

Dear Neighbors,

The year 2020 will be marked in the history books as one like no other, and the world may look very different for years to come. We can honor what is lost by what is learned, and the spirit of our community is ever strong.

As we reimagine our future, one thing remains certain: Brookdale Community College and the Center for Career Development are here for you, at the heart of community renewal and economic redevelopment. We are here to support the economic recovery that starts with you! What better time than now to hone your existing talents, to learn a new skill, or to gain a certification that can help you enter a new career or advance in your field.

In the pages that follow, you will find expanded offerings in Business, Career, Technology, Healthcare, Teacher Professional Development, and the vocational trades. At this time, almost all our offerings are being planned to be delivered online, or remote live (via Zoom), except for programs that require hands-on learning and lab work. In the interest of flexibility and so that we may adapt to ever changing needs of the workforce, you will note that program start dates are NOT listed in the catalog, but are listed on our website.

No matter what challenges lie ahead, just remember this, we are here for you, to support you on your career journey and provide you with every opportunity to grow, to change, and to prosper.

Please be sure to follow us on social media.

Sincerely,

Dr. Joan Ali Scocco

Joan Ali Scocco
Dean, Continuing & Professional Studies

Welcome to Brookdale's Center for Career Development, where short-term training is designed to meet local employer needs!

FINANCIAL ASSISTANCE

Are you unemployed or underemployed? If so, you may qualify for financial assistance for training. One source of funding is the Monmouth County One-Stop Career Center, where Career Counselors can offer training and assistance to land your first job, re-enter the workforce or transition careers. Contact the Monmouth County One-Stop Career Center at 732-683-8850 Ext. 6011.

JOB PLACEMENT ASSISTANCE

Students who attend certification courses through the Center for Career Development receive assistance in job placement, resume assistance and interview preparation.

Brookdale offers a variety of tools, and organized student/employer events to enhance our student's success, such as:

- Semi Annual Healthcare Opportunities Day – where you can meet up to 25 healthcare employers anxious to hire our students into their specialized field.
- Continuous email blast notifications of current job openings in your field of study.
- Organized “Meet and Greets” – a brief introduction to a small group of selected employers invited to speak to our students about career opportunities.
- Access to the Brookdale Job Board – a robust job posting site with current openings in Monmouth County.

We're proud to refer our students to area businesses and continue to build solid partnerships throughout the community to assist our graduates in obtaining their career goals.

Contact gimenza@brookdalecc.edu or call 732-224-2503

VETERANS AND MILITARY SPOUSES

Some of our programs may be eligible for VA education and training benefits, additionally, military spouses are eligible for up to \$4000 in My CAA education benefits.

Find out more by contacting cps@brookdalecc.edu

THIS CATALOG IS CERTIFIED TRUE AND CORRECT IN CONTENT AND POLICY.

DISPLACED HOMEMAKER SERVICES

Lost your primary source of income due to separation, divorce, widowhood, spousal disability, spousal military deployment, or domestic violence? Need to transition into head of household?

Our Displaced Homemakers Services, which offers **both women and men free confidential help in acquiring the skills to support themselves and their families, is open and accepting new clients. So why not take the first step today!**

We provide assistance including personal coaching and emotional support, career exploration and development, job skills workshops, computer training, an optional support group, and training scholarships.

Services are no-cost and currently provided remotely.

For more information or to determine your eligibility and schedule an appointment, contact one of our Displaced Homemaker Program Administrators:

Euniqha Cox at ecox@brookdalecc.edu or 732-224-2162 or 732-739-6018

Myrna Wright at mwright@brookdalecc.edu or 732-739-6020

If you're not eligible, we'll do our best to point you in the right direction and locate additional resources.

***Small business, non-profit or major corporation
with staff in need of additional training?
How about...***

**Tuition-Free Training
(Yes, Really!)
to Boost Your Employees' Skills
And Grow Your Business**

Thanks to a grant from the NJBIA (New Jersey Business & Industry Association) Basic and Employability Skills Workforce Training Program, we're able to offer training programs at zero cost to you. Training can be scaled to fit a business of any size, delivered either on site or at one of our training locations, and geared to suit your unique requirements; we'll work with you to develop a course that works for *you*.

Alternately, you can pick from a menu of existing training options covering both hard and soft skills, including:

- Word I & II
- Excel I, II & III
- PowerPoint I & II
- Access
- English as a Second Language I & II
- Spanish for the Workplace I & II
- Business Management
- Business Writing
- Sales & Customer Service
- Successfully Prospecting for Leads
- Managing Change
- Problem Solving
- Initiating New Business
- Leadership Skills
- Resolving Conflict
- Emotional Mastery in the Workplace
- Public Speaking & Presentation Skills
- The Art of Listening
- Team Building Workshop
- Supervisory Skills Series
- Interviewing Skills
- Time Management
- Communication Skills

For more information and our current open enrollment schedule, go to

www.brookdalecc.edu/empower or

contact Jim McCarthy at jmccarthy@brookdalecc.edu

Funded by the New Jersey Community College Consortium for Workforce and Economic Development and the New Jersey Business and Industry Association through a grant from the New Jersey Department of Labor and Workforce Development.

HEALTHCARE PROGRAMS ELIGIBLE FOR FINANCIAL AID

Financial Aid is available for the following programs if you qualify:

- Diagnostic Medical Sonography
- Massage Therapy
- Medical Assistant

Contact Margaret Agha at magha@brookdalecc.edu before submitting your application

A non-refundable deposit of \$275 (which will be applied to your tuition) is required at the time of registration.

Diagnostic Medical Sonography

Roseanne Gordon, BS RDMS

Yes, this full-time course is a big commitment. But the payoffs are even bigger.

Proper scanning techniques, abdominal and pelvic anatomy, obstetrics and patient care are just a few of the skills you'll learn in this full-time program consisting of lecture, lab hours and hands on learning. On successful completion, students are eligible for the American Registry of Radiologic Technologist in Sonography (ARRT) certification, which in turn entitles you to sit for the ARDMS offered by the American Registry of Diagnostic Medical Sonographers. And yes, that long and winding road leads to a well-paying job, recently named by monster.com as one of the **10 best-paying jobs you can get with an associate's degree. Diagnostic Medical Sonography is also predicted to grow by a much faster than average 14% by 2028.**

Fee: \$10,995

Mandatory Requirement: Attend Diagnostic Medical Sonography Information Session

Deadline to apply for admittance to the program is Monday, July 13, 2020

HEALTHCARE PROGRAMS ELIGIBLE FOR FINANCIAL AID

Massage Therapy

Jennifer Carlson, BCMBT, LMT

In the market for a fast-growing career where you can make your own schedule and job satisfaction is through the roof?

Though many are employed at least part-time in healthcare settings such as doctors' offices and clinics, a third of Massage Therapists work for spas, and another third for themselves. And considering the profession's projected 22% growth rate by 2028 (versus a national average of just 5%) **and 88% job satisfaction rate (versus 51% nationally)**, you may want to join them.

Covering everything from anatomy to reflexology and business practices to treatment planning, our program includes 100 hours of supervised clinical practice and a review for the National Massage & Bodywork Licensing Exam (MBLEX), required to get your NJ license. And just for the record, **84 percent of Massage Therapists find employment within a month of licensing!**

Fee: \$6,995

Make an appointment to visit our brand-new Massage Therapy Studio!

Email cpshealthcare@brookdalecc.edu to schedule your appointment

Like to start your own Massage Therapy business? For info on available resources or to register for free business counseling, contact Brookdale's Small Business Development Center at (732) 842-8685 or mosbdc@brookdalecc.edu

Medical Assistant

Tina Shymko, RN CCPR CEN CCT

*If you're looking for a full-time healthcare job that offers great benefits, you'll be hard-pressed to find anything **NOT** to like about our certification program—or the over-90% employment rate of its alumni!*

Apart from training in all the skills needed to work in a doctor's office—patient interaction, **front desk procedure, lab practice, infection control**, phlebotomy and *more*—you'll come away from **our hybrid format including online and onsite learning** with a certification in CPR and be prepared to sit for the National Certified Medical Assistant (NCMA) certification (all exams included in course fee).

Fee: \$6,595

BONUS: Students tell us this fast-paced program is as enjoyable as it is thorough!

Students are eligible to receive 3 college credits for Medical Terminology!

CPR

Why wait to take the class that could save a life, maybe even a loved one's?

Healthcare Provider Certification (CPR/AED)

It's not just for healthcare providers! This four-hour hands-on, interactive American Heart Association program, a requirement for all healthcare workers including Brookdale RN Refresher and Nursing students, teaches you **vital skills from infant/child/adult CPR to rescue breathing to the use of devices such as the defibrillator. What's more, it's fun!**

Fee: \$79

DENTAL PROGRAMS

Dental Assistant

Barbara Keogh, RDA

The short-term training program that can set you on the course for long-term job stability.

We all need dentists, and *they* all need assistants to prep patients for treatment, schedule appointments, and take care of the other tasks required to keep a dental office humming. It's no wonder this career has a predicted growth rate by 2028 of 11%--far more than the national average.

Fee: \$1,079

Like to broaden your skill set and job options?

Follow up this class with the Dental Radiologic Technology program below.

Dental Radiologic Technology

Dorothy DeAndino, BA LRT

Ready to take your Dental Assisting career to the next level?

This popular program, which includes classroom instruction, hands-on training, and a clinical internship that students set up themselves, prepares you to sit for the Dental Assisting National Board's (DANB) Radiation Health and Safety certification to become a NJ Licensed Dental Radiologic Technologist—a credential 96% of those who have it highly recommend to others. **Among the benefits cited? Increased knowledge, improved confidence, enhanced job opportunities, and an average 10%-plus pay raise!**

Fee: \$1,399

EKG

EKG/Monitor Technician Certificate

Coordinators: Mary Leahaf, MSN RN and Tina Shymko, RN CCRP CPEN CCT

For detail-oriented problem-solvers this could be the perfect job niche, one that requires a minimal investment in money and time.

EKG or Monitor Techs use non-surgical means to diagnose heart-related conditions. Our program gets you where you need to go, covering everything from heart anatomy to pacemaker rhythms to patient safety and including skills practice and preparation to test for the National Center for Competency (NCCT) certification exam. Given the widespread and growing need for Monitor Techs nationwide, you can practice virtually any place in the country!

Fee: \$525

FITNESS TRAINING

Personal Trainer National Certification

Gregory Mahadeen, MS, exercise science and movement

If you love to work out and really enjoy spending time in the gym, this one's for you.

Evenly divided between classroom instruction on areas from exercise physiology to equipment usage, and hands-on training covering programming, presentation skills and more. You'll be on the fast track for a career that won't *feel* like work!

Co-sponsored with World Instructor Training Schools.

Fee: \$695

Personal trainers rank in the top 31% of careers when it comes to job satisfaction, and not just because they get paid to exercise; they can also work anywhere, make their own hours, set their own pay rates, and make a real difference in clients' lives!

NASM Certified Personal Trainer and Exam Preparation

Start at your convenience and progress at your own speed as you prepare for one of the industry's most respected certifications.

Our unique instructor-led, competency-paced online program gives you the knowledge and skills to help others achieve their fitness goals while getting you ready to successfully sit for the National Academy of Sports Medicine (NASM) exam required for NCCA-accredited NASM personal trainer certification—a credential that ensures your services will be in demand! Includes exam prep, all study materials, and exam fee.

Fee: \$1295 (voucher included) Visit:

<https://www.ed2go.com/courses/health-and-fitness/fitness/ctp/nasm-certified-personal-trainer-and-exam-preparation> for more information and to register.

