

ONE STOP CENTER/OPPORTUNITY RECONNECT

We know it's difficult being out of work, but our One-Stop system can help you in a number of ways.

- ◆ You are encouraged to **register for work with the Employment Service at the One-Stop Office.**
- ◆ You can receive **free employment counseling** from trained counselors who will guide you in defining your occupational goals and help you polish your resume until you shine! Our staff will clue you in on finding job leads, and work with you to set up interviews with employers.
- ◆ If your job skills need updating, we can help you **find job-related training** in demand occupations. On-the-job training opportunities, or grants for training or education, may be available in certain high-demand fields or occupations.
- ◆ Are you in need of Legal Assistance?

SERVICES

- ◆ *Academic Assessment*
- ◆ *Career Counseling*
- ◆ *Job Placement Assistance*
- ◆ *Job Training Referrals*
- ◆ *Labor Market Information*
- ◆ *Monthly Employment Workshops*
- ◆ *You must qualify for Food Stamp or general assistance*

SPONSORS

- ◆ *Newark Works*
- ◆ *America Works*
- ◆ *Goodwill of NJ*
- ◆ *Legal Services of NJ*
- ◆ *NJ State Parole*
- ◆ *Essex County Welfare*
- ◆ *F.O.R.G.E.*



CONTACTS: (973) 877-3438
 (973) 877-3327
 (973) 877-3258

WHERE: Main Campus
 3rd Floor-Yellow Area

Ebay Basics: The Art of Buying and Selling - BUSN 700

Do you have an attic or garage full of “stuff” that is too good to throw away? Would you like to turn your household treasures into cash without running a yard sale? Or are you looking to purchase goods affordably online? Well, welcome to the online world of Ebay where virtually anything can be bought or sold. Learn how to search for, purchase and sell items on Ebay. Learn how Ebay auctions operate, and the do’s and don’ts of bidding. Learn how to open and set up an Ebay account and post images of your treasures online and much, much more! Gain the knowledge you need to experience the thrill of saving and/or earning money on Ebay!

Prerequisite: Working knowledge of the Internet.

WE01: Tues., Sept. 14 & 21 • 6:00pm-9:00pm • 2 Sessions
Tuition: \$60.00 • Fee: \$11.00

Editing Tools and Techniques for Avid Media –

Experienced Avid Media Composer or Symphony editors gain greater productivity by mastering the system’s sophisticated editing features and tools. Students learn advanced navigation and shortcuts, along with advanced toolsets including MultiCamera, ScriptSync, and audio sweetening tools. Sessions include instructor-led demonstration and hands-on practice. (Textbook required)

Prerequisites: Completion of Introduction to Avid Media Composer
Saturdays, Nov. 13 - Dec. 11 • 9:00am-1:00pm • 4 Sessions
Tuition: \$550.00 • Fee: \$24.00

Excel for Windows Introduction

This is a powerful and versatile spreadsheet program. This course will teach the student to combine numbers, text, graphs, and charts on a single screen and print to a single page. Students will learn to construct a spreadsheet, graph data, create macros and more. **1.5 CEUs**

WI70I: Mon. & Wed., Nov. 1 - Dec. 1 • 5:15pm-6:35pm • 10 Sessions
Tuition: \$150.00 • Fee: \$15.00

First Step to Computers - CISN 704

For those who know nothing about computers. You will learn what computers can and cannot do, and how to operate a computer with confidence. **1.5 CEUs**

WI07: Tues. & Thurs., Sept. 28 - Oct. 28 • 5:15pm - 6:35pm • 10 Sessions
Tuition: \$150.00 • Fee: \$15