



GLOUCESTER
COUNTY COLLEGE

Summer 2012

Division of
Continuing
Education

Looking for a New Career?

Attend our

**CAREER
EXPLORATION
NIGHT**

(See page 1 for details)



In partnership with
Gloucester County
Institute of Technology



856-415-2217 • www.gccnj.edu/ce

Courses for Professional Development and Personal Growth

Greetings and Welcome to Gloucester County College

The Gloucester County Board of Chosen Freeholders is proud of the many community resources offered for post-secondary education through the award-winning Gloucester County College. For more than 40 years, GCC has served as the County's academic and cultural hub providing a multitude of learning opportunities at an affordable price.

Located in the heart of Gloucester County on Tanyard Road in Deptford, the College supports individuals, businesses, the community and our local economy through numerous educational options. Associate degree and college-credit courses, many with established affiliations and partnerships with four-year colleges and universities, provide students with a solid foundation. GCC also offers career and certificate programs in some of the region's fastest growing industries. The College's Continuing Education Division makes customized training and staff development readily available to area businesses.

The Board of Chosen Freeholders is pleased that as an institution of higher learning, GCC enhances the lives of students and the community. Whether you are a student pursuing a degree, a working adult returning to school, an employee seeking to improve job options, a business owner looking to increase workplace production or a visitor attending one of the cultural campus events, GCC is the place for you.

We look forward to seeing you on the GCC campus.

Sincerely,



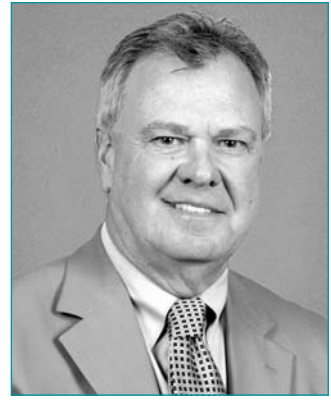
Robert M. Damming
Director



Lyman Barnes
Education Liaison

Welcome,

On behalf of our faculty and staff, alumni, and fellow students, I would like to warmly welcome you to Gloucester County College. Whether this is your first college experience, or you are returning to pursue your education after a break, I invite you to this great institution and all that it has to offer.



Frederick Keating
Interim President

GCC is an excellent place to expand your knowledge and to grow socially. Our academic and continuing education programs prepare students for some of the best careers as well as efficient transitions to four-year colleges and universities.

The College's Continuing Education Department provides career advancement and professional development options to assist individuals and businesses in achieving financial objectives. Customized instruction, offered both on campus and at job sites, help companies and their employees to improve skills and meet industry needs. Available grant opportunities make training affordable and cost effective.

For many, GCC is the start of greatness that will follow you for the rest of your life. For others, it can be a part of continued greatness and success, a pathway for the attainment of future goals and achievements. Either way, GCC has everything that you need to map your journey to success wherever you may be heading. We are absolutely excited that you have chosen GCC to get you there!

Frederick Keating, President

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



3–11
Career Training



18–20
Computer Training



26
Personal Growth



28
Kids, Tweens & Teens

Summer 2012 Calendar

Gloucester County College
Division of Continuing Education
1492 Tanyard Road, Sewell, NJ 08080

Wednesday, July 4 College Holiday

Call us at 856-415-2217 or 415-2218 for information.

Information in this Courier is accurate as of date of publication in April 2012 and is subject to change.

CAREER EXPLORATION NIGHT

- Are you looking for a career *but not quite ready for a college degree?*
- Interested in changing careers *but have no idea what areas are in demand?*
- Or... maybe you are a recent or soon to be, high school graduate with no set career plans.

If so, this event is for you!

Join us as we explore a host of the College's non-credit career programs which may just be the ticket to your future.

Deciding what career to pursue is a difficult process, but we can help you narrow in on some specific options that might be of interest to you. Our professional non-credit certification programs are available in a variety of fields and are typically more attainable and faster to earn than a college degree.

For example, maybe you are interested in a career in the health field, but don't want to pursue a college degree just yet. We will explore these career choices and many more. We will have experts on hand to share with you just what a career might look like and the steps you need to take to succeed.

We'll cover information on a host of non-credit career paths including:

- Multi-Skilled Technician and other health-related careers
 - Health Information Technology
 - Pharmacy Technician
 - Central Service Technician
 - Transportation and Logistics
 - Food Manufacturing and Safety
 - Banking and Court Reporting

August 16, 6 - 8 pm

Continuing Education Center

1492 Tanyard Road, Sewell, NJ 08080

*RSVP by calling at 856-415-2216
or visit us on the web at www.gccnj.edu/ce*

Career Planning and Development Series

Are you looking to jump start your career or take it to the next level? Discover strategies needed to help you achieve your career goals.

Strategic Career Planning

Why don't we have a plan that we can follow to help us meet our goals and aspirations for a lifetime career? Join us in this interactive workshop that will introduce you to a four-step process for developing your strategic career plan.

\$75

CDP 100-01

Tuesday, July 10 6-9pm

Continuing Education Center

Instructor: Tausha Major

Are You Ready? Tips and Tools for the New Professional

Are you ready to start your job search but need help putting together a powerful resume? Do you already have an impressive work history but don't know how to emphasize your career highlights? Join us as we provide you with 10 tips for career success and strategies for developing effective resumes and cover letters. Please bring a copy of your current resume and cover letter.

\$75

CDP 101-01

Tuesday, July 17 6-9pm

Continuing Education Center

Instructor: Tausha Major

Career Recharge! Making Transferable Skills Work for You

Is your career in need of a boost? Attend this workshop to identify your transferable skills and learn to use your past experiences to assist you with finding new career opportunities.

\$75

CDP 102-01

Tuesday, July 24 6-9pm

Continuing Education Center

Instructor: Tausha Major

Career Recharge! Developing the Intrapreneurial Spirit Within

Trying to climb the corporate ladder? Are you in need of a career recharge? Interested in standing out from the crowd? Join us as we discuss how you can become the "go-to person" on the job.

\$75

CDP 103-01

Tuesday, July 31 6-9pm

Continuing Education Center

Instructor: Tausha Major



NEW! Bank Teller Certificate Program

Tellers are the heart of any bank's retail operation. To customers, they are the "face of the bank." Without excellence on the teller line, no branch can maximize its financial success. The Achieving Teller Excellence program is designed to prepare you to immediately begin working at a bank. From counting money, to regulation compliance, you will receive the industry's best bank teller training. Upon completion, you'll receive a Banker's Academy Teller Certification that will jump start your career in today's banking industry.



Whether embarking on your first career, or changing careers, this course can help you get your start in the world of banking.

The course will take 20 hours to complete. It is suggested that you have access to the course for a year for review and to maintain skills. To obtain additional information or to register, please call 856-415-2217.

Cost: \$529

BTC-100-01

Online Medical Coding and Billing Programs



In Partnership with Career Step, one of the nation's leading providers of online medical transcription, coding and billing training, GCC is pleased to offer online medical training programs. Train at home for these in-demand health care careers. According to the U.S. Department of Labor, health care will generate 3.2 million new jobs by 2018. You can be prepared to pursue those career opportunities in one year or less.

Online Medical Transcription

Become a Medical Transcriptionist through online learning. Successful completion of this program can give you the potential to make up to \$40,000 per year working from home on your own computer. The curriculum is approved by the Association for Health Care Documentation Integrity (AHDI, formerly the American Association of Medical Transcription, or AAMT) and was developed by Career Step.

Tuition: \$2,475 Medical Transcription Editor or \$1,975 Medical Transcription

Online Medical Coding & Billing

This highly-interactive online program will give you hands-on experience in the same software many medical facilities use. You will develop the knowledge and skills needed to meet and exceed the requirements for both the American Health Information Management Association (AHIMA) and American Academy of Professional Coder (AAPC) certification exams.

Tuition: \$2,350 Inpatient/Outpatient Coding and Billing or \$1,975 Outpatient Coding and Billing

Pharmacy Technician

The pharmacy technician field is a part of the growing health care industry as well as one of the 20 fastest-growing occupations in the nation. The Career Step Pharmacy Technician training program will help you gain the knowledge and skills necessary to work in both retail and institutional settings, and to help you prepare for national certification exams.

Tuition: \$1,899

Medical Administrative Assistant

In less than three months, you can be prepared for a successful career as a medical administrative assistant. Career Step's curriculum is certified by the National Health Career Association and was developed by industry professionals with years of experience. The program is specifically designed to prepare you to pass the Certified Medical Administrative Assistant (CMAA) exam and obtain a job right after graduation.

The Career Step Medical Administrative Assistant program is broken into 18 modules. You will start each module by reviewing a specific learning objective and then move on to various reading assignments. These reading assignments have short quizzes, interactive games, videos and images throughout to make it more interesting and help you quickly learn the material.

Tuition \$1,299

These online, self-paced courses are available 24 hours a day, seven days a week. A laptop computer will be provided to each student for their use during and after the completion of the course.

NEW! Enrolled Agent

An enrolled agent has earned the privilege of representing taxpayers before the Internal Revenue Service by either passing a three-part comprehensive IRS test covering individual or business tax returns, or through experience as a former IRS employee. They must adhere to ethical standards and complete 72 hours of continuing education courses every three years. Enrolled agents, like attorneys and certified public accountants (CPAs), have unlimited practice rights.

An enrolled agent does not need a college degree but they must demonstrate special competence in tax matters by passing all three parts of the IRS Special Enrollment Examination. The Enrolled Agent preparation course will prepare students for the IRS Special Enrollment Examination. This course covers multiple aspects of the Individual tax returns, C-Corps (1120), S-Corps (Form 1120S), Partnerships (Form 1065), Estates and Trusts and how these relate back to the Individual 1040. We will also cover Representation (which is the third part of the SEE) issues and all issues pertaining to how to handle a client's tax problem before the Internal Revenue Service.

This course is recommended for individuals with some experience in the tax preparation field. Also, individuals who completed the Registered Tax Return Preparer course but wish to continue on to become an Enrolled Agent, will benefit from this course.

Cost: \$549

EAG-100-01

Wednesday, June 13 - July 25 (no class July 4)

6:00 pm - 9:00 pm

Location: Continuing Education Center

Instructor: Paul Boland

Customer Service

Looking for training to enhance your skills? This course will provide the training necessary to prepare you for an entry-level position in the retail, sales and service industry. Upon completion, you will be ready to sit for the National Retail Federation's exam that leads to certification in Professional Customer Service. This certification will give you an edge as you continue your career in the retail, sales and service industry as the Professional Certification in Sales (PCS) will allow you to demonstrate to a prospective employer your commitment to professional growth and your willingness and ability to build workplace value. With this certification, you can demonstrate your increased knowledge, skills and productivity. (Cost of the certification exam is included.)

Cost: \$ 699

BCT-100-01

Monday & Wednesday, June 4 - August 27

(no class July 4)

6:00 - 9:00 pm

Location: Continuing Education Center

Gloucester County College Safety Training Center Online Safety Training

GCC, in partnership with PureSafety, will offer online safety training. With more than 400 safety courses available, you can maintain compliance and minimize your time off the job. The following is a sample of courses that will be available: OSHA 10-hour General or Construction, OSHA 30-hour Construction, OSHA Essentials/General Safety, General Industry Mini-Modules, Construction Mining and Heavy Equipment, Construction Mini-Modules, Driver Safety, Emergency Preparedness, Food Services and Distribution Safety, Health and Wellness, Supervisory Safety, Transportation Safety, Drug/Alcohol Policies, Employment Liability, and general classes in Human Resources topics.

Most are available in English or Spanish.

For more information on safety training for your organization, contact Allen Magid, GCCSTC Sales Manager, at 468-5000, Ext. 5503 or visit

<http://gccce.puresafety.com>

Training Programs in the Health Care Industry

Gloucester County College is pleased to provide training opportunities for individuals to acquire skills for these demand occupations in the health care industry with high-wage potential, benefits and career mobility. These programs prepare students for the necessary certification exams and/or entry-level positions.



Applied Math in Health Care

This is an essential course for students going into entry-level health care educational programs and is designed to review mathematical computations in the health care setting. This course is recommended for students interested in the Medical Assistant, Nursing and Pharmacy Technician programs.

Cost: \$99

APH-100-01

Tuesday & Thursday, June 12 - 21

6:00 - 8:00 pm

Location: Continuing Education Center

Certified Nurse Assistant (CNA)

Prerequisite: High School Diploma or GED, background check, fingerprinting and proof of the following immunization: Mantoux (PPD 2-step process).

