WISE Women’s Center is an educational and supportive service entity of Essex County College serving both women and men of the College and the community. The Center offers services to facilitate educational, personal and economic independence. These include education, career development, counseling, resources and referrals. WISE also designs and implements workshops, seminars and non-credit courses tailored to the individual needs of community groups and organizations.

WISE Women’s Center
Essex County College
Main Campus, Yellow Area
Room 3276
303 University Avenue
Newark, NJ 07102

Monday - Friday  8:30am - 4:30pm
(973) 877-3395

Susan MacDonnell, Director
e-mail: macdonnell@essex.edu

WWW.ESSEX.EDU/CE/WISE

Visit Facebook.com/EssexCountyCollege for WISE monthly events
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Alternate Route to Becoming a Teacher - All You Need To Know
Tue., December 1 ~ 6:00pm-8:00pm
Tuition: $26.00 ~ Fee: None ~ 1 Session
This informative session will provide the requirements and steps necessary for substitute teaching certification and Alternate Route or Provisional certification which may lead to a permanent teaching certificate.

Anger Management Workshop
[Batterers Intervention Program (BIP)
(Court Ordered/Mandatory)
TBA ~ 6:00 - 8:00 pm
Tuition: $676 ~ Materials: $15 ~ 26 Sessions

Anger Management Workshop
Mon., September 14 – October 5 ~ 6:00pm - 8:00pm
Tuition: $104.00 ~ Fee: None ~ 4 Sessions
Anger is a completely normal human emotion; however, when it gets out of control and turns destructive, it can lead to problems at work, in your personal relationships, and overall negatively affect your quality of life. This workshop intends to help you understand and control anger. Ages 18+.

Civic Discourse: Race, Class and Gender Through Film
TBA ~ 6 Sessions
Tuition: TBA
The purpose of this course is to promote civic engagement and public discourse in a community based, public library setting, thus ensuring a better informed and highly engaged citizenry. This 6-session course takes place at the East Orange Public Library and will focus on conversations surrounding topics of race, class and gender as evidenced in themes of film shorts screened during Women in Media-Newark’s annual film festivals.

Conversational Spanish I
Sat., September 19 – October 17 ~ 10:00am - 12:00pm
Tuition: $130.00 ~ Fee: None ~ 5 Sessions
Learn Spanish vocabulary, develop communication skills and learn aspects of the Hispanic culture. This course is designed for individuals who want to communicate in Spanish for everyday use. There are no prerequisites for this course.

Conversational Spanish II
Sat., October 24 – November 21 ~ 10:00am - 12:00pm
Tuition: $130.00 ~ Fee: None ~ 5 Sessions
Continue to learn Spanish vocabulary, develop communication skills and learn aspects of the Hispanic culture. Prerequisite: Conversational Spanish I
Domestic/Relationship Violence Training
Mon. & Wed., November 2 – December 9 ~ 5:30pm-8:30pm
Tuition: $520.00 ~ Fee: $25.00 ~ 12 Sessions
This course will teach how to identify the basic dynamics of relationship
violence and provide a foundation for understanding healthy
relationships and conflict resolution skills. Community resources and
legal remedies will also be covered. 4.0 CEUs

Effective Parenting Skills
Tues., October 13 – November 17 ~ 6:00pm-8:00pm
Tuition: $156.00 ~ Fee: None ~ 6 Sessions
This series of courses provides hands-on tools and techniques for
effective parenting. The six-session, mini-course is designed for both
two-parent and single parent households.

English Communication for the Business World
Mon. & Wed., October 19 – November 4 ~ 6:00pm-8:30pm
Tuition: $195.00 ~ Fee: None ~ 6 Sessions
Enhancing oral and written business communication skills reduces the
barriers that many non-native English speakers face in the
workplace. Participants will learn the basics of writing business
memoranda, letters and emails, and practice clear speaking techniques
to communicate more effectively in the office and over the telephone.

Entrepreneurship Training Course (HUB)
Tues., October 20 – December 8 ~ 6:00pm-9:00pm
Tuition: $312 ~ Fee: None ~ 8 Sessions
Learn the essentials of developing and maintaining a profitable and
successful business. Take that first action-step and register for the
training YOU need to pave the way to business success!

