



GLOUCESTER COUNTY COLLEGE

Division of Continuing Education

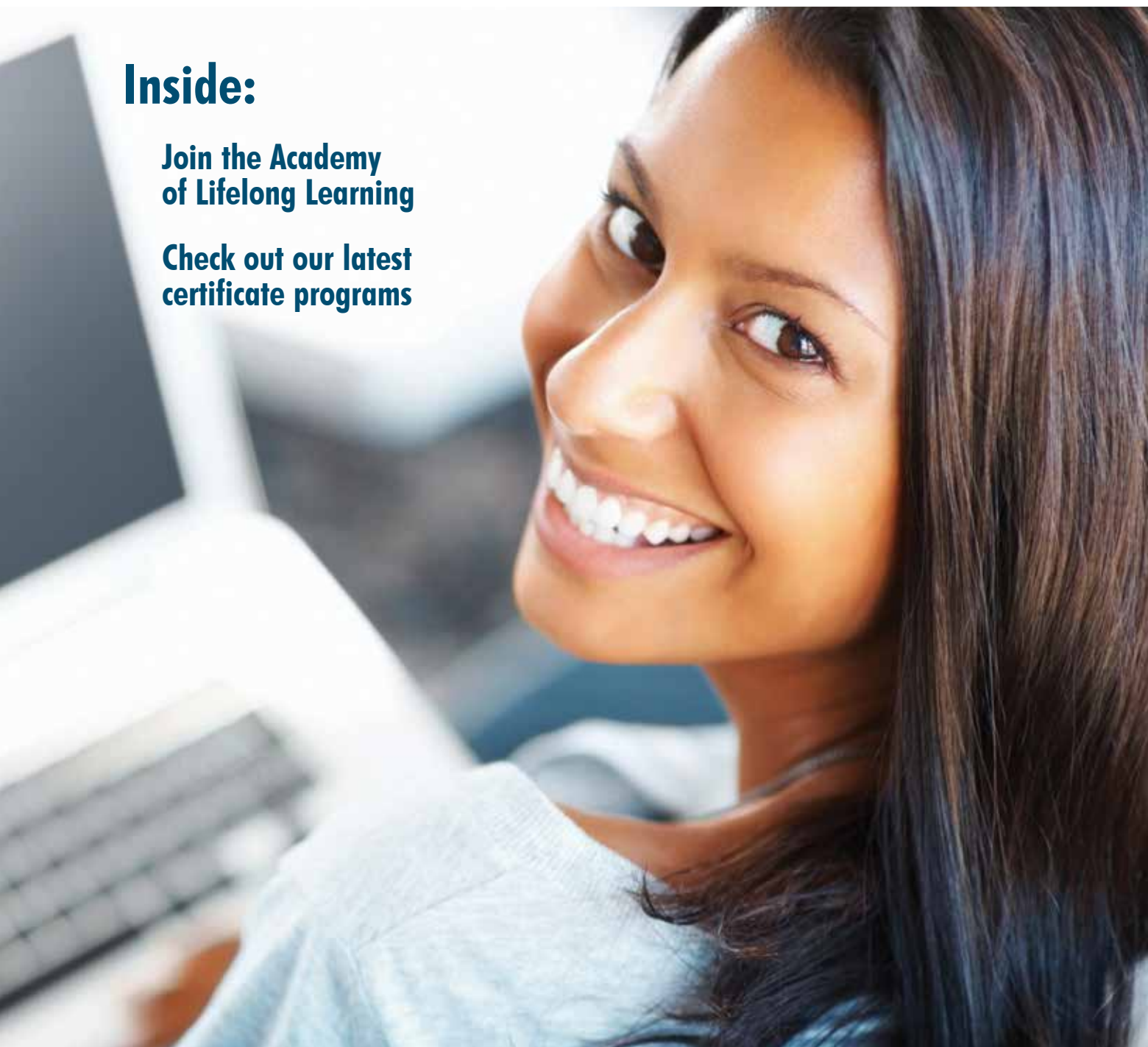
Courses for
Professional Development
and Personal Enrichment

Winter/Spring 2014

Inside:

Join the Academy
of Lifelong Learning

Check out our latest
certificate programs



In partnership with
Gloucester County
Institute of Technology



gccnj.edu/ce
856-415-2216

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,

Gloucester County Board of Chosen Freeholders



Robert M. Damminger
Freeholder Director



Lyman Barnes
Education Liaison

Winter/Spring 2014 Calendar

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

Wed., Jan. 1
Mon., Jan. 20
March 10-14

College Holiday
College Holiday
College Closed

April 18, 19
Mon., May 26

College Closed
College Holiday

Call us at 856-415-2216 for information.

Information in this Courier is accurate as of date of publication in November 2013 and is subject to change.

Gloucester County Board of Chosen Freeholders

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Symbol KEY:



Online Course



Certificate Programs qualify for GCC College Credits

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.

GCC CONTINUING EDUCATION COMING SOON TO ROWAN BOULEVARD



*Expanding opportunities
and locations to meet your
professional development needs.*

GCC's Division of Continuing Education will expand its services to meet your needs. In January 2014, we will offer classes at

**The ROWAN UNIVERSITY ENTERPRISE CENTER AT
225 ROWAN BOULEVARD IN GLASSBORO, NJ.**

The following professional development workshops and certificate programs will be available to you at this new state-of-the-art location:

- Leadership
- Food Science and Safety
- Nonprofit Management
- Sales
- Hospitality and Food Service Management
- And More

Marine Engine Maintenance

Are you interested in learning how to maintain a marine engine? Come learn basic outboard, stern drive maintenance procedures and basic boat/trailer systems. This course will be adapted to fit your needs based on the products you own. Please bring a repair manual for your product.

\$299

Tue, Nov. 12, 2013 – Mar. 11, 2014, 6–9 pm

Instructor: Gene Knorr

Program qualifies as related training instruction for USDOL apprenticeships

Construction Technology Programs

The following programs qualify as related training instruction for USDOL aApprenticeships

Rough Framing I

This course will cover the basics of residential construction. Students will train in safety and proper use of both hand and power tools. The hands-on portion of the class will include the construction of a 10' x 10' building, complete with windows, doors and exterior finishes. Classroom instruction will cover material, material estimation, basic roof framing and safety.

\$299

Tue., Jan. 7 – Apr. 29, 6:30–9:30 pm

Instructor: Edward Ferrari

Rough Framing II

This course covers advanced carpentry techniques in framing, including layout techniques, wall, roof theory, stair building and planning for windows and doors. Following classroom instruction in carpentry math, materials estimation and codes, students will have the opportunity to employ their carpentry skills by building both group and individual projects as well as building a two story structure. Teamwork, workplace ethics, craftsmanship and punctuality are emphasized in the practical portion of the course.

\$299

Wed., Jan. 29 – May 7, 6:30–9:30 pm

Instructor: Edward Ferrari

Program qualifies as related training instruction for USDOL apprenticeships

Deck Building 101

This course covers the basic fundamentals of deck building. Classroom instruction covers safety, building codes, estimation and layout. The hands-on portion will consist of constructing a deck project from the ground up. This course is designed for the DIY person or beginner carpenter.

\$299

Mon., Jan. 6 – May 5, 6:30–9:30 pm

Instructor: Edward Ferrari

Air Conditioning and Refrigeration/EPA Certification

This course is designed for both beginners seeking a career and experienced technicians seeking the latest techniques in servicing. Students will receive theory and hands-on training. Projects consist of copper tube bending, soldering and brazing. Learn how to charge using the newest blended refrigerants. Various methods of recovery and recycling of refrigerants will be stressed. Troubleshoot high and low temperature refrigeration systems along with high efficiency air conditioning equipment. Learn control wiring and how to electrically check all refrigeration and air conditioning controls. Wiring all internal parts and controls of a forced warm air furnace and central air conditioning system is required. An EPA certification assessment is included with this course.

\$1,199 (includes EPA certification course and test)

Mon. & Wed., May 14 – 28, 6:30–9:30 pm

Also — 15-hour EPA certification course

(in May), Cost: \$199

EPA test only (May 28), Cost: \$99

Instructors: Sam D'Auria and Jerry Johnson

Culinary Arts

Culinary Arts

This Culinary Arts program is a 30-week course and will prepare students for employment in the food service industry. It is a blend of classroom activity and culinary procedures. The first 15 weeks will introduce students to a variety of topics including knife skills, principles of cooking, cooking techniques and product and equipment identification.

The second half of this program will be more in-depth and students will learn the competencies necessary to be an employee in the culinary field. Students will be introduced to more topics

including poultry, meat, seafood cookery, international flavor principles and food presentation. Students will learn how to use different cooking techniques to prepare different meals.

Central to this Culinary Arts program are the highly intensive hands-on, interactive cooking experiences where students are directed to a wide range of food preparation from stocks, sauces and soups to entrees with side dishes. General housekeeping and equipment operation skills necessary to any commercially-run venture are also part of this curricula.

After completing this program, students will be prepared to work with confidence in the culinary arts field. Students will also receive ServSafe® Certification upon passing the certification test.

\$1,000

Wed. & Thur., Jan. 16 – May 1, 5–9 pm

Instructor: Chef James Angarola

Will accept students in the spring semester based on seat availability.

All programs qualify as related training instruction for USDOL apprenticeships

Baking & Pastry Arts

Students will be trained and become proficient in basic and advanced level dough work and cakes. Upon completion of the program students will possess the knowledge and skills for a variety of entry-level positions in the pastry arts field. The course will consist of the following: breads, sweet dough, cinnamon buns, coffee-cake, Danish, puff pastry, carrot cake, German chocolate cake, Italian cream cake, sponge and angel food cakes, cream puffs and éclairs.

\$999

Mon. & Tue., Jan. 13 – May 12, 5–9 pm

Instructor: Charles McBride

Will offer this course in the spring semester

Mon. & Tue., Jan. 13 – May 12, 2014

Cost: \$999

To Register by phone, for applications or more information,

please call Donna Weber at the Gloucester County Institute of Technology at 856-468-1445, Ext. 2694

To Register in person visit GCIT, 1360 Tanyard Rd., Sewell, NJ 08080

Payment by:
check, money order or credit card (VISA/Mastercard) only.

The Academy of Lifelong Learning

is a new initiative unique to GCC to facilitate education, workforce development and personal enrichment to individuals who are at least 50 years of age.

For an annual fee of \$90, individuals will receive an all-access membership with benefits at the College.

- Free and discounted GCC Continuing Education courses
- Access to campus resources such as Career & Academic Planning Center, computer labs and library services
- Invitations to the College's special events
- Volunteer opportunities
- Degree completion assistance
- Career training opportunities



Career Planning

Career Workshops

Adapt to the Future

This workshop will put together the puzzle pieces that will give you direction and a competitive advantage in the workforce. It will cultivate your assets, aspirations and values and match them to the market realities. Get ready to adapt!

Free ALL-CAP-101
Tue., Jan. 28, 1–2:30 pm

Assess You Before Job Hunting

Using self-discovery and personal inventory resources, this workshop will create your personnel profile and match you to the perfect career.

Free ALL-CAP-102
Tue., Feb. 4, 1–2:30 pm

Create Your Own Career Development Plan (CDP)

This workshop will help you to establish your short term goals and long term stability using the “Specific, Measurable, Attainable, Realistic and Time Sensitive” (SMART) model. It will teach you how to take intelligent risks that will propel you forward.

Free ALL-CAP-103
Tue., Feb. 11, 1–2:30 pm

Job Search and Social Media

This workshop will introduce you to methods of job hunting by utilizing your personal network and today's technology. Technology you will explore include: Twitter, Facebook and LinkedIn.

Free ALL-CAP-104
Tue., Feb. 18, 1–2:30 pm

Resume and Cover Letter Strategies and Techniques

Update your resume for today's work environment. Learn how to navigate the electronic submission process for that perfect career. This workshop will teach you to customize your resume and cover letter to get the interview.

Free ALL-CAP-105
Tue., Feb. 25, 1–2:30 pm

Interviews — Dressing for Success

This workshop explores the fun facts of making it through the interview and how to land the perfect job.

Free ALL-CAP-106
Tue., Mar. 4, 1–2:30 pm

Career Bytes

Come join us for our Career Bytes mini seminars. This series features timely career-related topics to assist you in reentering the workforce.

Tips for Successful Networking
ALL-CAB-100
Fri., Mar. 7, 12 pm

Create Your Personal Brand
ALL-CAB-102
Fri., Mar. 21, 12 pm

Thinking of Starting a Business
ALL-CAB-103
Fri., Mar. 28, 12 pm

The “Overqualified” Label
ALL-CAB-104
Fri., Apr. 4, 12 pm

Raise Prospects with an Elevator Speech
ALL-CAB-105

Fri., Apr. 11, 12 pm

Getting Back to Work: Returning to the Labor Force After an Absence
ALL-CAB-106

Fri., Apr. 25, 12 pm

Technology

NEW! Twitter 101

Still do not get Twitter? This micro-blogging network is becoming a very useful tool for finding out what is going on with the people and things that matter most to you. With our simple and engaging tutorial, you can learn all the various ways to use Twitter to enhance your own life.



ALL-TEC-200
Wed., Mar. 5, 9 am–12 pm

ALL-TEC-201
Wed., Mar. 5, 6–9 pm

ALL-TEC-202
Wed., Apr. 16, 9 am–12 pm

ALL-TEC-203
Wed., Apr. 16, 6–9 pm

NEW! Facebook 101

This tutorial will help you get up to speed on how to create, use and maintain a Facebook page. Additional topics include understanding the complex Facebook privacy policies and settings features.

Free ALL-TEC-204
Wed., Mar. 19, 9 am–12 pm
ALL-TEC-205
Wed., Mar. 19, 6–9 pm
ALL-TEC-206
Wed., Apr. 23, 9 am–12 pm
ALL-TEC-207
Wed., Apr. 23, 6–9 pm

NEW! Introduction to LinkedIn

With more than 175 million members worldwide, LinkedIn is the largest social media site dedicated solely to professional networking. While LinkedIn's popularity has continued to increase among job seekers and employers, it is not always clear how to use the site to its full potential. You will learn about the basics of using LinkedIn. We will also talk about different strategies you can use to create an effective LinkedIn profile, add new contacts, join groups and search for jobs.

Free ALL-TEC-208
Wed., Mar. 26, 9 am–12 pm
ALL-TEC-209
Wed., Mar. 26, 6–9 pm
ALL-TEC-210
Wed., Apr. 30, 9 am–12 pm
ALL-TEC-211
Wed., Apr. 30, 6–9 pm

NEW! Pinterest 101

Pinterest is a popular social media site for creating virtual pinboards of the things you discover online. With Pinterest you can create and share pinboards on any subject you can imagine, from vintage cars to funny cat videos to your favorite tutorials. Join the fun and explore what other people are pinning.

Free ALL-TEC-212
Wed., Apr. 16, 9 am–12 pm
ALL-TEC-213
Wed., Apr. 16, 6–9 pm
ALL-TEC-214
Wed., May 7, 9 am–12 pm
ALL-TEC-215
Wed., May 7, 6–9 pm

NEW! Skype

Microsoft's Skype is software that allows you to instant message and makes voice and video calls to fellow Skype users on the Internet for free. You can even get a phone number and make calls to phones around the world for a fairly affordable rate. Learn all the ways you can share with those who matter to you using Skype.

Free ALL-TEC-216
Wed., Apr. 9, 9 am–12 pm
ALL-TEC-217
Wed., Apr. 9, 6–9 pm
ALL-TEC-218
Wed., May 14, 9 am–12 pm
ALL-TEC-219
Wed., May 14, 6–9 pm

NEW! Blog Basics

Blogs have become a popular way for everyday people to share their opinions, experiences, passions and more with the world. Learn all about blogs and how to start one of your own with this tutorial.

Free ALL-TEC-220
Wed., Apr. 23, 9 am–12 pm
ALL-TEC-221
Wed., Apr. 23, 6–9 pm
ALL-TEC-222
Wed., May 21, 9 am–12 pm
ALL-TEC-223
Wed., Mar. 21, 6–9 pm

Beginner Computer

This course is a beginner course on computer terms, mouse control, icons, surfing the net, sending e-mails and attaching documents. Do not be afraid to join us. You are not the only one who does not use a computer — yet!

Free ALL-TEC-108
Thur., Feb. 6 & 13, 2–4 pm
ALL-TEC-109
Thur., Mar. 6 & 13, 2–4 pm
ALL-TEC-110
Thur., Apr. 3 & 10, 2–4 pm

Terrified of Computers

This basic computer class teaches concepts associated with word processing and more. We will start from the beginning and teach you everything you need to know from how to turn on the computer to working with desktop files as well as the ins and outs of word processing.

