kids, plus a lot of fun? Look no further than this relaxed atmosphere clinic. All ages welcome. Clubs are provided if necessary. This program provides an opportunity for parents/guardians and their children to learn about golf together. It is an interactive experience in which we teach the parent/guardian to teach and share with their child what they are learning about golf. Sometimes the children do the teaching.
PLEASE NOTE: THE COURSE PRICE IS FOR ONE PARENT AND ONE CHILD.
Cost: $150
Section I:
CFP 422 81 – 4 Sessions OTH (Golf Center) Sun., 10:00 – 11:00 am Oct. 9 – Oct. 30
BASIC TRAINING FOR YOUR DOG
Owners learn to control their dogs’ behavior and teach basic commands, all geared toward having full off-lead control. PLEASE NOTE: A CHOKER COLLAR WITH NO MORE THAN THREE INCHES OF PLAY WHEN SNUG ON DOG AND A SIX FOOT NYLON LEASH, HEAVY-DUTY WORK GLOVES, PLASTIC BAGS, AND SCOOPS TO CLEAN UP AFTER YOUR DOG ARE REQUIRED. OWNERS NEED TO SUPPLY PROOF OF THE DOG’S UPDATED SHOTS.
Cost: $50
CFG 340 01 – 6 Sessions Pemberton Sat., 10:00 – 11:00 am Sep. 10 – Oct. 15

BOATING SKILLS FOR NJ BOATERS & PWC OPERATORS
This course is approved by the U.S. Coast Guard, NASBLA, and the State of NJ. It meets the requirements to earn the NJ Boating Safety Certificate which is required for the operation of power boats and PWCs on NJ waters. Cost includes textbooks, homework, and exam materials, a completion certificate recognized by most Marine Insurance companies, and the processing of the NJ Boating Safety Certificate. A temporary boating safety certificate will be issued upon successful completion of the exam given on the second session. Coast Guard Auxiliary Flotilla 13-10.
Cost: $75
CFS 656 30 – 2 Sessions Mt. Laurel Wed., 6:00 – 10:00 pm Nov. 9 & Nov. 16

DEFENSIVE DRIVING
This course will give you information on how to become a safer driver by pointing out the hazards involved with daily travel. Upon completion of the course, you will be able to deduct points from your NJ Drivers License.
PLEASE BRING A $10 MONEY ORDER PAYABLE TO THE NJ SAFETY COUNCIL (NO PERSONAL CHECKS OR CASH ALLOWED)
Cost: $65
CFD 201 01 – 1 Session Pemberton Sat., 8:00 am – 2:00 pm Dec. 3

HEARTSAVER CPR/AED
2016 updated Cardio Pulmonary Resuscitation (CPR) guidelines.
This is for people who require a CPR certification as a prerequisite to their job but who are not healthcare providers. The course is suitable for teachers, physical therapists, gym instructors, scout leaders, or anybody who wants a practical knowledge of CPR skills. It includes training in cardiopulmonary resuscitation (CPR) and choking skills for adults and children, ages 1-8, as well as the use of barrier devices, and training on automated external defibrillators (AED). Successful completion of the course provides a 2-year American Heart Association certification.
Cost: $70
An optional textbook can be purchased from the instructor during class for $20.
CFS 746 75 – 1 Session Mt. Laurel Wed., 6:00 – 10:00 pm Oct. 26

FAMILY AND FRIENDS CPR
This course teaches the lifesaving skills of adult Hands-Only CPR, child CPR with breaths, adult and child AED use, infant CPR and relief of choking in an adult, child, or infant. Skills are taught in a dynamic group environment by using a research-proven practice-while-watching technique, which provides students with the most hands-on CPR practice time possible. This course is ideal for schools and students, new parents, grandparents, babysitters and others interested in learning how to save a life.
Cost: $30
CFS 215 50 – 1 Session Mt. Laurel Wed., 6:00 – 10:00 pm Nov. 30
MOTORCYCLE SAFETY FOUNDATION: BASIC RIDER COURSE
Successful completion of this 2-day course serves as a License Waiver from DMV.
• No permit is needed. No written test at DMV. We do it all!
• We supply the motorcycle and helmet.
• You could get a discount off your motorcycle insurance with some insurance companies.

This course is designed to take the new motorcyclist through classroom sessions and actual riding sessions in a parking lot. Classroom activities introduce the mental and perceptual tools needed to be a good rider and show you how to process information and make safer decisions. The riding sessions have you practice basic control that includes clutch and throttle coordination, straight-line riding, stopping, turning, and shifting.

Cost: $315
CFD 300-2 Sessions Pemberton Sat.& Sun., 8:00 am – 5:00 pm Multiple

FOR REGISTRATION INFORMATION, PLEASE CALL (856) 222-9311, EXT. 2530 OR EXT. 2537

ASL – AMERICAN SIGN LANGUAGE
This course is an introduction to ASL and deaf culture. This will help people who want to learn to be able to communicate and interact with deaf/hard of hearing and signers in the community. It provides an opportunity for people to experience ASL before they decide to go for ASL credit courses at RCBC.

Cost: $130
CFL 111 50 – 8 Sessions Mt. Laurel Thurs., 7:30 – 9:30 pm Oct. 5 – Dec. 14
(No class Nov 23)

INTRO TO ITALIAN
Come learn Italian, one of the major languages of civilization in any age – perhaps the language of your heredity, or the language of your future travels. This course is a thorough introduction to spoken and written Italian, and will include pronunciation, vocabulary, conversation, language structure, and Italian culture. REQUIRED TEXT: ITALIAN FOR DUMMIES, 2ND EDITION.

Cost: $150
CFL 450 75 – 10 Sessions Mt. Laurel Tues., 6:30 – 9:00 pm Oct. 11 – Dec. 13

BASIC SPANISH
This course is designed to help students acquire foundational knowledge of Spanish conversation. Each class theme aims to develop basic speaking ability that will prepare students to carry on short conversations outside of class, in the real world or, in everyday situations. REQUIRED TEXT: “EASY SPANISH STEP BY STEP” BY BARBARA BERGENSTEIN.

