

Career & Personal Development

Finding the Work You Want

Are you in transition with your career or thinking about exploring a new field? Maybe you are entering the workforce for the first time or after a "time out." In this hands-on workshop, you will do exercises to discover what you value and enjoy. In addition, you will explore and define what your vision of meaningful work is and give you direction on how to make it happen for yourself.

Cost: \$45
CE.PRO 033-51
2 sessions
Blackwood Location
9/30 – 10/7
W, 7-9 p.m.

Basics of Interior Design I

This introductory course will provide you with an overview of the interior design process with an emphasis on design principles, layouts, color schemes, concepts, lighting, and accessories. Whether you are contemplating entering the field of design or just want information for your own personal enrichment, this course is for you.

Cost: \$99
CE.PRO 083-51
3 sessions
Blackwood Location
9/29 – 10/13
T, 6-9 p.m.

Basics of Interior Design II

In this advanced level, we will discuss color theory in greater depth, learn the many facets of furniture styles and floor planning, and discuss in depth the principles of interior design. Upon completion of this level, you will be able to design a room of your own using the methods we discussed.

Cost: \$99
CE.PRO 086-51
3 sessions
Blackwood Location
10/20 – 11/3
T, 6-9 p.m.

Your Image - Your Success

Just like branding can sell a product; it can also sell you. As we have all heard, it only takes a few minutes for people to form that ever important first impression. It is in that first few minutes when that impression is made, that all future interactions will be influenced. In today's competitive environment, creating a lasting impression that shows your uniqueness is more important than ever. In this seminar, we will explore how to market yourself effectively using image as a tool; using body language and communication skills; and in making that first impression count.

Cost: \$45
CE.PRO 082-51
2 sessions
Blackwood Location
9/28 – 10/5
M, 7-9 p.m.

Everything in Life is A Sales Job: How to Market Yourself and Win

All of us go through life and experience change constantly. Whether we are aware or not, we need to develop the ability to communicate and show-case our talents and attributes, by "selling" ourselves in order to be successful in our personal and professional lives. This seminar is designed to help you to think introspectively and gain in-depth knowledge into what makes you unique and different. You will learn how to identify your talents, strengths, and opportunities, and how to package, promote and "sell" yourself to the people who matter — employer, family, friends, and more, using

essential *fundamentals of selling* strategies and techniques. This seminar will provide a process for you to think through your personality, lifestyle, habits, patterns, behavior, career aspirations and personal needs and goals. You will be encouraged to think of yourself as a product and how you will develop your own unique personalized strategies to sell and promote yourself and maximize the return on your efforts and skills. You will learn how to create and build value-oriented relationship strategy and how to create meaningful partnerships and alliances to succeed at the personal and professional levels.

Cost: \$25
CE.PRO 088-51
1 session
Blackwood Location
9/30
6 – 9 p.m.

Notary Public Training Program

There is a growing need for Notaries Public in many professions including paralegal, financial, real estate, business, and legal professions. This class will educate you on how to obtain your notary commission for the State of New Jersey. In addition, you will acquire skills and tools to complete your state assigned job duties as described by the New Jersey Department of Revenue. We will explore what a notary can do; what liability a notary faces; and how to earn money from notary services. Students who successfully complete the training will receive a certificate of completion. This course meets the standards of the New Jersey Notary Association.

Cost: \$69
CE.BUS 014-51
1 session
Blackwood Campus
11/2
R, 6-10 p.m.

Certified Wedding Planner

The Certified Wedding Planning Program is perfect for the individual looking to get started as a professional wedding planner right away. This comprehensive program covers everything an aspiring wedding planner needs to know to get started in the business, from contracts to etiquette, flowers, music, day of services, marketing, business practices, trade secrets and industry specific applications. Whether you plan on working part-time, planning only a few weddings a year, or a full-time career, this program will provide all the tools necessary to work as a professional wedding planner or start your wedding planning business. The assignments are geared towards starting a business in the industry. Therefore, most assignments are tools that will be utilized in your business such as contracts, business packages, profiling templates for new clients and tools for designing a signature wedding such as fabric boards, design displays and presentation tools. Textbooks include templates and many examples for you to utilize in order to develop your own, such as contracts and service packages. There are also over 50 documents in the on-line library you can download as templates for your bridal clients.

