

**Grant Writing: Developing a Funding Plan (Take with Non-Profit Business Law) - 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, school, churches, individuals, and hospitals.

*Take with Non-Profit Business Law.*

**EP: Thurs., Oct. 6 – Nov. 17 • 6:30pm-8:40pm • 7 Sessions (15 hours)**  
**Tuition: \$150.00 • Fee: \$25.00**  
**Location: SOMAS – South Orange Middle School,**  
**70 N. Ridgewood Road, South Orange, NJ 07079**

**How to Become an Exceptional Presenter**



Learn the details of presenting to dissimilar audiences. Learn how to develop topics and organize the content of your presentation; conquer your fear of public speaking. You will be taught strategies for keeping your audiences interested in your topic and how to manage the audience's behavior.

**EP: Wed., Oct. 5 & 12 • 6:30pm-8:30pm • 2 Sessions (4 hours)**  
**Tuition: \$40.00 • Fee: \$10.00**  
**Location: SOMAS – South Orange Middle School**  
**70 N. Ridgewood Road, South Orange, NJ 07079**

**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.

**EP: Wed., Nov. 16 • 6:15pm-9:15pm • 1 Session (3 hours)**  
**Tuition: \$30.00 • Fee: \$25.00**  
**Location: SOMAS – South Orange Middle School**  
**70 N. Ridgewood Road, South Orange, NJ 07079**

**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)*

**EP: Tues. & Thurs., Oct. 4 - Oct. 27 • 6:30pm-8:45pm • 8 Sessions (18 hours)**  
**Tuition: \$180.00 • Fee: \$20.00**  
**Location: SOMAS – Columbia High School,**  
**17 Parker Avenue, Maplewood, NJ 07040**

**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.

**EP: Tues. & Thurs., Nov. 1 - Nov. 10 • 6:30pm-9:00pm • 4 Sessions (10 hours)**  
**Tuition: \$100.00 • Fee: \$20.00**  
**Location: SOMAS – Columbia High School,**  
**17 Parker Avenue, Maplewood, NJ 07040**

**Non-Profit Business Law Seminar (Take with Grant Writing Workshop) - 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 & hospitals.

**EP: Thurs., Dec. 1 – Dec. 15 • 6:30pm-8:30pm • 3 Sessions (6 hours)**  
**Tuition: \$60.00 • Fee: \$25.00**  
**Location: SOMAS – South Orange Middle School,**  
**70 N. Ridgewood Road, South Orange, NJ 07079**



*For more information or to register, please call:*

**Ileana Rojas — 973-877-3158**  
**Office Hours: Mon-Fri 9:00am-5:00pm**

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**17 Parker Avenue, Maplewood, NJ 07040**  
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**973-378-7620**