

**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., Sept. 18 - Oct. 23 • 9:00am-12:00pm • 6 Sessions  
**Tuition:** \$180.00 • **Fee:** \$10.00

**EP:** Tues., & Thurs., Oct. 4- Oct. 27 • 6:30pm-8:45pm • 8 Sessions  
**Tuition:** \$180.00 • **Fee:** \$20.00

**Managing a Child Care Center - BUSN 717**

This course is designed to provide childcare professionals with the basic managerial skills needed to operate a childcare 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 and Operate a Child Care Center.

**OC:** Sat., Oct. 30 - Nov. 20 • 9:00am-11:30am • 4 Sessions  
**Tuition:** \$100.00 • **Fee:** \$10.00

**EP:** Tues. & Thurs., Nov. 1 - Nov. 10 • 6:30pm-9:00pm • 4 Sessions  
**Tuition:** \$100.00 • **Fee:** \$20.00

**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 towards MOS Certification. **Prerequisite:** Working knowledge of Microsoft Office Software. *(Text included)*

**OC:** Mon. & Wed., Sept. 19 - Jan. 30, 2012 • 5:30pm-9:30pm • 34 Sessions  
**Tuition:** \$1,350.00 • **Fee:** \$135.00 *(Payment Plan Available)*  
**Winter Recess: Last Class - Dec. 21, 2011; Return - Jan. 9, 2012**

**NEW! Online Bank Teller Certificate Program**

The current Teller job market is predicted to see rapidly expanding growth. Becoming a Teller is a rewarding job with an excellent future outlook.

The career of a Teller offers:

- 13% increase in job opportunity over the next 5-10 years
- Job security
- Excellent pay
- Top benefits
- Opportunities for career advancement



This program, provided by Banker's Academy, is a comprehensive 20-hour online teller training program that will give you all the knowledge and skills necessary for an entry level position. Following the completion of this program, you will be knowledgeable about bank products and services, aware of compliance requirements and well trained in how to perform Teller duties.

**Topics include:** Orientation to Banking, The Job of a Teller, Products and Services, Teller Procedures, Customer Handling, Security and Risks. **Cost \$595**



**To register call:**  
**(973) 877-3079 (Main Campus)**  
 OR  
**(973) 877-1920 (West Essex Campus)**