MEDICAL CODING & BILLING

Medical Coding Specialist

Bianca Shumanov, MMS, Maria Sherman, MBA CPC-1, CPC



This booming field has more than the Bureau of Labor Statistics' "much faster than average" projected growth rate to recommend it.

It's no mystery why Medical Coding is often called "the lifeblood of the healthcare industry." Using codes determined by legal and regulatory guidelines, Coders analyze and process patients' records, playing a vital role in everything from what they're billed to the quality of their care.

The first half of our program is devoted to medical terminology and the second to American Association of Professional Coder (AAPC) curriculum that prepares you for the AAPC Certified Professional Coder (CPC) exam. On successful completion of our program you'll be equipped for a profession that has a projected healthy growth rate by 2028 and average \$40k annual pay. **What's more, make that \$52K for those with certifications and because Coders need little supervision, they're often able to work from home!**

Fee: \$2,399

Students are eligible to receive 3 college credits for Medical Terminology!

Medical Billing and Insurance

Whether you'd like to enhance your Coding opportunities or launch a brand-new career, this course could be just what the doctor ordered.

Medical Billers create patients' insurance claims based on the codes Medical Coders provide. And like Coding, Billing is a high-demand skill with high growth, good pay, and the possibility of working remotely.

Fee: \$999

Medical Coding program or experience required

NURSE AIDE/NURSING PREREQUISITE PROGRAMS

Brookdale Nursing students must complete a course as a Certified Nurse Aid (CNA), Certified Home Health Aid (CHHA), or Patient Care Technician (PCT) with a passing grade prior to starting the first nursing class.

Certified Homemaker/Home Health Aide (CHHA)

Coordinator: Robin Smith, RN MSN

There are reasons besides the chance to make a positive difference in others' lives that US News & World Report recently ranked this category #1 on a list of Best Jobs without a College Degree.

Among the advantages CHHA's enjoy: **a short training period that allows them to start working within just 4-6 weeks and flexible schedules.** Our NJ State Board of Nursing-approved program—including clinical hours in a local nursing home and covering anatomy, physiology, and common diseases--qualifies you to work for a home care agency or assisted living facility providing personal care, nutrition and rehabilitation for clients who are elderly, disabled, or recovering from illness. And yes, the need for those skills is expected to keep growing: The Bureau of Labor Statistics projects a whopping 36% job growth by 2028!

Fee: \$849

Certified Nurse Aide in Long Term Care (CNA)

Coordinator: Christine Haas, RN

Another healthcare job with excellent job prospects and big emotional rewards.

CNA's work in long-term care or assisted living facilities helping patients with daily activities. And like other healthcare workers, theirs is a category for which the demand is high and getting higher.

On completion of our NJ Department of Health-approved program that covers areas from physical and psychosocial care to client rights and includes hands-on training at a local nursing home, you'll be qualified to sit for certification.

Fee: \$1,295

Patient Care Technician Certificate

Coordinator: Jean Hirst, RN

Are you a nursing student looking to get a head start on your hospital career or just like the idea of working in a hospital? Our popular program gives you the hands-on experience that can get you in the door.

Though these multi-skilled health pros are employed in a variety of settings they generally work in hospitals, performing many of the same duties as CNA's along with basic medical procedures such as EKG and venipuncture—just two of the areas covered here. Our comprehensive program includes lecture, lab and clinical hospital hours, and prepares you for certification through the National Center for Competency Testing (NCCT).

Fee: \$2,155

PHARMACY TECHNICIAN



Pharmacy Technician Certification

Michael Lukac, CPhT, Nicole Skyer-Brandwene, MS RPh BCPS, Lucrecia M. Campisi, Pharm D

Do you value precision and have good communication and customer service skills? If so, you could be a great fit for this growing field.

Pharm Techs support Pharmacists by performing tasks such as taking orders, measuring medication, and organizing stock, depending where they work—which can be anywhere from the corner drugstore to a hospital to a mail-order prescription business. And not only will the need for them increase in coming years, according to the Bureau of Labor Statistics, their role will likely broaden to include more patient care.

On completion of our newly-expanded course, including both hands-on exercises simulating real-life pharmacy situations and 40 clinical externship hours and covering everything from prescription basics to pharmacy law, you'll be eligible to take the Pharmacy Technician Certification Board Exam, which is given at the end of the program.

Fee: \$1,449

Accelerated Pharmacy Technician Exam Prep

Michael Lukac, CPhT

Fast-track your way to certification!

Preparing to take your certification exam, and already a Pharm Tech who's a graduate of a PTCB-recognized training program or has a minimum 500 hours experience? In just five days, our accelerated program will prepare you to sit for the nationally recognized Pharmacy Technician Certification Board Exam.

Fee: \$349

PHYSICAL THERAPY AIDE

Did you know?

New Jersey has the second highest concentration of PT Aide jobs in the country!

Physical Therapy Aide Certificate

Christine Bevacqua, PT

Demand for Physical Therapy Aides is projected to grow 26 percent from 2018 to 2028, much faster than the average occupation. And you don't need any college to become one.

Physical Therapy Aides prepare treatment areas, transport patients to and from them, and often work the front desk at the hospitals, nursing homes, and rehab centers—an entry-level **job that 86% say allows them to make a positive difference in others' lives.** What's more, many go on to advance up the career ladder to slots such as a physical therapy assistant and an occupational therapist.

Fee: \$425

VETERINARY ASSISTANT



Veterinary Assistant Program

Program Director: Janet McConnell, CVT **Instructors:** Daniella Kenmure, CVT, Victoria Vierschilling, CVT

Always want to work with animals? You could hardly get your dream career off to a better start than with our highly respected program.

It's no accident that local employers line up to hire Brookdale's Veterinary Assistants. Successful completers of this newly expanded program, which is approved through the National Association of Veterinary Technicians in America (NAVTA) and run in collaboration with Red Bank Veterinary Hospital, are superbly trained in everything from behavior restraint to emergency response to laboratory procedures. And it's not just locally that their prospects are excellent. By 2028, the national demand for Vet Assistants' services is expected to grow by 19%!

On successful completion, students are qualified to sit for the National Approved Veterinary Assistant Exam.

Fee: \$2,999

Students who achieve the AVA credential are eligible for two college credits toward the AVMA-accredited Veterinary Technician Program at Bergen County College in Paramus, NJ or five credits toward the AVMA-credited online Veterinary Technology Program at Cedar Valley College.

NURSING EDUCATION

Refresher Course for RNs/LPNs with "Simulation Anne"

Coordinators: Mary Leahaf, MSN RN and Jean Hirst, RN

For RNs or LPNs who've been out of practice for less than 20 years, it's not just a brush-up but a bridge back into the job market.

Including both classroom review of the latest diagnostic, surgical and medical interventions and treatments, and a clinical rotation with an RN preceptor covering areas from bedside care to computerized patient records, with little time our two-month course is all you need to get back up to speed.

Fee: \$1,999

Current NJ license (RNs and LPNs) or inactive RNs and LPNs with approval from the NJ Board of Nursing Director at 973-504-6430 or

www.state.nj.us/lps/ca/medical/nursing.htm click on "reinstatement RN/LPN packet"

RADIOLOGIC TECHNOLOGY CONTINUING EDUCATION

Computer Tomography Program (CT Scan)

Advanced Level Certificate Program

Coordinators: Terry Konn, PhD, RT, CHE

Already a Registered Radiologist? This post-grad, advanced-level program could boost both your career and your paycheck!

This post-graduate advanced level specialty education program that results in a Technical Certificate. Over a semester of classes that meet just one evening a week, consisting of lecture and clinical hours, you'll be trained in areas from cross-sectional anatomy to procedure protocols to pathology. You will be prepared to produce diagnostic CT images by operating computed tomography equipment safely and competently. This certification will increase both your employment opportunities and your earning potential. In 2020 the median annual salary for a CT Scan tech was \$77,163—\$17,000 more earned by Registered Radiologists without the additional certification!

Fee: \$2,199

Scanning Refresher

Pat Walker, BA, ARDMS, RVT

Limited to just six Brookdale Sonography students or recent grads, this helpful course allows you to polish your clinical skills—at your own pace!

Whether you just want to get in some extra practice, looking to work on a specific technique or two, or preparing for a job interview, our refresher course gives you the lab time and one-on-one instructor support to do it.

Non-Brookdale students will require documentation of ultrasound program completion prior to class start.

Fee: \$285

Digital Mammography Advanced Level Certificate Program

Coordinator: Kathleen Taggart, BS RT (R)

In this single-semester post-graduate advanced level course, which meets just one evening a week and includes clinical hours arranged at local hospital facilities, you'll perform a minimum of 100 examinations under the direct supervision of an ARRT-registered radiologist. Designed to prepare you to operate low-radiation mammography equipment safely and competently, the program covers areas from breast anatomy and pathology to patient care and positioning to image processing and retrieval, and results, on completion, in a technical certificate—a credential it may be well worth your while to acquire: The median 2020 pay of a Mammography Technologist in New Jersey was a more than decent \$80,000.

Fee: \$1,795

HEALTHCARE PREREQUISITES

PREREQUISITES	NOTES
<i>Certified Home Health Aide</i>	
<ul style="list-style-type: none"> - Clear Criminal Background Check - High school diploma or GED - Physical exam, documentation of immunizations, 2-step PPD, hepatitis B series, & Flu vaccine 	<ul style="list-style-type: none"> - Uniform required - Clinical held at area nursing homes
<i>Certified Nurse Aide</i>	
<ul style="list-style-type: none"> - Clear Criminal Background Check - High school diploma or GED - Physical exam, documentation of immunizations, 2-step PPD, hepatitis B series, & Flu vaccine 	<ul style="list-style-type: none"> - Uniform required - Clinical held at area nursing homes
<i>Computer Tomography Program (CT Scan)</i>	
<ul style="list-style-type: none"> - Clear Criminal Background Check - Malpractice insurance face sheet - Physical exam, documentation of immunizations, 2-step PPD, hepatitis B series, & Flu vaccine - Healthcare Provider CPR 	<ul style="list-style-type: none"> - Current NJ Diagnostic Radiologic Technologist License required - Registered Radiologic Technologist (ARRT). Must show license and registration at first class. In order to sit for the certification exam, you must be registered for one year - Clinical assignments are individually scheduled at area hospitals. - In order to sit for the certification exam, you must be registered for one year
<i>Dental Assistant</i>	
<ul style="list-style-type: none"> - High school diploma or GED 	<ul style="list-style-type: none"> - Lab: Shrewsbury Pediatric Dentistry
<i>Dental Radiologic Technology</i>	
<ul style="list-style-type: none"> - High school diploma or GED - NJ requires that students must attest, in writing, to their good moral character - Dental Assistant Program or equivalent experience 	<ul style="list-style-type: none"> - Lab: Shrewsbury Pediatric Dentistry
<i>Diagnostic Medical Sonography</i>	
<ul style="list-style-type: none"> - Clear Criminal Background Check - Malpractice insurance face sheet - Drug screening - Physical exam, documentation of immunizations, 2-step PPD, hepatitis B series, & Flu vaccine - Healthcare Provider CPR 	<ul style="list-style-type: none"> - Uniform required - Clinical assignments are individually scheduled at hospitals or outpatient facilities.
<i>Digital Mammography</i>	
<ul style="list-style-type: none"> - Clear Criminal Background Check - Malpractice insurance face sheet - Physical exam, documentation of immunizations, 2-step PPD, hepatitis B series, & Flu vaccine - Healthcare Provider CPR 	<ul style="list-style-type: none"> - Current NJ Diagnostic Radiologic Technologist License required - Registered Radiologic Technologist (ARRT); must show license and registration at first class - Clinical assignments are individually scheduled at area hospitals - In order to sit for the certification exam, you must be registered for one year

