

WINTER/SPRING
2012

Workforce &
Economic Development/
Community Education



COURSE OFFERINGS

Career Training

Online Courses &
Certificates

Computers

Technical Training

Professional &
Personal Enrichment

GED



READING AREA COMMUNITY COLLEGE
Ten South Second Street, Reading, PA
610.607.6232 • 610.607.6231 • 1.800.626.1665
www.racc.edu

SPONSORED BY THE COUNTY OF BERKS



RACC’s **Workforce and Economic Development/Community Education** division is here to serve you. Courses and programs are available to meet your needs. RACC would like to thank all of its students for their enthusiastic support. Our creative staff continues to work tirelessly to develop and present fresh, exciting educational experiences of the highest quality.

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Career Training



RACC's CAREER TRAINING PROGRAMS

have moved to a new location!

You can find us on the 4th floor of the Gateway Center at
201 Penn Street, Reading, PA 19601.

This new facility affords ultra-modern classrooms and
laboratories with the latest instructional technology.

Are you looking for a new career?

Have you recently been laid off?

You can earn a certificate in 6 months or less!

We offer part-time and full-time classes, hands-on
training, and placement assistance.

**FINANCIAL AID AND/OR SCHOLARSHIPS
MAY BE AVAILABLE FOR ELIGIBLE STUDENTS.**

**Please call 610.375.8188 or email Sue Costa at scosta@racc.edu
for additional information.**

For questions about the Nurse Aide Program, please call 610.375.7505.

CAREER TRAINING

Please call Career Programs at 610.375.8188 for additional information.

Medical Occupational Training

Medical Occupational Training prepares individuals for full-time employment and provides students with specific skills to increase their employability.

Many of the programs can be taken on a full-time or part-time basis. **Financial aid may be available through RACC, Berks County CareerLink and/or OVR.** Classes begin every 6 weeks!

MEDICAL INSURANCE & BILLING SPECIALIST \$6,080 606 Hrs. Start Date: February 16, 2012

This program focuses on developing the administrative skills necessary to be a successful Medical Insurance and Billing Specialist. This fast growing field offers employment opportunities in doctors' offices, insurance companies, hospitals, and home-based businesses. Three years of business or administrative experience is required for this course of study.

Students complete a 150-hour internship.

***MEDICAL OFFICE ASSISTANT** \$6,475 636 Hrs. Start Date: February 16, 2012

This program prepares students to function in a variety of entry-level capacities in hospitals, clinics, and doctors' offices. Students will develop skills in medical terminology, computerized medical office procedures and other "front office" duties. In addition, students will learn "back office" skills, including administering injections and immunizations, dispensing medications, drawing blood, and performing EKGs and CPR.

Students complete a 150-hour internship.



MEDICAL SECRETARY \$6,760 657 Hrs. Start Date: February 16, 2012

This program is designed to help students with basic clerical skills advance their skill set to work as a medical secretary. Completing this course will prepare the student for administrative duties such as transcription, patient scheduling and insurance and billing.

Students complete a 150-hour internship.

MEDICAL RECEPTIONIST \$6,600 645 Hrs. Start Date: February 16, 2012

This program will prepare individuals for employment as a receptionist in a medical office or other health-care setting. Students will learn keyboarding skills and medical office procedures including: answering the telephone, scheduling patients, maintaining files, and directing visitors. Instruction will also prepare individuals for related clerical duties using medical terminology in hospitals, clinics, or lab facilities.

Students complete a 150-hour internship.

MEDICAL TRANSCRIPTIONIST \$5,360 552 Hrs. Start Date: February 16, 2012

This program will prepare individuals to work in the field of medical transcription.

Keyboarding skills are an essential prerequisite for enrollment. Opportunities for employment exist in doctors' offices, hospitals, and other medical and health care organizations.

Students complete a 150-hour internship.

***HOME HEALTH AIDE** \$825 84 Hrs. Start Date: January 2012

****Evening classes** After completing this program, students will be prepared to care for clients in the home environment or personal care facility. Students will learn theory, participate in in-class labs, and complete a 16-hour on-site practicum reflecting the essential body of knowledge needed to provide basic supportive health services for clients. **Upon satisfactory completion of these requirements, the student will be eligible to take the National Home Health Certification test.**

*Proof of personal medical insurance required.

** Evening classes only

CAREER TRAINING

Please call Career Programs at 610.375.8188 for additional information.

***VETERINARY ASSISTANT** \$1,500
132 Hrs. Start Date: September 2012

****Evening classes**

This program will provide the student with the basic, entry-level knowledge and skills necessary for pursuing a career in a veterinary hospital as an assistant. This training is technically challenging. The program includes

classroom and animal restraint competencies that must be successfully demonstrated prior to clinical placement for hands-on experience in local veterinary hospitals. Mastering medical terminology and basic technical veterinary skills are an integral part of the training.



HEALTHCARE FOUNDATIONS \$825
234 Hrs. Start Date: September 2012

This course prepares students for entry level healthcare employment and provides the foundation for further training in advanced health services occupations. This course provides content that all healthcare workers must know and skills they must be able to demonstrate. Topics include Introduction to Computers, Health Care Systems, Legal and Ethical Responsibilities, Medical Terminology, Infection Control, Communications, Anatomy and Physiology, Human Growth and Development, Medical Mathematics, Wellness and Nutrition, Client Status, Safety Precautions, CPR Methods, Emergency Care, Personal Qualities, Health Care Careers and Job Seeking Skills. This course is delivered on-line in concert with traditional lecture-style classes to create an engaging hybrid approach to learning. **Students who do not have Internet access at home may use a computer lab located in the Gateway Center for Career Training.**

***CNA, NURSE AIDE** \$1,200/\$1,500
128/165 Hrs. Start Date: February 2012

This program will prepare students for employment in a long-term care facility. During this course, the student will be presented with both theory and practical information regarding patient care. **This course meets the requirements of the State of Pennsylvania. Students completing the course will be eligible to sit for the Pennsylvania State Competency Exam.**

***DIAGNOSTIC TECHNICIAN WITH PHLEBOTOMY** \$4,945
414 Hrs. Start Date: February 16, 2012

This program will prepare individuals to collect blood from adult patients and perform EKGs. The initial component of training will consist of basic medical courses and a word processing course. The last six weeks of this program will include 240 hours of intensive clinical training at the Reading Hospital and Medical Center.

***DENTAL ASSISTANT** \$5,625
446 Hrs. Start Date: February 2012



This full-time program will prepare individuals for employment in a dental office. Students will receive theory and practical application regarding chair-side assisting. Students will also learn basic laboratory procedures and prepare to sit for the state certification in radiology. In addition to classroom instruction, there is a 130-hour internship in a dental office.

*Proof of personal medical insurance required.

** Evening classes only

CAREER TRAINING

Please call Career Programs at 610.375.8188 for additional information.

Business Occupational Training



Business Occupational Training prepares individuals for full-time employment and provides students with specific skills to increase their employability. Many of the programs can be taken on a full-time or part-time basis. **Financial aid may be available through RACC, Berks County CareerLink and/or OVR.** Classes begin every 6 weeks!

ADMINISTRATIVE ASSISTANT \$5,960 647 Hrs. Start Date: February 16, 2012

This program prepares those possessing three to five years of business or clerical experience to upgrade to the Administrative Assistant level. The initial modules will include Word Processing I, Business Management, and Business English. The second module includes advanced administrative skills such as Accounting, Spreadsheets, and Word Processing II. Students also master Desktop Publishing and Microcomputer Accounting. **Students complete a 200-hour internship.**

JUNIOR ACCOUNTANT \$6,080 606 Hrs. Start Date: February 16, 2012

This program will prepare individuals for employment in large and small business offices in the areas of Accounting, Accounts Payable, Accounts Receivable, Payroll, and other departments that



require an understanding of Accounting. Students will gain an understanding of accounting to include daily, monthly, and year-end transactions, processes and financial reporting. Additionally, students will be able to calculate and prepare payroll and related tax reports. Students will learn both manual and computerized accounting methods. Additionally, students will become proficient in the use of the computer to include Word, Excel and PowerPoint.

Students complete a 150-hour internship.

OFFICE ASSISTANT WITH COMPUTER APPLICATIONS \$5,320 549 Hrs. Start Date: February 16, 2012

This program is designed to build basic clerical skills with an emphasis on developing computer application skills. Students will be prepared to enter the business world as clerical support personnel, receptionists, correspondence clerks and data entry clerks.

Students complete a 150-hour internship.

COMPUTER APPLICATIONS \$3,080 231 Hrs. Start Date: February 16, 2012

This program will assist those students who need to gain valuable computer software training. Included in this course are classes in word processing, spreadsheets, and an introduction to computers. Students will also become proficient in Desktop Publishing, Access, and PowerPoint.

CAREER TRAINING

Please call Career Programs at 610.375.8188 for additional information.

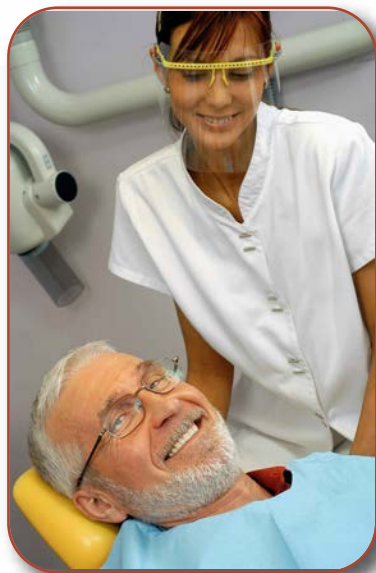
*Reading Area Community College
is pleased to announce registration for*

Medical Office Assistant

\$6,475 **Starts February 2012**

This course will prepare the student to function in doctors' offices and clinics. Students will develop skills in medical terminology, computerized medical office procedures and other "front office" duties. In addition, students will learn "back office" skills including administering injections and medications, drawing blood, performing EKGs and CPR. **New classes begin every 6 weeks!**

Please call 610.375.8188 for more information.



Dental Assistant

\$5,625
Starts February 2012

Monday through Friday
8:45 am– 2:45 pm

This course will prepare individuals for employment in a dental office. Students will be instructed in the theory and practical application regarding chairside assisting. Students will learn basic laboratory procedures, and prepare to take the state certification exam for radiology. Along with the classroom instruction, there will be a 130-hour clinical experience in a professional dental office.

**Please call Career Programs in Schuylkill Hall
at 610.375.8188 for additional information.**

CAREER TRAINING

Please call Career Programs at 610.375.8188 for additional information.

EXPLORE CAREER OPPORTUNITIES IN HEALTHCARE

September 2012

Evening hours available

Careers in healthcare afford job stability and satisfaction in one of the largest employment sectors of today's economy. Have you thought about training for a career in the healthcare field, but aren't sure where to begin? Is a career in healthcare a good fit for you?

RACC is offering a new course to enable you to explore the many career opportunities in the healthcare field. This course provides content that all healthcare workers must know and skills they must be able to demonstrate.

Healthcare Foundations

\$825

Using sound learning theory and leading-edge technology, Healthcare Foundations prepares students for entry-level health care employment and provides the foundation for further training in advanced health services occupations.

Content Areas

- Introduction to Computer
- Healthcare Systems
- Wellness and Nutrition
- Legal and Ethical Responsibilities
- Client Status
- Medical Terminology
- Safety Precautions
- Infection Control
- CPR Methods
- Communications
- Emergency Care
- Anatomy and Physiology
- Personal Qualities
- Human Growth and Development
- Healthcare Careers
- Medical Mathematics
- Job-Seeking Skills



Healthcare Foundations contains standards-based healthcare content that is delivered online in concert with traditional lecture-style classes to create an engaging hybrid approach to learning. The varied and multimedia-based content delivery format provides both traditional and non-traditional learners an improved learning experience resulting in better outcomes.

