

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.

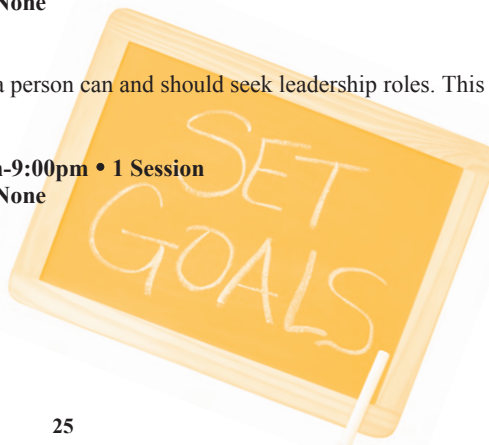
WI: Tues., Wed. & Thurs., Nov. 29 - Dec. 1 • 6:00pm-8:00pm • 3 Sessions
Tuition: \$60.00 • Fee: None

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**