Free ALL-TEC-101
Tue., Jan. 21 & 28, 9–11 am
ALL-TEC-112
Tue., Feb. 4 & 11, 6–8 pm
ALL-TEC-113
Tue., Mar. 11 & 18, 9–11 am
ALL-TEC-114
Tue., Apr. 22 & 29, 6–8 pm
ALL-TEC-115
Tue., May 6 & 13, 9–11 am

Email Basics

Discover how to create a Web-based email account, use attachments and proper email etiquette. Whether you want 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. We will cover understanding email addresses, sending, saving and forwarding messages and more.

*If you currently have an email account, please bring the address and password to class to access your Webmail.

Free ALL-TEC-102
Tue., Jan. 14, 9–11 am
ALL-TEC-116
Tue., Feb. 18, 6–8 pm
ALL-TEC-117
Tue., Mar. 25, 9–11 am
ALL-TEC-118
Tue., Apr. 8, 6–8 pm
ALL-TEC-119
Tue., May 20, 9–11 am

Intro to Word Processing

Learn to create, edit, revise, save and print a document using WordPad. You will learn how to use spellcheck, thesaurus, formatting and auto correct features and tools.

Free ALL-TEC-105
Wed., Feb. 5, 9–12 pm

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? Or have you received an email with an attachment and are unsure how to open, view and save the file? In this session you will use your Webmail to actually send and receive attachments in the classroom computer lab. Have you found an interesting website that you would like to share with a friend? Learn how to share a website link within an email.

Free ALL-TEC-103
 Fri., Jan. 24, 9-11 am
 ALL-TEC-120
 Fri., Feb. 28, 9-11 am
 ALL-TEC-121
 Fri., Mar. 7, 9-11 am
 ALL-TEC-122
 Fri., Apr. 4, 9-11 am

Internet Basics: Surfin' the "Net"

Learn how to "Google" by getting your feet wet surfin' the "Net!" You will be amazed by 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.

Free ALL-TEC-104
 Mon., Jan. 27, 9-11 am
 ALL-TEC-123
 Mon., Feb. 10, 9-11 am
 ALL-TEC-124
 Mon., Mar. 24, 9-11 am
 ALL-TEC-125
 Mon., Apr. 7, 9-11 am
 ALL-TEC-126
 Mon., May 19, 9-11 am

Intro to Picasa

Join us as we demonstrate editing techniques such as retouching, organizing and adding special effects to photos. Using Picasa software, you will learn how to edit, crop, clean, correct, make prints, create collages, email photos and create online photo albums and CD slideshows.

\$20 ALL-TEC-106
 Wed., Apr. 30, 9-12 pm

Getting to Know Your iPad

Have you recently purchased an iPad and want to learn how to make the most of the device? If so, this class is for you. Come learn the basics and how to get the maximum use of your iPad. (Please bring your iPad to class.)

\$20 ALL-PAD-101
 Thur., Feb. 13 & 20, 6-8 pm

Keyboarding Fundamentals

Are you tired of using your two fingers to type? If so, come learn to master the computer keyboard, develop speed and accuracy and prepare basic documents.

Free ALL-TEC-111
 Fri., Jan. 31, 9-11 am
 ALL-TEC-127
 Fri., Feb. 14, 9-11 am
 ALL-TEC-128
 Fri., Mar. 28, 9-11 am
 ALL-TEC-129
 Fri., Apr. 25, 9-11 am

Health & Wellness

Increase Your Awareness

In this workshop, we will explore the impact of our thoughts, feelings and actions on our decisions and relationships. Through awareness, we can raise our consciousness to live a less stressed and more fulfilled life.

Free ALL-WEL-111
 Thur., Apr. 24, 1-3 pm

Tai Chi for Health/Arthritis

Tai Chi will increase your energy through gentle movements to help improve your quality of life. The movements are safe and easily adjusted for the degree of exertion, making it suitable for all levels of ability. Tai Chi effectively helps relieve pain, increase energy and strengthening the mind. Beginners are welcome.

\$40 ALL-TAI-101
 Tue., Jan. 21 - Mar. 25, 11 am-12 pm

Chair Yoga

Increase strength, flexibility, balance and circulation. This class will also help you reduce blood pressure and release stress.

\$30 ALL-YOG-101
 Thur., Feb. 6 - Mar. 27, 7-8 pm
 ALL-YOG-102
 Thur., May 8 - Jun. 12, 11:30-12:30 pm

Intro to Yoga

This course is designed to introduce students safely and accessibly to the basic postures, breathing techniques and relaxation methods of yoga. Begin to experience the benefits of stretching, moving and breathing freely as they relieve built up stress, learn to relax and ultimately get more out of day to day life.

\$20 ALL-YOG-201
 Tue., Feb. 4 - 25, 9:30-10:30 am

Positive Thought, Positive You!

Do you often focus on your failures and shortcomings? Now is the time to think positive! Positive thinking brings inner peace, success, improved relationships, better health, happiness and satisfaction. Join us as we discuss strategies for improving your self-confidence and overcoming obstacles.

\$20 ALL-PTP-101
 Tue., Mar. 4, 6:30-8:30 pm

Stress Management with Meditation

Are you experiencing intense stress right now? Meditation is a good way of relaxing throughout a stressful day. Join us as we discuss how stress affects your body and techniques that you can use on a daily basis to eliminate stress symptoms.

\$20 ALL-SMM-101
 Mon., Feb. 24, 6:30-8:30 pm

Personal Safety for Women

This workshop illustrates the principles of self-protection as taught in the unique Japanese Martial Art of Aikido, which is both non-aggressive and non-competitive. You will enjoy an interactive session with a skilled presenter! Learn tips to stay safe whether you are at home, out shopping, going to work, away at school, traveling on business or on vacation. All of these situations require awareness and sensible steps to stay safe.

\$20 ALL-SAF-101
 Mon., Feb. 17, 7:15-9 pm

Personal Growth

Tea Tasting and Tea Blending

Would you like a cup of tea? Come join us for a fun-filled afternoon and learn about the various types of teas, their health benefits and how to brew the perfect cup. This workshop will provide you with opportunities to taste, blend and mix your own flavored teas.

\$20 ALL-TEA-101

Fri. May 2, 12-2 pm

Digital Photography — Your Camera Made Easy

Gain a better understanding of today's technology using digital cameras. We eliminate all the confusion that digital cameras present today. You will learn how to easily operate your camera resulting in great photos of your grandchildren, other family members, friends and all the great places you travel to — now that you have the time. This is a hands-on class, so please bring your camera, owner's manual, charged batteries and memory card.

\$30 ALL-DIG-101

Tue. & Thur., Feb. 4 - 18, 6-9 pm

Introduction to Quilting: Traditional Quilts — Modern Methods

Are you interested in quilting? This course will introduce you to the basics of the craft using modern tools, methods and time-proven techniques. Classes include discussions, demonstrations and hands-on, hand-sewing practice. You may use your sewing machine at home to complete class projects if you choose, but come to each class prepared with basic hand-sewing supplies (needles—sharps or betweens; cotton sewing thread in a neutral color; fabric scissors and a thimble).

\$30 ALL-QUL-101

Tue., Feb. 4 - 25, 6-8 pm

Are you interested in having the Academy of Lifelong Learning offer courses at your local community center or 55+ retirement communities, please contact us at 856-468-1742.

Medicare and You

This workshop covers everything you need to know about the Medicare system and how to purchase additional insurance, prescription plan D. Class conducted by a Certified State Health Insurance Medicare counselor.

To register call: 856-468-1742

Genealogy

Let us help you discover your family history. Join us as we learn strategies for researching records and online resources to discover more about your family history.

\$10 ALL-GEN-101

Wed., Feb. 5 - 19, 5:30-7:30 pm

Mah Jongg

Come learn and try to master the ancient tile game of Mah Jongg. If you like playing cards, you will love the challenge of this game. No experience is required.

Free ALL-MAJ-101

Tue., Mar. 4 - Apr. 1, 6-8 pm

Rummikub

Come and play a rummy-like game using tiles. Not only is it easy to learn, but there are strategies in the game that stimulate the mind and eyes.

Free ALL-RUB-101

Wed., Feb. 5 - 19, 1-2 pm

ALL-RUB-102

Wed., Mar. 5 - 19, 1-2 pm

Fall into Feng Shui

Feng Shui is an ancient practice that encompasses principles that promote the flow of positive energy throughout your environment. Discover how elements such as mirrors, light, color and furniture, when placed and/or added to your space, can increase wealth, enhance self-image, improve health, promote creativity and foster communication and relationships. Discover how clearing your clutter will improve the energy flow in your home and/or office and put you back in control.

\$20 ALL-FEN-101

Wed., Apr. 23 - May 7, 7-9 pm

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 SENIOR CORPS Community Service program 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
gccnj.edu/ce/communityservice

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



Drawing I

Think Drawing is a gift that has to come naturally? You might be surprised to see that drawing is a skill that can be developed with practice.

ALL-DRW-100

Tue., Jan. 14 – Feb. 18, 9–11 am

Drawing II

ALL-DRW-101

Tue., Feb. 25 – Mar. 25, 9–11 am

Sketching from Nature

ALL-DRW-102

Tue., Apr. 1 – May 6, 9–11 am

Health and Wellness

Would you like to know about natural health and healing? This course will discuss how true health is a balance of the body, mind and spirit. We will explore ways for the body to heal itself as well as look into the role vitamins, minerals and antioxidants have in diet. We will also delve into herbal healing, holistic remedies, how natural energy works, aromatherapy, Tai Chi and much more. Come join us for a fun and interesting class.

Free ALL-WEL-107

Wed., Mar. 5 – Apr. 9, 1–3 pm

Wellness Workshop Series

Wellness is the ongoing process of making choices to enhance one's life. This workshop will offer an integrated approach to health including the body, mind and spirit. Topics of discussion will include nutrition, exercise, hormones, stress, lifestyle and weight management.

Nutrition

Join us as we take a personal assessment and set goals. There will be a discussion on nutrition and blood types, weight management techniques, exercise, habit changes and weekly journals.

Free ALL-WEL-101

Thur., Feb. 6, 10 am–12 pm

The "Pause"

Are you going through "the pause?" Come learn the role hormones play in health when one is going through the "pause" (andropause, peri-menopause, menopause or post-menopause).

Free ALL-WEL-102

Thur., Feb. 13, 10 am–12 pm

Mindfulness

Discuss mindfulness and how it affects our decision making process and our relationships with others. You will review habits and develop a personal journal.

Free ALL-WEL-103

Thur., Feb. 20, 10 am–12 pm

Healthy Habits

Discuss healthy habits and lifestyle changes to continue to achieve goals and manage stress. We will explore essential oils and their health-promoting benefits.

Free ALL-WEL-104

Thur., Feb. 27, 10 am–12 pm

Academy Classes at the Glassboro Senior Center

Gloucester County College's Academy of Lifelong Learning is pleased to announce its partnership with the Glassboro Senior Center to provide educational, personal and professional development opportunities to individuals over the age of 50. The following health and wellness and personal growth courses will be held at the Glassboro Senior Center, see address below. For more information on the classes and programs offered at this location, please call 856-881-1515, ext. 3

Glassboro Park & Recreation

152 S. Delsea Drive
Glassboro, NJ 08028

Chair Fitness Level I

Exercise is important for staying healthy and fit, but many people cannot exercise regularly due to limited mobility. Chair fitness class is design to make participation in an exercise program easy.

Free

Mon., Wed. & Fri., 9:30 am

Chair Fitness Level II

Exercise is important for staying healthy and fit, but many people cannot exercise regularly due to limited mobility. Chair fitness class is design to make participation in an exercise program easy. Level II has more standing and movement than level I.

Free

Mon., Wed. & Fri., 1 pm

Walking Program

Do you want to begin a fitness program, but do not know where to start? It is easy! Walking is one of the easiest and most profitable forms of exercise. All you need is a good pair of shoes, comfortable clothing and a desire to get moving.

Free

Tue., 1–2 pm

Dorothy L. Bullock Elementary School
370 New St. E.

Glassboro, NJ 08028

Craft Class

Relax and share some creative time and even make some new friends with the center's beginner craft class.

Free

Tue. & Thur., 9:30 am

Weight Training

This workshop promotes all-round strength in the upper and lower body, improved joint health, balance and stability and enhanced metabolic fitness and balance.

*Doctors note required/must call and register.

Free

Tue., 9:15–10:45 am

152 S. Delsea Drive
Glassboro, NJ 08028

Academy of Life Long Learning Membership Form

Registration is Easy!

Simply complete the form below and return it to the Division of Continuing Education.

The Academy of Lifelong Learning annual membership fee is \$90. Proof of age is required for all members.

Please return this form with your check — payable to *Gloucester County College* — by mail or in person to:
Gloucester County College, Continuing Education Center, 1492 Tanyard Road, Sewell, NJ 08080

Personal Information

Name: _____

Address: _____

City: _____

State: _____ ZIP: _____

Phone Day: _____ Evening: _____

Email: _____ Birth Year: _____

How did you hear about the program?

Course guide Friend Flyer Other _____

Course Registration		
Code	Course Title	Tuition
ALL-100-01	Academy of Lifelong Learning Membership Fee	\$90
	TOTAL	

Payment

Checks: Please make checks payable to **Gloucester County College**

Credit Cards: All information must be complete and accurate before your registration will be processed

Card # _____ Exp. date _____ 3- or 4-digit Security Code _____

Check: M/C VISA DISCOVER American Express

Signature _____

Refund/Withdrawal Policy

The Academy for Lifelong Learning (ALL) is a membership organization that offers courses specifically designed for active adults, age 50+.

No refunds are given for yearly Academy for Lifelong Learning membership fees. Regarding classes, members must officially withdraw before class begins to receive a refund for the course fee. Otherwise, no refund will be given.

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

NEW! Selling Essentials Series

The following six courses are new and part of the Leadership Institute at GCC. These courses deliver practical, time-proven and ready-to-use techniques to help you generate more profitable results for you and your organization. Selling Essentials courses can be completed individually or you may complete all six courses leading to an 18-hour certificate program. All courses in the Selling Essential series are \$109 each. However, if you commit to all six modules, each cost only \$89 and a certificate of completion will be awarded after all courses are completed. All courses are held at Rowan Boulevard.

Successful Selling Skills and Strategies

This course provides the “101” of successful selling. You will learn to apply a results-oriented strategy of selling while understanding and meeting specific customer needs with your products and services. You will sharpen communication skills to present concepts, identify sales opportunities and overcome objections. You will also learn to close the sale effectively with the results you intended.

\$109 SSS-101-01
Thur., Feb. 6, 9 am–12 pm

Opening the Sales Call

How do you prepare for a sales call? This course will identify strategies to use during the preparation phase and describe the personality and traits that help you achieve success when opening the call. You will understand the importance of building rapport, identify a framework of consistency and learn tips for successfully opening the sales call.

\$109 SSS-102-01
Thur., Feb. 13, 9 am–12 pm

What to Ask and How to Listen

Through this course you will learn ways to identify types of questions, which will help you uncover your customers’ needs as well as identify typical challenges that your customers may have. A skill as well as an art, active listening techniques will be discussed. You will begin to identify and implement strategies for listening and questioning clients about their business needs.

\$109 SSS-103-01
Thur., Feb. 20, 9 am–12 pm

Prospecting and Territory Management

Successful completion of this course will increase your knowledge and ability to define territory management, describe techniques for prospecting and identify how to develop a pipeline of profitable customers. You will identify techniques and strategies for making contact with prospects.

\$109 SSS-104-01
Thur., Feb. 27, 9 am–12 pm

Presenting Solutions and Closing the Sale

Successful completion of this course will increase your ability to effectively present solutions using the Presentation Model. You will learn to describe the features and benefits of a product or service and develop an awareness of typical customer objections. Tips will be offered to deal with and overcome objections using the Objection-Handling Model.

\$109 SSS-105-01
Thur., Mar. 6, 9 am–12 pm

Developing Clients for Life

You have made the sale and developed a client-customer relationship. How do you plan on developing this relationship for life? Through this course you will learn the techniques of developing strong, mutually-beneficial client relationships and discuss effective techniques for maintaining these positive customer relationships.

\$109 SSS-106-01
Thur., Mar. 20, 9 am–12 pm

Communications Series

Communication Skills for Emerging Leaders

Today’s leaders need to be able to establish good lines of communication quickly and effectively. This workshop will allow you to assess your communication style based on the Personal Style Inventory. You will use this knowledge to identify your audience, select the most appropriate communication approach and practice communication skills needed for powerful and effective leadership.

\$109 LEA-600-01
Wed., Apr. 23, 9 am–12 pm

Effective Listening Skills

Being a good listener has many benefits, especially in the workplace. People with well-developed listening skills are more productive, better problem solvers and have healthier interpersonal relationships.

Using a five-step process, you will learn how to eliminate barriers to good listening, improve communication skills, maximize productivity and build interpersonal relationships.

