Center For Career Development

SPRING 2017

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

www.brookdalecc.edu/careerdevelopment  732-224-2315
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](http://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.

One source of funding is the Monmouth County One-Stop Career Center, where Career Counselors can offer training and assistance to land your first job, re-enter the workforce or transition careers. Contact the Monmouth County One-Stop Career Center at 732-683-8850 Ext. 6011.

Another source is Ready-To-Work New Jersey, a grant that provides training and education to help long-term unemployed and underemployed workers. It is administered by the Community College Consortium for Workforce & Economic Development. To determine eligibility, visit www.rtwnj.org.

Some financial assistance includes advising, networking and other resources for job seekers. To learn more about these programs and find 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.
Healthcare Training

Visit www.brookdalecc.edu/careerdevelopment for full course descriptions and requirements.
NJ TRANSIT has launched new and improved bus routes in Monmouth and Middlesex counties that offer more frequent departures and pickups, evening and weekend service, fewer required connections, and direct access for students traveling to Brookdale.

New and Improved routes – 838, 832, 817 – running to Brookdale's campus.

The route changes also include schedule adjustments designed to improve connectivity at major hubs in Red Bank, Middletown, Long Branch, and Asbury Park.

Learn more at www.njtransit.com.

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.

**Wed, Apr 19, 6-10 pm**

**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
- 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.

**Sat, Jan 21, 9 am-1 pm**

**Fee and Code:** $72, XMEDG 058

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**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 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 distributed in class. 85% attendance required.

Tues & Wed, Mar 7-May 24, 6:30-9:30 pm Brookdale at Hazlet
Laboratory: Shrewsbury Pediatric Dentistry
Fee and Code: $959, XMEDD 001

Dental Radiologic Technology
THE DENTAL RADIOLOGIC TECHNOLOGY PROGRAM IS APPROVED BY THE NEW JERSEY RADIOLOGIC TECHNOLOGY BOARD OF EXAMINERS.

Now includes Dental Assisting National Board’s Radiation Health and Safety Examination.
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 take the Dental Assisting National Board’s (DANB) Radiation Health and Safety Examination upon successful completion of all components and the return of the radiation badge. At that time a certificate of completion will be issued.

After passing the DANB 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.

Class and Lab: Wed, Jan 11-Apr 19, 9:30 am-12:30 pm. Scheduled makeup days: Apr 26 & May 3
Brookdale at Hazlet
Laboratory: Shrewsbury Pediatric Dentistry
Student status meeting: May 31, 9:30 am-12:30 pm
Clinical requirements must be completed by Jun 15, 2017
Exam: Tues, June 16, 9 am (Testing Center, Lincroft)
Fee and Code: $899 (includes exam and radiation badge), XMEDD 002
No online registration available.
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.

Recommended:
Healthcare background

Note: If English is not your best language, oral and written English tests may be required.
Textbook required.

Tues & Thurs, May 9-June 8, 6:30-9:30 pm
Freehold Campus
Fee and Code: $385, XMEDN 151

To register, call 732-224-2315
FITNESS TRAINING

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

Areas of Study: Anatomy, physiology, muscular strength and endurance, flexibility, cardio-respiratory 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 course. 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.

Sec 1: Sat, Feb 18-Mar 25, 9 am-4 pm; EXCEPT Mar 4, 11 am-6 pm
Sec 2: Sat, June 10-July 22, 9 am-4 pm; EXCEPT June 24, 11 am-6 pm (no class July 1)

Fee and Code: $649, XMEDG 057

MASSAGE THERAPY

Massage Therapy
Areas of Study include: Swedish massage skills, myofascial release, neuromuscular therapy, reflexology, aromatherapy, sports massage, anatomy & physiology, kinesiology, pathology, health and hygiene, business practices, and professional ethics. You will also review for the national Massage & Bodywork Licensing Exam (MBLEX) which is governed by the Federation of State Massage Therapy Boards (FSMTB). In addition to classroom and lab instruction, you will receive 100 hours of supervised clinical practice.

Upon successful completion of the program, you are eligible to become a New Jersey licensed massage therapist.

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

- High School diploma or GED
- Clear criminal background check
- Copy of malpractice insurance face sheet

Class/Lab/Clinical: Mon, Wed & Fri Jan 30-Sep 18, 8:30 am-3:30 pm
(no class Apr 10-14, May 29, Jul 3, Sep 4)

Fee and Code: $2,900 plus textbooks, supplies & insurance (approx $450), XMEDG 236

Financial Aid is available for this program if you qualify. If you are applying for financial aid, you must first call 732-224-2954.