National Correlation – Healthcare Foundations is aligned with the National Healthcare Foundation Standards and Accountability Criteria – www.mbc.org/mbc_images/sampleassessment.pdf.

Please call Career Programs at 610.375.8188 for additional information.



Command Spanish Online

The Office of Community Education now offers **Command Spanish® e-training Courses.**

- Promote **better communication** in the work environment.
- **Increase safety** in the workplace.
- **Enhance** worker's job **performance.**
- Decrease or **remove** communication **barriers.**
- Provide **better service** to persons in the Hispanic community.

Receive cost-effective instruction **without leaving your house.**

Courses are available for Financial Institutions, Law Enforcement, Construction, Community, Dentists, Dental Hygienists, Pharmacists, Workplace, Hospital Nurses*, Medical Office Nurses*, Physicians, Travel Agents,

Physical Therapists, Library Personnel, Real Estate Agents, Respiratory Therapists, Retail Workers, Emergency Medical Personnel and School Teachers. We can customize any of these programs and offer it through traditional classroom learning!

*Command Spanish®, Inc. and ALLEGRA Learning Solutions are co-providing these online courses. ALLEGRA Learning Solutions is accredited as a provider of continuing nursing education by the American Nursing Credentialing Center's Commission on Accreditation. ALLEGRA Learning Solutions courses are acceptable for CE contact hours in all states.

For more information visit

www.racc.edu/CommunityEd/HCPs/commandSpanish.aspx

or call **610.607.6220**

CAREER TRAINING

Please call 610.607.6231 or 6232 for additional information on these programs.

Heartsaver First Aid with CPR and AED

Course #:	ZCPR-314-650	Times:	8:30 AM – 4:30 PM	Dates:	Saturday, March 3, 2012
	ZCPR-314-651		8:30 AM – 4:30 PM		Saturday, April 14, 2012
	ZCPR-314-850		8:30 AM – 4:30 PM		Saturday, May 5, 2012

Cost: \$85 (includes textbook & pocket mask)

Location: RACC, Schuylkill Hall

This American Heart Association 2-year certificate course is designed to prepare the general public to recognize several life-threatening emergencies and learn skills to provide basic first aid. It will include adult, child and infant CPR, and the use of the AED. Intended audiences include lifeguards, child care workers, fire and security personnel, and other general lay rescuers.

For more information call 610.607.6232 or 610.607.6231.

ALL STUDENTS MUST BE PRE-REGISTERED. PAYMENT IS DUE WITH REGISTRATION.

ONLINE TRAINING AVAILABLE in the Comfort of Your Home *Provided by Reading Area Community College*

Several American Heart Association courses are NOW available online:

- Basic Life Support for the Healthcare Provider
- Advanced Cardiac Life Support
- Heartsaver First Aid
- Heartsaver CPR/AED with First Aid

Complete the cognitive learning and the written exam online. Print your AHA certificate and then complete the skills portion on campus at your convenience.

Visit www.racc.edu/CommunityEd/HCPs/cpr.aspx
for more information.

**Call Michele Furdyna at 610.607.6220
or email at mfurdyna@racc.edu for more details.**

CAREER TRAINING

Please call 610.607.6231 or 6232 for additional information on these programs.

AUCTIONEERING CERTIFICATION PROGRAM

At the completion of this 10-week auctioneering course, the student will be able to take the Pennsylvania State Auctioneer's License Exam and upon passing of this exam become a Pennsylvania Licensed Auctioneer.



The content of this course is designed to provide students with knowledge of the techniques, procedures, and principles of communication and marketing, appraisal, management, and law necessary to conduct a successful auction. It also includes sixty (60) hours of practical field experience of on-the-job training with Pennsylvania licensed auctioneers.

The Auctioneering Program meets all educational course requirements necessary to sit for the PA State Auctioneer's License Exam.

COST: \$3,300

- 2 partial scholarships available
- Approved for Veterans and OVR benefits
- Payment plans available (must be completed in person)

Limited enrollment available. Seats already filled, register early!!

SPRING CLASS DATES:

Mondays, Tuesdays and Wednesdays

March 12 to May 16, 2012

9:00 AM to 6:00 PM

Location: Best Western Reading Inn

Call 610.607.6232 or 610.607.6231 for more information or to register for this program. You may also register in person at Schuylkill Hall, Third Floor.

Computers

Computer Software

Each student sits at a computer to immediately put into practice the skills being taught.

Basics



COMPUTER KEYBOARDING

ZCOM-261-060 (6 wks.)	\$220
8:30-10:30 AM S	Starts 1/28/2012
ZCOM-261-040 (6 wks.)	\$220
4:00-6:00 PM T	Starts 3/6/2012

Memorize the keyboard and learn other keyboarding basics. This class is for the beginner and those who would like to reacquire themselves with the keyboard. You do not need to be a computer expert to take this course.

INTRODUCTION TO PERSONAL COMPUTERS

ZCOM-200-040 (5 wks.)	\$195
4:00-6:00 PM M	Starts 1/23/2012
ZCOM-200-060 (5 wks.)	\$195
8:00-10:00 AM S	Starts 1/28/2012

If you are a new computer user, this course is for you. Course content includes computer start-up, running programs, menus, basic computer concepts, file management and information about storage media.

DIGITAL LITERACY

ZCOM 500 \$225



Whether you are entirely new to computing or have some experience, this program will help you develop a fundamental understanding of computers. From learning how to use a mouse to using the Internet to send e-mail, this course can help you develop the essential skills you need to begin computing with confidence.

The Digital Literacy curriculum, developed by Microsoft, consists of three levels.

Basic: Teaches absolute beginners how to use the mouse and the keyboard. The interactive, hands-on lessons will help novices feel comfortable manipulating the mouse and typing on the keyboard.

Standard: Covers computer basics, the Internet and the World-Wide Web, productivity programs, computer security and privacy, and digital lifestyles.

Advanced: Explores core topics such as writing a resume, social networking, creating an internet e-mail account, and searching the internet.

Digital Literacy has an open start date. Day or evening hours available by appointment. For more information, contact Guv Bhogal at 610.607.6206 or gbhogal@racc.edu

WINDOWS 7

ZCOM 338-040 (5 wks.) \$195
4:00-6:00 PM M Starts 3/5/2012

Learn how to unleash the power of Windows 7. Understand using gadgets, switching users, controlling program windows, working with the Windows 7 taskbar, multitasking, storing files and file management, and using the control panel.

COMPUTERS

Please call 610.607.6231 or 6232 for additional information on these programs.

Microsoft Office

INTRODUCTION TO MICROSOFT OFFICE 2007

ZCOM 266-040 (5 wks.) \$195
4:00–6:00 PM Th Starts 1/26/2012

An introductory course designed to introduce and teach the fundamental skills required to use the basics of the Microsoft Office Professional software. This overview course includes a look at Windows and four of the components of the suite, including Word, Excel, Access and PowerPoint.

INTRODUCTION TO MS WORD 2007

ZCOM-202-040 (5 wks.) \$195
4:00–6:00 PM T Starts 1/24/2012

ZCOM-222-050 (2 wks.) \$185
8:30 AM–12:30 PM T Starts 1/24/2012

ZCOM-222-055 (2 wks.) \$185
8:30 AM–12:30 PM T Starts 4/10/2012

ZCOM-202-065 (3 wks.) \$195
8:30 AM–12:00 PM S Starts 4/14/2012

Students will investigate the many facets of this word-processing package. Course includes creating and formatting, editing, and moving text, printing and mail merge. Prerequisite: Introduction to the Personal Computer or knowledge of PC operations

ADVANCED MS WORD 2007

ZCOM-244-050 (2 wks.) \$185
8:30 AM–12:30 PM T Starts 2/14/2012

ZCOM-203-040 (5 wks.) \$195
4:00–6:00 PM T Starts 3/6/2012

ZCOM-244-055 (2 wks.) \$185
8:30 AM–12:30 PM T Starts 5/1/2012

ZCOM-203-065 (3 wks.) \$195
8:30 AM–12:00 PM S Starts 5/5/2012

This course builds on the introductory MS Word Course. Course content includes working with tables, using clip art, drawing objects, creating columns, inserting files, using styles and outlines, and organizing long documents.



INTRODUCTION TO EXCEL 2007

ZCOM-204-040 (5 wks.) \$195
4:00–6:00 PM W Starts 1/25/2012

ZCOM-237-050 (2 wks.) \$185
8:30 AM–12:30 PM Th Starts 1/26/2012

ZCOM-204-060 (3 wks.) \$195
8:30 AM–12:00 PM S Starts 1/28/2012

ZCOM-237-055 (2 wks.) \$185
8:30 AM–12:30 PM Th Starts 4/12/2012

ZCOM-204-065 (3 wks.) \$195
8:30 AM–12:00 PM S Starts 4/14/2012

Learn the basics of Excel. Course content includes exploring the Excel desktop, editing, and formatting a worksheet. Prerequisite: Introduction to the Personal Computer or knowledge of PC operations

ADVANCED EXCEL 2007

ZCOM-259-050 (3 wks.) \$220
8:30 AM–12:30 PM Th Starts 2/16/2012

ZCOM-259-060 (3 wks.) \$220
8:30 AM–12:30 PM S Starts 3/3/2012

ZCOM-259-040 (6 wks.) \$220
4:00–6:00 PM W Starts 3/7/2012

ZCOM 259 055 (3 wks.) \$220
8:30 AM–12:30 PM Th Starts 5/3/2012

ZCOM-259-065 (3 wks.) \$220
8:30 AM–12:30 PM S Starts 5/5/2012

A course building on knowledge gained from previous experience with Excel software. This course is designed to teach essential skills in a more detailed fashion to improve proficiency using Excel software. Course content includes more advanced editing features, creating formulas and links and using graphics in the worksheet. Prerequisite: Introduction to Excel

COMPUTERS

Please call 610.607.6231 or 6232 for additional information on these programs.

INTRODUCTION TO ACCESS 2007

ZCOM-206-040 (5 wks.)	\$195
4:00–6:00 PM T	Starts 1/24/2012
ZCOM-206-060 (3 wks.)	\$195
8:30 AM–12:00 PM S	Starts 1/28/2012
ZCOM-206-050 (3 wks.)	\$195
8:30 AM–12:00 PM T	Starts 2/28/2012

An introductory course designed to teach the fundamental skills for using Access software. Course content includes designing and creating databases, sorting and selecting records, and generating reports. Prerequisite: Introduction to the Personal Computer or knowledge of PC operations



ADVANCED ACCESS 2007

ZCOM-247-060 (3 wks.)	\$220
8:30 AM–12:30 PM S	Starts 3/3/2012
ZCOM-247-040 (6 wks.)	\$220
4:00–6:00 PM T	Starts 3/6/2012
ZCOM-247-050 (3 wks.)	\$220
8:30 AM–12:30 PM T	Starts 3/20/2012

This course is a continuation of the Introduction to Microsoft Access course. Course content includes more specifics about designing and creating database, sorting and selecting records, and generating reports. It also includes working with graphs, embedding and linking objects, creating macros and programming command buttons.

INTRODUCTION TO OUTLOOK

ZCOM-253-050 (2 wks.)	\$185
8:30 AM–12:30 PM Th	Starts 3/29/2012

A course designed to teach the skills required to utilize Microsoft Outlook as a desktop information management system. Course content includes managing a calendar, a contact list, and sending or receiving email.

POWERPOINT 2007

ZCOM-212-050 (3 wks.)	\$195
8:30 AM–12:00 PM Th	Starts 3/8/2012

Fundamental PowerPoint skills taught include creating and delivering presentations, designing presentations, using clip art, drawing objects, creating animation, and managing presentation tools.