Cost: $120
CFL 917 50 – 6 Sessions Willingboro Thurs., 6:00 – 8:00 pm Sep. 15 – Oct. 20

INTERMEDIATE SPANISH
This course builds on Basic Spanish and allows the student to practice conversation at the low-intermediate level. The cornerstone of this class will be the usage of the past tense, as well as the present, in conversing about most of these topics.

Cost: $120
CFL 919 50 – 6 Sessions Willingboro Thurs., 6:00 – 8:00 pm Nov. 3 – Dec. 15
(No class Nov. 24)
ON-SITE SCHOOL FIELD TRIPS

The cost of a PINES On-Site School Field Trips is $10 per student, with a minimum charge of $200 per group. Five adults per class, including teacher, are free; additional adults are $10 each. Lessons are designed for a 10 am - 1:30 pm time period, but can be tailored to your individual needs.

The New Jersey Cranberry Industry
(K to College)
Where does our food really come from? Explore the soil and water in the wetland habitat of the native cranberry plant. Activities include a short slide presentation of early cranberry farming at Whitesbog; a journey into the bog to investigate the soil, plant life, & other living things; observation of modern harvesting operation, if in progress; and a chance to pick cranberries by hand from old bogs.

Best scheduled for - October.

Life in a Company Town
(3rd grade to College)
After its founding by J.J. White in the late 1800’s, Whitesbog became an important company town for the cranberry industry. Students will hunt for clues around the historic village, participate in old time house chores, and do some farm work in the cranberry bog. Through these activities students will experience what life was like a century ago, and become acquainted with our connection to the land through farming.

Best scheduled for November - June.

Pine Barrens Ecology
(4th grade to College)
Students will work in teams using equipment to collect information on water & soil pH, soil composition, percolation, habitat characteristics, plant identification and animal signs. Activities will be conducted in upland, lowland and cedar swamp communities. Students will use the results of their investigations to describe the characteristics of each community & the importance of each as a habitat for specific animals.

Best scheduled for November - early April.

Lenape Living in the Pines
(3rd grade to College)
Students will help construct a wigwam, make flour, prepare a winter snack and topical medicines, assist in re-telling Lenape stories, play traditional games, and participate in dance. This course emphasizes our past and present connection to the Earth, and the need to think about our impact for the future. Thirty minutes of class will be conducted outside; in extreme weather, all activities will be conducted indoors.

Scheduled for January and February.

Exploring Freshwater Wetlands
(5th grade to College)
Students will venture into the depths of 5 different wetland areas. By exploring the habitat, taking measurements, recording observations, and investigating the plant and animal life in each area, students will become aware of the relationship between living organisms and their habitat.

Best scheduled for April - June.

Pond Ecology
(K to College)
A lesson based on discovering the multitude of living things found in freshwater habitats. Students will use nets to find what lives in a pond, use binoculars to observe bird life in a swamp, visit the “listening” station along mudflats of the canal, and see organisms under a micro-projector that are small enough to live in a drop of water. Students will explore the interdependence and adaptations of plants and animals that live in these wet areas.

Best scheduled for April – June.

Autumn in the Pines
(Pre K to 4th grade)
Students will take a journey with “Tundra Swanicus” to explore migration, go on a harvest adventure to find signs of seasonal survival, find habitat clues along grassy vole trails, and investigate the seasonal changes for plants at interactive stations.

Best scheduled for October – November.

Spring Adventures
(Pre K to 4th grade)
The adventures in this lesson focus on developing a sense-of-wonder through immersion in habitats, and first hand exploration of what lives in those habitats. Activities include: catching frogs in a net, finding tiny animals that live in pond water, crawling through a “mole tunnel”, digging through leaf litter, observing birds at feeders, and building a nest like a bird.

Best scheduled for April – June.

FOR FURTHER INFORMATION ON BOOKING A FIELD TRIP FOR YOUR CLASS, PLEASE CONTACT THE PINES DEPARTMENT VIA EMAIL PINES@RCBC.EDU.
POOL ADMITTANCE

- All swimmers must present an RCBC ID with a current fitness center sticker and sign in at the lifeguard station.
- Membership is required for anyone using the pool, except for patrons registering for swim lessons or aquatics programs.
- Membership is discounted for alumni and free for current RCBC students, full-time faculty, and staff. All others must purchase one of the following membership packages:

### MEMBERSHIP LEVELS

**GRAY (Pool & Gymnasium)**

- $55 annually plus the purchase of a punch card
- Adult: $30/10 punches
- Child/Senior: $20/10 punches
- Alumni: $50 (punch card not required)

**MAROON (Pool, Gymnasium, Wellness Center, and Sauna)**

<table>
<thead>
<tr>
<th>Membership Level</th>
<th>Annual</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult 18-59</td>
<td>$240</td>
<td>$95</td>
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<tr>
<td>Adult 60+</td>
<td>$180</td>
<td>$75</td>
</tr>
<tr>
<td>One Parent &amp; Child(ren)</td>
<td>$415</td>
<td>$125</td>
</tr>
<tr>
<td>Two Parents &amp; Child(ren)</td>
<td>$565</td>
<td>$210</td>
</tr>
<tr>
<td>Alumni</td>
<td>$180</td>
<td>$75</td>
</tr>
</tbody>
</table>

**Children 5 years of age and under are free.**

Membership questions should be directed to the Fitness Center at (609) 894-9311 or (856) 222-9311, ext. 1435

**Automatic Swim Lift Available**

This lift makes RCBC’s pool accessible to the physically challenged. Please call for more information.

**Splash Parties at RCBC!**

If you are interested in scheduling or finding out more information regarding Splash Parties, see our ad in this section.