HEALTHCARE PREREQUISITES

PREREQUISITES	NOTES
<i>EKG</i>	
<ul style="list-style-type: none"> - High school diploma or GED - Healthcare background recommended 	<ul style="list-style-type: none"> - EKG Caliper required
<i>Medical Assistant Certification</i>	
<ul style="list-style-type: none"> - Clear Criminal Background Check - High school diploma or GED - Malpractice insurance face sheet - Drug screening - Physical exam, documentation of immunizations, 2-step PPD, hepatitis B series, & Flu vaccine 	<ul style="list-style-type: none"> - Uniform required - Clinical assignments are individually scheduled at area Healthcare provider offices
<i>Patient Care Technician</i>	
<ul style="list-style-type: none"> - Clear Criminal Background Check - High school diploma or GED - Malpractice insurance face sheet - Drug screening - Physical exam, documentation of immunizations, 2-step PPD, hepatitis B series, & Flu vaccine 	<ul style="list-style-type: none"> - Uniform required - Clinical held at area hospitals
<i>Pharmacy Technician</i>	
<ul style="list-style-type: none"> - Clear Criminal Background Check - High school diploma or GED 	<ul style="list-style-type: none"> - Clinical assignments are individually scheduled
<i>Physical Therapy Aide</i>	
<ul style="list-style-type: none"> - High school diploma or GED 	
<i>RN Refresher</i>	
<ul style="list-style-type: none"> - Clear Criminal Background Check - Malpractice insurance face sheet - Drug screening - Physical exam, documentation of immunizations, 2-step PPD, hepatitis B series, & Flu vaccine 	<ul style="list-style-type: none"> - Uniform required - Current NJ RN/LPNs License or an inactive RN/LPNs need an approval letter from the NJ Board of Nursing - Clinical held at area hospitals
<i>Vet Assistant</i>	
<ul style="list-style-type: none"> - Clear Criminal Background Check - High school diploma or GED - Drug screening - Physical required including tetanus shot and immunization titers - Admitted students must have health insurance 	<ul style="list-style-type: none"> - Uniform required - Class & clinical held at Red Bank Veterinary Hospital

100% attendance required for all healthcare programs; an additional fee will be charged to students for class/clinical make-up hours.

Textbooks/supplies required. Visit:

<https://www.brookdalecc.edu/continuinged/healthcare/hc-textbooks/> for more information.

Prerequisite process must start immediately upon receiving documentation from Rosa Ferraro, CPS Associate- Student Services (Healthcare).

A \$100 administrative fee will be assessed to students who are administratively withdrawn from a class because prerequisite/background check has not been started by the specific deadline.

Students must be 18 years of age or older to enroll in Healthcare programs.

Additional fees may apply for specific prerequisites such as: criminal background checks, drug screening, and copy of malpractice insurance face sheet.

BUSINESS & PROFESSIONAL TRAINING

Facility Management Professional®(FMP)

Kevin Phoenix, CFM, FMP, IFMA Qualified Instructor

The must-have credential for current and aspiring facility management pros.

Facility managers make sure that everything and everyone in a building or property---from an apartment complex to an airport—functions well and productively. On average, the International Facility Management Association (IFMA) credential leads to a \$6K pay increase the first year and, within six, a 15:1 return on your investment!

Fee: \$2,449

Sustainability Facility Professional-SFP®

Dennis James Kowal, AIA, LEED AP, FMP®, SFP

Are you a facility pro, building owner or safety engineer seeking to operate a facility more efficiently and responsibly? Or are you looking to comply with the Federal Buildings Personnel Training Act?

This certification program of the internationally-recognized Facility Management Professional Association (IFMA) helps you create, manage, and operate a sustainable facility by increasing your knowledge in three areas, strategy and alignment, management, and operations. Better still, it instantly boosts your professional standing!

Fee: \$2,059

Project Management Certificate

Jerry Russell, PMP

If you're a leader who never loses sight of the big goals, this could be the first step toward a satisfying career with substantial rewards.

Project managers oversee projects from start to a successful finish, and yes, they're well-paid for their efforts, **commanding a median \$70,530 annual salary.**

Based on the principles of the Project Management Institute's (PMI) Project Management Body of Knowledge (available for purchase in the college bookstore), satisfies one of the prerequisites for the Project Management Professional (PMP) certification, ranked by CIO Magazine as the leading project manager credential. Because it tells employers worldwide you have the world-class skills and experience they seek, the PMP allows you to work in any industry and location—no doubt the reason PMPs report earning up to 25% more than non-certified counterparts!

Fee: \$1,459

Certified Administrative Professional with Microsoft Office Specialist 2019 *(online self-paced)*

Looking to get a competitive edge in your career search or current job? This double certification could be the key! After learning the fundamentals of workplace administration from communication to human resources, you'll be trained in the Microsoft Office 2019 Suite--Word, Excel, PowerPoint, Outlook, and Access. Upon course completion you may sit for the Certified Administrative Professional (CAP) and Microsoft Office Specialist (MOS) exams, which, together, demonstrate that you can effectively perform administrative assistant duties in any industry.

Fee: \$3,595 (vouchers included) Visit <https://careertraining.ed2go.com/brookdalecc/training-programs/certified-administrative-professional-microsoft-office-specialist-2019-vouchers-included> for more information and to register.

Supply Chain Management Principles

Stuart Rosenberg, Instructor

This one class could lay the groundwork for lifelong success!

Supply chain manager's jobs have lots of moving parts and can be involved in everything from sourcing raw materials, to overseeing production, to dealing with the vendors who sell products. And yes, they're well-compensated for their efforts, with a median annual salary of \$74,590.

Our program teaches you the basics of the field and the various kinds of careers and certifications it can lead to. On completion, students receive the Supply Chain Management Principles Certification from the Center for Supply Chain Education (CSCE), a credential that helps prepare you for more advanced certifications and boosts your credibility in **areas from customer service to transportation**. In fact, one of the biggest pluses supply chain management offers is that its skills translate to jobs such as purchasing agent and operations manager.

Fee: \$879

New Course! Lean Six Sigma

Stuart Rosenberg, Instructor

Whether you're a small business owner or corporate manager looking to run a tighter ship, you'll be inspired to creative new solutions by the strategies that made—and have kept—Toyota great.

This course is based on the principles of LEAN, a system focused on the relentless elimination of waste developed just after World War 2 and practiced by Toyota since 1960. Included in the training is hands-on simulations and

exercises which teach lessons that could hardly be more timely for anyone seeking to boost quality, efficiency, employee satisfaction, customer confidence, and financial performance.

Fee: \$549

New Course! Foundations of Selling

Sue Tidswell, Founder & CEO of PPLUMM

No matter what you sell, from automobiles to insurance, you'll boost your productivity and profits with this course that's been adopted by many Fortune 500 companies to increase their sales revenue.

As business practices evolve, and more and more buying is done remotely, the skills involved in effective selling have also changed, sometimes in surprising ways. In our five-session course, you'll learn the invaluable secrets of everything from cold calling (and how to ensure you'll never have to do it again!) to creative negotiation to closing the sale.

Fee: \$709

Have a *group* you'd like to make sales superstars?

This program can be customized to fit your specific company or industry.

**For more information please contact
Susan Pagano at 732-224-2685 or spagano@brookdalecc.edu**

Whether your goal is to snag a great new job or to hone a specific work skill, we've got the online class that'll help you succeed.

12 Steps to a Successful Job Search (*online self-paced*)

Taught by noted career advisor Todd Bermont, this fast-paced program helps you identify the job that's best for your needs, then offers step-by-step strategies—including the verbal and all-important *nonverbal* ways to ace any interview—for *landing* that job, regardless of your level of expertise or the state of the economy.

Fee: \$115. Visit: <https://www.ed2go.com/brookdalecc/online-courses/12-steps-to-successful-job-search> for more information and to register.

Achieving Success with Difficult People (*online self-paced*)

It's not just at work they can get in your way. Learn the surprising—and surprisingly easy—secrets that can improve your relationships with everyone from the boss to your in-laws.

Fee: \$115. Visit: <https://www.ed2go.com/brookdalecc/online-courses/achieving-success-with-difficult-people> for more information and to register.

Leadership (*online self-paced*)

Think it can't be learned? Think again! Whatever your position or goals, our course will show you how to use the secrets of great leaders to achieve success in every aspect of your life!

Fee: \$115. Visit: <https://www.ed2go.com/brookdalecc/online-courses/leadership/> for more information and to register.

Effective Business Writing (*online self-paced*)

No matter what you do for a living, if it involves written communication, you need this all-important skill. (Hint: It's all about drawing your readers in and *keeping* them reading.)

Fee: \$115. Visit: <https://www.ed2go.com/brookdalecc/online-courses/effective-business-writing> for more information and to register.

Grammar Refresher (*online self-paced*)

A review of the small but essential points that can make a *big* difference when it comes to getting your message across.

Fee: \$115. Visit: <https://www.ed2go.com/brookdalecc/online-courses/grammar-refresher/> for more information and to register.

Grammar Refresher II (*online self-paced*)

Refine your language skills even further with this class designed to take you to the grammatical next level.

Fee: \$115. Visit: <https://www.ed2go.com/brookdalecc/online-courses/grammar-refresher-2/> for more information and to register.

Keys to Effective Communication (*online self-paced*)

A revealing look at the can't-miss ways to ensure your words—spoken or written—say what you want them to, building rapport while fostering trust, warmth and respect.:

Fee: \$115. Visit: <https://www.ed2go.com/brookdalecc/online-courses/keys-effective-communication-self-paced> for more information and to register.

Speed Spanish Series (*online self-paced*)

In no time at all, you'll be able to go into any Spanish-speaking situation and converse. ¡Qué Bueno!

Speed Spanish I: Designed for anyone who wants to learn the language pronto, this first installment gives you six easy recipes for gluing words together to form sentences.

Speed Spanish II: Love the idea of sounding so fluent you could (well, almost) pass for a native speaker? Take your pronunciation, conversation, and comfort to the next level with our Speed Spanish II. We dare you not to see a dramatic improvement from the very first lesson!

Speed Spanish III: In this final installment in our unique three-part series, you'll discover still more templates for sentence creation as well as the surprisingly simple ways to use them. Put together even the most complex sentences so spontaneously that you'll never again be at a loss for words!

Fee: \$299. Visit: <https://www.ed2go.com/brookdalecc/online-courses/learn-spanish-online/> for more information and to register.

Writing Essentials (*online self-paced*)

Hoping to get a better job, write for a blog, or publish a short story? ESL student looking to express yourself more clearly in writing? Our well-rounded course gives you the tools to do it.

Fee: \$115. Visit: <https://www.ed2go.com/brookdalecc/online-courses/writing-essentials/> for more information and to register.

Business Coaching Certificate (*online self-paced*)

Happy workers are fully 12% more effective on the job, according to research. And our online course teaches the (sometimes surprising) leadership and mentoring skills that increase employee satisfaction—and productivity!

Fee: \$395. Visit: <http://www.yougotclass.org/certificate/index.cfm/Brookdalecc/Business-Coaching-Certificate> for more information and to register.

Certificate in Data Analysis (*online self-paced*)

While most companies are rich in data, few have employees able to sort through it to see trends and make predictions. Add a valuable new asset to your portfolio and boost your organization's success with this course that teaches one of today's most sought-after skills.

Fee: \$495. Visit: <http://www.yougotclass.org/certificate/index.cfm/Brookdalecc/Certificate-in-Data-Analysis> for more information and to register.

