

CentraState Medical
Member of the Robert Wood Johnson

Healthcare Training

“I got my start
at Brookdale.”

SHERRY ANN DRIVER
Medical Billing &
Coding Programmer
for CentraState
Medical Center



**BUSINESS &
COMMUNITY
DEVELOPMENT**

JANUARY -
AUGUST 2012



BROOKDALE
COMMUNITY COLLEGE

- Career Training Certificate Programs (Entry Level)
- Nursing Continuing Education
- Radiologic Technology Continuing Education

www.brookdalecc.edu/healthcaretraining

Be a Part of Healthcare!



The healthcare field is projected to be the largest source of new jobs in Monmouth County through 2016, according to the New Jersey Department of Labor. Eight of the top fifteen fastest growing occupations in Monmouth County are projected to be in healthcare through 2016.

Gain a competitive edge through Brookdale's career training and continuing professional education programs. Many programs prepare students for state or national certification exams. For information, call (732) 224-2813 or go to www.brookdalecc.edu/healthcare-training. For general information, see page 26 of this brochure. Early registration is strongly encouraged as most healthcare programs have limited enrollment.

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NORTHERN NEW JERSEY HEALTH PROFESSIONS GRANT

You may qualify for no cost health care training under this grant.

Opportunities are available to enroll in a Certified Home Health Aide, Certified Nursing Assistant, Patient Care Technician, Pharmacy Technician, or other entry-level healthcare training program. Contact Michele Risley at mrisley@brookdalecc.edu or call (732) 224-2281 for more information.

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Brookdale's Higher Education Centers At A Glance

The Long Branch Higher Education Center is uniquely positioned in Monmouth County to access a diverse population, business community and social service support structures. The Center continues to expand its education and training programs to provide scheduling flexibility so that students can plan their programs well in advance.

The Northern Monmouth Higher Education Center in Hazlet offers local educational services to over 1100 students in the Bayshore area. The attractive facility includes a fully equipped lab and classroom for Certified Home Health Aide, Certified Nursing Assistant, Dental Assistant and other healthcare training programs.

The Freehold Branch Campus is a full-service facility serving the western part of Monmouth County. The Branch Campus offers several complete Brookdale degree programs. Non credit programs at Freehold include Allied Healthcare Career Training with a fully equipped lab, Continuing Nursing Education, Business, and Computer Training.

See page 26 for a listing of all Centers and their locations.

Cardiopulmonary Resuscitation (CPR)

Healthcare Provider Certification (CPR/AED)

Tracy Perron, RN, MSN, American Heart IT

Successful completion of this course certifies that the recipient has completed the national cognitive and skills evaluations, in accordance with the curriculum of the American Heart Association for the BLS for Healthcare Provider Program. Includes infant/child/adult and two rescuer CPR. Required for RN Refresher and Brookdale nursing students. (For nurses and healthcare workers.)

Note: Textbook required. Bring \$5 to class for an American Heart Association certificate. The fee does not represent income to the American Heart Association. All students must bring self-addressed, stamped envelope for CPR card. Allow 6 weeks for the CPR card.

Sec 1: Wed, Feb 8, 6 -10 pm

Sec 2: Sat, Feb 18, 9 am-1 pm

Sec 3: Wed, Apr 18, 6-10 pm

Fee and Code: \$65, XMEDN 057 W

Heart Saver Adult Cardio–Pulmonary Resuscitation (CPR/AED)

Tracy Perron, RN, MSN, American Heart IT

Learn one rescuer CPR, rescue breathing, skills for conscious and unconscious choking victims, and use of barrier devices. Required for Personal Trainer Certification. (Not for nurses and healthcare workers.)

Note: Textbook required. Bring \$5 to class for an American Heart Association certificate. The fee does not represent income to the American Heart Association. All students must bring self-addressed, stamped envelope for CPR card. Allow 6 weeks for the CPR card.

Sec 1: Sat, Jan 21, 9 am–1 pm

Sec 2: Sat, Mar 24, 9 am–1 pm

Fee and Code: \$65, XMEDG 058 W

For information on Brookdale's Dental Hygiene Program, call (732) 224-2330 or email bstryker@brookdalecc.edu. Anyone interested in the Dental Assistant program that has a high school diploma from another country must contact Jack Phillips to have the diploma evaluated prior to registration (email: jpforeignvals@comcast.net; phone (609) 267-6880).

Dental Assistant

Barbara Keogh, RDA

Train to work closely with the dentist and hygienist as a member of the dental team. Learn oral pathology, front office procedures and practice of dental assistant. **Topics:** Introduction to dentistry, overview of dental assisting, terminology, procedures and materials and front office management. Students may concurrently take the Dental Radiology course. 72 hours.



Prerequisites:

- English language proficiency
- High school diploma or GED.

Note: Hand-out required
(purchase in College Bookstore)
100% attendance required.

Tues & Wed, Feb 7-May 2, 6:30-9:30 pm

No class Apr 10 & 11

Brookdale at Hazlet

Laboratory: Office of Dr. Robert F. McGuire
& Assoc., Shrewsbury

Fee and Code: \$795, XMEDD 001 W

Dental Radiology

Kimberly DeAndino, Instructor

The Dental Radiology Program is board-approved by the NJ Radiologic Technology Board of Examiners that requires completion of an approved course that consists of 25 didactic hours, 15 lab hours and 30 hours of clinical practicum in a dental practice. Students must make their own arrangements to complete the 30 additional hours of clinical experience, performing dental x-rays for diagnostic purposes under the supervision of a licensed dentist, licensed dental hygienist or licensed x-ray technologist.

Prerequisites:

- English language proficiency
- High school diploma or GED, and at the time of registration, NJ requires that students must attest in writing, to their good moral character (form provided at registration).

Note: Brookdale's program is NJ State approved and 100% attendance is required. A make-up day will be scheduled if needed for students, and cost per make-up day is \$120. Includes radiation badge.

Thurs, Feb 2-May 17, 6:30-9:30 pm (No class April 12); Brookdale at Hazlet

Laboratory: Office of Dr. Robert F. McGuire & Assoc., Shrewsbury.

Fee and Code: \$739, XMEDD 002 W

Be part of the fitness and personal training industry! Whether you are making a career move or attending for personal development, you'll obtain the knowledge and training you need to help you become a Certified Personal Trainer, or gain skills from additional continuing education programs in fitness.

Balls, Tubing & Plyometrics

Break out of traditional exercise routines. Experience the challenges and fun of stability balls, medicine balls, tubing, stairs, rehabilitation exercises, plyometrics and more. You can put these new, easy to learn, techniques to use immediately. Wear exercise clothing. Co-sponsored with World Instructor Training Schools (W.I.T.S.) and provides 6 CEUs.

Sat, May 5, 9 am-4 pm

Fee and Code: \$129, XMEDG 068 W

Exercise Program For Special Populations

Explore modifications for clients with specific health concerns such as hypertension, heart disease, diabetes, osteoporosis and more. Many fitness professionals are now working with clients who are living with chronic diseases or conditions but have received clearance from their physician to participate in a non-clinical exercise program. This six hour lecture/workshop reviews selected common chronic diseases, and shows you how to design safe and effective exercise programs for these clients. Please bring a hand held calculator to class. Co-sponsored with World Instructor Training Schools (W.I.T.S.) and provides 6 CEUs.

