COURSE LISTING FOR FALL SEMESTER 2022

READING AREA COMMUNITY COLLEGE

COMMUNITY EDUCATION

Healthcare Programs • CPR Training • Business Literacy Programs • Credit Programs

racc.edu
WELCOME TO READING AREA COMMUNITY COLLEGE
WORKFORCE AND ECONOMIC DEVELOPMENT / COMMUNITY EDUCATION COURSE OFFERINGS

Please visit our Welcome Center in the Berks Hall lobby.
Discover a new career path!
Meet our friendly staff!
Learn about our credit and certificate programs!

Monday, Thursday, Friday: 8:00 AM - 5:00 PM
Tuesday, Wednesday: 8:00 AM - 7:30 PM
Call 610.607.6224 or visit racc.edu

PROGRAMS AND COURSES

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CAMPUS MAP

1. Penn Street Bridge
2. Second Street
3. Franklin Street
4. Front Street
5. Faculty & Staff Parking
6. Student Lot B
7. 2nd St. Entrance to Lot B
8. Student Lot E
9. Berks Hall
10. Competition Tire
11. Kratz Hall
12. The Yocum Library
13. The Yocum Library
14. Weitz Hall
15. Gust Zogas
16. Student Union Building
17. Schmidt Training & Technology Center
18. Miller Center for the Arts

It is the policy of Reading Area Community College to prohibit discrimination on the basis of race, color, sex, sexual orientation, religion, national or ethnic origin, age, disability, or status as a disabled or Vietnam Era veteran in regard to the administration of all campus programs, services and activities and the admission of students, employment actions, or other sponsored activities. Furthermore it is RACC’s policy not to tolerate harassment of any type, including sexual harassment, or any employee, student, contractor, vendor, and/or visitor to Reading Area Community College. In addition it is the policy of Reading Area Community College not to discriminate on the basis of sex in its educational programs and activities as required by Title IX of the Education Amendments of 1972. Title IX provides that “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” See discrimination includes sexual harassment and sexual assault. Affirmative Action inquiries should be directed to the Affirmative Action Officer, RACC, P.O. Box 1706, Reading, PA 19603 (610.372.4721). All colleges and universities, in compliance with the Pennsylvania College and University Security and Information Act of 1988 and the Student Right-to-Know and Campus Security Act, are required to provide information regarding safety and security procedures and statistics on campus. A copy of this report is available by contacting Marketing and Communications, Room 323, Berks Hall.

WARRANTY DISCLAIMER. The College and its affiliates hereby disclaim all warranties, whether express, implied or statutory, including, without limitation, any implied warranty of merchantability or fitness for a particular purpose employability, future employment, licensure, certification or availability of courses, program, instructors or curriculum.

For more information on our graduation rates, the median debt of students who have completed programs and other important information, please visit our website at racc.edu/HEOA.
Healthcare Programs

CAREER TRAINING

**CERTIFIED RECOVERY SPECIALIST (CRS)**

78 Hrs.  $955

This is a specialized credential for individuals with personal, lived experience in their own substance abuse disorder recovery. By offering insight into the recovery process based on their own experience, recovery specialists are able to provide a unique perspective while providing recovery support services. Students must be comfortable with computers and technology, able to complete the required 12 hours of homework and have access to a laptop or desktop computer (mobile devices cannot be used).

**DENTAL ASSISTANT**

624.5 Hrs.  $6,125

Start Dates: 1/23/23 and 6/26/23

This program will prepare individuals for employment in a dental office. Students will receive theory and practical applications regarding chair-side assisting. Students will also learn basic laboratory procedures, infection control, radiation health and safety, and prepare to take the state certification exam in radiology. In addition to classroom instruction, there is a 200-hour internship in a dental office.

Financial Aid Available

*Gainful employment information: www.racc.edu/heoa*

**HOME HEALTH AIDE**

77 Hrs.  $800

Scholarships are available for those who qualify

This program prepares students to meet clients’ needs across the life span in a home care setting. Instruction will include communication skills, infection control, patient rights, safety, personal care skills, and basic home care skills. This class uses a hybrid format. Each day you will complete three hours of work online, at home, and two hours of classroom skills at RACC. CPR training and preparation for the PA Department of Human Services Personal Direct Care Staff certification are also included in the class.

