

More Business Training

NEW!

Credibility...How to Get It...How to Lose It BUS828A1

Everyone wants to be considered 'credible' but not everyone gets the respect desired. Having credibility as a person and a professional can help you create all of the opportunities you are looking to attract. Give yourself the gift of examining your own credibility factor and learn the key strategies to building and increasing respect like that of successful leaders.

Tuesday, October 5, 2010

9:00 am - 1:00 pm

WCCC - Room 231

Cost: \$55

Sharpen Your Customer Service Skills BUS695A1

Create a positive impression no matter what your profession! Topics include listening skills, speaking with authority, how to create positive outcomes from negative interactions, telephone techniques, choosing passive words, dealing with difficult customers, and managing your stress and anger.

Friday, November 12, 2010

8:30 am - 3:00 pm

WCCC - Room 231

Cost: \$59

Employment Law BUS817A1

New Jersey employers must comply with many laws making it necessary for business owners to be up to date about their legal obligations. Learn the relevant federal and state laws regarding employer discrimination, sexual harassment, health care, family medical leave, as well as unemployment, worker's compensation and temporary disability. **A complimentary legal resource packet is included.**

Tuesdays, November 23 & 30, 2010

6:00 pm - 9:00 pm

WCCC - Room 123C

Cost: \$79

Need a Business Solution?

Take advantage of our professional resources to implement efficient solutions for your business problems.

Small Business

Accounting Fundamentals ACC643A1

Learn the fundamentals of the accounting cycle. You will have an understanding of debits and credits, transactions, T-accounts, journals, ledgers, worksheets, financial statements, and adjusting and closing entries. **Strongly recommended for those enrolling in QuickBooks Pro.**

Mondays, September 13 - October 11, 2010

6:30 pm - 9:30 pm

WCCC - Room 123C

Cost: \$134 + textbook

QuickBooks Pro 2009 Level I ACC640A1

This course is designed for those who want a basic understanding of the capabilities of this popular software. Learn how QuickBooks can help you manage your finances more effectively. Topics covered include navigation within QuickBooks, event tracking, and basic account reconciliation.

Requirements: A working knowledge of general accounting is a must along with competency in Windows.

Mondays, October 25 - November 15, 2010

6:30 pm - 9:00 pm

WCCC - Room 219

Cost: \$125 + textbook

QuickBooks Pro 2009 Level II ACC644A1

This is a continuation of QuickBooks Pro 2010 - Level I. Topics covered include inventory, payroll tracking, jobs and time tracking plus account reconciliation. Students must be familiar with QuickBooks and have a basic understanding of accounting concepts.

Mondays, November 22 - December 13, 2010

6:30 pm - 9:00 pm

WCCC - Room 219

Cost: \$125 + textbook

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Making the Leap to Supervisor BUS614A1

To succeed and be effective, supervisors must understand their new role, possess the skills needed to confront daily challenges and know how to nurture and coach employees.

Friday, September 10, 2010

10:00 am - 3:30 pm

WCCC - Room 231

Cost: \$69 Lunch Included



Leadership Skills BUS613A1

This course discusses motivational theories and focuses on the day-to-day concerns of the supervisor.

Friday, September 24, 2010

10:00 am - 3:30 pm

WCCC - Room 231

Cost: \$69 Lunch Included



NEW!

Critical Thinking Skills BUS825A1

Critical thinking is based on three key skills:

Recognizing Assumptions, Evaluating Arguments, and Drawing Conclusions. This workshop is based on the Watson-Glaser Critical Thinking Appraisal and Development Report and provides each participant with a personalized development report, practice on how to improve these key skills and a development plan to continue beyond the workshop. Learn to link critical skills to important workplace competencies and create a development plan to leverage strengths and increase areas of opportunity.

All participants must complete the Watson-Glaser Critical Thinking Appraisal online prior to the first day of class. Instructions will be provided upon registration.

Friday, October 1, 2010

10:00 am - 3:30 pm

WCCC - Room 231

Cost: \$69 + \$50 assessment fee Lunch Included



NEW!

Reduce and Manage Workplace and Job Stress

BUS618A1

Challenges on the job are multiplied during a difficult economy and workers at all levels are feeling the added pressure. Learn how high levels of employee stress lead to real organizational costs and how to implement organizational change in concert with individual change to support employee productivity, job satisfaction, and effectiveness as well as both physical and emotional health.

Friday, October 8, 2010

10:00 am - 3:30 pm

WCCC - Room 231

Cost: \$69 Lunch Included



Delegate Effectively BUS699A1

Learn the skills necessary to reduce your workload while developing your workforce. Successful delegation saves you time, develops employee skills, prepares managers and their successors for advancement and motivates your workforce.

Wednesdays, October 13 & 20, 2010

6:30 pm - 9:00 pm

WCCC - Room 230

Cost: \$69



Supervising and Managing Change BUS622A0

Change can be one of the most difficult obstacles to overcome in the work environment and as supervisors and managers the challenge is to get everyone on board while making the transition easier for employees. Learn to utilize essential tools and techniques to lead, implement and manage change and reduce the negative impact of change on staff morale and productivity.

Friday, October 15, 2010

10:00 am - 3:30 pm

WCCC - Room 231

Cost: \$69 Lunch Included



Looking for something different?

WCCC provides diversified business and industry training customized to meet the individual needs of your company's workforce.

Cultivate Internal Customer Service BUS674A1

Learn to develop and create a climate that fosters superior internal customer service to improve morale, productivity, employee retention, external customer service and ultimately, profitability.

Wednesdays, October 27 & November 3, 2010

10:00 am - 3:30 pm

WCCC - Room 123C

Cost: \$69



Negotiation Skills for Win-Win Solutions

BUS823A0

Negotiating is a part of everyone's day-to-day workplace responsibilities regardless of job title or position and the ability to negotiate effectively and create win-win solutions is an invaluable skill. This course presents a common-sense approach based on developing balanced and lasting partnerships to solve workplace problems and to create win-win solutions.

Friday, November 5, 2010

10:00 am - 3:30 pm

WCCC - Room 231

Cost: \$69 Lunch Included



Conflict Management and Problem Solving

BUS622A1

This course equips you with the strategies, tactics, and insights needed to gain control of problematic situations. Use brainstorming and creative techniques to generate effective solutions to real life problems.

Wednesdays, November 10 & November 17, 2010

6:30 pm - 9:00 pm

WCCC - Room 123C

Cost: \$69



Meet your training needs!

Contact Maija Amaro, Workforce & Industry Training Specialist, at (908) 835-4029 or via e-mail to mamaro@warren.edu to develop a customized program that meets your training and business needs!