

All The World’s a Stage—DRAN 700

This workshop is an introduction to fundamental acting exercises. Explore through theater games and improvisation how to use your body, voice and imagination to develop characters in diverse situations and enhance communication skills.

WI: **Wed., Oct. 12 • 6:00pm-9:00pm • 1 Session**
Tuition: \$30.00

Anger Management Workshop [Batterers Intervention Program (BIP) (Court Ordered/Mandatory)] - TBA

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.

WI: **TBA • 6:00pm-8:00pm • 26 Sessions (On-going call for next class)**
Tuition: \$520.00 • Fee: \$15.00

Anger Management Workshop—SOCN 711

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+.

WI: **Tues., Sept. 13 - Oct. 4 • 6:00pm-8:00pm • 4 Sessions**
Tuition: \$80.00

Defensive Driving Workshop - HLTN 702

This point reduction and defensive driving course is approved by NJDMV and NJ Safety Council. Upon successful completion of this course, a two point reduction and/or insurance discount is available for an additional \$10 fee. This fee will be collected on the day of class, money order only, payable to the NJ Safety Council.

OC01: **Sat., Sept. 24 • 8:00am-4:00pm • 1 Session or**
OC02: **Sat., Nov. 19 • 8:00am-4:00pm • 1 Session**
Tuition: \$78.00 • Fee: \$5.00

WE: **Sat., Oct. 15 • 8:00am-4:30pm • 1 Session**
Tuition: \$78.00 • Fee: \$5.00

Domestic/Relationship Violence Training - SOCN 710

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**

**WI: Mon. & Wed., Nov. 7 - Dec. 14 • 5:30pm-8:30pm • 12 Session
Tuition: \$400.00 • Fee: \$25.00**

Effective Parenting Skills - SOCN 712 (In English)

This series of courses provide hands-on tools and techniques for effective parenting. The six-session, mini-course is designed for both two-parents and single parent households.

**WI: Tues., Oct. 11 - Nov. 15 • 6:00pm-8:00pm • 6 Sessions
Tuition: \$120.00 • Fee: \$15.00**

Effective Writing for ESL Students - WRSN 701

Writing is an important skill in the academic and professional world. This intensive writing course is designed for non-native speakers. Focus will be on the writing process: planning, organizing, developing, drafting and revising, as students create concise paragraphs and short cohesive essays. Course activities include vocabulary expansion, sentence development and summarizing.

**WE: Fri., Oct. 14 - Dec. 9 • 10:00am-1:00pm • 8 Sessions
Tuition: \$240.00 • Fee: \$5.00**

Extended Exploration of Reflexology



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.

**WI: Thurs., Oct. 27 • 6:00pm-7:30pm • 1 Session
Tuition: \$15.00 • Fee: None**

Federal Health Care and You



Recently, Congress has passed a variety of provisions that will significantly change the way that health care is managed and delivered. This seminar will provide insight and information about the major aspects and changes in the reform measures and how they will affect you.

**WI: Tues., Nov. 1-22 • 6:00pm-8:00pm • 4 Sessions
Tuition: \$80.00 • Fee: None**

First Time Home Buyers - BUSN 716

This seminar is designed to give first time home buyers the information they need to confidently start the home buying process as educated consumers. Topics include: understanding key mortgage terms and credit scoring, overcoming the down payment barrier, utilizing the first time home buyer tax credit, as well as, basic strategies to find, negotiate and close on your first home.

**WE01: Wed., Sept. 21 • 6:00pm-9:00pm
WE02: Wed., Oct. 26 • 6:00pm-9:00pm
WE03: Wed., Nov. 16 • 6:00pm-9:00pm
Tuition: \$30.00 • Fee: \$5.00**

FORGE - ESSEX

Female Offender Reentry Group Effort

Helps women formerly incarcerated to regain their place in the community. FORGE combines an integrated governmental delivery system for services with a holistic case management approach; addresses the needs of females and refers them to resources for education, parenting, employment, counseling, emergency housing and documents.

EPIC (Every Person Influences Children) Training Workshop

This 10 week course help parents address issues affecting their children and assists them on working to enhance communication efforts with their family. Light refreshments. Graduation Certificate 10:00am - 12:00pm; Mon. - Thurs. **Space is limited.**

**To register contact:
Katherine Knox—973-877-3018**

FOOD MANAGEMENT

ServSafe® Food Safety Manager: Exam Prep & Exam

A required program for most managers, the ServSafe® training course will provide you with the tools needed to identify and prevent food borne illnesses. It will help to identify problem areas in the flow of food throughout your operation and provide you with the tools to minimize risk factors. Everyone knows that cleanliness is important. In this class, sanitation is presented in a practical, applicable manner, including pest control issues.