**MEDICAL ASSISTING**

675 Hrs.  $7,415

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. At the conclusion of this program, students will sit for CCMA certification (included). Financial Aid Available

**MEDICAL INSURANCE & BILLING SPECIALIST**

639 Hrs.  $7,010

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, dental offices, insurance companies, hospitals, and home-based businesses. Students complete a 150-hour internship.

Financial Aid Available

**NURSE AIDE**

120 Hrs.  $1,390

This program prepares 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.

Classes begin every six weeks or according to program schedule

*Proof of personal medical insurance required.
Background and clearances required.*

Please call 610.375.8188 for additional information on these programs.
PHARMACY TECHNICIAN*  
121.5 Hrs.  $2495  
Start Dates: 1/23/23 and 7/10/23  
Scholarships are available for those who qualify  
Pharmacy technician students will experience classroom lecture, hands-on training in the lab and job shadowing in the hospital setting. The program covers such topics as fundamentals, administrative processes, pharmacy technology, medical distribution practices, pharmaceutical sciences and mathematics, and pharmacy business and law. The student will be able to sit for the Pharmacy Technician Certification Board (PTCB) certification exam at the completion of this course. Inquire Now!

Financial aid, scholarships and/or other financial help may be available for some classes!

Please call 610.375.8188 for additional information on these programs.

PHLEBOTOMY  
232.5 Hrs.  $2.190  
12 Weeks  
The phlebotomy program will prepare individuals to collect blood from adult patients. The initial component of training will consist of basic healthcare skills, medical terminology and pre-clinical training. The second component will consist of 80 hours of clinical training. Daytime or evening offerings.  
For gainful employment visit www.racc.edu/heoa

12-Week PHLEBOTOMY Program  
**Scholarship available! Inquire Now!**  
High demand occupation with medium starting salary range in Reading, Pa. at $36,458!  
The cost for the program is $2190.00 (Plus books and supplies estimating $550)
Healthcare Programs

MEDICAL INSURANCE AND BILLING CLASSES

Reading Area Community College is pleased to announce a series of classes for healthcare professionals and individuals who are interested in learning more about the insurance and billing side of the practice. Each class will run twice a week for a period of six weeks. Classes include:

To register online follow instructions on page 52 and select topic code Insurance. Classes begin every six weeks!

*Book available in RACC Bookstore. Please call 610.375.8188 for additional information about these courses.

Classes begin every six weeks!

DENTAL INSURANCE AND CODING
ZINS-605 $345
9:00 AM–1:30 PM

This class discusses the specifics of dental plans along with their provisions and limitations. Students will access the internet to learn about current dental procedures and dental plans. Discussion will involve the specialty practices of modern dentistry, plan design and payment methods, and will also be discussing insurance rules and regulations. Students will learn the differences between billing dental and/or medical plans for services and review completion of forms and coordination of benefits. Mathematical calculations will be explained as they apply to orthodontia as well as the use of an FSA to supplement dental coverage.

INTRO TO INSURANCE*
First three weeks of module
ZINS-600 $345
11:30 AM-1:30 PM

This class introduces students to the basic insurance concepts and types of insurance plans offered in the United States today. This information is especially useful for people who purchase insurance through the Patient Protection and Affordable Care Act (“Obamacare”) and for healthcare personnel who may have to address questions from patients about their insurance plans. The class will discuss Major Medical (Fee for Service) plans, Preferred Provider Organization (PPO) plans, Point of Service (POS) plans, Health Maintenance Organization (HMO) plans, High Deductible Heath Plans (HDHP) as well as Health Saving Accounts, Health Reimbursement Accounts, Flexible Spending Accounts, and Dependent Care Accounts. Other topics including Medicare and Medicaid plans and a

MEDICAL INSURANCE AND BILLING 1*
Second three weeks of module
ZINS-601 $345
11:30 AM–1:30 PM
M,T,W,Th

This class discusses the specifics of the various health insurance plans and programs offered in the United States today. Topics include Blue Cross, Blue Shield, commercial insurance plans, Medicare, Medicaid, Tri-care, Workers’ Compensation, and Disability. The class will also review the cash flow cycle, common reasons why claims do not get paid, the A/R function, the importance of patient education and the collection process.