UNIFORM CONSTRUCTION CODE TRAINING

For as long as there's public interest in safety, there will be a demand for the pros who make sure every aspect of a building is up to code, according to the Bureau of Labor Statistics, which also predicts that the best job opportunities will go to those certified to perform a variety of inspections.

Visit: <https://www.brookdalecc.edu/continuinged/careerdevelopment/construction-ucc/> for a regional schedule of Uniform Construction Code classes.

Building Inspector, RCS

Charles Lasky, Instructor

Covers a review and instruction of field inspection, structural design and analysis, material standards, and inspection techniques pursuant to the Uniform Construction Code.

Fee: \$966

Building Inspector, ICS

Charles Lasky, Instructor

Covers a review and instruction of technology, structural systems, fire protection systems and mechanical systems, together with field inspection techniques pursuant to the Uniform Construction Code.

Fee: \$829

Building Inspector, HHS

Charles Lasky, Instructor

Covers the instruction of advanced structural systems, advanced fire protection systems, and advanced mechanical systems.

Fee: \$669

Construction Official

Russell Mickle, Instructor

Covers administration, legal aspects of code enforcement, and related legislation and subcodes regarding construction code administration. Also includes on-site inspections and administration of paperwork.

Fee: \$509

Electrical Inspector, ICS

Kenneth Verbos, Instructor

Covers a review and instruction of systems design and field inspection pursuant to the Uniform Construction Code.

Fee: \$669

Electrical Inspector, HHS

Kenneth Verbos, Instructor

Includes systems design and field inspection pursuant to the Uniform Construction Code.

Fee: \$509

Plumbing Inspector, ICS

William Schmidt, Instructor

Covers systems design, inspection methods and public health requirements pursuant to the Uniform Construction Code.

Fee: \$1,299

Plumbing Inspector, HHS

William Schmidt, Instructor

Advanced plumbing system design.

Fee: \$669

Subcode Official

Russell Mickle, Instructor

Covers administration, legal aspects of Code Enforcement, and related legislation; plan review, sign off on job, and issuance of Certificate of Occupancy.

Fee: \$509

Technical Assistant

Valerie Waricka, Instructor

This administrative seminar is designed for all building department personnel who are looking to receive their State Certification as a Technical Assistant to the Construction Official. All participants will benefit by learning the construction fundamentals of the Uniform Construction Code. Various topics are discussed in detail and explained. Participants will have a much clearer and concise idea of the administrative process for each topic reviewed which is the basis for all construction departments. References to the Uniform Construction Code will be interjected as required.

Fee: \$509

CONSTRUCTION & TRADES

Construction Basics

At a mean annual \$56,750, New Jersey construction workers are the third most highly-paid in the nation. Our comprehensive course gives you the skills to get in on the action.

On completion of this hands-on class covering areas from building materials to power tools and floor systems to roof framing, students receive a Brookdale Program Certificate.

Fee: \$1,995

Introduction to Construction Cost Estimating for Buildings

Perry Scaranni, Instructor

Whether you're looking to break into this well-paid field (mean annual salary as of 2018: \$64,040), or just want to get better at preparing bids on your own jobs or projects, this beginner's course gets you off to a great start.

You'll be laying the foundational skills vital to calculating future work costs competently and confidently, as you cover high points from making a thorough estimate to various bidding procedures to the different types of industry bids.

Fee: \$459

HVAC/R Certified Technician (*online self-paced*)

If you have one to two years of experience as a heating, cooling, or refrigeration technician, this course will get you ready for the next step—the HVAC Excellence or NATE certification, an advanced credential associated with greater opportunities and earning potential. Through in-depth class material and hands-on simulations, you'll strengthen your understanding of HVAC/R service maintenance, cover subjects from sustainable technology to customer service, and, by course completion, be prepared to sit for the NATE Core and Specialty exams, the HVAC Excellence Core and Professional Technician Exams, and the EPA 608 certification exam. You will also receive a voucher package to take to the VAC Excellence exam; proctor fees, which are not included, may apply.

Fee: \$2895 (voucher included) Visit: <https://careertraining.ed2go.com/brookdalecc/training-programs/hvacr-technician/> for more information and to register.

Commercial Driver's License (CDL) Training

No need for a lot of education or any previous experience to get rolling on a career that offers good pay, plenty of opportunity, and maximum flexibility and independence.

With almost two million jobs nationwide, the market for CDL drivers is alive and thriving, and our Brookdale Community College Truck Driver Training Course, provided by the 160 Driving Academy, gets you up to speed in just four weeks. On successful completion, you'll take the New Jersey MVC-administered Class A test, receive a Commercial Driver's License (CDL) from New Jersey or your resident state, and—best of all—receive placement help from Brookdale staffers, who will work with our numerous trucking partners to ensure you find employment ASAP. Average entry-level salary for U.S. truckers in 2020, according to indeed.com: \$50,000

Ask us about financing options for CDL with zero down payments and affordable payment plan based on credit approval. Cosigners are also welcomed as well.

For more information contact

Tiname Bond at 732-837-8812 or tbond@160drivingacademy.com

ASE Technician Test Preparation 2.0 (TTP2)

Since 1972, ASE, short for the National Institute for Automotive Service Excellence, has been ensuring the quality of vehicle repair and service by testing and certifying industry pros. And now, with our tutorials covering the necessary components of each area, you can prepare for certification success at your own pace. Over 30 exam titles to choose from, all with 12-month access.

Fee: \$29.95 each. Visit: ed2go.com/brookdalecc/ for more information and to register.

Robotics Technician

An increasing number of companies are turning to robotics as a means for increased production. Robots have an impressive range of applications, from “pick and place” for packaging, to welding, painting, or inspecting parts immediately after a process. However, robots are not foolproof; they require effective preventive maintenance to ensure they operate at full capacity. If a robot malfunctions, an experienced maintenance professional must know how to troubleshoot the exact cause.

This Robotics Technician course provides an intensive overview of skills necessary for the robotics industry. You will learn math, safety, quality, electrical systems, automation, mechanical systems, fluid systems, and rigging to be on your way to a successful career as a robotics technician.

Fee: \$1695. Visit: <https://careertraining.ed2go.com/brookdalecc/training-programs/robotics-technician> for more information and to register.

Mechatronics

Mechatronics integrates electrical, mechanical, and computer engineering and opens the door to a host of career paths. Mechatronics specialists work with robots in pick-and-place operations, control systems for bottling or packaging of food and drink products, drones, designing control systems for rides in amusement parks and prototype development.

The Mechatronics course provides an intensive overview of skills necessary for the mechatronics industry. You will learn math, inspection, safety, quality, electrical systems, automation, mechanical systems, fluid systems, rigging, and welding in mechatronics.

Fee: \$1995. Visit: <https://careertraining.ed2go.com/brookdalecc/training-programs/mechatronics> for more information and to register.

Welder Technician

Do you like to work with your hands? Are you looking for a career where you can do what you love and make good money? This online Welder Technician course is an accelerated training package that will provide you the required knowledge and skills you need for success as a welder.

The course provides an intensive overview of the skills necessary for a welder technician to perform the job, including lessons in math, inspection, safety, materials, quality, metal cutting, grinding, forming, robotics, rigging, and welding.

Fee: \$1995. Visit: <https://careertraining.ed2go.com/brookdalecc/training-programs/welding-technician> for more information and to register.

CNC Machinist

Computers control much of the world today. The manufacturing industry is no exception, and you can make yourself an indispensable part of the future of

manufacturing by training to become a Computer Numerical Control (CNC) Machinist. This online CNC Machinist course will provide you with the knowledge and skills you need to prove competency and begin your career quickly.

The course provides an intensive overview of skills necessary to perform CNC machining, including work-holding, math, inspection, safety, metal cutting, materials, quality, and grinding.

Fee: \$1995. Visit: <https://careertraining.ed2go.com/brookdalecc/training-programs/cnc-machinist> for more information and to register.

Manual Machinist

Manufacturers are looking for highly skilled workers to create increasingly complex and important products. If you're looking for a stable career in a growing industry, becoming a manual machinist could be the best option for you. This online Manual Machinist course will provide you with the knowledge and skills you need to prove competency and begin your new career quickly. The Manual Machinist course provides an intensive overview of skills necessary to perform manual machining. You will learn work holding, math, inspection, safety, machining, materials, quality, grinding, and assembly to work as a Manual Machinist.

Fee: \$1695. Visit: <https://careertraining.ed2go.com/brookdalecc/training-programs/manual-machinist> for more information and to register.

INTERPRETING

Mandatory Prerequisite: Introduction to Interpreting

Do you speak Spanish or Portuguese? Explore career opportunities using your mastery of English and a second language. Discover everything you need to know about the Judicial and Medical Interpreting certificate program. Explore the three different modes of interpreting: consecutive interpreting, simultaneous interpreting, and sight translation. This class is a prerequisite to register for the program and includes the required testing of your second language abilities.

Fee: \$39

Judicial and Medical Interpreting Certificate - English/Spanish OR English/Portuguese

Beatriz Craney & Rejane Franco, Instructors

Fluent in both English and Spanish or Portuguese? Are you looking for a great career, no degree required? Look no further!

On successful completion of our comprehensive program, which covers all three types of Interpretation—simultaneous, consecutive, and sight translation—you'll have the skills, experience, and professional qualification to go right to work. And there's likely to be plenty of it for years to come. Thanks to globalization and increasing numbers of non-native speakers in the U.S., the demand for interpreters, who work in settings including courtrooms, hospitals, and private companies, is **expected to grow by a hefty by 2028, according to the BLS, which also predicts that the best opportunities will go to those with professional certifications!**

Fee: \$2189

MEDIA & MARKETING

Media Production for Business

Brandon Ascari, MFA

Isn't it time you learned the social media skills that can make your company a standout or you a standout job candidate?

Whether you own your own business or just want to get a leg up on the competition in your job search, this 15-hour course could be the best gift you'll give yourself all year. Tech-challenged? Have no fear: While practicing techniques from recording to sound mixing to lighting, you'll be building the confidence to create and sell your brand to the world!

Fee: \$469

Video Editing

Brandon Ascari, MFA

The brief class that can boost your social media productivity, creativity, and income!

Our hands-on course gives you a strong foundation in Adobe Premiere Pro, the desktop tool favored by professional video editors. As you work on assigned projects in class and on your own, you'll learn techniques from the cut tool to keyframing that will allow you to turn raw footage into an amazing product, and not just for yourself. As the market for video content in marketing grows, more and more amateurs are going pro or turning their skills into a profitable sideline by selling their services.

Fee: \$469

Achieving Top Search Engine Positions *(online self-paced)*

Studies show more than half of a website's traffic and 40 percent of its revenue comes from search engines, and that users rarely read beyond the first five results. The best way to increase a website's traffic is to improve its search engine ranking by understanding the art and science of search engine optimization (SEO). Why wait? Discover, in this self-paced program, the step-by-step strategies that can boost your site's visibility and profits starting today?

Fee: \$115. Visit: <https://www.ed2go.com/brookdalecc/online-courses/achieving-top-search-engine-positions> for more information and to register.

Digital Marketing Suite *(online self-paced)*

Sure, you know building an online identity is crucial today to selling your product or service. And in our practical, hands-on course, you'll discover the proven methods, from email marketing to search engine optimization (SEO), of strengthening your Web presence and keeping visitors coming back for more—and more!

Fee: \$299. Visit: <https://www.ed2go.com/brookdalecc/online-courses/digital-marketing-courses> for more information and to register.