MEDICAL BILLING

Certified Medical Billing Specialist
This comprehensive program prepares you for the Certified Professional Biller (CPB™) exam through the AAPC and to work in a medical practice, billing service, hospital billing department, or insurance company. You will understand managed care, the insurance industry, and the process of healthcare reimbursements. Gain a solid foundation in medical billing fundamentals with class time devoted to Medical Terminology, Anatomy and Physiology, ICD-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. Students will complete a practice exam and be enrolled as an AAPC member. 165 HOURS.

Prerequisites:

- Basic computer knowledge and keyboard skills.

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

Sec 1: Tues & Thurs, Jan 10-July 25, 6-9 pm (no class Jul 4 & 6)
Sec 2: Mon & Wed, Apr 24-Nov 15, 6-9 pm (no class May 29, Jul 3 & 5 and Sept 4)

Exam schedule TBD

Fee and Code: $2239, XMEDG 242 (Includes 1 year AAPC membership and exam fee)
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
- Clear criminal background check

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.

Sec 1: Mon-Sat, Jan 3-Jan 13, 8:30 am-5 pm (no class Mon, Jan 2)
Brookdale at Hazlet
Sec 2: Mon-Fri, Jun 5-Jun 16, 8:30 am-5 pm
Brookdale at Hazlet
Sec 3: Mon-Fri, Aug 7-Aug 18, 8:30 am-5 pm
Brookdale at Hazlet
Fee and Code: $795, XMEDG 014
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 (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, and Flu vaccine
- 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.

Sec 1: Tues & Thurs, Jan 17-Apr 25, 8 am-2 pm (no class Apr 11 & 13)
Brookdale at Hazlet
Sec 2: Mon & Fri, Jan 20-Apr 24, 8 am-2 pm (no class Apr 10 & 14)
Freehold Campus
Sec 3: Mon & Wed, Jan 23-May 1, 5-9:30 pm (no class Apr 10 & 12)
Freehold Campus
Sec 4: Tues & Thurs, Jan 24-May 2, 5-9:30 pm (no class Apr 11 & 13)
Freehold Campus
Sec 5: Mon-Fri, June 26-Aug 14, 8:30 am-2:30 pm (no class Jul 3 & 4)
Brookdale at Hazlet
Fee and Code: $1195, XMEDG 013
No online registration available.
Patient Care Technician Certification
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 of 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
- 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.

**Sec 1:** Class: Tues & Thurs, Feb 28-May 4, 9 am-3 pm (no class Apr 11 & 13)
Clinical: Mon-Fri, May 8-May 17, 7 am-3 pm
Freehold Campus

**Sec 2:** Class: Tues & Thurs, May 23-Jul 25, 9 am-3 pm (no class Jul 4)
Clinical: Mon-Fri, Jul 26-Aug 4, 7 am-3 pm
Brookdale at Long Branch

Fee and Code: $2085, XMEDG 075
No online registration available.

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**PHARMACY TECHNICIAN**

*New Expanded Class with Certification!*

Pharmacy Technician Certification

This newly expanded course prepares you for the Pharmacy Technician Certification Board Exam. The class offers a comprehensive study of topic areas necessary to thrive in a retail and/or institutional pharmacy setting. The program is divided into modules which cover prescription basics, pharmacy calculations, pharmacology, pharmacy law, and 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. The exam will be given at the end of the program. 114 HOURS plus 20 hour internship.

**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
- Clear criminal background check

**Note:** Textbooks required. 85% attendance required.

**Class and Lab:** Tues & Thurs, Jan 17-May 4, 5:30-8:30 pm
Sat, Jan 28, Feb 11, Feb 25, Mar 11, Mar 25, Apr 8 & Apr 22, 9 am-noon
Brookdale at Long Branch
Student status meeting: May 23, 5:30-7:30 pm
Clinical requirements must be completed by June 9
Exam: Mon, June 12, 9 am (Lincroft)
Fee and Code: $1369, XMEDG 017 (Includes exam fee)
No online registration available.