**Lifeguards are always on duty when the pool is open.**

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**THE POOL IS CLOSED**

- Sept. 3, 4, & 5, 2016: Labor Day
- Nov. 24 – 27, 2016: Thanksgiving

Scan the QR code to link directly to the RCBC Registration page.
CHILDREN'S SWIM LESSONS
American Red Cross Learn-To-Swim Program
All children are taught important water safety skills in conjunction with progressive stroke development during classes.

AQUA TOTS (AGES 6 MOS. +)
Your child’s earliest water experience. Parents participate in the pool with their child—learning basic swim skills and water safety. SWIM DIAPERS AND TIGHT FITTING PLASTIC PANTS ARE REQUIRED FOR CHILDREN UNDER THREE YEARS OF AGE.

WEEKDAY MORNINGS
Cost: $121
CFP 001 07 – 11 Sessions Pemberton Wed., 10:10 – 10:40 am Sept. 21 – Dec. 7 (No class Nov. 23)
Cost: $121
CFP 001 05 – 11 Sessions Pemberton Thurs., 11:00-11:30 am Sept. 22 – Dec. 8 (No class Nov. 24)
Cost: $110
CFP 001 06 – 11 Sessions Pemberton Fri., 9:45 – 10:15 am Sept. 23 – Dec. 9 (No class Nov. 25)

WEEKDAY EVENINGS
Cost: $88
CFP 001 40 – 8 Sessions Pemberton Mon., 5:50 – 6:20 pm Sept. 19 – Nov. 7
Cost: $88
CFP 001 41 – 8 Sessions Pemberton Tues., 5:55 – 6:25 pm Sept. 20 – Nov. 8
Cost: $88
CFP 001 42 – 8 Sessions Pemberton Wed., 5:20 – 5:50 pm Sept. 21 – Nov. 9

SATURDAY MORNINGS
Cost: $110
CFP 001 60 – 10 Sessions Pemberton Sat., 9:10 – 9:40 am Sept. 17 – Nov. 19
Cost: $66

SUPER TOTS (AGES 3 YEARS & UP)
Your child’s earliest water experience without having their parent in the water. Students must participate in a prescreening and be able to work comfortably in the pool without their parent. Instructor to child ratio 1:3. CHILD MUST BE 3 YEARS OLD BY START DATE AND TOILET TRAINED. CALL THE AQUATICS OFFICE AT (609) 894-9311, EXT. 1010 TO ARRANGE A CONVENIENT PRESCREENING TIME.

WEEKDAY MORNINGS
Cost: $143
CFP 004 01 – 11 Sessions Pemberton Mon., 10:00 – 10:30 am Sept. 19 – Dec. 5 (No class Nov. 21)
Cost: $143
CFP 004 09 – 11 Sessions Pemberton Mon., 10:40 – 11:10 am Sept. 19 – Dec. 5 (No class Nov. 21)
Cost: $143
CFP 004 02 – 11 Sessions Pemberton Tues., 10:00 – 10:30 am Sept. 20 – Dec. 6 (No class Nov. 22)
Cost: $143
CFP 004 03 – 11 Sessions Pemberton Tues., 10:40 – 11:10 am Sept. 20 – Dec. 6 (No class Nov. 22)
Cost: $143
CFP 004 05 – 11 Sessions Pemberton Wed., 10:10 – 10:40 am Sept. 21 – Dec. 7 (No class Nov. 23)
Cost: $143
CFP 004 06 – 11 Sessions Pemberton Wed., 10:10 – 10:40 am Sept. 21 – Dec. 7 (No class Nov. 23)
Cost: $143
CFP 004 08 – 12 Sessions Pemberton Fri., 9:05 – 9:35 am Sept. 23 – Dec. 9 (No class Nov. 25)
Cost: $143
CFP 004 14 – 11 Sessions Pemberton Fri., 9:45 – 10:15 am Sept. 23 – Dec. 9 (No class Nov. 25)

WEEKDAY EVENINGS
Cost: $104
CFP 004 40 – 8 Sessions Pemberton Mon., 5:50 – 6:20 pm Sept. 19 – Nov. 7
Cost: $104
CFP 004 41 – 8 Sessions Pemberton Wed., 5:20 – 5:50 pm Sept. 21 – Nov. 9

Continued on next page.
SUPER TOTS (AGES 3 YEARS & UP) (CONTINUED)
SATURDAY MORNINGS
Cost: $130
CFP 004 60 – 10 Sessions Pemberton
Sat., 9:10 – 9:40 am Sept. 17 – Nov. 19
Cost: $78
CFP 004 61 – 6 Sessions Pemberton
Sat., 9:10 – 9:40 am Dec. 3 – Jan. 21
(No class Dec. 24 & 31)

PRE-SCHOOL LESSONS (AGES 4 YEARS & UP) (CONTINUED)
SATURDAY MORNINGS
Cost: $110
CFP 009 61 – 10 Sessions Pemberton
Sat., 9:45 – 10:30 am Sept. 17 – Nov. 19
Cost: $66
CFP 009 62 – 6 Sessions Pemberton
Sat., 9:45 – 10:30 am Dec. 3 – Jan. 21
(No class Dec. 24 & 31)

PRE-SCHOOL LESSONS
(AGES 4 YEARS & UP)
Instruction is focused on water adjustment and introduction to performing basic swim skills independently with emphasis on water safety. Students are grouped according to their swimming ability.