Sat, May 12, 9 am-4 pm

Fee and Code: \$129, XMEDG 079 W

Fitness Certification Specializing In Seniors

Older adults are the fastest growing group of fitness clients. You will design an appropriate exercise program considering disease state and physical condition of seniors in this 15-hour course. Co-sponsored with World Instructor Training Schools (W.I.T.S.) and provides 15 CEUs.

Prerequisites:

■ Personal Trainer certification (can be any trainer certification) and Heart Saver Adult CPR. Call 1-888-330-9487 to order the required textbook.

Tues & Thurs, Mar 27-Apr 10, 6-9 pm

Fee and Code: \$295, XMEDG 063 W





Functional Flexibility

Flexibility is a crucial component of everyone's health. Increased flexibility and range in motion for your advanced workouts will be approached through manual and partner stretching, as well as stability ball usage. Bring an exercise mat to class. Co-sponsored with World Instructor Training Schools (W.I.T.S.) and provides 3 CEUs.

Sat, May 19, 9 am-12 pm

Fee and Code: \$59, XMEDG 080 W

Personal Fitness Trainer Nutritional Assessments

Maximize your success as a personal trainer by helping clients with their nutritional needs. Learn to analyze food labels and help clients change eating patterns. You will explore nutritional needs of athletes and the effect of diet on aging. Co-sponsored with World Instructor Training Schools (W.I.T.S.) and provides 6 CEUs. Bring hand held calculator to class.

Sun, Apr 29, 9 am-4 pm

Fee and Code: \$129, XMEDG 064 W

Personal Trainer National Certification Program

Start a new career as a certified personal trainer. Areas of study include: Anatomy, exercise physiology, muscular strength and endurance, flexibility, cardio-respiratory fitness, nutrition, musculoskeletal injuries, weight control, health screening, motivation, teaching techniques and more. National certification exam given last day of class and fee is included. The Heart Saver Adult CPR course is required for certification and may be taken before, during, or after the course. A 30-hour post course internship is required upon successful completion of certification exam. Call 1-888-330-9487 to order the required textbook or purchase in College bookstore. Co-sponsored with World Instructor Training Schools (W.I.T.S.).

Note: NJSNA Contact Hours awarded.

Sun, Feb 12-Mar 18, 9 am-4:30 pm, and Feb 26, 11 am-6 pm

Fee and Code: \$575, XMEDG 057 W

NEW! Electronic Health Records Program For Medical Office Staff

If you already work in a healthcare setting and have an interest in Electronic Health Records, this 48-hour course will provide you with basic information that will increase your understanding and knowledge in Electronic Health Records as required by the new regulations. You will be introduced to implementing, managing, and maintaining electronic health record systems. Topics include: History of health information systems, government's role in implementing systems, current regulations, types of systems, and an overview of certified vendors.

Upon completion students will have an understanding of reimbursement incentives, meaningful use, health information exchanges, continuing care documents, scheduling, e-prescribing, and back-up systems in a paperless environment. 48 hours.

Prerequisites:

- Basic computer skills
- English language proficiency
- Currently working in a healthcare setting.

Sec 1: Mon & Wed, Jan 9-Mar 5, 6:30-9:30 pm, No class Jan 16

Sec 2: Mon & Wed, Mar 12-May 9, 6:30-9:30 pm, No class April 9 & 11

Fee and Code: \$595, XMEDC 005 W

Electronic Health Records Specialist

Prepare for a career in the growing area of Health Information Technology. Learn to implement, manage and maintain electronic health record systems during this intensive certificate program. **Topics:** project management, workflow design and analysis, software testing and configuration, privacy and security issues, and many other aspects of the healthcare and information technology fields as they relate to electronic health records. The program uses a combination of classroom and online instruction. Participants should anticipate committing at least 5-10 hours per week to the program. Job placement assistance will be provided. Look at our website for more details: www.brookdalecc.edu/electronichealthrecords.

Note: NJSNA Contact Hours awarded.

Sec 1: Tues & Thurs, Jan 10-May 31, 6-9 pm; Brookdale at Freehold

Sec 2: Mon & Wed, Apr 2-Aug 29, 6-9 pm; No class May 28 & July 4;

Fee and Code: \$2599, XMEDC 001 W





Medical Coding And Billing Programs

NEW! Medical Coding Specialist Program

This new and exciting fast track comprehensive healthcare training program will prepare you as a Certified Professional Coder (CPC) and/or Certified Coding Apprentice (CCA). New hybrid approach combines classroom instruction with Virtual AHIMA Lab and 3M Encoder. 242 hours of training includes 6-9 hours onsite classroom instruction per week plus 3 hours of online home study component. RNs may be exempt from Medical Terminology and Anatomy and Pathophysiology.

The program includes:

- Medical Terminology
- Anatomy and Pathophysiology
- Pharmacology
- ICD-9 & ICD-10 Highlights
- CPT Coding
- Reimbursement
- CPC and/or CCA exam preparation

Prerequisites:

- Basic computer keyboard skills
- English language proficiency
- HS diploma or GED.

Note: Textbooks required.

**Mon & Wed, Jan 30-Aug 8, 6:30-9:30 pm,
and Sat, Feb 4, Mar 3, May 5, Jun 2, July 7,
& Aug 4, 9 am-12 pm;**

No class May 28 & July 4

Fee and Code: \$2985, XMEDG 221 W





NEW! Medical Billing: Insurance & Software Application

Understand managed care, the insurance industry and the process of reimbursement at the same time as deciphering patient information sheets, entering charges correctly and generating accurate billing. This comprehensive course will prepare you to work in a medical practice, billing service, hospital billing department, or insurance company. Areas of study include: Managed care, ethics and law, government, insurance, diagnostic procedures code book, resource recovery and processing the “clean” claim as well as CMS-1500 forms, and patient information sheets. 60 hours.

Prerequisites:

- Medical Coding Program (or experience)
- Basic computer keyboard skills
- English language proficiency.

Note: Textbooks required.

**Sec 1: Mon & Wed, Aug 13-Oct 22, 6:30-9:30 pm, No class Sept 3
Brookdale at Long Branch**

Fee and Code: \$695, XMEDG 224 W

NEW! ICD-10-CM-Training

The Department of Health and Human Services is calling for the adoption of a new edition of the International Classification of Diseases (ICD) standards known as the 10th edition using Clinical Modification (CM) for reporting patient diagnosis. This new and dynamic healthcare training program will give you the information you need to comply with the new federal mandate. The compliance date is October 1, 2013. This three week class will ensure your competency in coding with the ICD-10-CM coding systems. This class applies to all healthcare settings. 18 hours.

Prerequisites:

- Basic computer skills
- English Language proficiency
- Currently working in a healthcare setting or ICD-9 experience.

Sec 1: Mon & Wed, Feb 6-Feb 22, 6:30-9:30 pm

Sec 2: Mon & Wed, April 2-April 25, 6:30-9:30pm; No class April 9 & 11

Fee and Code: \$349, XMEDG 222 W

NEW! ICD-10-PCS Training

The Department of Health and Human Services is calling for the adoption of a new edition of the International Classification of Diseases (ICD) standards (the 10th edition) using the Procedure Coding System (PCS) for reporting hospital inpatient procedures. This new and dynamic healthcare training program will give you a comprehensive overview of the new ICD-10 codes. Comply with the new federal mandate. The compliance date is October 1, 2013. This two week class will ensure your compliance and competency in coding with the ICD-10-PCS system. This course is specifically designed for those who are working in an inpatient acute care setting. 12 hours.