Internet

WEBSITE DESIGN & MAINTENANCE

ZCOM-211-040 (5 wks.)	\$240
4:00–6:00 PM T	Starts 1/24/2012
ZCOM-211-060 (5 wks.)	\$240
8:00–10:00 AM S	Starts 1/28/2012

Learn how to create web pages with HTML 4.0 and CSS. Design pages using forms, tables, frames and cascading style sheets. Develop the skills to optimize web pages and graphics for faster downloads. Learn how to buy a domain name, use file-transfer protocol (FTP), host your website and submit it to search engines. Maintain your web content with ease.

INTRODUCTION TO ADOBE DREAMWEAVER

ZCOM-220-040 (5 wks.)	\$240
4:00–6:00 PM T	Starts 3/6/2012

Discover for yourself why Dreamweaver is becoming one of the more popular professional Web development tools being used throughout the Web Design industry. In this class, you will learn the basic skills needed to create professional-looking Web pages. While learning the basic structure of Dreamweaver, you will also learn to recognize the components of a Dreamweaver document and the commands used to create them, how to create text layouts, place images, build tables and forms, apply color, utilize JavaScript behaviors, and more.



COMPUTERS

Please call 610.607.6231 or 6232 for additional information on these programs.

Graphic Design

INTRODUCTION TO ADOBE PHOTOSHOP

ZCOM-214-040 (5 wks.) \$240

4:00-6:00 PM M Starts 1/23/2012

ZCOM-214-060 (5 wks.) \$240

1:00-3:00 PM S Starts 1/28/2012

This course will emphasize basic composition and manipulation of various media images and typeface. Class exercises will utilize Photoshop's primary image editing tools: Tool Box, Selections, Masks, Layers, Channels, Color Adjustment, Transformation Tools, Filters and Blending Modes. Proper techniques for scanning images and importing the material into a graphics program for manipulation and basic design layout will also be taught. Prerequisite: Knowledge of Windows operating system.

ADOBE PHOTOSHOP - ADVANCED

ZCOM-246-040 (5 wks.) \$240

4:00-6:00 PM M Starts 3/5/2012

This course will emphasize basic composition and manipulation of various media images and typeface. Class exercises will utilize Photoshop's primary image editing tools: Tool Box, Selections, Masks, Layers, Channels, Color Adjustment, Transformation Tools, Filters and Blending Modes. Proper techniques for scanning images and importing the material into a graphics program for manipulation and basic design layout will also be taught. Prerequisite: Intro to Adobe Photoshop

AUTOCAD 2011

ZVOT 257-110 (12 wks.) \$750

(includes textbook)

6:00 - 9:00 PM T Starts 1/31/2012

This course is for the new AutoCAD user who needs comprehensive training in AutoCAD. Create, edit, and publish drawings with AutoCAD. No previous CAD experience necessary. Drafting, design or engineering experience a plus. Working knowledge of the Windows-based operating system preferred. 36 hours



Computerized Accounting

QUICKBOOKS PRO 2010: BASICS

ZCOM-232-040 (5 wks.) \$195

4:00-6:00 PM M Starts 1/23/2012

ZCOM-232-060 (5 wks.) \$195

11:30 AM - 1:30 PM S Starts 1/28/2012

This introductory course assists the small or home-based business owner in getting up and running with the QuickBooks program. From creating a sample company, to entering Vendors, Customers, Inventory, Banking, and Invoicing, this course sets the groundwork for understanding how you can manage your business tasks better with QuickBooks. Prerequisite: Understanding the basic principles of using the computer.

QUICKBOOKS PRO 2010: BEYOND THE BASICS

ZCOM-233-040 (5 wks.) \$195

4:00-6:00 PM M Starts 3/5/2012

Beyond the Basics delves further into more of the features of this program, such as working with physical inventory, using the payroll function, working with balance sheet accounts, working with the Behind the Scenes processes, customizing, and closing your QuickBooks files for year-end processing.

Reading Area Community College presents

BASIC COMPUTER CLASSES IN SPANISH



ZCOM 273-060 (8 wks.)	\$175	
10:00 AM – 12:00 PM	S	Starts 2/4/2012
ZCOM 273-040 (8 wks.)	\$175	
4:00 – 6:00 PM	Th	Starts 4/5/2012

Hands-on practice learning how to use computers:

- How to start and shut down a computer correctly
- How to use the keyboard
- How to right-click, double-click and move the mouse
- How to open and save documents
- How to send email
- And much more!

Bi-lingual instructors

For more information contact Yrene Rodriguez at 610.372.4721, ext. 6227 or yrodriguez@racc.edu.

CLASES BÁSICAS DE MANEJO DE COMPUTADOR EN ESPAÑOL

Aprendizaje práctico sobre cómo usar computadores:

- Cómo encender y apagar apropiadamente un computador
- Cómo usar el teclado
- Cómo mover el ratón y usar sus botones
- Cómo abrir y archivar documentos
- Cómo enviar mensajes electrónicos (email)
- Y mucho más!

Con instructores bilingües



Para más información por favor contacte a Yrene Rodriguez al 610.372.4721, ext 6227 ó yrodriguez@racc.edu.

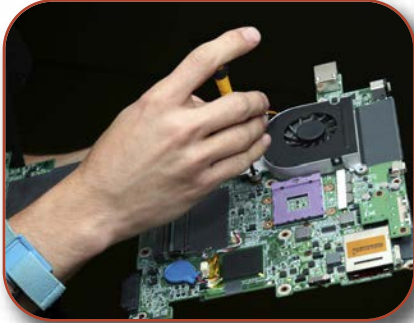
COMPUTERS

Please call 610.607.6206 for additional information on these programs.

Computer Hardware

The Information Technology offerings at the Schmidt Training and Technology Center are real-life oriented: theory, hands-on, and problem-solving based. Hardware courses take advantage of the state-of-the-art facilities so you can do hands-on experiments and detailed exercises, giving a solid, practical foundation in your technology area.

All learning and progress is competency-based. Most of the fundamental courses use interactive, individualized self-paced learning, while the more advanced courses utilize instructor-led learning.



A+ SERIES: IT ESSENTIALS

IT Essentials: PC Hardware and Software covers the fundamentals of PC computer technology, networking, and security, and also provides an introduction to advanced concepts. IT Essentials: PC Hardware and Software is a hands-on, e-learning solution with an emphasis on practical experience to help students develop fundamental computer skills along with essential career skills. This curriculum also helps students prepare for the CompTIA A+ certification.

Course Description

The IT Essentials course is designed for students who want to pursue careers in IT and students who want to gain practical knowledge of how a computer works. Students who complete this course will be able to describe the internal components of a computer, assemble a computer system, install an operating system, and troubleshoot using system tools and diagnostic software. Students will also be able to connect to the Internet and share resources

in a networked environment. Additional topics covered include laptops and portable devices, wireless connectivity and basic implementation skills, Voice over Internet Protocol (VoIP), security, safety and environmental issues, applied network configuration and troubleshooting skills, and communication skills. Hands-on lab activities are essential elements that are integrated into the curriculum. Labs are designed to supplement learning and provide hands-on experience with physical equipment. Prerequisite: general knowledge of the use of a computer.

IT Essentials - Fundamentals

ZCOM 336 **\$2,275**
Approximate time to complete: 450 hrs
(includes 100 hours of lab time)

IT Essentials - Advanced

ZCOM 337 **\$2,275**
Approximate time to complete: 450 hrs
(includes 100 hours of lab time)

These courses have an open start date.

Contact Guv Bhogal at 610.607.6206 or gbhogal@racc.edu for details.

COMPUTERS

Please call 610.607.6206 for additional information on these programs.

Cisco Networking Academy®

CCNA DISCOVERY

The Discovery curriculum provides foundational networking knowledge, practical experience, and opportunities for career exploration to help students prepare for entry-level careers in IT and networking. The curriculum offers a hands-on approach to learning and uses interactive tools and easy-to-follow labs to help students learn the general theory needed to build networks. **Prerequisite:** basic PC skills.

Students learn the technical skills and soft skills needed to succeed in entry-level networking professions such as network installer, help-desk technician, pre-sales support technician, or network technician.

The CCNA Discovery curriculum prepares students for two different Cisco certification exams: Cisco Certified Entry Network Technician (CCENT) or Cisco Certified Network Associate (CCNA).

Course Description

The curriculum consists of four courses, each a prerequisite for the subsequent course.

Networking for Home and Small Business \$900

Approximate time to complete: 240 hours (includes 40 hours of lab time)

Working at a Small-to-Medium Business or ISP \$900

Approximate time to complete: 300 hours (includes 40 hours of lab time)

Introducing Routing and Switching in the Enterprise \$900

Approximate time to complete: 300 hours (includes 40 hours of lab time)

Designing and Supporting Computer Networks \$900

Approximate time to complete: 300 hours (includes 40 hours of lab time)

CCNA EXPLORATION

Students learn the basics of routing, switching, and advanced technologies to prepare for the CCNA certification and entry-level networking careers. The Cisco CCNA Exploration curriculum provides a comprehensive overview of networking, from fundamentals to advanced applications and services. This course emphasizes theoretical concepts and practical application, while providing opportunities for students to gain the skills and hands-on experience needed to design, install, operate, and maintain networks in small-to-medium businesses, as well as enterprise and service provider environments. CCNA Exploration offers in-depth theory, challenging labs, and a detailed overview of protocol operations. It is designed for students with advanced problem-solving and analytical skills, such as working professionals who would like to advance their careers or gain certification.

The CCNA Exploration curriculum is composed of four courses, each 70 hours.

NETWORK FUNDAMENTALS ZCOM-400 (10 wks.) \$900

Prerequisite for the other three courses.

ROUTING PROTOCOLS & CONCEPTS ZCOM-401 (10 wks.) \$900

LAN SWITCHING AND WIRELESS ZCOM-402 (10 wks.) \$900

ACCESSING THE WAN ZCOM-403 (10 weeks) \$900

CCNA Exploration starts the first Wednesday of the month.

CCNA Discovery and Exploration have open start dates.

For more information, contact Guv Bhogal at 610.607.6206 or gbhogal@racc.edu.

COMPUTERS

Please call 610.607.6206 for additional information on these programs.

Cisco Networking Academy®

Which Curriculum is Right for Me: CCNA Discovery or CCNA Exploration?

CCNA Discovery has the following features:

- Designed for students with basic PC usage skills
- Offers a hands-on, career-oriented approach to learning networking that emphasizes practical experience
- Maps more directly to everyday experiences with networks and covers key networking concepts according to the types of environments students may encounter, ranging from small office or home office (SOHO) networking to more complex enterprise environments
- Includes activities that emphasize networking implementation
- Teaches applied skills to help students prepare for entry-level IT careers
- Excellent for students who are new to the IT field, with little or no prior IT experience
- Taught in a blended learning environment with no scheduled lecture times. Students meet with the instructor by appointment to review concepts and perform labs.
- Classes can start any time

CCNA Exploration has the following features:

- Excellent for students who have IT experience, either in networking or non-networked environments, and who want to continue their education or gain in-depth networking experience
- Designed for students with advanced problem-solving and analytical skills
- Designed to allow students to learn skills in a more rigorous, comprehensive, theoretical and practical way
- Presents an integrated and comprehensive coverage of networking topics, from fundamentals to advanced applications and services
- Includes highly complex and challenging hands-on labs
- Taught in a classroom environment with scheduled lecture and lab times
- Classes start the first Wednesday of the month

Can both programs get me to my CCNA certification? Yes, both programs align to the CCNA certification. The goal is the same; the paths to that goal are different. The CCNA Discovery and CCNA Exploration curricula teach the same applied skills but present the information in different ways to appeal to different student segments.

