CURE THE HIGH COST OF COLLEGE WITH RCBC’S 3+1 PROGRAM

BIOLOGY • LIBERAL STUDIES • NURSING • PSYCHOLOGY
GENERAL STUDIES • COMPUTING AND INFORMATICS
CRIMINAL JUSTICE (LAW & JUSTICE)
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
• Computing and Informatics

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

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 Cherry Hill and Voorhees can now pay RCBC’s low in-county tuition rates. Just mention this ad!

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 47 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, Willingboro and Mt. Holly campuses. 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.

REGISTRATION BEGINS

MONDAY,

DECEMBER 12, 2016

Mon. – Fri. from 9 am – 5 pm

Mailed registrations will be processed upon receipt.

Registration Form: Page 47

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. Should you wish to submit an appeal, you should submit your request within 90 days of the occurrence. The Committee makes its decision based on the student’s written petition as supported by appropriate documentation (i.e., verification of extended hospitalization from a doctor or hospital, transfer orders signed by a military commander, etc.).

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

Registration for spring 2017 non-credit courses begin Monday, December 12, 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 driver’s 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.

PLEASE NOTE:

No Personal or Professional Development courses will be held on:

MARTIN LUTHER KING DAY
JANUARY 16, 2017

SPRING BREAK
MARCH 12 – 18, 2017

EASTER WEEKEND
APRIL 14 – 16, 2017

MEMORIAL DAY WEEKEND
MAY 27 – 29, 2017

Information in this brochure is accurate to the date of publication and subject to change.
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. LAUREL CAMPUS:
The Mt. Laurel Campus is located at 900 College Circle in Mt. Laurel.

MT. HOLLY CAMPUS:
The RCBC Mt. Holly campus (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.

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

WILLINGBORO CAMPUS:
The RCBC Willingboro campus (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 Campus, 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 Campus, Willingboro
OTH................................. Off-Campus Site

REGISTRATION INFORMATION

Course Number & Location Instructions (SAMPLE CONFIRMATION ONLY)

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Course Number

Campus or Center
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

### 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

MORE COURSES AVAILABLE AT EACH OF OUR WEBSITES

ed2go.com/bccenrich  |  careertraining.ed2go.com/bccenrich

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.
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) 242-5258.

NEW PROFESSIONAL DEVELOPMENT INITIATIVES

LEAN VENTURE QUICK START WORKSHOP
This 3-hour workshop offers an introduction to the Lean Venture Series. Participants will be introduced to Lean Startup business planning methodologies, including: a business model canvas to frame ideas and hypothesis; customer development to get out of the building to test hypothesis; and an iterative approach to develop your Minimum Viable Product.
For more information, contact Barbara Witkowski at bwitkowski@rcbc.edu or (856) 242-5264.

WISE PROGRAM
This program is a comprehensive, 32-hour career exploration and workplace skills development program for Women that includes: an introduction to the utility, energy and construction industries; and a hands-on educational experiences focused on getting ready for a career in utility, energy or construction industries.
To register for an information session contact Linda Bobo at lbobo@rcbc.edu or (856) 242-5258.

SOLAR READY VETS
This program is intended to:
• Prepare transitioning service members for careers in the solar industry
• Train skilled workers to meet industry demands
• Connect SRV graduates with fulfilling employment opportunities
For more information, contact Christine Lipsack at clipsack@rcbc.edu or (856) 242-5260.

LINCS SUPPLY CHAIN MANAGEMENT
This program in Supply Chain Management prepares you for positions in customer service, warehouse and transportation operations, logistics, manufacturing and service operations, demand planning, inventory management, procurement and supply management.
For more information, contact Stacy Hunt at shunt@rcbc.edu or (856) 242-5268.

NEW COURSE INDEX

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For more information, please contact Linda Bobo at lbobo@rcbc.edu or (856) 242-5258.
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 Mar. 6– Jun. 19
Sat., 9:00 am – 4:30 pm
(No class Mar. 11, 13, 15, Apr. 1, 15, 29, May 13, 27, 29, Jun. 3, 17)

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 Mar. 4 – May 20
(No class Apr. 15)

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 Mar. 6 – Apr. 12
(No class Mar. 13 & 15)
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 Mar. 26 – May 7 (No class Apr. 16)

HEALTH CARE PROVIDER CPR

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 Feb. 22

Section II
CFS 745 80 – 1 Session Mt. Laurel Wed., 6:00 – 10:00 pm Apr. 12

FIRST-AID IN THE WORKPLACE

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 Mar. 8
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 Apr. 1

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 Apr. 22

BASIC ADMINISTRATIVE ASSISTANT CERTIFICATE (INCLUDING MS OFFICE)
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: $250
BID 819 05 – 5 Sessions Mt. Laurel Sat., 10:00 am – 1:00 pm Feb. 11 – Mar. 11

MICROSOFT OFFICE 2016 TRAINING
This comprehensive, 12-hour course is ideal if you are an inexperienced computer user who needs to quickly learn the basic Microsoft Office 2016 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 2016.
Cost: $250
BID 819 05 – 5 Sessions Mt. Laurel Sat., 10:00 am – 1:00 pm Feb. 11 – Mar. 11

WORD – LEVEL I
This course is designed for students interested in learning the basic features of Microsoft Word 2016 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 Jan. 28
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 Feb. 4

WORD – LEVEL III
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.

Cost: $130
BID 202 30 – 1 Session Mt. Laurel
Sat., 9:00 am – 4:00 pm Feb. 11

EXCEL – LEVEL I
This course offers students the techniques to create, edit, format, and print basic worksheets and charts in Excel 2016. Skills learned in this course include: creating basic worksheets 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.

Cost: $130
BID 203 30 – 1 Session Mt. Laurel
Sat., 9:00 am – 4:00 pm Feb. 18

EXCEL – LEVEL II
Here’s an opportunity to work with some more advanced features of Excel 2016, 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.

Cost: $130
BID 204 30 – 1 Session Mt. Laurel
Sat., 9:00 am – 4:00 pm Feb. 25

EXCEL – LEVEL III
This advanced course in Excel 2016 is designed for students to learn how to customize workbooks, work with multiple data sources, collaborate with others using shared workbooks, and enhance worksheets using charts and graphic objects.

Cost: $130
BID 205 30 – 1 Session Mt. Laurel
Sat., 9:00 am – 4:00 pm Mar. 4

POWERPOINT – LEVEL I
This course is designed for students who are interested in learning how to create and modify basic Microsoft PowerPoint 2016 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.

Cost: $130
BID 209 30 – 1 Session Mt. Laurel
Sat., 9:00 am – 4:00 pm Mar. 11

POWERPOINT – LEVEL II
This course is intended for students who are already familiar with PowerPoint 2016 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.

Cost: $130
BID 210 30 – 1 Session Mt. Laurel
Sat., 9:00 am – 4:00 pm Mar. 25

ACCESS – LEVEL I
This course is for students who want to get started creating databases in Access 2016 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.

Cost: $130
BID 206 30 – 1 Session Mt. Laurel
Sat., 9:00 am – 4:00 pm Apr. 1
CISCO NETWORKING ACADEMY

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. Upon successful completion, students will be eligible to sit for the Cisco Comp TIA A+ certification exam.

Cost: $1380 (Includes Testing Fee)
BID 340 50 – 18 Sessions            Mt. Laurel
Tues. & Thurs., 6:00 – 10:00 pm    Fall 2017 Dates Coming Soon

CISCO II:
PART I: INTRODUCTION TO ROUTING AND SWITCHING
Introduces the architecture, structure, functions, components, and models of the Internet and computer networks. The principles of IP addressing and fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. By the end of the course, students will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes.

The 70-hour, instructor-led course is the first of four 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    Jan. 10 – Mar. 9

PART II: ROUTING AND SWITCHING ESSENTIALS
Describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPv2, single-area and multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks.

