



## **B** BUSINESS & CAREERS

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### **Administrative Assistant Certificate**

Designed to provide students with a working knowledge of administrative office skills needed to support a department and/or manager. Topics include: customer service, records management, office procedures, Quickbooks, and computer applications. Learn to prepare statistical reports, conduct research, and perform clerical functions such as, receive visitors, arrange conference calls, and schedule meetings. May supervise and train lower level clerical staff. No class 4/1. (30 hrs, 3 CEUs)

- ▶ 3/4-5/13, Thursday, 6-9pm, 10 sessions. \$395. EYD 525 231-2

### **Certified Life Coach Certificate**

Teaches the core values of life coaching to enhance communication and leadership skills for those in a leadership, management, entrepreneurial, teaching, human resources, or social services role. Discuss the importance of the coach's training, commitment and objectives to support the clients through the coaching process. Enhance your skill set and add another level of credibility to your degree. No class 5/31. (32 hrs, 3.2 CEUs)

Instructor: Susan Rae Baker

- ▶ 3/1-6/21, Monday, 6:30-8:30pm, 16 sessions. \$825. EYD 529 231-2

## Event Planner Certificate

Learn what it takes to be an event planner. Topics include: weddings and special events, business/corporate events, promotion, coordination, planning/design, and marketing. Suggestions for setting up a home-based office. Determine client preferences and prepare a budget. Develop a team of preferred vendors, networks, and target markets. Offer travel planning as an added value. Field trips to wedding/event vendors in Sussex County are included. No class 4/1. (30 hrs, 3 CEUs)

Instructor: Donna Duffy

- ▶ 3/4-5/13, Thursday, 5:30-8:30pm, 10 sessions. \$525. EYD 524 231-2

## Executive Assistant Certificate

Designed to provide students with a working knowledge of executive and administrative duties. Topics include: supervisory skills, business communication and writing skills, effective listening, and scheduling. Learn to manage a calendar, coordinate day-to-day activities, develop policies and procedures. May also train and supervise lower level clerical staff. No class 4/1. (36 hrs, 3.6 CEUs)

- ▶ 3/18-6/10, Thursday, 6-9pm, 12 sessions. \$475. EYD 526 231-2

## 5 Affordable Marketing Tools You Can Implement Today!



Today's marketing is relationship, permission and appreciation-based. Here are a few affordable ways to keep the conversation going with prospects and clients: social networking; article, blogs, forums and press releases; e-mail–audio/video/text; joint venture projects; cards and letters. No class 7/1. (30 hrs, 3 CEUs)

Instructor: Donna Duffy

- ▶ 6/3-8/12, Thursday, 5:30-8:30pm, 10 sessions. \$525. EYD 536 231-3

## General Office Receptionist

Designed to provide students with a working knowledge of basic office skills. Topics include: customer service, telephone techniques, keyboarding, records management, office procedures, and basic computer applications. Learn to greet visitors, handle incoming calls, make appointments, and perform general administrative duties. Assist other administrative staff with overflow work including word processing, data entry, and Internet research. No class 4/1. (24 hrs, 2.4 CEUs)

- ▶ 3/4-4/29, Thursday, 6-9pm, 8 sessions. \$325. EYD 527 231-2

## Grant Writing

Learn how to prepare a competitive and compelling grant through hands-on experience in identifying funding sources, developing a grant, serving on a grant review panel, and having your grant evaluated.

Students will learn the basic grant writing format that can be used in current and/or volunteer positions. Writing skills are required for this course. (12 hrs, 1.2 CEUs)

Instructor: Sue Early

- ▶ 4/6-5/11, Tuesday, 6-8pm, 6 sessions. \$159. EYD 299 231-2

## Medical Office Receptionist

Provides students with a working knowledge of basic medical office skills. Topics include: customer service, telephone techniques, keyboarding, records management, medical office procedures, basic computer applications, and medical terminology. Learn to greet visitors, handle incoming calls, make appointments, physician interaction, and provide general medical office support. Discuss claims processing with a focus on Medicare and Medicaid insurance. No class 4/1.

(24 hrs, 2.4 CEUs)

- ▶ 3/4-4/29, Thursday, 6-9pm, 8 sessions. \$515. EYD 528 231-2

## Planning the Entrepreneurial Venture

Learn how to research, develop, and write detailed start-up business plans. Includes the Business Planning Process-opportunity recognition, business concept development, feasibility testing, and the business plan. Business Planning for a new venture-management/organization, product/service, marketing and financial plans. Gain the knowledge, skills, concepts, and strategies relevant for start-up and early stage entrepreneurs. Practical hands-on approach encourages students to immerse in the vision, research, and planning of a new venture. Combines e-learning with face-to-face instruction. (24 hrs, 2.4 CEUs)



Instructor: Beth Rodier

- ▶ 3/2-4/20, Tuesday, 6-9pm, 8 sessions. \$340. EYD 532 231-2

## General Office Clerk

Have you always wanted to work in a professional office but lacked the skills to begin? Prepare for an entry level office position. Learn Microsoft Office, general office procedures, customer service techniques and more. A 60-hour internship is included. This program is FREE to those who qualify. Attend a free info session on Monday, 1/11, 6-8 pm or call 856-5400 Ex. 3700 for more info. (360 hrs, 36 CEUs)

- ▶ 2/1-4/26, Monday thru Friday, 9am-3pm, 60 sessions. FREE. WYD 200 201-2