WEEKDAY MORNINGS
Cost: $121
CFP 009 01 – 11 Sessions Pemberton
Tues., 9:05 – 9:50 am Sept. 20 – Dec. 6
(No class Nov. 22)
Cost: $121
CFP 009 03 – 11 Sessions Pemberton
Thurs., 9:05 – 9:50 am Sept. 22 – Dec. 8
(No class Nov. 24)

WEEKDAY AFTERNOONS
Cost: $121
CFP 009 11 – 11 Sessions Pemberton
Tues., 1:00 – 1:45 pm Sept. 20 – Dec. 6
(No class Nov. 22)

WEEKDAY EVENINGS
Cost: $88
CFP 009 40 – 8 Sessions Pemberton
Mon., 5:00 – 5:45 pm Sept. 19 – Nov. 7
Cost: $88
CFP 009 41 – 8 Sessions Pemberton
Tues., 4:00 – 4:45 pm Sept. 20 – Nov. 8
Cost: $88
CFP 009 42 – 8 Sessions Pemberton
Wed., 4:30 – 5:15 pm Sept. 21 – Nov. 9
Cost: $88
CFP 009 43 – 8 Sessions Pemberton
Thurs., 4:00 – 4:45 pm Sept. 22 – Nov. 10

You can view the
NEW SWIMMER ORIENTATION
online at rcbc.edu/aquatics/new-swimmer-orientation
If you have any questions or would like to schedule a tour of the facility, please call the Aquatics department at (609) 894-9311, ext. 1010.

SCOUT BADGE DAY
Earn Credit towards your
swim badge through
RCBC’s scouting program!

Instruction by a Certified Scout Counselor and WSI
Saturday, Sept. 17, Oct. 8, and Nov. 5 @ 12:30 pm
Call Barbara Long at (609) 894-9311, ext. 1497 or email balong@rcbc.edu to register your group.

RCBC’s Pemberton Campus Pool
Cost is $8 per Scout
**SHALLOW WATER**  
(AGES 6 YEARS & UP)  
LEVEL 1: Non-swimmer, needs to develop basic aquatic skills  
LEVEL 2: Non-swimmer, swims independently with float (front and back 5 yards)

**WEEKDAY EVENINGS**

Cost: $88  
CFP 017 40 – 8 Sessions Pemberton  
Mon., 4:00 – 4:50 pm Sept. 19 – Nov. 7  
Cost: $88  
CFP 017 41 – 8 Sessions Pemberton  
Tues., 5:00 – 5:50 pm Sept. 20 – Nov. 8  
Cost: $88  
CFP 017 42 – 8 Sessions Pemberton  
Wed., 6:00 – 6:50 pm Sept. 21 – Nov. 9  
Cost: $88  
CFP 017 43 – 8 Sessions Pemberton  
Thurs., 5:00 – 5:50 pm Sept. 22 – Nov. 10  

**SATURDAY MORNINGS**

Cost: $110  
CFP 017 61 – 10 Sessions Pemberton  
Sat., 10:40 – 11:30 am Sept. 17 – Nov. 19  
Cost: $110  
CFP 017 62 – 10 Sessions Pemberton  
Sat., 11:40 – 12:30 pm Sept. 17 – Nov. 19  
Cost: $66  
CFP 017 63 – 6 Sessions Pemberton  
Sat., 10:40 – 11:30 am Dec. 3 – Jan. 21  
(No class Dec. 24 & 31)  
Cost: $66  
CFP 017 64 – 6 Sessions Pemberton  
Sat., 11:40 – 12:30 pm Dec. 3 – Jan. 21  
(No class Dec. 24 & 31)

**DEEP WATER**  
(AGES 6 YEARS & UP)  
LEVEL 3: Beginner swimmer, swims independently without float (front and back, 5 yards)  
LEVEL 4: Intermediate swimmer, stroke improvement  
LEVEL 5: Experienced swimmer, stroke refinement

**WEEKDAY EVENINGS**

Cost: $88  
CFP 027 40 – 8 Sessions Pemberton  
Mon., 4:00 – 4:50 pm Sept. 19 – Nov. 7  
Cost: $88  
CFP 027 42 – 8 Sessions Pemberton  
Tues., 5:00 – 5:50 pm Sept. 20 – Nov. 8  
Cost: $88  
CFP 027 43 – 8 Sessions Pemberton  
Wed., 6:00 – 6:50 pm Sept. 21 – Nov. 9  
Cost: $88  
CFP 027 45 – 8 Sessions Pemberton  
Thurs., 5:00 – 5:50 pm Sept. 22 – Nov. 10  
LEVEL 3 ONLY

Cost: $88  
CFP 027 41 – 8 Sessions Pemberton  
Tues., 4:00 – 4:50 pm Sept. 20 – Nov. 8  
LEVEL 3 ONLY

Cost: $88  
CFP 027 44 – 8 Sessions Pemberton  
Thurs., 4:00 – 4:50 pm Sept. 22 – Nov. 10  

**SATURDAY MORNINGS**

Cost: $110  
CFP 027 61 – 10 Sessions Pemberton  
Sat., 10:40 – 11:30 am Sept. 17 – Nov. 19  
Cost: $110  
CFP 027 62 – 10 Sessions Pemberton  
Sat., 11:40 – 12:30 pm Sept. 17 – Nov. 19  
Cost: $66  
CFP 027 63 – 6 Sessions Pemberton  
Sat., 10:40 – 11:30 am Dec. 3 – Jan. 21  
(No class Dec. 24 & 31)  
Cost: $66  
CFP 027 64 – 6 Sessions Pemberton  
Sat., 11:40 – 12:30 pm Dec. 3 – Jan. 21  
(No class Dec. 24 & 31)

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**AQUATICS**

**FALL 2016**

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Call Barbara Long at (609) 894-9311, ext. 1497, or email balong@rcbc.edu for Splash Party Package Information!

Make a SPLASH!  
Bring your party to the pool!

Your party includes lifeguard supervision & a party room for cake and festivities!

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HOME SCHOOLERS
From your child’s first time in the pool he or she will enjoy these classes geared for bringing children together to learn water safety and swimming skills in a fun yet nurturing environment. See pages 38–40 for course descriptions and ages.