Still not sure which curriculum is right for you?

Visit www.cisco.com/web/learning/netacad/course_catalog/newCCNA.html to learn more with the CCNA curricula guide.

Contact Guv Bhogal: 610.607.6206 or email Guv@gbhogal@racc.edu.

CCNA SECURITY

Cost: \$1,100

Security and risk-management skills are among the most highly sought after skills in networking. Organizations around the world are experiencing a shortage of qualified IT candidates with the specialized knowledge and skills needed to administer devices and applications in a secure infrastructure, recognize network vulnerabilities, and mitigate security threats.

The Cisco Networking Academy® CCNA Security course provides a next step for individuals who want to enhance their CCNA-level skill set and help meet the growing demand for network security professionals. The curriculum provides an introduction to the core security concepts and skills needed for the installation, troubleshooting, and monitoring of network devices to maintain the

integrity, confidentiality, and availability of data and devices.

Upon completion of the CCNA Security course, students will be able to:

- Describe the security threats facing modern network infrastructures
- Secure network device access
- Implement AAA on network devices
- Mitigate threats to networks using ACLs
- Implement secure network management and reporting
- Mitigate common Layer 2 attacks
- Implement the Cisco IOS firewall feature set
- Implement the Cisco IOS IPS feature set
- Implement site-to-site IPsec VPNs
- Administer effective security policies

For more information, contact Guv Bhogal at 610.607.6206 or gbhogal@racc.edu.

RACC Community Education Winter/Spring 2012 Course Offerings
www.racc.edu/communityed

Technical Training

Manufacturing Technology

The Schmidt Training and Technology Center at Reading Area Community College provides hands-on, skills-based training for maintenance technicians. Students learn both theory (how and why it works) and troubleshooting (what to do when it doesn't). Training is delivered on a flexible schedule to accommodate various needs.

Courses include:

- Electrical
 - AC/DC
 - Basic Electrical Machines
 - Electric Relay Control
 - Electric Motor Controls
 - Advanced Electric Motor Controls
 - Electrical Control Wiring Systems
 - Electrical Power Distribution
 - Commercial/Residential Wiring
- Electronics:
 - PLCs (AllenBradley and Siemens)
 - Process Control
 - Thermal Process Control
 - Analytical Process Control
 - AC/DC Electronic Drives
 - Troubleshooting
- Mechanical
 - Pneumatics: Basic, Intermediate, Advanced, Troubleshooting
 - Hydraulics: Basic, Intermediate, Advanced, Troubleshooting
 - Mechanical Drives
 - Piping
 - Pumping: 9 different pumps
 - Rigging
 - Steam System
- Manufacturing Processes
 - Quality Assurance
 - Blueprint Reading
 - Introduction to Plastic Manufacturing Processes
 - Computer Integrated Manufacturing

For a complete class listing, visit www.racc.edu/sttc and click on the current course catalog. For more information on these courses, call 610.607.6207.



TECHNICAL TRAINING

Please call 610.607.6207 for additional information on these programs.

Machine Tool Technology

Skilled machinists are always in demand and will be as long as there is a machine to manufacture a product, to assist in agriculture, to construct homes and buildings, to save time and energy, to produce energy, and to provide recreation.

Machine tool technicians produce precision parts using machine tools such as lathes, drill presses and milling machines. They set up and operate a wide variety of machine tools and have a thorough understanding of the working properties of metals such as steel, cast iron, aluminum and brass. Using their skill with machine tools and their knowledge of metals, machine tool technicians plan and carry out the operations needed to make machined products that meet precise specifications.



RACC and Berks Career and Technology Center are partnering to offer both theoretical and hands-on training for machine tool technology that meets the needs of business and also fulfills the requirements for the Machine Tool Technology Apprenticeship Program.

CLASSES AT RACC:

MACHINE TOOL MATH 1

ZMTT 120-150 \$779 (includes textbook)
ZMTT 120-155 \$625 (provide your own textbook)
5:00 – 8:00 PM M Starts 1/30/2012

This course provides the machinist/tool and die maker with the information and computational skills needed to attain competence in solving applied problems involving arithmetic, fractions, decimals, powers, roots, English and metric units, tolerance, clearance, interference, fundamental principles of algebra, cutting speed, and application of formulas. 45 hours

MACHINE THEORY

ZMTT 165-150 \$739 (includes textbook)
ZMTT 165-155 \$625 (provide your own textbook)
5:00 – 8:00 PM W Starts 2/1/2012

This course introduces the student to the machine tool industry and addresses the theoretical aspects of shop safety, hand-tool usage, precision measurement, materials, precision layout and machining preparations. 45 hours

BLUEPRINT READING 3

ZMTT 140-150 \$745 (includes textbook)
ZMTT 140-155 \$625 (provide your own textbook)
5:00 – 8:00 PM T Starts 1/31/2012

This advanced blueprint reading course is designed to provide the student with the skills required to interpret complex machine tool industrial drawings. These drawings include: assembly, special feature, multi-scale and relatively complex die, mold and cast part drawings. Prerequisite: ZMTT Blueprint Reading 2. 45 hours

CNC FIXTURE DESIGN

ZMTT 265-150 \$865 (includes both textbooks)
ZMTT 265-155 \$755
(includes Jig & Fixture Design text only)
ZMTT 265-160 \$625 (provide your own textbook)
6:00 – 9:00 PM M Starts 2/13/2012

This course covers the design and function of various jigs and fixtures used for the production of consistent tools. Different design features and methods will be discussed. Particular attention will be given to the proper design and construction of fixtures. Prerequisites: ZMTT 106 Engineering Graphics, ZMTT 155 Machine Tool Math 2. 45 hours



TECHNICAL TRAINING

Please call 610.607.6207 for additional information on these programs.

Local industry has increased need for CNC MACHINE OPERATORS.

CNC machines are used in the metal, wood, textile and plastic industries to automatically execute a series of machining operations. CNC machine operators need to know how to run a CNC program, not how to design one. The STTC's new CNC Machine Operator Program covers all the skills operators need, from CNC machine operation to set-up of tooling and fixtures to quality inspection.

CNC (Computerized Numeric Control) Operator Program

NIMS ENDORSED

- ZTEC 528 Cost: \$4,235

Topics covered include:

- CNC mill, lathe and grinder set-up and operation
- Tool identification, set-up, use and maintenance
- Fixture set-up and operation
- CNC troubleshooting and maintenance for operators
- Precision measurement and gauging
- Print reading
- Geometric dimensioning and tolerancing
- Machining processes
- Statistical process control
- Quality and cycle time optimization
- CNC program operation

This program provides knowledge (theory), hands-on skills, virtual simulations and on-the-job training. Upon successful completion of the program, the student is eligible to take the NIMS CNC Operator Certification exam. In fact, this training program is recognized by NIMS as the exclusive recommended preparation method for this certification.

This short-term training program is offered in partnership by RACC and BCTC and includes:

- 100 hours of classroom and hands-on training at RACC Schmidt Technology Center (self-directed/flexible scheduling)
- 200 hours of lab practical training at Berks Career and Technology Center (instructor-led/scheduled classes)

Option for the wood, textile and plastic industries CNC OPERATOR PROGRAM - ZTEC 527

Cost: \$3,325 100 hours of training at RACC

Open start date; contact Bonnie Spayd at 610.607.6207 or bspayd@racc.edu for details.

Machine Tool Technology

CLASSES AT BERKS CAREER & TECHNOLOGY CENTER (BCTC) WEST CAMPUS IN LEESPORT

Please contact BCTC at 610.743.7630 to register for the following classes.

INTRO TO METALWORKING

(RACC course number MTT 151)

5:00 – 9:15 PM

W

Starts 1/4/2012

This course is designed to provide the machinist/tool and die maker student with an introduction to the machining industry. Theoretical and practical aspects of shop safety, hand tool usage, precision layout, using precision measuring instruments accurately, using taps and dies, files, reamers, and identifying and using the appropriate materials. Students will be prepared to take the National Institute of Metalworking Skills (NIMS) Level I certification in layout and bench work.

ADVANCED CNC TURNING

(RACC course number MTT 276)

5:00 – 9:15 PM

Th

Starts 1/26/2012

This course is designed to teach manual part programming for Computerized Numerical Control (CNC) lathe and turning applications. Included in this course is the practical operation of the CNC turning center. It is designed for students who plan to enter the machining industry or need to update their skills in Computerized Machining. Students will be prepared to take the National Institute of Metalworking Skills (NIMS) level II certification in CNC lathe operation.

TECHNICAL TRAINING

Please call 610.607.6207 for additional information on these programs.

Mechatronics

Manufacturing is becoming increasingly driven by advanced science and technology, and the industry has a growing need for a workforce with the right skills. Mechatronics is the synergistic application of mechanical engineering, electrical engineering, controls engineering, and computer science, emphasizing troubleshooting, repair and enhancement of automated machinery.

RACC's Mechatronics Engineering Technology Program prepares students for careers as engineering technicians in diversified manufacturing. Students gain knowledge and skills in blueprint reading, mechanics, pneumatics, hydraulics, electricity, motors, motor control, programmable logic controls, robotics and motion control, process control, instrumentation and computer integrated manufacturing. Emphasis is placed on predictive maintenance, troubleshooting and quality assurance.

To learn more about RACC's Mechatronics program, check out the video at www.racc.edu/STTC/ManufacturingTech/mechatronics.aspx.

The video features three manufacturing companies in our area that employ industrial maintenance technicians with mechatronics training: East Penn Manufacturing, Pepperidge Farm, and Bayer HealthCare.

For more information, contact Bonnie Spayd at 610.607.6207 or bspayd@racc.edu.



Electrical Safety

ELECTRICAL SAFETY, AC/DC & DIGITAL VOLTMETER ZTEC 248

Approximate time to complete: 32 hours

\$660 – includes all books, use of lab equipment and materials

Are you a do-it-yourselfer who wants to learn more about how to work safely with electricity in the home or workshop? This hands-on course provides the basic knowledge of electrical hazards and how to minimize risks through best practices and personal protective equipment. In addition, you will gain basic knowledge of electrical circuits, electrical measurements, inductance and capacitance, combination circuits, electric motor control system, and electronic troubleshooting, including how to use a digital voltmeter.



Flexible start date and lab hours.

For more information, contact Bonnie Spayd at 610-607-6207 or bspayd@racc.edu.

TECHNICAL TRAINING

Please call 610.607.6207 for additional information on these programs.

Wastewater Treatment

WASTEWATER TREATMENT PLANT OPERATOR TRAINING PROGRAM

Reading Area Community College offers a 180-hour program designed to help certify new operators in the high-demand field of wastewater operations. The curriculum was developed by the Pennsylvania Department of Environmental Protection (DEP).

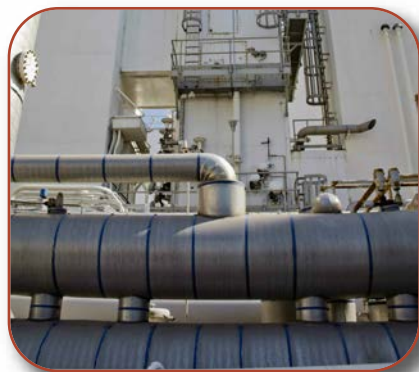
From start to finish, this program offers all the necessary instruction, course work, hands-on training, and module exams necessary to prepare for the DEP certification exam. Combining this program with on-the-job training and work at a local treatment facility will prepare participants for certification. The program utilizes a DEP-approved curriculum that is taught by certified operators and other qualified instructors.

The program provides on-site visits to facilities combined with classroom components, interactive class discussion with current certified operators, out-of-class assignments (yes, there is homework!), module-end exams, and a comprehensive, proctored certification exam provided by the DEP.