Nurse Assistants are in demand and serve as healthcare workers in a variety of settings, such as hospitals, home care, nursing homes, or assisted-living facilities. Nurse Assistants aid in the physical, psychosocial, social, and spiritual needs of clients. Students will learn basic care skills, vital signs monitoring, infection control, transferring and feeding of clients, communications skills, body mechanics, bed making, Heimlich maneuver, restorative care, and care of the dying client. This state-approved program includes 50 hours of classroom content with 40 hours of clinical practicum and prepares students to take the licensing examination. 9.0 CEUs

Cost: \$1,245 (\$10 registration, \$540 tuition, \$460 lab, \$235 materials)

WCNA-100-01

Monday - Friday, July 30 - August 28

Classroom time: 8:00 am - 2:30 pm

Mandatory Orientation: Monday, July 2, 10 - 11 am

Location: Continuing Education Center

Instructor: Anna Blushtein, RN

Medical Administrative Assistant

If you have ever considered working in a medical office, you should consider becoming a Medical Administrative Assistant. Medical Administrative Assistants are an essential part of any medical office because they manage the patient records, aid in coding insurance forms, prepare and process insurance claims, and handle the day-to-day functions of a medical office.

The Medical Administrative Assistant program is designed to prepare students for entry-level positions in a variety of health care settings. Students study various administrative procedures including patient processing, the processing of medical insurance claims, billing and collections and general office procedures.

Cost: \$899 (\$10 registration, \$389 tuition, \$350 lab, \$150 materials)

WMAS-100-01

Monday & Wednesday, June 25 - August 20

6:00 - 9:00 pm

Location: Continuing Education Center

Medical Billing Assistant

The skills taught in this course will prepare you to perform both manual and computerized medical billing. You will be introduced to Current Procedural Terminology (CPT-4th edition), procedure codes, preparation of claims for payment processing, instruction in following up on delinquent claims, and credit and collection techniques including legal implications, regulations, and insurance problems. 8.4 CEUs

Cost: \$799 (\$10 registration, \$289 tuition, \$350 lab, \$150 materials)

MBA-100-01

Tuesday & Wednesday, June 19 - September 19

6:00 - 9:00 pm

Location: Continuing Education Center

Instructor: Alice Haas



Certified Home Health Aide

Prerequisites: Background check, proof of physical and Mantoux (PPD 2-step process) immunization

Home Health Aides are in demand and serve as health care workers in a variety of settings such as hospice, home care, and assisted living facilities. Home Health Aides assist with the physical, psychosocial, social, and spiritual needs of their clients. Through a partnership with Bayada Nurses, GCC is offering this New Jersey Board of Nursing approved certification course.

This comprehensive program provides a foundation for understanding in-home health and personal care. You will participate in hands-on lab practice and complete the New Jersey Certified Home Health Aide application. This state approved program includes 76 hours of classroom content with 16 hours of clinical practicum. This course includes the cost of the New Jersey Certified Home Health Aide examination. Students must be at least 18 years of age to attend. 9.2 CEUs

Cost: \$679 (\$10 registration, \$389 tuition, \$280 material)

CHH-100-01

Monday - Thursday, July 23 - August 10

9:00 am - 3:30 pm

Clinical times: 8:00 am - 2:30 pm

Mandatory Orientation: Thursday, June 21

10:00 am - 12:00 pm, Continuing Education Center

Certified Home Health Aide for CNA Professionals

Are you currently a Certified Nursing Assistant (CNA) looking to expand your employment opportunities in the Health Care Industry? Enroll in the three-day training course, which will lead to a certification as a Home Health Aide in New Jersey.

As a CNA, you would just need to successfully complete the Homecare/Hospice Module, which is taught by a New Jersey Board of Nursing approved RN instructor. Completion of the course includes an application to the board for Certification. Dual certification as a CNA and Home Health Aide will provide you with opportunities to work in both health care facilities and private homes. You must complete the Bayada Nurses application before registering.

Cost: \$299 (\$10 registration, \$159 tuition, \$50 material)

WCHN-100-01

Monday - Thursday, September 4-6

9:00 am - 3:30 pm

Location: Bayada, Washington Township



TWIC Office Opens in Gloucester County College Continuing Education Center

On February 13, in partnership with the Delaware Valley Safety Council, a new Transportation Worker Identification Credential (TWIC) Enrollment Center opened in the Gloucester County College Continuing Education Center located at 1492 Tanyard Road in Sewell. TWIC is the credential that is used for identification by anyone requiring unescorted access to secure areas within port facilities. The card is required by employees such as petrochemical engineers and technicians, contractors and truck drivers that deliver, work on or near port facilities. The process is overseen by the Transportation Security Administration (TSA) and the U.S. Coast Guard, and it is managed by Lockheed Martin. The GCC TWIC site will service all of Southern New Jersey including Paulsboro and Camden. For more information or to register to obtain a TWIC card, please visit www.twicinformation.com.

Cost: \$129.75

Hours: Monday - Thursday 8:00 am - 4:30 pm (closed 12:30 - 1:00 pm)

TWIC Center

CPR Classes



CPR and Renewal (BLS) Classes for the Health Care Provider

CPR/AED for the Health Care Provider

This course is designed for health care professionals and other personnel who need to know how to perform CPR and other basic cardiovascular life-support skills in a wide variety of in- and out- of hospital settings. This audience includes nurses, physicians, EMS professionals, and students in a health care program at a university/college, allied health professionals (physical therapists, occupational therapist, athletic trainers, etc.) and others who may need training in basic life-support skills. BLS for Health Care Providers Course reflects the 2010 AHA Guidelines for CPR & ECC, published in October 2010. This course trains participants to promptly recognize several life-threatening emergencies, give high-quality chest compressions, deliver appropriate ventilations and provide early use of an AED. It includes adult, child, and infant rescue techniques. This certificate will be good for two years. .5 CEUs

Cost: \$109

HST-101-01
Thursday, June 7
9:00 am - 2:00 pm

HST-101-02
Tuesday, June 26
12:30 - 5:30 pm

HST-101-03
Tuesday, July 10
9:00 am - 2:00 pm

HST-101-04
Thursday, July 26
12:30 - 5:30 pm

HST-101-05
Tuesday, August 21
9:00 am - 2:00 pm

Location: Continuing Education Center
Instructor: Bob Diaz

First Aid/CPR

(Emergency Care and Safety Institute)

This course will include adult, child, and infant CPR; obstructed airways (conscious and unconscious), safety and preventive measures (two-year certification card), first aid, control bleeding, treat for shock, seizures, eye injuries, burns, stroke, and more (two-year certification card). Price for course includes the book and certification cards. .7 CEUs

Cost: \$109

HST-140-01
Thursday, July 19

HST-140-02
Thursday, August 16

6:00 - 9:00 pm

Location: Continuing Education Center
Instructor: Maryann Murphy

Renewal CPR (BLS)

(This class is for the Health Care Provider)

This class is designed for those students who have a current unexpired BLS certification card. Recertification will require successful demonstration of CPR in the adult, child and infant, including AED technique. Students will be required to relieve foreign body airway obstruction on the responsive and unresponsive victim. .4 CEUs

HST-201-01
Thursday, June 21
6:00 - 10:00 pm

HST-201-02
Thursday, August 9
12:30 - 4:30 pm

HST-201-03
Thursday, August 30
6:00 - 10:00 pm

Cost: \$55

Location: Continuing Education Center
Instructor: Bob Diaz

Share your expertise!
**Become an Instructor with
 GCC Division of
 Continuing Education**

GCC's Division of Continuing Education is always seeking new course ideas. Do you have expertise in an area you would like to share? Join our winning team of experts, have fun, and earn extra income teaching your passion.



We are currently seeking instructors for the following areas:

- Computerized Accounting
- Six Sigma
- SAT Prep
- ACT Prep
- Supervisory Skills
- Leadership Skills
- Veterinary Assistant
- Pharmacy Technician
- Human Resource Management
- Business Coaching
- Business Soft Skills
- Web Design
- Health & Wellness
- Diversity Training
- Multi-skilled Technician
- Phlebotomy Technician
- EKG/Telemetry
- Health Information Technology

E-mail your resume to: Brigette Satchell at bsatchel@gccnj.edu

Submit a course proposal at http://www.gccnj.edu/continuing_education

Proposal Deadlines:

<i>Semester — (months)</i>	<i>Deadline for course proposal submission</i>
Winter/Spring — (January – June)	September 1
Summer — (July – August)	February 1
Fall — (September – December)	May 1

Sports Nutrition and Personal Fitness Certification

Become American Aerobic Association International/International Sports Medicine Association (AAAI/ISMA) certified and earn the credentials to start or to enhance your job opportunities in the expanding fitness and health industry. Your AAAI/ISMA certification is valid in every state and is internationally renowned as the top certification credential. AAAI/ISMA has over 85,000 members worldwide.

Personal Trainer Certification

Prerequisite: CPR/AED Certification

Whether a career move or for your own personal knowledge, get all the information you need to become a Certified Personal Trainer. This challenging course is taught over a five-week period for better retention and skill competency. The National Exam is held on the sixth week. This course is formatted as a 60-hour program and is comprised of 15 hours of lecture, 15 hours of practical training and a 30-hour internship. CPR/AED is needed to receive the certificate. It covers topics including biomechanics, exercise physiology, fitness testing, equipment usage and health assessment. W.I.T.S. is the only major certifying organization in the country providing comprehensive practical training and internship components. W.I.T.S. is an approved CEU provider for the Board of Certification for Athletic Trainers (BOC), the American Occupational Therapy Association (AOTA), National Certification Board for Therapeutic Massage & Bodywork (NCBTMB), Veterans Training and Education, and the International Association of Continuing Education and Training (IACET). 3 CEUs

Cost: \$599

PWT-100-01

Tuesday & Thursday, June 19 – July 26

6:30 – 9:30pm

Location: Continuing Education Center



Forklift Operator Training

Gloucester County College, in partnership with Smith and Solomon, is pleased to offer Forklift Operator Training that is OSHA compliant (1910.178) with the goal of



training individuals to properly and safely operate a lift truck. Upon completion, you will be evaluated on three pieces of equipment and, if successful, will be certified for three years. The components of the program are as follows:

- 4 hours of classroom instruction
- 4 hours of hands-on operation of:
 - Sit-down counterbalanced truck
 - Stand-on narrow aisle picker
 - Motorized hand truck
- Operation in both closed and open environments

Successful students will receive a Certificate of Completion. .8 CEUs

Cost: \$200 per individual

FOT-100-01
Friday, June 29

FOT-100-02
Friday, July 27

FOT-100-03
Friday, August 31

8:00 am – 4:30 pm

Location:
170 A Benigno Blvd.
Bellmawr, NJ 08031
856-661-0400

Commercial Truck Driving

The Gloucester County College Commercial Driving School is a partnership between GCC and Bradway Truck Driving School, Inc. You will prepare to pass the NJ DMV required written and road tests necessary to obtain the CDL-A license. In addition to work in the classroom, you will take short trips that involve picking up and delivering loads to customers and pulling loads with full-capacity weights. Driving is done in conditions from metropolitan areas to open territory and rolling hills. 17 CEUs

Prerequisites:

- A desire to embark on a challenging and rewarding career change
- Minimum age of 21 years old
- Possess a valid automobile license with an acceptable license abstract
- Pass D.O.T. physical and drug test
- Must be able to read, write and comprehend English

UNEMPLOYED?
THIS COURSE QUALIFIES FOR
STATE TRAINING GRANTS



Hours: 170

Total Cost: \$3,995

WCDL-100-01

Monday - Friday, July 2 - July 27

WCDL-100-02

Monday - Friday, July 30 - August 24

WCDL-100-03

Monday - Friday, August 27 - September 21

7:30 am - 5:00 pm

Location: Bradway Trucking - Vineland, NJ



Certified Occupational Safety Specialist (COSS)

(The New Standard for Safety Practitioners)

The Certified Occupational Safety Specialist program is an intense, curriculum-based certificate course for safety practitioners. COSS students learn the essentials needed to create and maintain a culture of safety in the workplace. This professionally designed program is for safety practitioners — the people best suited to bring about the changes necessary for a safe environment. That combination, along with the OSHA Outreach 10-Hour cards of completion in General Industry and Construction, make the COSS program truly unique and value-added.

COSS is one of only 41 programs certified by the American Petroleum Institute, and because of the strength of this accreditation, COSS is the only program of its kind taught at the college level.