AQUA TOTS
Cost: $121
CFP 001 05 – 11 Sessions Pemberton
Thurs., 11:00 – 11:30 am Sept. 22 – Dec. 8
(No class Nov. 24)

SUPER TOTS
Cost: $143
CFP 004 06 – 11 Sessions Pemberton
Thurs., 11:00 – 11:30 am Sept. 22 – Dec. 8
(No class Nov. 24)

PRE-SCHOOL
Cost: $121
CFP 009 03 – 11 Sessions Pemberton
Thurs., 9:05 – 9:50 am Sept. 22 – Dec. 8
(No class Nov. 24)

SHALLOW WATER (SCHOOL AGE)
Cost: $121
CFP 017 01 – 11 Sessions Pemberton
Thurs., 10:00 – 10:50 am Sept. 22 – Dec. 8
(No class Nov. 24)

DEEP WATER (SCHOOL AGE)
Cost: $121
CFP 027 01 – 11 Sessions Pemberton
Thurs., 10:00 – 10:50 am Sept. 22 – Dec. 8
(No class Nov. 24)

STROKE TECHNIQUE
AND ENDURANCE
This program will focus on increasing endurance and improving stroke technique, including starts, turns, and finishes. This class is open to those who are able to swim 2 to 4 lengths of the pool without stopping. They must also have knowledge of three out of four competitive strokes, be able to swim 2 lengths of the pool, and be at least 8 years of age.

Cost: $121
CFP 147 01 – 11 Sessions Pemberton
Thurs., 10:00 – 10:50 am Sept. 22 – Dec. 8
(No class Nov. 24)

WATER EXERCISE
Enjoy the benefits of water exercise:
- Decrease blood pressure
- Low impact, high resistance
- Build balance and coordination
- Renewed energy and endurance
- Improve strength and muscle tone
- Increase range of motion and joint flexibility
- All participants must complete a Health History Questionnaire.
- It is recommended that all participants consult a physician before starting any exercise program.

DEEP WATER FUN AND FITNESS
Join the fitness fun as part of our deep-water exercise program. Give your hips, knees, and feet a break from land exercise by enjoying a full body resistance workout in our warm pool. If you are comfortable in ten feet of water then this fitness program is for you, come join your new workout friends at the pool.

Water walking floatation belts are available.

Cost: $121
CFP 135 01 – 11 Sessions Pemberton
Mon., 9:00 – 9:50 am Sept. 19 – Dec. 5
(No class Nov. 21)

Cost: $241
CFP 135 02 – 22 Sessions Pemberton
Mon. & Weds, 9:00 – 9:50 am Sept. 19 – Dec. 7
(No class Nov. 21 & 23)
AQUA INTERMEDIATE
A medium to high intensity muscle focused class in the shallow end of the pool. This program uses the water as the primary training tool with the option of using equipment for building muscular strength and endurance. All major muscle groups will be targeted providing a total body workout experience. Both swimmers and non-swimmers of all ages are invited to attend. Water shoes recommended. (MINIMUM OF 6 PARTICIPANTS REQUIRED)

Cost: $121
CFP 303 01 – 11 Sessions Pemberton
Tues., 9:00 – 9:50 am Sept. 20 – Dec. 6
(No class Nov. 22)

Cost: $242
CFP 303 02 – 22 Sessions Pemberton
Tues. & Thurs., 9:00 – 9:50 am Sept. 20 – Dec. 8
(No class Nov. 22 & 24)

WET WORKOUT
This fun-filled water exercise class is tailored to the participants’ interests and abilities. Both swimmers and non-swimmers of all ages may attend.

Cost: $99
CFP 132 42 – 9 Sessions Pemberton
Thurs., 6:00 – 6:50 pm Sept. 15 – Nov. 10

ADULT SWIM LESSONS
Have you always wanted to learn to swim? Let our experienced and understanding staff guide you to becoming comfortable in our pool and help you begin the exploration of the wonders of the aquatic world. You may also want to consider taking a private lesson or semi-private lesson, with a friend, to begin your aquatic adventure.

WEEKDAY MORNINGS
Cost: $121
CFP 106 01 – 11 Sessions Pemberton
(No class Nov. 23)

Cost: $121
CFP 106 03 – 11 Sessions Pemberton
Fri., 10:20 – 11:10 am Sept. 23 – Dec. 9
(No class Nov. 25)

WEEKDAY EVENINGS
Cost: $88
CFP 106 40 – 8 Sessions Pemberton
Wed., 6:55 – 7:45 pm Sept. 21 – Nov. 9

PRIVATE & SEMI-PRIVATE SWIM LESSONS
Learn to swim with individual instruction. Whether training for your local Triathlon or simply learning to swim as a beginner, we can cover your needs!

Schedule based upon student & instructor availability.

ONE-ON-ONE INSTRUCTION taught by certified American Red Cross Water Safety Instructors

BY APPOINTMENT ONLY
To schedule private or semi-private lessons call the Aquatics Office at (609) 894-4278, option 4, to set up a class.

6 half-hour lessons • $160 per person

SEMI-PRIVATE
Bring a friend to our semi-private lessons. All participants must be same skill level.

6 half-hour lessons • $120 per person

IMPORTANT NOTICE: Lessons postponed by the instructor will be rescheduled. Lessons canceled by the swimmer 48 hours or more in advance of the lesson will be rescheduled (limit 2). Lessons canceled less than 48 hours in advance will not be rescheduled unless the instructor is available (limit 1).
LIFEGUARD REVIEW COURSE

This course is for the currently certified lifeguard that needs to renew his or her lifeguard training, first aid, and CPR/AED certification. Includes: Lifeguard Training, First Aid & CPR/AED, for two (2) years. Bring your own CPR mask and books.

Prerequisites: Must possess a current American Red Cross Lifeguard Training & CPR/AED for the Professional Rescuer certificate and be able to complete the prerequisite skills as in the Lifeguard course.

Lifeguard Prerequisite evaluation:
Participants of a lifeguard review/training course must be able to complete all prerequisite skills in the first class. Please call the Aquatics Office at (609) 894-9311, ext. 1010 to make an appointment for a skills evaluation PRIOR TO REGISTERING. If you register and cannot complete these skills you will NOT receive a refund.