Advertising & Outreach Specialist *(online self-paced)*

It's not all DIY in today's digital marketing arena; most companies, even the smallest, employ some form of professional advertising, print as well as digital, to boost product awareness. By teaching you to use pro tricks such as market research, consumer motive analysis, and project management to create advertising that *works*, our class ensures you'll get the message across!

Fee: \$1295. Visit: <https://careertraining.ed2go.com/brookdalecc/training-programs/advertising-outreach-specialist> for more information and to register.

Instagram for Business *(online self-paced)*

With **over 100 billion monthly active users worldwide**, Instagram is a marketing dynamo, and in this enlightening program, you'll learn to harness its energy to build your brand. Master techniques from finding the best hashtags to making and keeping followers happy to maximizing your mileage with minimal input in this course that'll put you on the fast track for success!

Fee: \$195. Visit: <http://www.yougotclass.org/course/index.cfm/Brookdalecc/Instagram-for-Business> for more information and to register.

Managing Social Media Platforms Certificate *(online self-paced)*

Finally! Get a handle in Twitter, LinkedIn and Facebook and their distinct uses, as well as practical tips for seamlessly integrating each into your communications and/or marketing strategy. Highly recommended for entrepreneurs, job hunters, and anyone else seeking to boost their social media smarts.

Fee: \$495. Visit: <http://www.yougotclass.org/certificate/index.cfm/Brookdalecc/Social-Media-for-Business-Certificate> for more information and to register.

Digital Marketing Strategist (*online self-paced*)

With more shopping than ever done online, it's no wonder digital marketing is one of today's hottest job categories. Like to get in on the action? In our comprehensive program, you'll learn, step by step, to take advantage of tools from direct marketing to Google AdWords, to integrate digital, social, and content marketing verticals to build a complete successful campaign and in the bargain, set yourself up for career success: **According to the Bureau of Labor Statistics, in 2019 the mean annual wage for a Digital Marketing Specialist in New Jersey—the top-paying state for the profession,—was a hefty \$91K!**

Fee: \$3,595. Visit: <https://careertraining.ed2go.com/brookdalecc/training-programs/digital-marketing-strategist> for more information and to register.

OMCP® Social and Mobile Marketing Professional (*online self-paced*)

Our OMCP® (Online Marketing Certified Professional) program, which allows you to interact with faculty and other students in live online forums, focuses on one popular option: social media and mobile marketing. As you discover the various media outlets available to you, when to use each, and the overall best ways to reach people on the move, you'll also be preparing to sit for the OMCP® exam. And yes, certification could well be worth your while: **Certified pros make, on average, 16-26% more than non-certified peers!**

Fee: \$1995 (voucher included). Visit: <https://careertraining.ed2go.com/brookdalecc/training-programs/omcp-social-mobile-marketing-voucher> for more information and to register.

HORTICULTURE

Fundamentals of Horticulture Certificate

Molly Gearty, CH (Certified Horticulturist)

Whether you're preparing for an entry-level job at a garden center or just want to learn more about the plants in your own backyard, this course lays the groundwork.

As you explore horticulture basics such as plant identification and development, soil science, and organic growing and farming, and learn about various industry career options including horticulture therapy and landscape design, you'll also be gaining hands-on experience in Brookdale's greenhouse. Certificate awarded with 80% attendance and 75% passing score on optional mid-term and final assessments based on course content.

Fee: \$844

Garden Design Certificate

Molly Gearty, CH (Certified Horticulturist)

Get the tools needed to pursue a career in garden design, start your own consulting business, or make your own garden a showplace.

For serious gardeners, this popular program isn't just pure pleasure. While delving into topics from evaluating a property to developing a color palette and pricing out jobs, our twelve-week course gives you the skills to beautify your backyard or turn that passion for plants into a profession. You'll also have the opportunity to complete and receive professional guidance on two designs—the first based on a group visit to evaluate a private garden and interview the homeowner, and the second a project of your own choice.

Fee: \$844

Recommended for beginning gardeners: Prior completion of the Fundamentals of Horticulture Certificate course.

Beyond Fundamentals of Horticulture

Molly Gearty, CH (Certified Horticulturist)

Ready to Dig even Deeper?

This advanced class—for which prior completion of Fundamentals of Horticulture course is recommended--expands your understanding of subjects such as plant pathology, hands-on grafting, and floral design, and includes a field trip, date and time to be determined. Certificate awarded with 80% attendance and 75% passing scores on optional mid-term and final assessments.

Fee: \$844

Recommended: Prior completion of the Fundamentals of Horticulture Certificate course.

NONPROFIT MANAGEMENT

Introduction to Grant Writing--Transforming Vision into Reality

Mary Eileen Fouratt, program associate, New Jersey State Council on the Arts

If you have an idea for doing something wonderful for a worthy cause but lack the required resources, start here.

In just two three-hour sessions, you'll discover the best government and private sources of funding and how to approach them. Discover the basics of writing each part of your proposal, the easy ways to make potential funders want to get behind you as well as some surprising pitfalls to avoid—and go a *long* way toward making that big dream come true.

Fee: \$131

Nonprofit Management Certificate

The six-step credential that helps you create and maintain a healthy, vibrant organization.

Taught by leading practitioners, our Nonprofit Management Certificate Program gives you a solid understanding of how nonprofits operate as well as the most serious problems they face and most productive ways to overcome them. Learn while networking and exchanging ideas in an interactive environment.

NOTE: You must complete all six courses below to receive the Nonprofit Management Certificate. It's recommended to start with Fundamentals.

Fundamentals of Nonprofit Management

Jennifer Anderson, Work Play Give – Philanthropic Solutions

In nonprofits same as any other endeavor, laying a solid foundation is key.

Fee: \$159

Strategic Planning for Nonprofits

Margean Gladysz, owner and principal consultant, MAG NET II

Explore the ways it differs from for-profit strategizing, and how the plan you map out now will guide everything from your organization's structure to its day-to-day operations.

Fee: \$159

Board Development for Nonprofits

Margean Gladysz, owner and principal consultant, MAG NET II

The best techniques for recruiting members and making the most of their individual strengths are just two of the vital areas covered in this eye-opening class.

Fee: \$159

Recruiting, Retaining, and Managing Volunteers

Margean Gladysz, owner and principal consultant, MAG NET II

A non-profit is only as strong as its volunteer program, of course, and here, you'll uncover the essential skills required to grow one and keep it thriving.

Fee: \$159

Financial Management for Nonprofits

Robert C. Fouratt, CPA, managing partner, The Curchin Group, LLC

Even the fiscally savvy will pick up a vital tip or two in this helpful overview covering everything from budget prep to IRS reporting.

Fee: \$159

Fundraising and Marketing for Nonprofits

Jennifer Anderson, Work Play Give – Philanthropic Solutions

Find out how to *successfully* pitch your mission and enlist support in today's competitive market.

Fee: \$159

REAL ESTATE

Real Estate Principles and Practices

Cynthia Guariglia, GRI, Broker Associate, Licensed New Jersey Real Estate Instructor
Aileen Minchello, Licensed New Jersey Real Estate Instructor

It's not just for pros!

Whether you're a real estate professional looking to increase your knowledge, contacts, and income, or just getting ready to sell or buy property, this informative program qualifies you to sit for the New Jersey Real Estate Salesperson licensing exam. Could be the smartest investment you'll ever make!

Fee: \$389

Introduction to Commercial Real Estate

Jim Black, Instructor

Ready for the next level? The median salary for a commercial realtor in New Jersey in 2020, according to indeed.com, was \$94,551.

Whether you're preparing to launch a career in commercial real estate or the owner or potential owner of commercial space yourself, our comprehensive course will give you a leg up on the competition. Covering topics including the marketing of office and industrial space, various types of commission splits, and complex cast of characters involved, it's an insider's look at a field where knowledge equals, yes, power—and profit! Approved by the NJ Real Estate Commission for three (CE) continuing education elective credits toward the 12 required annually to maintain a New Jersey Real Estate Salesperson license.

Fee: \$69

How to Market and Lease Commercial Space

Jim Black, Instructor

Though the BLS reports an average yearly income of around \$44,000 for all real estate agents, most sources indicate that specialists in commercial real estate make nearly double that, averaging a tidy \$85K!

Designed for real estate pros--both residential realtors thinking about getting into the commercial end of the biz and old hands looking to pick up some new tricks--our course gives you a step-by-step guide to success, from **defining your goals to crafting your marketing story to identifying your best prospects to sealing the deal**. Approved by the NJ Real Estate Commission for three (CE) continuing education elective credits toward the 12 required annually to maintain a New Jersey Real Estate Salesperson license.

Fee: \$69

HOSPITALITY

ServSafe Food Manager

Leroy Baldwin, Authorized Food Safety Training

This program gives you the training the State of New Jersey requires for food service personnel designated Persons in Charge in Risk Level 3 Food Establishments.

Awarded to students who pass the exam given at the end of class, the ServSafe Food Manager certification, accredited by the American National Standards Institute (ANSI) under the Conference for Food Protection Standards, verifies

that you have the food safety know-how to protect the public from foodborne illness.

Fee: \$269

ServSafe Food Handler

Leroy Baldwin, Authorized Food Safety Training

For food handlers in employee-level positions

On successful completion of our ANSI ASTM 2659-accredited Food Handler course and exam, students will receive the National Restaurant Association's ServSafe Food Handler Certificate, which verifies basic food safety knowledge.

Fee: \$119

TIPS (Training for Intervention Procedures)

Leroy Baldwin, Authorized Food Safety Training

Highly recommended for sellers and servers of alcohol, for whom the benefits range from improved job prospects to reduced exposure to lawsuits, as well as police departments. This proven-effective program gives you the knowledge and confidence to spot issues such as intoxication and underage drinking and intervene to prevent potential tragedies.

This class covers alcohol's effects on consumers, how to determine intoxication levels, and the most successful ways to deal with problems, and ends with a certification exam.

Fee: \$119

HUMAN RESOURCES

Human Resources Certificate

New to the field? Pro in need of a refresher? Small business owner looking to learn the ins and outs--and legal requirements—of HR? We've got you covered.

Though you can take as many or as few of the course below as you like, together, they provide a complete overview of HR practices, programs, and prerequisites—completion of all three is needed to attain the Human Resources Certificate, which prepares you for the HR Certification Institute's (HRCI®) Associate Professional in Human Resources™ credential. *

*HRCI® does not endorse any particular preparation program or offering.

HR Management Fundamentals

Joanne Plichta, SHRM-CP

While exploring the role HR professionals play within an organization, this class also zeroes in on career specialties such as recruitment, performance management, and legal compliance. Ideal for those with HR experience of two years or less.

Fee: \$254

Retention, Employee Engagement & Rewards/Recognition

Joanne Plichta, SHRM-CP

Yes, recognizing, rewarding, and retaining your best workers is an important part of the job. Here, you'll learn the most effective ways to do it.

Fee: \$254

Employment Legal Issues for HR Professionals

Joanne Plichta, SHRM-CP

From Federal and State labor laws to FMLA, COBRA and the like to payroll and retirement plans, there are a lot of the laws and legal issues related to HR, and our four-session class designed for pros just entering the field makes the complex simple.

Fee: \$254

Human Resources Professional with Payroll Practice and Management (*online self-paced*)

Virtually every organization has an HR department, and payroll is a vital extension of most of them. Our one-stop course, covering skills considered vital by the Human Resource Certification Institute (HCRI) and the Society for Human Resource Management (SHRM), gives you the tools to break into or build on a career that's always in demand! Plus, you will learn all the critical areas of payroll administration, as well as major components of the state labor code in your chosen location.