SIMCHART
First three weeks of module
ZINS-607 $345
2:00 PM–4:00 PM
M,T,W,Th

This class offers students a database practice simulation of the steps needed to register patients with demographics. The student also gains experience in adding insurance plans, entering data (codes and charges) from visits and for services, posting co-pays from patients, submission of claims to insurance carriers, posting payments from EOBs/RA’s, mailing patient statements and posting patient payments after patient statements have been sent out. Topics will include insurance coordination of benefits, effective and termination dates of plans, patients that have multiple insurance cases (employer group plan, MVA, WC).
For Employers

RACC’s Center for Career Training, Community Education & Professional Development offers custom training options for the workplace

CPR Training for your Workforce

CPR custom training options include:
• Training at organization sites day or evening
• Training on RACC Campus for organizations and individuals

New to the RACC’s American Heart Association Training Center—Basic Life Support Classes in Spanish.

If interested please contact the CPR office at 610-372-4721 ext. 6220 or email us at cpr@racc.edu

Recent examples of training programs that have been customized and delivered to educators, community organizations and local healthcare and business industries include:

Fundamentals of Interpretation
Three hour training for staff who serve as interpreters.

Customized training program for staff who already serve as interpreters in businesses or at community service organizations. Training enhances interpreter’s professional skills and knowledge through review of ethics and standards, cultural mediation, and industry specific skills training.

Customized office training in Word, Excel
Access for your staff at the basic, intermediate, or advanced levels. Training can be conducted at RACC or on-site at your business.

Spanish for Administrators, Educators, and Staff
Eight week training designed to introduce the Spanish language to adult learners. This training introduces Spanish to beginners aiding learners in the transition from vocabulary to conversation.

Includes four unique components:
• vocabulary
• reading
• communication
• culture

Training has been delivered to local school districts and can be customized for your organizational needs.

If you are in need of custom training for your organization, please contact Auria Bradley, Director of Career Training, Community Education & Professional Development at abradley@racc.edu or 610-372-4721 ext. 5120.
CPR Certification

This American Heart Association course is designed to prepare a wide variety of healthcare professionals to recognize several life-threatening emergencies and to provide CPR, use of AED, and relieve choking in a safe, timely and effective manner.

Certified CPR Training

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**August**
- 114 8:00am-12:30pm W 8/24
- 115 5:00pm-9:30pm Th 8/25
- 117 8:00am-12:30pm W 8/31

**September**
- 118 8:00am-12:30pm W 9/7
- 119 5:00pm-9:30pm Th 9/8
- 121 8:00am-12:30pm W 9/14
- 124 8:00am-12:30pm S 9/24
- 125 8:00am-12:30pm W 9/28
- 126 5:00pm-9:30pm Th 9/29

**October**
- 127 8:00am-12:30pm W 10/5
- 128 5:00pm-9:30pm Th 10/6
- 130 8:00am-12:30pm W 10/12
- 133 8:00am-12:30pm S 10/22
- 134 8:00am-12:30pm W 10/26

**November**
- 135 8:00am-12:30pm W 11/2
- 136 8:00am-12:30pm S 11/5
- 137 8:00am-12:30pm W 11/9
- 140 5:00pm-9:30pm Th 11/17
- 142 8:00am-12:30pm W 11/30

RACC will provide your group or business with CPR training and certification. Our certified instructors offer a variety of training options tailored to fit your needs. For details, please contact the training center at 610-607-6220 or email CPR@racc.edu

To register online follow instructions on page 52 and select topic code CPR
Please call 610.607.6220 for additional information on these programs.
The BLS Instructor Essentials Course is designed to prepare instructor candidates to teach AHA Instructor-led and blended learning courses. The course educates instructor candidates on how to adequately use AHA Instructor teaching materials, ensure that students meet learning objectives, offer student coaching skills, provide an objective skills performance evaluation, and follow AHA Instructor and course policies. The course covers core content and discipline-specific content required to teach AHA courses.