Event Planning Crash Course
Wed., November 4 - 18 ~ 6:00pm-8:00pm
Tuition: $78.00 ~ Fee: None ~ 3 Sessions
Event planning is one of the hottest new fields available to people from
all walks of life. This course will give you a great basic understanding of
the industry. Whether you want to start your own business as an event
planner, increase your employability or plan an unforgettable family
event, this course is for you. You will explore event planning for business
or personal settings and create valuable templates that will assist you in
future event planning.

Excel for Windows Introduction
Mon. & Wed., October 5 – November 4 ~ 5:15pm - 6:45pm
Tuition: $195.00 ~ Fee: None ~ 10 Sessions
This is a powerful and versatile spreadsheet program. This course will
Teach the student to construct and manage a spreadsheet, graph data,
and more.
**Excel for Windows Intermediate**  
**Mon. & Wed., Nov. 16 – December 16 ~ 5:15pm - 6:45pm**  
**Tuition: $195.00 ~ Fee: None ~ 10 Sessions**  
This course is designed for students who have an introductory level of understanding in Excel. The curriculum reviews basic spreadsheet and graphic application functions, replacing data, controlling recalculation, manipulating the screen display, protecting and sharing worksheet data and using special formatting and printing options, and more.

**Extended Exploration of Reflexology**  
**Wed., November 11 ~ 6:00pm-8:00pm**  
**Tuition: $26.00 ~ Fee: None ~ 1 Session**  
This workshop will review basic Reflexology techniques to include the Thumb Walk and location of reflex points. Students will experience more advanced techniques designed to help them enliven the spine, stimulate the sinuses and invigorate the brain.

**Financial Survival for Retirement**  
**Thurs, October 29 & November 5 ~ 6:30 pm – 8:30 pm**  
**Tuition: $52 ~ Fee: $5 ~ 2 sessions**  
If you are retired or nearing retirement age, then this seminar is beneficial. These informative sessions will focus on the following topics: basic tax reduction strategies, savings protection from healthcare catastrophes, essential legal documents, protection from investment mistakes and strategies to protect your IRAs, 401Ks and other retirement accounts.

**First Step to Computers**  
**Tues. & Thurs., Sept. 22 – October 22 ~ 5:15pm - 6:45pm**  
**Tuition: $195.00 ~ Fee: None ~ 10 Sessions**  
For those who know nothing about computers. You will learn what computers can and cannot do, and how to operate a computer with confidence. 1.5 CEUs

**Grant Writing: Developing a Funding Plan**  
**Sat., Oct. 24 – November 7 ~ 9:00am-2:00pm**  
**Tuition: $195.00 ~ Fee: None ~ 3 Sessions**  
This course will teach participants how to research and write grant proposals. Key topics include grant research, identifying potential funding sources, and proposal development.

**Grant Writing II**  
**Sat., November 14 – December 5 ~ 9:00am-2:00pm**  
**Tuition: $195.00 ~ Fee: None ~ 3 Sessions (no class on November 28)**  
Learn how to write an entire grant proposal from start to finish. Key topics include grant writing and proposal review.  
Prerequisite: Grant Writing: Developing a Funding Plan.
How to Become a Consultant
Thurs., November 12 ~ 6:00pm-9:00pm
Tuition: $39.00 ~ Fee: None ~ 1 Session
Learn how to promote your service, manage yourself, get clients, create a consultant’s toolbox, write a letter of agreement, and set fees.

How to Secure Your Financial Future
Wed., November 18 ~ 6:00pm-9:00pm
Tuition: $39.00 ~ Fee: None ~ 1 Session
This workshop is designed to provide information and educate people about the importance of planning and providing for the future of their loved ones.

How to Start Your Own Day Care Center
Mon., October 19 – November 9 ~ 6:30pm-8:30pm
Tuition: $104.00 ~ Fee: $15.00 ~ 4 Sessions
Provides information on Day Care Center start-up, state regulations, certification, policy, and resources necessary to successfully maintain and operate a day care center.