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To register, call 732-224-2315

Visit [www.brookdalecc.edu/careerdevelopment](http://www.brookdalecc.edu/careerdevelopment) for full course descriptions and requirements.
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, Jan 26-Mar 30, 6:30-9:30 pm
Fee and Code: $349, XMEDG 180

VETERINARY ASSISTANT www.brookdalecc.edu/vet-assistant

There are minimum academic requirements for admission to the veterinary assistant program AND admission is competitive. The two mandatory prerequisites for admission are:
1) Attend "Mandatory Workshop: Admission to the Veterinary Assistant Program." See below.
2) Submit minimum scores in math AND English in any combination
   ■ Grade of C on college transcript in 100-level math and English courses
   ■ Accuplacer scores of 90 in arithmetic and reading comprehension
   ■ SAT scores of 540 in critical reading and 530 in quantitative
   ■ ACT scores of 23 in reading and 22 in math
   ■ Grade of 4 in advanced placement high school English and math

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 the admission application process, program prerequisites, Accuplacer 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 January 4, 2017. The program starts February 2 – see next page.

Wed, Nov 30, 2016, 6-9 pm
Fee and Code: $39, XMEDG 238
**Veterinary Assistant Program**
Instructor/Coordinator: Janet McConnell, CVT; Instructor: Karen Norton, CVT

**Mandatory Requirement:** meet minimum academic standards and attend Admission to the Veterinary Assistant Program Workshop – see previous page.

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 and hospital dates and times: Tues & Thurs, Feb 2-May 18, 6-9 pm
Clinical: Mon-Thurs, May 22-June 8, 2017, 8 am-4 pm
Final exam: Mon, June 12, 4-6 pm
Fee and Code: $2599, XMEDG 081

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**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 extended by NJSNA.

**IV Therapy Certificate**
Tina Shymko, RN, CEN, CPEN

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

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

**Note:** IV supply kit required. Call by Monday, April 17, to order at: 732-671-1200, option 2 (approximately $60). NJSNA Contact Hours awarded.

Mon, Apr 24, 9 am-5 pm, Freehold Campus
Fee and Code: $169, XMEDN 166

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To register, call 732-224-2315
Refresher Course For RNs/LPNs With “Simulation Anne”
For RNs and LPNs that have been out of practice less than 20 years with prior clinical practice. A review of body systems focusing on the latest diagnostic, surgical and medical interventions, and treatments, studies include theory, skills practice, resume writing, and case management. Clinical rotation includes hospital orientation, bedside patient care, infection control practices, review of patient clinical records with computer entries, and medication administration observation with an RN preceptor.

Prerequisites (Instructions to access prerequisites forms will be emailed to you upon registration):
- Current NJ license (RNs and LPNs) or inactive RNs and LPNs with approval from the NJ Board of Nursing Director at 973-504-6430 or www.state.nj.us/lps/ca/medical/nursing.htm; click on “reinstatement RN/LPN packet”
- Healthcare Provider CPR
- Physical exam, documentation of immunizations, 2-step PPD, hepatitis B series, and Flu vaccine
- Copy of malpractice insurance face sheet
- Clear criminal background check and drug screening

Note: Textbook and supply tote required. 100% attendance required. Clinical at area hospitals. NJSNA Contact Hours Awarded.

Class: Wed, Mar 22-May 31, 9 am-3 pm (no class Apr 12)
Freehold Campus
Clinical: Mon-Fri, Jun 1-Jun 9, 7 am-3 pm
Fee and Code: $1835, XMEDN 007
No online registration available.

RADIOLOGIC TECHNOLOGY CONTINUING EDUCATION

Computed Tomography Program (CT Scan)
Advanced Level Certificate Program
Coordinator: Terry Konn, PhD, RT, CHE

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

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

Prerequisites (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, and Flu vaccine
- Clear criminal background check

Note: Textbooks required. Clinical assignments are individually scheduled at area hospitals. Approved for CEUs by the American Society of Radiologic Technologists (ASRT).

Tues, Jan 24-May 2, 5-8:30 pm (no class Mar 14)
Fee and Code: $2105 (includes radiation badge), XMEDR 001
No online registration available.

To register, call 732-224-2315
Visit www.brookdalecc.edu/careerdevelopment for full course descriptions and requirements.

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
- Clear criminal background check

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

Date: Wed, Feb 1-May 10, 5:30-9 pm (no class Mar 15)
Fee and Code: $1699, XMEDR 005
No online registration available.

Scanning Refresher
This refresher course is designed for current Brookdale students and recent Diagnostic Medical Sonography 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

Non-Brookdale students: Documentation of ultrasound program completion required prior to class start.

