FALL 2016

- Healthcare Training
- Business & Professional Training
- Information Technology Training

[Website and Phone Number]
Boost Body & Brain –
Join Brookdale’s Fitness Center

YOU KNOW THAT EXERCISE:
- Benefits your body’s health
- Helps your brain stay sharp by improving learning and memory
- Combats stress and lifts spirits

DID YOU KNOW?
The Brookdale Fitness Center introduces a unique combination of fitness classes, workout, and learning opportunities you will not find in retail gyms.

- Experience a comfortable, relaxed, supportive fitness environment.
- Learn strategies from credentialed professionals. Our fitness specialist holds a master’s degree in exercise science.
- Step up your healthy habits, with trusted coaching.
- Annual membership is less than $20 a month.

Whether you are new to the fitness world, maintaining healthy habits or a long-time Brookdale supporter, we welcome your membership and your support.

Members and non-members are welcome in our classes for:
- Strength building
- Cardio training
- Core conditioning
- Functional fitness
- Personal training

For complete details visit: www.brookdalecc.edu/fitness-center
Make the Smart Move... JOIN TODAY!
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Visit www.brookdalecc.edu/careerdevelopment for full course descriptions and requirements.
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. If you need training in a new career or your job skills need updating, you may be eligible for assistance that pays part or all of the cost of some training programs. Some financial assistance includes advising, networking and other resources for job seekers. To learn more about these programs and find out if you are eligible contact tsmith@brookdalecc.edu.

■ JOB PLACEMENT ASSISTANCE

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

STUDENTS: At the Center for Career Development, we are committed to your success beyond the classroom. Job Placement assistance is available to you for many career programs. During and after training, receive assistance in resume writing and interviewing skills. Also, receive valuable information about our career fairs, networking events and online job portal.

EMPLOYERS: Searching for the right employee can be a difficult and costly process. Let us link you to success by posting your employment needs to our online job portal.

■ VETERANS AND MILITARY SPOUSES

GI Bill-approved continuing education courses are offered by Brookdale’s Center for Career Development. Additionally, military spouses are eligible for up to $4000 in MyCAA education benefits. These courses provide in-demand portable career training in Healthcare, Business and Information Technology. Find out more by contacting Marian Smith at msmith@brookdalecc.edu.

Please note, for all career training students: If English is not your best language, oral and written English tests may be required. Contact Amy Yates at 732-224-2158 for information.
Visit www.brookdalecc.edu/careerdevelopment for full course descriptions and requirements.
CPR

Healthcare Provider Certification (CPR/AED)
American Heart Association Program includes: infant/child/adult and two rescuer CPR. Required for RN Refresher and Brookdale nursing students. (For nurses and healthcare workers.)

Note: Textbook required. Bring $5 to class for an American Heart Association certificate. The fee does not represent income to the American Heart Association. Allow 4 weeks for CPR card. NJSNA contact hours awarded.

Sec 1: Sat, Sep 24, 9 am-1 pm • Lincroft Campus
Sec 2: Wed, Oct 5, 6-10 pm • Freehold Campus
Fee and Code: $72, XMEDN 057

Heart Saver Adult Cardiopulmonary Resuscitation (CPR/AED)
American Heart Association Program includes: one rescuer CPR, rescue breathing, skills for conscious and unconscious choking victims, and use of barrier devices. Required for Personal Trainer Certification. (Not for nurses and healthcare workers.)

Note: Textbook required. Bring $5 to class for an American Heart Association certificate. The fee does not represent income to the American Heart Association. Allow 4 weeks for CPR card. NJSNA contact hours awarded.

Sat, Sep 24, 9 am-1 pm
Fee and Code: $72, XMEDG 058

DENTAL PROGRAMS

Dental Assistant
Get the entry-level skills needed to work in a dental office. Students will learn how to work closely with the dentist and hygienist as a member of the team and to assume the overall responsibilities of a dental assistant.

Areas Of Study: Introduction to dentistry, overview of dental assisting, terminology, procedures and materials, oral pathology and front office management. 72 HOURS.

Note: Hand-out required (purchase in College Bookstore). 85% attendance required.

SEC 1: Tues & Wed, Aug 30- Nov 16, 6:30-9:30 pm • Brookdale at Hazlet
Laboratory: Shrewsbury Pediatric Dentistry
SEC 2: Tues & Wed, Nov 29- Feb 22, 6:30-9:30 pm (no class December 27 & 28) • Brookdale at Hazlet
Laboratory: Shrewsbury Pediatric Dentistry
Fee and Code: $959, XMEDD 001

Interested in Teaching?
The Center for Career Development seeks healthcare professionals interested in teaching training courses on a part time basis, day or evening. Registered Nurses with teaching ability are in great demand.

Review our healthcare training classes and if you have experience in one of these fields and have shown an ability to teach, please e-mail your resume to Amy at ayates@brookdalecc.edu.

Please Note: On occasion we photograph and/or video Career Development classes and events. Photo/video clips may be used for promotional purposes by Brookdale Community College. If you do not wish to be photographed or recorded while attending a Brookdale class/event, please let the instructor or photographer know.
Dental Radiologic Technology

The Dental Radiologic Technology Program is approved by The New Jersey Radiologic Technology Board of Examiners

The program includes 25 didactic hours; 20 lab hours; and a required clinical practicum with competency testing in a dental office that performs intraoral radiographic procedures, using both paralleling and bisecting angle techniques, and has digital x-ray equipment. Students can locate their own dental offices that are willing to provide this clinical experience under the supervision of a licensed dentist, licensed dental hygienist or licensed x-ray technologist. Otherwise Brookdale will provide potential clinical sites for students. The instructor will provide an explanation of the clinical requirements along with necessary paperwork to be completed by the chosen office. Students will be allowed a maximum of three (3) months after the completion of the didactic portion of the course to complete their clinical requirements.

Certificates of Completion will be issued upon successful completion of all components and the return of the radiation badge. After passing the Dental Assisting National Board's Radiation Health and Safety Examination and submitting a license application and becoming a New Jersey licensed Dental Radiologic Technologist, you will be permitted to use the credential, LRT(D).

Prerequisites (Instructions to access prerequisite forms will be emailed to you upon registration):
- Copy of high school diploma or GED.
- NJ requires that students must attest, in writing, to their good moral character
- Dental Assistant Program or equivalent experience

Note: Textbook required. 100% attendance required.

Sec 1: Wed, Aug 24-Nov 30, 9:30 am-12:30 pm. Scheduled Makeup days; Dec 7 & 14, Brookdale at Hazlet
Documentation and required forms must be submitted by Aug 10, 2016.
Laboratory: Shrewsbury Pediatric Dentistry
Clinical requirements must be completed by Mar 10, 2017
Sec 2: Wed, Jan 11-Apr 19, 9:30 am-12:30 pm. Scheduled Makeup days; Apr 26 & May 3, Brookdale at Hazlet
Documentation and required forms must be submitted by Dec 14, 2016.
Laboratory: Shrewsbury Pediatric Dentistry
Clinical requirements must be completed by Jul 19, 2017
Fee and Code: $899 (includes radiation badge), XMEDD 002
Register for Healthcare training orientation, see page 8.
No online registration available.
DIAGNOSTIC MEDICAL SONOGRAPHY

Financial Aid is available for this program if you qualify. If you are applying for financial aid, you must first call 732-224-2685.

Mandatory Requirement: Diagnostic Medical Sonography Information Session

If you are applying to Brookdale’s Diagnostic Medical Sonography program, you must attend this session. You will learn about the program, prerequisite requirements, admission application process, required documentation, and accessing forms online. The deadline to apply for admittance to the program is Friday, July 22, 2016. Also, learn about the job of a Diagnostic Medical Sonographer and whether it is a career you wish to pursue. Meet the program director and faculty. Enrollment in the Diagnostic Medical Sonography Program is limited and admission is competitive. The program starts September 7, 2016.

Registration is required for this no-cost session
Tue, July 12, 6-8 pm
Code: XMEDG 240

Diagnostic Medical Sonography

MANDATORY REQUIREMENT: attend Diagnostic Medical Sonography Information Session—see above.

This entry-level Diagnostic Medical Sonography training program is a full time (12 month) training program. The program consist of 292 lecture hours, 45 lab hours and 1136 hours of clinical application. The program is designed to prepare qualified individuals to operate Diagnostic Medical Sonography equipment safely and competently to produce Diagnostic Ultrasound images.

AREAS OF STUDY: Patient care, professional development, cross sectional anatomy, normal and abnormal abdominal and pelvic anatomy, obstetrics, and proper scanning techniques.

Upon successful completion of this program, students are eligible to sit for the American Registry of Radiologic Technologist in Sonography (ARRT) certification exam.

PREREQUISITES (Instructions to access prerequisite forms will be emailed to you upon registration. Some forms are required prior to clinical):

- Minimum of Associates Degree (any discipline)
- Medical Terminology
- Anatomy and Physiology I & II
- Copy of malpractice insurance fact sheet
- Healthcare Provider CPR
- Physical exam, documentation of immunizations, 2-step PPD, hepatitis B Series, and Flu vaccine waiver
- Copy of clear criminal background check.

RECOMMENDED:

- Physics in Life (PHYS 108) or Radiology Physics

NOTE: Textbooks required. Clinical assignments are individually scheduled at hospitals or outpatient facilities. Classes held on Thursdays and Fridays at the Brookdale Freehold Campus and the lab/clinical practicum is held Mondays, Tuesdays and Wednesdays. The deadline to apply for admittance to the program is Friday, July 22, 2016.

Mandatory Orientation: Wed, Sep 7, 10 am-1 pm
Class/Lab/Clinical: Sep 8Aug 17, 2017, 8 am-4:30 pm
(no class on Nov 25 & 26, Dec 26-Dec 30, Jan 2, Jan 16, Apr 10-14, May 29, Jul 4)
• Freehold Campus
Fee and Code: $9095 plus textbooks (approx. $1000, uniform, exam fees, and transportation), XMEDR 009
Scanning Refresher
This refresher course is designed for current students and recent DMS graduates. The course will offer students and graduates an additional opportunity to enhance and build on their clinical skills.

If you are preparing for a job interview, feel you need extra practice, or want to build your skill set this course is designed with you in mind. You will utilize the Sonography lab and work at your own pace. For questions and additional information email Kim Poss at KimberlyPoss@comcast.net

Sec 1: Thurs, Sep 8-Oct 27, 5-8 pm
Sec 2: Thurs, Nov 3-Dec 22, 5-8:30 pm (no class Nov 24) • Freehold Campus
Fee and Code: $285, XMEDR 010

ELECTRONIC HEALTH RECORDS

CompTIA™ Healthcare IT Technician
Healthcare expenditures in the United States represent nearly 20% of all economic activity, and, as the population ages, this number is expected to double! This growth in healthcare brings a large number of job openings. Healthcare providers are relying on information technology as a way to improve healthcare delivery and the demand for qualified IT professionals increasing. This online program will help you qualify for the opportunities that are available in healthcare. It will also prepare you for the CompTIA Healthcare IT Technician exam. Course topics include: U.S. regulatory requirements, medical business operations, technology operations, and security. 80 HOURS.