The course components also offer continuing education units/contact hours necessary for certified operators to maintain their certifications.

Next program starts in August 2012
Information session May 2012

Contact Nancy Sharp for more information at 610.372.4721 x5176 or nsharp@racc.edu.



Electrical Apprenticeship



Apprentice programs are related theory courses designed for individuals who either are formally enrolled in an approved apprenticeship program with a cooperating employer or desire the related theory of the trade, with plans to use this theory knowledge to gain an entry-level position within the trade. RACC's electrical apprentice program is a four-year curriculum.

Electrical apprentice classes start in September. Demonstration of reading and math proficiency will be required for admission in first-year program. Classes are 144 hours of study.

For information about RACC's Electrical Apprenticeship program, contact Nancy Sharp at 610.372.4721, Ext. 5176. For information regarding apprenticeship, contact the Bureau of Apprenticeship and Training, 610.320.5173. Apprentice programs are offered in accordance with the standards of the Pennsylvania Apprenticeship and Training Council and the Federal Committee of Apprenticeships.



Enroll Today!

ONLINE LEARNING

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

Online Courses

- **Instructor-Facilitated**
- **24-Hour Access**
- **Online Discussion Areas**
- **6 Weeks of Instruction**

Our instructor-facilitated online courses are informative, fun, convenient and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. You can complete any course entirely from your home or office. Any time of the day or night.

Features:

- Courses run for six weeks
- Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links and more.

Medical Terminology:

A Word Association Approach

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

Speed Spanish

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

Project Management Fundamentals

Gain the skills you'll need to succeed in the fast-growing field of project management.

Grammar Refresher

Review your lost or forgotten knowledge of English grammar and gain confidence in your ability to produce grammatically correct writing.

www.ed2go.com/readingacc

Online Career Training Courses

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

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.

Features:

- Receive a certificate upon successful completion.
- Courses start anytime - begin when you wish.
- A typical program takes 3-6 months to complete.

Extensions are available upon request.

POPULAR PROGRAMS:

Building Analyst Quick Start Program - 60 hours (BPI BA Certification)

This program will teach you about the principles of green buildings - from insulation to indoor air quality - as well as how to perform comprehensive building assessments.

Travel Agent Training - 200 hours

Learn the basic skills needed to operate a computer reservation system for airlines, travel agencies, cruise lines, hotel or as a home-based agent and get started in a career in the travel industry.

www.gatlineducation.readingacc.com

MORE COURSES AVAILABLE AT OUR WEBSITES

RACC Community Education Winter/Spring 2012 Course Offerings
www.racc.edu/communityed

PROFESSIONAL ADVANCEMENT

Please call 610.607.6231 or 6232 for additional information on these programs.



Business & Finance

ROUNDTABLE FORUM FOR THE SMALL BUSINESS

ZCAR-323-553 (5 wks.)

6:00 – 8:00 PM \$90

Wednesdays; February 1, 8, 15, 22, 29, 2012

This small business forum series will act as a platform to present and discuss topics of importance and common interest to entrepreneurs and small business owners. It will provide an avenue to explore current and emerging business issues and through interactive discussion, examine various options and strategies for improving operations and processes and/or mitigating risk. SCORE counselors will act as the forum facilitators, along with local subject matter experts to provide professional insights to the topics selected. The forum will address the following topical areas over five separate meetings: **Finance, Marketing and Sales, Human Resources, and Legal.** The fifth topic will be selected by a consensus of the participants.

A workbook is included.

HOW TO START YOUR OWN BUSINESS

ZCAR-303-650 (8 wks.)

6:00 – 8:00 PM \$130

Mondays; March 12, 19, 26

April 2, 9, 16, 23, 30, 2012

According to a recent study by the Small Business Administration (SBA), in any given

year about 7% of the U.S. working age population is actively engaged in efforts to start a business. This is the American dream. Many people aspire to become entrepreneurs but don't know how or where to begin. Developed and taught by a panel of SCORE counselors and local business professionals with direct, small business experience, this workshop provides strategies and insights on how to get started and how to sustain commercial momentum. The curriculum for this eight-week course is designed to help the budding entrepreneur understand the practical aspects of basic business principles, vitally important to both start-up and newly established enterprises – organization, sales, marketing, accounting, finance, legal issues, insurance, e-commerce and the Internet, and planning.

A workbook is included.

INSIGHTS TO BUYING OR SELLING A BUSINESS

ZCAR-316-651 (2 wks.)

6:00 – 8:00 PM \$70

Tuesdays; March 20 and 27, 2012

Each year, some 700,000 U.S. businesses change ownership. Most are small and mid-sized businesses, like retail stores, beauty salons, print shops, restaurants, and manufacturing operations. If you're thinking about buying or selling a business and want to get the best deal possible, you'll need to do a lot of preparation. If you're currently in a business and would like to sell, there's likely to be an interested buyer or two out there for your asking price. But finding the right buyer and selling the business on favorable terms require both planning and hard work as well. If you're planning to buy a business, you also have many factors to consider. Whether buying or selling a business, there are key elements to understand – knowing the sales process, preparing the company for sale, conducting due diligence, setting or responding to a reasonable price, identifying potential buyers/sellers, negotiating and closing the deal. This two-week workshop is taught by SCORE counselors familiar with the buying/selling process, and also includes outside legal and financial professionals. *A workbook is included.*

PROFESSIONAL ADVANCEMENT

Please call 610.607.6231 or 6232 for additional information on these programs.

BUSINESS LAW FOR THE SMALL BUSINESS

ZCAR-320-652 (4 wks.)

6:00 – 8:00 PM

\$80



Wednesdays; March 28, April 4, 11, 18, 2012

Starting and running a small business means understanding the laws that govern commercial operations. Legal issues affect any business, particularly in the preliminary stages. All business owners should have a basic understanding of the laws and regulations to avoid facing legal problems in the future. When starting a business, topics such as business ownership and structure, name of the entity and registration, licensing and permit requirements, and formal agreement among the principals are just a few of the major items to be addressed. For the operating business, the issues may range from contracting and labor law and intellectual property protection to warranties and the conduct of e-commerce on the Internet. This four-week workshop is taught by SCORE counselors and outside attorneys who specialize in the legal aspects of the small business environment, with the goal of helping you understand the legal implications of running a business.

A workbook is included.

ACCOUNTING AND FINANCIAL CONCEPTS FOR THE NON-ACCOUNTANT

ZCAR-322-653 (4 wks.)

6:00 – 8:00 PM

\$80



Tuesdays; April 3, 10, 17, 24, 2012

Every entrepreneur and business owner must learn to work with basic accounting and financial concepts. Accounting extends into virtually every element of business operations. And as an enterprise grows, you'll need even more financial information to evaluate the performance and to make timely decisions about the future of the business. This course focuses on the basics of accounting for the small business and will introduce concepts, terminology, and financial statements critical to the successful operations of a business – relationships among assets, liabilities, and owner's equity, as well as financial statements of

Personal Net Worth, Balance Sheet, Profit and Loss, and Cash Flow. Taught by an experienced accounting instructor through the local SCORE chapter, this course will help business owners better understand their current operations and provide financial insights to achieve improved performance.

A workbook is included.

SOCIAL MEDIA APPLICATIONS FOR BUSINESS

ZCAR-324-655 (5 wks.)

6:00 – 8:00 PM

\$90



Thursdays; April 12, 19, 26, May 3, 10, 2012

Digital technology has transformed and re-defined our lives -- from our social interactions to our business processes to the economy. It has changed the course of commercial interaction and forever altered the boundaries and scale of the general business landscape. Today successful websites allow both the customer and the product or service provider to experience the unique capabilities and advantages of the Internet (*Virtual Storefront*), i.e., provide a source of relevant information and establish a networking tool by leveraging both business and social contacts. The web-based and mobile technologies of social media (Facebook, Twitter, LinkedIn, YouTube, etc.) have revolutionized the methods of communications among individuals, organizations, businesses, and other communities. How can you take advantage of social networking for commercial applications? This five-week workshop is taught by a SCORE counselor and business professional with extensive experience in analyzing and integrating the digital world for business applications. You will learn how to (a) optimize your website for better placement on search engines, (b) improve your marketing efforts through social network sites, (c) use analytical information to create a better buyer's experience, and (d) speed your business to success with electronic newsletters, blogs, and online advertising.

A workbook is included.

PROFESSIONAL ADVANCEMENT

Please call 610.607.6231 or 6232 for additional information on these programs.



DEVELOPING A COMPREHENSIVE BUSINESS PLAN

ZCAR-305-850 (3 wks.) 6:00-8:00 PM \$75
Mondays, May 7, 14 and 21, 2012

Planning is your map to success in the business world. This three-week course is a must for anyone starting a small business, and/or buying, financing, or refinancing one. Taught by SCORE counselors, this step-by-step process will help you (a) move ideas from your head to paper in an organized, clear, and convincing manner; (b) identify those key points that can make or break your chances of success; (c) discover what critical points commercial lenders typically focus on; and (d) avoid the most common mistakes in business planning and analysis. *A workbook is included.*

Health & Wellness

TAI CHI

ZHEA-100-656 (5 wks.) 6:00-7:00 PM \$40
Mondays; March 5, 12, 19, 26 & April 2, 2012
ZHEA-100-658 (5 wks.) 2:00-3:00 PM \$40
Saturdays; March 3, 10, 17, 24, 31, 2012

Stressed out? Feeling down? Join our classes on Tai Chi, a gentle and relaxing exercise for wellness benefits, and experience the healing energy that the Harvard Medical School calls "Medication in Motion."

Comfortable clothing and sneakers are recommended; no special equipment is required.

REIKI

ZHEA-001-659 (5 wks.) 9:00-11:00 AM \$75
Saturdays; March 3, 10, 17, 24, 31, 2012

Reiki is one of the world's fastest growing Eastern healing methods. In this course we will discuss the history and essentials of Reiki that you need to know before continuing with advanced Reiki training. You will also learn the full content to master Level I and to receive your first level attunement. Your only requirement for this course is to bring an open mind and be willing to work.

Comfortable clothes are preferable.



Prepare for the New IRS Competency Exam

The Internal Revenue Service (IRS) now requires all Paid Tax Preparers, exclusive of Attorney's, Certified Public Accountants and enrolled agents, to obtain a Preparer Tax Identification Number (PTIN) before preparing tax returns. Effective immediately, new Paid Tax Preparers will need to pass an IRS competency exam before applying for their PTIN numbers; those Paid Tax Preparers who already have their PTIN's will have only until 2013 to take and pass the IRS competency exam to keep their PTIN's in good standing. Don't wait! The tax season is upon us!

Prepare For the IRS Tax
Return Preparers Exam
with

The Basic Tax Course

COLLEGE TAX SCHOOL

This comprehensive 72-hour online program is an On Demand, self-paced course that covers the basics needed to satisfactorily file Federal tax forms for paid clients.

www.racc.edu/Online/default.aspx
610.607.6220

www.collegetaxschool.com/reading-area-community-college

PROFESSIONAL ADVANCEMENT

Please call 610.607.6231 or 6232 for additional information on these programs.



Languages

CONVERSATIONAL SPANISH FOR THE BEGINNER

ZLAN-200-556 (6 wks.) **\$150**
Saturdays; **9:00-11:00 AM**
February 25, March 3, 10, 17, 24, 31, 2012

This course is designed for the student whose knowledge of the Spanish language is extremely limited. Through interactive exercises you will learn basic conversational skills, simple grammar, and vocabulary. While the course is based on conversation skills, you may also improve reading and writing skills. **If you have some basic skills with the Spanish Language, please register for the advanced class.**

Course materials are included.