This 8-hour training course features led training and your exam (A minimum test score of 75% is needed for food safety certification with the National Restaurant Association Education Foundation.)

Mandatory in New Jersey since January 2, 2010: At least one person in charge in a Risk Type 3 Food Establishment should be a certified food protection manager who has shown proficiency of the information required for passing the food safety certification examination, administered by an accredited certifying program recognized by the Conference for Food Protection. Maximize your efficiency while learning the industry's standard in safety training for ServSafe®.

Course Requirements:

Text book required: *ServSafe® Essentials 5th Edition* with exam answer sheet for paper and pencil exam.

Note: You must have a textbook to be admitted to class (textbook available at College bookstore)

Identification: Two forms of ID (one photo) are required in order to take the exam. Identification must be presented at the beginning of class.

OC: **Sat., Oct. 1 - Oct. 8 • 9:00am – 1:00pm • 2 sessions**
Tuition: \$150.00 • Fee: \$5.00

Hypnosis Works - PSYN 700

This interesting course is taught by a certified hypnotist. Learn how hypnosis, intuitive life coaching and mental training practices can help you to have the life of your dreams. Identify, develop and use your innate abilities for a successful life!

WI: **Tues., Oct. 4 • 6:00pm - 9:00pm • 1 Session**
Tuition: Free

I'm Not Fat, I'm Big Boned!



A book/seminar by the author, Sharon Green

Losing 81 lbs was a challenge. I was constantly tired and always hungry. The key to my success was making a decision that I no longer wanted to be fat, tired and overweight. So I made a commitment to better health. Equip yourself with the tools that can change your life.

WI01: **Section 1: Wed., Oct. 5 • 6:00pm- 8:00pm • 1 Session**
WI02: **Section 2: Sat., Oct. 15 • 11:00am– 1:00pm • 1 Session**
Tuition: \$20.00 • Fee: None

Introduction to Tai Chi



Tai Chi is a traditional Chinese health exercise that teaches balance, body awareness, peace and tranquility. The affects of practicing this subtle exercise include: a heightened self-awareness, stress reduction, improved immune response, less body aches and pain and self-healing power. Participants will be introduced to the Yang Family 16 forms of Tai Chi, a growing trend in alternative health care practice.

WI: **Wed., Nov. 16 • 6:00pm-7:30pm • 6 Sessions**
Tuition: \$90.00 • Fee: None

Dance Aerobics



Aerobic Dance exercise classes include cardio, strength, and stretch moves for a total body workout at a "mixed-impact" level.

WI: **Sat. Oct. 1 - Nov. 5 • 3:30pm –4:30pm • 6 Sessions**
Tuition: \$60.00 • Fee: None

Kickboxing



Kickboxing /fitness class offers non-contact training sessions that provide a total body workout aimed towards conditioning, toning and building cardiovascular fitness.

**WI: Sat. Oct. 1 - Nov. 5 • 12:00pm –1:00pm • 6 Sessions
Tuition: \$60.00 • Fee: None**

**Manejo de la Ira o Enojo/Anger Management Adult/Adulto
(Spanish speaking Only) - SOCN 711**

La ira es una emoción normal en los seres humanos pero cuando está fuera de control y se torna destructiva, puede traer muchos problemas. Problemas en su trabajo, en sus relaciones interpersonales y en general en su calidad de vida. La ira puede hacerle pesar que usted está a merced de una volátil e impredecible emoción pero no es así. Este seminario está diseñado para ayudarle a entender y controlar la ira o enojo. Aprenderà a examinar estrategias para mantener la ira bajo control y aprenderà como reducir los efectos fisiológicos y emocionales que la ira causa.
21 años en adelante.

**WI: Wed., Oct. 26 - Nov. 16 • 6:00pm - 8:00pm • 4 Sesiones
Matricula: \$80.00**

Masks: A Journey of Power



All of us have learned from early childhood certain roles, behaviors and social customs; these are our masks. The process of removing the masks and finding out who we are leads us to great freedom, self-appreciation and self-empowerment.

**WI: Mon., Oct. 3 • 6:00pm-7:30pm • 1 Session
Tuition: \$15.00 • Fee: None**

***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 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

**WE: Sat., Nov. 5 • 9:00am-5:30pm • 1 Session
Tuition: \$80.00 • Fee: \$5.00**

***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. *(Handbook required)* **0.4 CEUs**

**WE: Wed., Sept. 21 • 5:30pm-9:30pm • 1 Session
WI: Wed., Nov. 2 • 5:30pm-9:30pm • 1 Session
Tuition: \$40.00 • Fee: \$5.00**

Nutritional Options for a Healthier You



“What you eat is what you are!” Truer words have never been spoken. The Standard American Diet (SAD) is sadly often shortening life spans, raising cholesterol levels, raising blood pressure, contributing to Irritable Bowel Syndrome and the like. Options for a healthier immune system, stronger recuperative powers and potentially pain-free golden years can be explored through using simple changes in the diet.