Prerequisites:

- Basic computer skills
- English language proficiency
- Currently working in a healthcare setting and ICD-10 CM training.

Sec 1: Mon & Wed, Mar 5-Mar 14,
6:30-9:30 pm

Sec 2: Mon & Wed, May 7-May 16,
6:30-9:30 pm

Fee and Code: \$239, XMEDG 223 W



The following courses are offered for current students to complete the Medical Coding and Billing Specialist Certificate Program.

Medical Billing & Insurance

Victoria DeLeonardo, CMM

Understand managed care, the insurance industry and the process of reimbursement. Prepare to work in a medical practice, billing service, hospital billing department, or insurance company. **Topics:** Managed care, ethics and law, government, insurance, diagnostic procedure code books, resource recovery and processing the “clean” claim. 45 hours. Note: To obtain the Medical Coding & Billing Specialist Certificate, all eight courses must be taken in program sequence.

Prerequisites:

- Basic computer keyboard skills
- English language proficiency.

Note: Textbook required.

Mon & Wed, Jan 2-Feb 22, 6:30-9:30 pm; No class Jan 16

Brookdale at Long Branch

Fee and Code: \$445, XMEDG 010 W

Medical Billing Software Application

Victoria DeLeonardo, CMM

Decipher patient information sheets, enter charges correctly and generate accurate CMS-1500 forms. Persons requesting exemption from Medical Billing Software Application must pass a challenge exam. 33 hours. Note: To obtain the Medical Coding & Billing Specialist Certificate, all eight courses must be taken in program sequence.

Prerequisites:

- Basic computer keyboard skills
- English language proficiency.

Note: Textbook required.

Mon & Wed, Feb 27-Apr 2, 6:30-9:30 pm; Brookdale at Long Branch

Fee and Code: \$435, XMEDG 047 W





Nurse Aide/Nursing Prerequisite Programs

The Certified Homemaker/Home Health Aide, Certified Nurse Aide In Long Term Care or Patient Care Technician Certificate Program will fulfill the prerequisite for the Brookdale Nursing Program. NEW for pre-nursing students interested in the convenience of the Freehold Branch Campus location: Complete your general education requirements for your nursing degree and receive individual assistance at Freehold, by calling Elisa Varon at (732) 625-7059 or email at evaron@brookdalecc.edu.

Certified Homemaker/Home Health Aide (CHHA)

Coordinator: Robin Smith, RN, MSN

This NJ State Board of Nursing approved program prepares you to work for a home care agency. You will learn to provide basic care for patients recovering from an illness in their home or in an assisted-living facility. Upon successful completion, you will be prepared to qualify for certification. 76 hours.

Prerequisites (information at registration):

- English language proficiency
- High school diploma or GED
- Physical exam, documentation of immunizations and 2-step PPD
- Fingerprinting and criminal background check at the time of certification.

Note: 100% attendance required.

Additional fee will be charged to students for class and clinical make-up hours. Textbook required. Clinical at area nursing homes.

Sec 1: Mon-Fri, Jan 2-Jan 13, 8:30 am-4:30 pm; Brookdale at Hazlet

Sec 2: Mon & Wed, Jun 4-Jul 21, 6-10 pm & Sat 8:30 am-12:30 pm;
No class July 2 & 4; Brookdale at Hazlet

Sec 3: Mon-Fri, Aug 6-17, 8:30 am-4:30 pm; Brookdale at Hazlet

Fee and Code: \$749, XMEDG 014 W



Certified Nurse Aide In Long Term Care (CNA)

Coordinator: Catherine Corpas, RN

This NJ Department of Health and Senior Services approved program will train you for employment in a nursing home or long term care facility and assisted-living facility. You will learn physical care skills, psychosocial care skills and the role of the nurse aide including legal and ethical concepts and client rights. Upon successful completion of course content and skills testing, you will be prepared to sit for certification. 96 hours.

Prerequisites (information at registration):

- English language proficiency
- High school diploma or GED
- Physical exam, immunizations and PPD
- Fingerprinting requirement
- Pass criminal background check.

Note: 100% attendance required.

An additional fee will be charged to students for class and clinical make-up hours.

Uniform, textbook, supply tote and certification test fee (\$76) required.

Clinical at area nursing homes.

Sec 1: Tues & Thurs, Jan 17-Mar 29, 8:30 am-2:30 pm; Brookdale at Hazlet

**Sec 2: Tues & Thurs, Jan 17-Mar 30, 5-9:30 pm; Skills Test day March 30
Brookdale at Freehold**

Sec 3: Wed, Jan 18-May 2, 8 am-4 pm (No class Apr 11); Brookdale at Hazlet

**Sec 4: Mon & Wed, Apr 2-Jun 20, 5-9:30 pm; (No class Apr 9 & 11)
Brookdale at Freehold**

**Sec 5: Tues & Thurs, Apr 3-June 21, 8:30 am-2:30 pm (No class Apr 10 & 12
& May 28); Brookdale at Hazlet**

**Sec 6: Tues & Thurs, Apr 5-Jun 26, 5-9:30 pm (No class Apr 10 & 12);
Brookdale at Freehold**

**Sec 7: Mon-Fri, Jul 5-Jul 31, 8:30 am-3:30 pm; Brookdale at Freehold
Fee and Code: \$1029, XMEDG 013 W**

Patient Care Technician Certificate With “Patient Monitor Education”

Coordinator: Jean Hirst, RN

Enrollment is limited, apply early! Technicians will be multi-skilled and knowledgeable in patient care, basic anatomy and physiology, infection control, legal and ethical responsibilities, vital signs, behavioral health and patients with special needs, EKG, venipuncture and CPR certified. Components of this program include lecture, lab and clinical. Upon completion you will be prepared to sit for certification through the National Center for Competency Testing (NCCT) and the fee is \$90. 150 hours.

Prerequisites (information at registration):

- English language proficiency
- High school diploma or GED
- Physical exam, documentation of immunizations, 2-step PPD, hepatitis B series
- Pass criminal background check and drug screening
- Malpractice insurance.

Note: 100% attendance required.

Additional fee will be charged to students for class and clinical make-up hours.

Clinical at area hospitals and sub-acute facilities.

Textbook and supply tote required.

Recommended:

- Applied Math In Healthcare course, see page 14.

Class: Tues & Thurs, Jan 31-Mar 22, 9 am–3 pm

Clinical: Mon-Fri, Mar 26-Apr 4, 7am–3 pm; Brookdale at Freehold

Fee and Code: \$1985, XMEDG 075 W



Alzheimer's and Dementia Care Seminar — Certification Program

Linda Hassler, RN, MSN, GCNS-BC

An essential certification program for all health care providers: Home Health Aides, Nursing Assistants, LPNs, RNs, Assistant Administrators, Administrators, Executive Directors, Agency Owners, Activity & Recreational Professionals, Clergy, Volunteer Coordinators, Social Workers, PT, OT, ST, Geriatric Care Managers, Case Managers and Long Term Care Consultants.