CONVERSATIONAL SPANISH FOR THE ADVANCED

ZLAN-201-661 (6 wks.) **9:00-11:00 AM \$150**
Saturdays; April 14, 21, 28, May 5, 12, 19, 2012

This course is designed for the student who has common knowledge of the Spanish language. Through interactive exercises we will teach you advanced conversational skills such as verb and tense usage, and advanced reading and writing skills. You will increase your ability to carry on a conversation with native speakers on a variety of topics. While the course is based on improving speaking and listening skills, you will also improve reading and writing skills.

Course materials are included.

COMMAND SPANISH FOR THE WORKFORCE

ZLAN-202-662 (4 wks.) **6:00 - 9:00 PM \$195**
Wednesdays; March 7, 14, 21, 28, 2012

If you have Spanish-speaking employees in your workplace who speak limited English or no English, then you need Spanish for the Workforce. It is a comprehensive program designed to provide a safe and supportive work environment for Spanish-speaking employees. The course focuses on such topics as: the hiring process, work schedules and pay, work rules and regulations, and safety issues. Class is customized for registered students.

Tuition includes student manual with audio CDs.

COMMAND SPANISH FOR OFFICE PERSONNEL

ZBUS 342-050 (2 wks.) **\$195 per person**
8:30 a.m. – 12:30 p.m.
Fridays; February 3 and 10, 2012

This interactive program provides training in the language used in an office setting to carry out routine interactions not only with Spanish-speaking clients and customers but also with employees. The 8-hour course focuses on the following procedures: receiving clients and visitors, making appointments, gathering basic personal data, and telephone etiquette. The goal is to prepare non-Spanish-speaking office workers (secretaries, receptionists, clerks, etc.) with specific, functional, Spanish-language skills, so that they may more professionally and conveniently assist their Spanish-speaking customers, clients and employees with routine transactions, and thereby promote better relations. No prior knowledge of Spanish is necessary.

Tuition includes student manual with audio CDs.



TEST PREPARATION

Please call 610.607.6231 or 6232 for additional information on these programs.



PRAXIS 1 REVIEW

ZCAR-400-550 (10 wks.)

9:00 - 10:30 AM \$350

Saturdays; February 11, 18, 25,

March 3, 10, 17, 24, 31,

April 14 and 21, 2012

This course is designed for elementary and secondary education teachers and teacher candidates preparing to take the PPST Praxis I Reading, Writing, and Mathematics Exams. Students will learn exam-taking strategies, improve reading comprehension, learn how to write an effective essay response, understand key mathematical concepts, and get plenty of practice exam questions. *Materials included.*



GRE REVIEW

ZCAR-401-551 (10 wks.)

10:30 AM - 12:00 PM

\$350

Saturdays; February 11, 18, 25,

March 3, 10, 17, 24, 31, April 14 and 21, 2012

Get prepared for the new GRE 2011. This course is designed to maximize your chances of passing the new GRE based on the Common Core State Standards. Using an interactive format, students will learn exam-taking strategies, improve reading comprehension, understand key mathematical concepts, and get plenty of practice exam questions.

Materials included.



Back by Popular Demand

SAT CRITICAL READING REVIEW

ZSAT-202-652 (5 wks.) \$150

Saturdays; 9:00 - 11:00 AM

March 17, 24, 31, April 14 and 21, 2012

This course will review concepts in analyzing questions, identifying signal words and clues, solving problems, using reading strategies and improving base vocabulary to prepare the student for the SAT. Students will become familiar with test-taking strategies while practicing timed tests.

Materials included.

SAT ESSAY WRITING REVIEW

ZSAT-200 - 650 (5 wks.) \$150

Saturdays; 11:30 AM - 1:30 PM

March 17, 24, 31, April 14 and 21, 2012

This course will review basic grammar, critical reading, and writing concepts to prepare the student for the SAT. Students will become familiar with test-taking strategies while practicing timed tests.

Materials included.

SAT MATH REVIEW

ZSAT-201-651 (5 wks.) \$150

Saturdays; 1:30 - 3:30 PM

March 17, 24, 31, April 14 and 21, 2012

This course will review concepts in arithmetic, algebra, and geometry while exploring problem solving to prepare the student for the SAT. Students will become familiar with test-taking strategies while practicing timed tests.

Materials included.

SAT COMPLETE REVIEW

ZSAT-203-653 (5 wks.) • \$375

Saturdays, March 17, 24, 31,

April 14 and 21, 2012

9:00 AM - 3:30 PM

Register for all 3 classes with SAT Complete Review (includes Essay Writing, Critical Reading and Math) at time of registration for 1 low price of \$375. (Please pack a lunch, as there will be a lunch break.)



Every Course Includes:

- Caring Instructor
- Monitored discussion area
- Conversational, easy to understand lessons
- Six weeks of instruction
- Certificate of completion with a passing score
- Complete online access—take your course anytime, anywhere

Drawing for the Absolute Beginner

Gain a solid foundation in drawing and become the artist you always dreamed you would be!

Discover Digital Photography

Explore the fascinating world of digital photography equipment.

Creating Web Pages

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

Introduction to Microsoft Publisher

Find out how to use this desktop publishing program to design, develop and publish newsletters, websites and brochures.

Making Movies with Windows XP

Turn your home videos into entertaining movies that you can share with others by email, the web, CD and DVD.

Introduction to Microsoft Word

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

Introduction to Microsoft PowerPoint

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

Introduction to the Internet

Master the ins and outs of the Internet with this informative behind-the-scenes look at the Web, search engines, email and more.

Photoshop Elements for the Digital Photographer

Master the secrets of correcting digital photos and bring out the best in all your photographs!

Secrets of Better Photography

Discover strategies and tricks for taking excellent pictures no matter what or where you are shooting.

Introduction to Alice 2.0 Programming

Learn the principles of object-oriented computer programming while creating rich, interactive, three-dimensional worlds filled with characters, sound and other exciting elements.

SAT/ACT Preparation

Get your best possible score on the verbal and reasoning sections of the new SAT exam.

Details on any of these courses can be found at:

www.ed2go.com/readingacc

you can also reach us by calling

610.607.6220.

Online Learning Anytime, Anywhere . . . Just a click away!

PERSONAL ENRICHMENT

Please call 610.607.6231 or 6232 for additional information on these programs.

Digital Photography

DIGITAL PHOTOGRAPHY: THE BASICS AND BEYOND

ZPHO-200-552 (5 wks.) \$105
Saturdays; 11:30 AM - 1:30 PM
February 11, 18, 25, March 3 and 10, 2012

ZPHO-200-654 (5 wks.) \$105
Mondays; 6:00 - 8:00 PM
April 2, 9, 16, 23 and 30, 2012

This course will provide a complete guide to the components, functions, and use of digital and film cameras. You will learn about menus and shooting modes and improve your picture-taking skills and photo composition. This course will also review the camera features and printing and saving your pictures. Point and Shoot and DSLR cameras are welcome. This class is for new photographers or anyone who might need to brush up on any aspect of photography.

Bring your cameras and manuals to class.

ADVANCED PHOTOGRAPHY: CREATIVE IMAGE CONTROL

ZPHO-201-851 (5 wks.) \$110
Mondays; 6:00 - 8:00 PM
May 7, 14, 21, June 4 and 11, 2012

A review of metering & exposure, shooting modes, white balance and file sizes will start this advanced class. Specific shooting topics will be discussed and assignments made for: landscapes, outdoor and indoor people photography, shooting motion & sports, Macro and close-up photography and telling a story with your photography. The class emphasis is on controlling the image with your camera and understanding what features do this.

PHOTOGRAPHY FOR THE REST OF US

ZPHO-202-657 (1 day) \$45
Monday, April 23, 2012
1:00 - 3:30 PM

ZPHO-202-852 (1 day) \$45
Saturday, May 12, 2012 11:00 AM - 1:30 PM

This course is for those that just want a simple method of taking better pictures. It is a

mini-seminar for people who want a better understanding of their cameras and a simple method to take better pictures of family events, the kids, vacations and holidays. Short and sweet, this seminar is for those of us who simply want better family pictures but without all the technical and background information in a regular class.

DIGITAL SCRAPBOOKING WITH PHOTOSHOP ELEMENTS

ZPHO-203-554 (5 wks.) \$175
Mondays; 6:00 - 8:00 PM
February 6, 13, 20, 27 and March 5, 2012

ZPHO-203-555 (5 wks.) \$175
Saturdays; 9:00 - 11:00 AM
February 11, 18, 25, March 3 and 10, 2012

ZPHO-203-660 (5 wks.) \$175
Sundays; 10:00 AM - 12:00 PM
April 15, 22, 29, May 6 and 13, 2012

This class will take the student from start to finish in planning, organizing and designing personal and unique scrapbooking pages using Photoshop Elements. You will work on your own scrapbook page in class and by the second week you will have a completed page. This 5-week digital scrapbooking course shows the steps used to create new layouts, papers and embellishments from scratch. We will also explore using premade design elements in our unique compositions as well as utilizing template-driven online resources. Also discussed are options to save pages for printing and sharing on the web. Purchasing Photoshop Elements for your home computer is not necessary, but it allows the student to practice at home. A free trial version is offered through Adobe. Digital Scrapbooking is far less expensive than traditional methods while maintaining the personal touch. We will also show you how to photograph your existing scrapbook art for reuse in other projects. Included in the class fee is a CD full of thousands of pieces of clip art, background papers and textures, stock images and the actual completed scrapbook pages illustrated in class as a reference.





ONLINE HEALTHCARE PROFESSIONAL

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Over 500 courses! RACC offers online flexible, affordable and interactive training in a variety of healthcare subjects to support your annual CE requirements and certifications.

<http://healthceu.racc.edu>

BEHAVIORAL HEALTH LIBRARY

(Example subjects: ADHD, Bipolar Disorders, Substance Abuse in Older Adults, and many more). This library provides course information on behavioral health, substance abuse, developmental disability and child welfare service. Target audience includes any healthcare professional such as nurses, therapists, psychologists, case managers and social workers.

REGULATORY LIBRARY

The Core Regulatory Library is a collection designed to train on the most current regulations and standards of practice. The Core Regulatory Library gives you the flexibility to train employees whenever hiring needs dictate and simplifies tracking training compliance. Core Regulatory Library provides the foundation for clinical and non-clinical staff and will help organizations reduce risk, increase employee competency and remain compliant.

CLINICAL PRACTICE SERIES

The Clinical Practice Series offers a comprehensive library of courses with CE credit covering crucial areas for practice. The Series is designed to strengthen clinical competency for nurses and other hospital staff, increase adoption of evidence-based practices in crucial areas, and enhance recruitment and retention of nurses and

staff. Categories such as Disease States, specific nursing areas such as Critical Care, Emergency, Newborns and Oncology, pharmacotherapy, pain management and patient care basics are available in this series.

CODING AND BILLING LIBRARY

This library is designed to help optimize reimbursement and ensure coding compliance in the inpatient and outpatient settings. It is recommended for all coding staff members. This library of 40 coding courses provides training on inpatient ICD-9-CM coding and outpatient CPT coding for new coders as well as experienced veterans. The Coding Library is a convenient way for organizations to help their coders get the ongoing education they need. Target audience includes Coding Specialists, Coding Managers, Reimbursement Specialists, Compliance Auditors and Analysts, Hospital-Based Clinic Managers, Directors of Patient Accounts and Outpatient Billing Personnel.

EMS COURSE LIBRARY

Over 50 courses approved by PA Department of Health for First Responders, EMT, EMT-P and PHRN for both medical/trauma and other categories. Topics range from airway to trauma.