Wedding planners are in demand as more and more sophisticated brides discover they can not be the bride and the wedding planner on the day of their wedding. Many professional planners run their own company while many others work for wedding businesses offering wedding planning services. For course details, visit www.gatlineducation.com.

Cost: \$1,395
CE.ONL 449

See page 30 for more information on this program.

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Event Management and Design

This exciting Event Management and Design online program is structured to provide both practical knowledge and a comprehensive understanding of the modern special event industry. Event Management and Design will equip you with the knowledge to advance in the field if you are already working in events, or to prepare you to enter the profession with an understanding of the industry and knowing what you are getting yourself into. Students will build the foundation which you can use to build a career in special events or start your own special event business. This program is split up into two modules: Special Event Management and Special Event Design and Decoration. Each module includes multiple units complete with interactive media-rich presentations. Topics include the Five Stages of Event Management, concepts of communication and synergy, different leadership styles, hiring vendors, catering, sound/light technicians, entertainment, marketing strategies, event site inspections, software for the office, event management, and CADD, and budgeting, pricing, and accounting as they relate to Event Design. See online section for registration details.



Cost: \$1895

CE.ONL 466

Certified Security Officer (SORA – Security Officer Registration Act)



Prerequisite: Must be 18 years of age or older and must submit a valid photo ID such as a driver's license to register. Must also have a valid temporary certificate of registration (TCR) as a security officer to register and pass a criminal background check and fingerprinting.

The newly enacted New Jersey Security Officer Registration Act (SORA) now requires a person seeking to be employed as, or perform the functions and activities of a security officer, to complete a 24-hour course of instruction and pass a required examination. This course of instruction must be taught by a NJSP certified security officer instructor.

This program will provide the necessary instruction to pass the exam by covering the following topics: Homeland Security/Counter Terrorism, communications/emergency response, theft prevention, use of force, detention of suspects, ethics and professional conduct, first aid/CPR/AED, stress management, report writing, document fraud, and crime prevention. The day before class is to begin, please register online with the New Jersey State Police at www.njsp.org; click on services, click on private detective info, and then SORA updates. You will receive a 30-day temporary license and number. You must also be fingerprinted. Please bring a valid photo drivers license to class along with another form of government identification such as a passport or birth certificate. 2.4 CEU

Blackwood Location

Cost: \$285

CE.PRO 078-51

8 sessions

9/24 – 11/12

R, 6:30-9:30 p.m.

Hospitality and Casino Management

The Hospitality and Casino Management program is intended to prepare students to work in the rapidly expanding field of Tribal Government Gaming Enterprises. This term includes all aspects of the casino operations and departments. Combining general business and management courses with casino-specific skill level and management courses, students will be prepared for an entry level position or advancement within the industry. In addition to acquiring general business and management skills, students will become familiar with the hospitality environment, and will understand the basic regulatory issues, including the terminology and implications for game protection. This program will prepare graduates to develop and lead world class hospitality services and value-added customer partnerships. Topics of study will include Introduction to Hospitality Law, Principles of Hospitality and Casino Accounting, Hospitality and Casino Marketing, Principles of Hospitality and Casino Staffing, Cultural Diversity and Hospitality Management.



Cost: \$2495

CE.ONL 469

Academic Preparation Courses

Graduate Record Examination (GRE) Test Prep.-Part I (Verbal & Analytical)

– Online course – see online section in this brochure for details
CE.ONL 238

Graduate Record Examination (GRE) Test Prep.-Part II (Quantitative)

– Online course – see online section in this brochure for details
CE.ONL 239

GMAT Preparation

– Online course – see online section in this brochure for details
CE.ONL 242

GED Preparation

– Online course – see online section in this brochure for details
CE.ONL 261

LSAT Preparation – Part I

– Online course – see online section in this brochure for details
CE.ONL 317

LSAT Preparation – Part II

– Online course – see online section in this brochure for details
CE.ONL 318