This training was established by the National Council of Certified Dementia Practitioners (NCCDP), which exists to establish credentialing mechanisms and validating proficiency in Alzheimer's and Dementia care. This is a seven hour extensive training program in the area of Alzheimer's and Dementia care. Modules of the program include Overview of Dementia, Diagnosis, Prognosis, Treatment, Communication, Feelings, Depression and Repetitive Behaviors, Paranoia, Hallucinations, Wandering, Hoarding, Aggressive Behavior, Intimacy and Sexuality, Personal Care, Pain, Nutrition, Activities, Environment, Staff and Family Support, Diversity and Cultural Competence. This is the required seminar for those pursuing certification and who qualify for Certified Dementia Practitioner.

To see if you would qualify after completing this seminar please see www.nccdp.org and download the CDP application. Note: Upon completion of the class, the student will be provided a CDP application and the student (who qualifies for certification) will submit the CDP application directly to the NCCDP. You are not certified until you have submitted your application to the NCCDP and the Council has approved you for certification as a CDP.

Sec 1: Fri, Mar 16, 8:30 am-5 pm; Brookdale at Hazlet

Sec 2: Tues-Thurs, May 22-24, 6-9 pm; Brookdale at Hazlet

Fee and Code: \$185, XMEDG 219 W

Applied Math In Healthcare

Deborah Ewtushek, MS, RN, CNS

Review mathematical computations needed to calculate accurately in the healthcare setting. Techniques and formulas will include Roman numerals, fractions, decimals, and percentages. Application of these basic math skills with relevance in the healthcare setting will also be explored. This course is recommended for students interested in the Patient Care Technician, Medical Assistant, and Pharmacy Technician programs. It is a prerequisite for the Veterinary Technician Assistant program (see page 19). 18 hours.

Prerequisites :

- English language proficiency
- High school diploma or GED.

Note: 100% attendance required.

Textbook required.

Mon & Tues, Jan 9-30, 6-9 pm; No class Jan 16

Brookdale at Freehold

Fee and Code: \$249, XMEDG 183 W

Certified Medication Aide (CMA)

This NJ Department of Health and Senior Services approved program is for currently certified nurse aides, certified homemaker/home health aides and personal care assistants. You will be trained to administer medications, under the circumstances when a registered professional nurse (RN) delegates the task in an Assisted Living Residence, comprehensive Personal Care Home or part of an Assisted Living Program. Upon successful completion of this program you will be eligible to sit for certification (fee is \$53). 40 hours didactic and 20 hours clinical.

Prerequisite:

- Currently certified New Jersey nurse aide, homemaker/home health aide, or personal care assistant /technicians (show card or certification at registration).

Note: 100% attendance and uniform required.

Thurs, May 3-Jun 7, 6-9 pm, and Sat, May 5-Jun 16, 9 am-1 pm; No class May 26

Clinical: Sat, Jun 23-Jul 7, 9 am-4 pm, Willows Assisted Living, Holmdel, NJ

Fee and Code: \$585, XMEDG 220 W

NEW! EEG Technician Certificate Program

Acquire the knowledge and competencies to utilize sophisticated equipment that measures the electrical activity of the brain, the peripheral nervous system and the spinal cord. EEGs are performed on pediatric to adult patients with neurological disorders such as ADHD, seizures, Parkinson's disease and Alzheimer's dementia. This 154-hour course will prepare you to interview patients, prepare patients prior to the procedure, apply electrodes in the proper position, conduct brain stimulation activities while performing the EEG, schedule appointments, maintain equipment, and prepare the report for interpretation by the Neurologist. **Topics:** Medical terminology, neuro-anatomy and pathophysiology, electrode application, EEG pattern recognition, calibration techniques, instrumentation, and CPR. Upon completion, students will have an understanding of the medical language of EEG, basic anatomy of the brain and be able to perform EEG in clinics and hospital settings. 154 hours including clinical.

Prerequisites :

- English proficiency
- HS diploma or GED
- Physical exam with immunizations and PPD
- Pass criminal background check and drug screening.

Recommended:

- Applied Math In Healthcare course, see page 14.

Mon & Thurs, Mar 12-May 17,

9:00 am-3:00 pm;

Brookdale at Freehold

Clinical: Mon-Thurs, May 21-May 24,

9:00 am-3:00 pm

Fee and Code: \$1649,

XMEDG 225 W





EKG Technician Certificate Program

Tina Shymko, RN, CEN, CPEN

An important adjunct skill for LPNs, nursing assistants, phlebotomists and other healthcare workers; perform 12-lead EKGs in a hospital, private physician office, nursing home, home care agency or insurance company. **Topics:** Anatomy and pathophysiology of the heart, patient safety and therapeutic communication, 12-lead EKG machine set up and function, basic understanding of the EKG reading, and skills practice and testing.

This course will prepare you to sit for certification through the National Center for Competency Testing (NCCT) and the fee is \$90.

Prerequisite:

- Healthcare background recommended.

Note: Textbook required. NJSNA Contact Hours awarded.

Tues & Thurs, Apr 3-May 17, 7-9:15 pm

No class Apr 10 & 12; Brookdale at Freehold

Fee and Code: \$329, XMEDN 151 W

Medical Assistant Certificate Program

Tina Shymko, RN, CEN, CPEN

One of the fastest growing career opportunities available, with a great career track! You will be trained to be proficient in all aspects of a medical office through lecture, lab practice and mock testing.

Topics: Patient interaction, infection control, scheduling, insurance billing, medical terminology, emergency procedures, phlebotomy, EKG, minor procedures and CPR certification. 152 hours.

Prerequisites:

- English language proficiency
- High school diploma or GED
- Pass criminal background check and drug screening.

Note: Textbooks and supply tote required.

100% attendance required.

An additional fee will be charged to students for class make-up hours.

Recommended:

- Applied Math In Healthcare course, see page 14.

Wed & Fri, Jan 25-Apr 25, 8:30 am-3 pm; No class Apr 6, 11 & 13

Brookdale at Freehold

Competency Testing: Mon-Fri, Apr 30-May 4, 8:30 am-7 pm

(individually scheduled for 2.5 hours per student);

Fee and Code: \$1749, XMEDG 082 W

Pharmacy Technician Certificate Program

Michael Lukac, CPhT, Licensed with N.J. Board of Pharmacy

Jobs with flexible hours are in demand. Under the supervision of a pharmacist, you will prepare medications and assist customers in a hospital or retail setting.

Topics: Receiving incoming prescriptions, transcribing physicians' orders, calculating doses, preparing IVs, packaging medications, filling patients' cassettes, labeling, inventory management, register functions and customer service. Prepares students to sit for the Pharmacy Technician Certification Board Exam (fee is \$129) to gain national certification. To apply for the PTCB Certification of Pharmacy Technicians exam call (877) 782-2888 or apply online by visiting www.ptcb.org. In addition, upon completion you must register for N.J. Pharmacy Technician license. Information will be provided in class. 36 hours.

Prerequisites :

- 18 years of age or older
- English language proficiency
- High school diploma or GED.

Note: 100% attendance required.
Textbook required.

