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Fundraising For Non-Profit Organizations
Grant Writing: Developing A Funding Plan
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Wall Street Comes To Newark
Writing Effectively

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Entrepreneurship Training Course (HUB)
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Personal Development
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Leadership
Public Speaking With Confidence
Release Your Power

Legal Workshops
Immigration Law Seminar
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Registration Form
• **Alternate Route To Becoming a Teacher**
  All You Need To Know

  **Mon., Feb. 24 ~ 6:00pm-8:00pm ~ 1 Session**
  **Tuition: $20.00**
  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. Individual questions will be answered.

• **Anger Management Workshop**
  Batterers Intervention Program (BIP)

  **TBA ~ 6:00pm-8:00pm ~ 26 Sessions (On-going, call for next class)**
  **Tuition: $520.00 ~ Fee: $15.00**
  Facilitated by two licensed therapists, the purpose of this workshop is to educate and counsel men who have been found by the court to have committed an offense of domestic violence and ordered to participate in a structured educational counseling program. The goal is to increase the safety of victims, their families and the community from repeated acts of domestic violence.

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• **Anger Management Workshop—SOCN 711**

  **Tues., Feb. 4 ~ 25 ~ 6:00pm-8:00pm ~ 4 Sessions**
  **Tuition: $80.00**
  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+.

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• Business Formation – BUSN 748  
Mon., Feb. 24 & Mar. 3 ~ 6:00pm-8:00pm ~ 2 Sessions  
Tuition: $40.00 ~ Fee: $15.00  
Choosing a legal structure (also called a business ownership structure or business form) is one of the first things an entrepreneur does when starting a business. Should your small business be a sole proprietorship, a corporation, an LLC, a limited partnership or something else entirely? This workshop will cover four types of business legal formations, advantages/disadvantages of each, exposure to financial risk, continuity of business, partnership agreements, etc.

• Coaching: The New Career Success Skill  
Tue., Apr. 15 ~ 6:00pm-9:00pm ~ 1 Session  
Tuition: $30 ~ Fee: None  
This workshop will teach students the fundamentals of what coaching is and what it is not. They will learn the key components of coaching and how coaching can be used to enhance and improve their career advancement and personal goals.

• Collaborative Divorce: A No Court Alternative  
Wed., Apr. 23 ~ 6:00pm-8:00pm ~ 1 Session  
Tuition: Free  
What type of divorce or separation do you want? The antagonistic kind with only one winner, or the collaborative kind where you work together with a professional team to protect both party’s interests and safeguard children’s needs. Learn what collaborative divorce is and what collaborative professionals can do for you. Explore and compare different types of divorce.

• Conversational Spanish I - SPNN 700  
Sat., Jan. 25 – Feb. 22 ~ 10:00am-12:00pm ~ 5 Sessions  
Tuition: $100.00  
The purpose of this course is to 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 - SPNN 701  
Sat., Mar. 1 – Apr. 5 ~ 10:00am-12:00pm ~ 5 Sessions  
Tuition: $100.00  
The purpose of this course is to continue to 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. Prerequisite: Conversational Spanish I.
- **Domestic/Relationship Violence Training - SOCN 710**  
  Mon. & Wed., Mar. 17 – Apr. 23 ~ 5:30pm-8:30pm  
  Tuition: $400.00 ~ Fee: $25.00 ~ 12 Sessions  
  Domestic Violence is a widespread problem affecting about 1/4 of all women at some point in their lives; 1 out of 4 women is battered in the United States. 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 - SOCN 712**  
  Tues., Mar 4 – Apr. 8 ~ 6:00pm-8:00pm ~ 6 Sessions  
  Tuition: $120.00 ~ Fee: $15.00  
  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 - ENGN 701**  
  Mon. & Wed., Mar. 10 – 26 ~ 6:00pm-8:30pm ~ 6 Session  
  Tuition: $150  
  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. By improving your business communication skills, you enhance your marketability and increase your success in the workplace.

- **Entrepreneurship Training Course (HUB) - BUSN 721**  
  Tues., Mar. 25 – May 13 ~ 6:00pm-9:00pm ~ 8 Sessions  
  Tuition: $240.00 ~ Fee: $15  
  Learn the essentials of developing and maintaining a profitable and successful business. We will provide you with extensive step-by-step methods that are crucial to the start-up and maintenance of a micro-business. Take that first action-step and register for the training YOU need to pave the way to business success!