Cost: \$1,699

Location: Continuing Education Center

Contact: Allen Magid,
856-468-5000, Ext. 5503 or
email at amagid@gccnj.edu



**GLOUCESTER
COUNTY COLLEGE**

UCC Courses

Uniform Construction Code Program

Experienced contractors who wish to become NJ Construction Code Enforcement Inspectors and Officials must complete a mandatory education program under the New Jersey Uniform Construction Code Act. GCC has been approved by the NJ Department of Community Affairs (DCA) to offer the required courses intended for students seeking licensure in New Jersey to study NJ code standards.

After taking the required courses, contractors also need to pass national exams. Students needing additional material and training for the national exams or with questions about requirements or textbooks should contact the DCA Licensing Unit at 609-984-7834 or www.nj.gov/dca/codes/licensingunit/index.html or the publications office at 609-984-0040. The DCA has a program of reimbursement for a percentage of the cost of tuition for each course successfully completed, if funding is available.

The same textbook is used for all courses: *New Jersey Uniform Construction Code*. Please obtain textbook online at <http://www.nj.gov/dca/codes>. Allow four to six weeks for delivery.

Prerequisite: All coursework within a particular discipline must be taken in the appropriate sequence (i.e., RCS, ICS, HHS).

Building Inspector RCS

Construction Specialist (RCS)
This course has been designed to meet the state educational program requirements to become licensed as a New Jersey Building Inspector RCS [NJAC 5:23-5.20(e)]. The course provides study of structural design and analysis, materials, standards, plan review, inspection techniques and the Uniform Construction Code.

Required Texts: The International Building Code 2009, The International Residential Code 2009, The International Mechanical Code 2006, Uniform Construction Code – State of NJ.

90 Hours

\$595

UCC-101-01

Plumbing Inspector ICS

The program is designed to satisfy the educational requirement for licensure as a Plumbing Inspector. ICS shall consist of a minimum of 120 hours of instruction in technical and administrative areas with the specified texts as they apply to the plan review of Class II and Class III structures and the inspection of all structures as established at N.J.A.C. 5:23-3.

Required Texts: National Standard Plumbing Code –2009, International Fuel Gas Code – 2009, International Mechanical Code –2009

120 Hours

\$795

UCC-102-01

Electrical Inspector ICS

This course covers the administrative, plan review and inspection requirements for electrical systems and design applicable to Class II and III structures.

Text: 2008 National Electrical Code, current Uniform Construction Code, and 2008 National Electrical Code Inspector Manual.
60 hours

\$425

UCC-103-01

Subcode Official

Prerequisite: Possession of a license as an inspector of the same type and specialty as the subcode official being applied for.

This course has been designed to meet the state educational program requirements to become licensed as a New Jersey Subcode Official (NJAC 5:23-5.20(m)). This course provides the state-required 45 hours of classroom instruction and deals with the duties and responsibilities of the subcode official's responsibilities, the methods of code enforcement and related legislation.

Topics: Legal aspects of code enforcement and related legislation.

Required Text: The state provides the Subcode Official Handout, and it requires the student to have the Uniform Construction Code Regulations (NJAC 5:23)

45 hours

\$375

UCC-104-01

For more information and start dates, please contact Allen Magid at 856-468-5000, Ext. 5503

To Register by phone: 856-415-2217

Small Business Development

Entrepreneurial Certificate Program

Gloucester County College, in conjunction with The New Jersey Small Business Development Center, is pleased to offer the Entrepreneurial Certificate program. This certificate program is designed to give an entrepreneur or a prospective entrepreneur the tools and understanding needed to successfully start and run a business. Students who complete this program will receive a certificate issued by GCC and the NJ Small Business Development Center, Rutgers University Camden.

This 30-hour program covers a wide variety of topics on starting a small business. Completion of the following courses is required in order to qualify for this certificate:

Starting a Business from A-Z
Recording Business Transactions
Financing a Small Business
Marketing Research and Strategies

Writing a Business Plan
Understanding Financial Statements
Business Ownership: Contracts and Agreements

Starting a Business from A-Z

This course is designed for entrepreneurs intending to start or who 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

SBA-140-01

Thursday, July 12 & 19

6:00 - 9:00 pm

Location: Continuing Education Center

Instructor: Gary Rago

Writing a Business Plan

Successful businesses start with a strong business plan. Comprehensive business plans include financial projections, an industry analysis, and a complete marketing plan. A business plan demonstrates the viability of the business and communicates a person's ability to manage the business. This course introduces the format of a business plan, the information that should be included, and most importantly where a person will find the appropriate information to create a business plan. (No business plan need be created at this point. That will occur at or after the one-on-one counseling session, since the groundwork has been laid in this program.)

Cost: \$115

SBA-141-01

Thursday, July 26 & August 2

6:00 - 9:00 pm

Location: Continuing Education Center

Instructor: Clarence Fullard



Successfully Marketing Your Small Business

This is a basic how-to marketing class that covers some of the specific actions you can take to promote your business. The class is designed for small businesses who want to start marketing their business today. It is also the second part of the Marketing Research and Strategies 6-hour program.

Cost: \$60

SBA-148-01

Thursday, August 9

6:00 - 9:00 pm

Location: Continuing Education Center

Instructor: Rutgers Small Business Staff

**NEW
8-HOUR CLASS**

ServSafe® — Food Safety Manager Training

Who Should Participate? Individuals working in any type of food-service business including restaurants, day care centers, schools, etc.

New this semester — a two-day, **8-hour total** ServSafe® training session. Just like the traditional 16-hour session, this condensed, 8-hour session prepares participants to take the official ServSafe® certification exam which is offered at the conclusion of the training. The training is now being offered in two 4-hour sessions for a total of eight training hours. Self-study is incumbent on the student's successful passing of the exam.

The exam is provided at the end of the second session. The participant's cost of \$225 includes two, 4-hour training sessions, the ServSafe® book, and the exam. We provide the book for you — no need to purchase it ahead.



ServSafe® meets the needs of New Jersey food laws and regulations and recognizes program completers as certified Food Safety Managers. The ServSafe® Program was developed by restaurant and food-service experts for food-safety professionals. It sets the standard with comprehensive food-safety training and an accredited certification examination.

Cost: \$225

SST-100-09

Monday, June 18 & 25
8:30 am - 12:30 pm

SST-100-10

Monday, July 16 & 23
8:30 am - 12:30 pm

SST-100-11

Monday, August 13 & 20
8:30 am - 12:30 pm

Location: Gloucester County Fire Training Academy
Instructor: John Smith

ServSafe® – Food Safety Manager EXAM ONLY – \$55

(Provides exam/proctor only, not the textbook or training course)

The exam provides an opportunity for individuals to retest for the certified ServSafe® Food Safety Manager certificate. This does not include training or text book. Pre-registration is required.

SSE-100-09

June 25

SSE-100-10

July 23

SSE-100-11

August 20

Location: Gloucester County Fire Academy, Clarksboro, NJ

HACCP Certification

Who Should Participate? Food industry managers — companies seeking SQF or similar certification.

This two-and-a-half day course covers information that management personnel need in order to write Hazard Analysis Critical Control Point (HACCP) plans or to conduct the annual reassessment and revalidation of their company's pre-existing HACCP plans. Basic information needed for conducting a hazard analysis will be discussed, along with recommendations on how to differentiate between Control Points and Critical Control Points, how to choose Critical Limits, set up monitoring programs and implement corrective actions when deviations occur. Documentation for all aspects of the HACCP program, along with monitoring and prerequisite activities, and the required records review procedures will be covered in this course. Participants will receive a copy of the referenced textbook and handouts and complete a written exam at the end of the course. Those satisfactorily completing the HACCP Exam receive HACCP Certification.

Cost: \$529

HFM-100-01

Wednesday, Thursday & Friday, May 30 - June 1
8:30 am - 5:00 pm (8:30 am - 12:30 pm on Friday)

Location: Gloucester County Fire Academy, Clarksboro, NJ

To Register by phone: 856-415-2217



Fire Training

Gloucester County Fire Academy (GCFA)

Firefighter I

Prerequisites: Students must be 18 years of age; a member of a fire company, department or brigade; provide proof of enrollment in the organization's respiratory protection program; and be prepared to demonstrate proof of physical fitness. Students must be equipped with gear that meets ALL applicable standards and regulations.

**Note: Students must complete: I-100, I-700 & CPR and provide proof by end of semester.*

This course follows the National Fire Protection Standard 1001 and the New Jersey certified curriculum. Topics include: fire chemistry, fire ground safety, SCBA, ladders, search and rescue, communications, ventilation, fire suppression, HAZMAT Level I Awareness and Level 2 Operations, hazard communication, NJRTK, confined space awareness, and bloodborne pathogens.

Cost: In-county resident — FREE (text included), Out-of-county resident — \$150 (text included)

Text: Jones & Bartlett, Fundamentals of Fire Fighter Skills

FFI-100-01

Start date: August, 2012

Monday & Wednesday evenings at 7:00 pm and every other weekend at 8:30 am

Location: Gloucester County Fire Academy, Clarksboro

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

Registration closes when class limit (45) is reached!

The Gloucester County Fire Academy is able to assist area businesses and organizations with specialized training such as:

- Extinguisher Instruction
- Hazard Communications/NJ Worker Right-to-Know
- Infection Control of Blood Borne Pathogens
- Confined Space Awareness
- HAZWHOPER
- DOT Using the Emergency Response Guidebook 2008 ed.
- Recognizing and Preventing Sexual Harassment in the Workplace

Customized fire-safety training is available both at the academy and off-site at industries and emergency services organizations. The Gloucester County Fire Academy is located in Clarksboro, NJ. In addition to classroom instruction, the facility also offers a burn building, full-sized aircraft replica and ranch-style smokehouse.

For start dates and additional information please contact Robert Hill, Director of the GCFA, at 856-423-4127 or rhill@gccnj.edu.

FREE Computer-Skills Training for Area Business Employees

presented by
**Gloucester County College
 Continuing Education Center**

In cooperation with NJCCC, NJBIA, and the NJ Department of Labor and Workforce Development, Gloucester County College's Continuing Education Center is offering the following courses at no cost to employees in our region:

MS Word I 2010
 CPT-819
 Wednesday, July 11, August 1

MS Excel I 2010
 CPT-821
 Wednesday, July 25, August 15

MS Word II 2010
 CPT-820
 Wednesday, July 18, August 8

MS Excel II 2010
 CPT-822
 Wednesday, July 26, August 22

All classes held: 8:00 am to 5:00 pm

**For more information
 on eligibility
 or to register, contact:**

Wendy Venable at 856-468-5000, Ext. 5502
 or email at wvenable@gccnj.edu

OR

Allen Magid at 856-468-5000, Ext. 5503
 or email at amagid@gccnj.edu

You may also register for these
 classes online by logging on to:

www.gccnj.edu/ce

Eligibility requirements:

- Employees must be employed at least 20 hours per week.
- Employees must be paid at their usual hourly rate while in training.
- Employee must have a valid Social Security Number.
- Employer must have a valid FEIN number.
- Training can be delivered at the employer's site with a minimum of 10 employees

Improve your bottom line with Customized Training @GCC

GCC provides business and industry training services to enhance the skills of your workforce. We will design each course or program to your specifications. Our staff is dedicated to providing quality customized training services to assist you in meeting your organization's needs.

GCC will meet your organization's needs through:

- Assessment of the skills of your workforce
- Custom training programs and classes
- Consulting services
- Training for both classroom and online settings

Our services can be provided at your site or at one of our convenient locations. For more information about our services or for a customized program, contact Allen Magid, Sales Manager, at 856-468-5000, Ext. 5503 or amagid@gccnj.edu.

To Register by phone: **856-468-5000, Ext. 5503**

Health Information Technology



Do you have a background in Information Technology or Allied Health and want to upgrade your skills?

This program is for you!

Gloucester County College is offering a new, cutting-edge training program in conjunction with the Community College HITECH Consortium led by Tidewater Community College (Norfolk, VA), and funded by the U.S. Department of Health and Human Services. Its goal is to assist the federal government's nationwide health care initiatives by training health care professionals in implementing the development and competent use of our nation's electronic medical records information system.

Our extensive, non-credit certificate program is designed to prepare those seeking retraining, whether you are an employed or unemployed health care professional or you are a displaced employee. Those seeking a career in health care for a broad spectrum of Health Information Technology (HIT) occupations are also encouraged to attend.

Take this opportunity to train in the fast-growing, high-paying, rewarding field of HIT. Certification upon completion of this training is valued across the country. Contribute to the success of our nation's commitment to improving health care delivery.

Look what we offer!