The 70-hour, instructor-led course is the second of four 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. Upon successful completion Part I and Part II, students will be eligible to sit for the Cisco CCENT® test.

Cost: $880 (Includes Testing Fee)
BID 346 50 – 18 Sessions                Mt. Laurel
Tues. & Thurs., 6:00 – 10:00 pm                Mar. 21 – May 18

PART III: SCALING NETWORKS
Describes the architecture, components, and operations of routers and switches in a large and complex network. Students learn how to configure routers and switches for advanced functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with OSPF, EIGRP, STP, and VTP in both IPv4 and IPv6 networks. Students will also develop the knowledge and skills needed to implement DHCP and DNS operations in a network.

The 70-hour, instructor-led course is the third of four 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 347 50 – 18 Sessions              Mt. Laurel
Tues. & Thurs., 6:00 – 10:00 pm                Summer 2017 Dates Coming Soon
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
Tues., 8:00 – 9:00 pm
Jan. 17 – Feb. 21

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
Tues., 8:00 – 9:00 pm
Mar. 7 – Mar. 28

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
Tues. & Thurs., 6:00 – 9:00 pm
Mar. 7 & Mar. 9

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
Tues., 6:00 – 9:00 pm
Mar. 28 & Mar. 30

SPRING 2017
rcbc.edu | 13
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 Feb. 4 – Feb. 18

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 Feb. 25 – Mar. 11

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 Mar. 25 – Apr. 8

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 Apr. 22 – May 6

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 May 13 – Jun. 3

GET YOUR HIGH SCHOOL DIPLOMA

Now!
ISSUED BY THE STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

You can take the official High School Equivalency Test at Rowan College at Burlington County’s Willingboro campus.

With a high school diploma, you can expect:
• Higher wages. • Better opportunities.
• A sense of accomplishment.

FOR MORE INFORMATION, CALL (856) 222-9311, ext. 3016 OR 3079.
Willingboro Campus
200 Campbell Drive, Suite 201, Willingboro, NJ 08046
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 pre-school.

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
Mon. & Wed., 6:00 – 9:00 pm
Willingboro
Feb. 6 – Apr. 19
(No classes Mar. 13 & Mar. 15)

Part 2: 20 Sessions
Mon. & Wed., 6:00 – 9:00 pm
Willingboro
May 1 – Jul. 17
(No classes Mar. 13, Mar. 15, Jul. 3, & Jul. 5)

WRITE FOR THE WORKPLACE

Obtain a better knowledge of business practices and apply it to your field of experience.

This course can be applied directly towards the Rowan University:
- Bachelor of General Studies program
- Certificate of Undergraduate Study in Professional Development and Practice.

Registration opens December 12!

Any students wanting to register must email registrar@rowan.edu and ask for the activation and registration form.

Burlington County Institute of Technology
Adult Education
REGISTER NOW for the Spring 2017 Session

2017 Spring Course Offerings

- Advanced Manufacturing
- Auto Collision I
- Basic Life Support
- Carpentry
- Certified Clinical Medical Assistant (CCMA)
- Certified Nurse Aide (CNA)
- Dental Assisting & Radiology
- Electrocardiography (EKG)
- Medical Assisting
- Pharmacy Technician
- Phlebotomy Technician
- Plumbing & Electrical
- Apprenticeship Courses
- SORA Renewal
- TABE Testing (LPN Welding)

Courses offered on our Westampton and Medford campuses

Westampton (609) 267-4226, ext. 8231 • Medford (609) 654-0200, ext. 8426 • www.bcit.cc/AdultEdu
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 Feb. 1 & Feb. 8

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 Feb. 15 & Feb. 22

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 Mar. 1

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 Mar. 8

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 Mar. 22 & Mar. 29

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 Apr. 5

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 Apr. 12
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  Apr. 11

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  May 9

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  Apr. 25

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  May 2

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 777 50 – 1 Session  Willingboro
Tues., 6:00 – 9:00 pm  May 23

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 778 50 – 1 Session  Willingboro
Tues., 6:00 – 9:00 pm  May 30
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 – FRIDAY, 9 am – 2 pm
Session 2: January 17 – March 14
CALL TO ENROLL NOW!!!
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

INTERNET SERVICES

EDUCATION PLANNING
& FINANCING
Formerly FACTS Management Co.

AUTOMATIC PAYMENT PLAN
for Non-Credit classes over $813!
An easier way to pay!
Affordable, convenient, and interest-free!

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”

INTERNERSHIP 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.

For more information, contact Barbara Witkowski at bwitkowski@rcbc.edu or (856) 242-5264.
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

Section I:
BID 802 80 – 1 Session
Sat., 8:30 am – 3:00 pm
Willingboro
Mar. 11

Section II:
BID 802 30 – 1 Session
Sat., 8:30 am – 3:00 pm
Mt. Laurel
May 13

THE OFFICE OF CAREER SERVICES

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 rcbc.edu/careercoach.

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 (856) 222-9311, 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.
HUMAN RESOURCE MANAGEMENT

Certificate Requirement: **Choose and complete** 6 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


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<thead>
<tr>
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<th>• Human Resource Management and the Law</th>
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**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

**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

**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

**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/selection techniques; aligning promotion and succession systems with the organization’s strategic goals. CEU 0.6

**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

**Diversity in the Workplace (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

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**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.

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<th>COURSE TITLE</th>
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<td><strong>Effective Employee Relations, Recognition, and Performance Management</strong></td>
<td>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.</td>
<td>$310</td>
<td>943 50</td>
<td>Mt. Laurel</td>
<td>Fri., 9:00 am – 1:00 pm Mar. 24</td>
</tr>
<tr>
<td><strong>Essentials of Recruitment, Employment, and Retention</strong></td>
<td>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.</td>
<td>$355</td>
<td>945 50</td>
<td>Mt. Laurel</td>
<td>Fri., 9:00 am – 4:00 pm Apr. 21</td>
</tr>
<tr>
<td><strong>FMLA Administration Workshop</strong></td>
<td>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 &amp; 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.</td>
<td>$355</td>
<td>947 50</td>
<td>Mt. Laurel</td>
<td>Fri., 9:00 am – 4:00 pm May 5</td>
</tr>
<tr>
<td><strong>ADA - Accommodation Procedures and Compliance Training</strong></td>
<td>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. Did you know, for example, that in many instances the ADA will require that you provide leave to an employee who requests it as a “reasonable accommodation”? (which is why the ADA has often been called “the FMLA for small employers”). Employers also often overlook that they too have rights under the ADA, and that the employee also has various obligations under the law.</td>
<td>$310</td>
<td>949 50</td>
<td>Mt. Laurel</td>
<td>Fri., 9:00 am – 1:00 pm May 19</td>
</tr>
</tbody>
</table>
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
Wed., 6:30 – 9:30 pm
Mt. Holly
May 3

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
Wed., 6:30 – 9:30 pm
Mt. Holly
May 10

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
Wed., 6:30 – 9:30 pm
Mt. Holly
May 17

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
Wed., 6:30 – 9:30 pm
Mt. Holly
May 24

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
Wed., 6:30 – 9:30 pm
Mt. Holly
May 31

LEAN SIX SIGMA
Boost your success by getting Lean! In the world of Lean thinking, your primary goal is to operate more efficiently by eliminating not only defects in products and services, but other forms of waste: inventory, processing, waiting, motion, transportation and overproduction.

Lean Six Sigma (LSS) is a powerful, flexible and proven cost and waste elimination method that has been used successfully in both private and public organizations. It is applicable equally to both industrial/manufacturing processes and transactional/customer service processes.