\$109 LEA-601-01
Wed., Apr. 30, 9 am–12 pm

Dealing with Difficult Conversations

Whether initiating change, confronting someone about an issue or behavior or delivering unfavorable news, difficult conversations in the workplace are inevitable.

This workshop can help you better prepare for communicating under tough circumstances to make your message more effective, help you better control the situation and achieve a positive outcome.

\$109 LEA-602-01
Wed., May 7, 9 am–12 pm

Verbal & Non-Verbal Communications

When dealing with employees, sometimes saying nothing is more important than saying something in trying to diffuse a situation. You will learn how to read someone’s body language, how to communicate through body language and how to motivate employees with verbal and non-verbal actions.

\$109 LEA-603-01
Wed., May 14, 9 am–12 pm

Please contact Allen Magid, Sales Manager for special on-site training options
856-468-5000, ext. 5503 or amagid@gccnj.edu

Nonprofit Management Certificate Program

Prepare for a career in Nonprofit Management!

Gloucester County College is pleased to present the Nonprofit Management Certificate Program. Discover the most productive strategies for nonprofit administration and operation. You will gain valuable skills and knowledge for meeting challenges specific to nonprofit organizations.

Take all six courses to obtain certificate

The Dynamic Nonprofit — Board Governance Best Practices

Governing boards are receiving greater attention than before because the role that the Board of Directors plays in nonprofit governance is critical. Directors take on the fiduciary responsibility for the fulfillment of the organization's mission and the legal accountability of its operations. Develop an understanding of the responsibilities of the directors and the processes to ensure successful board practices and management through strategic planning, succession planning, fundraising, financial management, board development and chief executive assessment.

\$69 LEA-420-01
Wed., Mar. 5, 9 am–12 pm

Financial Management — Basic Accounting and Budgeting for Nonprofit Management

In a climate that demands accountability and transparency, financial management is one of the most important practices in nonprofit management. The oversight and responsibility of financial management rests with the Board of Directors and staff. Develop an understanding of the foundation of financial management and budgeting principles. Learn how a budget empowers you, protects the organization and its programs and is the ultimate deciding factor in times of financial conflict.

\$69 LEA-421-01
Wed., Mar. 19, 9 am–12 pm

Marketing for Success

In the face of stiff competition and limited resources, enhancing the image of a nonprofit organization to increase awareness, funding opportunities and volunteerism is the goal of every nonprofit organization. You will learn how to gather data, develop a marketing strategy and utilize marketing tools and techniques to compete more effectively for funding opportunities, donors, media attention, clients and volunteers.

\$69 LEA-422-01
Wed., Apr. 2, 9 am–12 pm



Fundamentals of Fundraising

Successful fundraising is a multi-faceted process requiring comprehensive strategy and volunteer leadership. You will be introduced to the “Truisms of Fundraising,” and learn how to plan and allocate time and resources to advance your organization.

\$69 LEA-423-01
Wed., Apr. 16, 9 am–12 pm

Grants 101

You will be introduced to the essential fundamentals of grant writing and learn the key elements to developing professional and winning grant strategies.

\$69 LEA-424-01
Wed., Apr. 30, 9 am–12 pm

Volunteer Management

Volunteers are critical to the success of nonprofit organizations. Volunteer managers must supervise the complexities and challenges of utilizing volunteers to help a nonprofit organization succeed. Learn what goes into a successful volunteer management program. This course will review all aspects of volunteer management from the determination of the need for volunteers, their recruitment, training, managing the needs of the volunteer and more.

\$69 LEA-425-01
Wed., May 14, 9 am–12 pm

The Leadership Institute at GCC

For the past 15 years, GCC's Division of Customized Training has been the go-to training provider for companies in the Tri-County Area. As a preferred training provider for the NJ Department of Labor and Workforce Development and a leading provider of Customized Training among the state's 19 NJ Community Colleges, GCC has created **the Leadership Institute** to work with you and your employees to ensure increased productivity and high company morale.

Development of your current and future managers and supervisors is the life blood for the success of your company. Our Leadership Institute is designed to give your managers/supervisors the tools and knowledge needed to lead their workforce, reach productivity goals and to build cohesive and energetic teams.

Fee \$109 per workshop

Register for ALL workshops and pay \$89 per workshop

New Leadership Series

Leadership 101

Great leaders are not just born that way—they must learn how to lead and influence others through experience, mentoring and training. By addressing everything from trust to perception to attitude, Leadership 101 is a training workshop that gives both newly emerging and experienced leaders and managers the tools and techniques for developing and refining their skills. The bottom line? This learning resource will help your organization retain employees and clients, make better decisions and improve performance.

\$109 LEA-500-01
Wed., Jan. 22, 9 am–12 pm

Adapting My Leadership Style

As most experienced leaders know, people come in all shapes and sizes and what works for one employee (in terms of communicating, motivating, giving feedback, etc.) does not have the same results with another employee. Understanding and speaking to different styles will make you a more effective leader. In this workshop, you will assess your personal leadership style and apply and practice tools for building connections with employees, running productive meetings and enhancing employee motivation.

\$109 LEA-501-01
Wed., Jan. 29, 9 am–12 pm

Motivating Employees

The basic premise of this workshop is that motivation is not something you do to others — people motivate themselves. This workshop is about helping managers and supervisors create the appropriate climate that fosters positive feelings and eliminates obstacles, so that employees will be intrinsically motivated. The three elements of this type of climate are community, influence and openness. The workshop focuses on providing the skills and techniques you will need to help groups develop a sense of community, to acquire influence over their work-related actions and to enjoy the openness of shared information and feelings.

\$109 LEA-502-01
Wed., Feb. 5, 9 am–12 pm

Conflict Management

Conflict is inevitable, but if left unchecked it can be highly destructive within an organization. This workshop offers approaches that will help you identify and enhance the most important aspects of conflict resolution. Develop communication skills that support conflict prevention and practice tools that will end conflict in even the most difficult situations. When you feel that conflict has gone beyond your means, this workshop offers the benefits of using a third party, as well as procedures for finding an effective mediator.

\$109 LEA-503-01
Wed., Feb. 19, 9 am–12 pm

Performance Management

This workshop teaches you the basic concepts of a performance management system and the means needed for building and implementing a performance strategy within your organization. This understanding empowers you to translate your strategy into actions that can be measured and monitored throughout your organization.

\$109 LEA-504-01
Wed., Mar. 5, 9 am–12 pm

Time Management

A simple glance at the desks of various workers reveals different organizational and time management practices that individuals have adapted to their personality. In this workshop, you will learn how to increase your personal effectiveness by using management techniques that fit your personality. You will apply time saving techniques, learn ways to overcome procrastination and find out a variety of methods to living a balanced life.

\$109 LEA-505-01
Wed., Mar. 12, 9 am–12 pm



Writing for the Business Professional

Second only to public speaking, writing is one of the most feared assignments for business professionals. You will learn tips and techniques of basic communication skills used in day-to-day business writing including reports, presentations, emails, memoranda, business letters, job descriptions and more.

\$249 BRW-101-01
Mon., Apr. 1, 8, 15 & 22, 9 am–12 pm

Principles of Marketing for Business Professionals

We are all marketers. In a world in which the average consumer is exposed to more than 3,000 paid messages every day, no business professional can afford not to understand the core principles that drive marketing in a global economy. Come and learn everything from the classic four Ps and how they affect consumer behavior, to market research and market segmentation, to using social media to connect with consumers.

MBP-101-01
Mon., Mar. 4 & 11, 9 am–12 pm

Presentation and Media Skills for the Business Professional

In today's extremely competitive business climate, we all need to know how to look and sound our best behind the podium and in front of the camera. Join us as we learn the ABCs of dealing with the media and how to look good on TV.

\$249 PMB-101-01
Mon., May 13 & 20, 9 am–12 pm

Art of Successful Coaching

Most managers are aware that the old school "command and control" method of supervising simply is not as effective as involving employees in their development. From determining the appropriate coaching approach, to implementing a comprehensive development plan, to conducting an effective coaching session, to settling meaningful team missions and goals, this workshop will provide the tools and techniques to increase an employee's performance.

\$109 LEA-203-01
Wed., Feb. 12, 9 am–12 pm

Team Building

Successful and effective teamwork is essential in today's world and can be rewarding and profitable, yet not without challenges. Team formation takes time and follows clear stages. Through this course you will be able to establish well-defined goals and clear priorities within your team. You will learn how to minimize unproductive competition and work collaboratively toward a common goal. Building trust and positive morale within a team leads to unity of purpose, shared participation and shared responsibility, all of which translate into a positive outcome for all.

\$109 LEA-506-01
Wed., Feb. 26, 9 am–12 pm



SHRM Essentials® of Human Resource Management

Sharpen your human resource skills to face today's HR issues, which impact every company in some way. That is why it is important to understand the fundamental issues surrounding HR today.

SHRM, the leading global HR professional organization, has developed the SHRM Essentials of Human Resource Management course, which provides an introductory overview of the HR function. Whether you are new to HR or it is one of many roles you fulfill at your company, this program, offered in partnership with SHRM through GCC covers real-life HR issues and today's most vital and timely topics including employment law, selecting qualified employees, compensation, orientation and training and the employee performance process.

If you are new to HR or simply want to strengthen your employee management skills, the SHRM Essentials of Human Resource Management certificate program is for you. Knowledge of the essentials can make you a better manager, protect your company from needless litigation and help advance your career. 1.8 CEUs

\$599 SHR-100-01
Tue., Mar. 4 – Apr. 15, 6–9 pm
(no class Mar. 26)

SHR-100-02
Tue., May 6 – Jun. 10, 6–9 pm

Banker's Academy

Bank Teller Certificate Program

This course is an online program that is accessible over the Internet from any location at any time. The only requirement for you to access this program is a computer with an Internet connection. The course uses sound, video and animation to make learning challenging and entertaining.

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 work at a bank. From how to count money, to bank regulation compliance, you will receive the industry's best bank teller training. Upon completion you will 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 takes on average about 20 hours to complete, but you will have access to the course for a year for review.

\$529 **BTC-100-01**

Do Your Own Taxes — Tips and Tricks for the Do-It-Yourself Tax Preparer

Do you want to prepare your own taxes? Maybe you are intimidated by the thought of making mistakes on your tax return and fear an audit. Do not worry, many people can file their own taxes fairly easily, especially if you work for the average employer who withholds tax and issues you a W-2. This course will help you navigate some of the tax language and will offer tips and tricks to making the process a little easier. We will share some resources and cover the basics and show you how easy it is to use the online tax preparation programs that are available to you. You do not need to fear the thought of doing your own taxes — this course will help you get going in the right direction!

.8 CEUs

\$159 **DYT-100-01**

Fri., Feb. 7 - 14, 8:30 am-12:30 pm
(no class Nov. 28)

Substitute Teacher Training Seminar

Interested in becoming a teacher? Looking for part-time work while you complete your college degree? Become a certified substitute teacher! This course provides ways to make your substitute experience a positive one and offers assistance in applying for your N.J. State Substitute License.

Must have a minimum of 60 college credits to become certified.

\$189 **SUB-100-01**
Wed., Sept. 25 - Oct. 23, 6-9:30 pm

Child Development Associate Training

If you like working with children, a career as a childcare professional might be right for you.

This certificate program in childcare and education will allow you to earn your national Child Development Associate (CDA) certification, while working at your own pace in a flexible, self-directed online learning environment. Through this convenient, affordable program, designed especially for working adult students, you will earn the 120 hours of professional development required by the Council of Professional Recognition for CDA certification. The program is available 24 hours a day, seven days a week and you will benefit from the support of a committed, knowledgeable instructor. You can start the program at any time of the year. Do not let a busy schedule keep you from your career in childcare!

\$850 **GES-131-01**

Introduction to Business Analysis

Give yourself an employment advantage by developing analytical skills that are consistently in high demand. This course will teach you powerful quantitative methods that will have you making better, more informed and effective business decisions. The days of making critical business decisions by instinct or coin toss are long gone. If you are planning a career in business, you cannot afford to miss this course!

\$100
To learn more or to enroll, go to
www.ed2go.com/gccnjlll.edu

Mastery of Business Fundamentals

Are you interested in acquiring practical business experience in strategic planning, management and finance without enrolling in an MBA program? This course is for you! You will understand the significance of strategic planning and discover how external and internal environmental factors affect an organization. You will learn about various organizational structures and determine how to use leadership, motivation and control for maximum impact. You will understand how successful organizations use performance measurements to stay on track.

\$100
To learn more or to enroll, go to
www.ed2go.com/gccnjlll.edu

Fundamentals of Technical Writing

Do you have a knack for explaining complex subjects in a way that makes them easy to understand? If so, you should consider entering the well-paying field of technical writing. This course will teach you the skills you need to succeed as a technical writer. You will learn how to translate complex information into easily understood language and how to become a wizard at marrying the art of publishing with the science of technology. You will learn the secrets of successful technical writers, including technical writing conventions, interviewing skills, desktop publishing and formatting techniques, key tips for developing graphics and templates, documentation management and how to publish documents both on paper and electronically. You will also learn how to get your first job as a technical writer, plus tricks of the trade that enable you to create high-quality documentation with less work.

\$100
To learn more or to enroll, go to
www.ed2go.com/gccnjlll.edu

Training Programs in the Health Care Industry

Gloucester County College is pleased to provide training opportunities for individuals to acquire skills for these in-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 entry-level positions.

Program Admission Requirements:

Requirements must be completed prior to registration

- CPR Certification
- Students may pick up an information packet at the Continuing Education Center
- Students must have a high school diploma
- Students should maintain their own health insurance and maintain total responsibility and financing for their medical care while enrolled in the program
- Students must have proof of Immunizations (Hepatitis B, MMR, Varicella, PPD-2-Step Process)

Students must have a 2-step PPD and a note from their doctor indicating that they are in good health. After receiving the two required injections, your doctor must prepare a written documentation indicating the dates of the immunization, the dates read and the final results. We cannot accept testing that was completed over six months ago.

- Students must complete and pass a background check and drug screening to be eligible for the allied health programs with clinical www.gloucestercccompliance.com
- The clinicals are scheduled during the day and students must be flexible in meeting this requirement
- Students must sign a disclosure and release form giving the College permission to obtain background check information
- Students must complete an Entrance Interview

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

Certified Clinical Medical Assistant

Medical Assistants perform a variety of tasks to maintain efficiency in the health care environment. Some of these tasks include taking medical histories and recording vital signs, explaining procedures to patients, preparing patients for examinations and assisting physicians.

The Medical Assisting Program is a 300-hour training program that provides students with a wide range of skills to prepare them for a variety of opportunities in the health care field, including a Medical Assistant, Multi-skilled Technician, EKG Technician and/or Phlebotomy Technician. The 300 hours of training will incorporate classroom lectures and a hands-on clinical rotation. The clinical may be at a different day or time than the regular class time and students must be flexible in meeting this requirement. Students successfully completing all classroom and clinical requirements will be eligible to sit for the National Healthcareer Association (NHA) certification examination. The cost of this exam is included in the program.

Textbooks required, available in college bookstore.

\$3,899 CMA-100-01
Mon.–Thur., Jan. 27 – Mar. 31, 9 am–3 pm
(no class Mar. 13)

CMA-100-02
Mon.–Thur., Apr. 21 – Jun. 19, 9 am–3 pm

Multi-Skilled Technician

The Multi-Skilled Technician Program is designed to prepare students to train for one of the fastest-growing professions in the health care industry today. The program focuses on building a complete and solid foundation for students in both classroom theory and hands-on clinical components. Students will build skills in basic and complex key concepts of anatomy and physiology, cardiac function, EKG and phlebotomy. Individuals prepared through the multi-skilled technician program may seek employment in hospitals, outpatient laboratories, cardiac rehabilitation centers and various other medical providers.

Textbooks required, available in college bookstore.

\$2,999 TEC-100-01
(\$10 registration, \$719 tuition, \$1,020 lab, \$450 materials)
Tue. & Thur., Jan. 7 – Apr. 10, 6:30–9:30 pm
(no class Jan. 20, Mar. 13)

Certified Phlebotomy Technician

Jump start your career in the health care industry by participating in our Phlebotomy Technician Certificate program. According to the U.S. Bureau of Labor Statistics, job opportunities for clinical lab technicians, including job opportunities for Certified Phlebotomy Technicians are expected to grow by 14 percent between 2006 and 2016. Phlebotomy Technicians are skilled in blood collection techniques and handling, transporting and processing the blood specimens. This program includes classroom instruction and laboratory practice on artificial arms plus clinical experiences at area medical facilities.

Textbooks required, available in college bookstore.

\$1,599 IVP 100-01
Mon. & Wed., Jan. 27 – Mar. 7, 6:30–9 pm

IVP 100-02
Mon. & Wed., Apr. 14 – Jun. 16, 6:30–9 pm

All clinicals are scheduled during the day and students must be flexible in meeting this requirement.