Sec 1: Thurs, Jan 12-Mar 2, 5-8 pm
Freehold Campus
Sec 2: Thurs, Mar 9-May 4, 5-8 pm (no class April 13)
Freehold Campus
Fee and Code: $285, XMEDR 010
BUSINESS & PROFESSIONAL TRAINING
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
Mon & Wed, Apr 24-June 14, 6-9 pm (no class May 29)
Fee and Code: $1199 (including texts, AIPB registration, and testing), XBUSS 022

QuickBooks
See page 27 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 information 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

Facility Management Professional®-FMP
Joel Orton, AIA, FMP, CFM® (certified facility manager), director of strategic real estate projects, Sanofi
Do you have the knowledge and skills that facility management employers are demanding? Do you have a way of proving to your current and prospective employers that you’re abilities meet or exceed industry-wide standards? Earning the International Facility Management Association’s FMP credential can help you meet your career goals. The FMP credential 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.
Mon, Jan 23-May 15, 5:30-9:30 pm (no class Feb 20 and April 10)
Fee and Code: $2395 (including materials and testing), XBUSM 234

To register, call 732-224-2315

Visit www.brookdalecc.edu/careerdevelopment for full course descriptions and requirements.
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 continually improve 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.


RETURNS FALL 2017
Fee and Code: $1995 (including materials and testing), XBUSM 237

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.

SEC 1: Thurs, Feb 9-Apr 27, 6-9 pm
SEC 2: Mon-Fri, June 19-23, 8:30 am-4:30 pm
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

To register, call 732-224-2315
NEW! **Business Coaching Certificate**
Mentoring and coaching have come to be used more frequently in organizations to improve leadership competencies. It has benefits for the employer and employee. The knowledge you gather will change the way you see yourself in the workplace. Through this knowledge, you can find helpful strategies to navigate through work and life. Additionally, in this course you will develop skills in the development, implementation, and support of coaching and mentoring programs in your workplace. Critical analysis and improvement of your programs alongside group dynamics and innovative strategies will also be examined in terms of coaching and mentoring programs. This course offers the much-awaited toolkit you have been searching for to improve your employees’ performance and create the working environment that your employees will find truly rewarding.


**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.

NEW! Managing Social Media Platforms Certificate

Different social networks have distinct characteristics, different features, and are used to develop a two-way communication and marketing strategy for your organization. Get a skill set for working and managing different social media platforms. Then find out what you can be doing, what you should be doing, and take back a plan to integrate social networks into your communication and marketing. You will get a firm foundation in Twitter, LinkedIn, and Facebook platforms. Come away with both an understanding of these 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.


NEW! Certificate In Workplace Communication

Good communication in the workplace is more important than ever. And critical to your career advancement and success. Come get comprehensive and intensive preparation with skills and techniques you can put to use on Monday morning. Take back a workable conflict management model, along with successful and practical conflict management strategies. Then work with a pro to learn how to improve your negotiation skills for a win-win outcome, including helping others to get what they want, so you get what you want. Finally, find out more about yourself and others using personality profiles for better work performance. You will be learning from some of our more popular instructors, and taking away new how-to skills that work.


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.

NEW! Grammar Refresher II

Take your grammar and language mechanics skills to the next level, and master the building blocks of effective writing.

Visit www.ed2go.com/brookdalecc for more information and to register.

To register, call 732-224-2315

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
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: resume critique, interview skills, coaching, and networking tips.

Winning Skills Fee: $125

CONSTRUCTION

NEW! Construction Management Fundamentals Certificate (HYBRID COURSE)

Christopher J. Tierney, construction project manager

This 60-hour program lays the foundation for becoming a professional in the construction management field. Half of the course (30-hours) is classroom-based; and half of the course (30-hours) is distance learning. Gain an in-depth holistic knowledge base of the construction field while discovering proper project management strategies. Understand essential construction project management principles by examining the different aspects and the players that affect the construction process. Topics include securing projects, estimating, budgeting, scheduling, sustainability, relevant software, contracts, documentation and more. Review private vs government contracts, managing subcontractors, engaging architects and engineers, municipality processes, inspections, building codes, and union vs non-union labor. Learn to recognize and avoid potential project pitfalls so that your projects are completed successfully. Certificate awarded with 75% passing grade on final exam.

WHO SHOULD ATTEND: construction firm owners, general contractors, laborers, designers, schedulers, suppliers, building trades' professionals, and government officials.

Advance in your career, grow your business, and build robust business relationships within the construction industry. Information about required text provided at first class meeting. Visit www.brookdalecc.edu/construction-management for course outline, instructor bio, and distance learning schedule. 6 CLASSROOM SESSIONS plus distance learning.