LEAN SIX SIGMA YELLOW BELT
The Six Sigma Yellow Belt Certification (40 hours) training course will be aimed at those new to the world of Lean Six Sigma who have a small role, interest, or need to develop foundational knowledge. Yellow belts can be entry level employees that seek to improve their world or executive champions who require an overview of Lean and Six Sigma team building and process improvement. This certification will adopt the approach of advancing the concept and potential of using Lean Six Sigma tools and methodologies to make teams and organization process better.

Cost: $215
SPT 342 20
Online
Jan. 23 – Mar. 31
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  Mar. 21 & 23

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  Mar. 28 & 30

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  Apr. 4 & 6

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  Apr. 11 & 13

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  Apr. 18 & 20

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.

6 Sessions
Tues., 4:00 – 5:30 pm
Jan. 31 – Mar. 7

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

EARTH SYSTEM GLOBE PROGRAM FIELD EXPERIENCE: AN EARTH SYSTEM STEM TEACHER PROFESSIONAL DEVELOPMENT SERIES

The Global Learning and Observations to Benefit the Environment (GLOBE) Program is an international science and education program that 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.

6 Sessions
Wed., 4:00 – 5:30 pm
Feb. 1 – Mar. 8

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 – 2 sessions
Sat., 9:00 am – 2:00 pm
Mt. Laurel
Mar. 25 & Apr. 1

SUMMER 2017
YOUTH PROGRAMS AND CLINICS

REGISTRATION OPENING
FEBRUARY 13, 2017
CHECK OUT RCBC.EDU/CAMPS FOR MORE INFORMATION.

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 at bwitkowski@rcbc.edu or phone (856) 242-5264.
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 Mon. & Weds., 6:00 – 8:15 pm Apr. 3 – Apr. 19
Mt. Laurel

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_REC/LICENSING/RECLICQUIRE.HTM

Cost: $349
Section I:
SPT 766 50 – 19 Sessions Willingboro
Mon. & Weds., 6:00 – 10:00 pm Feb. 1 – Apr. 12
(No class Mar. 13 & 15)

Section II:
SPT 766 80 – 10 Sessions Mt. Laurel
Sat., 9:00 am – 4:30 pm Feb. 4 – Apr. 22
(No class Mar. 18 & Apr. 15)

WEDDING PLANNING & DESIGN
This course touches on the steps needed to budget, create a wedding timeline, source professional wedding vendors, design seating arrangements, destination weddings, how to add design to your wedding business and the logistics of starting a wedding business. Class project is to plan a mock wedding, and gain the confidence to move forward in this multi-billion dollar industry making couples dreams come true. This class counts for credit with the Association of Bridal consultants, an internationally recognized association for the Wedding Industry.

Cost: $140
CFA 998 50 – 4 sessions Mt. Holly
Tues., 6:00 – 9:00 pm Mar. 21 – Apr. 11
BEGINNING CERAMICS
Learn basic hand-building skills such as pinch, coil, and slab construction. Learn how to glaze and decorate your pieces. You can continue to hand-build or you can learn beginning wheel skills such as centering and throwing cylinders, bowls and vases in the second part of the course. Or, you can design your own projects. You can repeat this class. Experienced potters are welcome as well. Cost of class includes 25 pounds of clay, all glazes and firings. The atmosphere is friendly, creative, and encouraging. No experience required. PLEASE NOTE: THE USE OF OUTSIDE CLAY AND GLAZES IS STRICTLY PROHIBITED.
Cost: $200
CFA 112 01 – 10 Sessions  Pemberton
Wed., 6:00 – 10:00 pm  Jan. 25 – Apr. 5
(No class Mar. 15)

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: $265
CFA 114 01 – 12 Sessions  Pemberton
Fri., 6:00 – 10:00 pm  Jan. 27 – Apr. 28
(No class Mar. 17 & Apr. 14)

INTRO TO PRECIOUS METAL CLAY® – SILVER JEWELRY MAKING
In this course the students will work in PMC®, low fire silver clay (silver plus an organic binder). Learn how to work, cut, stamp, and shape PMC® into small designs that can be fired with a torch. When the pieces are fired, the binder burns away leaving fine sliver. 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  Jan. 22 – Apr. 2
(No class Mar. 12)

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  Jan. 21 – Apr. 1
(No class Mar. 18)

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: $155
(Plus $70 materials fee payable to the instructor)
CFA 416 01 – 10 Sessions  Pemberton
Sun., 1:30 – 4:30 pm  Jan. 22 – Apr. 2
(No class Mar. 12)
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 Feb.11 – Apr. 1 (No class Mar. 18)

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 Apr. 22 – Jun. 24 (No class May 20 & May 27)

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 print.
Cost: $125
CFG 298 80 – 7 Sessions Mt. Laurel Sat., 12:30 – 2:30 pm Feb. 11 – Apr. 1 (No class Mar. 18)

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 Apr. 22 – Jun. 24 (No class May 20 & May 27)

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 Mar. 25 & Apr. 1
RAVIOLI
Come in and learn the basic technique for dazzling dinner guests, homemade pasta. In this class we will teach you the “ins” and “outs” of making a basic pasta dough. From there we will transform the dough into a Grilled Vegetable and Ricotta Ravioli to pair with a light Tomato and Pancetta Sauce. The other will be Swiss Chard and Olive Ravioli with a Sage and Brown Butter Sauce. Learn with other students in a fun and hands on environment under the direction of one of our Chef Instructors.
Cost: $89
CFH 171 20 – 1 Session Mt. Holly
Sat., 11:00 am – 2:00 pm Jan. 21

FRENCH MACARONS
Learn how to use that counter top mixer in ways you never thought you could. Come in and learn the process for making French macarons. We will make a couple of different flavors of macarons to sandwich with an appropriately paired buttercream. We will make Orange scented meringues that we will stuff with Chocolate and Blackberry buttercreams. Unlock the inner pastry chef in yourself and discover how to make these meringue and buttercream delights for your Valentine or yourself. Students will work in pairs to create these delights so its a great date night activity.
Cost: $89
CFH 165 20 – 1 Session Mt. Holly
Sat., 6:00 – 9:00 pm Feb. 4

CLASSIC EUROPEAN TARTES SERIES
Americans have their pie, the Europeans rely on their classic tarts. Regional offerings from the Coast of Normandy and the village of Lyon to the hills of Linz, Austria. This double series class will explore the unique crusts, fillings and history that define the people and their culture of sophisticated, yet simple sweets. The class is presented in two unique formats, each featuring chocolate, fruits and nut praline.

SECTION I: Tarte Au Citron, Linzertorte, Ganache aux Praliné
Cost: $89
CFH 186 20 – 1 Session Mt. Holly
Tues., 6:30 – 10:30 pm Jan. 31

SECTION II: Tarte Tatin, Pear Bourdaloue, Chocolat Framboise Brûlée
Cost: $89
CFH 187 20 – 1 Session Mt. Holly
Tues., 6:30 – 10:30 pm Mar. 7

CONFECTIONS FOR COUPLES
The basics of candy making including truffles, bonbons and butter crunch toffee will be produced. Your custom chocolates will be tasted during class with enough to savor at home as well. Candy making is all about technique as it employs very few essential ingredients. The basic ganache centers are nothing but chocolate, cream and a little butter for texture. The tricks to making a quality candy however can be learned by using just a few basic principles. Bring your significant other, or another who is significant to you, and help them create handmade morsels of love.
Cost: $149
CFH 200 20 – 1 Session Mt. Holly
Tue., 6:30 – 10:30 pm Feb. 7

ALSATIAN FLAVORS
The cuisine of the Alsace region of France is synonymous with autumn. The German influence on this French region combines hearty fare with simple technique to establish a unique blend of flavors into simple and delicious meals for the fall and winter. Come in and work with others to learn how to make Farmhouse Chicken, a whole chicken sautéed and finished with a zesty balanced sauce. Students will also learn how easy the technique for making Spaetzle really is. We will also make Tarts Flambe, the Alsatian bacon and onion flatbread, as well as a traditional pork and cabbage dish from the region and pretzels.
Cost: $89
CFH 178 20 – 1 Session Mt. Holly
Sat., 11:00 am – 2:00 pm Mar. 4
PERSONAL ENRICHMENT – CULINARY

HEALTHY COOKING SERIES
Just because a dish is healthy doesn’t mean it has to be flavorless, learning how to cook healthy and nutritious meals can be fun and tasty as well. These classes offer an array of techniques that can be applied to everything you cook at home from scratch. Come in and explore some of these ideas with our chef instructors as they open your mind to what creates flavor and how to maintain nutritional value in each dish. Students will work in pairs to create these delights.