Must have a current BLS provider card.

The BLS Instructor Essentials Course

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To register online follow instructions on page 52 and select topic code CPR.

Please call 610.607.6220 for additional information on these programs.
ONLINE TRAINING

Reading Area Community College is pleased to provide online CPR training.
1. BLS Provider
2. Heartsaver CPR/AED
3. Heartsaver CPR/AED First Aid
4. Heartsaver First Aid
5. ACLS
6. PALS

Follow these simple steps to a successful course completion:
1. Sign on to http://www.onlineAHA.org
2. Choose your course (fee varies by course)
3. Complete the online portion and print your certificate
4. Schedule a skills test

*Payment of $50 must be paid prior to taking the skills test
A skills session is the hands-on portion of an AHA online course. It is conducted in person after the student completes the online course. To schedule a skills session contact us at 610.607.6220.

HOW TO REGISTER/PAY FOR A CPR COURSE OR SKILLS SESSION

By Phone: Call 610.607.6235 or 610.607.6231 to register with VISA, MasterCard or Discover.

In Person: RACC, Berks Hall Room 107, 10 South Second Street,
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

Class Location: Reading Area Community College (RACC)

Please call 610-607-6220 or email CPR@racc.edu for information on scheduling an instructor course.

Please call 610.607.6220 for additional information on these programs.
Pharmacy Technician Program

RACC, in partnership with Tower Health, is proud to offer the 15-week Pharmacy Technician program. This program is designed to prepare the students to take the national certification examination administered by the Pharmacy Technician Certification Board (PTCB). Students who complete the pharmacy technician program can seek employment in hospital settings and/or retail pharmacies.

The Pharmacy Technician program will be held from 5:00 p.m. to 9:00 p.m. three days per week.
The program is $2,495.00, textbooks included.

Students will experience classroom content, lectures, hands-on lab training, and practicum experience in a hospital setting.

To learn more, call 610.375.8188 or visit careertraining@racc.edu

Dental Assisting Program

This part-time program will prepare individuals for employment in a dental office. Students will receive theory and practical applications regarding chair-side assisting. Students will also learn basic laboratory procedures, infection control, radiation health and safety, and prepare to take the state certification exam in radiology.

In addition to classroom instruction, there is a 200-hour internship in a dental office.

- Opportunities for career advancement
- Good hourly wages
- Good working environment
- Flexible hours
- Working as a member of a health care delivery team
- Ability to help others

Dental Assistant positions are in high demand and will continue to grow 11%

To learn more, call 610.375.8188 or visit racc.edu/dental
RACC’s HHA program will prepare you to meet clients’ needs across the life span in a home care setting. The course includes CPR training and preparation for the PA Department of Human Services Personal Care Direct Care Staff certification.

**How long does it take to complete the course?** The course consists of 77 hours of instruction offered over four weeks.

**What is the class structure?** The class uses a hybrid format. Monday through Thursday you will complete three hours of work online, at home, and Friday you will complete eight hours of classroom skills at RACC.

**What does this program cost?** The cost for the program is $800.00. Are there additional costs? Yes. You are responsible for the cost of scrubs, shoes, and a $20 administrative fee. **Scholarships are available for those who qualify.**

Please call 610.375.8188 or email careertraining@racc.edu or visit racc.edu/careertraining to complete an interest form.

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**ARE YOU A MEDICAL ASSISTANT SEEKING CERTIFICATION?**

**RACC is now an NHA testing site for Medical Assistants!**

Are you interested in preparing for and taking your CCMA certification exam?