Fee: $1595
For more info and to register go to careertraining.ed2go.com/brookdalecc/

EKG

EKG/Monitor Technician Certificate
Tina Shymko, RN, CEN, CPEN
An important adjunct skill for LPNs, nursing assistants, phlebotomists, and other healthcare workers or to start a new career path; perform 12-lead EKGs in a hospital, private physician’s office, nursing home, home care agency, or insurance company.

Areas Of Study: anatomy and physiology of the heart with emphasis on electrophysiology, correlation of electrical impulses to printed waveforms, and interpretation of cardiac rhythm using 5-step method. Sinus, atrial, junctional, AV blocks, ventricular, and pacemaker rhythms, patient safety and therapeutic communication, 12-lead EKG machine set up and function, basic understanding of the EKG reading, and skills practice and testing covered. Prepare to sit for certification through the National Center for Competency Testing (NCCT). The fee is $90. 28 HOURS. NJSNA contact hours awarded.

Recommended:
Healthcare background

Note: If English is not your best language, oral and written English tests may be required.
Textbook required. Contact A. Yates at 732-224-2158

Tues & Thurs, Oct 4–Nov 3, 6:30-9:30 pm • Freehold Campus
Fee and Code: $385, XMEDN 151

Visit www.brookdalecc.edu/careerdevelopment for full course descriptions and requirements.
FALL 2016 CENTER FOR CAREER DEVELOPMENT

FITNESS TRAINING

Personal Trainer National Certification
Gregory Mahadeen, MS, exercise science and movement

Areas Of Study: Anatomy, physiology, muscular strength and endurance, flexibility, cardiorespiratory fitness, nutrition, musculoskeletal injuries, weight control, health screening, motivation, and more. National certification exam given last day of class and fee is included. Completion of The Heart Saver Adult CPR course required for certification. Must be 18 years or older. This course is similar to a first year college-level courses. Students must read and comprehend at that level to be successful.

Note: Call 1-888-330-9487 to order the required textbook or purchase in the college bookstore. A 30-hour post-course internship is required upon successful completion of certification exam. Co-sponsored with World Instructor Training Schools and provides 6 CEUs. NJNSA contact hours awarded.

Sat, Oct 15-Nov 19, 9 am-4 pm; EXCEPT Oct 29, 11 am-6 pm
Fee and Code: $649, XMEDG 057

Healthcare Training Orientations
Register for one of these no-cost orientations to ensure that your prerequisite documentation is done correctly. If you submit incorrect or incomplete prerequisite information, you will be withdrawn from your training program. Please attend the earliest possible date. Bring credit card to sign up for on-line prerequisites verification process.
E-mail Erin at emattsson@brookdalecc.edu to reserve a seat in one of the following:

Jul 12, 2016, 3 pm or 6 pm
Aug 2, 2016, 3 pm or 6 pm
Sep 13, 2016, 3 pm or 6 pm
**MEDICAL ASSISTANT**

Financial aid is available for this program if you qualify. Call 732-224-2954 before submitting your application.

**Medical Assistant Certification Program**

Brookdale Community College is formally recognized by American Medical Technologists (AMT), a national certification agency for allied health professionals. Learn to be proficient in all aspects of a medical office through lecture, lab practice, and clinical externship.

**Areas of Study:** medical terminology, patient interaction, infection control, scheduling, insurance billing, emergency procedures, phlebotomy, EKG, minor procedures, and CPR certification.

Program now includes EKG/Monitor Technician Certificate.

Prepare to sit for the Registered Medical Assistant certification exam through American Medical Technologists (AMT) and the ECG exam through the National Center for Competency Testing (NCCT). This program is 600 classroom/lab hours and 160 clinical externship hours. The exam fees are included in the course fee.

**Prerequisites** (Instructions to access prerequisite forms will be emailed to you upon registration. Some forms are required prior to clinical):

- Copy of high school diploma, GED or signed statement
- Copy of clear criminal background check and drug screening
- Copy of malpractice insurance face sheet
- Physical exam, documentation of immunizations, TB GOLD, proof of Hepatitis B series, and Flu vaccine waiver.

**Note:** Textbooks, supply tote and navy scrubs required. 100% attendance required. An additional fee will be charged to students for class make-up hours.

**Class:** Tues & Thurs, Sept 6-Jun 27, 8:30 am-4:30 pm
No class Nov 24, Dec 27, Dec 29, Mar 28 & Mar 30
Clinical: Jul 5-Aug 21, 160 hours based on office schedule
Exam: Tues, Aug 22, 9 am-1 pm (Testing Center, Lincroft)

**Freehold Campus**
Fee and Code: $7995, XMEDG 082
Register for Healthcare training orientation, see page 8.
No online registration available.

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**MEDICAL BILLING**

**Medical Billing Specialist**

Newly updated program offers eligibility for 3 college credits.

Understand managed care, the insurance industry, and the process of healthcare reimbursements. This comprehensive course will prepare you to work in a medical practice, billing service, hospital billing department, or insurance company. Gain a solid foundation in medical billing fundamentals with class time devoted to Medical Terminology, Anatomy and Physiology, I-10 and CPT instruction. Plenty of time is allotted for hands-on exercises which will help you to build your skills to generate accurate bills. Other topics include government insurance, resource recovery, and processing the “clean” claim as well as patient information sheets, the impact of electronic billing and resume workshops 165 HOURS.

**Prerequisite:** Basic computer knowledge and keyboarding skills.

**Note:** Textbooks required. Introduction letter will be emailed upon registration. 85% attendance required.

**Sec 1:** Mon & Wed, Aug 22- Mar 20, 6-9 pm (no class Sept 5, Nov 23, Dec 26 & 28, Jan 2 & 16)
**Sec 2:** Tues & Thurs, Jan 10-July 20, 6-9 pm (no class Jul 4)

Fee and Code: $2109, XMEDG 116

Visit www.brookdalecc.edu/careerdevelopment for full course descriptions and requirements.
NURSE AIDE/NURSING PREREQUISITE PROGRAMS

The Certified Homemaker/Home Health Aide, Certified Nurse Aide In Long Term Care or Patient Care Technician Certificate Program will fulfill the prerequisite for the Brookdale Nursing Program.

Certified Homemaker/Home Health Aide (CHHA)
Coordinator: Robin Smith, RN, MSN

This NJ State Board of Nursing approved program prepares you to work for a home care agency or assisted living facility. Learn to provide basic care including personal care, nutrition, and rehabilitation services for patients recovering from an illness in their home or in an assisted-living facility. Learn basic anatomy and physiology and study common diseases. Class includes 12 hours of clinical in a local nursing home and a uniform is required. Upon successfully completing the 76-hour program, you will be prepared to qualify for certification. The certification exam will be administered on the last day of class.

**Prerequisites** (Instructions to access prerequisite forms will be emailed to you upon registration):
- Copy of high school diploma or GED
- Physical exam, documentation of immunizations and 2-step PPD, and Flu vaccine waiver.

*Note:* 100% attendance is required by the NJ State Board of Nursing. Additional fee will be charged to students for class and clinical make-up hours. Textbook and uniform required.

Mon-Sat, Jan 3-Jan 13, 2017, 8:30 am-5 pm (no class Jan 2 & Jan 8) • Brookdale at Hazlet
Fee and Code: $795, XMEDG 014, Register for Healthcare training program orientation.
Register for Healthcare training orientation, see page 8.
No online registration available.

Certified Nurse Aide In Long Term Care (CNA)
Coordinator: Catherine Corpas, RN

This NJ Department of Health approved program will train you for employment in a nursing home, long term care, or assisted living facility. Learn physical care skills, psychosocial care skills, and the role of the nurse aide including legal and ethical concepts, and client rights. Upon successful completion of course content and skills testing, you will be prepared to sit for certification. 90 HOURS.

**Prerequisites:** (Students without all documentation submitted to the CPS office by August 19, 2016 will be administratively withdrawn from the program. Instructions to access prerequisite forms will be emailed to you upon registration.):
- Copy of high school diploma or GED
- Physical exam, immunizations, 2-step PPD, and Flu vaccine waiver
- Copy of clear criminal background check.

*Note:* If English is not your best language, oral and written English tests may be required. 100% attendance required. An additional fee will be charged to students for class and clinical make-up hours. Uniform, textbook, supply tote and certification test fee ($76) required. Clinical at area nursing homes.

Documentation and required forms due in the CPS registration office by August 19, 2016:

Sec 1: Tues & Thurs, Sep 6-Dec 6, 8:30 am-2:30 pm (no class Nov 24) • Brookdale at Hazlet
Sec 2: Mon & Wed, Sep 12-Dec 19, 5-9:30 pm (no class Oct 31 & Nov 23) • Freehold Campus
Sec 3: Tues & Thurs, Sep 13-Dec 15, 5-9:30 (no class Nov 24) • Brookdale at Hazlet
Sec 4: Mon & Wed, Sep 14-Dec 12, 8:30 am-2:30 pm • Brookdale at Hazlet
Fee and Code: $1195, XMEDG 013
Register for Healthcare training orientation, see page 8.
No online registration available.
Patient Care Technician
Coordinator: Jean Hirst, RN

Patient Care Technicians are multi-skilled and employed in a variety of settings including hospitals. This program uses a comprehensive approach (lecture, lab and clinical) to train you as a patient care technician.

Areas Of Study: patient care, basic anatomy and physiology, infection control, legal and ethical responsibilities, vital signs, knowledge on behavioral health and patients with special needs, EKG, venipuncture and CPR. Upon completion you will be prepared for the certification test through the National Center for Competency Testing (NCCT) and the fee is $90. 160 HOURS.

Prerequisites (Instructions to access prerequisite forms will be emailed to you upon registration):

- Copy of high school diploma or GED
- Physical exam, documentation of immunizations, 2-step PPD, hepatitis B series, and Flu vaccine waiver
- Copy of clear criminal background check and drug screening
- Copy of malpractice insurance face sheet.

Note: If English is not your best language, oral and written English tests may be required. Textbook and supply tote required. 100% attendance required. An additional fee will be charged to students for class and clinical make-up hours. Clinical held at area hospitals and sub-acute facilities.

Documentation and required forms due in the OBCD registration office by August 19, 2016:

Sec 1: Class: Tues & Thurs, Sep 6-Nov 3, 9 am-3 pm
Clinical: Mon-Fri, Nov 7-Nov 16, 7 am-3 pm
Freehold Campus

Documentation and required forms due in the OBCD registration office by Nov 11, 2016:

Sec 2: Class: Tues & Thurs, Nov 29-Feb 2, 9 am-3 pm (no class Dec 23-Jan 2)
Clinical: Mon-Fri, Feb 3-Feb 14, 7 am-3 pm
Brookdale at Long Branch
Fee and Code: $2085, XMEDG 075

Register for Healthcare training orientations, see page 8.
No online registration available.