SECTION I: Soups
In this class students will make two different soups that capture the essence of healthy soup making. We will make an Asian inspired vegetable consommé garnished with spicy shellfish. The other soup will be something of a thicker variety using squash, apple and exotic spices.

Cost: $89
CFH 176 20 – 1 Session
Sat., 11:00 am – 2:00 pm
Mt. Holly
Feb. 11

SECTION II: Entrees
In this class we will explore how to increase the aspects of flavor through the chosen recipes. Various techniques for reducing sodium and fat will be employed into two easy to make dishes that include proteins, vegetables, and starches or grain cookery.

Cost: $89
CFH 177 20 – 1 Session
Sat., 11:00 am – 2:00 pm
Mt. Holly
Feb. 25

CHEESEMAKING DEMO
Milk Varieties, Acidification with Cultures, Curd Cutting, Molding and Aging will be discussed. A tasting of several instructor made and sourced cheeses will follow the demonstration.

The ‘Farm-to-Table’ movement is yielding Chefs committed to a variety of artisan crafts, one of which is homestead cheese making. A simple makeup of just a few ingredients, cheese gives the simplest milk an International passport. In this demonstration class, we will show you the basic steps and theory behind cheese making technique resulting in a few varieties for tasting and pairing with your favorite foods and beverages. A discussion of equipment sources for cooking your own homemade batch will also be covered.

Cost: $69
CFH 220 20 – 1 Session
Tue., 6:30 – 9:30 pm
Mt. Holly
Mar. 21

COFFEE CAKES
The class will produce popular favorites including Russian Cinnamon Braids, Jewish Apple Cake, Berry-Cheese Twists and Classic Crumb Cake with Brown Sugar Streusel. Coffee & Tea will also be served. With a ball of sweet dough, some egg-enriched batter and a little know-how, your family can awake to the smells of freshly baked coffee cake in the morning. Several do-ahead tricks will keep you from having to wake at dawn to produce a ‘hot from the oven’ pastry to enjoy with your breakfast coffee or tea.

Cost: $89
CFH 205 20 – 1 Session
Tue., 6:30 – 10:30 pm
Mt. Holly
Feb. 21

VEGETARIAN COOKING
Eating healthy doesn’t have to be boring or bland. This course will expose you to the great flavors and textures that are a part of a vegetarian diet, while dispelling the myths that it is not filling. Seasonal and local ingredient usage will be a large part of the class, as well as an emphasis on complete meals and ensuring enough protein consumption to maintain a healthy diet.

Cost: $89
CFH 127 20 – 1 Session
Sat., 12:00 – 3:00 pm
Mt. Holly
Apr. 8
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., 7:00 – 9:00 pm Jan. 26 – Feb. 23

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., 7:00 – 9:00 pm Jan. 23 – Feb. 20

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, INCLUDING SEWING MACHINE WITH CASE. ASK FOR A SUPPLY LIST UPON REGISTRATION FOR THE COURSE. SPACE IS LIMITED.
Cost: $55
CFA 449 01 – 4 Sessions Pemberton
Sat., 9:00 am – 12:00 pm Mar. 11 – Apr. 8
(No class Mar. 18)

INTERMEDIATE SEWING 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, INCLUDING SEWING MACHINE WITH CASE. ASK FOR A SUPPLY LIST UPON REGISTRATION FOR THE COURSE. SPACE IS LIMITED.
Cost: $55
CFA 454 01 – 4 Sessions Pemberton
Sat., 1:00 – 4:00 pm Mar. 11 – Apr. 8
(No class Mar. 18)

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 Pemberton
Fri., 6:00 – 8:30 pm Feb. 10 – Mar. 31
(No class Mar. 17)

Fashion Illustration by: Sahin Naznin
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 – 8:30 pm  Feb. 7 – Apr. 25
(No class Feb. 14 & Mar. 14)

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: $55
CFP 192 40 – 11 Sessions  Pemberton
Thurs., 6:00 – 7:00 pm  Feb. 9 – Apr. 27
(No class Mar. 16)

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 work out and have fun dancing to burn those calories. Learn the fundamentals of salsa, bachata, merengue, and reggaeton. Leave your inhibitions at home and come have some fun!

Cost: $65
CFP 194 20 – 13 Sessions  Pemberton
Mon., 6:00 – 6:45 pm  Mar. 20 – May 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
Wed., 6:30 – 8:30 pm  Mar. 22 – Apr. 12

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  Mar. 29 – May 3

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  Apr. 8
PERSONAL ENRICHMENT – Music • Recreation

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 Mar. 21 – May 16

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 Mar. 21 – May 16

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., 6:00 – 7:00 pm Apr. 3 – May 1

Section II:
CFP 410 81 – 5 Sessions OTH (Golf Center) Wed., 6:30 – 7:30 pm May 3 – May 31

Section III
CFP 410 82 – 5 Sessions OTH (Golf Center) Sat., 9:00 – 10:00 am Apr. 8 – May 6

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., 9:00 – 10:00 am Apr. 30 – May 21

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 Apr. 22 – Jun. 3
(No class May 27)
PERSONAL ENRICHMENT – SAFETY

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 Apr. 1 – May 13
(No class Apr. 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 Mar. 22 & Mar. 29

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 Driver’s 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 Mar. 11

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 Apr. 19

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., 7:00 – 10:00 pm May 10
INTRODUCTION TO MOTORCYCLE
Are you thinking about getting your motorcycle license? OR, Are you a licensed rider looking for a refresher workshop? This one-day classroom only “Winter Workshop” is ideal for the individual seeking a basic introduction or re-introduction to motorcycles.
Topics on the discussion will include:
• Risk Awareness; Acceptance & Management
• Preparing to Ride (Personal Protective Gear & Pre-ride Inspection)
• Street Strategies (Positioning, Being Visible, Rider Radar, Mental Processing, Common Riding Situations)
• Braking and Swerving
• Special Situations (encountering animals, road debris, night riding)
• This workshop is NOT designed to teach a person to ride. You will however, be introduced to the primary parts and controls of a typical motorcycle. It will also help a potential riders determine whether motorcycling is a good personal choice.
Cost: $125
Section I:
CFD 350 15 - 1 Session Pemberton Sat., 9:30 am – 1:30 pm Jan. 21
Section II:
CFD 350 20- 1 Session Pemberton Sat., 9:30 am – 1:30 pm Feb. 18

MOTORCYCLE SAFETY FOUNDATION: BASIC RIDER COURSE
Successful completion of this 2-day course serves as a License Waiver from DMV.
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.
• 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.
Cost: $350
CFD 300- 2 Sessions Pemberton Sat. & Sun., 8:00 am – 5:00 pm Multiple

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 Mar. 23 – May 11

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 Mar. 21 – May 23

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 Mar. 23 – Apr. 27

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 May 11 – Jun. 15
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.

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.

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.

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.

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.

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>
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<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>
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<tr>
<td>One Parent &amp; Child(ren)</td>
<td>$415</td>
<td>$125</td>
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<tr>
<td>Two Parents &amp; Child(ren)</td>
<td>$565</td>
<td>$210</td>
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<tr>
<td>Alumni</td>
<td>$180</td>
<td>$75</td>
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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.