Cost: $99
CFS 726 41 Pemberton
Tues., 6:00 – 9:30 pm Sept. 27, Oct. 4 & 11

AMERICAN RED CROSS
LIFEGUARD TRAINING

The course prepares participants to recognize and respond quickly and effectively to emergencies while preventing drowning and injuries. Two year Lifeguard Training, First Aid Certification, and Professional Rescuer CPR/AED certification. Cost does not include CPR mask or books. You must purchase them ahead of time.*

*Prerequisites: Must be 15 years of age by the end of the course. Must be able to pass a pre-test consisting of a 300 yard non-stop swim (100 yards freestyle, 100 yards breaststroke, and 100 yards your choice of either freestyle or breaststroke) Tread Water no hands for 2 minutes and perform a timed brick retrieval (consisting of a 20 yard swim, dive to 10 feet to retrieve a weighted object, and return on back, head above water – no goggles allowed)

*The prerequisites must be completed before you register. Please call the Aquatics Office at (609) 894-9311, ext. 1010 to make an appointment for a skills evaluation. Registration will be taken after you complete all of the skills. Please bring a check or credit card for payment. No refunds will be issued for students who cannot successfully complete the prerequisite swimming skills.

Cost: $275
CFS 725 43 Pemberton
Wed., 6:00 – 9:30 pm Sept. 21 – Nov. 9

FREE COMMUNITY OUTREACH PROGRAM

If you are a community-based or non-profit organization interested in hosting a water safety seminar for children, please give us a call at (609) 894-9311, ext. 1497.
WATER SAFETY INSTRUCTOR

The WSI course certifies candidates to teach water safety, including the Basic Water Safety and Personal Water Safety courses, six levels of Learn-to-Swim, three levels of Preschool Aquatics and two levels of Parent and Child Aquatics. Prerequisites: Be 16 years of age on or before the last day of the course, and successfully complete the pre-course session of water safety and Level 4 swimming skills test.

1. Swim the following strokes consistent with the ARC swimming Level 4
   • Front Crawl - 25 yards
   • Back Crawl - 25 yards
   • Breaststroke - 25 yards
   • Elementary Backstroke - 25 yards
   • Sidestroke - 25 yards
   • Butterfly - 15 yards
2. Maintain position on back for 1 minute in deep water (floating or sculling).
3. Tread water for 1 minute.

In addition to scheduled classroom time, individual practice teaching will be arranged by appointment during the evenings and Saturday lessons.

The cost does not include your books. You must purchase them ahead of time.* Bring lunch, extra suit, and towels.

Cost: $315
CFS 718 40 – Pemberton
Fri., 5:30 – 9:30 pm Oct. 14 & 21
Sat. & Sun., 8:30 – 4:30 pm Oct. 15, 16, 22, & 23

BABYSITTER TRAINING

This American Red Cross babysitter’s training course provides kids, ages 11 to 15, with information and skills necessary to provide safe and responsible care for children. This training will help participants develop skills in leadership, professionalism, basic care, safety/safe play, and first aid.

Cost: $72
CFP 617 47 – 5 Sessions Pemberton
Tues. & Thurs., 6:30 – 8:00 pm Nov. 15, 17, 22, Dec. 6, 8

JUNIOR LIFEGUARDING

This fun program for youth, ages 11-14, provides a foundation of aquatic knowledge, attitudes and skills for future successful completion of the Red Cross Lifeguarding courses. This foundation consists of five categories: Prevention, Fitness, Response, Leadership, and Professionalism. Prerequisites: Swim the front crawl for 25 yards continuously while breathing to the front or side, tread water for 1-minute using arms and legs, and swim submerged a distance of 10 feet underwater.

Cost: $132
CFP 615 47 – 8 Sessions Pemberton
Mon., 6:30 – 8:00 pm Sept. 19 – Nov. 7

AMERICAN HEART ASSOCIATION

HEART SAVER FIRST AID

This is a classroom; video-based, instructor-led course that teaches students critical skills to respond to and manage an emergency in the first few minutes until emergency medical services (EMS) arrives. Students learn skills such as how to treat bleeding, sprains, broken bones, shock, and other first aid emergencies.

This course is for anyone with limited or no medical training who needs a course completion card in first aid to meet job, regulatory, or other requirements.

Cost: $65
CFS 736 01 – Pemberton
Tues., 5:30 – 9:30 pm Sept. 20

AMERICAN HEART ASSOCIATION

HEART SAVERS CPR/AED

This course is intended for people who require a CPR/AED for (adult/infant/child) certification as a prerequisite to their job but who are not healthcare providers. The course is suitable for teachers, physical therapists, gym instructors, scout leaders, etc., and anybody who wants a practical knowledge of CPR skills. It includes training in CPR (cardiopulmonary resuscitation) and choking skills for adults and children aged 1 through 8, as well as the use of barrier devices and training on automated external defibrillators (AED). Successful completion of the course provides a 2-year American Heart Association certification. PLEASE BRING YOUR OWN CPR RESUSCITATION MASK AND STUDENT MANUAL. THE MANUAL IS AVAILABLE TO PURCHASE FROM LAERDAL HTTP://WWW.LAERDAL.COM/US/ITEM/90-1038#2 FOR $12.00.

Cost: $65
CFS 731 01 Pemberton
Mon., 5:30 – 9:30 pm Sept. 19

Cost: $65
CFS 731 02 Pemberton
Sat., 9:00 am – 12:00 pm Oct. 15

Cost: $65
CFS 731 03 Pemberton
Tues., 5:30 – 9:30 pm Nov. 1
PRE-SEASON SWIM TRAINING FOR HIGH SCHOOL/COLLEGE SWIMMERS

Get ready for the high school swim season with an intense workout schedule suited to your individual needs. Varied drills will be used to focus on stroke mechanics and techniques. A conditioning program will be implemented to challenge and motivate you. Class size is limited, register early! Includes access to RCBC pool fall lap swim times.

