

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
2/4 – 2/11
W, 7-9 p.m.

Resumes That Get Noticed

Looking to "kick" your career plans up a notch? Learn how to assess the needs of the field you are pursuing and identify the unique skills you can contribute; and convey that information in your resume. You will learn best practices on resume building, written formats and styles, and that polish that sets your resume apart from others.

Cost: \$45
CE.PRO 034-51
2 sessions
Blackwood Location
2/19 – 2/26
R, 7-9 p.m.

Basics of Interior Design

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
3/2 – 3/16
M, 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
2/16 – 2/23
M, 7-9 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
3/25
W, 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.

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