Medical Laboratory Technology (MLT) is an exciting career choice!

Brookdale’s MLT Program will give you the knowledge and skills to perform complex medical laboratory tests for diagnosis, treatment and prevention of disease.

For more information, email Nancy Jalowski at njalowski@brookdalecc.edu

Join Our Mailing List.
Would you like to be the first to know when we have new program dates?
Sign up to receive e-mails from us about our latest offerings.
www.brookdalecc.edu/careerdevelopment

Visit www.brookdalecc.edu/careerdevelopment for full course descriptions and requirements.
Pharmacy Technician Certification

This course offers a comprehensive study of topic areas necessary to thrive in a retail and/or institutional pharmacy setting. The program is divided into modules: prescription basics, pharmacy calculations, pharmacology, pharmacy law, compounding medications. Emphasis will be placed on the “Top 200” drugs. Hands-on exercises will simulate real life pharmacy situations. Students will be provided a resume writing/interview skills workshop. Prepare for the Pharmacy Technician Certification Board Exam to gain national certification. Information on exam preparation and registration will be provided in class. 84 HOURS.

Prerequisites (Instructions to access prerequisites forms will be emailed to you upon registration):

- 18 years of age or older
- Copy of high school diploma or GED
- Copy of clear criminal background check.

Note: Textbooks required. 85% attendance required.

Documentation and required forms must be submitted by Aug 30, 2016

Tues & Thurs, Sept 13-Dec 20, 5:30-8:30 pm (no class Nov 24) • Freehold Campus
Fee and Code: $1099, XMEDG 017
No online registration available.

PHYSICAL THERAPY AIDE

Physical Therapy Aide Certificate
Christine Bevacqua, PT

As a Physical Therapy Aide, under the direction of a Physical Therapist or Physical Therapist Assistant, you will perform front desk procedures, assist patients to or from treatment areas, prepare treatment areas for patients, and keep treatment areas clean and organized. Work in hospitals, nursing homes or rehabilitation centers. The career ladder for physical therapy aide includes physical therapy assistant, occupational therapist and registered physical therapist. 30 HOURS.

Note: Textbook required.

Thurs, Sep 15-Nov 17, 6:30-9:30 pm
Fee and Code: $349, XMEDG 180

VETERINARY ASSISTANT

www.brookdalecc.edu/vet-assistant

Mandatory Requirement: Admission to the Veterinary Assistant Program Workshop

If you are applying to Brookdale’s Veterinary Assistant program, it is mandatory that you attend this three-hour workshop. At this meeting you will find out about program prerequisites, admission testing, required documentation, how to access forms online, strict timelines for submitting documentation, and physical and manual skills requirements. Also, learn about the job of a veterinary assistant and whether it is a career you wish to pursue. Meet program director and faculty from Red Bank Veterinary Hospital (RBVH). Enrollment in the Veterinary Assistant Program is limited and admission is competitive. The deadline to apply for admittance is Tue, Aug 16. The program starts Sep 6—see next page.

Tue, July 26, 6-9 pm
Fee and Code: $39; XMEDG 238

Join Our Mailing List.

Would you like to be the first to know when we have new program dates?
Sign up to receive e-mails from us about our latest offerings.

www.brookdalecc.edu/careerdevelopment
Veterinary Assistant Program
Instructor/Coordinator: Janet McConnell, CVT; Instructor: Karen Norton, CVT

Mandatory Requirement: attend Admission to the Veterinary Assistant Program Workshop —see page 12.

This program is approved through the National Association of Veterinary Technicians in America (NAVTA), and provides the nationally recognized credential, Approved Veterinary Assistant (AVA). It is offered in collaboration with Red Bank Veterinary Hospital (RBVH). Veterinary assistants are an integral part of the veterinary healthcare team, working under the direct supervision of a veterinarian or credentialed veterinary technician. Through classroom and clinical instruction, get trained to provide assistance in the following:

Areas of Study: Office procedures and client relations, pharmacy, preventative healthcare, behavior and restraint, animal nursing, laboratory procedures, surgical and recovery room assistance, radiology, and emergency response. 183 hours (87 classroom, 96 clinical). Successful graduates are eligible to sit for the National Approved Veterinary Assistant Exam (exam fee is $100). Students who achieve the AVA credential are eligible to receive two college credits toward the Veterinary Technician Program (AVMA approved) at Bergen Community College in Paramus, NJ.

Important Information:
- Admitted students without all documentation submitted by the application deadline will be administratively withdrawn from the program and a $150 processing fee will be charged
- 100% attendance required. Additional fee will be charged to students for class makeup hours
- Admitted students must submit to criminal background check and drug screening
- Physical required including tetanus
- Admitted students must have health insurance
- 75% average is required for participation in clinical
- Extensive reading is required
- Students must purchase textbooks, khaki scrubs, and sneakers for clinical

Class: Tues & Thurs, Sep 6-Dec 22, 6-9 pm (except for dates below) at Brookdale at Lincroft Hospital: Thurs, Oct 13, 20, Nov 3, 17, Dec 8, 6-9 pm
Clinical: Mon-Thurs, Jan 9-26, 2017, 8 am-4 pm, RBVH
Final exam: Mon, Feb 6, 4-6 pm
Fee and Code: $2,599 (plus approximately $300 for books.), XMEDG 081
Register for Healthcare training orientation, see page 8.
No online registration available.

Visit www.brookdalecc.edu/careerdevelopment for full course descriptions and requirements.
Nursing Continuing Education

Target audiences include nurses, licensed practical nurses, and nurse practitioners. NJSNA Contact Hours will be awarded.*

Accredited status does not imply endorsement by Brookdale Community College, NJSNA or ANCC of any commercial products or services. There is no commercial support for these activities. Provider unit complies with all local, regional, state or national laws, and regulations and operates business in an ethical manner.

Brookdale Community College is an approved provider of continuing nursing education by the New Jersey State Nurses Association, an accredited approver by the American Nurses Credentialing Center’s COA. Provider Number P164-7/13-16 *Renewal pending. Current provider number to be extended by NJSNA.

IV Therapy Certificate

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

Areas Of Study: Current uses, types of fluids, trouble shooting, and understanding complications.

Note: IV supply kit required, call by Mon, Oct 20 to order at 732-671-1200, option 2 (approximately $60).

Mon, Oct 17, 9 am-5:30 pm • Freehold Campus
Fee and Code: $169, XMEDN 166

Refresher Course For RNs and LPNs With “Simulation Anne”

PLEASE SEE WEBPAGE FOR COURSE DESCRIPTION AND MANDATORY PREREQUISITES http://www.brookdalecc.edu/continuinged/healthcare/nursing-continuing-education/

Class: Wed, Sep 21-Nov 30, 9 am-3 pm
Clinical: Mon-Fri, Dec 1-Dec 9, 7 am-3 pm • Freehold Campus
Fee and Code: $1825, XMEDN 007

Radiologic Technology Continuing Education

Digital Mammography Advanced Level Certificate Program

Coordinator: Kathleen Taggart, BS, RT (R)

The Advanced Level Digital Mammography Program is a post-graduate advanced level specialty education program that results in a Technical Certificate. The program is one semester in length (14 week) consisting of 42 class hours and 98 hours of clinical application. The student will work toward the performance of a minimum of 100 examinations under the direct supervision of an ARRT registered technologist or radiologist. Classes are held one night per week and clinical practicum assignments will be arranged at local hospital facilities. The Advanced Level Digital Mammography Certificate Program is designed to prepare qualified individuals to operate mammography equipment safely and competently to produce diagnostic mammographic images. Areas of instruction will include patient care, professional development, patient positioning and procedure protocols, breast anatomy, pathology, digital imaging, instrumentation, and image processing and retrieval, and quality assurance.

Prerequisites (Instructions to access prerequisite forms will be emailed to you upon registration):

- Current NJ Diagnostic Radiologic Technologist License
- 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.
- Copy of malpractice insurance face sheet
- Healthcare Provider CPR
- Physical exam, documentation of immunizations, 2-step PPD, hepatitis B series, Flu vaccine
- Copy of clear criminal background check.

Note: Textbooks required. Once registered, email Kathy Taggart at ktaggart@brookdalecc.edu to arrange clinical assignment at local hospital.

Wed, Sep 14-Dec 21, 5:30-8:30 pm
Fee and Code: $1699, XMEDR 005
No online registration available.
ACCOUNTING & BOOKKEEPING

Certified Bookkeeper (CB) Program
Julius Lodato, CPA, MST

Prepare to take the four-part nationally recognized Certified Bookkeeper Exam of the American Institute of Professional Bookkeepers (AIPB). Find out CB qualifications at www.aipb.org. Comprehensive fee includes AIPB registration, texts, and Prometrics testing costs. Register two weeks before start of class so that books are received by first class. Go to www.brookdalecc.edu/bookkeeping for complete details including prerequisites. 15 SESSIONS

Wed, Oct 19-Feb 8, 6-9 pm (no class Nov 23 & Dec 28)
Fee and Code: $1199 (including texts, AIPB registration, and testing)
XBUS 022.

QuickBooks
See page 28 for QuickBooks.

ONLINE ACCOUNTING COURSES

Accounting Fundamentals I & II
Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more. Then explore corporate accounting.
Visit www.ed2go.com/brookdalecc for more information and to register.

Accounting Software
Choose from over 20 courses to learn Excel, QuickBooks and Crystal Reports.
Visit www.ed2go.com/brookdalecc for more info and to register.

Finance And Accounting Management
American Management Association
These self-study courses bring up-to-date, real world solutions for today's business challenges. You get the latest management information, “how-to” explanations, practical examples, and real solutions to your daily challenges.
Visit www.flexclassroom.com/brookdale for more information and to register.

BUSINESS MANAGEMENT

Sustainability Facility Professional-SFP®
Dennis James Kowal, AIA, LEED AP, FMP®, SFP

The SFP credential is recognized internationally and aligns the facility professional with the new emphasis on corporate social responsibility (CSR). SFP helps facility professionals play a key leadership role in creating, managing, and operating sustainable facilities by giving them the skills to improve continually their facility's impact on the environment and the community. In this 45-hour program, enhance your knowledge and professional standing with this credential of the International Facility Management Assn. (IFMA) in three areas: 1 strategy and alignment, 2 management, 3 operations.