Complete one of the Health Care Certificate programs and earn GCC college credits.

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 health care 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. You 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

Textbooks required, available in the college bookstore.

\$1,599 CNA-100-01
Mon. – Fri., Jan. 6 – Feb. 7
Orientation: Mon., Dec. 16, 10–11 am

CNA-100-02
Mon. – Fri., Feb. 18 – Mar. 21
Orientation: Tue., Jan. 21, 10–11 am

CNA-100-03
Mon. – Fri., Mar. 31 – Apr. 30
Orientation: Mon., Mar. 3, 10–11 am
Classroom time all above: 8 am–3 pm

CNA-100-04
Tue. – Thur., Jan. 14 – Mar. 18
Orientation: Mon., Dec. 16, 6–7 pm
Classroom time: 5–9 pm

Orientation is mandatory and held at the Continuing Education Center

Clinical time: 8 am–2:30 pm
Shady Lane Nursing Home, Clarksboro



Professional Medical Coding

Are you interested in becoming a certified medical coder getting your credential? This program teaches the fundamental coding skills and prepares you to take the American Academy of Professional Coders (AAPC) exam for a career in medical coding. With the expanding health care system, medical coders are in high demand. Professionals with medical coding training find jobs working with insurance companies and medical offices, assisting doctors, nurses and other providers by clarifying patient data. This program provides up-to-date information relating to CPT, HCPCS, and ICD-9-CM coding procedures and is designed to help you meet the challenge of today's changing standards while learning and improving their coding skills. This course covers diagnostic and procedural coding according to the ICD-CM and CPT so you may become a certified medical coder. With introduction to ICD-10. This course prepares you to take the Certified Professional Medical Coding Exam. 10.5 CEUs.

\$2,599 HST-207-01
Mon. & Thur., Mar. 3 – Jul. 17, 6–9 pm
(no class Mar. 13, May 26)

Certificate in Gerontology

The Certificate in Gerontology represents a specialization in the field of gerontology. It is designed to enhance the knowledge and skills of individuals who work with older adults by providing an educational experience that is multidisciplinary in nature. With the population aging at a rapid rate, the number of individuals over 65 will more than double by 2020. The demand for knowledgeable providers to meet the needs of this population is dramatically increasing, new jobs are being developed and new services created. Health professionals who work with the older population will need continuing professional education to gain a broad understanding of the field of gerontology and to stay current with emerging trends.

\$205
To learn more or to enroll, go to
www.ed2go.com/gccnjll.edu

Certificate in Perinatal Issues

The Certificate in Perinatal Issues is a multidisciplinary educational experience designed to enhance the knowledge and skills of individuals who provide care and support for childbearing women, newborns and families. The demand for knowledgeable providers to meet the needs of this population is dramatically increasing; new jobs are being developed and new services created. Health professionals who work with this population will need continuing professional education to gain a broad understanding of this specialized area of care and to stay current with emerging trends.

\$120
To learn more or to enroll, go to
www.ed2go.com/gccnjll.edu





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 this three-day training course, which will lead to a certification as a home health aide in N.J.

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.

\$299 CHN-100-01
Tue. – Thur., Feb. 25 – 27, 9 am–3:30 pm

CHN-100-02
Tue. – Thur., Apr. 22 – 24, 9 am–3:30 pm

CHN-100-03
Tue. – Thur., May 20 – 22, 9 am–3:30 pm
(\$10 registration, \$159 tuition, \$50 materials)
Bayada, Washington Township

Certified Home Health Aide

Prerequisites: Background check. Students must be at least 18 years of age to attend.

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. 9.2 CEUs

\$679 CHH-100-01
Mon. – Thur., Jan. 6 – 30, 9 am–3 pm
Required orientation: Fri., Dec. 20, 10:30–12:30

CHH-100-02
Mon. – Thur., Mar. 3 – 27, 9 am–3 pm
Required orientation: Fri., Feb. 14, 10:30–12:30

CHH-100-03
Mon. – Thur., May 27 (Tue.) – Jun. 19, 9 am–3 pm
Required orientation: Fri., May 9, 10:30–12:30

Continuing Education Center
Clinical times: 8 am–2:30 pm
Bayada Washington Township

CPR Classes

NEW! Heartsaver CPR/AED/First Aid

The Heartsaver CPR course trains lay rescuers to recognize and treat life-threatening emergencies with adult, child and infant victims. American Heart Association certification, good for two years, will be awarded for successful completion. Training includes CPR/AED and relief of choking for adults/child/infant and is ideal for first responders. First aid for lay rescuers on how to manage illness and injuries in the first few minutes of an emergency until professional help arrives is also covered.

\$69
Sat., Jan. 25 HST 140-01
Sat., Feb. 15 HST 140-02
Sat., Mar. 8 HST 140-03
Sat., Apr. 12 HST 140-04
8:30 am–4:30 pm

CPR for the Health Care Provider — BASIC

(BLS for Health Care Providers)

Designed for initial/first time training of health care professionals and others who need to know how to perform CPR and other basic cardiovascular life-support skills in both in- and out-of hospital settings. This instructor-lead course

trains participants to promptly recognize life-threatening emergencies in adult, child and infant patients, give high-quality chest compressions, deliver appropriate ventilations and provide early use of an AED. Also included is use of the BVM and Pocket Mask and relief of choking in the responsive and unresponsive victim. The certification will be good for two years.

\$99
Sat., Jan. 11 HST-101-01
Sat., Feb. 15 HST-101-02
Sat., Mar. 8 HST-101-03
Sat., Apr. 12 HST-101-04
9 am–2 pm

CPR Renewal

(This class is for the Health Care Provider)

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

\$55
Tue., Jan. 21 HST-201-01
Tue., Feb. 4 HST-201-02
Tue., Mar. 18 HST-201-03
6–10 pm
Sat., Apr. 26 HST-201-04
9 am–2 pm

Administrative Dental Assistant

This nationally recognized Administrative Dental Assistant Online Certificate program will teach you the essential skills for managing the business aspects of a dental practice and becoming an administrative dental assistant. You will learn about dental terminology and anatomy, medical records management, accounts receivable and reimbursement management, insurance and patient billing, patient scheduling, and procedural and diagnostic coding. The Administrative Dental Assistant Online program will prepare you for a new career working in a dental office. Textbooks are included.

\$1,795 GES-101-01



Medical Coding and Billing Programs

In partnership with Career Step, one of the nation's leading providers of online medical transcription and coding and billing training, GCC is pleased to offer online medical training programs. Train at home for these in-demand health care careers.

Professional Medical Coding and Billing

The NEW Professional Medical Coding and Billing program was designed by leading industry experts to prepare students for the new ICD-10 code set and this training is used by some of the largest and most respected health care organizations in the country. Students are also prepared for the Certified Coding Associate (CCA) and Certified Professional Coder (CPC) certification exams. Topics studied include health care information management, reimbursement methodologies, biomedical sciences, and ICD-10, CPT and HCPCS codes. In addition to one-on-one instructor and post-graduate support, students receive textbooks, a complete set of industry code books and access to an online reference library.

\$2,825*

Medical Billing

The Medical Billing program helps students develop the knowledge and skills needed to successfully work in health care reimbursement. Students learn medical terminology, documentation and confidentiality, medical coding basics and patient billing and collections as well as specialized considerations such as the ICD-10 code set and X12 5010 billing system. In addition to one-on-one instructor support and personalized post-graduate support, students receive five textbooks and a one-year membership to the American Medical Billing Association.

\$1,725

Computer Technician

Developed by the Computer Technology Industry Association (CompTIA) education partner, the Computer Technician program prepares students for the CompTIA A+ certification exams. Topics studied include hardware, operating systems, security, troubleshooting, mobile devices, laptops and printers, among others. In addition to one-on-one instructor support and personalized post-graduate support, students receive two textbooks, two exam study guides, a computer repair toolkit, a power supply tester, a USB drive and two CompTIA A+ certification exam vouchers.

\$1,925

*** Register for this CAREER STEP program and receive a free laptop or iPad!**

Medical Transcription

Approved by the Association for Health Care Documentation Integrity (AHDI), the Medical Transcription program prepares students for medical transcription careers. Topics studied include medical terminology, anatomy and health care documentation, among others and students also develop their typing and listening skills on hundreds of authentic, employer-provided dictations. In addition to one-on-one instructor and post-graduate support, students receive 10 textbooks, a transcription foot pedal, a 15-month membership to AHDI and a 15-month subscription to an online reference library.

\$2,825

Medical Transcription Editor

Approved by the Association for Health Care Documentation Integrity (AHDI), the Medical Transcription Editor program prepares students to work in medical transcription and editing. Topics studied include medical terminology, anatomy, pharmacology, health care documentation and editing theory and technique, among others. Students also develop their typing and listening skills on hundreds of authentic, employer-provided dictations. Enrollment includes 10 textbooks, a transcription foot pedal, a 15-month membership to AHDI and a 15-month subscription to an online reference library.

\$2,825*

Pharmacy Technician

The Pharmacy Technician program prepares students to earn their national certification by passing the Pharmacy Technician Certification Board (PTCB) exam. Topics studied include pharmacology, pharmaceutical calculations, pharmacy law, regulations and standards, among others. During the training, students have the opportunity to participate in an on-site externship at a local Walgreens or CVS Pharmacy. In addition to one-on-one instructor support and personalized post-graduate support, students receive six textbooks and a drug reference handbook.

\$2,025*

Medical Administrative Assistant

Approved by the National Healthcareer Association, the Medical Administrative Assistant program prepares students to earn the Certified Medical Administrative Assistant (CMAA) credential after graduation. Topics studied include Microsoft Word and Excel basics, health care documentation and reimbursement, medical terminology, basic anatomy, practice finances and standard office procedures, among others. In addition to one-on-one instructor support and personalized post-graduate support, students receive 12 textbooks and a pocket style guide for on-the-job business writing.

\$1,725

To learn more and to register for these courses, you must attend a mandatory information session on Wed., Feb. 5 at 6 pm at the Continuing Education Center. To register, go to gccnj.edu/ce or call 856-415-2217.

Process Technology Certificate Program

Gloucester County College, in partnership with local businesses and the Gloucester County Workforce Investment Board, has developed a fast-track certificate in Process Technology. Our business sponsors include COIM USA, Johnson Matthey, NuStar Asphalt, LLC, and Solvay Specialty Polymers. Because workers are retiring, these businesses recognize the need for new process technicians who are highly skilled and ready to work. Our goal is to develop a "hiring pool" of qualified, well-trained workers to replace the anticipated shortage. When filling jobs, sponsoring businesses give GCC certificate program graduates first consideration.

Process technicians, also known as "process operators" or "chemical operators," can earn up to \$50,000+ a year working for global corporations. Industries hiring process technicians include a variety of manufacturers such as chemical, oil production, food, pharmaceuticals, power generation, pulp and paper, refining and waste treatment.

Classes begin in March 2014 and run twice a week Mondays and Wednesdays, from 6 to 9 pm for 16 weeks. Cost: \$3,299

The training program will cover:

- Introduction to Process Technology
- Safety and Environmental Health
- Basic Instrumentation
- Process Equipment/Process Documents



Johnson Matthey
West Deptford

After successfully completing the 16-week program, participants receive a competency certificate and will be given first consideration as positions become available. If you want to be on the leading edge of potential hiring, take the first step today!



To Register: call 856-415-2216 or 856-468-5000, ext. 5503

Plus 50 Encore Completion Program

Are You Looking for New Career Opportunities?

Come back to school at GCC and be part of the Plus 50 Encore Completion Program!

The Plus 50 Encore Completion Program is sponsored by the American Association of Community Colleges. It is designed to assist adults age 50 and older in completing degrees or certificates for in-demand occupations that give back to the community. Join us at the **INFORMATION SESSION** to learn more about educational opportunities at GCC Continuing Education Center. Please call 856-415-2216 for more information or to register.

INFORMATION SESSION — January 15
2 pm

The Continuing Education Center, 1492 Tanyard Road, Sewell, NJ 08080

Certificate in Holistic and Integrative Health

Increasingly, today's consumers are seeking health care providers who focus on wellness and natural healing. As a result, the exciting and rewarding field of integrative health is growing rapidly. In this 12-session Certificate in Holistic and Integrative Health program, designed for both health care professionals and consumers, you'll learn the fundamentals of this person-centered and person empowered approach to health care. You will cover topics including holistic stress management, health and the human spirit, energy healing, elements of meditation, healing environments, Chinese medicine, Ayurvedic medicine, humor and health, music therapy and sound healing, nutrition, therapeutic massage and bodywork and healing effects of physical activity.

\$349

To learn more or to enroll, go to www.ed2go.com/gccnjlll.edu

Certificate in Complementary and Alternative Medicine

In the United States, the aging population, an increasing public awareness of major risk factors contributing to chronic illness and the public's growing desire for alternative health care options are just a few of the factors behind the expanding interest in complementary and alternative medicine (CAM). Rapidly gaining in popularity, CAM is used by more than 40 percent of the U.S. population. The demand for knowledgeable providers to meet the needs of this population is dramatically increasing, resulting in the development of new jobs and the creation of new services. To gain a broad understanding of these therapies and to stay current with emerging trends, health professionals who work with diverse populations will need continuing professional education. The ability to understand the many types of therapies available is essential to providing safe, effective care in any setting.

\$209

To learn more or to enroll, go to www.ed2go.com/gccnjlll.edu

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 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 more than 85,000 members worldwide.

Personal Fitness Trainer Certification I

Become a trainer. Learn the principles of cardiovascular fitness, weight training and nutrition. This eight-hour program includes principles of strength conditioning, principles of aerobic conditioning, fitness testing and body composition, prevention and identification of injuries, designing fitness programs for clients including free weights, resistance training and cardiac conditioning, marketing, motivation, problem solving and career enhancement. **Certification test will be given during the course.** .8 CEUs

(Students can purchase the text by calling 609-397-2139.)

\$99

Sat., Feb. 1 PWT-100-01
Sat., Mar. 1 PWT-100-02
Sat., Apr. 26 PWT-100-03

8:30 am–4:30 pm

Sports Nutrition Consultant Certification

Learn in-depth principles of nutrition. Assist clients with specific dietary and nutrition needs. This eight-hour program includes information on nutrition to meet your own goals, how to help your clients achieve their goals, nutrition and energetics, nutrition and athletic performance, designing diets, sport-specific nutrition, nutrition and ergogenic aids/anabolic steroids and body composition testing. .8 CEUs. **Certification test will be given during the course.**

(Students can purchase the text by calling 609-397-2139.)

\$99 SNC-100-01
Sat., Mar. 29, 8:30 am–4:30 pm

Personal Trainer Certification

Come join this fun profession and be a part of what *Fortune Magazine* and ABCNEWS.com states is the fourth-hottest job in the U.S. earning a national average of \$34 an hour. Employers like 24-Hour Fitness, L.A. Fitness and Gold's Gyms are just a few of the club groups that seek our graduates. Whether you are taking this course for a career move or for your own personal knowledge, you will get all the information you need to become a certified personal trainer. This challenging course is taught over an eight-week period for better retention and skill competency. *The national exam is held on the ninth week.* This course is formatted as a 62-hour program and is comprised of 16 hours of lecture, 16 hours of hands-on practical training and a 30-hour internship that networks many graduates right into a job. This course prepares you for success with key topics that include biomechanics, exercise physiology, fitness testing, equipment usage and health assessment.

CPR/AED is needed to receive the certificate. Textbook is required and not included in course fees. *Call to order and start reading immediately 1-888-330-9487 (www.witseducation.com)

\$793 PWT-101-01
Sat., Mar. 1 – May 3, 9 am–2 pm
(no class Apr. 19)

Online Orientation: Fri., Feb. 6, 12 pm

Vet Assistant

You could be a Veterinary Assistant who works with animals in as little as three months! The Veterinary Assistant program at GCC can help you make a difference. Your abilities can keep animals healthy, nurse them when ill — even save their lives! Train quickly and conveniently. You will get valuable information about animal-related issues from care and handling to veterinary practice and administration.

You will learn how to obtain animal health histories and records, provide specialized nursing care, assist in surgical procedures as well as wash, feed and care for animals. As a veterinary assistant, you can work at a veterinary hospital, animal shelter, kennel or laboratory.

Two textbooks required, available in college bookstore.

