Alternate Route to Becoming a Teacher—All You Need To Know
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 after class.

WI: Mon., Feb. 24 • 6:00 pm – 8:00pm • 1 Session
Tuition: $20.00 • Fee: None

Business Formation—BUSN 748
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.

WI: Mon. Feb. 24 & Mar. 3 • 6:00pm – 8:00pm • 2 Sessions
Tuition: $40.00 • Fee: None

Coaching: The New Career Success Skill
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. Students will also learn about and develop a Coaching Success Plan.

WI: Tues., Apr. 15 • 6:00pm - 9:00pm • 1 Session
Tuition: $30 • Fee: None

English Communication for the Business World—ENGN 701
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. In addition, students will be exposed to standard workplace etiquette and business protocol through the use of role play and other innovative techniques. By improving your business communication skills, you will enhance your marketability and increase your success in the workplace.

WI: Mon. & Wed., Mar. 10 - 26 • 6:00pm - 8:30pm • 6 Sessions
Tuition: $150 • Fee: None

Entrepreneurship Training Course (HUB)—BUSN 721
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!

WI: Tues., Mar. 25 - May 13 • 6:00pm – 9:00pm • 8 Sessions
Tuition: $240.00 • Fee: $15

Fundraising for Non-Profit Organizations—BUSN 720
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.

WI: Wed., Mar. 5 & 12
• 5:30pm – 7:00pm • 2 Sessions
Tuition: $30.00 • Fee: $15.00

Grant Writing: Developing a Funding Plan—BUSN 712
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, schools, churches, individuals, and hospitals. (Take with Non-Profit Business Law pg. 26)

WI: Sat., Mar. 8 – 22 • 9:00am – 2:00pm • 3 Sessions
Tuition: $150.00 • Fee: None

Grant Writing II—WRSN 704
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, schools, churches, individuals, and hospitals. Prerequisite: Grant Writing: Developing A Funding Plan.

WI: Sat., Apr. 5 – 19 • 9:00am – 2:00pm • 3 Sessions
Tuition: $150.00 • Fee: None
How to Become a Consultant—BUSN 706
Learn how to promote your service, manage yourself, get clients, create a consultant’s toolbox, write a letter of agreement, and set fees.

WI: Thurs., Apr. 10  •  6:00pm – 9:00pm  •  1 Session
Tuition: $30.00  •  Fee: $15.00

How to Secure Your Financial Future—BUSN 733
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.

WI: Wed., Mar. 19  •  6:00pm – 9:00pm  •  1 Session
Tuition: $30.00  •  Fee: None

How to Start Your Own Day Care Center—SOCN 704
Provides information on day care center start-up, state regulations, certification, policy, and resources necessary to successfully maintain and operate a day care center.

WI: Mon., Feb. 24 – Mar. 17  •  6:00pm – 8:00pm  •  4 Sessions
Tuition: $80.00  •  Fee: $15.00

How to Write a Business Plan—BUSN 737
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.

WI: Sat., Feb. 8 – 22  •  9:00am – 2:00pm  •  3 Sessions
Tuition: $150.00  •  Fee: None

Immigration Law Seminar—CJIN 717
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.

WI: Wed., Apr. 9 – 23  •  6:00pm – 8:00pm  •  3 Sessions
Tuition: $60.00  •  Fee: None

Introduction to Media Production
Regardless of the medium in which someone works (film, TV, the music industry, or the Internet), production techniques are often identical. This hands-on course exposes students to the basic areas needed to create a simple production. Participants will learn how the presentation idea, editing techniques, and marketing strategies all play an integral role in influencing your targeted audience. Prerequisite: Working knowledge of the Internet.

WE: Mon., Jan. 27 - Apr. 21  •  7:00pm – 9:30pm  •  12 Sessions
Tuition: $300.00  •  Fee: $5.00

Leadership—FPDN 703
Regardless of employment position or title, a person can and should seek leadership roles. This course will introduce leadership principles.

WI: Wed., Apr. 2  •  6:00pm – 9:00pm  •  1 Session
Tuition: $30.00  •  Fee: None

Non-Profit Business Law Seminar BUSN 711
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, and hospitals. Take with Grant Writing Workshop pg. 25.