SWIM • SAFETY • RESCUE CLASSES
RECREATION SWIM • SPLASH PARTIES

The college pool is located on the Pemberton campus.

Please call (609) 894-4278 for Aquatics information including updates.

REGISTER FOR RCBC’S AQUATICS CLASSES ON THE WEB AT RCBC.EDU

LIMITED ENROLLMENT – CLASSES FILL VERY QUICKLY

POOL MEMBERSHIP IS NOT NEEDED TO REGISTER FOR CLASSES

THE POOL IS CLOSED

Winter Break

Jan. 16
MLK Jr. Day

Apr. 14 – 16
Easter

May 27 – May 29
Memorial Weekend

ATTENTION

ALL CURRENT LIFEGUARD INSTRUCTORS

As per new ARC updates, all currently certified LGI’s must attend in person periodic updates to re-qualify their certifications. A clinic for these new updates will take place in 2017 at the Pemberton Campus pool.

Please call (856) 222-9311, ext. 1010 for details, and how to register.
**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. +)**

Parents participate in the pool as their child learns basic swim skills and water safety. **BOTH SWIM DIAPERS AND TIGHT FITTING PLASTIC PANTS ARE REQUIRED FOR CHILDREN UNDER THREE OR ANY AGE NOT TOILET TRAINED.**

**WEEKDAY MORNINGS**

<table>
<thead>
<tr>
<th>Cost</th>
<th>Sessions</th>
<th>Days</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>$132</td>
<td>12</td>
<td>Tue.</td>
<td>Jan. 17 – Apr. 4</td>
</tr>
<tr>
<td>$132</td>
<td>12</td>
<td>Wed.</td>
<td>Jan. 18 – Apr. 5</td>
</tr>
<tr>
<td>$132</td>
<td>12</td>
<td>Thurs.</td>
<td>Jan. 19 – Apr. 6</td>
</tr>
<tr>
<td>$132</td>
<td>12</td>
<td>Fri.</td>
<td>Jan. 20 – Apr. 7</td>
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**WEEKDAY EVENINGS**

<table>
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<th>Cost</th>
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<th>Days</th>
<th>Start Date</th>
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<tbody>
<tr>
<td>$121</td>
<td>11</td>
<td>Mon.</td>
<td>Mar. 6 – May 22</td>
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<tr>
<td>$121</td>
<td>11</td>
<td>Wed.</td>
<td>Mar. 8 – May 24</td>
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**SATURDAY MORNINGS**

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<th>Cost</th>
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<tbody>
<tr>
<td>$154</td>
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<td>Feb. 11 – May 20</td>
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**LATE SPRING CLASSES**

**WEEKDAY MORNINGS**

<table>
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<th>Cost</th>
<th>Sessions</th>
<th>Days</th>
<th>Start Date</th>
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<tr>
<td>$77</td>
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<td>Apr. 26 – Jun. 7</td>
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<tr>
<td>$77</td>
<td>7</td>
<td>Thurs.</td>
<td>Apr. 27 – Jun. 8</td>
</tr>
<tr>
<td>$77</td>
<td>7</td>
<td>Fri.</td>
<td>Apr. 28 – Jun. 9</td>
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**SUPER TOTS (AGES 3 & 4 YEARS OLD)**

It’s time to solo! Your child’s earliest water experience without having their parent in the water. Children must participate in a pre-screening and be able to work comfortably in the pool without their parent. To schedule a convenient pre-screening time, select Option 1 at (609) 894-4278. **CHILD MUST BE 3 YEARS OLD BY START DATE AND TOILET TRAINED.**

**WEEKDAY MORNINGS**

<table>
<thead>
<tr>
<th>Cost</th>
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<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>$156</td>
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<td>Jan. 17 – Apr. 4</td>
</tr>
<tr>
<td>$156</td>
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<td>Tue.</td>
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<tr>
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<td>Wed.</td>
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<tr>
<td>$156</td>
<td>12</td>
<td>Thurs.</td>
<td>Jan. 19 – Apr. 6</td>
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<tr>
<td>$156</td>
<td>12</td>
<td>Fri.</td>
<td>Jan. 20 – Apr. 7</td>
</tr>
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**CONTINUED ON NEXT PAGE.**
### WEEKDAY EVENINGS

**Cost: $143**  
CFP 004 40 – 11 Sessions  
Mon., 5:50 – 6:20 pm  
Mar. 6 – May 22  
(No class Apr. 17)

**Cost: $143**  
CFP 004 41 – 11 Sessions  
Wed., 5:40 – 6:10 pm  
Mar. 8 – May 24  
(No class Apr. 19)

### SATURDAY MORNINGS

**Cost: $182**  
CFP 004 60 – 14 Sessions  
Sat., 9:10 – 9:40 am  
Feb. 11 – May 20  
(No class Apr. 15)

### LATE SPRING CLASSES

#### WEEKDAY MORNINGS

**Cost: $91**  
CFP 004 10 – 7 Sessions  
Tue., 9:55 – 10:25 am  
Apr. 25 – Jun. 6

**Cost: $91**  
CFP 004 11 – 7 Sessions  
Tue., 10:30 – 11:00 am  
Apr. 25 – Jun. 6

**Cost: $91**  
CFP 004 13 – 7 Sessions  
Wed., 10:00 – 10:30 am  
Apr. 26 – Jun. 7

**Cost: $91**  
CFP 004 14 – 7 Sessions  
Thurs., 11:00 – 11:30 am  
Apr. 27 – Jun. 8

**Cost: $91**  
CFP 004 15 – 7 Sessions  
Fri., 9:05 – 9:35 am  
Apr. 28 – Jun. 9

**Cost: $91**  
CFP 004 16 – 7 Sessions  
Fri., 9:45 – 10:15 am  
Apr. 28 – Jun. 9

### PRE-SCHOOL LESSONS  
(AGES 4 TO 6 YEARS OLD)

This course provides students with opportunities for success with fundamental swimming skills. Instruction focuses on water adjustment and introduction to performing basic skills independently with an emphasis on water safety. Students are grouped according to their swimming ability.

#### WEEKDAY MORNINGS

**Cost: $132**  
CFP 009 01 – 12 Sessions  
Tues., 9:10 – 9:55 am  
Jan. 17 – Apr. 4

**Cost: $132**  
CFP 009 02 – 12 Sessions  
Thurs., 9:10 – 9:55 am  
Jan. 19 – Apr. 6

#### WEEKDAY EVENINGS

**Cost: $132**  
CFP 009 40 – 11 Sessions  
Mon., 5:00 – 5:45 pm  
Mar. 6 – May 22  
(No class Apr. 17)

**Cost: $132**  
CFP 009 41 – 11 Sessions  
Tues., 4:00 – 4:45 pm  
Mar. 7 – May 23  
(No class Apr. 18)

**Cost: $132**  
CFP 009 42 – 11 Sessions  
Wed., 4:45 – 5:30 pm  
Mar. 8 – May 24  
(No class Apr. 19)

**Cost: $132**  
CFP 009 43 – 11 Sessions  
Thurs., 4:00 – 4:45 pm  
Mar. 9 – May 25  
(No class Apr. 20)

#### SATURDAY MORNINGS

**Cost: $154**  
CFP 009 61 – 14 Sessions  
Sat., 9:45 – 10:30 am  
Feb. 11 – May 20  
(No class Apr. 15)

### LATE SPRING CLASSES

#### WEEKDAY MORNINGS

**Cost: $77**  
CFP 009 03 – 7 Sessions  
Tues., 9:10 – 9:55 am  
Apr. 25 – Jun. 6

**Cost: $77**  
CFP 009 14 – 7 Sessions  
Tues., 1:00 – 1:45 pm  
Apr. 25 – Jun. 6

**Cost: $77**  
CFP 009 04 – 7 Sessions  
Thurs., 9:10 – 9:55 am  
Apr. 27 – Jun. 8

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View the NEW SWIMMER ORIENTATION online at rcbc.edu/aquatics  
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.
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: $121
CFP 017 40 – 11 Sessions Pemberton
Mon., 4:00 – 4:50 pm Mar. 6 – May 22
(No class Apr. 17)