\$1,599 BVP-100-01
Tue. & Thur., Mar. 4 – May 6, 5:30–9 pm
(no class April 15 & 17)

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:

- Four hours of classroom instruction
- Four 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



\$250
Fri., Jan. 31 FOT-100-01
Fri., Feb. 28 FOT-100-02
Fri., Mar. 28 FOT-100-03
Fri., Apr. 25 FOT-100-04
Fri., May 30 FOT-100-05
Fri., Jun. 27 FOT-100-06

8 am-4 pm
170 A Benigno Blvd.
Bellmawr, NJ 08031



Commercial Truck Driving

The Gloucester County College Commercial Driving School is a partnership between GCC and Bradway Truck Driving School, Inc. Students will prepare to pass the N.J. 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. Students will drive in conditions ranging 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
- Call 856-692-1448, ext. 211 to schedule a DOT physical



Gloucester County College and Weichert Real Estate School

Begin your career in Real Estate today!
 This is the first step to beginning your exciting and lucrative career in real estate! This non-credit course takes students through the principles of real estate and includes the study of property interests, contracts, financing titles, deeds and closing, appraising leases, federal laws, N.J. statutes and N.J. Real Estate Commission rules and regulations. This course is designed to prepare students to sit for the N.J. Real Estate Salesperson examination. 7.5 CEUs

\$349 REA-100-01
Tue. & Thur., Jan. 7 - Mar. 17
(no class Mar. 13)
6:30-10:15 pm

REA-100-02
Tue. & Thur., Apr. 1 - Jun. 15
6:30-10:15 pm



This course is not eligible for a tuition waiver (unemployment, National Guard, senior citizen discount, GCC employees, etc.)

New Jersey Licensing: An applicant for a N.J. real estate license must be at least 18 years old and have a high school diploma or GED. A student must complete the 75-hour course, pass the state exam (\$60) and have a N.J. broker sponsor his/her license. The N.J. Real Estate Commission will conduct a criminal background check on all agent candidates.

***Important Note:** For questions regarding New Jersey Real Estate Licensure, please call the Weichert Real Estate School directly at 800-544-3000 or go to schoolsofrealestate.com

UNEMPLOYED? THIS COURSE QUALIFIES FOR STATE TRAINING GRANTS

Hours: 170
\$3,995 CDL-100-05
Mon. - Fri., Jan. 13 - Feb. 7
 CDL-100-01
Mon. - Fri., Feb. 10 - Mar. 7
 CDL-100-02
Mon. - Fri., Mar. 10 - Apr. 4
 CDL-100-03
Mon. - Fri., Apr. 7 - May 2
 CDL-100-04
Mon. - Fri., May 5 - 30

7:30 am-5 pm
Bradway Trucking - Vineland, N.J.



Hospitality and Food Service Management Certificate Program

Are you interested in the field of hospitality and food service management? Are you an entrepreneur with dreams of opening a bed and breakfast, café, coffee shop or deli? Would you enjoy developing a career behind the scenes of a food service or lodging establishment? Perhaps you are already working in the food service industry and wish to enhance your skills and move up in management. This certificate program could be the right choice to enhance your future in the food service and hospitality field.

Individuals successfully completing all four training programs will receive a Certificate in Hospitality and Food Service Management from GCC.

The required courses are:

1. Introduction to Hospitality Management
2. Budgeting and Cost Control
3. Supervision in the Hospitality Industry
4. ServSafe® Food Safety Manager Training — (see page 25)
(Previously-held certificates will be considered on an individual basis.)

Introduction to Hospitality Management

The hospitality industry is one of the modern world's fastest-growing industries. The first segment of this course provides an analysis of the various opportunities within the hospitality field. Topics will focus on skills required to succeed in a variety of food service and hospitality operations. The course concludes with a focus on supervision and management, as well as travel and tourism aspects of the industry. 16 hours

\$159 IHM-100-02
Tue., Feb. 4 - 25, 8:30 am-12:30 pm

Budgeting and Cost Control

This course is designed to provide a comprehensive and realistic insight into this crucial area of the hospitality industry including an overview of food, beverage, labor cost controls and budgeting. The sequencing will provide students with a general survey of accounting methods and practices, followed by specific management techniques for budgeting, controlling and reporting food, beverage and labor costs. 14 hours

\$159 BCC-100-02
Tue., Mar. 4 - 25, 8:30 am-12:30 pm
Location: Rowan Boulevard, 5th Floor

Supervision in the Hospitality Industry

As the hospitality industry continues to grow, both domestically and internationally, so too does the need for qualified and competent managers and leaders. In this course, emphasis is placed on the role of the hospitality supervisor, as this position integrates with the responsibilities of human resources management. By studying employment laws as well as leadership styles, applying human resources management concepts to case studies and reflecting on your own experiences with supervision, participants will gain increased knowledge and workable tools to succeed in supervising roles. At the conclusion of the course, individuals will be prepared to undertake a Human Resources Supervision Certification exam from the National Restaurant Association Educational Foundation. The exam is included in the cost and is offered at the end of this program for certification by the National Restaurant Association. 16 hours

\$199 SHI-100-02
Tue., Apr. 8 - 29, 8:30 am-12:30 pm



Certified Wedding Planner

Prepare for a career as a wedding planner by mastering the fundamentals of planning, orchestrating and delivering “wow” weddings and parties. This online program allows you to earn your certification as a professional wedding planner — and you will even have an opportunity to put your new skills to work in an optional internship!

In these lessons, you will get step-by-step training and learn concise formulas for ensuring the success of any social event, from weddings and anniversaries, to birthdays and baby showers. Once you have grasped the basics of planning weddings, you will translate you will theory into real-world applications as you discover how to cultivate the vendor and client relationships that are crucial to building your business.

With the aid of more than 150 business templates and other resource documents, you will also gain the financial understanding you need to complement your wedding planning talents. This program provides you with an entire set of financial tools that you will be able to use for years to come, including contracts, business plans, fee structures and service offerings. Each business template is carefully planned to address the specific demands of the wedding-planning industry.

Upon successfully completing this program, you will be prepared to become certified as a professional wedding planner by the Wedding Planning Institute (WPI).

\$1,395 GES204

Food Safety Courses

Allergen Awareness for Food Processors

Who Should Participate? Food-processing industry employees at all levels.

Consumers are becoming more aware of allergens in the products they buy. To meet their needs and prevent costly product recalls, processors must take extra steps to label, store and control ingredients and products that contain allergens. This seminar will explain and define allergens and sensitivities as well as where to find current information on U.S. regulations. Ingredient storage and labeling and preventing allergen cross-contamination throughout production will be emphasized.

\$109 AAF-100-01
Fri., Mar. 28, 9 am–12 pm

Spanish

\$109 AAF-100-02
Fri., Mar. 28, 1–4 pm

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 re-assessment and re-validation 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 reference textbook and handouts and complete a written exam at the end of the course. Those satisfactorily completing the HACCP exam will receive HACCP certification.

\$569 HFM-100-01
Wed. & Fri., Apr. 23 & 25, 8 am–4 pm
Fri., Nov. 15, 8:30 am–12:30 pm

HACCP Annual Reassessment

Who Should Participate? Food industry managers and those responsible for following and creating a Hazard Analysis and Critical Control Point (HACCP) plan.

How adequate and effective is your current HACCP plan? Attend this seminar to determine if your HACCP plan effectively controls the identified critical hazards. In addition, we will assist you in reviewing the details of your current plan to determine if any changes are needed since your last annual review. We will also address steps for implementation of identified changes.

\$109 HAR-100-01
Fri., May 9, 9 am–12 pm

Food Protection and Bioterrorism

Who Should Participate? Individuals working in the food-processing industry at any level.

This seminar will look at areas of food safety and security with an emphasis on preventative measures. We will examine past bioterrorism attacks and explore detection and prevention tactics. Discussion will cover FDA and USDA advice for preventing bioterrorism and what every employee should be aware of. We will explore the use of cameras, alarms monitoring programs and conducting food security audits.

\$109 FST-100-01
Fri., Mar. 21, 9 am–12 pm

Traceability and Record Keeping for the Food Processing Plant

Who Should Participate? Anyone involved in quality control or quality assurance, as well as other positions within the food production industry. This session covers records needed for conducting day-to-day business in the food processing plant and how to pass an audit. Suggestions will be offered to help make record keeping easier and improve the traceability of your product from an incoming ingredient to a finished product.

\$99 TRK-100-01
Fri., Apr. 25, 9 am–12 pm

Good Manufacturing Practices

Who Should Participate? Individuals working in the food-processing industry, at any level.

Good manufacturing practices (GMPs) are a set of rules mandated by federal regulation for any facility manufacturing food, designed to protect our food supply from contamination or adulteration. Violation of GMP rules can result in not only causing illness or injury to your customers, but also can result in fines, jail time and loss to your business due to product recall. This seminar will cover the basic guidelines along with details of how to apply these rules in your daily operation. Examples of GMP violations will be discussed along with how to avoid them at your facility.

\$109 GMP-100-01
Fri. Apr. 11, 9 am–12 pm

Spanish

\$109 GMP-100-02
Fri., Apr. 11, 1–4 pm

Sensory Evaluation for Quality Control

Who Should Participate? Quality control supervisors and managers, plant supervisor and managers and quality technicians.

Evaluation of line samples is a key part of food production quality control. Are your procedures for sensory evaluation as objective as other measures? This course will review basic elements of evaluating products and how to add controls and objectivity to plant sensory evaluation for line samples, incoming ingredients and finished products.

\$109 SEQ-100-01
Fri., Feb. 21, 9 am–12 pm

Classes fill quickly so Register Today!

Food Science Training

ServSafe® Alcohol

This seven-hour course, followed by the national ServSafe® Alcohol exam, is designed to train participants on responsible alcohol service techniques and to enhance their knowledge of liquor laws. Information is presented in simplified but thorough text and visuals are included to enhance key concepts. This course is recommended for employees, regardless of their job positions, who interact directly with customers. The course includes a variety of activities that can be used to deliver, reinforce and review present manners of delivering alcohol responsible to the customer. The required book, *ServSafe Alcohol, Fundamentals of Responsible Alcohol Service, 2nd Edition*, with scantron sheet for testing, is available in the bookstore and is required prior to the start of the class.

\$179 SSA-100-01

Mon., Mar. 24, 8:30-4 pm

SSA-100-02

Mon., Apr. 14, 8:30-4 pm

ServSafe® — Food Safety Manager Training

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

This semester a two-day, **8-hour total** ServSafe® training session is being offered. Just like the traditional 16-hour session, this condensed, eight-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 four-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 \$199 includes two, four-hour training sessions, the ServSafe® book and exam. We provide the book for you — no need to purchase it ahead.

ServSafe® meets the needs of New Jersey food laws and regulations. Those who complete the program are recognized 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 exam.

\$199 SST-100-01

Mon., Jan. 13 & 27 8:30 am-12:30 pm

SST-100-02

Mon., Feb. 10 & 17 8:30 am-12:30 pm

SST-100-03

Mon., Mar. 10 & 17 8:30 am-12:30 pm

SST-100-04

Mon., Apr. 21 & 28 8:30 am-12:30 pm

SST-100-05

Mon., May 12 & 19 8:30 am-12:30 pm

SST-100-06

Mon., Jun. 2 & 9 8:30 am-12:30 pm

All classes will be held at the Enterprise Center at Rowan Blvd.



ServSafe® – Food Safety Manager EXAM ONLY – \$65

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

The exam provides an opportunity for individuals to retake for the Certified ServSafe® Food Safety Manager credential. This does not include training or textbook. Pre-registration is required. Please call 856-464-5226 to pre-register for the exam.

Mon., Jan. 27, 12 pm SSE-100-01

Mon., Feb. 17, 12 pm SSE-100-02

Mon., Mar. 17, 12 pm SSE-100-03

Mon., Apr. 28, 12 pm SSE-100-04

Mon., May 5, 12 pm SSE-100-05

Mon., Jun. 9, 12 pm SSE-100-06

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 with 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.

FREE Computer-Skills Training for Area Business Employees

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

In cooperation with NJCCC, NJBIA and the N.J. 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 2007
 CPT-806
 Mon., Feb. 10
 Thur., Apr. 17

MS Word II 2007
 CPT-807
 Wed., Feb. 12, Apr. 9

MS Outlook 2007
 CPT-827
 Fri., Jan. 24, Feb. 14

MS Excel I 2007
 CPT-808
 Mon., Jan. 27, Feb. 17

MS Excel II 2007
 CPT-809
 Mon., Feb. 24, Mar. 10

MS Word I 2010
 CPT-819
 Tue., Jan. 28, Feb. 11, Jun. 3
 Sat., Feb. 1

MS Word II 2010
 CPT-820
 Mon., Mar. 17, May 5, Jun. 9
 Wed., Apr. 2

MS Outlook 2010
 CPT-827
 Fri., Feb. 23, 14
 Sat., Feb. 8

MS Excel I 2010
 CPT-808
 Fri., Mar. 7, Jun. 5
 Thur., Apr. 3

MS Excel II 2010
 CPT-822
 Mon., Mar. 24, 31
 Wed., Apr. 14, Jun. 11

MS PowerPoint I 2010
 CPT-823
 Tues., Feb. 25
 Wed., Mar. 12
 Fri., Jun. 13

MS PowerPoint II 2010
 CPT-824
 Wed., Feb. 26, Mar. 26
 Fri., Jun. 20

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

MS Word I 2013
 CPT-829
 Sat., Feb. 22
 Fri., Mar. 3
 Tues., Apr. 1

MS Word II 2013
 CPT-830
 Sat., Mar. 22
 Wed., Apr. 16
 Tues., May 13

MS Excel I 2013
 CPT-831
 Fri., Mar. 28, Apr. 18

MS Excel II 2013
 CPT-832
 Fri., Apr. 4, 25

MS Outlook 2013
 CPT-828
 Fri., May 9 or 23

MS PowerPoint I 2013
 CPT-825
 Thur., May 15 or 22

MS PowerPoint II 2013
 CPT-826
 Wed., May 21 or 28

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

**Felicia Carroll at 856-415-2216
 or email fcarroll@gccnj.edu**

OR

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

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

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

Microsoft Word 2013

Become familiar with this popular word processing software package.

\$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

Tue. & Thur., Jan. 28 & 30, 6-9 pm

CPT-280-02

Tue. & Thur., Mar. 25 & 27, 6-9 pm

Intermediate

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

Prerequisite: Word 2010 Beginner

CPT-281-01

Tue. & Thur., Feb. 4 & 6, 6-9 pm

CPT-281-02

Tue. & Thur., Apr. 1 & 3, 6-9 pm

Advanced

The advanced course teaches the user how to use mail merge for form letters, mailing labels and envelopes, how to create forms, work with long documents and use objects and document backgrounds. .6 CEUs

Prerequisite: Word 2010 Beginner and Intermediate

CPT-292-01

Tue. & Thur., Feb. 11 & 13, 6-9 pm

CPT-292-02

Tue. & Thur., Apr. 8 & 10, 6-9 pm

Excel 2013

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

Prerequisite: Keyboarding, Microsoft Windows or equivalent recommended

\$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

Tue. & Thur., Feb., 18 & 20, 6-9 pm

CPT-282-02

Tue. & Thur., Apr. 22 & 24, 6-9 pm

Intermediate

Intermediate 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 2010 Beginner

CPT-287-01

Tue. & Thur., Feb. 25 & 27, 6-9 pm

CPT-287-02

Tue. & Thur., Apr. 29 & May 1, 6-9 pm

Advanced

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

Prerequisite: Excel 2010 Beginner and Advanced

CPT-293-01

Tue. & Thur., Mar. 4 & 6, 6-9 pm

CPT-293-02

Tue. & Thur., May 6 & 8, 6-9 pm

PowerPoint 2013

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
\$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 slide masters. Finally, learn how to modify, proof and deliver presentations. .6 CEUs

CPT-273-01

Tue. & Thur., Mar. 25 & 27, 6-9 pm

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 2010 Beginner

CPT-278-01

Tue. & Thur., Mar. 18 & 20, 6-9 pm

Access 2013

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

\$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

Mon. & Wed., Apr. 7 & 9, 6-9 pm

Intermediate

This course builds on the skills taught in Access 2010 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 Beginner
.6 CEUs

CPT-289-01

Mon. & Wed., Apr. 21 & 23, 6-9 pm

Advanced

This 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 Beginner and Intermediate .6 CEUs

CPT-291-01

Mon. & Wed., Apr. 28 & 30, 6-9 pm

Online Courses from LERN!

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



Media Marketing

Video Marketing Certificate

Video marketing is the latest hot new marketing trend. Shoppers who viewed product videos were 144 percent more likely to add the product to their cart. Video with good SEO has a 53 percent higher chance of showing up on page one of Google searches. When done correctly, video can tell a story and stories connect people. Video also leads to an emotion “trigger” that plain text cannot do.

\$395 total for both courses and certificate.

Video Marketing

Sight, sound and motion are much more compelling than static words on a page. In this course you will discover how to use simple online video to bond with your viewer, drive traffic to your website, boost business and build brand awareness. Learn how to use Google and YouTube with your video to market your business 24/7.

LRN-804-01

One-month online course, Feb. 3 – 28

LRN-804-012

One-month online course, Apr. 7 – May 2

YouTube for Business

Increase your business with YouTube, the online video site and now the second largest search engine. Discover the power of video for your organization. Find out what types of video work best, how other business organizations use YouTube, how to create your own YouTube channel and how to add captions, annotations and other extra features.