Cost: $154
CFP 107 42 – 14 Sessions Pemberton Tues. & Thurs., 8:00 – 8:50 pm Sept. 20 – Nov. 3

MINI COMPETITIVE SWIMMING

This swim clinic is geared for the 5 to 7 year old who can swim a minimum of 10yds in the deep end of the pool, without floatation aids. Course will focus on the development of the four competitive strokes as well as introduction to starts, turns, and relays.

Cost: $88
CFP 136 40 – 8 Sessions Pemberton Thurs., 6:00 – 6:50 pm Sept. 22 – Nov. 10

Cost: $110
CFP 136 41 – 10 Sessions Pemberton Sat., 8:15 – 9:05 am Sept. 17 – Nov. 19

Cost: $66
CFP 136 42 – 6 Sessions Pemberton Sat., 8:15 – 9:05 am Dec. 3 – Jan. 21
（No class Dec. 24 & 31）

COMPETITIVE SWIMMING CLINIC

Competitive swimming instruction focuses on teaching competition level performance of starts, turns, and stroke mechanics for improved competition performance. Swimmers should be at least 8 years old and be able to swim three of the four competitive strokes.

Cost: $88
CFP 107 41 – 8 Sessions Pemberton Mon., 6:30 – 7:20 pm Sept. 19 – Nov. 7

Cost: $88
CFP 107 40 – 8 Sessions Pemberton Thurs., 7:00 – 7:50 pm Sept. 22 – Nov. 10

Cost: $110
CFP 107 60 – 10 Sessions Pemberton Sat., 8:15 – 9:05 am Sept. 17 – Nov. 19

Cost: $66
CFP 107 61 – 6 Sessions Pemberton Sat., 8:15 – 9:05 am Dec. 3 – Jan. 21
（No class Dec. 24 & 31）

RCBC MASTERS SWIMMING

- Open to Swimmers Ages 18 & up
- Open to Masters Swimmers – Join the USMS Masters Swim
- Opportunity to be ranked nationally with in your age group
- Opportunity to attend swimmer specials on topics such as nutrition, training, equipment, etc.
- Compete in local, regional, or national meets
- Compete in postal events
- Workouts coached Sessions are Mondays 7:30 pm and Wednesdays 7:50 pm
- Swimmers may register with USMS—approximate cost $35

FOR MORE INFORMATION PLEASE SELECT OPTION 3 AT (609) 894-4278, OR EMAIL BALONG@RCBC.EDU

Cost: $125
CFP 117 41 Pemberton Mon., 7:00 pm & Wed., 7:50 pm Sept. 19 – Dec. 14

FALL 2016 rcbc.edu | 45
Discover why millions of students are making the switch to online learning. With online courses, you can study at your convenience in your preferred learning environment. Our courses and programs are highly engaging and relevant and our instructors are interactive and support you through the curriculum. Choose from our growing catalog of Instructor-Led Courses designed to teach you a new skill or refresh a current one or our Career Training Programs geared to place you into a new career in an in-demand field.

**Online Courses**

- Instructor-Facilitated
- 24-Hour Access
- 6 Weeks of Instruction

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. The course is available to you anytime, anywhere.

**Popular Courses:**
- Accounting Fundamentals
- Creating Web Pages
- Medical Terminology: A Word Association Approach
- Speed Spanish
- Introduction to Microsoft Excel
- Project Management Fundamentals
- Grammar Refresher
- Introduction to Statistics
- Computer Skills in the Workplace
- Administrative Assistant Fundamentals

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**Career Training Programs**

- One-On-One Instructor Assistance
- 24-Hour Access
- All Materials and Books are Included!

Prepare for employment in some of today’s hottest careers. Our online Career Training Programs are comprehensive, affordable, and self-paced. You can begin these Programs at any time and learn at your own pace.

**Popular Programs:**
- Medical Billing and Coding
- CompTIA™ A+ Certification Training
- Six Sigma Black Belt
- Building Analyst Quick Start Program
- Medical Transcription
- Travel Agent Training
- Event Management & Design
- Human Resources Professional
- Project Management
- Certified Wedding Planner
- Certified Personal Trainer

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Rowan College at Burlington County does not discriminate on the basis of race, sex, sexual orientation, gender identity, religion, color, national or ethnic origin, age, disability, or veteran status.

Visit rcbc.edu/hr for more details.
INTERNSHIPS AT ROWAN COLLEGE AT BURLINGTON COUNTY

STUDENT BENEFITS

- Internships are experiential education work experiences related to a student’s major.
- Create relationships with future employers.
- Earn credit and/or wage experience related to student’s major.
- Opportunities can be full or part-time and are open to all RCBC students.

EMPLOYERS BENEFITS

- Internships are an excellent source of energetic and enthusiastic workers to assist with special projects or day-to-day operations.
- Internships provide an opportunity to evaluate employee candidates in a real work situation before hiring.
- Internships help to attract high quality students and graduates to your business.

The Office of Career Services is here to assist all students from their first year through graduation, and then as alumni! Whether you are just beginning to think about careers, applying for internships or jobs the Office of Career Services can help with:

- Choosing A Major
- Exploring Career Options & Pathways
- Developing and Critiquing Your Resume and Cover Letter
- Searching for an Internship or Job
- Developing your networking skills
- Professionalizing your social media presence
- Learning how to interview
- Dressing for Success Tips
- Workshops & Events

Whatever stage you are at in your career development, we are prepared to assist you every step of the way. Our office is available for one on one appointments, workshops & presentations for students, faculty/staff and the community on all the topics listed above.

The Office of Career Services would like to introduce our latest career assessment tool to help students choose a career and major. Career Coach is designed to help you find a good career by providing the most current local data on wages, employment, job postings, and associated education and training. Here’s the link to our exciting new product https://rcbc.emsicareercoach.com/.

Our website rcbc.edu/careers is our gateway to provide you with information about the comprehensive services that we offer to students, alumni and the community.