Fri & Sat, Mar 10 & 11; Mar 31 & Apr 1; Apr 21 & 22
Fri 6-9:30 pm; Sat 9 am-4 pm
30-hours of distance learning instruction are self-paced between classroom meetings

Fee and Code: $799 (plus text of approximately $100); XBUSS 028

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 609-984-7834. 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 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:

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, 5:30-9:30 pm
Freehold Campus
Fee and Code: $1254, XUNCC 005
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, 6-9 pm  
Freehold Campus  
Fee and Code: $471, XUNCC 009

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, 6:30-9:30 pm  
Freehold Campus  
Fee and Code: $627, XUNCC 008

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

INTERPRETING

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.  
Wed, Mar 15, 6-9 pm  
Fee and Code: $39, XBUSC 055

To register, call 732-224-2315

Visit www.brookdalecc.edu/careerdevelopment for full course descriptions and requirements.
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, Apr 6-June 15
- Simultaneous Interpreting/Sight Translation: Tues, Apr 25-June 13
- Judicial Interpreting – English/Spanish: Tues, June 20-Aug 15 (no class July 4)
  English/Portuguese: Mon, June 19-Aug 14 (no class July 3)
- Medical Interpreting – English/Spanish AND English/Portuguese: Thurs, June 22-Aug 17 (no class July 6)

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, Apr 6-June 15
- Simultaneous Interpreting/Sight Translation: Tues, Apr 25-June 13

Fee and Code: $1199 (plus text of approximately $75), XBUSC 058

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.


Digital Marketing 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 an 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.

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.


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, Feb 8-Apr 26, 6-9 pm
Fee and Code: $799 (plus text), XBUSS 092

Nonprofit Management

New! Major Gifts: Building A Program
Jennifer Anderson, director of development, Two River Theater
After the big push at the end of the calendar year, when most charitable donations are made, how do you leverage these gifts to build a sustainable major gift program? Learn how to identify and cultivate major gift prospects, steward their gifts, and engage donors in your mission so that they are eager to give more next time. Most large institutions rely on this process to increase revenue and build relationships with donors. Learn how to implement a major gift strategy for your organization, big or small, by attending this hands-on workshop.

Mon, Mar 27, 6:30-9 pm
Fee and Code: $39; XNONP 008
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:

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, 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, 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, 6:30-9 pm
Fee and Code: $129, XNONP 023

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, Apr 13-27, 6:30-9 pm
Fee and Code: $129, XNONP 017

Board Development For Nonprofits
Mary Eileen Fouratt, program associate, New Jersey State Council on the 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, May 9-23, 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, June 7-21, 6:30-9 pm
Fee and Code: $129, XNONP 026
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 Sobek & Lenk, 12th Edition. Successful completion requires regular attendance. All applicants for licensure must submit to a criminal history record check.

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

SEC 1: Mon-Fri, Jan 3-17, 9 am-4:30 pm (no class Jan 16) 10 SESSIONS
(note: the class begins and ends on a Tuesday)
SEC 2: Tues & Thurs, Mar 7- May 23, 6-9:25 pm (no class Apr 11) 22 SESSIONS
SEC 3: Mon-Fri, June 12-30, 9 am-2 pm, 15 SESSIONS
Fee and Code: $359 (plus text), XREAL 001

VOICE-OVER

Voice-Over Workshop
Jeffrey Dreisbach, actor, author, teacher

Voice-overs are everywhere. From commercial to promotional videos, book reads, and narration, “heard but not seen” is the key component to making money with just your voice. Learn from a seasoned pro and successful bi-coastal professional actor/voice-over coach and casting director the best way to audition for and get voice-over gigs. In this 18-hour hands-on program, held in Brookdale’s state-of-the-art recording studio, your performances will be professionally recorded, critiqued, and evaluated. For course outline and instructor bio, go to: www.brookdalecc.edu/voice-over. Required text available for purchase in College Bookstore: Conversation Pieces Out Of The Studio, ISBN 978-145750-479-2. 6 SESSIONS.

Wed, Feb 15-Mar 22, 6-9 pm
Fee and Code: $449 (plus text); XBUSS 080

To register, call 732-224-2315

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
ACCOUNTING

New Expanded Class with Certification!

QuickBooks Certified User Exam Prep
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. This course will prepare you for the QuickBooks Certified User Exam which will be given the last night of class. Workbook and exam fee included. 45 hours. 85% attendance required.