Fee: \$2,995. Visit: <https://careertraining.ed2go.com/brookdalecc/training-programs/human-resources-professional-payroll-practice-management> for more information and to register.

SOMETHING DIFFERENT

Fundamentals of Gemology Certificate

Hillary Spector, GG (Graduate Gemologist)

Looking for a professional path less traveled? Love jewelry?

In just a short amount of time, you'll study the formation, mining, identification, grading and pricing of pearls, colored gems, diamonds, and precious metals; get a global, political, economic overview of the industry; and explore the most effective routes to a career in gemology.

Certificate awarded with a 70% passing grade on written and laboratory assignments.

Fee: \$399

Certificate in Professional Investigation

Whether you're an amateur who's always wondered if you could be a Sam Spade or Nancy Drew, already in the business and in need of a skills update, or work in a related field where you could use more formal investigative training, we can help.

Taught by experienced P.I.s and held on weeknights to accommodate your busy schedule, our comprehensive certification program covers techniques from interviewing to report writing and investigations from criminal cases to insurance fraud. Students who successfully complete the course will be awarded a Brookdale Community College Certificate of Completion.

Fee: \$2629

ACCOUNTING

Tax Preparation Bootcamp for Beginners*

**Offered each January in preparation for each tax year*

Teszra Cody, Enrolled Agent

Boost your knowledge—and confidence!--in just three sessions.

As you complete hands-on exercises based on real-world situations related to Form 1040 and Schedules A, B, and C, you'll be mastering the vital core concepts of tax prep and ensuring you'll be *ready* to prepare individual returns when tax season rolls around. Ideal for students with 0-2 years' experience.

Fee: \$359

Enrolled Agent

Teszra Cody, Enrolled Agent

The three-step program that will expand your services—and earnings!

Our comprehensive course prepares you to sit for the Special Enrollment Examination (SEE exam) that's required to obtain your Enrolled Agent (EA) License, the highest credential you can earn in the industry. Not only does the EA increase your credibility and ensure you're in good standing with the IRS, it increases your income by allowing you to prepare more complicated returns.

Since the SEE exam is divided into three parts, the course is, too—so you can pass one at a time.

Part I: Individuals

From business deductions to property transactions to gift and estate tax prep, this section is all about individual returns.

Fee: \$549

Part II: Businesses

The figurative A-Z of business tax prep, touching on topics including partnerships, C & S corporations, financial records, trusts, and *more*.

Fee: \$699

Part III: Ethics

Everything you need to know to be an exemplary EA, from legal requirements to the rules of professional conduct, is covered in this final class.

Fee: \$279

Basic Bookkeeping and QuickBooks

Rose Pritchard, Instructor

Whether you're a job hunter looking to bulk up your resume or launching your own business, these super-practical skills can prove useful.

In this popular course, you'll find out how to analyze and record financial transactions, explore areas from accounts payable and receivable to sales taxes, and get a thorough introduction to QuickBooks, a simple yet highly effective accounting software package that's perfect for new and mid-size companies.

Fee: \$749

QuickBooks Certified User

Get the credential that boosts both your knowledge and marketability.

There are reasons QuickBooks is consistently one of the top-rated software packages for small businesses. And in this step-by-step, hands-on class, you'll master a wide range of the many things it can do, including setting up and tracking accounts payable and receivable, forecasting cash flow, and producing and monitoring profit and loss statements. You'll also be preparing for the QuickBooks Certified User Exam that *demonstrates* those vital skills to potential employers.

Fee: \$819

Add to your professional toolbox on your own time, without ever leaving home.

Accounting with Excel Suite (*online self-paced*)

While acquiring accounting skills, you'll be mastering Excel at the intermediate level to bring valuable time-saving functions to your new financial know-how.

Fee: \$395. Visit: <https://www.ed2go.com/brookdalecc/online-courses/accounting-microsoft-excel-2019-suite> for more information and to register.

Accounting Fundamentals I & II (*online self-paced*)

Accounting beginners will instantly boost their marketability with this course that teaches double-entry bookkeeping and financial reporting and explores corporate accounting.

Fee: \$199. Visit: <https://www.ed2go.com/brookdalecc/online-courses/accounting-basics/> for more information and to register.

Introduction to QuickBooks (*online self-paced*)

Like to *work* from home? Learning the cloud-based program used by many small businesses to record income and expenses, enter checks and credit card payments, and track payables, inventory and receivables—from anywhere-- could get you where you want to go!

Fee: \$115. Visit: <https://www.ed2go.com/brookdalecc/online-courses/quickbooks-online/> for more information and to register.

Certified Bookkeeper with Microsoft Excel 2019 (*online self-paced*)

Like CPAs in accounting, Certified Bookkeepers, seen as the elite of their profession, enjoy benefits from increased credibility to enhanced earning potential. Designed for pros with some experience under their belt, prepares you for both the highly regarded American Institute of Professional Bookkeepers (AIPB) certification and the Microsoft Office Specialist and Expert

certification for Microsoft Excel 2019, it packs a double career-boosting wallop!

Fee: \$2,495. Visit: <https://careertraining.ed2go.com/brookdalecc/training-programs/certified-bookkeeper-microsoft-excel-2019> for more information and to register.

Accounts Payable Manager Certification (*online self-paced*)

Whether you're new to AP or already in the business, this certification course will ramp up your skills and rev up your earning power. As you get ready for the Institute of Finance & Management's (IOFM) Accounts Payable Manager (APM) certification, the gold standard in the financial operations industry, you'll learn leadership, internal controls and oversight, and process improvement. With the world of financial operations evolving at the speed of technology, certified APMs are in demand. In fact, more than 25,000 of your peers have advanced their careers with IOFM certification. Whether you're new to AP or have been in AP for years, this Accounts Payable Manager course is designed for you.

Fee: \$1,295 (includes exam cost) Visit: <https://careertraining.ed2go.com/brookdalecc/training-programs/accounts-payable-manager-certification-exam-cost-included> for more info and to register.

COMPUTER BASICS

Newly Expanded! Getting Comfortable with Your Computer

Mary Ellen Connelly, Instructor

You know you've been meaning to get more tech savvy. So why not carpe diem while our course makes it easier than ever to do it.

No pressure! Designed for the novice user, especially seniors with limited or zero PC know-how, our easy-paced course introduces you to hardware and software basics, teaches you some Windows skills and simple ways to work with files and folders, and trains you to recognize and protect yourself from common computer, smartphone, and WiFi risks such as phishing and malware. BONUS: Grads tell us the class isn't just pain-free, it's fun!

Fee: \$199

Keyboarding (*online self-paced*)

Never quite get around to learning touch typing? Now's the time! As you master fingering technique, you'll also use the timed writing feature to continually improve your speed and accuracy.

Fee: \$99. Visit <https://www.ed2go.com/brookdalecc/online-courses/keyboarding> for more information and to register.

Computer Skills for the Workplace *(online self-paced)*

You *bet* it's tough to get hired today without knowing your way around a PC; **the Bureau of Labor Statistics has predicted that three quarters of jobs in 2020 will require computer literacy!** Not to worry, though, if your skills aren't up to snuff: Our course, which zeroes in on the most practical applications of office software, from emailing to creating a spreadsheet to editing a data base, gives you the technical proficiency to survive and prosper in today's fast-changing work world.

Fee: \$115. Visit: <https://www.ed2go.com/brookdalecc/online-courses/computer-skills-for-the-workplace/> for more information and to register.

Introduction to PC Troubleshooting *(online self-paced)*

Little-known fact: The vast majority of PC problems can be solved in minutes! And our eye-opening course teaches you to fix the most common and/or nastiest ones, as well as how to maintain and optimize a Windows PC to avoid problems in the first place.

Fee: \$115. Visit: <https://www.ed2go.com/brookdalecc/online-courses/pc-troubleshooting-introduction/> for more information and to register.

Word 2016 Level I

Valerie Oliva, Instructor

If a lack of Word skills has been limiting you on the job or in your job search, this class could be the gift to yourself that just keeps giving.

Learn to make, edit, format and proof documents; add tables, lists, and design elements; use shortcuts as Find and Replace and Format Painter to perform repetitive operations—and much *more* in this course that will quickly pay for itself in enhanced efficiency and employment opportunities.

Fee: \$179

EXCEL AND DATA ANALYSIS

The other essential Microsoft Office skill that will ensure you excel!

One study found that Excel software is now used by a whopping 81% of businesses worldwide!

Excel 2016 Level I

Fred Ambrose, Instructor

In our foundational course, you'll create, format, and worksheets and workbooks to track and analyze information.

Fee: \$179

Excel 2016 Level II

Fred Ambrose, Instructor

Learn to use PivotTables and PivotCharts to present data like a pro as you explore Excel's more sophisticated functions.

Fee: \$179

Excel Certification Prep

Fred Ambrose, Instructor

Workers with this valuable certification earn on average 12% more than non-certified counterparts, according to one survey. And our hands-on course, including regular practice exams that test your working knowledge of Excel 2016, provides you with the tools to get it. MOS Excel exam given on the last night of class.

Fee: \$999

MS Office 2016 Level I Certificate

Fred Ambrose, Instructor

Designed for both newbies and those looking to brush up their Microsoft, this hands-on Brookdale certificate program covers the basics of the latest versions of Word, Excel, and PowerPoint.

Fee: \$539

MICROSOFT OFFICE CERTIFICATE

Business Office Support Specialist with MOS Certification

Be the "BOSS" of your career and supercharge your earning power!

Lack of cutting-edge Microsoft Office skills putting you at a disadvantage in today's competitive job market? Our in-depth program, which covers Word, Excel, PowerPoint, and an introduction to the accounting software package QuickBooks, quickly gets you up to speed while giving you a portfolio of work to show employers. What's more, it includes the **Microsoft Office Specialist**

(MOS) certification, linked to 20% more productivity, enhanced promotion opportunities, and an average pay increase of 15%! Exam fee included.

Fee: \$4,000

LINCROFT SATURDAY SERIES

*No free weekday time to acquire today's most in-demand office skills?
We've got you!*

Word 2016 Level I

Valerie Oliva, Instructor

Learn everything you need to get started, from creating documents to using tools like Format Painter and Styles.

Fee: \$179

Excel 2016 Level I

Jerry Illanovsky, Instructor

In our foundational course, you'll create, format, and worksheets and workbooks to track and analyze information.

Fee: \$179

Excel 2016 Level II

Jerry Illanovsky, Instructor

Learn to use PivotTables and PivotCharts to present data like a pro as you explore Excel's more sophisticated functions.

Fee: \$179

PROGRAMMING

Introduction to Python

Jeffrey Spector, Instructor

Ranked 2020's most in-demand programming language by indeed.com, it's easy to learn yet flexible enough for everything from creating games to predicting the stock market!

In our hands-on exploration, you'll acquire the practical skills to use Python for a wide range of real-world applications.

Fee: \$709

Java Programmer (*online self-paced*)

Students have six months to complete this self-paced online program that teaches the syntax elements of **one of today's most popular programming languages**. Broaden your programming repertoire and/or acquire the skills needed for an entry-level job in Java programming as you learn to write useful Java classes and create Java programs that work with them.

Fee: \$995. Visit: <https://careertraining.ed2go.com/brookdalecc/training-programs/learn-java/> for more information and to register.

Oracle SQL and PL/SQL Developer (*online self-paced*)

Another self-paced online course, this one to prepare you, in six months or less, to use an Oracle database to master Structure Query Language (SQL), and employ Procedural Language for SQL (PL/SQL) to write sophisticated queries against an Oracle database. Whether you're looking to launch a career as an Oracle SQL Developer or just take on more responsibility in your current slot, this class will get you where you want to go.