We hope that you will find it helpful and that you’ll create/log in to your CareerLink account, click on “Request an Appointment”. If you need assistance making an appointment, please call 609-894-9311, ext. 1034.

We are also available to assist jobseekers at the American Job Center, located at the Burlington County Human Services Facility in Westampton. Services are available Monday-Friday from 8:30 AM – 4:30 PM. You can walk in or call 609-518-3900 for more information.

Connect with us online: Facebook, Twitter & LinkedIn.

For more information, contact Barbara Witkowski via email bwitkowski@rcbc.edu or phone (856) 222-9311, ext. 2804
ROAD TRIP TO THE REAL WORLD

• This half-day program exposes students to real life work experiences with participating employers.
• Students gain career and industry information
• Network with professionals in a career field of interest
• Go on a tour of your favorite employer!
• Experience daily business activities! Sessions may range from a creative session, a machine set-up demonstration, a pitch session, a safety workshop, a management meeting.

For more information or for employers interested in becoming a Road Trip to the Real World site, please contact Barbara Witkowski via email bwitkowski@rcbc.edu or phone (856) 222-9311, ext. 2804
NAME ________________________________

COMPANY NAME _______________________

ADDRESS ____________________________________________________________

EMAIL _______________________________________________________________

PHONE ____________________________ BIRTH DATE ____________________

(Please supply a DAYTIME phone number in the event of cancellations)

DEPT CODE CAT CODE SECTION COURSE TITLE START DATE END DATE DAY(S) TIME LOCATION COST

GENDER

☐ Female ☐ Male

☐ American Indian ☐ Asian/Pacific Islander

☐ Black/African American (Not of Hispanic origin) ☐ Hispanic

☐ White (Not of Hispanic origin) ☐ Non-Resident Alien

Federal Reporting: This voluntary information is to be used for Federal Reporting purposes only.

PAYMENT RESPONSIBILITY ACKNOWLEDGMENT

My signature confirms that I understand that when I register for any class at Rowan College at Burlington County, I accept full responsibility to pay all tuition, fees and other associated costs assessed as a result of my registration. I understand and accept that my responsibility cannot be relinquished until I complete an official withdraw prior to the start of class. I also understand that if a payment made to my student account is returned by the bank for any reason, I agree to repay the original amount of the payment plus a returned payment fee.

REGISTRATION SIGNATURE (Parents, please sign for children) __________________ DATE __________

FALL 2016

rcbc.edu
Money Management Program

VOLUNTEERS PROMOTING INDEPENDENCE

DO YOU NEED HELP:
• Setting up budgets?
• Paying bills?
• Sorting mail?
• Reconciling your bank statement?

Burlington County offers a free, confidential, and secure service.
Low income individuals, either elderly or disabled, may qualify for FREE assistance.

Burlington County

For more information, call (609) 894-9311, ext. 1358
or visit: rcbc.edu/money-management

This program is sponsored by the Burlington County Board of Chosen Freeholders and administered by the New Jersey Division of Aging and Community Services, and the Retired and Senior Volunteer Program.

S.H.I.P.
State Health Insurance Assistance Program

Do you need help with the confusing Medicare System or the Part D Prescription Plan?
Having trouble choosing a supplemental health insurance company?

Let our staff of trained S.H.I.P. volunteers help.
We offer you CONFIDENTIAL and FREE assistance on all forms.

Please call (609) 894-9311, ext. 1494 for information or visit us at rcbc.edu/ship.

This program is staffed by trained volunteer counselors from Burlington County Retired and Senior Volunteer Program (RSVP).

SHIP is a statewide program administered by the New Jersey Department of Human Services, with major funding from the U.S. Administration for Community Living.

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RSVP
Lead with Experience

UTILIZE YOUR TALENTS and SHARE YOUR EXPERIENCES!

RSVP volunteers contribute skills, knowledge, and experience and make a real difference to individuals, nonprofit, faith-based groups, and other community organizations throughout the United States.

RSVP currently has a need for volunteers in the following areas:
• Providing Education and Mentoring
• Serving on Non-profit Advisory Councils
• Feeding the Hungry
• Working with Health and Wellness Programs

RSVP offers maximum flexibility and a choice of service opportunities that take anywhere from a few hours to volunteering as frequently as you would like.

FOR MORE INFORMATION, PLEASE CONTACT US AT:
RSVP • ROWAN COLLEGE AT BURLINGTON COUNTY
Parker Center, Room 221 • 601 Pemberton Brown's Mills Rd. • Pemberton, NJ 08068
Phone: (609) 894-9311, ext. 1498 Email: rsvpoff@bcc.edu
Website: rcbc.edu/rsvp

Is your chronic condition getting the best of you?

Take Control Of Your Health

A FREE 6-session workshop that gives people with chronic conditions and/or their caregivers the knowledge and skills to take a more active role in their healthcare.

For information, please call (609) 894-9311, ext. 1499 or email rsvpoff@bcc.edu.

rcbc.edu/rsvp/take-control-of-your-health

Feel better. Be in control. Do the things you want to do.
Learning Is For Everyone is a program that promotes lifelong learning and serves members ages 50+!

A majority of the classes are led by LIFE volunteers. Share your expertise or explore the more than 60 courses offered during the college year. Classes are offered in a variety of locations across Burlington County in topics that cover languages, games, skill building, day trips, fitness, and much more!

Most classes are **FREE** with the annual $80 LIFE membership fee.

_To become a member, see all courses being offer, or to learn more, visit us online at rcbc.edu/LIFE_
REGISTRATION BEGINS
MONDAY, AUGUST 22
Monday – Thursday
8:30 – 7:00 PM
Friday
8:30 AM – 5:00 PM
Register by mail, in-person, or online!

Rowan College at Burlington County
601 Pemberton Browns Mills Road
Pemberton, NJ 08068-1536
rcbc.edu

DATED MATERIAL

RESIDENTIAL CUSTOMER