



CAREER & TECHNICAL EDUCATION

Rowan College of South Jersey

Talk and Technology (T.N.T.)

**Classes on Tuesday & Thursday
Join us for virtual zoom sessions**

Spanish for Healthcare

**Class starts on Tuesday, March 1 and ends April 19, 2022
4pm-6:30pm**

Designed for a wide variety of health care professionals including nurses, doctors, technicians and office administrative staff. The objective of this course is to help English-speakers communicate with Spanish-speaking patients, and their families, to assess symptoms and illness and explain treatment and care.

Learn a New Language - Spanish

**Class starts on Tuesday, May 3 and ends June 21, 2022
10am-12:30pm**

This entry-level course includes activities such as dialogue, role-playing, narration, speech and group discussion. Learn basic Spanish phrases used in conversation, as well as formal and informal greetings in Spanish. Also review basic phrases and questions used in everyday life.

Excel Level 1

**Class starts on Thursday, March 3 and ends March 24, 2022
10am-12pm**

This course is intended to help all beginner users get up to speed with Excel quickly. We will cover different features of the interface, show users how to print, cover some simple scenarios, and cover the basics of formatting.

Excel Level 2

**Class starts on Thursday, April 7 and ends April 28, 2022
10am-12pm**

In this course users will learn to customize the Excel 2010 environment, creating advanced formulas, analyzing data using functions and PivotTables, using data sets and tables, visualizing data using basic charts, and adding graphical objects to a worksheet.

Use this link to register for classes:

<https://cccnj.gosignmeup.com/Public/Course/Browse>

Additional classes on Page 2

**Grant Funded
Training for New
Jersey Employees
No Cost to
qualified
attendees**

Attendees must attend all days of scheduled training to be eligible for the grant.

Public & State employees, and unemployed persons are not eligible for this grant funded training.

Must be a New Jersey registered business.
(FEIN required)

Employees must work a minimum of 20 hours per week to be eligible.

Questions?
Please contact

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MS Teams

Thursday, May 19 and Thursday, May 26, 2022

10am-12pm

This course is intended to help all users get started with Teams, use messages and channels, communicate in different ways, and customize Teams settings. By the end of this course, users should be comfortable using the Teams app in their day-to-day workflow.

Project Management

Thursday, June 2 and Thursday, June 9, 2022

10am-12pm

In this workshop, we will walk you through the fundamentals of project management, from setting priorities to controlling expenses and reporting on the results. You may still have to cope with the unexpected, but you'll be better prepared.

Improve Your Zoom Presentation Skills

Thursday, June 16 and Thursday, June 23, 2022

10am-12pm

Love them or not, Zoom presentations are here to stay. It's a new form of communication in our virtual world. In this workshop, you will learn ways to use PowerPoint in conjunction with Zoom to make your meetings and training more effective.

Use this link to register for classes:

<https://cccnj.gosignmeup.com/Public/Course/Browse>