Fee: \$995. Visit: <https://careertraining.ed2go.com/brookdalecc/training-programs/oracle-sql-training/> for more information and to register.

WEBSITE DEVELOPMENT

WordPress Level I

Jeffrey Spector, Instructor

No need to be a pro to get professional results with this powerful, reliable tool.

Learn the WordPress skills you need to develop your own blog or site, one with special features to fit the content of your message that you can leverage to attract more visitors.

Fee: \$199

Web Development and Design Certificate

Jeffrey Spector, Instructor

Our one-stop program takes you straight through from inception to success!

This complete guide to designing and developing websites uses hands-on exercises, real-life case histories, and video demonstrations to teach a well-rounded mix of coding (HTML5, CSS, JavaScript) and website promotion strategies (Web Design, e-commerce, search engine optimization).

Fee: \$589

CompTIA TRAINING

CompTIA Training is available in two, online formats: self-paced or live

CompTIA IT Fundamentals (*online self-paced*)

Need to broaden your knowledge of information technology in areas from software to cybersecurity and/or demonstrate your readiness for the digital workplace? By preparing you for the CompTIA IT Fundamentals certification exam, our course, designed for those considering a career in IT or working in an allied field, checks both those boxes! Also ideal as a stepping stone to more advanced certifications such as CompTIA A+, and, with specialized experience, CompTIA Network+ and CompTIA Security+.

Fee: \$895. <https://careertraining.ed2go.com/brookdalecc/training-programs/comptia-it-fundamentals> for more information and to register.

CompTIA A+ Certification Training (*online self-paced*)

Like the idea of a career with a higher-than-average predicted growth rate and **an average annual New Jersey salary of \$58K**? While giving you the essential skills needed to get up and running as an entry-level help desk professional or personal computer service technician, this complete introduction to configuring, optimizing, and troubleshooting basic PC and hardware operating systems prepares you to take and pass the CompTIA A+ Certification exams.

Fee: \$1995 (voucher included) Visit: <https://careertraining.ed2go.com/brookdalecc/training-programs/a-plus-certification-with-exam/> for more information and to register.

CompTIA Network+ Certification Training (*online self-paced*)

Not only will you learn basic networking concepts from design to cloud computing to security, you'll *apply* those lessons in a virtual interactive lab environment as you prepare for certification as a CompTIA network technician, another well-paid IT position linked with good pay and excellent growth potential.

Fee: \$1695 (voucher included) Visit: <https://careertraining.ed2go.com/brookdalecc/training-programs/network-plus-certification-with-exam/> for more information and to register.

CompTIA Security+ Certification Training (*online self-paced*)

With ever-more massive amounts of data being transmitted on networks throughout the world, you probably won't be surprised to hear that security is one of today's hottest IT specialties, one that not only pays well--an average \$99K in 2019--but for which the demand is expected to increase by a whopping 32% by 2028. What *might* surprise you? That, with this class that prepares you for the Security + certification under your belt, you won't need a bachelor's degree to make it *your* specialty.

Prerequisites Required: It is recommended you have a Network+ certification and two years of experience in IT administration with a security focus. 80 hours.

Fee: \$1,695 (exam voucher included). Visit:

<https://careertraining.ed2go.com/brookdalecc/training-programs/security-plus-certification-with-exam> for more information and to register.

All programs in this section are delivered by a live online instructor, and include book and resources.

Both Core 1 and Core 2 must be successfully completed for A Plus certification.

CompTIA A+ Core 1 (remote live instruction)

The foundation for a career in information technology, this certification, recognized by employers for positions such as Help Desk Tech, Desktop Support, Field Service technician, and System Support Specialist, focuses on supporting PCs, mobile and IoT devices.

The course covers the identification, use and connection of hardware components and devices, operating system configuration, software troubleshooting, networking, and security, and includes one in-person course day for a live hardware lab.

Fee: \$1,459

CompTIA A+ Core 2 (remote live instruction)

Number two of two requirements for the A-Plus Certification, recognized by employers for positions such as Help Desk Tech, Desktop Support, Field Service technician, and System Support Specialist. The focus in this course: operating systems including Windows, Linux, and MAC. Additional topics include basic networking and networking connections, TCP/IP, IPv4 and v6, wireless technologies, identify and protect device vulnerabilities, computer security, troubleshooting, configuration, and safety.

Fee: \$1,459

CompTIA Network+ (remote live instruction)

Every business uses a network of computers and devices, and in this course, you'll learn to support, troubleshoot and implement networking technologies while gaining an understanding of subjects including topology, infrastructure, operating system network configuration, command line utilities, security, virtualization, and TCP/IP v4 and v6, as well as best practices for LAN and cloud computing environments.

Fee: \$1,659

TECHNOLOGY CERTIFICATE TRAINING

Introduction to Hacking (*remote live instruction*)

The ultimate cybersecurity professionals, ethical hackers, like unethical ones, understand the vulnerabilities of operating systems and how they can be exploited using specialized software. But unlike the bad guys, who use their knowledge to take advantage of any weaknesses, ethical hackers specialize in thwarting these attacks.

Our introductory course, a great opportunity for hands-on practice of the various activities conducted by cybersecurity pros, assumes knowledge of virtual machines, Linux commands, basic IPv4 networking, Windows operating systems and Active Directory will be helpful. A computer with 16GB RAM and 200 GB of storage is recommended.

Fee: \$1,459

Introduction to Data Analytics (*remote live instruction*)

Not only is it one of today's most sought-after skills, the demand for Data Analytics is expected keep on growing—by a hefty 26% by 2028, according to the Bureau of Labor Statistics!

As more and more companies rely on increasing amounts of data to make strategic business decisions, **the call for this specialty has soared, so far outstripping the supply of knowledgeable pros that even starting salaries are excellent—in 2019, an average \$63K.** But it's not just aspiring Data Analysts who can benefit from our foundational program that trains you to use the R programming language to work with data sets and covers topics from Clustering to Integer Optimization to Visualization. **Professions in which the skills taught here are a major asset range from Project Management to Transportation Logistics.**

Fee: \$549

Certified Information Security Manager (CISM) (*online self-paced*)

On completing our comprehensive program, you'll have an in-depth knowledge understanding of data protection, risk assessment and management, life cycle processes, and a variety of security threats, and be ready to take the CISM exam-- a highly-respected credential that qualifies you for positions from Security Auditor to CIO. Exam registration fee included.

Fee: \$1395 (exam voucher included). Visit:

<https://careertraining.ed2go.com/brookdalecc/training-programs/cism-online-training> for more information and to register.

Certified Information Systems Security Professional (CISSP) *(online self-paced)*

Where the CISM focuses on security management and strategy, CISSP certification demonstrates operational *technical* proficiency in areas from cryptography to professional ethics. And as useful as it can be to IT managers and others seeking to broaden their skills, this well-respected credential may be *vital* for cybersecurity contractors. **According to a one report, the CPISSP is required for 56% of jobs in the field!** Exam registration fee included.

Fee: \$1,995 (exam fee included). Visit: <https://careertraining.ed2go.com/brookdalecc/training-programs/cissp> for more information and to register.

VMware Certified Associate *(online self-paced)*

By the end of this intensive hands-on course, you'll have gained a solid understanding of how to install and administer VMware vSphere® 6.5 infrastructure for an organization of any size and be fully prepared to take the VMware Certified Associate – Digital Business Transformation (VCA-DBT) – 1V0-701 exam to become a VMWare Certified Associate (VCA)—a credential that can broaden your options and boost your paycheck in careers from network support to system engineering!

Fee: \$2195. Visit: <https://careertraining.ed2go.com/brookdalecc/training-programs/vmware-certified-associate> for more information and to register.

Video Game Design and Development *(online self-paced)*

A staggering 60 percent of Americans play video games daily, and if, like so many gamers, you've always wanted to try your hand at designing one, here's your chance: Our comprehensive course, covering four major areas-- programming languages, mathematics skills, game asset creation, and modern real-time game engines—gives you the skills to do it, then concludes with an independent study phase in which you'll use them to, yes, create a game for the PC. Course is entirely online and completed at your own pace.

Fee: \$1995. Visit: <https://careertraining.ed2go.com/brookdalecc/training-programs/video-game-design/> for more information and to register.

Android Developer *(online self-paced)*

Ever wonder what it would take to create an app? Find out in this course that uses the resources of <https://developer.android.com/> to teach the process of app creation in the Android Studio environment. By the class's conclusion, you'll have the tech savvy and practical know-how to tackle a final required project: designing a basic mobile app and installing it on your mobile device!

Check website for technology requirements and prerequisites. Specific system requirements are available at: <https://developer.android.com/studio>.

The course is taught entirely online with the class materials available continuously and instructional modules released each week for the 6-week duration of the course.

Fee: \$1250

The demand for app-developers is expected to grow by a much-faster-than-average 21% by 2028, and no wonder: **In the first quarter of 2020, consumers spent a record \$23.4 billion on apps.**

Apple Mobile Application Development Certificate

Check website for technology requirements and prerequisites.

Would be app developer who's also an Apple person? This one's for you! To ensure you'll have all the tools required to create great apps for Apple products, the series includes three courses: iOS Design, Swift, and tvOS/watchOS Design. On successfully finishing each, you'll be awarded a Certificate of Completion, with the complete Apple Mobile Application Development Certificate awarded after completion of all three.

Register for each individually (pricing below), or for all three in a bundle for a reduced price of \$2,995. Please note that bundled pricing is only available when registering for the three at once.

Included in the course fee: A student developer membership to <https://developer.apple.com/> that gives you access to all of Apple's release software development materials, tutorials, example files and documentation for mobile devices, Apple Watch and the Apple TV.

iOS Design (*online self-paced*)

This first course in the Apple Mobile Application Development series explores the fundamentals of iOS design for mobile devices such as iPhone and iPad. Before completion, you'll be required to design a basic mobile app and install it on your device—and be ready and able to do it!

Fee: \$1250

Swift (*online self-paced*)

Swift is the second course in the Apple Mobile Application Development series. This course explores the back-end programming language for iOS, Swift. Using the developer and programmer resources at developer.apple.com, the participant will learn the foundational skills to begin to program in the Swift language. The course includes a final project requirement where the

participants will have programmatically implemented features into a created mobile app. That app should be installed and functioning on an iOS device.

Fee: \$1250

tvOS/watchOS Design *(online self-paced)*

The third in the Apple Mobile Application Development series, this installment explores the fundamentals of iOS design for Apple Watch devices and the 4th generation Apple TV. As a final project requirement, you'll create and install an app on your Apple Watch or Xcode Simulator, and design one the Apple TV using the Apple TV Markup Language.

Fee: \$1250

WebMaster Certificate *(online self-paced)*

Like the idea of a highly-paid career **you don't need a degree for, just great skills**? Our three-part WebMaster Certificate series, offering the trifecta of website design, development, and administration, could be your winning ticket! On successfully finishing each of the following courses, you'll be awarded a Certificate of Completion, with the complete WebMaster Certificate awarded after successful completion of all three. Please note that you may register for each individually (information and pricing below), or for all three in a bundle for a reduced price of \$2,995. Please note that bundled pricing is only available when registering for the three at once.

Each course section is taught entirely online and requires a computer with broadband internet that can run the latest versions of the Chrome and Firefox web browsers. Class materials available continuously and instructional modules released each week for the duration of each section.

Fee: \$1250

WebAuthor HTML5 *(online self-paced)*

In this first class, you'll use the HTML 5 markup language to create and format web pages and publish them on a hosted website—a site you'll continue to develop for the next class, Web Developer.