WI: Mon. & Wed., Mar. 24 - Apr.2  •  6:00pm - 8:00pm  •  4 Sessions
Tuition: $80.00  •  Fee: $15.00

Notary Public Education for “New” and “Renewing” New Jersey Notaries—BUSN 703
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. 0.4 CEUs. Handbook required.

WE: Thurs., Feb. 13  •  5:30pm – 9:30pm  •  1 Session
Tuition: $40.00  •  Fee: $5.00
Notary Loan Signing Agent: Advanced Notary Public Training for New Jersey Notaries—BUSN 713
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 document 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! 0.8 CEUs. Handbook required.

WE:
Sat., Mar. 29 • 9:00am – 2:00pm; 2:30pm – 5:30pm • 1 Session
Tuition: $80.00 • Fee: $5.00

WI:
Sat., Apr. 12 • 9:00am – 2:00pm; 2:30pm – 5:30pm • 1 Session
Tuition: $80.00 • Fee: $5.00

Public Speaking with Confidence—ENGN 710
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.

WI:
Thurs., Feb. 27 • 6:00pm – 8:00pm • 1 Session
Tuition: $20.00 • Fee: None

Release Your Power
Have you ever wondered why it is that some people seem to be born winners? The kind of people who regularly and easily achieve their personal and career goals? What empowers such people to succeed where others might fail? It really isn’t a mystery. These people have learned how to take control of their lives by charting a course aimed directly at success. They own their own power. Now you can solve the mystery for yourself; attend this workshop and learn how to unleash your personal power.

WI:
Tues. & Thurs., May 13 & 15 • 6:00pm – 8:00pm • 2 Sessions
Tuition: $40.00 • Fee: None

Social Media for Small Business—BUSN 747
There is no doubt social media has become an essential marketing tool, but many small businesses are not taking full advantage of its potential. This three-hour workshop will explain how to better leverage social media networks like Facebook and many others to create new opportunities and reach customers for your business.

WI:
Wed., Feb. 26 • 6:00pm – 9:00pm • 1 Session
Tuition: $30.00 • Fee: None

So You Want to be an Entrepreneur Workshop—BUSN 705
This course provides information and resources for business development, personal assessment for start-up, and financial aspects of starting a business.

WI:
Tues. Feb. 18 • 6:00pm – 8:00pm • 1 Session
Tuition: Free
The Art of Negotiation—BUSN 725
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.

WI: Mon. & Wed., May 12 & 14 • 6:00pm – 8:00pm • 3 Sessions
Tuition: $40.00 • Fee: None

The Art of Self-Publishing—BUSN 724
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.

WI: Mon., Apr. 21 • 6:00pm – 9:00pm • 1 Session
Tuition: $30.00 • Fee: $15.00

Wall Street Comes to Newark I: Get in on the Stock Market Game! Learn the rules and be a major player!—BUSN 732
Discover how your money can work for you. Participants will be given guidelines to managing investment portfolios. Investment strategies will be covered, and all participants will be guided on how to utilize a simulation spreadsheet to monitor stock performance.

WI: Tues., Wed., & Thurs., May 7, 8, & 9 • 6:00pm – 8:00pm • 3 Sessions
Tuition: $60.00 • Fee: $15.00

Youth Soccer Coach Training: NJYS “F” License Coaching—PHEN 705
This entry-level course is designed to train youth soccer coach candidates in the fundamentals, rules, and laws of soccer coaching governed by the New Jersey Youth Soccer Association (NJYSA). The curriculum covers an array of modifiable instructional approaches with activities to train coaches in age-group modules U6-U8, U8-U10, and U12. This 17-hour module includes a 10-hour classroom session and a seven-hour practical session.

OC: For schedules, registration, & tuition, please refer to njyouthsoccer.com or call (973) 877-3416.

Youth Soccer Coach Training: NJYS “E” License Coaching—PHEN 706
This course focuses on the development of the player, both individually and as part of a team. Emphasis will be placed on match-related exercises, pressure from opponents, limited time and space, and applying tactical concepts in game situations. In addition, prevention of injuries and rules and regulations of the game will be reviewed.

OC: For schedules, registration, & tuition, please refer to njyouthsoccer.com or call (973) 877-3416.

So You Want To Be An Entrepreneur

“I enjoyed this session. Instructor was great. Very realistic and knowledgeable. The information is valuable and organized.”