Thurs, Sep 15-Dec 22, 6-9:30 pm (no class Oct 6 & Nov 24)
Fee and Code: $1995 (including materials and testing), XBUSM 237
Facility Management Professional®-FMP

Joel Orton, AIA, FMP, CFM® (certified facility manager), director of strategic real estate projects, Sanofi

This credential of the International Facility Management Association™ (IFMA) is a must-have for facility management professionals. Increase your depth-of-knowledge in core FM topics, enhance your skills, and gain immediate credibility with employers, clients, and peers. This 60-hour program gives you everything you need to earn the FMP credential. For complete details, visit www.brookdalecc.edu/fmp. 15 SESSIONS.

RETURNS JAN 2017
Fee and Code: $2395 (including materials and testing), XBUSM 234

Project Management Certificate

Anthony J. Haddad, MBA, PMP, president of Microdata Systems Inc., a registered education provider of The Project Management Institute

The 36-hour Project Management Certificate offers a comprehensive program for entry into the field of project management and is based on the widely accepted principles of the Project Management Institute’s (PMI) Project Management Body of Knowledge, the required text (available for purchase in College Bookstore). For more information visit www.brookdalecc.edu/projectmanagement.

12 SESSIONS
Thurs, Sep 22-Dec 15, 6-9 pm (no class Nov 24)
Fee and Code: $1399 (plus required text and optional software), XBUSM 214

ONLINE BUSINESS MANAGEMENT CERTIFICATES

Business Management
American Management Association Certificates

These self-study certificate programs bring up-to-date, real world solutions for today’s business challenges. You get the latest management information, “how-to” explanations, practical examples, and real solutions to your daily challenges.

Visit www.flexclassroom.com/brookdale for more information and to register.

Choose from:
- Success Skills In The Workplace
- Customer Satisfaction Management
- Quality Improvement Management
- General Management
- Administrative Assistant
- Manufacturing Management
- Sales And Marketing Management
- Finance And Accounting Management
- Human Resources Management
- Strategic Leadership
- Business Communications Management

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Sign up to receive e-mails from us about our latest offerings.
www.brookdalecc.edu/careerdevelopment

Visit www.brookdalecc.edu/careerdevelopment for full course descriptions and requirements.
Business Research Certificate
Discover the specific knowledge needed to succeed in researching and utilizing the best and most appropriate data for decision making for your work organization. Get the skills needed to effectively communicate research results to a specific audience for maximum impact and effective decision making. For business professionals, entrepreneurs, and anyone who needs specific information about a business; or who is in business and needs specific information about a particular topic such as market potential, competitive intelligence, standard industry practice, productivity improvement, etc. This course will give you the specific knowledge you need to succeed in your research quest.

Certificate in Data Analysis
Data Analysis is quickly becoming one of the most sought-after skills in the workplace. Companies have vast amounts of data, but it is rare to have someone with the ability to analyze that data to see trends and make predictions. Add a whole new skill set to your portfolio, and make a big difference in the success of your organization by acquiring data analysis skills. Whether your business is home based or a large company, this certificate will take you to the next level where important decision-making is concerned.

Certificate in Office Operations
Efficient office operations can mean the difference between success and not-so-much, between being in the black and being in the red. Moving from you and your employees working harder to working smarter, the strategies and benchmarks of office operations increases the productivity of every person in your organization. Position yourself in your organization as the one who knows what to get done, and how to get things done in office operations.

NEW! Supervisory and Leadership Certificate
Your employees are your most valuable resources. Ensuring the efficiency of your team is the key to your success and is your most important responsibility. Get practical, easy to understand, and insightful methods for new and even experienced supervisors and managers. Learn about effective delegation, performance management, and writing performance reviews. Discuss the specifics of the supervisor’s role and responsibilities, and strategies for improving your overall effectiveness as a leader.

ONLINE BUSINESS WRITING COURSES

Effective Business Writing
Don’t let small gaps in your business writing skills prevent you from reaching your full potential! It doesn’t matter whether you’re a clerical worker, an engineer, or an executive. If you communicate with others in writing, you need this course to help you identify and eliminate problem areas.
Visit www.ed2go.com/brookdalecc for more info and to register.

Grammar Refresher
Whatever your goals, a grasp of English grammar is important if you want to improve your speaking and writing skills. This course will help you gain confidence in your ability to produce clean, grammatically correct work.
Visit www.ed2go.com/brookdalecc for more info and to register.
CAREER COUNSELING

Meet one-on-one with a professional career counselor to explore occupational options and choices. Programs offered are listed below. Complete details at www.brookdalecc.edu/career-counseling. To register for career counseling, contact tsmith@brookdalecc.edu or call (732)-224-2754. Payment is due at registration.

Career Crossroads
Career Crossroads is a four-session (three in-person and one telephone) career counseling program where individuals meet one-on-one with a certified career counselor. Analyze your interests, skills, abilities, values, and goals, and come to an understanding of who you are and what you want out of life and a career. Get the support you need to make job and lifestyle decisions, and find the answers already within you. Five tests are administered as additional tools to aid you and the counselor in exploring choices and your future.

Career Crossroads Fee: $595

Career Passport
A two-session career counseling program where you explore and address specific issues with a certified career counselor. Two tests are administered to help you make choices about your future.

Career Passport Fee: $299

Winning Skills
Work one-on-one with a Fortune 500 executive in a 90-minute session on specific needs: résumé critique, interview skills, coaching, and networking tips.

Winning Skills Fee: $125

Visit www.brookdalecc.edu/careerdevelopment for full course descriptions and requirements.
UNIFORM CONSTRUCTION CODE TRAINING

UNIFORM CONSTRUCTION CODE EDUCATION PROGRAM 2016-2017

The community colleges listed below are offering a regional schedule of classes for Uniform Construction Code training:

- Brookdale Community College
- Mercer County College
- Middlesex County College
- Union County College

These classes are for general contractors who are looking to advance their careers and become New Jersey State Inspectors for local municipalities. They are open to anyone with an interest in construction and mandatory for those desiring licensure in building, electrical, elevator, fire protection, plumbing; and administrative licensure in sub code official, construction official, and technical assistance. The courses focus on technical needs for contractors, estimators, architects, engineers, and government officials as they relate to the design, construction, and maintenance of building structures. Courses are approved for licensure by the New Jersey Department of Community Affairs (DCA) pursuant to NJAC 5:23-5.20 and must be taken in the proper sequence (RCS-ICS-HHS). Licensing application packets and related inquiries should be directed to the DCA Licensing Unit at 609-984-7434. It is recommended to review this packet before undertaking a course. Students who successfully complete a course and apply for licensing may be refunded up to 75% of tuition by submitting a license number or log number to the college they attend. (Information provided in class)

The chart below lists the courses offered for Fall 2016 through Spring 2017. For specific information, visit the respective college’s website listed in the chart:

For a complete list of the courses offered statewide see the DCA website at:
http://www.state.nj.us/dca/divisions/codes/forms/pdf_licensing/ucc_c_grid.pdf

Brookdale Classes:

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. 75 hours. 25 SESSIONS

Tues & Thurs, Oct 18-Jan 19, 2017, 5:30-9:30 pm (no class Nov 24 & Dec 27, Dec 29)
- Freehold Campus
Fee and Code: $785, XUNCC 007
Building Inspector HHS
Charles Lasky, instructor
Covers the instruction of advanced structural systems, advanced fire protection systems, and advanced mechanical systems. 60 hours. 20 SESSIONS.
Tue & Thurs, Apr 4-June 8, 2017, 6:30-9:30 pm • Freehold Campus
Fee and Code: $627, XUNCC 008

Electrical Inspector ICS
Kenneth Verbos, instructor
Covers a review and instruction of systems design and field inspection pursuant to the Uniform Construction Code. 60 hours. 15 SESSIONS.
Wed, Nov 9-Mar 1, 2017, 6-10 pm (no class Nov 23 & Dec 28) • Freehold Campus
Fee and Code: $627, XUNCC 003

Electrical Inspector, HHS
Kenneth Verbos, instructor
Includes systems design and field inspection pursuant to the Uniform Construction Code. 45 hours. 15 SESSIONS
Wed, Mar 22-June 28, 2017, 6-9 pm • Freehold Campus
Fee and Code: $471, XUNCC 009

Plumbing Inspector HHS
William Schmidt, instructor
Advanced plumbing system design. 60 hours. 15 SESSIONS.
Tue & Thurs, Nov 1-Dec 22, 5:30-9:30 pm (no class Nov 24) • Freehold Campus
Fee and Code: $627, XUNCC 012

Plumbing Inspector, ICS
William Schmidt, instructor
Covers systems design, inspection methods and public health requirements pursuant to the Uniform Construction Code. 120 hours. 30 SESSIONS
Tue & Thurs, Jan 3-April 13, 2017, 5:30-9:30 pm • Freehold Campus
Fee and Code: $1254, XUNCC 005

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. 45 hours. 12 SESSIONS.
Thurs, Nov 3-Feb 2, 2017, 5:30-9:30 pm (no class Nov 24 & Dec 29) • Freehold Campus
Fee and Code: $471, XUNCC 006

The Center for Continuing Studies of Mercer County Community College is now offering
NICET Highway Construction Training Classes and Testing
www.mccc.edu/ccs for sessions and test dates

Visit www.brookdalecc.edu/careerdevelopment for full course descriptions and requirements.
Interpreting Certificates

Instructors: Mercedes Allongo, Beatriz Craney, Tatiana Dallmann, Rejane Franco, Maria Teresa Perez

Are you proficient in more than one language? Whether you speak Spanish, Portuguese, Haitian Creole, French, Chinese, or any other language, explore career opportunities using your mastery of English and a second language. Employment for interpreters is expected to grow much faster than average according to the Department of Labor. Two certificate programs are offered:

- Judicial and Medical Interpreting Certificate—English/Spanish OR English/Portuguese (88 hours)
- Community Interpreting Certificate—Generic (48 hours)

For prerequisites, program descriptions, course descriptions, dates, required texts, and information on how to attain a certificate, visit www.brookdalecc.edu/interpreting. Overview Information below.

Mandatory Prerequisite: Introduction To Interpreting

Discover everything you need to know about the interpreting certificate programs, including which program is right for you—either Judicial and Medical Interpreting or Community Interpreting. This program is a prerequisite to register for either program. Explore the three different modes of interpreting: consecutive interpreting, simultaneous interpreting, and sight translation. Obtain information about required testing of your second language abilities.

Thurs, Sep 8, 6-9 pm
Fee and Code: $39, XBUSC 055

Judicial And Medical Interpreting Certificate – English/Spanish OR English/Portuguese

Court interpreters work in a variety of legal settings, such as attorney-client meetings, preliminary hearings, arraignments, depositions, and trials. Medical interpreters help patients communicate with doctors, nurses, and other medical staff.