- 180 hours of in-class and online instruction over six (6) months
- Evening classes scheduled 6:00 – 9:00 pm
- Hybrid courses for busy, full-time employees
- State-of-the-art computer labs
- Instructional staff experienced in their field
- Job placement assistance also available

Our training will prepare you for one of the following roles in the Electronic Health Care Information Technology Industry:

The Health IT Consulting

This is designed for individuals with a health care or other applicable background. This certificate focuses on professionals with health care and/or relevant business, training, or consulting backgrounds. It provides training to equip individuals to assume a managerial or consulting role within public and/or private health care settings, whether as an employed professional or outside consultant. Upon successful completion, graduates will be competent in workflow process analysis and redesign, project management, continuous quality improvement, general knowledge of computer information systems, and a strong working knowledge of EHR systems.

The Health IT Engineer

This certificate is designed specifically for individuals with IT backgrounds (e.g., A+ and Network+ certifications or comparable skills and work experience).

It provides training to equip individuals to assume a technical role within public and/or private health care settings, whether as an employed professional or contract worker. Upon successful completion, graduates will be competent in configuring, maintaining, and optimizing an EHR system. They will also acquire an appreciation for the history and culture of the health care

Participant Eligibility:

- High school graduate or GED
- Background in health care or information technology
- Two letters of reference (professional and personal reference)
- Knowledge of computer software applications

Program Cost: \$599 (scholarships available)

For additional information please contact:

Sharon Downs Thomas, Project Manager,
Health Information Technology,
Phone: 856-468-5000, Ext. 5525
Fax: 856-415-7918
E-mail: sthoma16@gccnj.edu
www.gccnj.edu/ce/hit

Open House

Tuesday, July 10 5:00–7:00 pm
Thursday August 9 5:00–7:00 pm

Location:

**Continuing Education Center, Room 801
1492 Tanyard Road, Sewell, NJ 08080**

Funding provided by American Recovery and Reinvestment Act of 2009, and by the U.S. Department of Health and Human Services, led by Tidewater Community College HIT Consortium.

Community Service Corps

For classes listed below, participants must be 60 years old or older

Medicare and You

Everything you need to know about the Medicare system and how to purchase additional insurance and prescription coverage.

Wednesday, May 30

2:00 – 4:00 pm

Location: Gloucester County College, Instructional Center, Room TBA

Beginner Computer I

Very basic computer for beginners who have never tried to use a computer or have had very limited experience with a computer. Classes will review mouse control, typing, computer terminology, inserting pictures and some email.

Wednesday, May 9, June 6, or July 18

2:00 – 4:00 pm

Location: Gloucester County College, Instructional Center, Room TBA

Beginning Computer II

Review of Computer I and the introduction to the remaining computer programs in Microsoft Office. Doing attachments to emails, saving photographs, and three class projects will be covered.

Wednesday, May 16, June 13, or July 25

2:00 – 4:00 pm

Location: Gloucester County College, Instructional Center, Room TBA

Funding for these courses have been provided by the Gloucester County Board of Chosen Freeholders, the Gloucester County Division of Senior Services, and the New Jersey Department of Health and Senior Services.

Are you 60 years young?

Are you now engaged in volunteer work?

Would you like to be?

If your answer to any one of these questions is "YES," the COMMUNITY SERVICE CORPS would like to hear from you.

Sponsored by RSVP, the United Way of Gloucester County, Gloucester County College, and the Gloucester County Department on Aging.

Please call 856-468-1742

or visit us on our website at www.communityservicecorps.org

1400 Tanyard Road • Sewell, New Jersey 08080 • 856-468-5000 • www.gccnj.edu

To Register by phone: 856-468-1742

Computer Classes (55+)

No Discounts or Waivers are available for these courses.

(Participants must be at least 55 years old.)

Terrified of Computers

This class is for you! Learn basic computer concepts, practice working with word processing and more. You will start from the beginning and learn everything you need to know from how to turn on the computer to working with desktop files, and the basics of word processing.

Cost: \$69

SCT-101-01

Tuesday, June 5 & 12

9:00 am – 12:00 pm

Location: Continuing Education Center

Email Basics

Whether you would just like to learn what email is all about or if you are interested in exploring the idea for your home computer, this class is a basic session on emailing. You will develop an understanding of email addresses, and how to send, save, and forward messages and more. *If you currently have an email account, please bring the address and password to access your Webmail.

Cost: \$49

SCT-102-01

Tuesday, June 19

9:00 am – 12:00 pm

Location: Continuing Education Center

Emailing with Attachments

Do you have a document or even a digital picture file that you would like to send to someone via an email attachment? In this session you will use your Webmail to actually send and receive attachments in the classroom computer lab. *If you currently have an email account, please bring to class the email address and password to access your Webmail.

Cost: \$49

WSCT-103-01

Tuesday, June 26

9:00 am – 12:00 pm

Location: Continuing Education Center

Internet Basics: Surfin' the "Net"

Learn how to "Google"; get your feet wet surfin' the "Net!" You will be amazed how fun and easy it is. Discover a wealth of information available right at your fingertips. Learn basic internet terminology, how to use a Web browser, and enter website addresses. Find out how search engines can help you locate information on whatever your heart desires.

Cost: \$49

SCT-104-01

Tuesday, July 10

9:00 am – 12:00 pm

Location: Continuing Education Center

Microsoft Office Specialist

Become a Microsoft Office Specialist. It is one of Microsoft's newest Certifications!

Prerequisites: Basic computer experience utilizing Windows, Microsoft Word, and Excel

Microsoft® Certified Application Specialists are a part of a global community of distinguished achievers. This Microsoft credential tells the world you have demonstrated proficiency in the newest standard of the world's foremost desktop computing applications. Microsoft certifications (based on globally recognized standards) demonstrate your computing skills and help advance your career prospects in a competitive job market.

Microsoft Certified Application Specialist certifications are primarily for office workers who use Microsoft Office programs as a vital part of their job functions. This certification class encompasses Microsoft Office Word®, Excel®, and PowerPoint.

To succeed in today's competitive job market — whether looking for new opportunities or advancing in your current position — you need to build and demonstrate your technology expertise and skills. 24 CEUs

Class size is limited, so register early. (Maximum of 15 students per class)

MCA-100-01

Cost: \$3,495

Monday – Thursday, July 9 – September 14 (no class July 4 or Sept. 3)

9:00 am – 3:00 pm

To Register online: www.gccnj.edu/ce

Computer Training

Take all 3 classes in a series
for only \$299

Microsoft Word 2010

Become familiar with this popular word processing software package.

Prerequisite: Keyboarding , Microsoft Windows 7 or equivalent recommended.

Cost: \$129 each or all three for \$299

Beginner

Become familiar with the newest version of this popular word processing software. The beginner course will teach you the different parts and functions of the Word window, navigation and selection techniques, editing and formatting text; tables, page layout, proofing and printing documents, and using graphics. .6 CEUs

CPT-280-01

Monday & Wednesday, June 4 & 6

6:00 - 9:00 pm

Location: Continuing Education Center

Intermediate

This course covers styles, sections and columns, formatting tables, labels and envelopes, graphics, templates, tracking revisions and Web features. .6 CEUs

Prerequisite: Word 2007 Beginner.

CPT-281-01

Monday & Wednesday, June 11 & 13

6:00 - 9:00 pm

Location: Continuing Education Center

Advanced

The advanced course teaches the user how to use mail merge for form letters, mailing labels, and envelopes, how to create forms, working with long documents, and using objects and document backgrounds.

.6 CEUs

Prerequisite: Word 2007 Beginner and Intermediate.

CPT-292-01

Monday & Wednesday, June 18 & 20

6:00 - 9:00 pm

Location: Continuing Education Center



Excel 2010

Become familiar with the newest version of this popular spreadsheet software.

Prerequisite: Keyboarding Microsoft Windows or equivalent recommended.

Cost: \$129 each or all three for \$299

Beginner

The beginner course will teach you the latest spreadsheet terminology, entering and editing data, modifying a worksheet, using functions, formatting worksheets, creating charts, and how to manage large workbooks. .6 CEUs

CPT-282-01

Tuesday & Thursday, July 10 & 12

6:00 - 9:00 pm

Location: Continuing Education Center

Intermediate

This course covers using multiple worksheets and workbooks and how to link them, advanced formatting, using lists and tables, sorting and filtering, and working with styles and themes. .6 CEUs

Prerequisite: Excel 2007 Beginner.

CPT-287-01

Tuesday & Thursday, July 17 & 19

6:00 - 9:00 pm

Location: Continuing Education Center

Advanced

Learn advanced functions, pivot tables and charts, exporting and importing data, lookups and analytical options. .6 CEUs

Prerequisite: Excel 2007 Beginner and Advanced.

CPT-293-01

Tuesday & Thursday, July 24 & 26

6:00 - 9:00 pm

Location: Continuing Education Center

Access 2010

Acquire an understanding of this object-oriented database. **Prerequisite:** Microsoft Windows or equivalent recommended.

Cost: \$129 each or all three for \$299

Beginner

In this course, explore database concepts and plan and design a simple database. Learn about finding; editing and organizing records; setting field properties, creating and using queries, creating forms, and working with reports. .6 CEUs

CPT-288-01

Monday & Wednesday, July 9 & 11

6:00 - 9:00 pm

Location: Continuing Education Center

Intermediate

This course builds on the skills taught in Access 2007: Beginner. Learn how to normalize data; work with Lookup fields and subdatasheets; add objects to forms, print reports and labels; create charts; and use PivotTables and PivotCharts. Prerequisite: Microsoft Access Basic.

.6 CEUs

CPT-289-01

Monday & Wednesday, July 16 & 18

6:00 - 9:00 pm

Location: Continuing Education Center

Advanced

The advanced course covers how to query with SQL; create crosstab, parameter, and action queries; create Macros; import, export, and link database objects; work with XML documents; password-protect and encrypt databases; set Access options and properties; and create hyperlink fields. Prerequisite: Microsoft Access Basic and Intermediate. .6 CEUs

Prerequisite: Microsoft Access Basic and Intermediate. .6 CEUs

CPT-291-01

Monday & Wednesday, July 23 & 25

6:00 - 9:00 pm

Location: Continuing Education Center

**Take all 3 classes in a series
for only \$299**

PowerPoint 2010

Learn to create high-quality-electronic slide presentations for use in a business setting, classroom or at home with the newest version of this popular presentation software.

Prerequisite: Microsoft Windows or equivalent recommended.

Cost: \$129

Beginner

The beginner course introduces you to the fundamental features of PowerPoint. Learn how to create new presentations, format slides, modify text, draw objects, insert and use graphics, use tables, charts, and diagrams, transition and time presentations, and create master slides. Finally, learn how to modify, proof and deliver presentations. .6 CEUs

CPT-273-01

Tuesday & Thursday, August 7 & 9

6:00 - 9:00 pm

Location: Continuing Education Center

Advanced

Expand on the knowledge from Beginner PowerPoint and create custom presentations. Work with master slides, modify clip art and add animations. Include interactive elements in your presentation and learn how to integrate Microsoft Office files. .6 CEUs

Prerequisite: PowerPoint 2007 Part 1.

CPT-278-01

Tuesday & Thursday, August 14 & 16

6:00 - 9:00 pm

Location: Continuing Education Center

Introduction to Windows 7

Windows 7 offers a myriad of new features to make it faster, smoother and easier for you to make the most of your computer. This class will explore the new features of Windows 7 Home Premium such as the new Media Center that allows you to use your PC as a live TV or DVR. Instantly upload and edit photos with Windows Live Photo Gallery, set up Home Network more easily to share files with other PCs in your home, keep track of changes on your most frequently-visited websites using Web "slices" with Explorer 8, and quickly compare two windows side-by-side using the new "snap" feature. Easily access your favorite files by learning tips and tricks like the new Taskbar capabilities, saving snippets of information from internet using the "Snippet" tool, and much more!

Cost: \$129

CPT-811-01

Tuesday & Thursday, June 26 & 28

6:00 - 9:00 pm

Location: Continuing Education Center

HTML 4.0/XHTML/CSS

This hands-on Web programming class will provide you with a thorough introduction to implementing a full-featured website on the Internet or corporate Intranet.

Cost: \$299

CPT-810-01

Tuesday & Thursday, August 14 - 30

6:00 - 8:00 pm

Location: Continuing Education Center

ONLINE LEARNING



Gloucester County College

Career Training Programs

Prepare for employment in some of today's hottest careers with a comprehensive, affordable, and self paced online Career Training Program. You can begin these Programs at any time and learn at your own pace. Upon successful completion of all required coursework, you will receive a Certificate of Completion.