Cost: $121
CFP 017 41 – 11 Sessions Pemberton
Tues., 5:00 – 5:50 pm Mar. 7 – May 23
(No class Apr. 18)

Cost: $121
CFP 017 42 – 11 Sessions Pemberton
Wed., 6:20 – 7:10 pm Mar. 8 – May 24
(No class Apr. 19)

Cost: $121
CFP 017 43 – 11 Sessions Pemberton
Thurs., 5:00 – 5:50 pm Mar. 9 – May 25
(No class Apr. 20)

SATURDAY MORNINGS
Cost: $154
CFP 017 61 – 14 Sessions Pemberton
Sat., 10:40 – 11:30 am Feb. 11 – May 20
(No class Apr. 15)

Cost: $154
CFP 017 62 – 14 Sessions Pemberton
Sat., 11:40 – 12:30 pm Feb. 11 – May 20
(No class Apr. 15)

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: $121
CFP 027 40 – 11 Sessions Pemberton
Mon., 4:00 – 4:50 pm Mar. 6 – May 22
(No class Apr. 17)

Cost: $121
CFP 027 42 – 11 Sessions Pemberton
Tues., 5:00 – 5:50 pm Mar. 7 – May 23
(No class Apr. 18)

Cost: $121
CFP 027 45 – 11 Sessions Pemberton
Wed., 6:20 – 7:10 pm Mar. 8 – May 24
(No class Apr. 19)

Cost: $121
CFP 027 46 – 11 Sessions Pemberton
Thurs., 5:00 – 5:50 pm Mar. 9 – May 25
(No class Apr. 20)

LEVEL 3 ONLY
Cost: $121
CFP 027 41 – 11 Sessions Pemberton
Tues., 4:00 – 4:50 pm Mar. 7 – May 23
(No class Apr. 28)

LEVEL 3 ONLY
Cost: $121
CFP 027 44 – 11 Sessions Pemberton
Thurs., 4:00 – 4:50 pm Mar. 9 – May 25
(No class Apr. 20)

SATURDAY MORNINGS
Cost: $154
CFP 027 61 – 14 Sessions Pemberton
Sat., 10:40 – 11:30 am Feb. 11 – May 20
(No class Apr. 15)

Cost: $154
CFP 027 62 – 14 Sessions Pemberton
Sat., 11:40 – 12:30 pm Feb. 11 – May 20
(No class Apr. 15)

Make a SPLASH!
Bring your party to the pool!
Call Barbara Long at (856) 242-5208, or email balong@rcbc.edu for Splash Party Package Information!
Your party includes lifeguard supervision & a party room for cake and festivities!
## 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 previous pages for course descriptions)*

### AQUA TOTS - 6 months to 4 years old

**Cost:** $132  
**CFP 001 06 – 12 Sessions**  
**Pemberton**  
**Thurs., 11:00 – 11:30 am**  
**Jan. 19 – Apr. 6**

### SUPER TOTS - 3 and 4 years old

**Cost:** $156  
**CFP 004 06 – 12 Sessions**  
**Pemberton**  
**Thurs., 11:00 – 11:30 am**  
**Jan. 19 – Apr. 6**

### PRE-SCHOOL - 4 to 6 years old

**Cost:** $132  
**CFP 009 02 – 12 Sessions**  
**Pemberton**  
**Thurs., 9:10 – 9:55 am**  
**Jan. 19 – Apr. 6**

### SHALLOW WATER - 6 years & up

**Cost:** $132  
**CFP 017 01 – 12 Sessions**  
**Pemberton**  
**Thurs., 10:00 – 10:50 am**  
**Jan. 19 – Apr. 6**

### DEEP WATER - 6 years & up

**Cost:** $132  
**CFP 027 01 – 12 Sessions**  
**Pemberton**  
**Thurs., 10:00 – 10:50 am**  
**Jan. 19 – Apr. 6**

### LATE SPRING CLASSES

#### AQUA TOTS - 6 months to 4 years old

**Cost:** $77  
**CFP 001 17 – 7 Sessions**  
**Pemberton**  
**Thurs., 11:00 – 11:30 am**  
**Apr. 27 – Jun. 8**

#### SUPER TOTS - 3 and 4 years old

**Cost:** $91  
**CFP 004 14 – 7 Sessions**  
**Pemberton**  
**Thurs., 11:00 – 11:30 am**  
**Apr. 27 – Jun. 8**

#### PRE-SCHOOL - 4 to 6 years old

**Cost:** $77  
**CFP 009 04 – 7 Sessions**  
**Pemberton**  
**Thurs., 9:10 – 9:55 am**  
**Apr. 27 – Jun. 8**

#### SHALLOW WATER - 6 years & up

**Cost:** $77  
**CFP 017 03 – 7 Sessions**  
**Pemberton**  
**Thurs., 10:00 – 10:50 am**  
**Apr. 27 – Jun. 8**

#### DEEP WATER - 6 years & up

**Cost:** $77  
**CFP 027 03 – 7 Sessions**  
**Pemberton**  
**Thurs., 10:00 – 10:50 am**  
**Apr. 27 – Jun. 8**

### SCOUTS SWIM TEST READINESS

Get ready for your swim test. This course will help you prepare to earn credit for your swim badge. Scout badge assessment is not included in this course.

**Cost:** $44  
**CFP 116 01 – 4 Sessions**  
**Pemberton**  
**Tue., 6:00 – 6:50 pm**  
**Mar. 14 – Apr. 4**

### SCOUT BADGE DAY

**Earn Credit towards your swim badge through RCBC’s scouting program!**

**Instruction by a Certified Scout Counselor and WSI**

**Saturday, Feb. 25, Mar. 18, Apr. 8, and May 6 at 1 pm**

Call Barbara Long at (856) 242-5208 or email balong@rcbc.edu to register your group.

**RCBC’s Pemberton Campus Pool**

**Cost is $8 per Scout**
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.

DEEP WATER FUN AND FITNESS
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! Water walking floatation belts are available.

Cost: $121
CFP 135 01 – 11 Sessions Pemberton
Mon., 9:00 – 9:50 am Jan. 23 – Apr. 3

Cost: $253
CFP 135 02 – 23 Sessions Pemberton
Mon. & Weds., 9:00 – 9:50 am Jan. 18 – Apr. 5

LATE SPRING CLASS
Cost: $66
CFP 135 04 – 6 Sessions Pemberton
Mon., 9:00 – 9:50 am Apr. 24 – Jun. 5

Cost: $143
CFP 135 06 – 13 Sessions Pemberton
Mon. & Wed., 9:00 – 9:50 am Apr. 24 – Jun. 7

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 8 PARTICIPANTS REQUIRED)

Cost: $132
CFP 303 01 – 12 Sessions Pemberton
Tues., 9:00 – 9:50 am Jan. 17 – Apr. 4

Cost: $264
CFP 303 02 – 24 Sessions Pemberton
Tues. & Thurs., 9:00 – 9:50 am Jan. 17 – Apr. 6

LATE SPRING CLASS
Cost: $154
CFP 303 03 – 14 Sessions Pemberton
Tues. & Thurs., 9:00 – 9:50 am Apr. 25 – Jun. 8
(No class May 29)

EVENING 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.

WEEKDAY EVENINGS
Cost: $88
CFP 132 41 – 8 Sessions Pemberton
Thurs., 6:00 – 6:50 pm Mar. 2 – Apr. 27
(No class Apr. 20)
All water exercise instructors are AEA or USWFA certified. If you have any questions please contact us at (609) 894-9311, ext. 1010.