- **Excel for Windows Introduction - CISN 707**  
  Tues., & Thurs., Mar. 25 – Apr. 24 ~ 5:15pm-6:35pm ~ 10 Sessions  
  Tuition: $150.00 ~ Fee: $15.00  
  This is a powerful and versatile spreadsheet program. This course will teach the student to combine numbers, text, graphs, and charts on a single screen and print to a single page. Students will learn to construct a spreadsheet, graph data, create macros and more. 1.5 CEUs
• Excel for Windows Intermediate - CISN 727
  Tues., & Thurs., May 6 - June 5 ~ 5:15pm-6:45pm ~ 10 Sessions
  Tuition: $150.00 ~ Fee: $15
  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 – HLTN 716
  Wed., Mar. 5 ~ 6:00pm-8:00pm ~ 1 Session
  Tuition: $20.00
  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.

• Feng Shui — PHEN 707
  Wed., Mar. 12 ~ 6:00pm-8:00pm ~ 1 Session
  Tuition: $20.00
  The ancient art of geomancy—how objects are arranged and how energy flows, is explored. Aspects of Feng Shui can give simple “remedies” to create greater prosperity, relationships, health and much more in everyday life. Whether it is in the home, office or just at your own desk, you can create the positive flow of energy to bring harmony and peace to your life.

• First Step To Computers - CISN 704
  Tues. & Thurs., Jan 14 - Feb. 13 ~ 5:15pm-6:35pm ~ 10 Sessions
  Tuition: $150.00 ~ Fee: $15
  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

• Fundraising For Non-Profit Organizations - BUSN 720
  Wed., Mar. 5 & 12 ~ 5:30pm-7:00pm ~ 2 Sessions
  Tuition: $30.00 ~ Fee: $15.00
  This seminar will focus on the basics of fundraising. Emphasis will be placed on the organization’s fundraising readiness, planning, organizing and managing the campaign, funding sources and prospects, methods of solicitation and developing professional volunteers.

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CALL TO REGISTER
973.877-3395
- **Grant Writing: Developing A Funding Plan - BUSN 712**
  Sat., Mar. 8 - 22 ~ 9:00am-2:00pm ~ 3 Sessions
  Tuition: $150.00
  This course will teach participants how to research and write grant proposals. Key topics include grant research, identifying potential funding sources, and proposal development. Target audience: non-profit organizations, school, churches, individuals, and hospitals.
  Take with Non-Profit Business Law.

- **Grant Writing II - WRSN 704**
  Sat., April 5 - 19 ~ 9:00am-2:00pm ~ 3 Sessions
  Tuition: $150.00
  Learn how to write an entire grant proposal from start to finish. Key topics include grant writing and proposal review. Target audience: non-profit organizations, school, churches, individuals, and hospitals.
  Prerequisite: Grant Writing: Developing A Funding Plan.

- **How To Become A Consultant - BUSN 706**
  Thurs., Apr. 10 ~ 6:00pm-9:00pm ~ 1 Session
  Tuition: $30.00 ~ Fee: 15.00
  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 - BUSN 733**
  Wed., Mar. 19 ~ 6:00pm-9:00pm ~ 1 Session
  Tuition: $30.00
  This workshop is designed to provide information and educate people about the importance of planning and providing for the future of their loved ones. Professionals will demonstrate how to maximize your personal savings, defer paying taxes, effectively take control of your debts and protect what you own.

- **How To Start Your Own Day Care Center - SOCN 704**
  Wed., Feb. 24 - Mar. 17 ~ 6:00pm-8:00pm ~ 4 Sessions
  Tuition: $80.00 ~ Fee: $15.00
  Provides information on Day Care Center start-up, state regulations, certification, policy, and resources necessary to successfully maintain and operate a day care center.

- **How To Write A Business Plan - BUSN 737**
  Sat., Feb. 8 - 22 ~ 9:00am-2:00pm ~ 3 Sessions
  Tuition: $150.00
  Do you need to develop a business plan for your new business? Examine critical components of the business plan for new and expanding businesses, the sales and business strategies which reflect the market and other important forces, and the financial data needed to determine the break-even point for businesses.
Immigration Law Seminar - CJIN 717
Thurs., Apr. 9 - 23 ~ 6:00pm-8:00pm ~ 3 Sessions
Tuition: $60.00
Are you interested in Immigration and Naturalization Law? This seminar will provide valuable information on attaining legal status in the United States. You will receive information concerning classification of visas, temporary and permanent stay in the United States through family, employment and educational petitions. An immigration law specialist attorney facilitates this workshop.

- Leadership - FPDN 703
Wed., Apr. 2 ~ 6:00pm-9:00pm ~ 1 Session
Tuition: $30.00
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 - BUSN 711
Mon. & Wed., Mar. 24 - Apr. 2 ~ 6:00pm-8:00pm ~ 4 Sessions
Tuition: $80.00 ~ Fee: $15.00
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. Target audience: non-profit organizations, schools, churches & hospitals.