Features:

- Facilitators and mentors are available to answer questions and help you through your studies
- Career Counselors will help you prepare for the transition from the classroom to the workplace

Programs are available in the following areas:

- Business and Professional
- Healthcare and Fitness
- Management and Corporate
- Media and Design
- Hospitality and Gaming
- Skilled Trades and Industrial
- IT and Software Development
- Courses are all open-enrollment and self paced
- All materials, workbooks, and software are included
- Payment plans available

Natural Gas Plant Operations

For decades to come, natural gas will be produced and consumed in the U.S., creating an ongoing demand for natural gas plant operators. This online program provides the fundamental technical background you need to get started.

Certified Indoor Air Quality Manager

In this Certified Indoor Air Quality Manager Program, you'll learn how to diagnose, resolve, and prevent indoor air quality (IAQ) complaints. You'll also establish a comprehensive IAQ plan specific to your buildings.

Management Training

This Online Program is perfect for business owners, entrepreneurs, and anyone who wants to learn the basics of business and management.

Six Sigma Black Belt

Course material provides an in-depth look at the Six Sigma Black Belt DMAIC problem-solving methodology, as well as deployment and project development approaches.

Online Courses

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. You can complete any course entirely from your home or office. Any time of the day or night.

Features:

- Courses run for six weeks (with a 10-day grace period at the end).
- Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more.

How to Get Started:

1. Visit our Online Instruction Center: www.ed2go.com/gccnjlll
2. Click the Courses link, choose the department and course title you are interested in and select the Enroll Now button. Follow the instructions to enroll and pay for your course. Here you will enter your e-mail and choose a password that will grant you access to the Classroom.
3. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with your e-mail and the password you selected during enrollment.

Introduction to Microsoft Excel

Discover the secrets to setting up fully formatted worksheets quickly and efficiently.

Introduction to Microsoft Access

Store, locate, print, and automate access to all types of information.

Introduction to Microsoft Word

Learn how to create and modify documents with the world's most popular word processor.

Introduction to PowerPoint

Build impressive slide presentations filled with text, images, video, audio, charts, and more.

Creating Web Pages

Learn the basics of HTML so you can design, create, and post your very own site on the Web.

MORE COURSES AVAILABLE AT OUR WEBSITES

www.gatlineducation.com/gccnjlll

www.ed2go.com/gccnjlll

START DATES FOR ALL ONLINE CLASS SECTIONS:

Section 06 – Jun. 20

Section 07 – July 18

Section 08 – Aug. 15

For some online courses, learners may be required to purchase additional books, materials, and software.

See course descriptions for online classes at www.ed2go.com/gccnjlll

NEW!

LERN Online Certification Programs

Gloucester County College is pleased to offer online, certificate programs from the Learning Resources Network (LERN), an international association of lifelong learning programming, that offers information and resources to providers of lifelong learning programs.



Mobile Marketing Certificate

The Mobile Marketing Certificate is relevant for people in any workplace organization, including companies, nonprofits, government and small business. Mobile marketing has really taken off. This year there have been more purchases of smartphones than desktop computers and more searches on the internet taking place on mobile devices than desktop computers, which proves this trend. The one-month online course covers strategy and introduction, including what type of platforms to use how to design a campaign, and finally how to execute and measure success. Participants log into the course any time, day or night, from any computer. This course includes audio lectures by the instructor with slides, videos, online readings and ongoing discussion with the instructor and other participants.

This course is part of the Mobile Marketing Certificate, including the courses: Creating Cell Phone Apps for Business, Introduction to Mobile Marketing, and Advanced Mobile Marketing.

Certificate Cost: \$595

LRN-316-01

Three one-month courses: June – August

Mobile Marketing

More than half of U.S. consumers who have made purchases on their smartphone have done so in response to a mobile marketing message. Smartphone sales exceeded 420 million in 2011. Analysts forecast these sales will surpass 1 billion by the end of 2016. The way consumers are interacting with brands and connecting to the world is changing because of mobiles. Find out about location-based marketing, mobile payments, QR codes, applications, and mobile coupons. You will learn how mobile marketing can increase your capabilities to retain current customers and gain new ones.

\$195

LRN-318-01

One-month online course: June 4

Creating Cell Phone Apps for Your Business (non-technical course)

Cell phone apps are the latest way smart businesses are reaching their customers. It seems that nearly everyone is carrying and using a smartphone these days. Smart organizations across the globe are investing in building cell phone apps for their businesses. In this four-week course, we will provide you with step-by-step instructions on how non-technical users can build, deploy and market smartphone applications across Android, iPhone and Blackberry platforms. The course is ideal for business owners and executives who want to understand how smartphone applications can be inexpensively built, and also for technical users who want to understand to how quickly deploy smartphone applications.

\$245

LRN-317-01

One-month online course: July 2

Advanced Mobile Marketing

Come get the knowledge needed to implement a mobile marketing plan for your organization. Find out about proximity marketing, mobile marketing metrics, and developing a mobile marketing campaign. Learn how to promote your app on the web, build a landing page for your app, and advanced tracking of your application usage. Take home a blueprint for creating guidelines and standards for your mobile marketing effort and measure its success. You will leave this course with the knowledge to implement a mobile-marketing plan for your organization.

\$245

LRN-319-01

One-Month course : August 6

NEW! **Business Research Certificate**

Discover the specific knowledge needed to succeed in researching and utilizing the best and most appropriate data for decision making for your organization. Get the skills needed to effectively communicate research results to a specific audience for maximum impact and effective decision making. For business professionals, entrepreneurs, and anyone who needs specific information about their business. This course will give you the specific knowledge you need to succeed in your research quest.

Introduction to Business Research

Business Research will provide the specific knowledge needed to succeed in researching and utilizing the best and most appropriate data for decision making. It will also provide the skills needed to effectively communicate research results to a specific audience for maximum impact and effective decision making. The course is broad based and provides a strong foundation for meeting business research needs. More advanced courses will be available after completion of this foundation course.

Business Statistics

Numbers are vitally important to all types of business decision making. From budget projections to inventory tracking, business leaders rely on numbers to help them make sound financial decisions. How can you make these numbers meaningful to you in your day-to-day planning and decision-making? Learn how to apply and interpret numbers in real-world business ideas in our business statistics course.

Qualitative Business Research

Words are powerful information sources for sound business decisions. As a business leader, you talk to others when you have a question or need to solve a business problem. They provide a richness of information that numbers alone cannot. How can you effectively harness the power of words when you have a need to know something? Learn how to use qualitative methods (information in words) to make the best possible business decisions in our course.

\$495

LRN-320-01
June 4 – August 31

NEW! **Business Coaching Certificate**

Mentoring and coaching have come to be used more frequently in organizations to improve leadership competencies and provide employee support. It has benefits for the employer and employee. Develop skills in the creation, implementation, and support of coaching and mentoring programs in your workplace. Critical analysis and improvement of your programs alongside group dynamics and innovative strategies will also be examined in terms of coaching and mentoring programs.

\$295

LRN-621-01
June 4 – July 27

NEW! **LERN Online Courses for K-12 Teachers**

Gender in the Classroom

Discover how girls and boys learn differently. Take away 10 top tips for helping girls learn more and 10 top tips for helping boys learn more. Get research data not available anywhere else.

Optional 1.0 graduate credit for each course is awarded by the School of Education at the University of South Dakota. After you register for your course, you pay the additional fee of just \$40 to the University of South Dakota for the awarding and processing of your graduate credit.

\$145

LRN-622-01
June 4 – 29

Online Teaching and Learning

Specifically for K-12 teachers, you will find out why and how your students learn online. Find out about all the wonderful eTools being used, from drag-and-drop games to virtual labs. Then find out how you can begin to use the web in your own teaching. *Optional 1.0 graduate credit for each course is awarded by the School of Education at the University of South Dakota. After you register for your course, you pay the additional fee of just \$40 to the University of South Dakota for the awarding and processing of your graduate credit.*

\$145

LRN-623-01
June 4 – 29

NEW!**Online Courses from LERN****Social Media and Online Tools for K-12 Teachers**

Facebook, Twitter, YouTube! It seems that everyone, including your students, talk about the ways the Internet keeps them in touch and connected. Since many of your students are technology natives already, aren't you curious about how to use these tools to keep them engaged in your class? Do you ever wonder if there might be some time-effective ways to communicate with their parents? GoogleDocs, Adobe ConnectNow, iGoogle, Flickr, animoto, earth album, Teacher Tube, blogs, virtual labs and yes, even Facebook and Twitter, can help you add dimension and interest to your class.

\$145**LRN-624-01**

July 2 – 27

Generational Learning Styles for K-12 Teachers

Your students learn differently than you do. Come find out how to help your students learn more, then discover something new about yourself. Come away with our top 20 generational techniques for helping your students learn.

\$145**LRN-625-01**

July 2 – 27

Students with Aspergers

Today, every school in America has students who have been diagnosed with Asperger's Syndrome — a neurological disorder on the autism spectrum. The effects of this disorder vary widely, but it is important for every teacher to understand how to recognize behaviors that may indicate Asperger's Syndrome. In this course, you take away strategies for working effectively with Asperger's students. And you will find out how to work effectively with parents to create the most positive learning environments for children and teens with Asperger's Syndrome. The course is geared for K-12 teachers, but it is also relevant for counselors, faculty in higher education, parents and anyone else interested in understanding this important issue.

\$145**LRN-626-01**

June 4 – 29

Dementia Care Specialist

As baby boomers age, we are challenged to care for an exponentially growing population of persons with dementia. This course provides essential knowledge and understanding about neurological diseases that affect cognition and memory, and practical application of effective skills for supporting persons with dementia. Nearly all disciplines benefit from expertise in Dementia Care Specialists, as do families of persons with dementia. Come away with increased knowledge in how to care for persons with dementia. Expertise in this growing area of human services also enhances your resume.

\$495**LRN-627-01**

June 4 – July 27

Online Courses from LERN

eMarketing Essentials Certificate

Come get a fundamental yet advanced introduction to eMarketing, including improving email promotions, analyzing your website traffic, doing search engine optimization, and how to successfully employ online advertising.

Relevant for any type of organization including: businesses, companies, nonprofits, and government agencies. No eMarketing experience or expertise is necessary. If you are already at an advanced level, your instructors are experts and can provide the latest, most advanced information and answer your toughest questions.

Upon completion of all the individual courses, you will meet the requirements for the E-marketing Certificate.

- Improving Email Promotions
- Boosting Your Website Traffic
- Online Advertising

Certificate Cost: \$495 includes all three courses

Individual Course Cost: \$195 each

LRN-100-01

Three one-month courses; June 4

Lead instructor: Dan Belhassen

Improving Email Promotions

Discover new ways to improve your email promotions, including when to email, what to email, and testing email copy. Then find out how to analyze your email response rates, including getting the benchmarks for open rates and click through rates. Learn how to improve your email promotion and responses with tracking and testing.

LRN-101-02

One-month online course, offered June 4

Lead instructor: Dan Belhassen

Boosting Your Website Traffic

Acquire the basic skills to boost your website traffic, including how to analyze your visitor traffic, how to use search engine optimization to get greater visibility and exposure in Google searches, and how to redesign your website copy to increase your visitors and results.

LRN-102-03

One-month online course, offered July 2

Lead instructor: Dan Belhassen

Online Advertising

Get the keys to making online advertising work for you and your organization. See how pay-per-click advertising with Google AdWords works. Find out how to test low-budget AdWord campaigns. Learn how you can target local audiences. Then discover Facebook advertising and how you can determine the demographics and even numbers of people you want to reach.

LRN-103-04

One-month online course, offered August 6

Lead instructor: Dan Belhassen

Instant Wine Wisdom; How to Get More Enjoyment from Your Glass Without Going Broke

This course will focus upon the most exciting producers and “best buys” available on the market today. You will taste wines from quality producers whose wines you can enjoy everyday for less than \$10 a bottle to wonderful, affordable wines for those special occasions that retail for less than \$20. This will be an excellent experience for the student who is intrigued by the allure of wine and wishes to become a savvy consumer.

Cost: \$99

PRO-293-01

Thursday, August 9 - 23

7:00 - 9:00 pm

Location: Continuing Education Center

Instructor: Don Stecher

Extreme Couponing

With the recent buzz from TLC’s show “Extreme Couponing,” clipping coupons has made its way into mainstream America. The show tells how normal everyday people save at least 50 percent on their grocery bills every week just by using coupons. This course will show you how to save money by using coupons, the different types and where to find them, and how to use them to generate the biggest savings for your family.

Cost: \$35

PRO-500-01

Tuesday & Thursday, June 12 & 14

PRO-500-02

Tuesday & Thursday, August 14 & 16

6:00 - 8:00pm

Location: Continuing Education Center

Instructor: Darlene Voll

Beginning Sign Language

Learn basic sign language. This class is excellent for educators and parents who would like to teach their own children a second language.