**WI01: Section 1: Mon., Sept. 26 • 6:00pm-8:00pm • 1 Session
WI02: Section 2: Mon., Oct. 24 • 6:00pm-8:00pm • 1 Session
Tuition: \$20.00 • Fee: None**

Reflexology



Introductory lecture concerning the basic concepts of reflexology designed to introduce some tools to use for relaxation and stress reduction in daily life.

WI: **Thurs., Oct. 6 • 6:00pm-7:30pm • 1 Session**
Tuition: \$15.00 • Fee: None

Sign Language Communication - HUMN 709

This course provides an introduction to the fundamentals of sign language and finger spelling. Two hundred basic signs will be introduced for use in communication with deaf children and adults in social, educational, medical and business situations. *(Text required)*

OC: **Sat., Sept. 24 - Oct. 29 • 10:30am-1:00pm • 6 Sessions**
WE: **Sat., Oct. 16 - Nov. 20 • 9:00am-11:30am • 6 Sessions**
Tuition: \$150.00 • Fee: \$5.00

The Happiness Seminar



Happiness is an Attitude, a state of mind and a choice. The choice begins with understanding that the way we treat ourselves affects everything else that we do. The better we are able to meet our own needs, the more effectively we can contribute to the happiness of others.

WI: **Mon. Oct. 17- Oct. 24 • 6:00pm -7:30pm • 2 Sessions**
Tuition: \$30.00 • Fee: None

Women’s Support Group

Intimate Partners and Relationship Violence Workshop, Why Do Men Batter Workshop, Friendship and Family Patterns Workshop, Healthy Relationships Workshop. A series of Saturday workshops, designed to promote education and empowerment pertaining to partner abuse and relationship violence. The participants will learn gender perspectives of intimate relationships, family violence, theory, assessment, intervention and much more.

WI: **Sat. Oct. 22, 29, Nov. 5 & 12 • 10:00am-12:00pm • 4 Sessions**
Tuition: FREE • Fee: None
(Register for all or any of them!)

Yoga



This is a spiritual discipline that aims to align your thoughts, words, and actions. Yoga is a whole-person practice that involves a conscious effort to think, speak, do and breathe with the right action. Because of the deep, mindful breathing that yoga involves, lung capacity can often improve.

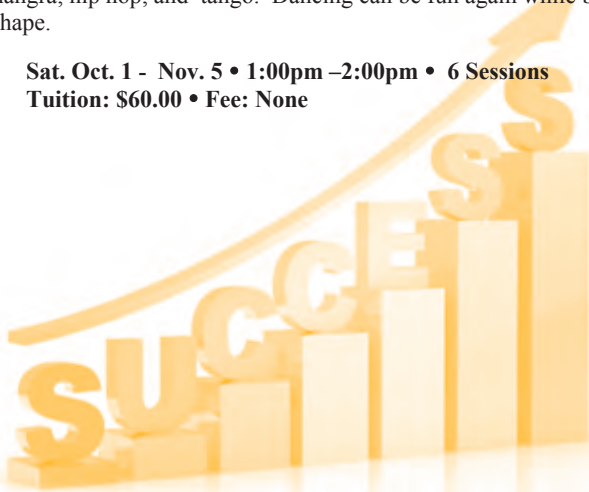
WI: **Sat. Oct. 1 - Nov. 5 • 2:00pm –3:30pm • 6 Sessions**
Tuition: \$90.00 • Fee: None

Zumba



This is a dance fitness program that incorporates Latin rhythms. The combination of Latin and international music makes exercise fun. The Zumba program borrows from the following dance styles: Cumbia, salsa, merengue, mambo, flamenco, cha-cha-cha, Reggaeton, samba, belly dancing, Bhangra, hip hop, and tango. Dancing can be fun again while burning calories and getting into shape.

WI: **Sat. Oct. 1 - Nov. 5 • 1:00pm –2:00pm • 6 Sessions**
Tuition: \$60.00 • Fee: None



Bankruptcy Law - CJIN 722

Bankruptcy is a complicated process including Chapter 7 Bankruptcy and Chapter 13 bankruptcy. Students will be taught how to avoid bankruptcy, how to file for bankruptcy and related laws.

**WI: Mon., Nov. 7 & 14 • 6:00pm-8:00pm • 2 Sessions
Tuition: \$40.00 • Fee: None**

Business Plan Preparation for Small Business - BUSW 704

Whether you are launching your own business or have an existing one, sound business planning paves a roadmap for success! Learn to look at your business objectively and ask key questions that will help you identify your market, competition and customers. Then apply that information to organizational sales and marketing plans from which you can make realistic financial projections. The time you spend planning now can save you significant time and money later.