Learning to Lead
Wed., October 21 ~ 6:00pm-9:00pm
Tuition: $39.00 ~ Fee: None ~ 1 Session
Regardless of employment position or title, a person can and should seek leadership roles. This course will introduce leadership principles.

Non-Profit Business Law Seminar
Mon. & Wed., October 5 - 14 ~ 6:00pm-8:00pm
Tuition: $104.00 ~ Fee: None ~ 4 Sessions
Information on how to start, operate and maintain a small, non-profit business. Subjects covered: Fundraising; Fiscal Management; Criteria for 501 (c)(3); and Professional Affiliations & Memberships.

Public Speaking with Confidence
Thurs., September 24 ~ 6:00pm-8:00pm
Tuition: $26.00 ~ Fee: None ~ 1 Session
This course explores the importance of communicating effectively as well as expressing yourself with style and clarity in any situation. You will have an opportunity to practice your communication skills in a supportive and non-threatening environment.

Reiki - Alternative Healing Methods
Wed., October 21 – November 4 ~ 6:00pm-8:00pm
Tuition: $78.00 ~ Fee: None ~ 3 Sessions
Reiki is a simple, safe, and effective means of stress reduction, pain management, and deep relaxation. Use this wonderful spiritual healing art to help yourself and your loved ones with many kinds of physical and emotional issues.
Release Your Power
Tue. & Thurs., November 3 & 5 ~ 6:00pm-8:00pm
Tuition: $52.00 ~ Fee: None ~ 2 Sessions
Have you ever wondered why it is that some people seem to be born winners? Now you can solve the mystery for yourself, attend this workshop and learn how to unleash your personal power.

So You Want to Be an Entrepreneur Workshop
Tues., September 22 ~ 6:00pm-8:00pm
Tuition: Free ~ 1 Session
This course provides information and resources for business development, personal assessment for start-up and financial aspects of starting a business.

Social Security Benefit Optimization
Thurs., November 12 ~ 6:30-8:30 pm
Tuition: $26.00 ~ Fee: $5.00 ~ 1 session
Optimizing your Social Security income benefit requires a bit of education, good planning, and the application of smart decision tools. This seminar will address the following most commonly asked questions: What is Social Security optimization? When does it make sense to apply for Social Security? What role does your marital status play? Why do married couples often miss out on substantial Social Security benefits, and how can I coordinate Social Security with other sources of retirement income?

Stock Market Basics
Accumulate Wealth Through Knowledge
Wed., Thurs., & Fri., October 21, 22, & 23 ~ 6:00pm–8:00pm
Tuition: $78.00 ~ Fee: None ~ 3 Session
This is not a “get rich quick” class, but it might be the best two day class specifically designed to increase your knowledge of the US stock market. You will not only learn Wall Street terminology, but will be well prepared to make better decisions about your financial future.

The Art of Self-Publishing
Mon., November 16 ~ 6:00pm-9:00pm
Tuition: 39.00 ~ Fee: None ~ 1 Session
If you have a story to tell and would like to learn how to get it published, then this course is for you. Attend this workshop and learn the essential steps that will take your book from “your heart to their hands” in 21 days or less.

Validation of Foreign Credentials
Mon., Oct.19 ~ 5:30pm-7:30pm
Tuition: $26.00 ~ Fee: None ~ 1 Session
Are you discouraged working below your skills and education level? Your foreign education does have value in the United States! Immigrants with a foreign certificate or professional degree have the opportunity to validate their credentials in this country. This seminar provides information about the required process to obtain the United States equivalency evaluation of your foreign education.
Validación De Credenciales Extranjeras
Mon., Oct.26 ~ 5:30pm-7:30pm
Tuition: $26.00 ~ Fee: None ~ 1 Session
Desanimado trabajando por debajo de sus habilidades y nivel de educacion? Su educacion en el exterior tiene valor en los Estados Unidos! Inmigrantes con un certificado o diploma professional tienen la oportunidad de validar sus credenciales en este pais. Este seminario proporciona informacion sobre el proceso requerido para obtener la evaluacion de equivalencia en los Estados, de su educacion en el exterior.