35 SESSIONS. All four of the following courses must be completed. The courses run concurrently and meet from 6:30-9 pm on the dates listed below:

- Consecutive Interpreting: Thurs, Sep 29-Dec 15 (no class Nov 24)
- Simultaneous Interpreting/Sight Translation: Tues, Oct 18-Dec 13 (no class Nov 22)
- Judicial Interpreting—
  - English/Spanish: Tues, Jan 3-Feb 21, 2017
  - English/Portuguese: Mon, Jan 9-Mar 6, 2017 (no class Jan 16)
- Medical Interpreting—English/Spanish AND English/Portuguese: Thurs, Jan 5-Feb 23, 2017

Fee and Codes: $1999 (plus texts of approximately $300)
  - English/Spanish, XBUSC 056
  - English/Portuguese, XBUSC 057

Community Interpreting Certificate – Generic

Community Interpreting is for individuals with bilingual proficiency in English and another language who wish to work in entry-level positions as intake workers for the courts, social services, a medical setting, or in education. 19 SESSIONS. Both of the following courses must be completed. These courses run concurrently and meet from 6:30-9:00 pm on the dates listed below:

- Consecutive Interpreting: Thurs, Sep 29-Dec 15 (no class Nov 24)
- Simultaneous Interpreting/Sight Translation: Tues, Oct 18-Dec 13 (no class Nov 22)

Fee and Code: $1199 (plus text of approximately $75), XBUSC 058
NEW! Judicial Interpreting Boot Camp
Agustin S. de la Mora*, CFCI, CMI

Learn from a master judicial interpreter. Under the instruction and guidance of a highly-credentialed and experienced professional, gain a fuller understanding of the skills and strategies required for success as an interpreter in all three modes of interpretation: consecutive, simultaneous, and sight. In an intensive, fast-paced, language lab environment, learn and practice the important concept of self-assessment so that you can measure objectively your own progress. Find out about expert techniques and methods used by skilled interpreters to analyze and improve the accuracy and flow of their renditions. Receive feedback to strengthen your skills through performance-enhancing practices and realistic exercises.

WHO SHOULD ATTEND: This program is for experienced judicial interpreters. It is ideal for those who have completed an orientation and/or written exam in a court system and are seeking to move to the next level. Registration is limited. 2 SESSIONS

Sat and Sun, Sep 24 & 25, 8:30 am-4:30 pm (NOTE: There is no food service at Brookdale on weekends. Bring coffee, snacks, drinks, lunch. Local eateries are a short distance.)
Location: ATeC building, room 222. Go through parking lot #4 to get to parking lot #5.
Fee and Code: $409 (including headset) XBUSC 071

*for instructor profile visit www.brookdalecc.edu/interpreting

ONLINE MARKETING CERTIFICATES

Certificate in Google Tools
Increase your online savvy and ability to position yourself and your organization for greater success. Experience the interaction and big take-aways from studying with top notch professionals. Your instructors not only work with these tools every day, but speak at national conferences and train others. Your teachers have tips you have not discovered yet. Learn more about Google Analytics, Google apps for business, and Google+. Acquire new tips and techniques. Just one new tip can mean greater productivity, effectiveness and even profitability for your work.

eMarketing Essentials Certificate
Get a fundamental yet advanced introduction to eMarketing, including how to improve email promotions, analyze your web site traffic, search engine optimization, and successfully employ online advertising. Relevant for any type of organization, including businesses, companies, non-profits, and government agencies. No eMarketing experience or expertise is necessary. If you are already at an advanced level, your instructors are experts and can provide the latest, most advanced information and answer your toughest questions.

Inbound Marketing Certificate
Inbound marketing is the way to help potential customers find you through organic search. It is a process of using your website in a way that attracts visitors naturally through search engines, the blogosphere, and social media. Inbound marketing is more effective than outbound marketing, where you push sales messages to your potential customers. Inbound marketing is a top marketing tool for the 21st century. Discover how to attract customers to your site, what kind of content to share with them, how to use landing pages and forms to collect names and email address, and how to implement lead-nurturing campaigns that result in sales.

Join Our Mailing List.
Would you like to be the first to know when we have new program dates? Sign up to receive e-mails from us about our latest offerings.
www.brookdalecc.edu/careerdevelopment
Social Media For Business Certificate
Use social media to effectively build your customer base. Get in on this exciting and growing way to communicate, market, and serve your customers and clients. From Facebook to Twitter, blogging, YouTube, LinkedIn and more, discover the new principles of communication that apply across all networks and how these specific social networks work and the possible uses for your organization.

Learn how social networks are used to develop a two-way communication and marketing strategy for your organization. Then find out what you can be doing, and take back a plan to integrate social networks into your communication and marketing. Whether you are new to social networks or already involved, you will come away with both an understanding of social networks and practical how-to techniques to integrate social networks into your organization or business. Your instructors are outstanding practitioners who also speak, write, and train others on social networks.


Video Marketing Certificate
Learn how to use video marketing, which is a hot marketing trend. Shoppers who viewed product videos were 144% more likely to add the product to their cart. Video with good Search Engine Optimization (SEO) has a 53% higher chance of showing up on page one of Google searches. When done correctly, video can tell a story, and stories connect people. Video also leads to an emotion ‘trigger’ that plain text cannot do.


NONPROFIT MANAGEMENT

FREE Nonprofit Networking Event
Meet with Monmouth County nonprofit professionals and alumni from Brookdale's Certificate In Nonprofit Management. Join us for light refreshments and hear a presentation about current trends in fund raising by Jennifer Anderson, director of development, Two River Theater. Mix, mingle, meet, and greet others in the local nonprofit world. Whether you are a seasoned pro or new to the field, you are sure to make at least one important contact. The event is free but registration is required.

Thurs, Oct 6, 6:30-8:30 pm
Fee and Code: FREE, XNONP 041

Introduction To Grant Writing: Transforming Vision Into Reality
Serena Adams & Lisa DiLouie, co-founders, Grant Creations LLC
Do you have a great idea but no money for providing a meaningful service for a specific group of people, the environment, the arts or another worthwhile cause? Then turn a great idea into a reality with funds from the government, private foundations, or corporations. Discover which sources to approach and how to do it. Learn the basics of writing the various components of the grant proposal, finding and targeting potential grant sources, understanding the psychology of dealing with funders, and avoiding pitfalls. 2 SESSIONS

Mon & Wed, Nov 14 & 16, 6-9:45 pm
Fee and Code: $129, XNONP 002

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Sign up to receive e-mails from us about our latest offerings.
www.brookdalecc.edu/careerdevelopment
Nonprofit Management Certificate
Learn, network, and exchange ideas in an interactive environment. The Nonprofit Management Certificate program offers a variety of courses taught by a broad range of leading practitioners. In addition to presenting a solid basis of knowledge on the role of nonprofits and how they operate, the courses cover the most productive strategies for meeting challenges specific to the nonprofit arena. The continual theme of the program is creating a healthy, vibrant organization by utilizing the talents of staff and volunteers. Visit www.brookdalecc.edu/nonprofit.

Attaining the Nonprofit Management Certificate requires completion of the following six courses. It is recommended to take fundamentals first:

**Fundamentals Of Nonprofit Management**
Pat Bohse, president, Bohse & Associates, Inc.; executive director, Social Community Activities Network (SCAN)
Gain a solid foundation of what it takes to create and maintain a healthy nonprofit organization. 3 SESSIONS.
Thurs, Sep 15-29, 6:30-9 pm
Fee and Code: $129, XNONP 017

**Board Development For Nonprofits**
Mary Eileen Fouratt, executive director, Monmouth Arts
Examine the role of the nonprofit board of directors. Explore individual members’ responsibilities, requirements, and duties; the best way to recruit members; and how to conduct an effective orientation program. 3 SESSIONS.
Tues, Oct 18-Nov 1, 6:30-9 pm
Fee and Code: $129, XNONP 025

**Financial Management For Nonprofits**
Robert C. Fouratt, CPA, managing partner, The Curchin Group, LLC
Gain a solid understanding of financial reports, budget preparation, IRS reporting, and what impacts a nonprofit’s financial viability. 3 SESSIONS.
Wed, Nov 30-Dec 14, 6:30-9 pm
Fee and Code: $129, XNONP 026

**Strategic Planning For Nonprofits**
Margean Gladysz, owner and principal consultant, MAG NET II
Gain a clear understanding of the unique strategic planning process in the nonprofit organization, including how it guides direction, structure, and operations. 3 SESSIONS.
Wed, Jan 11-25, 2017 6:30-9 pm
Fee and Code: $129, XNONP 024

**Fund Raising And Marketing For Nonprofits**
Jennifer E. Loysen, associate director of leadership annual giving, Seton Hall University
Review and explore the basic principles of fundraising and marketing for nonprofits. 3 SESSIONS.
Wed, Feb 8-22, 2017, 2016, 6:30-9 pm
Fee and Code: $129, XNONP 021

**Recruiting, Retaining And Managing Volunteers**
Margean Gladysz, owner and principal consultant, MAG NET II
Uncover the essential skills to grow and manage a thriving volunteer program. 3 SESSIONS.
Wed, Mar 8-22, 2017, 6:30-9 pm
Fee and Code: $129, XNONP 023
SOCIAL MEDIA TRAINING


See page 38: The Digital Blueprint Certificate offered through the Small Business Development Center—Social Media and Website Management Workshops offered through the Small Business Development Center

HORTICULTURE

Fundamentals Of Horticulture Certificate
Molly A. Gearty, horticulture professional

Prepare for a job in a retail or wholesale nursery, garden center, or botanical garden. Find out about multifaceted career paths in horticulture such as horticulture therapy and landscape maintenance/design. In this 36-hour program, understand the basics of horticulture, plant science, plant identification, soil science, and organic growing and farming. Gain hands-on experience with emphasis on cultural practices and plant growth and development. Certificate awarded with 80% attendance and 75 % passing score on optional mid and final assessments based on course content. Required text available from any online book sellers: Careers in Horticulture and Botany, by Jerry Garner. For course outline and instructor information visit brookdalecc.edu/horticulture.

12 SESSIONS.
Wed, Oct 19-Jan 18, 2017, 6-9 pm (no class Nov 23 & Dec 28)
Fee and Code: $799 (plus text), XBUSS 092

REAL ESTATE

Real Estate Principles And Practices
AnnMarie Hohmann, Licensed New Jersey state instructor

The successful completion of this 75-hour program qualifies you to sit for the New Jersey Real Estate Salesperson’s Examination. It is also valuable and essential for those who own real estate, are prospective buyers and sellers of real property, and for experienced salespeople. Required text is available in the College Bookstore (Essentials of New Jersey Real Estate by Sobeck & Lenk, 12th Edition). Successful completion requires regular attendance. All applicants for licensure must submit to a criminal history record check. 22 SESSIONS.

Prerequisites: 18 years of age and proof of high school diploma or GED at time of registration for the exam.