Recommended:

- Applied Math In Healthcare course, see page 14.

Wed, Jan 25-Apr 18, 5:30-8:30 pm;

No class Apr 11

Brookdale at Freehold

Fee and Code: \$775, XMEDG 017 W



Phlebotomy Technician Certificate Program

Tina Shymko, RN, CEN, CPEN

Become skilled at obtaining blood samples from patients. Learn all aspects of laboratory analysis. Includes lecture, laboratory practice on artificial arms, and extensive hospital clinical experience. 148 hours. Prepares you to sit for the American Society of Clinical Pathologists (ASCP) national certification examination and the fee is \$125.

Prerequisites (information at registration):

- English language proficiency
- High school diploma or GED
- Physical exam, documentation of immunizations, 2-step PPD and hepatitis B series
- Pass criminal background check and drug screening
- Malpractice insurance.

Note: 100% attendance required.

Textbook required.

An additional fee will be charged for class and clinical make-up.

Tues & Wed, May 8-23, 9 am-3 pm; Brookdale at Freehold

Clinical: Mon-Fri, May 29-Jun 25, 7 am-4 pm at area hospitals

Seminar: Fri, June 8, 9 am-12 pm

Testing Days: Thurs & Fri, Jun 28 & 29, 9 am-12 pm;

Fee and Code: \$1395, XMEDG 024 W

Radiology Technology Aide

Terry Konn, PhD, RT, CHE

This entry-level training program is a great opportunity for individuals who want to begin their career in medical imaging and work while attending school. A Radiologic Technology Aide (RTA) assists radiologic technologists, other imaging professionals and radiologists in the implementation of medical imaging procedures. A RTA may transport patients to and from imaging procedure areas, prepare patients for imaging examinations and perform clerical duties to assist the patient in their medical imaging experiences. A RTA has opportunities to work in medical imaging facilities, including hospitals and local outpatient facilities. The program consists of 40 lecture hours, 25 lab hours and 48 clinical training hours. For additional information, call Dr. Terry Konn at (732) 224-2696 or email at tkonn@brookdalecc.edu.

Prerequisites (information at registration):

- 18 years of age
- English language proficiency
- Healthcare Provider CPR
- Malpractice insurance
- Physical exam with immunizations
- Pass criminal background check and drug screening.

Note: Textbook required.

Mon-Fri, Jul 23-27, 12-6:30 pm & Mon-Wed, Jul 30 to Aug 20, 12-6:30 pm

Clinical: Thurs & Fri, Aug 2-17, 8 am-4 pm

Fee and Code: \$689, XMEDR 008 W

Sterile Processing Technician

*Alfred Spath, CRCST-IAHCSMM & CSPDT-CBSPD and
Walter Copp, CRCST & CHL-IAHCSMM & CSPDT-CBSPD*

Learn the proper techniques and procedures necessary to clean, decontaminate, inspect, assemble and sterilize surgical instrumentation within the healthcare setting. This course is based on the International Association of Healthcare Central Service Material Management (IAHCSMM) training, and will prepare graduates for the certification exam, which is required by the New Jersey Department of Health and Senior Services to work in the Sterile Processing Department. To sit for certification, you must complete 400 hours of hands-on experience within six months of passing this program. As a Certified Sterile Processing Technician, your credentials will be recognized in hospitals, clinics, doctors' offices, surgical suites, endoscopy units, veterinary hospitals, surgical centers as well as private industry manufacturing and sterilization facilities. 44 hours.

Prerequisites (information at registration):

- English language proficiency
- High school diploma or GED.

Prior to volunteer externship, you may need to:

- Pass a criminal background check and drug screening
- Complete a physical exam and documentation of PPD & immunizations.

Note: 100% attendance required.

Textbook and workbook required.

Mon, Feb 6-Apr 30, 6-10 pm; No class Apr 9 & 23; Brookdale at Hazlet

Fee and Code: \$629, XMEDG 182 W

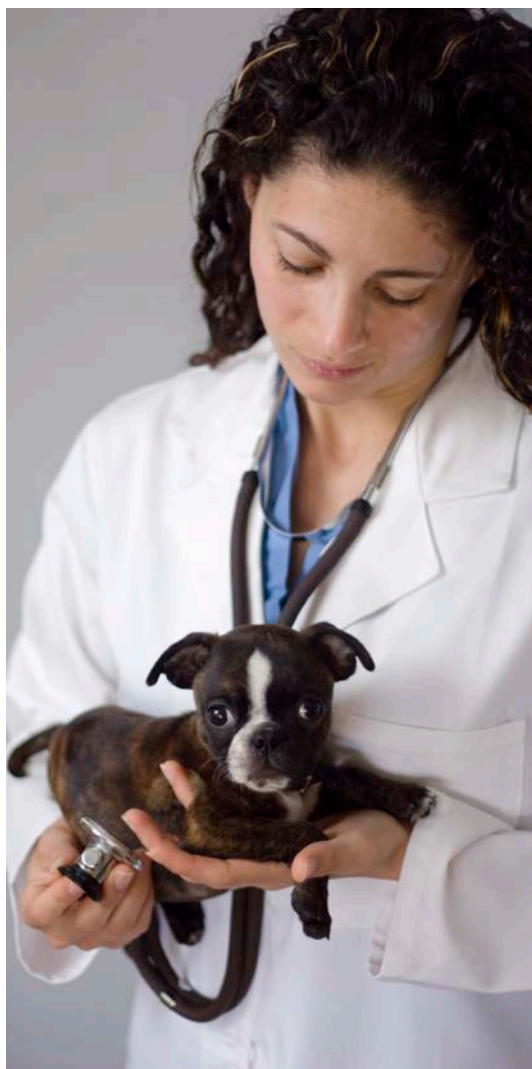
Veterinary Assistant Certificate Program

Janet McConnell, CVT and Rachel Ross, CVT

Approved program through the National Association of Veterinary Technicians in America (NAVTA) and in collaboration with Red Bank Veterinary Hospital.

Veterinary Assistants (VA) have become an integral part of the veterinary healthcare team, working under the guidance of a veterinarian or credentialed veterinary technician. Through classroom and clinical instruction, the assistant will become multi-skilled and knowledgeable in the following: front office procedures, client relations, pharmacy, examination room procedures, behavior and restraint, small animal nursing, laboratory procedures, surgical prep and recovery, radiology, and emergency response. 150 hours.

Students who have successfully completed the Veterinary Assistant program are eligible to receive two college credits toward the Veterinary Technician Program (AVMA approved) at Bergen Community College in Paramus, NJ, if further education is desired. Students will be advised of the steps needed to continue their education at Bergen Community College at the conclusion of the VA program. Successful completion of didactic (75%) and 100% attendance required for clinical placement. Successful graduates are eligible to sit for the National Veterinary Assistant Exam (certification fee is \$100) and become an AVA (Approved Veterinary Assistant), a new and nationally recognized member of the veterinary healthcare team.



Prerequisites

(information at registration):

- High school diploma or GED
- Successful completion of “Applied Math in Healthcare” or a grade of C or better in a college level math course, see page 14.
- English language proficiency
- Pass criminal background check and drug screening
- Physical including tetanus
- Fitness for duty form and privacy form signed.

Note: Khaki scrubs and white sneakers (clinical only).