Cost: \$129

PRO-120-01

Wednesday, July 11 - August 15

6:00 - 8:00 pm

Location: Continuing Education Center

Instructor: Angela R. Neilio

Conversational Spanish

If you have little or no knowledge of Spanish and would like to communicate better with business associates or friends, this course is for you. Gain basic skills in speaking Spanish through conversational exercises. Hasta La Vista!

Cost: \$129

PRO-252-01

Tuesday, July 10 - August 14

6:30 - 8:30 pm

Location: Continuing Education Center

Sports and Nutrition

Chair Yoga

This is a class for all ages. It increases strength, flexibility, balance and circulation. This class will also help you reduce blood pressure and will help you release stress.

Cost: \$69

HST-306-01

Wednesday, June 13 - August 15 (no class July 25)

7:15 - 8:15pm

Location: GCC Physical Education Center

Instructor: Lois Viola

Cardio Toning

Cardio Sculpt is a combination of cardio and sculpting moves. This one-hour cardiovascular strength training exercise class shapes and tones the entire body and helps prevent osteoporosis. No dancing, jumping or jazzing — just results. Bring a set of 2–5 lb. (each) dumbbells, a water bottle, towel, and an exercise mat. Accommodates beginner to advanced fitness levels.

Cost: \$69

HST-202-01

Wednesday, June 13 - August 15 (no class July 25)

6:00 - 7:00 pm

Location: GCC Physical Education Center

Instructor: Lois Viola

Pilates and Yoga

Add Pilates and Yoga to your workout routine to increase your strength and flexibility. Join us as we provide you with eight sessions for working on balance, stability and flexibility.

Cost: \$69

HST-203-01

Monday, June 25 - August 20 (no class July 23)

6:00 - 7:00 pm

Location: GCC Physical Education Center

Instructor: Lois Viola

Body Toning

Tone every muscle in the body. Would you like to get rid of those love handles and firm up your problem areas? If so, we have the class for you. Join us as we focus on firming that lovely lower half and abdominal region. Challenge yourself with strength and conditioning moves in a class atmosphere. Please bring a towel and exercise mat to class.

Cost: \$69

HST-204-01

Thursday, June 21 - August 9 (no class July 26)

7:15 - 8:15 pm

Location: GCC Physical Education Center

Instructor: Lois Viola

Zumba

Zumba is a fusion of Latin and International music and dance. It is a combination of body sculpting movements from the meringue, salsa, cumbia and samba genre as well as other dances around the world such as hip hop and belly dance. The dances are set to high energy music that makes you want to get up and move. It targets areas of the body such as glutes, legs, arms, abs and the most important muscle, your heart! Zumba is easy, fun, excellent exercise and you don't even feel like you are working out. Ditch the work out and join the party ... ZUMBA!!

Cost: \$99

DAN-114-01

Tuesday, July 3 - 31 (no class on July 24)

6:00 - 7:00 pm

Location: GCC Physical Education Center

Dancing

NEW! Hip-Hop Dancing

Come and join in on the fun and become more energetic! Hip Hop dancing class can improve your dancing skills or can just be fun and make you look cool! This class is open to anyone who likes to move to popular hip hop music. Class includes warm up and dance combinations. Sweat gear and soft soled shoes are required.

Cost: \$79

DAN-130

Monday, June 4 - 25

8:05 - 9:05 pm

Location: GCC Physical Education Center

NEW! Jazz — Beginner Level

This course is an introduction to jazz dancing and will include traditional, as well as contemporary jazz movements. Class consists of warmup, progressions across the floor and dance combinations to today's music. Jazz dancing is a fun way to exercise! Sweat gear and soft soled shoes are required. Partners are not required.

Cost: \$79

DAN-131

Thursday, June 7 - 28

7:00 - 8:00 pm

Location: GCC Physical Education Center

Moving to Latin Rhythms

This is not aerobics but an introduction to Zumba. This is a safe, fun and easy way to get in an exercise program while learning the steps to Salsa, Merengue and other popular rhythms. Designed by experienced dance instructors and personal trainers, the movements are simple enough for beginners, older adults and those who have never taken a dance or exercise class. Class does not include jumping, running or strenuous movements, but it will include FUN!

Cost: \$79

DAN-123 -01

Wednesday, June 6 - 27

8:05 - 9:05 pm

Location: GCC Physical Education Center

R&B Line Dancing

Come join in the fun of "Soul Line Dancing." This class offers something for everyone. You will learn line dances that you can enjoy at any party, from the Big Band era thru the Millennium. Some of the favorites taught will include the Electric Slide, the new Cha Cha Slide and oldies like the Wanderer and Soul City Walk. Bring yourself and your friends and enjoy a night out.

Cost: \$59

DAN-116-01

Monday, June 4 - 25

7:00 - 8:00 pm

Location: GCC Physical Education Center

Country Line/Group Dancing

Country Western line dancing is fun, easy to learn, and partners are not required. Instructions will include Tush Push, Flying 8's, Trashy Women, 10-Step, El Paso, and more. Come and learn the country western standards that never go out of style.

Cost: \$59

DAN-119-01

Thursday, June 7 - 28

8:05 - 9:05 pm

Location: GCC Physical Education Center

Salsa and Merengue

This course is a concentration on just two popular rhythms — Salsa and Merengue. Dances will include beginner to advance moves. Come and join the fun of dancing. Partners are not required — however partners will not be supplied.

Cost: \$59

DAN-118-01

Tuesday, June 5 - 26

7:00 - 8:00 pm

Location: GCC Physical Education Center

Beginner Sign Language for Teens

Learn basic sign language. This class is excellent for teens who would like to learn a second language.

Cost: \$ 129

KID-124 -01

Thursday, June 28 - August 2

6:00 - 8:00 pm

Location: Continuing Education Center

Instructor: Angela Nielo

Babysitter's Training Course (Ages 11–15)

Are you new to babysitting or looking for a way to expand or polish your skills as a babysitter? There are certain basic abilities and knowledge that every parent wants in a responsible babysitter. Participants will learn how to combine the knowledge and skills associated with leadership, safety, safe play, basic care and first aid. This American Red Cross certification course, taught by a combination of lecture, video, and “hands-on” activities, fully prepares the individual to be a competent babysitter. Students will receive a backpack with first aid items and an emergency note pad. Each participant will receive a certification card upon successful completion of the course.

Textbook and backpack with first aid items included.

Cost: \$105

YTH-100-01

Thursday, July 12 & 19

5:00 - 9:00 pm

Location: Continuing Education Center

Instructor: American Red Cross Staff

Social Dances for Weddings

Whether you are invited to a company party, a wedding or getting married yourself, this course will help you to be more comfortable on the dance floor. We start with the basic dancing of Fox Trot, a little Swing and Latin rhythms. Then, we move on to techniques of basic slow dancing, traditional first dance of the bride and groom.

Cost: \$79

DAN-122-01

Wednesday, June 6 - 27

7:00 - 8:00 pm

Location: GCC Physical Education Center

Test Preparation

SAT Preparation

This course is designed to expose students to the specific test material required for the new SAT. We will work on actual simulated SAT questions and explain the answers. A practice test will be provided for students to do on their own. We will cover such topics as: the actual breakdown for the test, how best to prepare for the test and how the guessing factor can be used to significantly increase your scores. Proper test preparation greatly helps to minimize the dangerous tensions that can seriously lower scores for many students. Half of the sessions are spent in Critical Reasoning (Verbal), half in Math. Students should bring a calculator for the Math sessions.

Cost: \$229

COL-100-01

Monday & Wednesday, July 23 - August 15

6:00 - 9:00 pm

Location: Continuing Education Center

College Entrance Math Prep

Sharpen your math skills with GCC's preparatory course. You will review basic algebra concepts and math fundamentals to prepare you to go back to school, get ready for college placement tests, and improve your skills.

COST: \$99

PRO-421-01

Thursday, July 19 - August 2

6:00 - 9:00 pm

Location: Continuing Education Center

Instructor: Joe Spencer

Youth One-Stop GED Center



New Location:

6 Barnsboro-Blackwood Road

The Youth One-Stop GED Program is located in the GCC College Services Building, 6 Barnsboro-Blackwood Road, Sewell, NJ 08080.

The Youth One Stop GED Program provides free GED test preparation services to out-of-school Gloucester County individuals ages 16–21. In addition to academic services, the Youth One-Stop GED Program also offers:

Employment skills preparation –

- Vocational training
- Job search assistance
- Transition assistance to post-secondary education options
- Opportunities for trips, service learning and career exploration
- Weekly monetary rewards and other incentives
- Counseling services
- Access to Fitness Center four days a week
- Transportation assistance

For more information, call:
856-468-5000, Ext. 6841 or 4305

OPERATES YEAR-ROUND
8 am – 3 pm, Monday through Friday
Please call to receive additional information and to determine eligibility.



The Youth One-Stop GED Program is operated by the Gloucester County Institute of Technology under the direction of the Gloucester County Workforce Investment Board and is funded through the Gloucester County Board of Chosen Freeholders and the NJ Department of Labor and Workforce Development.

To Register by phone: 856-468-5000, Ext. 6841



Adult Education Program

Gloucester County College offers free Adult Education programs to assist adults with preparing for the GED test and improving their basic reading, writing, and math skills. These Adult Education programs are funded by the New Jersey Department of Labor and Workforce Development.

Adult Basic Education (ABE) for adults who do not possess a high school diploma and require training in basic (below high school level) reading, writing, and math.

General Education Development (GED) for adults who wish to study high school level writing, math, social studies, science, and literature and the arts in order to pass the GED test and receive a high school diploma issued by the State of New Jersey.

English as a Second Language (ESL) for adults who want to learn and adapt themselves to the American language and culture. Special emphasis is placed on improving communication skills in the areas of listening, speaking, reading and writing.

The programs are offered during the day and evening at GCC. Day programs run year-round and evening programs run from September until May.

Citizenship/Civic Education for adults who want to learn about and prepare for the naturalization process.

Classes are free, however, there is a \$10 non-refundable registration fee.

Please call 856-468-5000, Ext. 6227 for more information or to register.

All students must have their skills evaluated before beginning a class.

ABE/GED Day Classes

Days: Monday – Thursday

Date: July 23

Times: 12:30 – 3:30 pm*

**Placement based on availability*

Location: GCC Continuing Ed. Center

English as a Second Language (ESL)

ESL Day Classes

Days: Monday & Wednesday OR

Tuesday & Thursday*

**Based on placement level of student*

Date: July 30

Time: 9:00 am – 2:30 pm

Location: GCC Continuing Education Center

Accent Reduction — Pronunciation Perfect I

Do you want to improve your English to be understood and feel more comfortable and confident in business and social situations? This class covers many accent problem areas of the English language common to speakers of different language backgrounds, such as American English sound/spelling patterns, word endings, syllables, stress, rhythm and intonation.

Cost: \$299

PRO-422-01

Monday & Wednesday, July 9 - August 29

6:00 - 9:00 pm

Location: Continuing Education Center

Instructor: Kim Wiemer

GED Exam Review

Do you need to take the GED test but you are not quite sure if you are ready? Now you can take the Official GED Practice Test. The test is half the length of the actual GED and provides a score that indicates your readiness. The test is scored on-site the day it is given.

Cost: \$25

GER-100-01
Thursday, June 14
5:30 - 9:30 pm

GER-100-03
Thursday, August 16
12:30 - 4:30 pm

GER-100-02
Thursday, July 12
12:30 - 4:30 pm

Location: Continuing Education Center

GED Testing

The General Educational Development Test (GED) is designed to measure the educational development of adults who have not completed a formal high school program. A New Jersey High School Diploma is awarded solely on the basis of successful test scores in the five academic areas: reading, writing, math, science and social studies.

Eligibility

The GED test can be administered to candidates who:

1. Are at least 16 years of age *
2. Are not currently enrolled in high school
3. A resident of New Jersey

* Anyone who is younger than 18 must complete and submit a Certificate of Non-Enrollment form. Certificate of Non-Enrollment forms are available at the local high schools. Candidates 16–17 years old must be accompanied by a parent or guardian (with proper ID).

Registration Information

- Must preregister online at www.GED123.org and bring in the printed Proof of GED Registration
- Must register in person at the Continuing Education Center
- Must possess and present a Social Security card and a valid New Jersey driver's license with a photo or a county issued ID with your address

Costs

There is a \$50 fee for taking the GED test. You must bring a money order payable to **Gloucester County College** at the time of registration. Each retest will cost \$10 per test.