**WE: Sat., Oct. 22 - Dec. 10 • 9:00am-12:00pm • 8 Sessions
Tuition: \$240.00 • Fee: \$5.00**

**Como Asegurar su Futuro Financiero/How to Secure Your Financial Future
(Spanish-speaking only)**

Este seminario esta designado para ofrecer informacion y educar a las personas sobre la importancia de planear y proveer para el future de sus seres queridos. Profesionales demostraran como maximizar sus ahorros, diferir el pago de impuestos, efectivamente tomar control de sus deudas y proteger sus pertenencias.

**WI: Mon., Oct. 17 & 24 • 6:00pm-7:30pm • 2 Sessions
Tuition: \$30.00 • 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., Oct. 11 - Nov. 29 • 6:00pm-9:00pm • 8 Sessions
Tuition: \$240.00 • Fee: \$15.00**

Expungement of Criminal Records - CJIN 709

Is your criminal record affecting your employment and housing opportunities? Then learn how to be free from your past. This seminar will provide valuable information on the importance of having an unsoiled criminal record; describe and discuss types of offenses and conditions that are eligible for expungement; identify candidates who may qualify for expungement; provide guidance to prepare petitions; and assist with the completion of expungement forms.

**WI: Tues., 29-Dec. 13 • 6:00pm-8:00pm • 3 Sessions
Tuition: \$60.00 • 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: Tues. & Thurs., Sept. 27 & 29 • 5:30pm-7:00pm • 2 Sessions
Tuition: \$30.00 • Fee: \$15.00**

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.*

**WI: Sat., Oct. 1 - Oct.. 15 • 9:00am-2:00pm • 3 Sessions
Tuition: \$150.00 • Fee: None**

Grant Writing II



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

WI: Sat., Oct. 29—Nov.12 • 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.

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

WI: Thurs., Oct. 6 • 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., Oct. 5 & 12 • 6:00pm-7:30pm • 2 Sessions
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., Oct. 24 - Nov. 14 • 6:00pm-8:00pm • 4 Sessions
Tuition: \$80.00 • Fee: \$15.00

How to Write a Business Plan



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., Dec. 3 - Dec. 17 • 9:00am-12:00pm • 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.

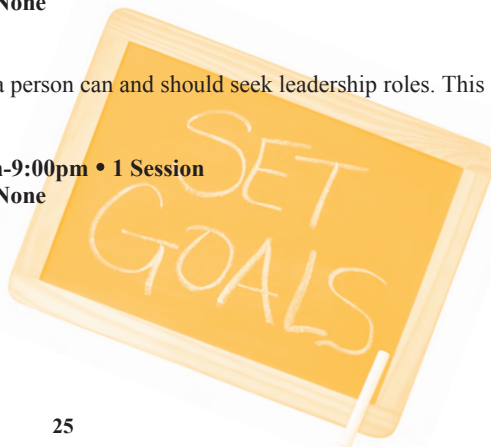
WI: Tues., Wed. & Thurs., Nov. 29 - Dec. 1 • 6:00pm-8:00pm • 3 Sessions
Tuition: \$60.00 • Fee: None

Leadership



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

WI: Wed., Oct. 19 • 6:00pm-9:00pm • 1 Session
Tuition: \$30.00 • Fee: None



**LEED™ GREEN ASSOCIATES
EXAM PREP**



The US Green Building Council's Leadership in Energy and Environment Design (LEED) green rating system has become the nation's most recognized and widely accepted benchmark of sustainability in the building and construction industry. After the release of LEED V3, candidates must first pass the LEED Green Associates (GA) Exam before they can obtain LEED Accredited Professional (AP) status. This course together with the fundamentals of sustainability will provide participants with the knowledge base needed to successfully prepare for and pass the LEED GA exam.

WE: Sat., Sept. 10, 17, 24 & Oct. 1 • 9:00am-12:00pm • Tuition: \$250.00

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.

**WI: Tues., Oct. 11 - 25 • 6:00pm-8:00pm • 3 Sessions
Tuition: \$60.00 • Fee: \$15.00**

Public Speaking with Confidence



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., Oct. 20, 2011 • 6:00pm-8:00pm • 1 Session
Tuition: \$20.00 • 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., Sept. 27 • 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., Oct. 3 & 5 • 6:00pm-8:00pm • 2 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: Thurs., Oct. 13 • 6:00pm-9:00pm • 1 Session
Tuition: 30.00 • Fee: \$15**

Wall Street Comes to Newark; Get in on the Stock Market Game!

Learn the rules and be a major player - BUSN 732

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.

**WI: Tues., Wed., Thurs., Dec. 6, 7 & 8 • 6:00pm-8:00pm • 3 Sessions
Tuition: \$60.00 • Fee: \$15.00**