Textbooks required.

An additional fee will be charged to students for class make-up hours.

**Tues & Thurs, Feb 7-May 10,
6-9pm; No class Apr 10 & 12**

**Clinical: Tues-Thurs, May 15-31,
8 am-4 pm, at Red Bank**

Veterinary Hospital

Fee and Code: \$1929,

XMEDG 081 W

The Center for Nursing Continuing Education

The target audiences for activities in this brochure include nurses, licensed practical nurses, and nurse practitioners. NJSNA contact hours will be awarded for these activities. Accredited status does not imply endorsement by Brookdale Community College, NJSNA or ANCC of any commercial products or services. There is no commercial support for these activities. Provider unit complies with all local, regional, state or national laws and regulations and operates business in an ethical manner.

Brookdale Community College is an approved provider of continuing nursing education by the New Jersey State Nurses Association, an accredited approver by the American Nurses Credentialing Center's COA.

Alzheimer's and Dementia Care Seminar

Linda Hassler, RN, MSN, GCNS-BC, Certified Alzheimer's and Dementia instructor

An essential certification program for all health care providers: Home Health Aides, Nursing Assistants, LPNs, RNs, Assistant Administrators, Administrators, Executive Directors, Agency Owners, Activity & Recreational Professionals, Clergy, Volunteer Coordinators, Social Workers, PT, OT, ST, Geriatric Care Managers, Case Managers and Long Term Care Consultants.

This training was established by the National Council of Certified Dementia Practitioners (NCCDP), which exists to establish credentialing mechanisms and validating proficiency in Alzheimer's and Dementia care. This is a seven hour extensive training program in the area of Alzheimer's and Dementia care. Modules of the program include Overview of Dementia, Diagnosis, Prognosis, Treatment, Communication, Feelings, Depression and Repetitive Behaviors, Paranoia, Hallucinations, Wandering, Hoarding, Aggressive Behavior, Intimacy and Sexuality, Personal Care, Pain, Nutrition, Activities, Environment, Staff and Family Support, Diversity and Cultural Competence. This is the required seminar for those pursuing certification and who qualify for Certified Dementia Practitioner.

To see if you would qualify after completing this seminar please see www.nccdp.org and download the CDP application. Note: Upon completion of the class, the student will be provided a CDP application and the student (who qualifies for certification) will submit the CDP application directly to the NCCDP. You are not certified until you have submitted your application to the NCCDP and the council has approved you for certification as a CDP.

Note: NJSNA Contact Hours awarded.

Sec 1: Fri, Mar 16, 8:30 am-5 pm; Brookdale at Hazlet

Sec 2: Tues-Thurs, May 22-24, 6-9 pm; Brookdale at Hazlet

Fee and Code: \$185, XMEDG 219 W

Basic EKG Interpretation

Tina Shymko, RN, CEN, CPEN

RNs, LPNs and other healthcare workers will improve their EKG interpretation skills.

Topics: Electrophysiology of EKG waveforms, identification of normal EKG, abnormal rhythms and acute myocardial infarction.

Note: NJSNA Contact Hours awarded.

Tues, Feb 7, 9 am-1 pm; Brookdale at Freehold

Fee and Code: \$49, XMEDN 200 W

IV Therapy Certificate Program

Tina Shymko, RN, CEN, CPEN

Registered nurses and LPNs will learn the skills to perform peripheral IV therapy including vein selection and vein cannulation. Includes skill practice on artificial arms.

Topics: Current uses, types of fluids, trouble shooting and understanding complications. IV supply kit required. To order IV kit call, 732-671-1200, option 2 (approximately \$60).

Note: NJSNA Contact Hours awarded.

Fri, Apr 27, 9 am-5:30 pm; Brookdale at Freehold

Fee and Code: \$169, XMEDN 166 W

NEW! Organ/Tissue Donation And Recovery

By The New Jersey Sharing Network

This continuing education course is required by the New Jersey Board of Nursing for every licensed registered professional nurse.

Topics: The process of donation, the process of organ donation after cardiac death, brain death regulations in New Jersey, end of life option for families, and the nurse's role in donation.

Note: NJSNA Contact Hours awarded.

Sec.1: Wed, Mar 14, 4:30- 6:00 pm

Sec 2: Fri, May 18, 1:00 pm-2:30 pm

Fee and Code: \$10, XMEDN 244 W

Peripherally Inserted Central Catheter (PICC) Certificate Program

Tina Shymko, RN, CEN, CPEN

Nurses (RNs) and nurse practitioners will learn all aspects of PICC lines and ports.

Topics: Why a PICC line, anatomy for placement, indications, risks and benefits, care of the insertion site, preventing infection, accessing PICC's or ports, and discontinuing and removal of PICC lines. Includes skill practice on artificial arms. To order a supply kit, call (732) 671-1200, option 2 (approximately \$60).

Note: NJSNA Contact Hours awarded.

Mon, Feb 6, 9 am-5:30 pm; Brookdale at Freehold

Fee and Code: \$169, XMEDN 238 W

Principles Of Case Management

Sheila Krasnansky, RN, MSN

Explore the guiding principles, responsibilities and role of the RN Case Manager in the hospital setting.

Topics: Patient advocacy, case management terminology, insurance review, and discharge planning will be covered. Each topic will be defined and discussed, and will lead to a case study. There will be opportunities for questions, discussions, examples, and interaction. Participants will be able to gain a basic understanding of RN hospital case management with some practical application.

Open to RNs interested in beginning hospital case management or those who would like a refresher. Social Workers who participate in hospital case management are also welcome. Lunch on your own.

Note: NJSNA Contact Hours awarded.

Sat, Apr 28, 9 am-3:30 pm; Brookdale at Freehold

Fee and Code: \$89, XMEDN 218 W

Radiology Survival Guide for Nurses

Michael Shymko, RT (R) ARRT

This course is designed for nurse practitioners, nurses and other healthcare professions to improve their knowledge on all aspects of radiology.

Topics: Radiation protection practices, concepts of contrast administration and contrast reactions, dynamics of radiology procedures and proper patient prep, and scope of practice for non-DEP licensed staff and radiologic technologists. 12 hours.

Note: NJSNA Contact Hours awarded.

Mon, Jan 2-30, 6-9 pm; No class Jan 16

Fee and Code: \$129, XMEDN 237 W

Refresher Course For RNs With "Simulation Anne"

Update your skills to re-enter the field of nursing. A human body systems approach will focus on the latest diagnostic, surgical and medical interventions and treatments. Learning strategies include theory, skills practice and clinical experience. 100% attendance required. Recommended for RNs with prior clinical practice that have been out of practice less than 20 years.

Prerequisites: (information at registration):

- Current NJ license (RNs only) or inactive RNs with approval from the NJ Board of Nursing Director, G.Herbert (973-504-6430) or refer to the website for more information: www.state.nj.us/lps/ca/medical/nursing.htm and click on Reinstatement RN/LPN packet
- Healthcare Provider CPR
- Physical exam, documentation of immunizations, 2-step PPD and hepatitis B series
- Malpractice insurance
- Pass criminal background check and drug screening.

Note: Textbook and supply tote required.

NJSNA Contact Hours awarded.