LRN-805-01

One-month online course, Mar. 3 – 28

LRN-805-02

One-month online course, May 5 – 30

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.

This course is 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 eMarketing Certificate

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

\$495 Certificate — includes all three courses

\$195 Each individual course

LRN-100-01

Three one-month online courses, Feb. – May

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 bench marks 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, Feb. 3 – 28

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, Mar. 3 – 28

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, Apr. 7 – May 2

Mobile Marketing Certificate

The Mobile Marketing Certificate is relevant for people in any workplace organization, including companies, nonprofits, government agencies 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.

\$595 Certificate — includes all three courses

LRN-316-01

Three one-month online courses, Feb. – Apr.

Online Courses from LERN

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, Feb. 3 – 28

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 how to quickly deploy smartphone applications.

\$245 LRN-317-01

One-month online course, Mar. 3 – 28

Advanced Mobile Marketing

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 online course, Apr. 7 – May 2

Social Media for Business Certificate

Get in on this exciting and growing way to communicate, market and serve your customers and clients. For businesses, nonprofits, government agencies and other organizations. From Facebook to Twitter, blogging, YouTube, LinkedIn and more, discover the new principles of communication that apply across all networks and how these specific social networks work and the possible uses for your organization. Learn how social networks are used to develop a two-way communication and marketing strategy for your organization. Then find out what you can be doing, what you should be doing and take back a plan to integrate social networks into your communication and marketing. Whether you are new to social networks or already involved, you will come away with both an understanding of social networks and practical, how-to techniques to integrate the technology into your organization or business.

Your instructors are outstanding practitioners who also speak, write and train others on social networks.

\$495 Certificate — includes all three online courses

\$195 Each individual online course

Introduction to Social Media

Get involved in the move from traditional to online communication. Learn what social networks are and their role in your business and personal life. Find out the top sites and how businesses are using the sites for communication, customer retention, branding, marketing, market research, needs assessment and serving customers and clients. Explore the options for your organization. Look at case studies of what other organizations are doing. Let your instructor guide your exploration of Facebook and YouTube. For anyone interested in social networks.

Your instructor is a nationally renowned speaker, consultant and trainer on social networks and social media.

LRN-800-01

One-month online course, Feb. 3 – 28

LRN-800-02

One-month online course, Apr. 7 – May 2

Marketing Using Social Media

Develop a two-way communication and marketing strategy for your organization using social networks. Let your instructor guide you in exploring major social networks, including Twitter, LinkedIn and blogging. Learn quick, easy ways to use these platforms to engage your customers or clients and keep them interested in your organization or business. You will find out the advantages and disadvantages of each and learn what is right for your work and kind of organization.

Your instructor is a director of marketing for a national association and writes and speaks on the topic.

LRN-801-01

One-month online course, Mar. 3 – 28

LRN-801-02

One-month online course, May 5 – 30

Online Courses from LERN

Integrating Social Media in Your Organization

Take away a practical strategy and techniques for implementing social networks for your organization or business. Learn how to create your own private social network using Ning, work socially using Google Docs and calendars and move your website to an interactive Web 2.0 site.

Then your instructor will help you choose which social network tools are right for your situation and then integrate them into your website to develop a social networking strategy for your organization.

Find out what you can be doing, what you should be doing and take back a plan to integrate social networks into your communication and marketing.

LRN-802-01

One-month online course, Apr. 7 – May 2

LRN-802-02

One-month online course, Jun. 2 – 27

Designing Successful Webinars

Webinars are a hot new meeting format that save money and reach more people than in-person meetings. Use them for customer education, staff meetings and training, presentations, virtual seminars and much more.

The technology is simple, but good Webinar presentation techniques are critical. Discover the power of successful Webinars for your business organization. Then learn the four key strategies to make your Webinars more successful. Acquire techniques and tips that will make your Webinars winners with your audiences.

\$195 LRN-308-01

One-month online course, Mar. 3 – 28

LRN-308-02

One-month online course, May 5 – 30

Facebook for Business: Advanced Skills for Businesses and Organizations

Find out what goes on behind the scenes on Facebook pages and how to increase the chances that your message is seen and acted on. Discover new tools and proven techniques to increase business and expand your reach. Discuss how to adapt your marketing message for the Facebook platform and how to integrate Facebook across all marketing areas. This is an advanced class and assumes you have a page started on Facebook and have some basic knowledge of the platform.

\$245 LRN-309-01

One-month online course, Mar. 3 – 28

LRN-309-02

One-month online course, May 5 – 30

Google Analytics

If you are not reviewing your website statistics, then you are missing several key opportunities to profit from your website traffic. This course, aimed at non-technical users, will take you through all the key techniques and how to use website analytics applying the world-standard Google Analytics, a free online tool.

You will understand your visitor traffic better, learn how to calculate return on investment (ROI) for your online advertising and find out how to get more conversions and sales from your website visitors. A must for anyone serious about leveraging more success from their website.

\$195 LRN-310-01

One-month online course, Mar. 3 – 28

LRN-310-02

One-month online course, May 5 – 30

Twitter

Twitter is a hot, social media platform these days — and everyone seems to be using it. Learn the procedures to take advantage of the unique opportunities Twitter offers and discover the best ways to create relationships and network with your key constituents. You will learn about the fastest and easiest techniques for successful interactions in the Twitter-verse.

\$195 LRN-314-01

One-month online course, Feb. 3 – 28

LRN-314-02

One-month online course, Apr. 7 – May 2

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
One-month online course, Feb. 3 – May 2

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
One-month online course, Feb. 3 – 28

Cyber Security for Managers

Cyber security issues are all around us and reach nearly every part of our business and work, from online banking and education to Facebook and Wi-Fi. Finally, you can get up-to-date on Cyber Security basics and fundamentals. Designed for non-technical managers, directors and others in the work place, you will learn about threats and vulnerabilities, safeguards, common attacks, viruses, malware and spyware, disaster recover planning, Intrusion Detection/Prevention, basic security architecture, introductory forensics and cyber terrorism.

\$245 LRN-307-01
One-month online course, Mar. 3 – 28
LRN-307-02
One-month online course, May 5 – 30

Media Buying Strategies

Discover the marketing planning process to clearly delineate the relationship between marketing and media-buying decisions. Marketing functions are examined through case analysis to successfully integrate all elements of the media-buying process. This approach reflects the emphasis on the marketing decisions that business owners are most likely to confront in their marketing operations when meeting with various media outlets and managing their marketing campaigns.

\$195 LRN-810-01
One-month online course, Mar. 3 – 28
LRN-810-02
One-month online course, May 5 – 30

The Business Plan

Whether starting a business or growing the one you have, a business plan serves as a roadmap and can help secure needed funding. In this course, you evaluate the many aspects and potential hurdles of the business and build the business plan — one step at a time. Focusing on the most critical components of the business plan enables you to uncover hidden risks and assess the business from marketing, management and financial vantage points.

\$195 LRN-811-01
One-month online course, Mar. 3 – 28
LRN-811-02
One-month online course, May 5 – 30

Using Personality Profiles for Better Work Performance

Understanding yourself and others will increase your overall effectiveness at work, home and in all of your relationships. Learn how to improve your communication with others, convey your ideas effectively and improve your ability to understand what is important to those who do not share your same style. Course fee includes your own DiSC behavioral personality profile assessment and review.

\$295 LRN-812-01
One-month online course, Apr. 7 – May 2

Supervisory and Leadership Certificate

Your employees are your most valuable resources. Ensuring the efficiency of your team is the key to your success and is your most important responsibility. Get practical, easy to understand and insightful methods for new and even experienced supervisors and managers.

Learn about effective delegation, performance management and writing performance reviews. Discuss the specifics of the supervisor's role and responsibilities and strategies for improving your overall effectiveness as a leader.

Take home practical information along with tips and techniques that can be applied at your job immediately.

\$395 LRN-803-01
One-month online course, Feb. 3 – 28
LRN-803-02
One-month online course, Apr. 7 – May 2

Management Bootcamp

Enhance your management skills through this course for supervisors, managers and emerging leaders. Nothing creates success like a solid foundation. Discover the keys for effectively managing your employees. Find out how to create clear expectations, engage and motivate employees and increase your effectiveness through use of the DiSC personality profile (included). By the end of the course we will have you managing like a pro — quickly and with confidence.

\$295 LRN-808-01
One-month online course, Feb. 3 – 28
LRN-808-02
One-month online course, Apr. 7 – May 2

Online Courses for K-12 Teachers from LERN

Online Learning and Teaching for K-12 Teachers

Specifically for K-12 teachers, you will discover 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

One-month online course, Mar. 3 – 28

Social Media and Online Tools for K-12 Teachers

Facebook, Twitter, YouTube! It seems that everyone, including your students, talks about the ways the Internet keeps them in touch and connected. Since many of your students are technology natives already, are not 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

One-month online course, Apr. 7 – May 2

Generational Learning Styles for K-12 Teachers

Your students learn differently than you do. 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

One-month online course, Apr. 7 – May 2

Dementia Care Specialist

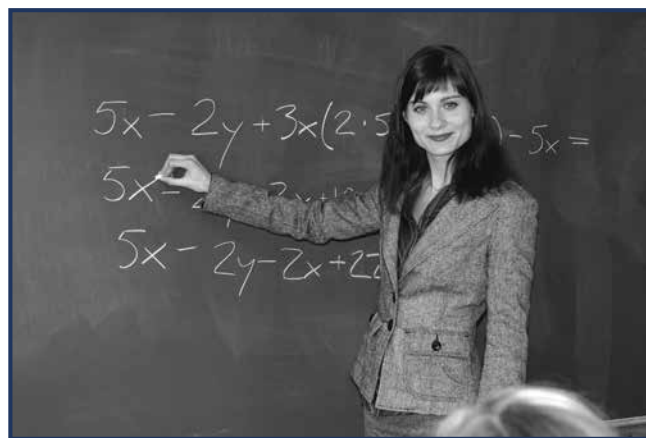
As baby boomers age, we are challenged to care for an exponentially-growing population of persons with dementia. This course provides essential knowledge and understanding about neurological diseases that affect cognition and memory and practical application of effective skills for supporting persons 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

One-month online course, Feb. 3 – 28

LRN-627-02

One-month online course, Apr. 7 – May 25



Gender in the Classroom

Discover how girls and boys learn differently. Take away the 10 top tips for helping girls and the 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.

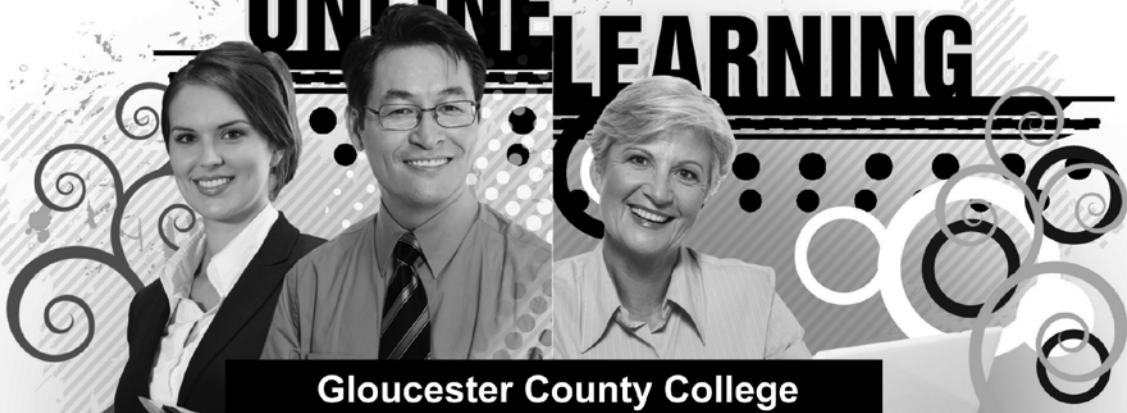
\$145 LRN-622-01

One-month online course, Mar. 3 – 28

LRN-622-02

One-month online course, Jun. 2 – 27

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

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
Understanding Financial Statements

Business Ownership: Contracts
and Agreements
Writing a Business Plan

Starting a Business from A-Z

This course is designed for entrepreneurs intending to start or have recently started a small business. It examines legal forms for doing business in New Jersey, how to register a business, setting up bookkeeping records, federal and state taxation, payroll, insurance and licensing.

\$115 SBA-140-01
Thur., Jan. 30 & Feb. 6, 6–9 pm
SBA-140-02
Thur., Mar. 6 & 20, 6–9 pm

Recording Business Transactions

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

\$60 SBA-146-01
Thur., Apr. 17, 6–9 pm

Financing a Business

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

\$60 SBA-142-01
Thur., Apr. 10, 6–9 pm

Marketing Research and Strategies

Examine in detail the two critical aspects of marketing. The first session will focus on marketing research techniques and tools. This program is for new and existing businesses. The second session covers strategies and actions you can take to market your business. (The second session of this program is the equivalent to *Successfully Marketing Your Small Business*.)

\$115 SBA-143-01
Thur., Apr. 24 & May 1, 6–9 pm

Understanding Financial Statements

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

\$60 SBA-144-01
Thur., May 8, 6–9 pm

Business Ownership, Contracts and Agreements

This class provides a basic understanding of business contract law with an overview of the different types of contracts (employment, supplier, customer), with a description of situations requiring attorney consultation. Topics include legal structures, partnerships and partnership agreements, corporation and shareholder agreements.

\$60 SBA-145-01
Thur., May 15, 6–9 pm

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.)

\$115 SBA-141-01
Thur., Feb. 13 & 20, 6–9 pm
SBA-141-02
Thur., Mar. 27 & Apr. 3, 6–9 pm

Successfully Marketing Your Small Business

This is a basic how-to marketing class that covers some of the specific actions you can take to market your business. The class is designed for small businesses who want to start marketing their business today.

\$60 SBA-148-01
Thur., Feb. 27, 6–9 pm

Fire Training

Gloucester County Fire Academy (GCFA)

Firefighter I

Prerequisites: Students must be 18 years of age; be 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 and 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.

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

Text: Jones & Bartlett, *Fundamentals of Fire Fighter Skills*

FFI-100-01

Orientation: Sat., Jan. 10, 7 pm

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!

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, N.J. 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.

DVSC Delaware Valley
Safety Council



**NATIONAL COMMISSION
FOR THE CERTIFICATION
OF CRANE OPERATORS (NCCCO)**

March 3–7, 2014

DVSC-NJ, Gloucester County College, 1492 Tanyard Road, Sewell, NJ 08080

NCCCO Signalperson & Rigger Level I Test Prep & Certification Testing

The Delaware Valley Safety Council (DVSC), in association with the National Commission for the Certification of Crane Operators (NCCCO) and our training and testing partner, ETS, is offering a comprehensive crane safety training/testing program.

The program is designed to prepare the student to be able to successfully complete the NCCCO written and practical tests for Signalperson and/or Rigger Level I certification. Fees are all-inclusive for training, written exams and practical testing.

For more information or to register, please visit dvsconline.org

Register by February 17, 2014 to avoid late fees!



Food Safety Training Online

If you are a food manufacturer or if your employees serve or handle food, your first responsibility is the safety of your products. Gloucester County College can help you achieve that priority by ensuring a well-trained staff. Our online training courses give you access to state-of-the-art food safety training programs designed for all of your employees.

Our training courses include:

- Good Manufacturing Practices (GMPs)
- Personal Hygiene and PPE
- Safety and Security
- Allergen Awareness for Food Processors
- HACCP Introduction
- Food Safety Manager Refresher Course

Also:

- All courses available in English and Spanish (Food Safety Manager also available in Mandarin)
- All courses except Food Safety Manager Refresher cost \$25 per course/per person
- Food Safety Manger Refresher (four-part course) cost \$60 per person

For additional information or questions contact:

Allen Magid, Sales Manager CE

856-468-5000, ext. 5503 or

amagid@gccnj.edu

Digital Photography Certificate Program

Gloucester County College is pleased to offer a Certificate Program in Digital Photography. To earn the certificate you must complete three core courses, one specialty course and two workshops. Upon completion of all of the certificate requirements, please contact our office at 856-415-2217 to receive your certificate.

Core Courses

Digital Photography Made Easy
 Digital Photography – Creative
 Digital Photography – Advanced

Specialty Courses

Array of Digital Photography
 The Art of Creating Digital Landscapes
 Digital Photography – All About Light and Exposure
 Intuitive Photography

Workshops

New Lighting Cubed
 Creating High-Definition Photography Using Window Lighting in Digital Photography
 The Edge of Light: Studio Lighting and its Equipment

Core Courses

Digital Photography Made Easy

Do you find yourself frustrated trying to understand and use your digital camera? Has it become an obstacle? Do you find yourself trying to figure out your camera every time you take a picture? Then this class is for you! You can not take great pictures until you understand how your camera works. You will become more comfortable using your digital camera.