- Notary Loan Signing Agent: Advanced Notary Public Training For New Jersey Notaries - BUSN 713
Sat., Apr. 12 ~ 9:00am-2:00pm - 2:30pm-5:30pm ~ 1 Session
Tuition: $80.00 ~ Fee: $5.00
If you are currently a New Jersey Notary and are looking to further enhance your income, then you may consider becoming a Notary Loan Signing Agent. Learn how Notary Loan Signing Agents play an important role in the handling of loan documents packages for lenders, mortgage companies and other financial institutions. In this course you will be exposed to various loan documents and will gain practical experience as you follow a signing from start to finish. Don’t delay, take your notary skills to a new level!
(Handbook required) 0.8 CEUs

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Notary Public Education For “New” And “Renewing” New Jersey Notaries - BUSN 703
Thurs., Mar. 27 ~ 5:30pm-9:30pm ~ 1 Session
Tuition: $40.00 ~ Fee: $5.00
Currently, New Jersey does not require formal training for Notaries Public and as a result, current laws can be unknowingly violated. This workshop is designed to clarify New Jersey Notaries Public job duties, responsibilities and obligations as well as demonstrate prudent notary practices and skills that if followed can protect the notary, the employer, and the public in general. (Handbook required) 0.4 CEUs

Public Speaking With Confidence - ENGN 710
Thurs., Feb. 27 ~ 6:00pm-8:00pm ~ 1 Session
Tuition: $20.00
This course explores the importance of communicating effectively as well as expressing yourself with style and clarity in any situation. This interactive workshop will cover successful communication and presentation techniques. Topics include reducing your fears, listening effectively, body language, your personal style and thinking fast on your feet. Participants will have an opportunity to practice their communication skills in a supportive and non-threatening environment.

Release Your Power
Tue. & Thurs., May 13 & 15 ~ 6:00pm-8:00pm ~ 2 Sessions
Tuition: $40
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 - BUSN 705
Tues., Feb. 18 ~ 6:00pm-8:00pm ~ 1 Session
Tuition: Free
This course provides information and resources for business development, personal assessment for start-up and financial aspects of starting a business.

Social Media For Small Business – BUSN 705
Wed., Feb. 26 ~ 6:00pm-9:00pm ~ 1 Session
Tuition: $30.00
There is no doubt that social media has become an essential marketing tool, but many small businesses are not taking full advantage of its potential. This 3hr workshop will explain how you can better leverage social media networks like Facebook and many others to create new opportunities and reach customers for your business.
• The Art Of Negotiation - BUSN 725
Mon. & Wed., May 12 & 14 ~ 6:00pm-8:00pm ~ 2 Sessions
Tuition: $40.00
The ability to negotiate is a critical skill, especially in today's economic
climate. Skilled negotiators generate more revenue, keep more profit and
increase customer satisfaction. The purpose of this seminar is to create a
learning environment where participants can enhance their negotiation skills.

• The Art Of Self-Publishing - BUSN 724
Mon., Apr. 21 ~ 6:00pm-9:00pm ~ 1 Session
Tuition: 30.00 ~ Fee: $15
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.

• Wall Street Comes To Newark;
Get In On The Stock Market Game!
Learn The Rules And Be A Major Player - BUSN 732
Tues., Wed., Thurs., May 7, 8 & 9 ~ 6:00pm-8:00pm
3 Sessions ~ Tuition: $60.00 ~ Fee: $15.00
Do you want to stop working for someone else and make your investments
work for you? Then this workshop will provide you with a brief history of the
stock market e. g. Dow Jones, NASDAQ, etc. Research techniques will be
taught after which all participants will be guided to select companies and
undertake research before making selections for their portfolio.
Participants will monitor the performance of stocks and make adjustments
as appropriate.

• Windows With Word - Intermediate - CISN 735
Tues. & Thurs., Feb 18 – Mar. 20 ~ 5:15pm-6:35pm ~ 10 Sessions
Tuition: $150.00 ~ Fee: $15
This computer course is a hands-on next step to Windows and MS Word. It
is designed for people who have completed an introductory course or who
have a basic understanding of the computer. 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.

• Women's Support Group - SOCN 714
Sat. May 3 – 24 ~ 9:00am-12:00pm ~ 4 Sessions
Tuition: $30.00 per session
A psychodynamic support group for women who are overwhelmed by life’s
responsibilities, feeling fragmented from putting everyone else’s agenda
first, going in circles regarding their own life needs and objectives or in
relationships that are damaging and self-demeaning.
Writing Effectively - WRSN 703
Sat., Apr. 26 ~ 10:00am-1:00pm ~ 1 Session
Tuition: $30.00
People in the business world – in the public and private sector - need to express themselves effectively in English. In this course, the writing process is broken down into twenty 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 letter.