Wed, Mar 14-May 23, 9 am-3 pm; No class Apr 11; Brookdale at Freehold

Clinical at area hospitals: Mon-Fri, May 31-Jun 8, 7 am-3 pm

Fee and Code: \$1759, XMEDN 007 W

Reiki Training Level I

William Stevens, Reiki instructor

Reiki, a 3,000-year-old method of healing touch, originated in ancient Eastern cultures. It is a technique that uses touch to facilitate relaxation, reduce stress, manage pain and promote healing. Healthcare practitioners are recognizing that spiritual and emotional imbalances affect our physical health and well being. Reiki restores balance to body, mind and spirit, maximizing the natural healing process. When we remain out of balance, we become more susceptible to “dis-ease.” Upon completion, participants will be fully trained and will receive a certificate for the Usui System of Reiki Healing. Wear comfortable clothes and bring snack and water.

Note: NJSNA Contact Hours awarded.

Wed & Thurs, Jan 11 & 12, 6-9:45 pm; Brookdale at Hazlet

Fee and Code: \$149, XMEDN 155 W

Reiki Training Level II

William Stevens, Reiki instructor

Nurses and healthcare workers will build on their Level I practice of Reiki. Upon completion, participants will be fully trained in the use of Reiki symbols and the procedure for absentee/distant Reiki. This type of Reiki practice is useful for healing professionals where touch would be considered inappropriate or when the patient is not physically present. Wear comfortable clothes and bring water and a snack.

Prerequisite:

■ Level I Reiki Training

Note: NJSNA Contact Hours awarded.

Tues & Wed, Jan 24 & 25, 6-9:45 pm; Brookdale at Hazlet

Fee and Code: \$149, XMEDN 184 W

Spanish for the Healthcare Worker

Laura Grodewald, MA

Valuable training for all healthcare personnel; intended for individuals with little or no previous experience with the Spanish language. Learn key pronunciation factors, necessary greetings, parts of the body, emergency vocabulary, medical treatments, scheduling and appointments, and conversational strategies in the first six weeks of the program.

The second six weeks of the program will focus on improvement of speaking and listening skills that can be applied in the field. Upon completion of the course, you will create a written document that can be directly used in your work context. 24 hours.

Wed, Mar 7-May 30, 5-7 pm; Brookdale at Freehold

No class Apr 11

Fee and Code: \$289, XMEDG 003 W

Update History-Taking & Physical Assessment Skills With “Simulation Anne”

Tina Shymko, RN, CEN, CPEN

Improve your basic history-taking and physical assessment skills. Designed for nurses and new graduates.

Topics: History gathering, and basic assessment of neurological, musculoskeletal, cardiovascular, respiratory and GI/GU systems. Includes skills practice.

Note: NJSNA Contact Hours awarded.

Tues, Mar 6-27, 6-9 pm; Brookdale at Freehold

Fee and Code: \$149, XMEDN 160 W

Yoga Teacher/Therapist Training With kula-kamala-yoga, RYS, Part II

Sharon Allitt, MA, E-RYT

Become a Nationally Certified Yoga Instructor. Learn to teach public yoga classes, apply the therapeutic healing techniques of yoga, or enhance your own practice through kula-kamala-yoga's 230 hour Yoga Alliance Approved Yoga Teacher Training Program. This program is presented in two parts. Part I provides instruction on yoga ethics, physical practice of asana (dress appropriately) and variations, meditation, pranayama (breath work), yoga history and philosophy, the use of sound (chanting) and visualization, anatomy, pathology, alignment, yoga psychology, energy, basic Sanskrit (the language of yoga). Part II elaborates on philosophy, teaching techniques and yoga therapeutics. Successful sequential completion of Part I and Part II is required for students to receive a Certificate of Completion from kula-kamala-yoga and become eligible for certification through Yoga Alliance (YA) at the 200-hour level. 95% attendance required. Current yoga teachers: this course meets YA CEU requirements. Nurses: this activity is approved (Approval Number 6955-2/10-12) by the New Jersey State Nurses Association.

The New Jersey State Nurses Association is accredited as an approver of continuing nursing education by the American Nurses Credentialing Center's COA. All students: Contact program instructor for information packet at (732) 444-6415.

Prerequisites:

- Student medical information and waiver
- Practicing yoga for at least four months.

Note: Textbooks required.

NJSNA Contact Hours awarded.

Fri, Jan 6-May 18, 6-10 pm, and

Sat, Jan 7-May 19, 12-6pm

No class Jan 27 & 28, Feb 24 & 25,

Mar 9, 10, 23, 24, Apr 13 & 14, May 4 & 5

All classes held at kula-kamala-yoga,

673 Batchelor Street, Toms River, NJ 08753

Fee and Code: \$1350, XMEDN 228 W





The Center for Medical Imaging Continuing Education

The Department of Radiologic Technology and the Business and Community Development Division of Brookdale Community College work collaboratively to offer continuing education programs in several medical imaging modalities. The center offers licensed and registered radiologic imaging professionals opportunities to gain advanced level didactic and professional clinical experience in Computed Tomography, Mammography, Magnetic Resonance Imaging and Medical Imaging Quality Control.

Computed Tomography Program (CT Scan) Advanced Level Certificate Program

Terry Konn, PhD, RT, CHE

The Advanced Level Computed Tomography Program is a post-graduate advanced level specialty education program that results in a Technical Certificate. The program is one semester in length (15 weeks) consisting of 49 lecture hours and 96 hours of clinical application. Classes are held one night per week and clinical practicums are assigned. The program is designed to prepare qualified individuals to operate computed tomography equipment safely and competently to produce diagnostic CT images.

Areas of instruction include patient care, professional development, patient positioning and procedure protocols, cross-sectional anatomy, pathology, digital imaging, CT instrumentation and image processing and retrieval, and quality assurance.

Prerequisites (information at registration):

- Current NJ diagnostic radiologic technologist license
- Registered radiologic technologist (ARRT) of minimum of 1 year (must show license and registration at first class)
- Malpractice insurance
- Healthcare Provider CPR
- Physical exam, documentation of immunizations, 2-step PPD, hepatitis B series
- Pass criminal background check.

Note: Textbooks required.

Clinical assignments are individually scheduled at area hospitals.

Approved for CEUs by the American Society of Radiologic Technologists (ASRT).

Wed, Jan 25-May 9, 5-8:30 pm; No class Mar 14

Fee and Code: \$1975, XMEDR 001 W

Class Locations

Unless stated otherwise, classes are held at Brookdale's Lincroft campus, 765 Newman Springs Road, Lincroft, New Jersey 07738.

- Brookdale at Neptune
60 Neptune Blvd, Neptune
- Brookdale at Long Branch
Third and Broadway, Long Branch
- Brookdale at Hazlet
1 Crown Plaza, Union Avenue, Hazlet
- Brookdale at Wall
Monmouth Boulevard/6th Street,
Wall Township
- Brookdale at Freehold
3680 Route 9 South, Freehold

Refund Policy

Healthcare Training, Nursing and Radiologic Technology Continuing Education

All Refunds:

- A \$15 processing fee will be deducted from all refunds.