\$139 DIG-101-01
 Mon. & Wed., Mar. 3 – 17, 6:30–9:30 pm

DIG-101-02
 Tue. & Thur., Jun. 3 – 17, 6:30–9:30 pm

Digital Photography – Creative

We will help you take better pictures of your family and friends — be it candid or posed. We will help you understand what the right background and lighting can do to improve your photos; how to get great professional looking photos at a wedding or get-together of your family and friends and how to get postcard-looking, landscape photos while on vacation. Also learn how to use some of the many computer programs designed to help you with your photographic endeavors.

\$139 DIG-102-01
 Tue. & Thur., Mar. 4 – 18, 6:30–9:30 pm

DIG-102-02
 Mon. & Wed., Mar. 31 – Apr. 14, 6:30–9:30 pm

These courses require you to bring your DSLR camera, owner's manual, tripod and an extra battery



Digital Photography – Advanced

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

\$139 DIG-103-01
 Mon. & Wed., Apr. 28 – May 12, 6:30–9:30 pm

Specialty Courses (must take 1)

Digital Photography – An Introduction to Portraiture

Are you interested in the art of photographing people and seeing the effect that light has on the mask of the face? You will learn how to use studio lighting to enhance the highlights and shadows of the subject and use masculine and feminine lighting to sculpture the human face and body. This is a hands-on course — your own DSLR camera, flash and tripod brought to class is required.

\$129 DIG-206-01
 Mon. & Wed., Feb. 3 – 17, 6:30–9:30 pm

Digital Photography – A Unique Approach to Wedding Photography

Are you an experienced, digital single lens reflex (SLR) owner and would like to learn the techniques the pros use for wedding photography and bridal portraits? Come learn everything from bridal preparation to cutting the cake. The goal for this class is to teach you how to shoot weddings efficiently and professionally. This class is also great for people who want to photograph family and friends' weddings and who want to learn about commercial wedding photography.

\$129 DIG-202-01
 Tue. & Thur., Apr. 1 – 15, 6:30–9:30 pm

Digital Photography – All About Light and Exposure

Photography is a Greek word meaning “painting with light.” That and exposure are the key ingredients. We will explore in fine detail the “how-to’s” of window light, studio lighting and its equipment. “The Edge of Light—Figure Study” series will be included, in- and out-door night photography, available light, high dynamic range (HDR) and how to get perfect exposures every time.

\$129 DIG-400-01
 Wed & Sat., Apr. 30 – May 14
 Wed., 6:30–9:30 pm; Sat., 10 am–1 pm



Digital Photography – The Art of Creating Landscapes

Have you ever returned from a vacation or field trip and your photographs do not look the way your mind's eye remembered them? Then this landscape photography seminar is for you! Learn how to get a perfect exposure using the 18-percent-gray card and Ansel Adams's zone system, how to photograph panoramas from camera capture to conclusion, high dynamic range (HDR) and how to be in the right place at the right time to capture the elusive moment the way your eye saw it.

\$129 DIG-316-01
Mon. & Wed., Jun. 2 - 16, 6:30-9:30 pm

Workshops (must take 2)

Digital Photography – The Art of Using Window Light

Learn how to work like the Old Masters by using north light. Today, many photographers see the advantages of working with this style of lighting. This soft natural light will wrap around the subject to create a stunning portraiture in the Old Masters style.

\$79 DIG-310-01
Sat., Apr. 5, 10 am-1 pm

DIG-310-02
Sat., May 3, 1:30-4:30 pm

Digital Photography – Studio Lighting and its Equipment

Come learn about studio lighting and the various lighting equipment that is used in professional portraiture.

\$79 DIG-304-01
Sat., May 10, 1:30-4:30 pm

Digital Photography – The Edge of Light: Figure Study

The human form has been captured by palette and brush for centuries, followed by photographers using light and lens for more than 100 years. By using light and shadow on a professional model who will be wearing a Danskin outfit, we will show you how the light will caress and sculpture the human form, enhancing it in an artistic way.

\$79 DIG-312-01
Sat., Apr. 12, 10 am-1 pm

The above courses
require you to bring your
DSLR camera, owner's
manual, tripod and
an extra battery

Getting to Know Your iPad

Have you recently purchased an iPad and would like to learn how to get the most of the device? If so, this class is for you. Come learn the basics and how to get the maximum use of your iPad. (*Please bring your iPad to class.*)

\$49 PRO-502-01
Thur., Apr. 3 & 10, 6-8 pm

Wine Classes

NEW! Loire Valley and South Africa

A definite contrast in styles from two very different wine regions. The light and lively wines of the Loire will lift your palate and expand your wine choices. South African wines on the other hand, with their new focus on quality and diversity, will offer some of the best wine values in the world today.

\$189 WIN-110-01
Thur., Jan. 16 - 30, 7-9 pm

NEW! Italy

A source of undeniable value and world-class quality. No other country provides the consumer with an unbelievable array of wine varietals at attractive price points that will satisfy any wine enthusiast.

\$189 WIN-111-01
Thur., Mar. 20 - Apr. 3, 7-9 pm

NEW! Barolo vs. Brunello

A clash of the Titans. The scene is set. It is the case of Barolo versus Brunello. Both claim the title "Italy's Greatest Wine." It will be decided tonight as the two sides face off. You will be the jury and choose the victor. The evidence will be presented by "attorneys" in a courtroom venue and will be presided over by a judge. Facts will be presented, wines will be tasted and the jury will render its verdict. Lots of fun.

\$137 WIN-112-01
Thur., Apr. 10, 7-9 pm

NEW! Affordable Bordeaux

Frustrated with the prices of Cru Classe Bordeaux that only one percent of wine consumers can enjoy? Do not despair — there is a plethora of Bordeaux wine estates producing wines of uncommon quality at a price that the rest of us can afford.

\$189 PRO-420-01
Thur., May 1 - 15, 7-9 pm

NEW! Old World vs. New World Wines

This three-week course will focus upon the differences between wines grown in Europe and wines grown in the New World (Argentina, Australia, Chile, New Zealand and the United States.) Students will learn why the European wine makers embrace the concept of Terrior while New World winemakers in general believe in the efficacy of technology as the guiding principle in their wine making. Students will taste the difference of these two philosophies as it is expressed in their wines.

\$189 PRO-339-01
Thur., Feb. 13 - 27, 7-9 pm

For Your Garden

Spring Native Plants Naturally

Each week several native plants will be studied — history of, uses by native people in ancient times and uses now (taste blueberry cake, cranberry jam and see how to make bayberry candles). Find out which native plants will grow in dry sun, dry shade, moist woodlands or swamps and how to have them in your garden. Learn what butterflies, moths, birds and other wildlife benefit by specific native plants.

\$75 PLN-100-01
Wed., Mar. 19 - Apr. 23, 7-9 pm
and Sat. Apr. 26, 9-11 am
Triple Oaks Nursery, Franklinville

Starting the Herb Garden Naturally

Learn about the history and culture of herbs and edible flowers. Make an optional herb wreath and other projects, discuss fragrances and enjoy a potluck dinner. Learn about planning and planting herbs, soil preparation and when to plant the right herb for the right spot, herbs for full sun and fragrant and shade loving herbs. Discover what herbs are good for decorating and learn what to plant for drying, fragrance and crafting. Tour the herb and kitchen gardens and collect small bunches of herbs to take home. Learn about the culinary uses for herbs.

\$75 PRO-268-01
Wed., Apr. 30 - June 4, 6:30-8:30 pm
and Sat., May. 11, 9-11 am
Triple Oaks Nursery, Franklinville

Health & Wellness Online Courses

Lose Weight and Keep It Off

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

\$95

To learn more or to enroll go to www.ed2go.com/gccnjill.edu

Introduction to Natural Health and Healing

Would you like to learn more about natural health but do not know where to start? If so, then this is the course for you! We will discuss the various stages of health and illness and you will discover that true health means wholeness of the mind, body and spirit. You will start a personal health journal to evaluate your current lifestyle and observe how your behaviors can affect your health. We will also explore naturopathy, which seeks ways for the body to heal itself. By the end of this course, you will have begun taking charge of your own health and healing.

\$95

To learn more or to enroll go to www.ed2go.com/gccnjill.edu

Health & Wellness

Hoop Fit and Hoop Dance

Hoop Fun—Hoop Fit is a cardiovascular exercise that uses an adult-sized hula hoop (approx. 41"/1.5 lbs.) to build balance, strengthen core muscles and tone the entire body. Unlike in traditional "hula hooping," hoop dance uses the hoop on all parts of the body and travels off of the horizontal plane. In addition to burning between 300–600 calories in an hour, hooping reduces stress, increases self-confidence and generates joy and laughter. Learn the core moves of hooping that will allow you to build a solid foundation. Learn beautiful moves, build skills and start learning how to actually dance with the hoop! Hoop is an additional \$20.

\$55 HOP-100-01

Wed., Jan. 29 – Mar. 19, 6:30–7:30 pm

HOP-100-02

Wed., Mar. 26 – May 14, 6:30–7:30 pm

Piloxing

Piloxing uniquely mixes Pilates and boxing moves into a calorie blasting, muscle toning and core-centric interval workout. Piloxing blends the power, speed and agility of boxing with the sculpting, fluid body balancing principles of Pilates. Get strong, lean, toned muscles and increase your stamina, coordination and flexibility while you burn up to 900 calories in an hour! Please bring a water bottle, towel and exercise mat. Piloxing gloves are optional.

\$59 PIX-100-01

Mon., Feb. 3 – Mar. 10, 6–7 pm

Into to Yoga

This course is designed to introduce you safely and accessibly to the basic postures, breathing techniques and relaxation methods of yoga. Begin to experience the benefits of stretching, moving and breathing freely as they relieve built up stress, learn to relax and ultimately get more out of day-to-day life. This class is designed for individuals of all fitness levels who want to improve posture and movement efficiency, increase strength, flexibility and develop mind/body awareness through breathing, yoga poses and learn methods of stress reduction and relaxation. You will be introduced to the hatha yoga principles of intention connection, relaxation, breathing, detachment, anchoring and elongation through yoga postures.

\$69 YOG-201-01

Thur., Feb. 6 – Mar. 20, 6–7 pm

(no class Mar. 13)

Zumba

Are you ready to party yourself into shape? Join us as we incorporate the moves of salsa, meringue, cha cha and hip hop. Zumba is designed for adults of all ages and fitness levels.

\$69 ZUM-100-01

Wed., Jan. 22 – Feb. 26, 6:30 pm

ZUM-100-02

Wed., Mar. 26 – Apr. 30, 6:30 pm

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 set of 2–5 lb. (each) dumbbells, a towel and exercise mat to class.

\$69 HST-204-01

Sat., Feb. 8 – Mar. 29, 11:30 am–12:30 pm

HST-204-02

Sat., Apr. 26 – May 17, 11:30 am–12:30 pm

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.

\$69 HST-203-01

Wed., Feb. 5 – Mar. 26, 6–7 pm

HST-203-02

Mon., May 5 – Jun. 16, 6–7 pm

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. Bring a set of 2–5 lb. (each) dumbbells, a water bottle, towel and an exercise mat. Accommodates beginner to advanced fitness levels.

\$69 HST-202-01

Wed., Feb. 5 – Mar. 26, 6–7 pm

HST-202-02

Wed., May 7 – Jun. 11, 6–7 pm

Dancing

Basic Belly Dancing

An introduction to the basics of Belly Dance, this course will teach women of all shapes and sizes to connect with their bodies. This low impact, non-competitive class focuses on the core movements of Middle Eastern dance. Wear socks or slippers and expect to have fun!

\$69 DAN-112-01

Wed., Mar. 5 – Apr. 9, 7–8 pm



Youth One-Stop GED Center



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

OPERATES YEAR-ROUND
 8 am – 3 pm, Mon. through Fri.

Please call to receive additional information and to determine eligibility.

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

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.

SAT Preparation

This course is designed to expose the student 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. Half of the sessions are spent in Critical Reasoning (verbal) and half in Math. Students should bring a calculator for the Math sessions.

\$229 COL-100-01
 Mon. & Wed., Feb. 3 – Mar. 3, 6-9 pm
 (no class Feb. 17)

COL-100-02
 Mon. & Wed., Mar. 24 – Apr. 16, 6-9 pm

COL-100-03
 Mon. & Wed., May 5 – Jun. 2, 6-9 pm
 (no class May 26)



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

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

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, 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 Gloucester County College. Day programs run year-round and evening programs run from Sept. 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.

Share your expertise! Become an Instructor with GCC's 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.

Email your resume to: Brigette Satchell at
bsatchel@gccnj.edu



We are currently seeking instructors for the following areas:

Supervisory Skills
Leadership Skills
Web Design

Gerontology
Project Management
Six Sigma

Train the Trainer
Diversity Training
Cloud Technology

Thinking About College?

Get Ready to Succeed!

Attend a GCC College Readiness Program Information Session

January 22, 5 pm

Please call 856-415-2216 to RSVP for the information session

GCC courses provide the necessary tools to transition into college.

- Prepare for college level math, reading, writing and basic computers
- Improve college placement test scores
- Learn study skills and time management
- Receive counseling, academic advising and financial aid assistance

To be eligible, students must:

- Be a Gloucester County resident
- Have a high school diploma
- Enroll into a GCC degree or certificate program

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

Phone: 856-468-5000, ext. 6227

Fax: 856-415-7974

Website: gccnj.edu/ce



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 Comm./Rec. Center
Route 322-Glassboro Road
Williamstown, NJ 08094

For more information, please call 856-384-3700

People in Transition

What is People in Transition?

People in Transition is a program funded by grants from the New Jersey Department of Children and Families and the United Way of Gloucester County to provide services and programs to displaced homemakers. Among the services offered are counseling, community referral services, workshops in job search skills, vocational and personality surveys and life skills development. 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 unless otherwise noted.

Most PIT workshops are FREE. Registration is required. Call 856-415-2222, email peopleintransition@gccnj.edu or visit gccnj.edu, continue to Student Services tab at top of page and click on *People In Transition*

Financial Considerations for Job Changers

This seminar is created to address financial strategies specific to individuals that are experiencing a job transition. Guidance will be given on what to do about insurance needs (health, life and disability), retirement plans, changes in benefits, taxable effects and emergency funds. During the workshop, we will weigh the pros and cons of the options that face someone transitioning between jobs.
Tue., Jan. 7, 7-9 pm

Monique Castillo, Financial Advisor

Resume Life Skills Workshop

Learn how to create the perfect resume and show prospective employers you are the ideal candidate for the job! If you have a resume, bring it with you! If you do NOT have a resume, email us at nhawn@gccnj.edu or call 856-415-2256 for a Personal Data Form, which you will complete and email or mail back to us by January 6, 2014. We will create a draft of a resume for you and give it to you at the beginning of the workshop. In an open forum style, all of the resumes will be critiqued. Do not miss this opportunity to learn how to get your resume noticed and to increase the chances of getting that interview!

Mon., Jan. 13, 6-8 pm

Nancy Hawn, M.S., NJAPM

Heart of Gloucester County and People in Transition

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

Workshops are FREE unless otherwise noted.

Financial Aspects of Divorce

This one-night class is designed to help you navigate the complicated process and stressful ordeal of divorce. The class covers the broad range of financial issues you will face when going through divorce and is designed to help you avoid costly mistakes, clarify your expectations and begin planning for a "successful" divorce.

Tue., Jan. 14, 6:30-8:30 pm OR

Tue., Feb. 18, 6:30-8:30 pm OR

Tue., Mar. 18, 6:30-8:30 pm OR

Tue., Apr. 15, 6:30-8:30 pm

Joseph Johnson, Owner Main Street Financial, Financial Advisor

Divorce Recovery

This six-session workshop is designed for men and women who are separated or divorced. Learn coping strategies for dealing with such issues as self-esteem, loneliness, anger, children's emotions and communicating with the former spouse.

Tue., Jan. 14, 21, 28, Feb. 4, 11, 18, 7-8:30 pm

Jennie McQuaide, Ph.D., Licensed Professional Counselor

How to Wear Your Ruby Slippers: Growing Self-Confidence

Dorothy's ruby slippers was a metaphor. She always had the strength within herself. Learn how to help find your inner strengths and core values to grow self-confidence during times of stress and adversity. Strategies and exercises included.

Wed., Jan. 15, 7-9 pm

Sharon Roth-Lichtenfeld, Certified Professional Life Coach

Women, Money & Power

Ninety percent of all women will be solely responsible for their finances at some point in their lives. This presentation will explore why you need a financial strategy and understanding "who you are" financially.