For more information, please contact:

Michele Furdyna RN BSN MS, Director, Healthcare Programs
610-607-6220 / email at healthceu@racc.edu

Instructor-Facilitated Online Learning



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.

Most courses run for six weeks (with a ten-day grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any of these courses entirely from your home or office and at any time of the day or night.

Start Dates:

New course sessions begin each month. Please visit our Online Instruction Center to see exact start dates for the courses that interest you.

Requirements:

All courses require Internet access, E-mail, Microsoft Internet Explorer, or Firefox web browsers. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.

How to Get Started:

1. Visit our Online Instruction Center:
www.ed2go.com/readingacc
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.

INSTRUCTOR-FACILITATED ONLINE LEARNING

Each of these courses include an expert instructor. All can be taken from the convenience of your home.



Business Courses

Accounting Fundamentals

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

Managing Customer Service

Become indispensable to any organization by understanding how to identify and meet customer needs.

Professional Sales Skills

Discover how to begin a successful and rewarding career in sales.

Principles of Sales Management

Master the art of managing sales teams from a sales pro.

Successful Construction

Business Management

Gain a powerful and permanent advantage over the competition by practicing expert management.

Distribution and Logistics Management

Improve your company's ability to deliver on time and on budget, while increasing customer satisfaction.

Introduction to Business Analysis

Master powerful techniques to improve your decision-making skills at work.

Real Estate Law

Learn the basics of real estate law, including investing, title searching, and mortgages.



Mastery of Business Fundamentals

Acquire practical experience in strategic planning, management, and finance without enrolling in an MBA program.

Project Management Fundamentals

Gain the skills you'll need to succeed in the fast-growing field of project management.

Understanding the Human

Resources Function

Learn to handle human resource functions to ensure the best possible results.

Employment Law Fundamentals

Learn the basics of employment law so you can legally hire, evaluate, and manage employees.

Total Quality Fundamentals

Give yourself a strong foundation in total quality management.

Fundamentals of Supervision and Management

Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

High Speed Project Management

Learn to deal with the realities of managing projects at supersonic speeds despite truncated timelines, inadequate staffing, and skimpy budgets.

Purchasing Fundamentals

Improve your company's bottom line by mastering the fundamentals of purchasing.

Business and Marketing Writing

Write great marketing copy to improve your company's image and your chances of getting hired or promoted.

INSTRUCTOR-FACILITATED ONLINE LEARNING

Each of these courses include an expert instructor. All can be taken from the convenience of your home.

Start Your Own Business

Learn to Buy and Sell on eBay

Auction pros teach you how to work from home or earn extra income by buying and selling goods online.

Marketing Your Business on the Internet

E-commerce expert helps you develop an Internet marketing plan for your business.

Start Your Own eBay Drop Off Store

Turn people's unwanted items into a lucrative source of income by starting an eBay drop off store.

Secrets of the Caterer

Learn cooking and business secrets from a professional caterer.

Wow, What a Great Event!

Looking for a fun new career coordinating special events? Learn proven techniques from a master event planner.

Growing Plants for Fun and Profit

An industry professional teaches you everything you need to prosper in the backyard nursery business.

Publish It Yourself: How to Start and Operate Your Own Publishing Business

Convert manuscripts into income by producing and selling books like the pros.

Start Your Own Consulting Practice

Find out how you can earn income by sharing your training or knowledge with others.

Start and Operate Your Own Home-Based Business

An experienced entrepreneur teaches you how to develop the motivation, discipline, and creativity to quit your job and be your own boss.

Creating a Successful Business Plan

Turn your business ideas into a solid plan for financing and long-term success.



Start Your Own Arts and Crafts Business

Learn how to start your own arts and crafts business from a professional artist.

Grant Writing/Nonprofits

Starting a Nonprofit

Industry veteran shows you how to take a nonprofit business from vision to reality.

Introduction to Nonprofit Management

Develop the skills and strategies you need to become an integral part of one of the fastest growing service sectors.

Marketing Your Nonprofit

Further the ideals and goals of your nonprofit by learning to compete more effectively for members, media attention, donors, clients, and volunteers.

Get Grants!

Learn how to develop successful, fundable grants from experts in the field.

A to Z Grantwriting

Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns, and prepare proposals.

Writing Effective Grant Proposals

Learn to prepare grant proposals that get solid results for your favorite organization or charity.

Advanced Grant Proposal Writing

Gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected.

Becoming a Grant Writing Consultant

Increase your income while working from home by starting a grant writing consulting business.

INSTRUCTOR-FACILITATED ONLINE LEARNING

Each of these courses include an expert instructor. All can be taken from the convenience of your home.

Career Ideas

Real Estate Investing

Build and protect your wealth by investing in real estate.

Get Paid to Travel

Learn everything you need to start your new and exciting career as a professional tour director.

Fundamentals of Technical Writing

Learn the skills you need to succeed in the well-paying field of technical writing.

Introduction to Criminal Law

An in-depth look at criminal law and the real world of prosecutors, defense attorneys, and the paralegals who work closely with them.

Legal Nurse Consulting

Begin a new career by helping attorneys understand and resolve medical cases and claims.

Paralegal Preparation 1

Prepare for a career as a paralegal by learning terminology, processes, and other basics (course 1 of 6).

Publish It Yourself: How to Start and Operate Your Own Publishing Business

Convert manuscripts into income by producing and selling books like the pros.

Become an Optical Assistant

Learn what it takes to become an optical assistant and discover why it's one of today's most popular and fascinating career opportunities.

Become a Physical Therapy Aide

Prepare for a rewarding career as a valued member of the physical therapy team.



Personal Development

Listen to Your Heart, and Success Will Follow

Design a life that makes you happy by learning how you can use work to express yourself and share your interests and talents.

Grammar Refresher

Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

Twelve Steps to a Successful Job Search

World-renowned author and career advisor shows you how to get the job you want quickly and easily and in any economy.

Individual Excellence

Master 12 career-enhancing skills including goal setting, time management, personal organization, and creativity.

Leadership

Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life.

Computer Skills for the Workplace

Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

Merrill Ream Speed Reading

Acclaimed speed reading expert teaches you how to save yourself time by reading faster with better comprehension.

INSTRUCTOR-FACILITATED ONLINE LEARNING

Each of these courses include an expert instructor. All can be taken from the convenience of your home.



Entertainment

Music Made Easy

Learn the fundamentals of music theory. Be able to read, write, and play simple music.

Drawing for the Absolute Beginner

Gain a solid foundation in drawing and become the artist you've always dreamed you could be!

Get Paid to Travel

Learn everything you need to start your new and exciting career as a professional tour director.

Personal Enrichment

Get Assertive!

Find out how you can stop others from intimidating you or treating you poorly.

Goodbye to Shy

Become more confident in social, professional, and romantic situations.

Get Funny!

Use humor to disarm, befriend, motivate, inspire, and inform others.

Achieving Success with Difficult People

Learn how to have more successful relationships with difficult bosses, co-workers, students, neighbors, or relatives.

Healing Through Hypnosis

Learn to use hypnotic suggestion on yourself and others with amazing results.

Keys to Effective Communication

Lost for words? Don't be! Learn to build rapport, trust, warmth, and respect through conversation.

Test Prep

GED Preparation

Want to pass the GED? This course will help you develop the skills you'll need to succeed.

Prepare for the GED Language Arts, Writing Test

Prepare for the GED test on language arts and writing.

Prepare for the GED Math Test

Master the skills you'll need to pass Test 5 in the GED test series.

SAT/ACT Preparation - Part 1

Get your best possible score on the verbal and reasoning sections of the new SAT exam.

SAT/ACT Preparation - Part 2

Do your best on the quantitative section of the new SAT.

GMAT Preparation

Discover powerful test-taking techniques and methods for improving your score on the GMAT.

GRE Preparation - Part 1

Discover powerful strategies for success in the verbal and analytical sections of the GRE.

GRE Preparation - Part 2

Learn a variety of useful techniques for tackling the math section of the GRE.

LSAT Preparation - Part 1

Learn about law school entrance procedures, develop analytical reasoning skills, and improve your test-taking skills.

LSAT Preparation - Part 2

Improve your logical reasoning and reading comprehension skills; discover proven approaches for selecting correct exam answers.

INSTRUCTOR-FACILITATED ONLINE LEARNING

Each of these courses include an expert instructor. All can be taken from the convenience of your home.



Family & Friends

Luscious, Low-Fat, Lightning-Quick Meals

Discover how easy it can be to prepare meals that are both delicious and nutritious!

Genealogy Basics

Begin an exciting and fascinating exploration of your roots.

Assisting Aging Parents

Be prepared to handle the challenges of aging while learning to cherish the transition.

Ready, Set, Read!

A learning specialist shows you how to raise a successful reader and writer.

Enhancing Language Development in Childhood

Enrich the lives of your children by helping them become proficient speakers and thinkers.

Understanding Adolescents

Unlock the secrets of the adolescent mind to improve relations.

Get Paid to Travel

Learn everything you need to start your new and exciting career as a professional tour director.

Languages

Speed Spanish I

II and III are now available!

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

Instant Italian

Learn Italian from the comfort of your home in this fun and enjoyable online course.

Beginning Braille Transcription

Prepare for a rewarding career as a transcriber by learning to write and read the language of the blind.

Grammar for ESL

If English is your second language, this course will teach you the principles you'll need to succeed.

Writing for ESL

Learn how to write in English more effectively to succeed in college and at work.

Conversational Japanese

Whether you want to learn conversational Japanese for travel or just for fun, you'll find this course makes it easy and enjoyable for beginners to master the essentials of the Japanese language.

Art, History, Math & More

Everyday Math

Gain confidence in your basic math skills and start using math to your advantage.

Introduction to Algebra

Understand how algebra is relevant to almost every aspect of your daily life, and become skilled at solving a variety of algebraic problems.

Teaching Science: Grades 4-6

Increase your effectiveness as a science teacher for children in fourth through sixth grades.

Teaching Math: Grades 4-6

Reinvent math instruction for grades 4-6 by bringing hands-on learning, inexpensive manipulatives, and real-world connections into your classroom.

INSTRUCTOR-FACILITATED ONLINE LEARNING

Each of these courses include an expert instructor. All can be taken from the convenience of your home.

Teaching

Teaching Writing: Grades 4-6

In this teacher-training course, you'll learn from an experienced educator how to motivate and assist developing writers.

Solving Classroom Discipline Problems

Veteran teacher reveals the secrets to an orderly classroom. A step-by-step approach to effective, positive discipline.

Survival Kit for New Teachers

Veteran instructor shares the secrets for success in your first years of teaching.

Differentiated Instruction in the Classroom

Improve your ability to teach diverse learners with real-world examples from elementary, middle, and high school classrooms.

The Classroom Computer

Learn how to use the classroom computer to increase learning and motivate students.

Using the Internet in the Classroom

Discover how you can use the Internet to make teaching easier for you and more relevant to your students.

Creating a Classroom WebSite

Learn how to create a classroom website and how having one can make you a more effective and dynamic teacher.

Guided Reading: Strategies for the Differentiated Classroom

Learn creative ways to bring differentiated instruction and guided reading to life in your classroom.

Integrating Technology in the Classroom

Take your teaching to another level with these fun new ways to incorporate technology into your lesson plans.

Creating the Inclusive Classroom: Strategies for Success

In this professional development course for teachers, you'll get the training you need to reach the diverse mix of students you face every day--learning proven strategies that turn diversity into opportunity.

Ready, Set, Read!

Learning specialist shows you how to develop successful readers and writers.

Microsoft Excel in the Classroom

Discover how Excel can help you improve your effectiveness as a teacher.

Microsoft Word 2007 in the Classroom

Harness the power of the most popular word processing program on the market and become a more productive and creative teacher.