Windows with Word - Intermediate
Tues. & Thurs., October 27 – December 1 ~ 5:15pm-6:45pm
Tuition: $195.00 ~ Fee: None ~ 10 Sessions
Hands-on next step to Windows and MS Word. Upon completion, students will have a working knowledge of Windows and be able to create various kinds of documents using MS Word.
Prerequisite “First Step to Computers” or equivalent knowledge.

Writing Effectively
Sat., October 17 ~ 10:00am-1:00pm
Tuition: $39.00 ~ Fee: None ~ 1 Session
In this course the writing process is broken down into easy to follow steps that help participants get started, figure out what they want to say and organize their ideas and information in order to write clear, concise reports and letters.

WISE ENTREPRENEURIAL INSTITUTE
Learn how to start, operate and own the business of your dreams. Learn tactics that will help you thrive in the small business arena.
(973) 877-3395
Registration Procedures for Non-Credit Programs

Mail-In
Mail check or money order and completed registration form to:
WISE Women’s Center, 303 University Ave, Newark, NJ 07102

Walk-In
Report to WISE Women’s Center during the regular working hours: Monday-Friday, 9:00am – 5:00pm. Registration form should be completed and payment made at this time.

Register early to avoid cancelled classes!

No payment will be accepted after 5:00pm on the day of class

Cancelled Classes
Any class is subject to cancellation if registration is not sufficient. Students will be notified by phone/mail of class cancellation.

Non-Credit Refunds
Withdrawal before the first class meeting - 100% of tuition. No fees refunded.
Withdrawal before second class meeting; - 50% of tuition. No fees refunded.
No refunds thereafter. Please allow up to 6 weeks for processing of refunds. Fees are not refundable.
Full tuition & fees refunds are granted only for courses cancelled by the College.

Senior Citizens Registration (60 years of age or older)
No charge to Essex County residents. Registration is based on space availability and will be confirmed three days before class begins. Senior Citizens can ensure a seat in the class by paying the

It is the policy of Essex County College not to discriminate on the basis of race, creed, color, national origin, age, marital status, affectional or sexual orientation, disability, gender, liability for military service or any other category protected by applicable law. This policy applies to all terms, conditions, and privileges of student enrollment, staff employment, and vocational opportunities. Further, the College confirms to all federal and state statutes, orders, regulations, guidelines, and amendments concerning equal opportunities.
## NON-CREDIT REGISTRATION FORM

### STUDENT INFORMATION

(please print one letter per box)

- **STUDENT ID #:**
- **EMAIL ADDRESS:**
- **LAST NAME:**
- **FIRST NAME:**
- **MAILING ADDRESS:**
- **APARTMENT / FLOOR NUMBER:**
- **CITY/TOWN:**
- **STATE:**
- **ZIP CODE:**
- **DAY TELEPHONE NUMBER:**
- **EVENING TELEPHONE NUMBER:**

### FOR STATISTICAL PURPOSES ONLY (OPTIONAL)

- **Male**
- **Female**
- **Birth Date:**

### ETHNICITY (Select only one)

- Hispanic or Latino
- White (Non-Hispanic)
- Black/African American
- Native Hawaiian or Pacific Islander
- American Indian/Alaskan Native
- Asian
- Other

### COURSE SELECTION SECTION

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### Senior Citizen Waiver Section

(I in order to verify that age and residency eligibility requirements are met, seniors requesting a waiver must register in person and provide valid identification.)

I am a resident of Essex County 60 years of age or older.

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### Signature for Senior Citizen Waiver

Check one: □ AMEX  □ Discover  □ MasterCard  □ Visa  (Card Expiration Date __/__/__)

Credit Card/Check/M.O. #: ____________________  Staff Initials: ____________________

Name on credit card/check: ____________________  Date __/__/__

Make all checks and/or money orders payable to: Essex County College

YOUR REGISTRATION HAS BEEN ACCEPTED UNLESS YOU ARE NOTIFIED OTHERWISE.

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**STUDENT’S SIGNATURE**  
**CE STAFF**  
**DEPT CODE**  
**DATE**