**Cost: $695** (includes a test prep guide, practice tests and a one-time NHA Test)

If you have been a practicing clinical medical assistant for one year and/or have previously taken RACC’s Medical Assisting Program, you are ready for the NHA certification test prep course. This 21-hour classroom session will cover information in preparation for the NHA exam. Benefits in obtaining a Clinical Medical Assistant Certification may include: more job opportunities, increased pay scale, job security, and increased subject matter expertise.

The class will include a NHA test prep book and cover information on the following:

- Patient Care
- Communications
- Medical Law and Ethics
- Office Administration
- Medication Administration
- Electrocardiography
- Phlebotomy and Specimen Handling
- Infection Control
- Medical Terminology

Classes are held Mondays from 6pm-9pm for 7 weeks.

*Must possess a high school diploma or GED.*

Please call 610.375.8188 to schedule your course today!
CAREER TRAINING

**COMPUTER APPLICATIONS**

$3,330

231 Hrs.  
Classes begin every 12 weeks

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

Students complete a 150-hour internship.
For gainful employment visit www.racc.edu/heoa

Train for a new career in 6 months!

*Funding may be available through financial aid and/or scholarships.

Background and clearances required
Please call 610.375.8188 for additional information.

**BECOME A CERTIFIED AUCTIONEER!**

The auctioneering program meets all educational course requirements necessary to sit for the Pennsylvania State Auctioneer Licensing Exam.

Course Begins
**AUGUST 15, 2022**

Cost: $3,800

The class is taught live in an interactive, remote format.

- Learn the “auctioneer chant”
- Appraisals - antiques, autos, dolls, coins, jewelry, furniture, and more
- Auction laws
- Auctioneering software and online auctions
- 60 hours of observing and working hands-on with a local auctioneer

Please call 610.375.8188 for more information.
INTRODUCTION TO PERSONAL COMPUTERS
ZCOM-600  $90
10:00 AM-4:30 PM  F
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.

MS WORD 2019 - Level 1*
ZCOM-601  $345
Asynchronous Online
Learn to use one of the most sophisticated and widely used word processing programs available! During this introductory course, you will explore the Word 2019 environment. Students will create, save, edit, and proofread documents, change the look of text, change the look of a document, and get help in Office 2019. Prerequisite: Familiarity with working in the Windows environment and working with a keyboard and mouse. Please bring a memory stick or flash drive to class.

MS WORD 2019 - Level 2*
ZCOM-602  $345
Asynchronous Online
Take your Word skills to the next level! During this intermediate course you will learn to present information in columns and tabs, work with graphics, symbols, and equations, work with diagrams and charts, and work with longer documents. Includes an introduction to mail merge. Prerequisite: Word 2019 Level 1 or equivalent experience. Please bring a memory stick or flash drive to class.

MS EXCEL 2019 - Level 1*
First three weeks of module
ZCOM-603  $345
11:30 AM-1:30 PM  M,T,W,Th
Starts with an introduction to Excel 2019. Learn techniques for entering data into cells, working with data, and using data tables more efficiently. Discover how to finish your workbook, and how to navigate and get help in Excel 2019. The class will also cover basic techniques for filtering and limiting data that can be entered into individual cells. Previous Windows experience recommended. Please bring a memory stick or flash drive to class.

MS EXCEL 2019 - Level 2*
Second three weeks of module
ZCOM-604  $345
11:30 AM-1:30 PM  M,T,W,Th
Build your Excel skills with intermediate techniques for sorting and summarizing data. Learn to create dynamic charts and graphs. Practice utilizing formulas and functions, and develop your ability to collaborate with colleagues using passwords, comments, and change-tracking. Prerequisite: Excel 2019 Level 1 or equivalent experience. Please bring a memory stick or flash drive to class.

OVERVIEW OF OUTLOOK 2019
ZCOM-605  $45
1:00 PM-4:00 PM  F
In this overview of the vast Outlook software, you will learn to navigate and learn the tools for email, calendar, contacts, and tasks. This class will focus on what Outlook has to offer—not the basic skills of email. Learn how to sort your inbox and organize it with folders. Create rules to help you better manage your email and Quick Steps to make those common tasks go “quicker.” Learn the different types of appointments in the calendar.