Our refund policy regarding cancellations applies to all Healthcare Career Training Certificate programs with course codes beginning XMEDD, XMEDG, XMEDR, and XMEDC, as well as the RN Refresher course (XMEDN 007) and Operating Room Nursing (XMEDN 006):

- 21 or more days before the beginning of a class: 100% refund of full course fee
- 20 to 10 days before the start of class: 50% refund of full course fee
- Less than 10 days before class start date: no refund

For all other Healthcare Training and Nursing Continuing Education courses, the refund policy is as follows:

- 10 or more days before the beginning of a class: 100% refund of full course fee
- 9 to 5 days before the start of class: 50% refund of full course fee
- Less than 5 days before class start date: no refund

Appeal Process: Only under extreme, extenuating circumstances would an appeal be considered beyond that point. Registrants requesting an appeal must do so in writing, stating their reason, providing supporting documentation. (i.e., medical note from doctor, accident report, etc.) and include course name and start date.

The appeal should be sent to:

Executive Director
Business & Community Development
Brookdale Community College
765 Newman Springs Road
Lincroft, NJ 07738

FERPA The Family Education Rights and Privacy Act of 1974

(Buckley Amendment)

The Act provides for the confidentiality of student records. The College reserves the right to release, or not release, directory information at the discretion of appropriate officials. Directory information may include a student's name, address, telephone number, field of study, dates of attendance, certifications, awards, most recent educational institution attended, e-mail address, class schedule, class roster and photographs. Students who wish to have directory information withheld must notify the Executive Director, OBCD, in writing within seven days of the first day of your class and request that such information not be released without consent.

FERPA affords students certain rights with respect to their education records. They are:

1. The right to inspect and review student education records within 45 days of the day the College receives a request for access.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the US Dept of Education concerning failures by the College to comply with the requirements of FERPA.

For details regarding student rights under FERPA, see www.brookdalecc.edu/policiesprocedures

Education Policy

High school diploma or GED is required for job training programs. Some courses, as noted, require proof of a current professional license.

Language Requirement And ESL

Applicants for whom English is not their best language must call (732) 224-2315 to determine readiness for a training program. Applicants may be required to take an ESL test.

Installment Payments

For courses costing over \$500 an installment payment plan is available as follows:

- A \$25 processing fee at time of registration
- 50% of fee at time of registration
- 75% by first day of class
- 100% 30 days after class starts or as contract states

Students must come to the Business and Community Development office to set up a contract. Students who fail to meet the payment schedule will be dropped from the class. Call (732) 224-2302 with questions.

Scholarship Information

A limited scholarship is available due to a bequest by the late Roy E. Gordon. Call (732) 224-2302 for an application.

Medical Insurance

Students are responsible for their own health insurance. Students entering a hospital clinical may be required to obtain student malpractice insurance. Information will be given at the time of registration.

Certificates

Students that meet all the requirements for course completion will receive a Brookdale Business and Community Development certificate. Attendance of 80% is required in all courses with some exceptions when 100% attendance is required to receive a certificate. Some courses qualify the student to sit for a state or national certification examination or license.

Lost certificates can be replaced if successful course completion can be verified; cost is \$25. Please send your request in writing through regular mail to OBCD, Attn: Certificates, Brookdale Community College, 765 Newman Springs Road, Lincroft, NJ 07738. Include a cashier's check, money order or credit card for \$25 (sorry, no personal checks) and the following information: Your name at the time of attendance, name of course, dates of attendance, your e-mail address and phone number. *No requests can be processed over the phone.*

Important Numbers

Disability Services: (732) 224-2730

Employment Search Assistance:
(732) 224-2691

Installment Payments: (732) 224-2302

Onsite Contract Training: (732) 224-2186

Voice (TTY): 732-842-4211

Continuing Education Units (CEUs)

Brookdale CEUs are available for all courses. Professional association CEUs and NJSNA contact hours are available for specific courses as indicated. The requirements for the award of professional CEUs are set by the professional associations and not Brookdale.

Employment Search Assistance

Students who complete a Business and Community Development training program are eligible for personal assistance with resumes, interviewing skills, access to the One Stop system through Workforce NJ. For information call (732) 224-2691.

Text Books

All text books are available at the College Store, Lincroft campus, unless otherwise noted, two weeks before the start of class. Used text books may be available for some courses. The College Store will buy back textbooks at their discretion. Call (732) 224-2382 to check on current price, text book availability and buy back dates.

Food Service

No food service is available on the Lincroft campus on Saturdays or Sundays. No food service is available on all other campus centers.

Disability Services

If you need any special services, assistance, or accommodations to participate in a program, please contact the Disability Services Office at (732) 224-2730 (voice) or (732) 842-4211 (TTY) after registration.

Veterans Benefits

Our training programs are approved by the New Jersey State Approving Agency for Veterans training. For further information consult the www.gibill.va.gov or write to jrussell@brookdalecc.edu

Onsite Training

Onsite contract training is available for agencies. Call (732) 224-2186 for more information.

Registration Form

To Register

Date: _____

PHONE: 732-224-2315 using Visa, Mastercard, Discover or American Express

FAX: 732-224-2664

Mail: Return form below with check or payment information to:
Business & Community Development, Brookdale Community College
765 Newman Springs Road, Lincroft, NJ 07738-1543

IN PERSON: Business & Community Development
Atec Building, Lincroft Campus (Park in Lot #5)

NAME (FIRST) (LAST)

E-MAIL SS#

ADDRESS

CITY STATE ZIP

HOME PHONE BUSINESS PHONE

Do you have a High School Diploma or GED? Yes No

Is English your best language? Yes No

PROGRAM/TITLE	SECTION	START DATE/TIME	CODE	FEE
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PAYMENT IN FULL REQUIRED AT REGISTRATION

Enclosed is my check made payable to Business & Community Development-BCC

Charge my: VISA MasterCard Discover American Express

with \$ _____

Card # _____

Exp. Date: _____ Security Code: _____

(3-digit code on back of card)

Signature: _____

Gender: Male Female

Ethnicity: Hispanic/Latino Non-Hispanic/Latino

Race: Asian American Indian/Alaskan Native

Black/African American Native Hawaiian/Other Pacific Islander

White



CentraState Medical Center

A member of the Robert Wood Johnson Health



Success starts at Brookdale.

SHERRY ANN DRIVER got her start in Brookdale's Medical Billing & Coding program, offered through Business & Community Development.

An employee of CentraState Medical Center for the past 4 years, Sherry got interested in the medical coding field while working as a secretary in the Labor & Delivery department. Sherry completed Brookdale's coding certification by taking courses two nights a week for 17 months, working around her busy schedule as a wife and mother. She's quick to praise the office environment at CentraState: "My coworkers in the Medical Records department are fantastic – we're all a team, and they've all been great as I've been fitting into my new career."

What does Sherry like best about her new field? "Cathy Egan was my first instructor at Brookdale, and she made this field come alive for me. I've always enjoyed working with numbers so transitioning into coding was a great way to incorporate my interest in healthcare with an area I enjoy working in, and CentraState's tuition reimbursement plan let me move up with an employer I love. I'm looking forward to studying for the CCS exam so I can expand my coding skills even more."

To find out more about Sherry's employer, CentraState Medical Center, visit: www.centrastate.com



765 Newman Springs Road
Lincroft, NJ 07738-1543

an equal opportunity/affirmative action institution

Important Numbers

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