Registration and Location

Registration

8:00 am – 4:00 pm, Monday – Friday in the Continuing Education Center



Workforce Learning Link

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

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

Learning Link Locations:

Thorofare One Stop Career Center
215 Crown Point Road
Thorofare, New Jersey 08086

Gloucester County College
1400 Tanyard Road
Sewell, New Jersey 08080

St. Matthews Community/Rec. Center
Route 322-Glassboro Road
Williamstown, NJ 08094

For more information, please call 856-384-3700

To Register by phone: 856-468-5000, Ext. 6227

Coming Soon! The NEW GED Test

Starting in 2014, the GED exam will change!

- The new test will be computer-based.
- The new test will assess high school equivalency as well as career and college readiness.

Important Note:

Test scores on the current GED will expire when the new test is released in 2014. This means that if you have passed some but not all the GED tests, your scores will not be valid after 2013.

PREPARE TODAY!

GCC has GED classes at convenient times and locations to assist you.

*If you have already passed some GED tests,
take the remaining tests as soon as possible at GCC.*

Prepare for the GED Test online and in the classroom to earn your New Jersey High School Diploma

Gloucester County College is pleased to announce its new 10-week **Hybrid** GED preparation program. This program is offered free* to Gloucester County residents.

- *Prepare for the GED test online*
- *Attend class one day per week*
- *Work at your own pace*
- *Access teacher support when needed*

Come out and see if the GED Hybrid program is for you!

To learn more about the Hybrid GED program and for orientation dates and times, please email Regina at rharriso@gccnj.edu

This program is funded by the Gloucester County Division of Workforce Development, Workforce Investment Board and the New Jersey Department of Labor and Workforce Development.

* \$10 registration fee is required

People in Transition

What is People in Transition?

People in Transition is a grant-funded program from the NJ Department of Community Affairs (Division on Women), United Way of Gloucester County and individual donations to provide services and programs to displaced homemakers. Among the services offered are career counseling, info on NJ divorce and referrals to social service agencies. To learn more about the services of this program or to arrange for an appointment, please call 856-415-2222.

Most PIT workshops are FREE. Registration is required. Call 856-415-2222 or email peopleintransition@gccnj.edu

Financial Strategies for Divorcees

July 11, noon - 1:30 pm OR
June 12 OR August 8, 7 - 9 pm

Financial Strategies for Widows

July 10, 7 - 9 pm OR
June 13 OR August 7, noon - 1:30 pm

NEW! Important Financial Considerations for Job Changers

June 13 OR July 11 OR August 7, 7 - 9 pm
Monique Castillo Financial Advisor, presenter

How to Wear your Ruby Red Slippers

June 13, 7 - 9 pm

The Face of Who I Am

June 27, 7 - 9 pm

Soothing the Worry Wart

July 10, 7 - 9 pm

What is Your Personal Value System,

July 25, 7 - 9 pm

3 Step Process for Change

August 8, 7 - 9 pm

Find Your Inner Courage

August 29, 7 - 9 pm
Sharon Roth-Lichtenfeld, CPC, Cert. Prof. Lifecoach

Laws of Separation and Divorce

June 20 (Wednesday), 7 - 9 pm
Lynn Castillo, Esq., OR
August 14, 7 - 9 pm
To be announced

New Beginnings

June 4, 7, 11, 14, 18 and 21, 7 - 9:30 pm
Deborah Makos-Trionfo

Financial Aspects of Divorce

June 18 OR July 19 OR Aug. 22, 6:30 - 8:30 pm

Smart Women Finish Rich

June 19, 6:30 - 8:30 pm

Understanding Your Investments

August 1, 6:30 - 8:30 pm
Joseph Johnson, Owner Main Street Financial, Financial Advisor

Avoid Costly Housing Mistakes Before During and After a Divorce

June 6 OR July 24 or August 23, 7 - 9 pm
Brian Ziegenfuss from RE/MAX Connection

Start Right!, Business Plan Basics

June 12, 19, 26 & July 3, 6 - 9 pm

Are You An Entrepreneur?

June 5, 6 - 9 pm

Building Your Personal Brand

July 10, 6 - 9 pm

Building a Marketing Plan

July 19, 6 - 9 pm
To register: Call 973-507-9700 or email sscocchio@wccenj.org or contact www.wccenj.org

To register, email us at PeopleinTransition@gccnj.edu or call 856-415-2222.

Workshops are FREE unless otherwise noted.

To register and to learn more about the workshops call 856-415-2222.

Most workshops are FREE of charge unless otherwise noted.

In addition, please go to www.gccnj.edu,

click *Student Services*, click on *People in Transition*.

You can also register by email peopleintransition@gccnj.edu

Those who wish to contribute may send their donation to:

People in Transition at GCC
1400 Tanyard Road, Sewell, NJ 08080

Looking for a New Career?

Attend our
**CAREER EXPLORATION
NIGHT**

August 16, 6 - 8 pm

Continuing Education Center
1492 Tanyard Road, Sewell, NJ 08080

*RSVP by calling at 856-415-2216
or visit us on the web at www.gccnj.edu/ce*

(See page 1 for details)

If you are looking for a *fulfilling* and *flexible* volunteer opportunity and a *unique* way to give back to your community please consider . . .

Give the Gift of Literacy! Become a LVGC tutor today!

Tutor Training Sessions

Tutor Training:	15 hours
Tutoring student:	2 hours a week for a year
Gift of Literacy:	Priceless



LVGC is accredited by ProLiteracy America, the only national accreditation system in the adult education and literacy field. LVGC is a United Way funded agency.

Phone: 856-218-4743

Email: info@literacyvgc.org

Web site: www.literacyvgc.org

Gloucester County College Continuing Education Center

1492 Tanyard Road, Sewell, NJ 08080-4222
Exit 56 of Route 55 • 856-468-5000

From Atlantic City and/or Williamstown — (via Rt. 322/Rt.168)

Rt. 322 becomes Rt. 168 in Williamstown at Geets Diner. Take Route 168 North (Black Horse Pike) to Turnersville. Enter the jughandle on right for Greentree Rd. (just after Arby's). Continue on Greentree Rd. to second traffic light and turn right onto Egg Harbor Rd. Stay on Egg Harbor Rd. to third light - Salina Rd. Make a left onto Salina Rd. go straight, through one stop sign (Delsea Drive). At four-way stop sign, cross over Blackwood-Barnsboro Rd. The entrance to the office is on the right before Tanyard Rd. intersection.

From Atlantic City Expressway

Follow Expressway, stay to the right to Exit 44 (Sicklerville/Blackwood/Rt. 168). Immediately look for Exit 7, at bottom of exit bear to the right and follow to Rt. 168 (traffic light). Cross over and continue approx. 3/4 mile (4 streets). At traffic light at Grenloch/Hurffville Rd. make a left and continue to next traffic light (Egg Harbor Rd). Make a right and follow to next traffic light (Salina Rd). Make a left. Continue to stop sign (Delsea Dr.) cross over and continue to four-way stop sign (Blackwood-Barnsboro Rd.). Cross over and follow to next intersection. Office is on the right before Tanyard Rd. intersection.

From Clayton (Route A-via Rt. 47)

Take Route 47 (Delsea Drive) through Glassboro and Pitman. Continue through Hurffville and make a left at traffic light onto Sewell Rd. (Heritages Dairy store and Hurffville-Cross Keys Rd. on right, Insurance Co., King Marine & Sewell Rd. on left). Bear left at stop sign onto Salina Rd. Follow Salina Rd. to four-way stop sign. Cross over Blackwood-Barnsboro Rd. The entrance to the office is on right before Tanyard Rd. intersection.

From Clayton (Route B-via Rt. 47 and Rt. 553)

Take Route 47 (Delsea Drive) through Glassboro. At the traffic light after shopping centers (Friendly's, CVS, on right) make a left onto Route 553 (Woodbury-Glassboro Road). Go through five traffic lights (Pitman Ave., Holly Ave., Lams Rd., Tyler Mill Rd., Rt. 55). At sixth light (LukOil and Getty gas stations, WaWa). Make a right onto Center St./Blackwood-Barnsboro Rd. Make first left onto Tanyard Rd. Next intersection is Tanyard and Salina Rds. Go through intersection; entrance to building is on the right.

From the Delaware Memorial Bridge

Take Route 295 North. Take the Woodbury/National Park exit then bear right onto County Road 534 (Delaware St./Cooper St.) and continue into Woodbury - Broad Street, (Court House on the left). Turn right at next traffic light onto Evergreen Ave. Travel one block and turn left at light onto E. Barber/Tanyard Rd. Continue on through four lights. The entrance to the office is on the left past Gloucester County College.

From North Jersey (via Turnpike, Route 295 South)

Take the NJ Turnpike to Exit 4. Follow signs to Route 295 South. The entrance to Route 295 South is on the right. Take Route 295 South to Route 42 toward Atlantic City . Take Route 55 South exit off Route 42 and continue four miles to Exit 56B (Woodbury, Westville, 47 North). After exiting turn left at first traffic light onto Bankbridge Rd. Turn left at next traffic light onto Tanyard Rd. The entrance to the office is on the left past Gloucester County College.

From Vineland/Millville (via Route 55 North)

Take Route 55 North to Pitman/Wenonah exit (Route 553 Woodbury-Glassboro Rd). Bear right and proceed on Route 553 North toward Wenonah. Turn right at first traffic light (LukOil gas station, WaWa) onto Route 603 North (Center St./Blackwood-Barnsboro Rd). Take first left onto Tanyard Rd. The entrance to the office is on the right just past the intersection of Tanyard and Salina Rds.

Gloucester County Fire Academy

200 Shady Lane, Clarksboro, NJ 08020
856-423-4127

From I-295 Southbound

Take Exit 18 (Mt. Royal, Clarksboro). At the top of the ramp and at the traffic light, turn left. Pass the BuckThorn Traveler's Plaza on the right. Proceed through the next traffic light and travel 1.5 miles to the next traffic light. Proceed through the light and immediately bear to the right (County House Road). *NOTE: The Mount Royal Fire Company must be on your left. The Fire Academy is about 1/2 mile on your left.*

From I-295 Northbound

Take Exit 18 (Mt. Royal, Clarksboro, Paulsboro). At the top of the ramp and at the traffic light turn right. The Traveler's Plaza will be on your right. Follow directions as stated above.

From the Atlantic City Expressway or RT. 322

From the AC Expressway take Exit 38 for Williamstown (RT 536 Sicklerville Road). Follow to large intersection (see Geets Diner on your right). Proceed through the intersection and follow all signs for RT 322 West. Proceed about 15 miles. You will pass over RT 55. Shortly thereafter you will pass through 2 traffic lights. Note a large WaWa on your left. Travel about 1 mile and bear right onto RT 667. Follow RT 667 for 4 miles. At the traffic light for RT 667 and RT 45, the name will change to Cohawkin Road. Continue straight for about another 4 miles. There will be a large cemetery on your left. Turn right onto County House Road. (There is a sign, "Shady Lane" Juvenile Shelter, Fire Academy.) Proceed about 1 mile, the Fire Academy Building can be seen on your right. It is the closest building to the road.

From RT 55

Exit RT 55 at RT 322 West and follow directions above.

From NJ Turnpike

Exit at Exit 2. At the end of the ramp turn left. Follow RT 322 to the exit traffic light. (NOTE: *Kingsway High School is on your far right.*) Turn right onto Kings Highway. Proceed north for about 7 miles. Shortly after passing a Heritage convenience store on your left, you will see a white church on your right. Turn right onto Shady Lane. Proceed to stop sign, (County House Road) turn left. You will see the Fire Academy on your right. The building is the closest to the road.

Gloucester County Institute of Technology

1360 Tanyard Road, Sewell, NJ 08080
856-468-1445

From Route 55

Exit at Route 47 Delsea Drive North – Westville Exit 56B. At the light, turn left onto Bankbridge Road. At the next light, turn left onto Tanyard Road. The entrance for GCIT is on the left at the bottom of the hill.

From the Delaware Memorial Bridge

Take Interstate 295 North. Take Exit 21 onto Delaware Street and continue through Woodbury for about 1.7 miles. As Delaware Street becomes Cooper Street, continue for .5 miles. Turn right at traffic light onto Evergreen Avenue. Travel one block and turn left at next light onto E. Barber Avenue. Proceed about 3.2 miles. The entrance for GCIT is on the left at the bottom of the hill.