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: $132
CFP 106 01 – 12 Sessions Pemberton
Wed., 10:50 – 11:40 am Jan. 18 – Apr. 5

Cost: $132
CFP 106 03 – 12 Sessions Pemberton
Fri., 10:20 – 11:10 am Jan. 20 – Apr. 7

WEEKDAY EVENINGS
Cost: $88
CFP 106 40 – 11 Sessions Pemberton
Wed., 7:15 – 8:05 pm Mar. 8 – May 24
(No class Apr. 19)

LATE SPRING CLASSES
WEEKDAY MORNINGS
Cost: $77
CFP 106 02 – 7 Sessions Pemberton
Wed., 10:40 – 11:30 am Apr. 26 – Jun. 7

Cost: $77
CFP 106 04 – 8 Sessions Pemberton
Fri., 10:20 – 11:10 am Apr. 28 – Jun. 9

THERAPEUTIC AQUATICS/TBI
RCBC offers aquatics exercise as an alternative rehabilitation option. For anyone experiencing pain, weakness, limited range of motion, decreased strength, and weight bearing, this class will help. By taking advantage of the unique properties of the water in an ideal environment, we can tailor an exercise plan to suit your needs and personal goals.

Cost: $253
CFP 302 01 – 23 Sessions Pemberton
Mon. & Wed., 9:00 – 9:50 am Jan. 18 – Apr. 5
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. Bring your own CPR mask and books.
(MUST HAVE A MINIMUM OF 6 TO RUN CLASS)
Cost: $99
CFS 726 42 Pemberton  Sat., 9:00 am – 4:00 pm  Apr. 1
Cost: $99
CFS 726 43 Pemberton  Wed., 5:30 – 9:30 pm  May 10, 17, & 24
Cost: $99
CFS 726 44 Pemberton  Wed., 5:30 – 9:30 pm  June 7, 14, & 21

LIFEGUARD TRAINING
This results in certification in CPR/AED, First Aid, and Lifeguard Training as well as meeting the certification standards to lifeguard at a public pool, upon completion. 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 while keeping head above water).
No refunds will be issued for students who do not pass the prerequisites. You may call to set up a pretest before you pay. (609) 894-9311, ext. 1010
Cost: $275
CFS 725 41 Pemberton  Wed., 6:30 – 9:30 pm  Feb. 15 – Apr. 12
Cost: $275
CFS 725 03 Pemberton  Tue., Weds. Thu., Fri., 9:30 am – 3:30 pm  Apr. 18, 19, 20, & 21
Cost: $275
CFS 725 72 Pemberton  Sun., 9:30 am – 3:30 pm  Apr. 30, May 7, 14 & 21

PRIVATE & SEMI-PRIVATE SWIM LESSONS
Learn to swim with individual instruction.
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.
Also available for students with special needs.

PRIVATE
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).

All materials needed for these classes must be purchased two weeks before the class starts at redcrossstore.org
Some course material is available to download free in .pdf format visit: redcrossstore.org
All certification classes need 6 participants to run. We will cancel classes two weeks before start date if we do not have enough to run the course.

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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. PLEASE NOTE: CLASS PARTICIPANTS ARE REQUIRED TO COMPLETE THE ONLINE PRE-COURSE TRAINING AND BRING THE COMPLETION CERTIFICATE WITH THEM TO THE FIRST DAY OF CLASS (A DEEP-LINK WILL BE EMAILED TO YOU FROM OUR INSTRUCTOR). MAKE SURE YOU INCLUDE YOUR EMAIL ADDRESS ON YOUR REGISTRATION FORM. YOUR INSTRUCTOR WILL PROVIDE THE DEEP-LINK NEEDED TO ACCESS THE ONLINE COURSE VIA EMAIL.

(MUST HAVE A MINIMUM OF 6 TO RUN CLASS)

Cost: $315
(Additional Red Cross fee is required for online content)
CFS 718 40 – Pemberton
Fri., 5:30-9:30pm Mar. 31 & Apr. 7
Sat. & Sun., 8:30 am–4:30 pm Apr. 1, 2, 8, & 9

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: $132
CFP 617 41 – 5 Sessions Pemberton
Fri., 6:00 – 7:30 pm Feb. 2 – Feb. 16

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 41 – 8 Sessions Pemberton
Mon., 6:30 – 8:00 pm Mar. 13 – May 8
(No class Apr. 17)

SWIM TRAINING FOR LIFEGUARD CANDIDATES

This brief course will increase endurance and cover the necessary stroke mechanics to prepare participants for the Lifeguarding pre-test. This does NOT guarantee that you will pass the pre-test. Course fee includes admission to all sessions and one free pass to a lap swim in the pool.

Cost: $55
CFS 724 01 – 5 Sessions Pemberton
Tues. & Thurs., 6:00 – 7:30 pm Feb. 2, 7, 9, 14, & 16

AMERICAN HEART ASSOCIATION HEART SAVERS CPR/AED (AQUATICS DEPARTMENT)

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 MANU- AL. THE MANUAL IS AVAILABLE TO PURCHASE FROM LAERDAL HTTP://WWW.LAERDAL.COM/US/ITEM/90-1038#2 FOR $12.00. THE CPR MASK WILL BE AVAILABLE FROM RCBC FOR $12.00 WHILE STOCKS LAST. (MUST HAVE A MINIMUM OF 6 TO RUN CLASS)

Cost: $65
CFS 731 02 Pemberton
Fri., 5:30 – 9:30 pm Feb. 10
BASIC LIFE SUPPORT
(BLENDED LEARNING)
This blended learning course is a combination of online learning and in-person skills assessment. It teaches those with a duty to act (EMT, Firefighter, Police CERT, Nursing etc) the skills needed to respond to breathing and cardiac related emergencies. Includes BVM/AED. Upon successful completion candidates receive a 2 year BLS certification. Candidates will need to provide a valid email address for access to the online deeplink training.
Course materials can be downloaded at: instructorscorner.org/candidates/blscandidates/
Cost: $75
CFS 720 02 Pemberton PE Bldg.
Thurs., 6:00 – 9:30 pm Mar. 9

MINI COMPETITIVE SWIMMING
This swim clinic is geared for the 5 to 7 year olds 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 Mar. 2 – Apr. 27
(No class Apr. 20)
Cost: $154
CFP 136 41 – 14 Sessions Pemberton
Sat., 8:15 – 9:05 am Feb. 11 – May 20
(No class Apr. 15)

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 7 years old and be able to swim 2 length of the pool and three of the four strokes.
Cost: $88
CFP 107 40 – 8 Sessions Pemberton
Thurs., 7:00 – 7:50 pm Mar. 2 – Apr. 27
(No class Apr. 20)
Cost: $88
CFP 107 41 – 8 Sessions Pemberton
Mon., 6:30 – 7:20 pm Feb. 27 – Apr. 24
(No class Apr. 17)
Cost: $154
CFP 107 60 – 14 Sessions Pemberton
Sat., 8:15 – 9:05 am Feb. 11 – May 20
(No class Apr. 15)

RCBC MASTERS SWIMMING
• Open to Swimmers Ages 18 & up
• Open to Masters Swimmers
• 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
• Coached workout sessions are Monday 7:20 pm & Wednesdays 7:45 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: $100
CFP 117 41 Pemberton
Mon. & Wed., 7:30 pm Jan. 4 – Mar. 1
(No class Jan. 16)
Cost: $120
CFP 117 43 Pemberton
Mon., 7:20 pm Mar. 13 – May 24
Wed., 7:45 pm (No class Apr. 17 & 19)

SCOUT BADGE DAYS
Saturday, Feb. 25, Mar. 18, Apr. 8, and May 6 @ 1 pm

SPECIAL EVENTS

SPECIAL OLYMPICS SWIM MEET
March 4 @ 1:30 pm
LIFEGUARDING INSTRUCTOR

The LGI course certifies candidates to teach basic level lifeguarding, Waterfront Lifeguarding*, Waterpark Lifeguarding*, and Shallow Water Attendant (all including first aid), Lifeguard Management, CPR/AED for the Professional Rescuer, Administering Emergency Oxygen, Blood borne Pathogens Training: Preventing Disease Transmission and Basic Water Rescue courses. Instructor candidates will become familiar with Guard Start: Lifeguarding Tomorrow and the Water Safety presentation.