Tues & Thurs, Sep 27-Dec 20, 6-9:25 pm (no class Oct 4, 11, Nov 24)
Fee and Code: $329 (plus text), XREAL 001
INFORMATION TECHNOLOGY TRAINING
ACCOUNTING

NEW Expanded! QuickBooks Certificate

QuickBooks is a highly effective yet simple-to-operate accounting package that’s perfect for emerging and mid-size companies. This comprehensive course teaches you how to set up and track accounts payable and receivable and balance sheets. Examine how to forecast cash flow, produce profit and loss statements, and track income and expenses by jobs or departments. Continue with this step-by-step, hands-on, skills-based approach to learn how the more advanced application of QuickBooks can be practically applied to your business. Workbook included. 36 hours. 85% attendance required.

Prerequisites: Knowledge of Windows and basic accounting principles.

Tues & Thurs, Sept 13- Oct 20, 6:30-9:30 pm • Freehold Campus
Mon & Wed, Oct 31- Dec 12, 6:30-9:30 pm (no class Nov 23)
Fee and Code: $549, XCOMO 268

Certified Bookkeeper  See page 16

BASIC

Getting Comfortable With Your Computer

This easy-paced course is for the novice user, especially seniors with limited or no prior knowledge of the PC. Become familiar with hardware, software and technology. Learn some Windows and easy ways to work with files, folders and objects. Workbook included. 9 hours.

Sat, Sept 10-Sept 24, 9 am-noon • Long Branch
Fee and Code: $155, XCOMG 039

Windows 10

Make the switch from earlier versions of Windows. Learn to use the features and functionality of Windows 10 including apps and desktop applications. You will work with files and folders by using File Explorer and OneDrive and learn how to customize the Windows 10 environment. Discover how to install and remove peripheral devices and use Windows 10 security features to protect your device against common attacks. Workbook included. 9 hours.

Prerequisites: Previous exposure to personal computers, desktop applications, and the Internet is needed.

Note: The computers do not have touch screen capabilities. The mouse will be used for all exercises.

Mon & Wed, Sept 19-Sept 26, 6:30-9:30 pm
Fee and Code: $155, XCOMG 055

PC Intro with Windows 10

Learn how to use your computer with Windows 10. Start from the beginning and explore features to get most out of your everyday computer use. This course uses a step by step approach to demonstrate features such as the Start menu, the task bar, and basic word processing. Additionally, you will learn to organize and manage files on the PC and the Internet and use apps. Time will be dedicated to exercises that will represent real life examples. Workbook included. 21 hours.

Note: The computers do not have touch screen capabilities. The mouse will be used for all exercises.

Tues & Thurs, Oct 18-Nov 8, 1-4 pm
Fee and Code: $239, XCOMG 059

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Sign up to receive e-mails from us about our latest offerings.

www.brookdalecc.edu/careerdevelopment
WEBSITES

Word Press Level 1
Make your own website. You don’t have to be a professional web developer to use this powerful, reliable and flexible tool. Learn how to develop web sites and blogs with special features to fit the content of your message. You will work on site plans, WordPress theme development, and learn to leverage your site to attract more visitors. 12 hours. Book included.
Prerequisites: Knowledge of Windows, Word and the internet.
Tues & Thurs, Sept 20-Sept 29, 6:30-9:30 pm
Fee and Code: $199, XCOMI 119

Web Development and Design Certificate
Learn the fundamentals needed to design and develop websites. Get a well-rounded balance of coding skills (HTML5, CSS, JavaScript) and website promotion strategies (Web Design, e-commerce, search engine optimization) to develop an effective website. Hands-on exercises take students through the design, development and coding process. Real world web site case studies are used to reinforce the lessons and emphasize the importance of solid web design, accessibility, and ethics. Video demonstrations enhance the learning experience. 36 hours. Workbook included.
Prerequisites: Knowledge of Windows, Word and the Internet.
Tues & Thurs, Nov 1- Dec 13, 6:30-9:30 pm, No class Nov 24
Fee and Code: $529, XCOMT 026

MICROSOFT OFFICE: CERTIFICATE PROGRAMS
Whether you need a quick refresher, an intensive program or something in between, Brookdale has the class that fits your schedule and learning needs.

Business Office Support Specialist
Be the “BOSS” of your career and learn the essential Microsoft Office tools you need to compete in today’s job market. The Business Office Support Specialist (BOSS) course is a 13 week, hands-on, Brookdale Career Training certificate that includes Microsoft Word, Excel, PowerPoint and an introduction to the accounting software package, QuickBooks.
BOSS is tailored to help you succeed in your next job. Our practical approach uses examples that you will encounter working in an office. When you complete the program, you will have a portfolio of your work to demonstrate your skills to potential employers. Job placement assistance is available and some students may qualify for funding toward the cost of the class. Workbooks included. 260 hours. 85% attendance required.
Prerequisite: Basic typing skills.
Sec 1: Mon-Fri, Sept 19-Dec 20, 8:30 am-12:30 pm (no class Nov 24 & 25) • ATC 222
Sec 2: Mon-Fri, Jan 23-Apr 21, 8:30 am-12:30 pm • ATC 222
Fee and Code: $4,000, XCOMT 011

MS Office Level I Certificate
Learn the basics of the popular Microsoft Office applications that are required for today’s workplace. This certificate program is for the student who wants to quickly learn to use Word, Excel, and PowerPoint, or get a refresher. Workbooks included. 30 hours. 85% attendance required.
Prerequisite: Knowledge of Windows
Tues & Thurs, Nov 1-Dec 6, 6:30-9:30 pm • Freehold
Fee and Code: $439, XCOMO 270

Visit www.brookdalecc.edu/careerdevelopment for full course descriptions and requirements.
MICROSOFT OFFICE: INDIVIDUAL COURSES

Word 2013 Level 1
Learn the basics skills needed to use Microsoft Word 2013 productively and efficiently. Create, navigate and save documents. Discover how to edit, copy and paste, and find and replace text. Also learn how to enhance the appearance of a document by using various formatting options. In addition, create tables, adjust page layout, and work with graphics, use styles and outlines and proof and print documents. Workbook included. 9 hours.

Prerequisite: Knowledge of Windows.
Sat, Oct 8- Oct 22, 9 am-noon • Long Branch
Fee and Code: $155, XCOMO 271

Excel 2013 Level 1
Learn the basics of Excel 2013, including identifying Excel window components, navigating worksheets and downloading templates. Discover how to enter and edit text, values, formulas, and how to save workbooks in several formats. Move and copy data and formulas, use simple functions, and apply formatting techniques to worksheet data. Create and modify charts, and work with graphics. Workbook included. 9 hours.

Prerequisites: Knowledge of Windows and basic Word.
Sat, Nov 5- Nov 19, 9 am-noon • Long Branch
Fee and Code: $155, XCOMO 272

New Microsoft Office 2016

Word 2016 Level 1
Learn how to use Word 2016 to make, edit and format documents, add tables and lists. Discover how to add design elements and layout options; and proof documents. Find out how to use the robust tools to perform repetitive operations efficiently using tools such as Find and Replace, Format Painter, and Styles. Finally, you will enhance lists by sorting, renumbering, and customizing list styles. Workbook included. 9 hours.

Prerequisite: Knowledge of Windows
Mon & Wed, Oct 17-Oct 24, 6:30-9:30 pm
Fee and Code: $155, XCOMO 289

Excel 2016 Level 1
Discover how to create and develop worksheets and workbooks in order to work with and analyze data. Topics include calculations, modifying and formatting a worksheet and managing workbooks. Workbook included. 9 hours.

Prerequisites: Knowledge of Windows and Word
Tues, Sept 13- Sept 27, 6:30-9:30 pm
Fri, Nov 4- Nov 18, 6-9 pm
Fee and Code: $155, XCOMO 290

Excel 2016 Level 2
Learn to mine critical information from your raw data. This course covers the more sophisticated functions in Excel needed to analyze and present data. You will work with functions and lists and analyze data. Learn how to develop PivotTables and PivotCharts to present data in an organized manner. Workbook included. 9 hours.

Prerequisite: Knowledge of Excel Level 1 or equivalent experience
Thurs, Oct 27- Nov 10, 6:30-9:30 pm
Fee and Code: $155, XCOMO 291
Excel 2016 Level 3
Learn to execute complex data analysis, collaborate on workbooks with other users, and automate workbook functionality. Work with multiple worksheets and workbooks. Discover how to use Lookup functions and formula auditing. Other topics include protecting workbooks, automating workbook functionality and forecasting data. Workbook included. 9 hours.
Prerequisite: Knowledge of Excel Level 2 or equivalent experience
Thurs, Dec 1-Dec 15, 6:30-9:30 pm
Fee and Code: $155, XCOMO 292

Access 2016 Level 1
Develop the skills needed to create a new database, construct data tables, design forms and reports, and create queries. Learn to use Access to organize and manage data stored within Access tables. Other topic include the use of queries to join, sort, and filter data from different tables and forms and custom reports. Workbook included. 9 hours.
Prerequisites: Knowledge of Windows and Word
Thurs, Sept 22- Oct 6, 6:30-9:30 pm
Fee and Code: $155, XCOMO 293

ONLINE PROGRAMMING COURSES

Introduction to Java Programming
If you want to learn computer programming but don’t have any prior experience, you’ll enjoy a tour of Java, one of the most widely used computer languages in the world. It’s a breeze to learn in a friendly and supportive environment. Start with the basics of program design and go on to write your own programs and integrate input and output, calculations, decision making, and loops. Build your knowledge and confidence with easy-to-understand examples and plenty of skill-building exercises. So whether you just want to try it out to see if you like it or plan on doing more with Java, this is a great place to start!
Six week online course: $99, register at www.ed2go.com/brookdalecc

NEW! Intermediate Java Programming
Deepen your understanding of the Java programming language, and start writing programs that are more sophisticated and professional. Learn how to save data permanently on a disk by writing it to a sequential data file. See how to read the file to get the data back and process it. Organize information using multiple classes in Java’s class hierarchy and inheritance. Explore some of the hundreds of classes that are built into the Java language. Find out how to create GUI applications in Java using tools like windows, menus, buttons, text boxes, check boxes, scroll bars, and other GUI tools.
Six week online course: $99, register at www.ed2go.com/brookdalecc

Introduction To SQL
Learn the key concepts of Structured Query Language (SQL) and gain a solid working knowledge of this powerful and universal database programming language. You’ll learn the basic structure of relational databases, how to read and write simple and complex SQL statements, and advanced data manipulation techniques.
Six week online course: $99, register at www.ed2go.com/brookdalecc
NEW! Intermediate SQL
Expand your knowledge of Structured Query Language (SQL), the industry standard database programming language. In this course, you’ll learn techniques that will enable you to write powerful queries that perform complicated searches and sorts on your data. You’ll explore how to write and implement complex queries on multiple tables simultaneously, and you’ll discover advanced filtering, update, and insertion techniques. You’ll also find out how to create queries that accept input from users and queries that perform complicated searches on strings and dates. By the end of this course, you’ll be able to use a wide range of advanced SQL techniques with confidence. Your new skills with databases will enhance your competitiveness in the technical fields of software development and database administration.