Fee: \$1250

WebDeveloper *(online self-paced)*

Here, you'll learn to create and connect to an SQL data base where you can store and retrieve info on demand. Why the emphasis on data collection and retrieval in a course on web development? **Because the field today is all about collecting and analyzing data to make better business decisions and/or more effectively engage customers!** To take this course, which

includes access to the connection language (PHP) and a cloud-based database server (MySQL and PostgreSQL) to host the created databases, you must first successfully complete WebAuthor HTML5.

Fee: \$1250

WebSite Manager *(online self-paced)*

In the final class, for which prior completion of both the WebAuthor HTML 5 and WebDeveloper courses is required, you'll master the basic techniques needed to administer a web server and optimize its capabilities. By completion, you'll be able to install a local web server database and language bundle on your computer, use that bundle to develop your website, and publish it to the cloud for public view—highly sought-after skills for which the demand is expected to keep growing by faster than average rates for years to come!

Fee: \$1250

BLOCKCHAIN TECHNOLOGY

Introduction to Blockchain

Jeffrey Spector, Instructor

Baffled as you are intrigued by Bitcoin, Ethereum and the like? You'll be baffled no more after our enlightening course!

Get a working knowledge of what blockchain is, how it works, how to get started building a blockchain network, and why you might want to in this class that could ultimately prove as enriching to your business as it is enlightening.

Fee: \$199

SCHOOL OF TEACHER PROFESSIONAL LEARNING

Become a Teacher! Make a Difference!

Brookdale offers two Teacher Preparation Programs:

Alternate Route Training-Community Colleges (ART-CC) Program

Have a Bachelor's Degree but lack the K-12 teacher certification?

The ART-CC program offers complete licensing preparation that starts, for all candidates, with a 50-hour Introduction to Teaching Pre-Service course. To move on to the next 350 hours of training, those already teaching in the classroom must have a Certificate of Eligibility (CE), which allows them to attend classes while teaching.

For course information email Pam Reed at preed@brookdalecc.edu

Career and Technical Educator Preparation Program

Have expertise in a career or technical field such as Automotive Technology, Culinary Arts, Family and Consumer Sciences, or Graphic Design that you'd like to teach? Lack the Bachelor's in Education that the State of New Jersey requires to teach vocational subjects?

You may be eligible for the Career and Technical Education (CTE) Educator Preparation Program--400 hours of New Jersey Department of Education-approved instruction that prepare you to be a NJ-certified teacher in vocational or comprehensive schools offering programs in your CTE subject area.

New classes begin throughout the year. For more information and course schedules, go to www.brookdalecc.edu/cte or email cte@brookdalecc.edu

Praxis Core Preparation

Prospective teacher who needs to pass the Praxis Core exam?

Our six-week online course will get you up to speed on everything from the types of reading, writing, and math questions you can expect to how to write a high-scoring essay in the time allotted. You'll also learn strategies for successful

test taking, get plenty of helpful practice questions, and have the chance to take a full-length practice test in each area. BONUS: Thanks to the engaging mix of graphics, animation, and videos as well as clear explanations and real-life examples used, you'll have a good time doing it!

PROFESSIONAL DEVELOPMENT FOR K-12 TEACHERS

Brookdale Education Networks

A high-quality, cost-effective Professional Development solution for districts, which pay a flat fee for this extensive menu of top tier, day-long, NJEA Professional Institute-approved workshops and webinars providing essential teaching tools in a constantly-changing environment. Each contact hour equals one CEU.

Teaching Excellence programs include:

- Math/Science Network: Build your essential Curriculum Content Standards (CCS) skills with immediate hands-on exercises.
- Literacy Connection: Master new techniques as you problem-solve in these CCS/performance-targeted workshops designed for instructors of any class that teaches English language skills from reading to grammar usage to writing research.
- Technology Education Network: Discover the strategies that can boost *your* IT classroom impact.
- *NEW!* Mixed Bag: topics that span all disciplines

New tiered pricing gives districts more flexibility in choosing the best classes for their teachers. Not a Network member? Individual pricing now available at \$99/seat.

Professional development program can be delivered onsite at your district.

See our complete line-up at for more information call 732-224-2158

ONLINE PROGRAMS FOR TEACHERS

Solving Classroom Discipline Problems

Ever wonder why some teachers seem to find it so easy to maintain a calm, orderly classroom? *Master* their secrets in this step-by-step guide to effective discipline.

Fee: \$115. Visit www.ed2go.com/brookdalecc for more information and to register.

Creating the Inclusive Classroom: Strategies for Success

Explore the can't-miss ways to turn diversity into opportunity by creating an environment that encourages *every* student to learn and achieve their full potential.

Fee: \$115. Visit www.ed2go.com/brookdalecc for more information and to register.

Creating a Classroom Website

A classroom website can add a *lot* to student success, starting with providing a place to post assignments (increasing student accountability) and publish outstanding student work (instilling pride!). And in this fun, easy-to-understand course, you'll *build* a site complete with text, images, animations, tables, links, WebQuest, blog—the works!

Fee: \$115. Visit www.ed2go.com/brookdalecc for more information and to register.

SMALL BUSINESS DEVELOPMENT CENTER

AMERICA'S SMALL BUSINESS DEVELOPMENT CENTER at Brookdale Community College

As part of America's SBDC network, we're committed to helping established and aspiring entrepreneurs create and expand their businesses in a way that ensures sustainable growth, job creation, and statewide economic development and prosperity.

The network, in carrying out its mission and purpose, exists to:

- Provide unmatched customer service and personal commitment to the small business client with honest evaluations of client probability of success
- Bring high-value to the small business community
- Produce positive outcomes for entrepreneurs and established small businesses
- Serve communities and small businesses, facilitating economic development
- Lead in providing education and training to small businesses

**To register for SBDC workshops
call 732-842-8685 or visit www.mosbdc.com**

ENTREPRENEUR CERTIFICATE PROGRAM

The workshops below comprise a 35-hour program sponsored by the Monmouth/Ocean Small Business Development Center (MOSBDC), with offices at Brookdale Community College and Ocean County College; together, they provide a complete guide to starting or growing your own business. You may take as many or as few as you like, but to obtain an Entrepreneur Certificate, you must attend 100% of the courses and request a certificate at <https://www.mosbdc.com/contact/>.

Business Start-up Workshop

Everything you need to know to get off to a great start, from the required legal forms to setting up financial records to taxation info and *more*.

Fee: \$97

Marketing Strategies for Small Businesses

Position yourself for success as you learn, step by step, to analyze the market to create valid pricing; build a customer database; and develop a marketing plan that *works*.

Fee: \$269

Financing a Small Business

Whether you're just launching or looking to expand, you'll profit from this valuable workshop on how to determine your funding needs, the resources available to you, and the best ways to secure them.

Fee: \$60

A Business Plan

Even the most skeptical banker can be won over by a persuasive business plan, and in this eye-opening class, you'll discover the ingredients of a successful one—from market identification to income projections—as well as the language and formats to use to make sure you'll get all your selling points across.

Fee: \$65

Record Keeping for Small Businesses

Master the principles of financial statements, effective methods of analysis, and the general accounting cycle while getting hands-on instruction in business and accounting software.

Fee: \$99

For a comprehensive schedule of workshops and services, or to register, call 732-842-8685 or visit www.mosbdc.com

DIGITAL BLUEPRINT CERTIFICATE

The simple posts and soft skills that worked a few years ago just don't cut it any more. To survive and thrive in today's market, you need a complete digital strategy.

Our 24-hour certificate program gives you the tools to plan, implement, and manage one that will make your business soar! (100 percent attendance required)

Social Media Workshops

In today's market, it is essential to approach social media with a sound strategy that's the right match for your small business. From Facebook Business Fan Pages, to Twitter, to LinkedIn and Google+, you will discover the most efficient and effective tools to help sustain business growth.

- Social Media Using Twitter & Instagram

Is your business ready to expand its social media reach to include the use of hashtags, microblogging and images?

Twitter and Instagram are social networks that focus on short messages and images that optimize the use of hashtags for search. In this workshop, participants will learn the basics and benefits of creating a presence on these two platforms.

Fee: \$69

- Social Media Strategy

Get your goals in gear with this new workshop! Your business social media strategy should be integrated within your overall marketing strategy.

In this workshop, participants will learn how to implement a successful social media program by focusing on goals, appropriate social media channels for target markets, creating social media calendar, implementation and return on investment. Participants to walk out the door with a strategic social media plan of action.

NOTE: If you are interested in our new Digital Blueprint Certificate, this social media workshop is the first required workshop for the Digital Blueprint Certificate program.

Fee: \$69

- Social Media B2B Using LinkedIn & Google

Does your business provide products and services to other businesses? LinkedIn is the social network that focuses on business and professional connections.

In this workshop, participants will learn the basics and benefits to creating a presence on the platform.

Fee: \$69

- Content Marketing & Blogging

Content is king and that is because content helps your website place higher in the search engine rankings, helps your business attract potential customers with valuable information and allows you to establish thought-leadership and industry expertise in your area. In this workshop participants will learn how to create content that drives sales, build an editorial calendar that will help you know when and what to write on your social media platforms and the basics of effective blogging.

Fee: \$69

- **Social Media B2C-Using Facebook & Pinterest**

Does your business provide products and services to consumers? Facebook and Pinterest are social networks that focus on reaching the consumer and retail markets.

In this workshop, participants will learn the basics and benefits to creating a presence on these two platforms.

Fee: \$69

- **Email Marketing for Small Business**

You've built your website. Now it's time to develop an email marketing program. Learn how to build customer loyalty, increase website traffic, and sales. Start by selecting a vendor. Develop strategies for growing your email lists. Learn how to develop compelling content. Review how to create your emails, style guidelines, and frequency of emails. Finally, assess the results of your email marketing.

Fee: \$69

An overview of best practices and ample time for Q&A and how-to demonstrations will be provided for each class.

Website Management Workshops

Whether you're promoting services or selling products online, an effective website is essential to all businesses, small or large. Learn about the online components that can be utilized to represent your offerings and put you in-front of new customers/clients, from Website Development Strategy to Search Engine Optimization (SEO), Video Creation, Analytics and more...

- **Planning Your New Website**

Learn the biggest mistakes to avoid when building a website and what the search engines want. Find out how to register your domain name, choose web hosting, accept payments online, and evaluate whether to do it yourself or hire a professional.

Fee: \$69

- **Intro to Search Engine Optimization (SEO)**

Learn how to improve your website visibility in Google. Participants learn SEO best practices for beginners. You can also request to have your current website critiqued during the session.

Fee: \$69

- **Intro to WordPress**

35% of websites use WordPress, one of the most popular website Content Management Systems available. You'll learn how to set up your own website using self-hosted WordPress. We'll explain: web hosting, installation, theme selection, plugins; and we'll make sure you know how to keep all your hard work backed up and secure.

Fee: \$69

- **Intro to Search Engine Advertising**

Learn the basics of running text ads on search engine result pages to help your business be found by consumers. Intended for beginners, this class will explain how to start using Google Ads (formerly Google AdWords). It explains how to identify keyword phrases that

consumers may use to find your business, write text ads, prepare website landing pages, and set up your first paid search engine advertising campaign.

Fee: \$69

- **Intro to Google Analytics**

Does your website and marketing work? Learn how to use the powerful free reporting tool Google Analytics to measure the effectiveness of your website and marketing efforts.

Fee: \$69

- **Create Video for Your Business**

From planning to production to distribution, learn basic skills and tools to help you create video content to promote your brand and publish it online.

Fee: \$69

For a comprehensive schedule of workshops and services, or to register, call 732-842-8685 or visit www.mosbdc.com