Microsoft PowerPoint in the Classroom

Motivate your students and enrich your lessons by bringing PowerPoint into your classroom.

Singapore Math Strategies Model Drawing for Grades 1-6

In this professional development course for teachers, you'll get the training you need to start teaching model drawing, the powerful Singapore Math strategy that gives word problems a visual context.

Teaching Students With Autism: Strategies for Success

Help your students with high-functioning autism and Asperger's Syndrome unlock their potential in the classroom.

Response to Intervention: Reading Strategies That Work

Learn Response to Intervention (RTI) strategies that ensure the struggling readers in your classroom get the help and education they need.

Working Successfully With Learning Disabled Students

Learn how to successfully meet the diverse needs of the learning disabled students in your classroom.

All online courses are approved for
ACT 48 credits

INSTRUCTOR-FACILITATED ONLINE LEARNING

Each of these courses include an expert instructor. All can be taken from the convenience of your home.



Write Fiction Like a Pro

Author teaches you how professional writers use story outlines to structure any type of story.

The Craft of Magazine Writing

If you're a determined new writer, this class will provide you with the skills you need to get published.

Beginner's Guide to Getting Published

Published writer shows you how to give yourself the credibility you need to get your works published.

Research Methods for Writers

Learn the most efficient and effective methods to conduct research for any writing project.

Fundamentals of Technical Writing

Learn the skills you need to succeed in the well-paying field of technical writing.

A Writer's Guide to Descriptive Settings

Develop your eye for detail and improve your writing with vivid descriptions, memorable settings, and believable characters.

Writing

Writerific: Creativity Training for Writers

Banish writer's block forever with these tricks from the published writer's toolbox.

Grammar Refresher

Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

Write Your Life Story

Give your family and friends an inspirational autobiography.

Advanced Fiction Writing

Explore advanced fiction writing techniques with a published novelist.

The Keys to Effective Editing

If you aspire to be an editor, this course will teach you the fundamentals of top-notch editing for both fiction and nonfiction.

Introduction to Journaling

Discover how journaling can help you explore your dreams, values, and beliefs, survive unwanted change, succeed in your career, and express your creativity.





JER Online



Continuing Workforce Education and
Certificates - 1000 + Online Courses
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JER Online lists over 1000, cost affordable, non-credit Continuing Workforce Courses and Certificates. We are always adding "more courses . . . all the time" to a growing inventory. Students who enroll in **JER Online** courses are individuals, employees of a company, consultants and freelancers, or those seeking new career choices. Start any time or on a fixed schedule to access your course from anywhere for fast completion. **JER Online** offers discounted pricing for employee group enrollments. **EXTRA ADDED VALUE AND BONUS**--For most **JER Online** Continuing Corporate Developed Courses, enrolled students will have 1 year access to their online courses, post course completion.

Before you enroll consider the following:

1. How soon do you want to start?
2. How soon do you want to complete your course of study?
3. Does your time and money matter to you?

Flexibility when and where you need it:

- Start anytime or on a fixed time schedule
- Access your course anytime from anywhere
- Over 1000 courses and certificates to choose from
- Discounted pricing for employee group enrollments
- Best Value-Cost affordable tuition
- All Major Credit Cards Accepted, Check, Pay Pal.

SAMPLE JER ONLINE 1000+ COURSE CATALOG LISTINGS

WORKPLACE TRAINING

Build & Maintain Rapport with Your Clients
Certified eMarketing Associate
Communication in the Workplace
EEOC & ADA: For Supervisors
HR Certification Training
Writing Standards-Based Assessments

HR CERTIFICATION (HRCI)

COBRA
Cafeteria Plans (Section 125)
Health Savings Accounts (HSA)
FMLA
Integrating FMLA, ADA, COBRA & Workers' Comp
OSHA
FLSA
Affirmative Action
HIPAA
401(k) Plans
Defined Benefit Retirement Plans
Cash Balance Plans
QDROs
Compensation

Recruiting & Hiring
Performance Management

PROFESSIONS & TRADES

Adobe 91+ Course Online Library
Application Programming
Comprehensive Paralegal Program
Contract Law
Instructional Design Series
Protecting Students in the 21st Century

GREEN EDUCATION

Adopt Green Practices in Business
Home Energy Fundamentals
Life Cycle Assessment for Designers

MEDICAL

911 Operator TDD Training
Legal Nurse Consulting
Certificate Program
Pharmacy Tech. Career Training Program
Electronic Medical Records

WRITING

Beat Writer's Block with Journaling
Grammar Brush-up Bundle
Learn How To Write Effective Persuasion
Practical Grant Writing II with Instructor
Certificate in Technical Writing (Basic and Advanced)

CERTIFICATES

Certified Business Analysis Professional
Certified Compliance Inspector of Stormwater
Certified eMarketing Associate (CeMA)
Mastery Certification in Web Content Creation
Pharmacy Tech. National Certification Exam Prep.
Sr. Prof. in Supply Management (SPSM)

**Enroll today at <http://coursecatalog.com/racc>
Workforce Educated . . . Workforce Ready**

GED® INFORMATION

Please call 610.372.4721, Extension 5182 for information on this program.



GED® Testing is offered frequently. Both daytime and evening testing is available. At the time of registration, the applicant will be able to choose from the upcoming dates and times on a “first-come, first-served basis.”

2012 GED TESTING SCHEDULE January to June 2012

JANUARY

10 & 11	T/W	9:00 AM
17 & 18	T/W	12:30 PM
20 (<i>partials</i>)	F	9:00AM – 1:00 PM
24 & 25	T/W	5:00 PM
31 & FEB 1	T/W	12:30 PM

FEBRUARY

7 & 8	T/W	9:00 AM
14 & 15	T/W	5:00 PM
17 (<i>partials</i>)	F	12:00 – 4:00 PM
21 & 22	T/W	5:00 PM

MARCH

6 & 7	T/W	5:00 PM
13 & 14	T/W	9:00 AM
16 (<i>partials</i>)	F	9:00 AM – 12:00 PM
20 & 21	T/W	12:30 PM
27 & 28	T/W	12:30 PM

APRIL

3 & 4	T/W	9:00 AM
10 & 11	T/W	5:00 PM
17 & 18	T/W	12:30 PM
20 (<i>partials</i>)	F	12:00 – 4:00 PM
24 & 25	T/W	5:00 PM

MAY

3 & 5	TH	5:00 PM
	S	8:30 AM
8 & 9	T/W	5:00 PM
15 & 16	T/W	9:00 AM
22 & 23	T/W	12:30 PM

JUNE

8 (<i>partials</i>)	F	9:00 AM – 12:00 PM
12 & 13	T/W	9:00 AM
19 & 20	T/W	12:30 PM
26 & 27	T/W	5:00 PM

NO WALK-INS ALLOWED. SPACE IS LIMITED.

TEST REGISTRATION DONE ON A MONTH BY MONTH BASIS.

PLEASE PLAN ACCORDINGLY AND REGISTER EARLY.

NO TEST REFUNDS ISSUED.

ALL students must preregister at Schuylkill Hall – Third Floor and **MUST** have approved PA photo identification (Drivers License).

Test dates are selected on a first-come, first-served basis.

Dates are subject to change or cancellation.

Current cost of the test is \$100. Payment is required at time of registration. Register in person at Schuylkill Hall, RACC, 111 Riverfront Drive, 3rd Floor, Reading, PA.

You may register at the third floor reception desk in Schuylkill Hall during the following hours:

Monday 8:00 AM–4:30 PM
Tuesday and Wednesday 8:00 AM–6:30 PM
Thursday 8:00 AM–4:30 PM
Friday 8:00 AM–4:00 PM

If you have any questions please call 610.372.4721, Ext. 5182.

VOLUNTEER TUTOR PROGRAM

Please call 610.372.4721, Extension 5154 or 5155 for information on this program.

Be a Volunteer Tutor for Literacy Programs

Tutors are needed for adults taking Adult Basic Education (ABE), English for Speakers of Other Languages (ESL), and General Educational Development (GED®) classes at Reading Area Community College. Let your free hours make a difference in someone's life. **Be a volunteer tutor!**

For additional information, call 610.372.4721, Ext. 5154 or Ext. 5155.



Please send me further information about the items indicated: (print clearly)

NAME _____

ADDRESS _____

CITY/STATE _____

ZIP CODE _____ PHONE _____

- Vocational Training GED® Test
 Becoming a Volunteer Tutor for RACC's Literacy Programs

**MAIL TO: Reading Area Community College,
Community Education, PO Box 1706, Mailbox #18, Reading, PA 19603**

REGISTRATION

Classes begin as indicated in course schedules found in this brochure



Enroll immediately in the classes you want!

**The online registration system saves you time and postage costs,
and is available at your convenience.**

- Go to www.racc.edu.
- Select WebAdvisor from the **Quick Links** menu at top right of homepage.
- Select **Community Education**.
- **Previous Users** will use the **LOG IN** tab at the top of page.
- **First-Time Users:** click on “**I’m New to WebAdvisor**” link.
- Enter **Course Code Number** exactly as printed in the brochure.
- Click **SUBMIT**.
- Proceed through the next several registration screens entering the required information and **submitting at end of each screen**.
- Verify your class and payment, then select **REGISTER NOW** and complete credit card information.
- You will receive a printable confirmation when the transaction is complete.

For questions and assistance, call 610.607.6231 or 6232.

REGISTRATION

Classes begin as indicated in course schedules found in this brochure.



Remember to register early!

Classes begin as indicated in course schedules found in this brochure.

TO REGISTER:



BY MAIL: Visit www.racc.edu/Register.pdf and print out the Workforce and Economic Development/Community Education Registration Form.



BY PHONE: Call 610.607.6232 or 610.607.6231 to register with VISA, MasterCard or Discover.



IN PERSON at Schuylkill Hall, RACC, 111 Riverfront Drive. Stop at the 3rd floor reception desk Monday and Thursday 8:00 am–4:30 pm; Tuesday and Wednesday 8:00 am–6:30 pm; Friday 8:00 am–4:00 pm.



VISA, MasterCard or Discover registration accepted.

Class Locations:

Reading Area Community College (RACC)

If the College withdraws a course, your tuition will be refunded. Instructor substitutions may be made in emergencies and at the discretion of RACC. **Written refund requests must be received one week before classes begin.** No refunds will be issued after this date. Please allow 4–6 weeks for a refund. **Students must be 18 years old to register for adult classes.**

REGISTRATION

Classes begin as indicated in course schedules found in this brochure

Registration Form

(to be used for all Community Education programs)

PLEASE PRINT

Date _____ RACC ID # _____

Name _____ SS #/Birthdate _____

Home Address _____

City _____ State _____ Zip _____

Home Phone _____ Work Phone _____

Email address _____

Signature of Registrant _____

The following information will be used for the sole purpose of providing statistical data to the Federal government. This information will not be used for admission purposes.

Ethnicity: Hispanic Non-Hispanic/Non-Latino

Race: American Indian/Alaskan Native Black/African-American
 Native Hawaiian/Other Pacific Islander White Asian

Section No _____ Title _____

Section No _____ Title _____

Section No _____ Title _____

Read course descriptions carefully.

TUITION PAYMENT MUST BE PAID AT THE TIME OF REGISTRATION.

MAIL TO: Office of Community Education,
Reading Area Community College, P.O. Box 1706, Reading, PA 19603

Amount Enclosed \$ _____

Make check payable to Reading Area Community College

VISA MasterCard Discover

Authorized Signature _____

Card No _____ Exp. Date _____ 3 Digit Code _____

This form may be duplicated for additional registrations.



READING AREA COMMUNITY COLLEGE
Community Education
10 South Second Street
P.O. Box 1706
Reading, PA 19603-1706

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Look Inside for Spring Course Offerings!