Six week online course: $99, register at www.ed2go.com/brookdalecc

TECHNOLOGY CERTIFICATE TRAINING

CompTIA A+ Certification Prep
If you are getting ready for a career as an entry-level help desk professional or personal computer service technician, the CompTIA A+ course will help you to build on your existing knowledge and experience with personal computer hardware and software that you will use on the job. Learn the essential skills needed to install, upgrade, repair, configure, troubleshoot, optimize, and perform preventative maintenance of basic personal computer hardware and operating systems. Both hands on and virtual labs are included along with extra time for test prep exercises so that you are ready for the exam. Resume writing included. Job placement assistance is available and some students may qualify for funding toward the cost of the class. Workbook and took kit included. 60 HOURS. 85% attendance required. Make-up time will be scheduled if needed for students, and cost $50 per hour.

Prerequisites: Basic experience with Window and Word.

Sat, Oct 1- Dec 17, 9 am-3 pm (no class Nov 26)
Fee and Code: $919, XCOMT 015

CompTIA Network+ Certification Prep
Prepare for the CompTIA new Network+ Exam N10-006. This program covers all exam objectives including network technologies, installation and configuration. Other topics are network media and topologies, security, and more. Practical examples and comprehensive review questions are used to support your understanding of the subject matter. Students will have access to the Net+ simulator to practice hand-on exercises and extra time for test prep exercises to prepare for the exam. Workbook included. 60 hours. 85% attendance required. Make-up time will be scheduled if needed for students, and cost $50 per hour.

Prerequisite: CompTIA A+ or equivalent experience.

Sat, Sept 24- Dec 17, 9 am-2:30 pm (no class Nov 26)
Fee and Code: $919, XCOMT 013

NEW! Cisco CCENT Certification Prep
The Cisco Certified Entry Networking Technician (CCENT; ICND1 100-105) exam is the first step toward the CCNA certification. Topics include router and switch navigation and administration, Ethernet LAN switches, VLANs and trunking, IPv4 and IPv6 addressing and subnetting, operating Cisco routers, learning IPv4 routes with OSPFv2, configuring and verifying host connectivity, subnet design, VLSM, route summarization, IPv4 Access Control Lists (ACL), Network Address Translation (NAT), IPv6 routing, and network troubleshooting. Student will work with interactive simulation software to foster hands-on configuration and troubleshooting skills and to become proficient with all the common Cisco IOS version 15 router and switch commands on the CCENT exam. Job placement assistance is available and some students may qualify for funding toward the cost of the class. Workbooks included. 84 hours. 85% attendance required. Make-up time will be scheduled if needed for students, and cost $50 per hour.

Prerequisite: CompTIA Network+ or equivalent experience.

Sat, Sept 24- Jan 21, 9 am-3:30 pm (no class Oct 29, Nov 26, Dec 24 & Dec 31)
Fee and Code: $1199, XCOMT 029
ONLINE TECHNOLOGY CERTIFICATE TRAINING

The Center for Career Development offers online programs to provide the skills necessary for professional level position for many in demand jobs. There are over 30 programs from which to choose. Some benefits of online training:

- Learn in-demand job skills
- Start anytime
- Set your own pace
- Affordably priced
- Loans and payment plans available
- Assists members of the military community

Here are some program highlights.

The Microsoft Certified Solutions Associate (MCSA):
SQL Server 2012

This program enables you to take your professional database career to a new level. This program validates the primary set of SQL Server 2012 skills, relevant across multiple solution areas in business environments. You will prepare to manage a database environment as a database developer and as a database analyst. With the MCSA: SQL Server 2012 certification, you can deliver more business value to your organization. This program prepares you for the standards set forth by Microsoft for earning the MCSA: SQL Server 2012 Certification and prepares you to take the Microsoft 70-461, 70-462, and 70-463 certification exams. Upon passing all three exams, you will receive the MCSA: SQL Server 2012 Certification. 360 hours.

Fee: $1995
For more info and to register go to careertraining.ed2go.com/brookdalecc/

Systems Security Certified Practitioner (SSCP)

Get ready for the SSCP certification exam. Offered by the International Information Systems Security Certification Consortium (ISC)², this vendor-neutral information security accreditation, this is an ideal program for those preparing to find a position as a network administrator or a security administrator. SSCP is focused on several domains, including access controls, administration, auditing and monitoring, risk, response and recovery, cryptography, data communication, and malicious code/malware. This program will allow students to practice in virtual interactive lab environments. Through lectures, reading assignments, and a variety of labs and assessments, students will master key security concepts and thoroughly understand all of the SSCP objectives. This program includes hands-on activities, and students will take away real knowledge and skills they can apply in interviews and on the job, giving them a strong advantage in the industry. 75 hours.

Fee: $1595
For more info and to register go to careertraining.ed2go.com/brookdalecc/

Other courses include:

- Digital Arts
- Forensic Computer Examiner
- Microsoft Web Developer
- Search Engine Optimization
- Video Game Design and Developer and many more

Learn more and register online at careertraining.ed2go.com/brookdalecc/

PLEASE NOTE: Once the program curriculum is accessed online or through submission of a material shipment confirmation, refunds cannot be issued.
TRAINING FOR YOUR BUSINESS
BUSINESS TRAINING

High-Impact Training for Your Organization – Large or Small!

Do your employees need to upgrade their education or skills? Are you looking for professional training options uniquely designed to help your company reach its goals? Get the best return on your training investment with Brookdale’s Center for Career Development that will update and improve the skills of your workforce, increase employee engagement, and improve company performance. We work with small businesses, non-profits and major corporations to deliver training at the work site or at one of our many Monmouth County training locations.

Training focuses on skills that improve:

- Organizational productivity (team building, management and leadership, project management, or lean manufacturing)
- Individual productivity (time management, dealing with change, communication, or customer service)
- Computer skills (Microsoft Office suite, technical certifications, or customized applications)

Two ways to help you fund your training programs:

- Customized Training Grants: we can help you access these grants, plan and deliver the training cost-free
- NJBIA Business Skills Workforce Training Program: designed to help your employees improve their business skills, with no application to fill out, and grant funded.

NEW! NJ Manufacturing Training Initiative: bring Computer Numerical Control (CNC) and mechatonics advanced manufacturing training to your company.

For more information contact jmccarthy@brookdalecc.edu or visit us at www.brookdalecc.edu/businesstraining to arrange for a cost-free, no-obligation, professional consultation and review of your organization’s training needs.

Visit www.brookdalecc.edu/careerdevelopment for full course descriptions and requirements.
ONLINE TRAINING OPTIONS

Can’t find the time to get to class? We have three different options for you! Through partnerships with three on-line educational providers we can help you learn that new skill where and when it is convenient for you.

Many classes are instructor-led by expert teachers, known for creating a supportive learning environment who are available to answer your questions and facilitate online discussions. These courses begin monthly, while self-paced courses can be started at any time. Choose from three options:

- **ed2go** – Select from hundreds of non-credit, instructor-led courses designed for your personal and professional needs in Business, Computer Applications, Design and Composition, Language and Arts, Personal Development, Teaching and Education, Technology, and Writing and Publishing. For more information, visit [www.ed2go.com/brookdalecc](http://www.ed2go.com/brookdalecc)

- **American Management Association Online Certificate Programs** – See page 28 for these self-paced, self-study courses that offer up-to-date, real world solutions for today’s business challenges. For more information, visit [www.flexclassroom.com/brookdalecc](http://www.flexclassroom.com/brookdalecc)

- **YouGotClass** – Earn a certificate in a variety of subjects including Business Research, Online Teaching, K-12 Teacher Continuing Education, eMarketing Essentials, Social Media, Supervisory And Leadership Skills, Virtual Meeting Planner and Technology. Certificates are awarded by LERN, the Learning Resources Network, the largest continuing education association in the world. Learn more at [www.yougotclass.org/brookdalecc](http://www.yougotclass.org/brookdalecc)

SMALL BUSINESS DEVELOPMENT CENTER

America’s SBDC at Brookdale Community College is committed to guiding established small business owners and aspiring entrepreneurs to create and expand their business enterprises which will, in turn, result in sustainable growth, job creation and statewide economic development and prosperity.

The Center, 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
ENTREPRENEUR CERTIFICATE PROGRAM

The Entrepreneur Certificate Program offers training to help those looking to start or grow their own business. Topics include business planning, goal setting, financing, and marketing. The Monmouth/Ocean Small Business Development Center (MOSBDC)—located at both Brookdale Community College and Ocean County College—sponsors this 33.5 hour program. Take one course to improve your knowledge or take all courses and receive an Entrepreneur Certificate. To acquire a certificate, you must attend 100% of the Business Development Core Workshops and forward a certificate request to MOSBDC.

Business Start-Up Workshop
If you are an entrepreneur who is planning to start, or have recently started a small business, this course is for you! Examine the legal forms, how to register your business, setting up financial records, taxation information, insurance needs, and licensing.

Sat, Nov 5, 9 am-3:30 pm
Sat, Dec 3, 9 am-3:30 pm
Fee and Code: $97 XBUSD 001

Marketing Strategies for Small Businesses
In this 15-hour overview, identify how to position your business by developing a marketing plan that focuses on goals and strategies. Discover how to effectively analyze the current marketplace in creating valid pricing. Investigate creating a customer database and explore how to develop a marketing mix through advertising, promotions, and sales. 5 SESSIONS.

Wed, Sept 7-Oct 5, 6 pm-9 pm
Wed, Nov 2-Nov 30, 6 pm-9 pm
Fee and Code: $269 XBUSD 044

Record Keeping for Small Businesses
Gain an understanding of primary financial statements, and effective methods of analysis. With hands-on instruction in business and accounting software programs, participants will learn the general accounting cycle.

Tues & Thurs, Sept. 20 & 22, 6 pm-9 pm
Sat, Dec 3, 9:30 am-4 pm
Fee and Code: $99 XBUSD 043

Financing a Small Business
Interested in starting a business or expanding an existing business? Need financial assistance? Gain information on determining money needs, SBA loans, venture capital, working with local banks, and use of a business plan to secure financing.

Mon, Sept 26, 6:30 am-9:30 pm
Sat, Nov 19, 1:00 pm-4:00 pm
Thur, Dec 15, 6:30-9:30pm
Fee and Code: $55 XBUSD 009

A Business Plan
Even the most skeptical banker can be persuaded positively with a convincing business plan. Comprehensive plans include sales forecasts, market identification, resources, personnel, cash flow, and income projections. Learn what to include, which language to use, and in what format.

