Essentials of Bookkeeping for Small Business Certificate Program—ACCN 701
Are you interested in becoming a bookkeeper? Or do you currently own a small business, or plan to start one soon? This certificate program will teach bookkeeping basics, and how to apply them to Microsoft Excel and an automated bookkeeping system - QuickBooks. This course will focus on the mechanics of a general ledger: accounts payable, accounts receivable, payroll, and cash disbursements, as well as how to reconcile, create balance sheets, and understand the purpose of various financial statements. Learn to use sound bookkeeping strategies as a management tool, and enhance your small business opportunity. **Textbook required.**

**WE:** Sat., Jan. 11 – Mar. 29 • 9:00am – 12:00pm • 12 Sessions
Tuition: $360.00 • Fee: $41.00

Fundamentals of Payroll Certificate Program—BUSN 718
This certificate program is designed to introduce students to payroll fundamentals and prepare them for entry level jobs in the payroll profession. Instruction will be given in payroll calculations, operations, process and systems, accounting and compliance, tax reporting, and other reporting requirements. At the completion of this program, students will be able to take the National Fundamental Payroll Certification Examination administered through the American Payroll Association. **Prerequisite:** High School Diploma or equivalent.

**OC:** Sat., Jan. 25 – Apr. 12 • 9:00am – 12:45pm • 12 Sessions
Tuition: $450.00 • Fee: None

How to Own & Operate a Child Care Center—SOCN 706
The demand for child care far exceeds the supply of quality centers. This interesting, information-packed program covers 18 hours of intensive non-credit instruction that serves as a practical guide for establishing and managing a child care center. (Manual included.)

**OC:** Sat., Jan. 25 – Mar. 1 • 9:00am – 12:00pm • 6 Sessions
Tuition: $180.00 • Fee: $10.00

NEW Lean Six Sigma
Introduction to Lean Six Sigma is a 10-session course focused on the fundamentals of process improvement. Using the Six Sigma framework of DMAIC (Define, Measure, Analyze, Improve, and Control), it will cover basic and practical tools and templates to assist in understanding, analyzing, and improving processes. The course will also differentiate between Lean and Six Sigma. Those taking the course will get a good appreciation of basic process improvement techniques that can be used in a variety of disciplines as well as determine if they might want to pursue deeper expertise via obtaining their Lean Six Sigma Black Belt.

**OC:** Mon. & Wed., Feb. 10 - Mar. 17 • 6:00pm - 9:00pm • 10 Sessions
Tuition: $300.00 • Fee: $50.00

Managing a Child Care Center—BUSN 717
This course is designed to provide child care professionals with the basic managerial skills needed to operate a child care center. Topics include: selection of employees, labor laws, child care policies and procedures, taxes and insurance, health and safety, and effective management techniques. **Prerequisite:** How to Own & Operate a Child Care Center.

**OC:** Sat., Mar. 8 – 29 • 9:00am – 11:30am • 4 Sessions
Tuition: $100.00 • Fee: $10.00

Microsoft Office Specialist
Success in today’s competitive business arena requires a solid foundation in essential computer skills. This training provides comprehensive hands-on study of Microsoft Office Applications. **Topics include:** Microcomputer Training, Word, Excel, Access, and PowerPoint. Successful completion of this course can lead toward MOS Certification. **Prerequisite:** Working knowledge of Microsoft Office Software. **Textbook included.**

**OC:** Mon. & Wed., Feb. 3 – June 4 • 5:30pm - 9:30pm • 34 Sessions
Tuition: $1,350.00 • Fee: $135.00 (Payment Plan Available)
Personal Fitness Trainer National Certification—HLTN 708

Begin a new career by becoming a Certified Personal Trainer. This program is co-sponsored with World Instructor Training Schools (W.I.T.S.), and it offers a combination of lecture and hands-on training at a local gym that prepares you to work one-on-one with clients. Core topics include: anatomy, exercise physiology, muscular strength and endurance, flexibility, cardio-respiratory fitness, nutrition, musculoskeletal injuries, weight control, health screening, motivation, and teaching techniques. The national certification exam is held the last day of class. A 30-hour post-course internship is required, with host sites arranged by the W.I.T.S. program. The Heart Saver Adult CPR/AED course is required for certification and may be taken before, during, or after the course. (Textbook required. To begin reading immediately, call 1-888-330-9487 to order.) Prerequisite: High School Diploma or equivalent.

OC: Sat., Mar. 1 – Apr. 5 • 9:00am – 12:45pm • 12 Sessions
Tuition: $500.00 • Fee: $36.00

Principles of Real Estate Sales—BUSN 701

This course prepares students to successfully pass the state examination for the NJ Real Estate Sales License. Topics include: mortgage sales agreements, deeds, title closing, license, real estate law, and property interests and rights. Upon successful completion of this course, students will receive a certificate that allows them to sit for the NJ State examination. Note: A criminal background check will be required by the NJ Real Estate Commission. Prerequisite: High School Diploma or equivalent. Textbook required.

OC: Sat., Jan. 25 – Apr. 12 • 9:00am – 3:00pm • 13 Sessions
(The last class meets 9:00am - 12:00pm)
Tuition: $450.00 • Fee: None

Project Management—BUSN 726

Success for many careers depends on managing projects with accuracy and efficiency. This Project Management Professional (PMP) Certificate Program is designed for individuals pursuing careers in the fields of technology, building construction, finance, accounting, or any other field which requires project managers to focus on planning, organizing, and managing projects and programs. Students will earn 35 Professional Development Units (PDUs) towards the PMP exam requirements. Prerequisite: High School Diploma or equivalent. Textbook required.

OC: Sat., Jan. 25 - Mar. 22 • 9:00am – 3:00pm • 9 Sessions
(Mar. 22 class meets 9:00am-12:00pm)
Tuition: $510.00 • Fee: $35.00

WE: Tues. & Thurs., Jan. 27 – Apr. 9 • 6:00pm – 9:00pm • 17 Sessions
Tuition: $510.00 • Fee: $35.00

Real Estate Brokers License

Expand your career options and become a Real Estate Broker. Learn to manage an office, oversee real estate operations, and/or work for a developer. Training for this program consists of three (3) parts: Real Estate Broker course (90 hrs), Agency & Ethics (30 hrs), and Office Management (30 hrs). Students must complete all three courses. Prerequisite: Students need to have been licensed and employed on a full-time basis as a NJ salesperson for a minimum of 3 years. Proof of license will be required. Textbook required.

OC: Mon., Tues., & Thurs., Jan. 21 – Apr. 24 • 5:30pm – 9:15pm • 40 Sessions
Tuition: $950.00 • Fee: None (Payment Plan Available)