PREREQUISITES: INSTRUCTOR CANDIDATES MUST BE AT LEAST 17 YEARS OF AGE BY THE COURSE END DATE. CANDIDATES MUST SHOW AMERICAN RED CROSS LIFEGUARDING CERTIFICATION AND PROFESSIONAL-RESCUER CPR/AED CERTIFICATION, BOTH OF WHICH MUST BE CURRENT (NOT EXPIRED) AS OF THE FIRST DAY OF THE INSTRUCTOR CLASS. SOME EQUIVALENT LIFEGUARDING CERTIFICATIONS FROM OTHER TRAINING ORGANIZATIONS ARE ALSO ACCEPTABLE; CHECK WITH THE INSTRUCTOR TRAINER FOR DETAILS. CANDIDATES MUST COMPLETE ONLINE PRECOURSE HOMEWORK (SEE BELOW) PRIOR TO THE FIRST DAY THE CLASS MEETS. CANDIDATES MUST PASS PRECOURSE TESTING ON SKILLS AND KNOWLEDGE AT THE BEGINNING OF THE INSTRUCTOR COURSE. PRECOURSE HOMEWORK

(ONLINE): THE LIFEGUARDING INSTRUCTOR COURSE INCLUDES ONLINE PRECOURSE HOMEWORK. IN GENERAL, YOU SHOULD PLAN ON REGISTERING AT LEAST A WEEK IN ADVANCE IN ORDER TO ALLOW TIME FOR THIS HOMEWORK TO BE MADE AVAILABLE TO YOU AND FOR YOU TO COMPLETE IT PRIOR TO THE FIRST DAY THE CLASS MEETS.

MAKE SURE YOU PROVIDE YOUR EMAIL DURING REGISTRATION TO ACCESS THE ONLINE DEEPLINK COMPONENTS.

Cost: $315
(Additional Red Cross fee is required for online content)

CFS 723 40
Fri., 5:00 – 9:00 pm
Sat. & Sun., 8:30 am – 4:30 pm
Wed., 6:00 – 9:30 pm

Pemberton
Mar. 24
Mar. 25 & 26
Mar. 29

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 (856) 242-5208

RCBC Aquatics
Pemberton Campus
Needs YOU!

NOW HIRING
Lifeguards, Swim Instructors, Water Exercise Instructors, & Water Safety Aides
Apply online at:
rcbc.edu/hr
ROWAN COLLEGE AT BURLINGTON COUNTY
REGISTRATION FORM

NAME ___________________________  LAST    FIRST    MI ___________________________
COMPANY NAME ___________________________
ADDRESS ___________________________
                        STREET ___________________________
                        CITY ___________________________  STATE ___________________________  ZIP ___________________________
EMAIL ___________________________
PHONE ___________________________  BIRTH DATE ___________________________

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

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TOTAL COST ___________________________

GENDER

- Female
- Male

RACE/ETHNIC GROUP

- American Indian
- Asian/Pacific Islander
- Black/African American
- White
- Hispanic
- (Not of Hispanic origin)
- Non-Resident Alien
- (Not of Hispanic origin)

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 ___________________________

IF ANY CHOSEN CLASS IS FILLED, PLEASE:

- Place my name on a waiting list for that same class.
- Call me to schedule a different class.
- Process a refund.

Highest education level achieved:

- Less than High School
- High School/GED
- Some College
- College Level Certificate
- Associate’s Degree
- Bachelor’s Degree
- Master’s Degree or Higher

Are you a resident of Burlington county?

- Yes
- No

If no, please answer the following:

County, if a NJ resident: ___________________________
State, if not a NJ resident: ___________________________

Is your native language?

- Yes
- No

If no, please specify: ___________________________

AMT. REC’D. ___________________________  REC’D BY ___________________________  ID # ___________________________
RSVP is “one-stop shopping” for anyone aged 55 and over who wants to find challenging, rewarding service opportunities in Burlington County.

RSVP offers maximum flexibility and a choice for service opportunities anywhere from a few hours to as often as you would like.

RSVP needs people to fill a variety of volunteer opportunities:

• Driving veterans to medical appointments
• Helping pre-schoolers at Headstart
• Visiting seniors at adult day care

Utilize your talents and share your experiences!
This program is sponsored by the Burlington County Board of Chosen Freeholders and administered by the New Jersey Division of Aging Services, and the Retired and Senior Volunteer Program.
MEDICARE SAVINGS PROGRAM

Depending on income, Medicare recipients may qualify to save nearly $5,000 annually. Our coordinators screen for eligibility and assist with the applications for both federal and statewide savings programs.

CALL OUR STATE-SPONSORED SERVICE TO SEE IF YOU CAN:

- Get a $100 reimbursement for a hearing aid
- Reduce or eliminate your Part B Premium (Saving about $104.90/month)
- Receive $225 in annual home energy assistance
- Gain a Free Part D prescription drug plan (Saving $30-$50/month)
- Reduce your Medicare Advantage Plan Premiums
- Reduce your prescription copays AND MUCH MORE!

For more information, please contact the Medicare Savings Program at:

(856) 222-9311, ext. 1488 / 1051 or email: mippa@rcbc.edu

This project was supported, in part by grants from the U.S. Administration for Community Living (ACL) and the Centers for Medicare & Medicaid Services (CMS) of the U.S. Department of Health and Human Services. Grantees undertaking projects under government sponsorship are encouraged to express freely their findings and conclusions. Points of view or opinions do not, therefore, necessarily represent official ACL or CMS policy.

HELP FOR PEOPLE WITH MEDICARE

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: (856) 222-9311, ext. 1494 for information or to make an appointment.

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

Email: RSVPoff@rcbc.edu | Website: rcbc.edu/rsvp/ship

The State Health Insurance Assistance Program (S.H.I.P.) is a statewide program administered by the New Jersey Department of Human Services, with major funding from the U.S. Care Financing Administration.
A Matter of Balance is an 8 session structured group intervention that emphasizes practical strategies to reduce fear of falling and increase activity levels. Participants learn to view falls and fear of falling as controllable, set realistic goals to increase activity, change their environment to reduce fall risk factors, and exercise to increase strength and balance.

The program was designed to benefit community-dwelling older adults who:

• Are concerned about falls
• Have sustained falls in the past
• Restrict activities because of concerns about falling
• Are interested in improving flexibility, balance, and strength
• Are age 55 or older, ambulatory, and able to problem solve

Sessions are led by two volunteer peer leaders and are available to be held anywhere within Burlington County.

For more information about this program, please contact: (856) 222-9311, ext. 1487

TAKE CONTROL OF YOUR HEALTH

Chronic-Disease Self-Management Program

This six week community workshop is designed to give people with chronic conditions and/or their caregivers the knowledge and skills needed to take a more active role in their health care.

Participants learn healthier ways to live, gain confidence and motivation to manage their health and feel more positive about life.

Applicable chronic conditions include but are not limited to:

• Diabetes
• Arthritis
• High blood pressure
• Heart disease
• Chronic pain

The Take Control of Your Health workshop can help you take charge of your life. Sessions are led by two volunteer peer leaders and can be held for free in any township within Burlington County.

For more information about this program, please contact: (856) 222-9311, ext. 1487 or email rsvpoff@rcbc.edu.
REGISTRATION BEGINS

MONDAY, DECEMBER 12

Monday – Friday
9:00 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