From the New Jersey Turnpike

Take the N.J. Turnpike South to Exit 3. After toll, follow signs for Route 168 South. Continue for about one mile to traffic light and turn right on Route 544 & Route 41 South, Clements Bridge Road. Continue for about 1.7 miles to Deptford Center Rd., and make a right. Travel about 0.8 miles and merge onto Rt. 55 South. Travel about 2.4 miles and exit at 56B Woodbury/ Westville. After you exit, make a left at the 1st light, Bankbridge Rd. Make a left at the next light, Tanyard Rd., The entrance for GCIT is on the left at the bottom of the hill.

From Atlantic City

Take the Atlantic City Expressway North. Take exit 44 towards Rt-168/Sicklerville/Blackwood. Stay to the right for Rt. 168/Blackwood. Sicklerville Rd. will turn into Woodbury-Turnersville Rd. as you cross Rt. 168. Travel for about 1.5 miles. Make a left onto Barnsboro-Blackwood Rd. and bear to the right. Continue for about 1.2 miles. At the stop sign, make a right onto Egg Harbor Rd. Go straight through the light as you are now on Rt. 47/Delsea Dr. for about 1.2 miles. Make a left onto Bankbridge Rd. Make a left at the next light, Tanyard Rd. The entrance for GCIT is on the left at the bottom of the hill.

From the Commodore Barry Bridge

Take Route 322 East to light at Rt. 45. Turn left onto Rt. 45 North and travel for about 2.0 miles. Turn right onto Heritage Rd. and go about 2.1 miles. Turn right onto Main St. Make a slight left onto Center St. and go for about 1.7 miles. Now make a left onto Tanyard Rd. GCIT is about 1.3 miles ahead on the right, past Gloucester County College.

Gloucester County College

1400 Tanyard Road, Sewell, NJ 08080
Located in Deptford Township
Exit 56 of Route 55 • 856-468-5000

From Williamstown

Take Route 168 North (Black Horse Pike) to Turnersville. Enter the jughandle on the right for Greentree Road. Continue on Greentree Road to the second traffic light and turn right onto Egg Harbor Road. Stay on Egg Harbor Road to light intersection at Route 41. Go straight through the light. A half block after the intersection make a left, following the sign for Sewell, onto Blackwood-Barnsboro Road (Route 603). Follow for about one mile, and the College entrance will be on your right.

From Clayton

Take Route 47 (Delsea Drive) through Glassboro, Pitman and Hurffville. Make a left onto Salina Road. At the next intersection, make a right onto Blackwood-Barnsboro Road (Route 603). The College entrance will be on the left.

From Route 55 (Southbound from Bellmawr)

Take Route 55 South exactly four miles from Route 42 to Exit 56-B, 47 North (marked Woodbury-Westville). Turn left at the first traffic light onto Bankbridge Road. Go to the first traffic light (Tanyard Road) and make a left. Third entrance on the left (just past Monongahela Junior High School and Gloucester County Institute of Technology) is GCC.

From South Philadelphia

Cross the Walt Whitman Bridge and follow signs for Route 42. Take Exit 13 onto Route 55 South and follow directions above to GCC.

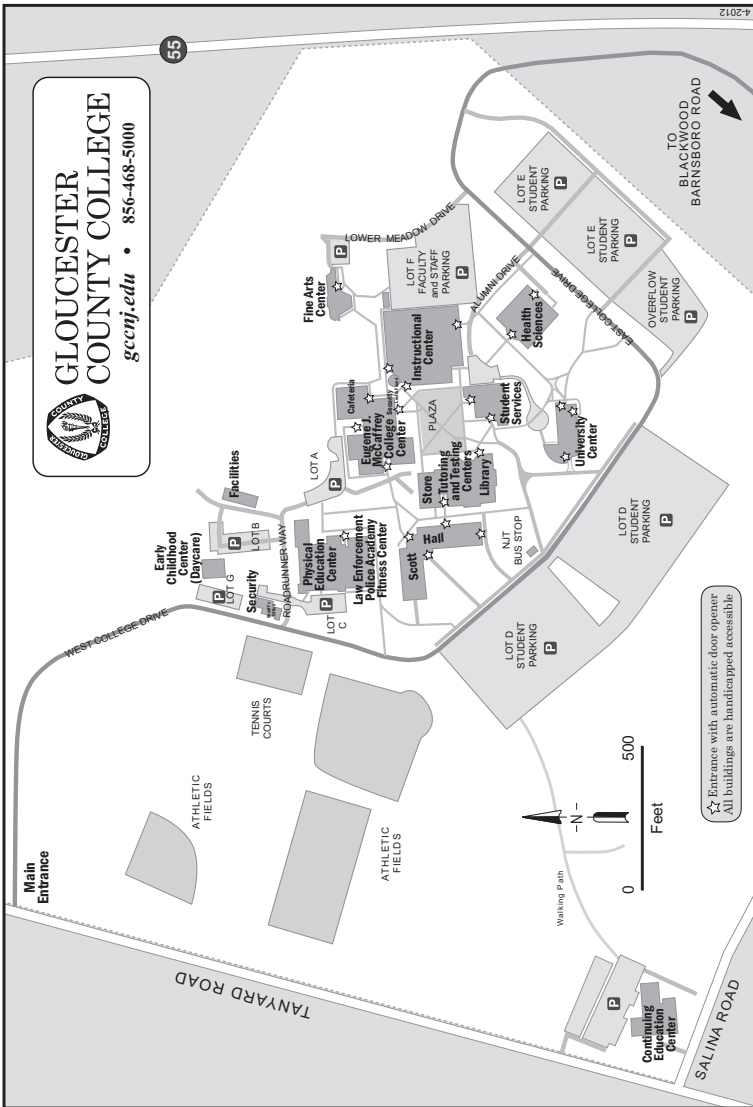
From Vineland Area

Take Route 55 North toward Bellmawr-Camden. Exit right at Ramp 56A for Route 47 South (you will see the GCC sign just before the ramp). Follow Route 47 South for one-quarter mile and turn right at the GCC sign (Route 603/Sewell) just before the traffic light. Follow for about one mile, and the College entrance will be on your right.

From the Delaware Memorial Bridge

Take Route 295 north to Exit 11 (Route 322). Take Route 322 East for several miles to Route 45. Make a left onto Route 45 North. Follow for one mile to Breakneck Road-Route 603 (Heritage's on the corner). Make a right onto 603 and follow several miles to Tanyard Road (located just past the intersection with a Wawa). Make a left onto Tanyard Road. GCC entrance will be on the right.

Alternate directions: Take the New Jersey Turnpike north to Exit 2 and make a right onto 322 East to Route 55 northbound. Follow directions ("From Vineland Area") to the campus.



BUILDING CODES — GCC Campus:

- CC** – College Center (200-level rooms)
- CEC** – Continuing Education Center
- FAC** – Fine Arts Center
- HS** – Health Sciences Center (500-level rooms)
- IC** – Instructional Center (400-level rooms)

LRC – Learning Resource Center (600-level rooms)

PAC – Law Enforcement, Police Academy, Fitness Center (300-level rooms)

PEC – Physical Education Center (300-level rooms)

SCOTT – Scott Hall for Science and Technologies (700-level rooms)

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- Brigette Satchell, *Assistant Dean, Programs and Instruction*

To Register —



By Mail:

Use the registration form on the next page and mail it with your check or money order to Gloucester County College, Division of Continuing Education, 1492 Tanyard Road, Sewell, NJ 08080-4222.



By Phone:

Call 856-415-2218 or 415-2217 between 8 am – 4 pm, Monday through Friday. For your convenience, 24-hour credit card registration is available via a voice mail box at this number. VISA, MasterCard, Discover, and American Express are accepted, and the charge must be approved. Please have all credit card information available (type of card, account number, expiration date) and include your daytime phone number on the recording.



By Fax:

Photocopy and complete the registration form on the next page and fax it, 24 hours a day, to 856-415-7974. You must use VISA, MasterCard, Discover, or American Express as the form of payment.



In Person:

Complete the registration form on the next page and bring it to the Continuing Education Center between 8 am – 4 pm, Monday – Friday.



Online 24/7:

Gloucester County College's Continuing Education program offers online registration. Please follow the link www.gccnj.edu/ce to register online.

Classes Fill Fast!

Registration is accepted until classes are full. Register as early as possible to guarantee enrollment. Registration is on a first-come basis. No reservations are accepted without payment. All course and event listings are accurate as of date of publication. Some information may be subject to change.

Classes have been designed for students 18 years of age or older unless otherwise specified.

Course Fees

All course fees are due at the time of registration. No cash payments will be accepted. Your cancelled check or credit card voucher is your only receipt unless otherwise requested. There is a \$30 charge for all returned checks. The cost for each course is listed along with the description.

Cancellations

All courses are subject to cancellation. A full refund will be issued within six to eight weeks.

Parking

Course registrants must park in the student parking lots on the GCC campus (Lots D and E). Special parking arrangements at the main campus can be made by calling 856-468-5000, Ext. 6287. Parking is available at GCIT and the Continuing Education Center for any classes scheduled at either location.

Classrooms and Course Locations

Most classes are held on the main campus of Gloucester County College or at the Continuing Education Center. Room numbers are listed on campus TV monitors and entrance doors on the days or evenings of classes. Room assignments will also be available at the Security Desk in the College Center Building. Classes are also held at Gloucester County Institute of Technology. Directions to all locations can be found in this courier.

Emergency School Closings

The cancellation code for day classes is **814**. The code for evening classes is **2814**. Please check one of the following for information: KYW NewsRadio (1060 AM); www.KYW1060.com; www.gccnj.edu

Refund/Withdrawal Policy

We will be happy to offer you a refund or apply payment to another class of your choice if you withdraw five business days prior to the start of class. All refunds, unless the College cancels the class, will incur a \$10 processing fee. If you wish to withdraw from a course or seminar, please notify the Division of Continuing Education in writing or in person immediately. Refunds will be made as follows:

- No refunds of fees or costs for any program of two or fewer class meetings will be issued once class begins.
- 100% refund five days prior to the first class meeting
- 50% refund after the first class meeting
- No refund after the second class meeting



The Board of Trustees is committed to providing a work and academic environment that maintains and promotes affirmative action and equal opportunity in all categories of employment and education. The Board will continually attempt to carry out its responsibilities to provide all persons with equal access and fair treatment regardless of race, creed, color, national origin, ancestry, age, sex, affectional or sexual orientation, marital status, familial status, religion, liability for service in the Armed Forces of the United States, atypical heredity cellular or blood trait of any individual, non applicable disability or because of genetic information or refusal to submit or make available the results of a genetic test. For questions concerning discrimination, call Executive Director, Diversity and Equity, Almarie J. Jones, at 856-415-2154. For disability issues, contact ADA/504 Officer, Dennis M. Cook, Director, Office of Special Needs Services, at 856-415-2265.

Personal Information

Last name _____ First name _____
 Social Security # _____ Birth year _____
 Home address _____
 City, State, ZIP _____
 Place of employment _____
 Work address _____
 Phone: daytime _____ evening _____
 Fax number _____
 Email address _____

How did you hear about the program?

1. Course brochure 3. Previous course 5. Newspaper
 2. Friend(s) 4. Work 6. Other _____

Course Registration

Code	Course Title	Day	Tuition
TOTAL COST			

Payment

Checks: Please make checks payable to **Gloucester County College**
Businesses: Company Purchase Order # _____
Credit Cards: All information must be complete and accurate before your registration will be processed
 Card # _____ Exp. date _____
 Check: M/C VISA DISCOVER American Express
 3- or 4-digit Security Code _____
 Signature _____

Submit this form to:

Gloucester County College
 Division of Continuing Education
 1492 Tanyard Road, Sewell, NJ 08080
 Fax: 856-415-7974

Please note: With the submission of this form, you are registered. Unless notified to the contrary, please report to your first scheduled class. Please feel free to duplicate this form.

Federal Reporting

The state and federal governments require the College to submit information on student characteristics. Your response to this section is voluntary, but will help GCC implement its affirmative action policy. GCC is an equal opportunity institution. This information does not affect admission or placement.

- Sex:
 1 Male 2 Female
- Education:
 1 Less than high school
 2 High school
 3 Some college
 4 Associate degree
 5 Bachelors degree
 6 Masters degree
 7 Doctorate

- Race:
 1 Asian
 2 White
 3 Black or African American
 4 Hispanic or Latino
 5 Two or more Races
 6 Native Hawaiian or other Pacific Islander
 7 Non-resident alien
 8 American Indian or Alaska Native

To Register by phone: **856-415-2217**



**GLOUCESTER
COUNTY COLLEGE**
Division of Continuing Education
1400 Tanyard Road
Sewell, NJ 08080

**Scan to go directly to the
Continuing Education
Home Page**



Please note: This QR code will take you to the
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