INTERNET WORKSHOP
ZCOM-608  $90
10:00 AM-4:30 PM  F
This six-hour course introduces students to internet browser features, locating internet sources and using email features.

KEYBOARDING I*
First three weeks of module
ZCOM-606  $345
2:00 PM-4:00 PM  M,T,W,Th
This course is designed to teach students keyboarding skills for those with no prior keyboarding background or for students who wish to improve previously learned skills. This course emphasizes touch control of the keyboard and proper keyboarding techniques. Students will be keyboarding 25-45 words per minute with five or less errors as demonstrated by a five-minute timed test.

To register online follow instructions on page 52 and select topic code Computers. Classes begin every six weeks!
*Book available in RACC Bookstore. Please call 610.375.8188 for additional information about these programs.
Literacy Programs

ABE/HEP/ESL LITERACY PROGRAMS

We are now accepting contact information for students interested in upcoming registrations. During our registrations, students take a TABE assessment in reading and math to determine placement in the General Educational Development (GED®) Program or a CASAS assessment to determine placement in our non-credit ESL programs. All courses are free unless otherwise stated.

Our Part-time (GED/ABE/Non-Credit ESL) classes are typically held three times a week for 3 hours per class during the months of September-April.

Our Full-time (GED/ABE/Non-Credit ESL), also called Learning2Work (L2W), is a year-round program. These classes are offered Monday - Friday 8:30 a.m. to 11:30 a.m., and/or, Monday - Thursday 12:00 p.m. to 3:30 p.m. Please call the L2W Coordinator at 610-372-4721 ext. 5324 for more information regarding our full-time offerings.

The Pennsylvania Adult Education Distance Learning Project offers a Distance Learning Program (online) for students at the GED level of ability (approximately 9-12 grade level) or intermediate/advanced ESL levels. You would need to go to the following link and create a profile for this program http://dlreferrals.tiu11.org/ once this is completed you may contact the Distance Learning Liaison at 610- 372-4721, ext. 5702 in order to schedule your assessment at RACC prior to beginning the online work; that session usually lasts about 2.5 hours. Once registered, you work online and have the option of receiving workbook lessons (free); the only other time you would need to return to RACC would be for your post-test assessment and/or actual GED test.

Our United Way Bilingual (Spanish and English) Non-Credit ESL Program offers classes for beginner levels of ESL in four 11-week class cycles per year. Classes are offered Monday, Tuesday and Thursday from 9:00 a.m. to 11:30 a.m. and 12:00 p.m. to 2:30 p.m. On Monday, Tuesday and Wednesday evenings from 6:00 p.m. to 8:30 p.m. Placement assessment is required prior to attending classes.

Our Saturday GED Spanish class is offered 9 a.m. to 12 p.m. for a 13-week session. ($200.00 fee)

Our Saturday Non-Credit Multi-level ESL class is offered 9 a.m. to 12 p.m. for a 13-week session. ($120.00 fee)

Thank you for your interest in our Community Education-Literacy Programs

For further information, please contact:
Community Education - Literacy Programs Information Center at 610-372-4721 ext. 5322 or stop by Kratz Hall 2nd floor located at 111 Riverfront Drive, Reading, PA 19602

Please call 610.372.4721, Ext. 5322 for additional information about literacy programs.
LET YOUR FREE HOURS MAKE A DIFFERENCE IN SOMEONE’S LIFE!

Volunteer tutors are needed at Reading Area Community College for students taking classes in Adult Basic Education (ABE), General Education Development (GED) or English for Speakers of Other Languages (ESL). Are you interested?

QUALIFICATIONS
Volunteer tutors in RACC’s Adult Literacy Program must have a minimum of a bachelor’s degree.

TRAINING AND SUPPORT
As a volunteer tutor, you will receive a tutor orientation seminar that introduces you to the Adult Literacy Program at RACC, along with providing you with materials and tips. We offer an extensive library of books, and other educational materials for your use.