Sat, Nov 19, 9 am-12:30 pm
Sat, Dec 10, 9 am-12:30 pm
Fee and Code: $65 XBUSD 008

Visit www.brookdalecc.edu/careerdevelopment for full course descriptions and requirements.
Small Business Development

**DIGITAL BLUEPRINT CERTIFICATE**

*Develop digital strategies to make your business soar.*

**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 Pages, to Twitter, LinkedIn and Instagram, you will discover the most efficient and effective tools to help sustain business growth.

**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.

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

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**NEW! Brewing 101 Begins in September!**
See www.brookdalecc.edu/lifelonglearning for details

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**Join Our Mailing List.**
Would you like to be the first to know when we have new program dates? Sign up to receive e-mails from us about our latest offerings.

www.brookdalecc.edu/careerdevelopment
Visit www.brookdalecc.edu/careerdevelopment for full course descriptions and requirements.
**New Pathways To Teaching**

Change your life—become a teacher! Brookdale Community College has partnered with New Jersey City University to offer New Pathways To Teaching In New Jersey, an alternate route to teacher certification. The program provides an opportunity for people to become teachers who have a BS, BA, or higher degree and who did not complete a traditional teacher preparation program. For more information about the program and eligibility requirements, visit [www.brookdalecc.edu/continuinged/careerdevelopment/cte/altroute/](http://www.brookdalecc.edu/continuinged/careerdevelopment/cte/altroute/)

**Introduction To The Teaching Profession 24-Hour Program**

Take your first step toward applying for a Certificate of Eligibility (CE). This non-credit course consists of 20 hours of class work and four hours of classroom observation. Areas of Study: classroom management, assessment tools, lesson plans, learning strategies, job search strategies for teachers, diversity in the classroom, and implementation of technology. Upon successful completion, you will receive a certificate that must be included with your CE application to the NJ Department of Education. Saturday classes—bring your own lunch, no food available on campus. Required text available for sale in College Bookstore.

Visit [www.brookdalecc.edu/alternateroute](http://www.brookdalecc.edu/alternateroute) for more information.

- **Sec 1**: Sat, Sep 10-Oct 1, 9 am-2 pm
- **Sec 2**: Sat, Oct 8-Oct 29, 9am-2 pm
- **Fee and Code**: $200, XNPTN 003

**Stage I**

This initial course of the New Pathways program will provide teacher candidates with an understanding of the teaching profession, present the realities of teaching as a career, and prepare reflective practitioners for classrooms of diverse learners through research-based inquiry.

You will examine, learn, and be ready to implement effective teaching practices in a classroom setting. You will learn to apply curriculum theory, strategies for instruction, classroom management techniques, and differentiated instruction through classroom activities as well as guided observation. Experiences will be provided to help you develop the tools, skills, knowledge, and disposition needed to be an effective teacher and to succeed in classrooms throughout the state of New Jersey.

A clinical experience will include 15 hours of guided classroom observation at an approved site.

Students must have their Praxis scores, Certificate of Eligibility (CE) and a BA, BS or higher degree with a minimum GPA of 2.75 to apply for admission to Stage I.

**Dates for Stage 1 Fall 2016**: Sep 24-Nov 12. (blended 6 sessions; 3 face to face (f-t-f) meetings at Brookdale)

To register, please contact Amy Yates at ayates@brookdalecc.edu or 732-224-2158.

To learn more about all the prerequisites of the program, visit [www.state.nj.us/education/educators/license/alternate.htm](http://www.state.nj.us/education/educators/license/alternate.htm) or contact Amy Yates at 732-224-2158.

**Stage II**

Upon completing Stage I of the New Pathways program and obtaining employment as a teacher, you will be given a viable support system and a reflective environment in this course so that you progress toward completion of the Alternate Route to Teaching process.

You will focus in greater depth on the principles of effective instruction and the exploration of effective implementation strategies, as well as the importance of literacy across the curriculum. In addition, you will continue to study the nature of learning and the development of an understanding of how learning is affected by individual differences. Curriculum development and assessment will also be emphasized. Focus will also be maintained on reading, writing, listening, and speaking across the curriculum with continued emphasis on the identification and development of literacy skills and their impact on all aspects of teaching and learning.

You will produce a Professional Improvement Plan (PIP) and complete a teacher portfolio which reflects on activities experienced and materials developed to this point in your teaching career.

**Dates for Stage 2 Yr 2016-2017**: Sep 17-Apr 1, 2017. (blended 25 sessions; 6 face to face (f-t-f) meetings at Brookdale)

To register, please contact Amy Yates at ayates@brookdalecc.edu or 732-224-2158.
Professional Development for K-12 teachers
Brookdale Education Networks provide high quality, cost effective Professional Development solutions. Districts pay a flat fee for an extensive menu of top tier, day-long workshops and webinars. See our complete line-up: www.brookdalecc.edu/teachingexcellence or call 732-224-2394. Membership has never been a smarter decision.

Substitute Teacher Training
Molly Cauterucci, instructor
A minimum of 60 college credits is required for certification as a substitute. If interested in becoming a certified teacher through the alternate route, a reputation as an excellent substitute teacher will work to your advantage. Learn teaching strategies and survival skills for all grade levels, insight into administration expectations, classroom management tips and tricks, evaluating and improving your performance, and the necessary steps/paperwork to become a certified substitute teacher in New Jersey.
Sat, Oct 8, 8 am-5 pm
Fee and Code: $145, XEECG 434

See page 36 for information on our online teacher and education training courses at www.ed2go.com/brookdalecc

Infant Toddler Certificate Program
Take the first step towards a statewide credential and gain the knowledge and skills for infant toddler practitioner positions in early child care environments, family and home care settings.
This hybrid program will meet face-to-face twice a week, with an additional weekly session online managed through Canvas, the Brookdale learning management system (LMS). (online coursework training and support provided.)
In addition to instruction you will be required to complete 30 hours of observation in an approved Infant Toddler setting. These hours can be completed at the participant’s current workplace or as an internship position.

Areas of Study:
Module 1: Infant toddler (I/T) development
Module 2: Children with special needs
Module 3: Language development and literacy infant/toddler
Module 4: Infant Toddler center based environments
Module 5: Partnerships: Family and Professional
Module 6: Professionalism: dimensions of professionalism, career goals, programs and support structures for the professional, quality assurances: standards and expectations
This course is designed to build the foundation for the New Jersey Infant Toddler credential that requires two additional academic courses (Infant Toddler Mental Health and Supervised Internship) offered in the Early Childhood degree. www.pinj.org Upon successful completion of this program you can apply for up to 9 credits in the Early Childhood AA degree. Additional resources for stackable credentials and degree options will be provided in class. 28 classroom sessions. Scholarships available.

Prerequisites: Students without documentation submitted by the date listed below will be administratively withdrawn from the program and a $150 processing fee will be charged. Instructions to access prerequisites forms will be emailed to you upon registration.
- Copy of High School diploma or GED
- Copy of clear criminal background check

Documentation and required forms due by Sep 1, 2016.
Tues & Thurs, Sep 13-Dec 22, 5:30-7:30 pm (classroom); plus online sessions and 30 hours of observation.
Fee and Code: $1325, XEECG 660 (Plus text $30)

Visit www.brookdalecc.edu/careerdevelopment for full course descriptions and requirements.
Are you a woman who has lost your primary source of income due to separation, divorce, widowhood, spousal disability or spousal military deployment? Brookdale’s Displaced Homemakers Services offers free, customized, holistic, client centered services to help you transition to become head of household. We offer:

- Personal counseling and emotional support
- Peer support group where you have a safe place to share and bond with women in similar life circumstances
- Career development to help you choose training for an occupation that matches your interests, abilities and the current job market
- Job search skills: learning to network, resume writing, and interviewing
- Computer training to help you become comfortable with current technology
- Workshops to help manage your transition to self-sufficiency
- Community referrals to assist with various needs.

Call for information: 732-739-6018 or 6020
On the web at continuinged.brookdalecc.edu/displaced-homemakers/

Join Our Mailing List.
Would you like to be the first to know when we have new program dates? Sign up to receive e-mails from us about our latest offerings.

www.brookdalecc.edu/careerdevelopment
REGISTRATION INFORMATION

Visit www.brookdalecc.edu/careerdevelopment for full course descriptions and requirements.
FOREIGN HS DIPLOMA
If you have a high school diploma from another country, go to www.naces.org to have the diploma evaluated prior to registration.

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

REFUND POLICY
A $15 processing fee will be deducted from all refunds. Refunds are issued by check. Allow 2-4 weeks for processing. Our refund policy is:

- 14 or more days (2 weeks) before the beginning of a class: 100% refund of full course fee
- 7 to 13 days before the start of class: 50% refund of full course fee
- Less than 7 days (1 week) before class start date: no refund
- See pages 40 for refund policy regarding online programs.

APPEAL PROCESS: Only under extreme, extenuating circumstances would an appeal granting a full or partial refund be considered beyond the points listed above. Registrants requesting an appeal must do so in writing, stating their reason, providing supporting documentation (i.e., medical note from doctor, accident report, etc.) and include course name and start date. Send appeal to:

Director of Career Training
Continuing & Professional Studies
Brookdale Community College
765 Newman Springs Road
Lincroft, NJ 07738

TEXTBOOKS
All textbooks are available at the College Bookstore, Lincroft campus, unless otherwise noted, two weeks before the start of class. Used textbooks may be available for some courses. The College Bookstore will buy back textbooks at their discretion. Call 732-224-2382 to check on current price, textbook availability and buy back dates. Healthcare training programs textbook list available online. continuinged.brookdalecc.edu/healthcaretraining/spring-2016-healthcare-training-textbook-list/

Brookdale Community College is an Equal Opportunity/ Affirmative Action educational institution. In order to promote this goal, the college makes positive efforts to ensure equal opportunity to all individuals without regard to race, color, sex, religion, national origin, disability or veteran status.
REGISTRATION FORM

To Register

Date: _______________________

 PHONE: 732-224-2315 using Visa, Mastercard, Discover or American Express
 FAX: 732-224-2664

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

IN PERSON: Continuing & Professional Studies
ATEC Building, Lincroft Campus (Park in Lot #5)

ONLINE: continuinged.brookdalecc.edu/searchandregister and follow
instructions for “How To Register.”

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

Is English your best language? □ Yes □ No

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PAYMENT IN FULL REQUIRED AT REGISTRATION (unless other arrangements were made)

□ Enclosed is my check made payable to Continuing & Professional Studies—BCC
  Charge my: □ VISA □ MasterCard □ Discover □ American Express
  with $ ____________________________

Card # __________________________________________________________________

Exp. Date: ____________________________ Security Code: ______________________
          (3-digit code on back of card)

Signature: ________________________________________________________________

Gender: □ Male □ Female

Ethnicity: □ Hispanic/Latino □ Non-Hispanic/Latino

Race: □ Asian □ American Indian/Alaskan Native
      □ Black/African American □ Native Hawaiian/Other Pacific Islander
      □ White