Mon., Jan. 27, 7-9 pm

Monique Castillo, Financial Advisor

People in Transition and Women's Leadership Council of UWGC

Smart Women Finish Rich

This seminar provides you with seven steps to help you plan your financial security and seek your dreams. These simple steps are designed to help you figure out where you stand financially, improve the financial quality of your life and to put your money where your values are. Discover the power of the latte factor.

Tue., Feb. 4, 6:30-8:30 pm

Joseph Johnson, Owner Main Street Financial, Financial Advisor

Intermediate Computer Class

A 40-hour course covering Intermediate Word, Excel and PowerPoint.

Cost is \$40 for displaced homemakers and \$100 for non-displaced homemakers.

Thur.—Nights, Jan. 23 – May 1, 6:30-9:30 pm, (no class Mar. 13)

Tina Chapplear OR

Fri.—Days, Feb. 7 – Apr. 4, 9:30 am-2:30 pm, (no class Mar. 14)

Lauri Kuder, Expert Certified Microsoft Access Developer

Divorce — Beyond Emotions: Financial Perspective

The impact of divorce is far-reaching, ranging from family and lifestyles to financial perspectives. It's important to face this life-changing event with eyes open and as much knowledge as possible. This seminar will give guidance for protecting financial interests in pre-, during and post-divorce stages. A booklet summarizing the key takeaways of the seminar and an actionable checklist will be given to all attendees to keep you on track and ensure the best possible outcome.

Thur., Jan. 16, 7-9 pm

Monique Castillo, Financial Advisor

How to Avoid Costly Housing Mistakes Before, During and After a Divorce

We know that divorce is rarely easy and often means a lot of difficult decisions. One of the most important is what to do with the house. We will give suggestions to protect one's desired interest in the sale — also to maximize the profits. We will go over the lifestyle changes, new budgets and aspects of housing affordability.

Wed., Jan. 22, 7-9 pm OR

Mon., Mar. 10, 7-9 pm OR

Wed., Apr. 30, 7-9 pm

Brian Ziegenfuss (Ziggy) from RE/MAX Connection

“Everything” Elder Legal Clinic

Have you ever heard of the “everything” bagel? Elder law expands over a vast area of topics. This seminar will cover elder law topics that are most important to the attendees. So bring your lunch and check in at the “Everything” Elder Legal Clinic to have all your elder questions addressed.

Thur., Jan. 23, 12:30–2pm (lunchtime)

Victoria M. Dalton, Esq., Hoffman DiMuzio and Author of Your Legal Corner

The “NEW” New Beginnings

“Nobody can go back and *start a new beginning*, but anyone can *start today* and make a *new ending*.” For those of us who have suffered a loss through death, separation or betrayal, the pain is real. The pain is real if it comes from job loss, diminished health, a changed lifestyle, eroded confidence or low self esteem. Whether we are rich or broke, lonely or loved, on track or directionless, in shape or overweight, clinging to the past or hoping for a better future — whatever your current reality — know that you have the power to change it. You can choose a happier experience, not just for tomorrow, but for every moment of your life. If you want your story to be more inspired, think about changing your script and join us for EIGHT evenings designed to kick start your New Beginning.

Mon. & Thur., Feb. 3, 6, 10, 13, 17, 20, 24, 27 7–9:30 pm

Deborah Makos-Trionfo

Widowhood: Financial Perspective

Widowhood is a difficult issue because it deals with the death of a spouse. It takes time to recover and develop a new definition of normalcy. It is of utmost importance for women because losing a spouse has a far greater impact on women than on men. Women must be prepared to finance an independent lifestyle. This seminar will go over the financial realities of widowhood and the steps of preparation to ease the transition. A booklet summarizing the key takeaways of the seminar and an actionable checklist to keep you on track will be provided.

Tue., Feb. 11, 7–9 pm

Monique Castillo, Financial Advisor

Lions and Tigers and Bears, Oh My! Riding the Emotional Rollercoaster Ride

Change, large or small, can be a rollercoaster ride of emotions, feelings and thoughts. This empowering workshop helps you uncover and understand all the twists and turns, to help and support you to maneuver the ride with more control.

Wed., Feb. 12, 7–9 pm

Sharon Roth-Lichtenfeld, Certified Professional Life Coach

Simple Estate Planning

This course will include reasons for estate planning, explanations and pointers regarding all possible documents.

Wed., Feb. 19, 7–8:30 pm

John P. Ciocco, Esq., Hoffman DiMuzio

Powerful Retirement Strategies for Women

Women face unique challenges, such as longevity, wage and primary caregiver factors and, therefore, may need a more unique approach when it comes to retirement strategies.

Tue., Feb. 25, 7–9 pm

*Monique Castillo, Financial Advisor
People in Transition and Women’s Leadership Council of UWGC*

Understanding Your Investments

This one-night class will provide you with information you need to help you plan for your financial security. The class has been designed to help you better understand your investments and to learn how to make your money work for you. Topics covered include stocks vs. bonds, mutual funds investing, tax-deferred investing, risk management and estate planning techniques.

Tue., Mar. 4, 6:30–8:30 pm

Joseph Johnson, Owner Main Street Financial, Financial Advisor

Forgiveness — A Healing Journey

This is an EIGHT-session workshop series for individuals who have been hurt by people or events in their lives. Individuals who have been emotionally and/or physically hurt in the past may continue to suffer many years later as a result of their prior experiences. Learn ways to relieve the hurt and pain so you can move on with your life. Learning to forgive is an important part of the healing process.

Tue., Mar. 4, 11, 18, 25, Apr. 1, 8, 15, 22

7–8:30 pm

Jennie McQuaide, Ph.D., Licensed Professional Counselor

Basic Budgeting Life Skills Workshop

Basic Budgeting will provide information on the purpose and importance of having a budget, including how to create the budget, and then how to use the budget as a monthly tool to stay on track and achieve financial goals. We will talk about fixed and variable spending. We will distinguish between essential and non-essential purchases. Short-term and long-term savings needs will be explored and the use of credit in our lives will be examined.

A general look at insurance to protect our income and minimize unexpected expenses will be included.

Wed., Mar. 19, 6–8 pm

Nancy Hawn, M.S., NJAPM

Sponsored by Heart of Gloucester County and People in Transition

Who I Am Now: Dorothy, Scarecrow, Tin Man or Lion

When experiencing a major life-changing situation, the whole (mind, body, spirit) person is affected. This interactive workshop provides a recipe to help you re-discover who you are after a major transitional event.

Wed., Mar. 12, 7–9 pm

Sharon Roth-Lichtenfeld, Certified Professional Life Coach

Money Management for Partners and Children

This workshop will provide you with best practices while having conversations with your partner and your children about money management and financial questions. This workshop will additionally teach you strategies through which you can financially empower your children yourself, regardless of their age.

Must be 18 years of age to attend.

Mon., Mar. 17, 6:30–8:30 pm

Tiffany W. Thurman, Program Manager of Financially HERS at Clarifi.

Those who wish to contribute may send their donation to:

**People in Transition
Gloucester County College
1400 Tanyard Road
Sewell NJ 08080**

Mediate Your Divorce

Use this confidential, respectful process to come to agreement on all decisions required in moving toward divorce. This workshop will explain how a trained neutral party can help you resolve your differences and come to agreement, saving significant time and money and reducing everyone's stress.

Thur., Mar. 20, 6–8 pm
Nancy Hawn, M.S., APFM

Mobile Banking

Mobile Banking makes it possible for you to access your financial accounts and conduct transactions wirelessly, using your mobile device. This workshop will teach you about the facts of mobile banking and best practices to have the safest mobile banking experience.

Mon., Mar. 24, 6:30–8:30 pm
Tiffany W. Thurman, Program Manager of Financially HERS at Clarifi.

Women & Entrepreneurship

Building on success. In the last 14 years, the number of women-owned businesses increased 50 percent, double the rate of men-owned firms. As these businesses grow, retirement, insurance and succession are the key financial issues confronting women entrepreneurs. This presentation will focus on the long term issues that an owner should keep in sight with the goal of growing and protecting the business.

Mon., Mar. 31, 7–9 pm
*Monique Castillo, Financial Advisor
 People in Transition and Women's Leadership
 Council of UWGC*

Power Point for Family Projects and Presentations

Come learn how to use Power Point for your family projects, to help your children with school projects and to do presentations for community and other events.

Mon., Apr. 14, 5:45–8:30 pm
*Lauri Kuder, Expert Certified Microsoft
 Access Developer
 Heart of Gloucester County and People
 in Transition*

What Is Your Yellow Brick Road: Creating Your Roadmap to Your Ideal You

When you are going through a difficult time such as a divorce, separation or death of a loved one, the road back to happiness and wholeness has many stops along the way. Discover how to create a roadmap as you journey through your yellow brick road to find the ideal you!

Wed., Apr. 16, 7–9 pm
*Sharon Roth-Lichtenfeld, Certified
 Professional Life Coach*

Bereavement Workshop

Grieving ADULTS of ALL AGES are cordially invited to join a support group which will meet at Gloucester County College. The death of a spouse is among the most devastating losses a person will experience. The dramatic change in lifestyle from being part of a couple to being alone can be overwhelming. The death of other close relatives and friends is also highly traumatic. In this EIGHT session Bereavement Workshop series, you will learn specific strategies for coping with feelings of loneliness, frustration, anger and grief. Information and community resources will be presented. In addition, you will have an opportunity to meet and talk with other recently bereaved individuals. You will benefit most from the workshop if you attend ALL sessions. Registration is mandatory. New members will not be admitted after the second session.

**Tue., Apr. 29, May 6, 13, 20, 27, June 3, 10, 17
 7–8:30 pm**
*Jennie McQuaide, Ph.D., Licensed Professional
 Counselor*

Ace the Interview, Get Ready... Set... Interview!

During this learning collaborative, you will gain the essential skills and critical knowledge necessary for successful interviewing. Through guided discussion, rehearsing interview questions and sample answers, role-playing and more, you will walk away with tools and interview tips that will help you "ace the interview."

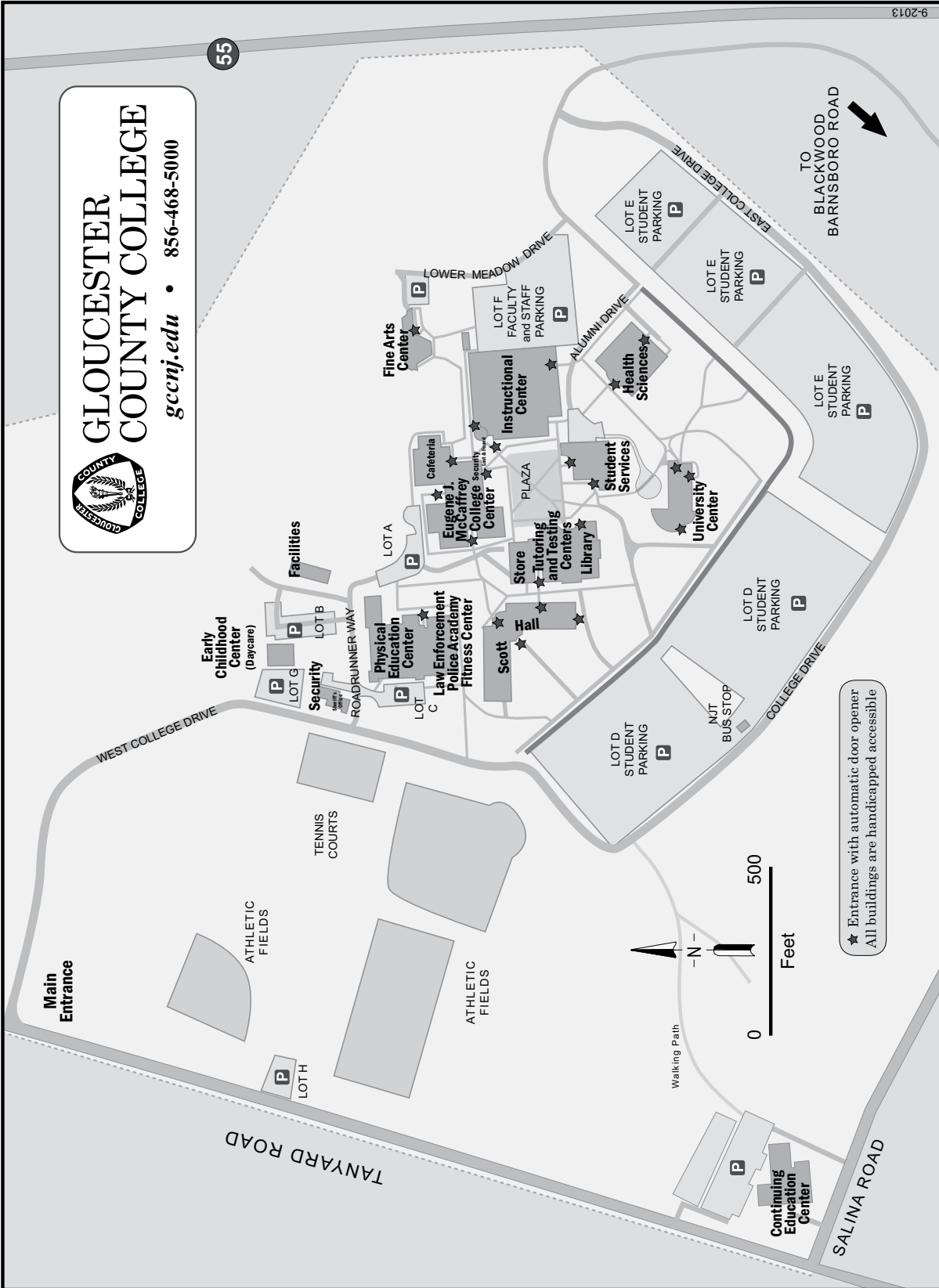
"Before anything else, preparation is the key to success." —Alexander Graham Bell
Wed., Apr. 23, 6:30 – 8:30 pm
*Jennifer A. Bersch, MS
 Business/Human Resources Professional*

Laws of Separation and Divorce

Attorneys from the Gloucester County Bar Association's Family Law Committee will speak on court procedures and timing, grounds of divorce, selecting and helping your attorney and setting goals. They will discuss the issues of equitable distribution, custody, visitation, alimony and other concerns.

Call 856-415-2222 for dates and times

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



Directions to the GCC Campus can be found at: gccnj.edu/directions

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)

To Register by phone: **856-415-2216**

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 856-415-2216 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 through Friday.



Online 24/7:

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



General Information and Policies

Who May Enroll

GCC's non-credit courses are open to everyone 18 years and older (unless otherwise noted). Parents or guardians wishing to register students under 18 years of age must contact the Continuing Education Staff for information on the process. Classes for children are open to the ages noted in each course description.

Classes Fill Fast!

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

Class Waiting List

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

Tuition and Fees

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

Cancellations

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

Parking

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.

Class Locations

Classes are held at the Continuing Education Center, located at 1492 Tanyard Road in Sewell. Classes are also held on the main campus of the College, at Gloucester County Institute of Technology and at the Gloucester County Fire Academy. If your class is scheduled at another site, we will provide the address. Your class location information can be found on your registration confirmation. Directions to the various class locations can be found on our website at gccnj.edu/ce.

Emergency School Closings

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

Refund/Withdrawal Policy

We will be happy to offer you a refund or apply payment to another class of your choice if you withdraw five business days prior to the start of a 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

Academy for Lifelong Learning (ALL)

The Academy for Lifelong Learning (ALL) is a membership organization that offers courses specifically designed for active adults, age 50+.

No refunds are given for yearly Academy for Lifelong Learning membership fees. Regarding classes, members must officially withdraw before class begins to receive a refund for the course fee. Otherwise, no refund will be given.

Personal Information

Last name _____ First name _____

Date of Birth _____

Home address _____

City, State, ZIP _____

Place of employment _____

Work address _____

Phone: daytime _____ evening _____

Email address _____

How did you hear about the program?

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

Course Registration			
Code	Course Title	Day(s)	Tuition
TOTAL			

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 _____ 3- or 4-digit Security Code _____

Check: M/C VISA DISCOVER American Express

Signature _____

Submit this form to:
Gloucester County College
 Continuing Education Center
 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



**GLOUCESTER
COUNTY COLLEGE**
Division of Continuing Education
1492 Tanyard Road
Sewell, NJ 08080

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Scan with your smartphone
and go directly to the
GCC Continuing Education home page



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GCC CONTINUING EDUCATION COMING SOON TO ROWAN BOULEVARD



*Expanding opportunities
and locations to meet
your professional
development needs.*

GCC's Division of Continuing Education will expand its services to meet your needs. In January 2014, we will offer classes at **The ROWAN UNIVERSITY ENTERPRISE**

CENTER AT 225 ROWAN BOULEVARD IN GLASSBORO, NJ. The following professional development workshops and certificate programs will be available to you at this new state-of-the-art location:

- Leadership
- Food Science and Safety
- Nonprofit Management
- Sales
- Hospitality and Food Service Management
- And More