OPPORTUNITIES
There are several ways you can help. You may choose to tutor an individual student. A small group of students, or you may be a classroom aide. Our students are eager to learn and are very appreciative of your encouragement and support.

HOW CAN YOU BECOME A TUTOR?
Please call the Adult Literacy Program, Reading Area Community College at 610-372-4721 ext. 5155 or 5156. A Tutor Coordinator will be in touch with you to provide you more information about the program and answer any questions you may have about becoming a volunteer tutor.

HERE’S WHAT SOME OF OUR TUTORS HAD TO SAY:

“I learn more from my students than they may learn from me! (This is the best unpaid job I ever had)“

“We tutors learn as well as the students! I find it so rewarding—that’s why I come back, year after year, after year!”

“Through being a volunteer tutor, doors have been opened that have allowed me to communicate with people that otherwise I would never have had the opportunity to meet.

Please call 610.372.4721, Ext. 5322 for additional information about literacy programs.
Associate Degrees and Certificate (credit) Programs

Stop by the Welcome Center in Berks Hall or complete the online application for admission at racc.edu. Whether you have questions about specific classes or programs or you are ready to enroll in classes, Enrollment Coordinators are available to help you every step of the way.

**Welcome Center Hours of Operation:**
- Mondays 8 am-5 pm
- Tuesdays 8 am-7:30 pm
- Wednesdays 8 am-7:30 pm
- Thursdays 8 am-5 pm
- Fridays 8 am-5 pm

Or call 610.607.6224

**COLLEGE CREDITS FOR LIFE EXPERIENCE**
Did you know that you may be able to turn life experiences and professional knowledge into college credit? To learn more, call the Welcome Center at 610.607.6224.

For more information and to view the Admissions Event calendar, go to racc.edu/AdmissionsEvents.

**Associate Degrees and Certificates**

- Accounting - Also fully Online!
- Addictions Studies/Human Services - Also fully Online!
- Administrative Office Specialist
- Art
- Bookkeeping
- Business Administration - Also fully Online!
- Business Management
- Communications
- Computer Information Systems
- Computer Technology - Also fully Online!
- Creative Writing
- Criminal Justice/Law Enforcement
- Cyber Defense - Also fully Online!

- Early Childhood Programs
- Early Childhood Teaching (PreK-Grade 4)
- Education Middle/Secondary Grades (Program may be completed online)
- Electric Utility Technology
- Engineering
- Integrative Studies - Also fully Online!
- Health Sciences
- Histotechnician
- Liberal Arts
- Machine Tool Technology
- Mechatronics Engineering Technology
- Medical Coding and Billing Specialist
- Medical Laboratory Technician

- Medical Office/Health Records Specialist
- Nanoscience Technology
- Network Support Specialist
- Nursing
- Practical Nursing
- Psychology - Also fully Online!
- Respiratory Care
- Science
- Social Science - Also fully Online!
- Social Work - Also fully Online!
- Technology Studies
- Web Site Development

*Offered in cooperation with Lehigh Carbon

Please call an Enrollment Coordinator at 610.607.6224 for additional information on these programs.
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 racc.edu/CommReg
  • Select the "Register and Pay for Community Education Classes" link in order to search for a class.
  • EASY SEARCH: Select only the drop-down box next to "Topic Code" to find the class for which you would like to register and click “Submit”.
  • Select the course that you wish to register for and click the "Submit" button.
  • Enter your information and 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.

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.

To register:
By Mail: Visit racc.edu/CommReg and print out the Workforce and Economic Development/Community Education Registration Form.
By Phone:
Call 610.607.6235 or 610.607.6231 to register with VISA, MasterCard or Discover.
In Person:
At Berks Hall, Room 107, RACC, 10 South 2nd Street, Reading, PA.
Monday and Thursday 8:00 AM– 4:30 PM; Tuesday and Wednesday 8:00 AM– 7:00 PM; Friday 8:00 AM– 4:30 PM.

Remember to register early! Classes begin as indicated in course schedules found in this brochure.

For questions about the registration process, call 610.607.6235.