Prerequisites: Knowledge of Windows and basic accounting principles.

Tues & Thurs, Feb 7-Mar 28, 6:30-9:30 pm, Freehold Campus
Mon & Wed, Jul 10-Aug 28, 6:30-9:30
Fee and Code: $729, XCOMT 024

Certified Bookkeeper See page 15

BASIC COMPUTER SKILLS

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.

Sec 1: Sat, Jan 28-Feb 11, 9 am-noon, Long Branch
Sec 2: Tues, Jul 11- Jul 25, 9 am-noon, Wall
Fee and Code: $155, XCOMG 039

PC Intro with Windows 10
Learn how to use your computer with Windows 10. Start from the beginning and explore features to get the 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.

Sec 1: Tues & Thurs, Feb 14-Mar 7, 1-4 pm
Sec 2: Tues & Thurs, May 30-Jun 20, 1-4 pm
Fee and Code: $239, XCOMG 059

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.

Tues & Thurs, Mar 7- Mar 14, 6:30-9:30 pm
Tues & Thurs, Jul 11-Jul 18, 6:30-9:30 pm
Fee and Code: $165, XCOMG 055

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

New Expanded Class with Certification!

Business Office Support Specialist With MOS Certification

Be the “BOSS” of your career and learn the essential Microsoft Office tools you need to compete in today's job market. This course now includes the Microsoft Office Specialist certification for Word. The Business Office Support Specialist (BOSS) course is a 15 week, hands-on, program 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 and exam fee included. 300 Hours. 85% attendance required.

Prerequisite:
Basic typing skills.

Sec 1: Mon-Fri, Jan 23- May 5, 8:30 am-12:30 pm
Sec 2: Mon-Fri, Feb 13-May 26, 1-5 pm
Sec 3: Mon-Fri, May 15-Aug 30, 8:30 am-12:30 pm (no class May 29 and Jul 3 & 4), Freehold
Fee and Code: $4,000, XCOMT 030

MS Office 2013 Level 1

Learn the basics of the popular Microsoft Office 2013 applications that are required for today's workplace. This Brookdale 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, Apr 25- May 25, 6:30-9:30 pm, Freehold
Fee and Code: $499, XCOMO 270

NEW! MS Office 2016 Level 1

Learn the newest version of the most popular Microsoft Office applications that are required for today's workplace. This Brookdale certificate program is for the student who wants to learn the basics of Word, Excel, and PowerPoint, or get a refresher. Workbooks included. 30 hours. 85% attendance required.

Prerequisite:
Knowledge of Windows

Tues & Thurs, Jul 25-Aug 24, 6:30-9:30 pm
Fee and Code: $499, XCOMO 296

To register, call 732-224-2315

To register, call 732-224-2315
MICROSOFT OFFICE: INDIVIDUAL COURSES

Word 2013 Level 1
Learn the basic 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, Feb 25-Mar 11, 9 am-noon, Long Branch
Fee and Code: $165, XCOMO 271

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.
Tues & Thurs, Mar 28-Apr 4, 6:30-9:30 pm
Fee and Code: $165, XCOMO 289

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.
Tues & Thurs, Jan 17-24, 6:30-9:30 pm, Freehold
Sat, Mar 25-Apr 8, 9 am-noon, Long Branch
Fee and Code: $165, XCOMO 272

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 & Thurs, Apr 25-May 2, 6:30-9:30 pm
Fee and Code: $165, XCOMO 290

Excel 2013 Level 2
Learn how to work with large worksheets in Microsoft Excel 2013, and use multiple worksheets and workbooks efficiently. Explore more advanced formatting techniques, such as applying special number formats, using workbook styles and themes, adding backgrounds, and mimicking watermarks. Create outlines and subtotals, and create and apply cell names. Discover how to sort and filter data, and create and format tables. Learn how to save workbooks as Web pages, how to insert and edit hyperlinks, and how to share workbooks via email. Find out how to audit worksheets for errors, how to protect worksheets, how to share and merge workbooks, and track changes in a workbook. Finally, you will customize the Excel environment, and create and modify custom templates. Workbook included. 9 Hours.

Prerequisites: Excel Level 1 or equivalent experience.
Sat, Apr 22-May 6, 9 am-noon, Long Branch
Fee and Code: $165, XCOMO 278
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.
Prerequisites: Knowledge of Excel Level 1 or equivalent experience.
Tues & Thurs, May 16-May 23, 6:30-9:30 pm
Fee and Code: $165, 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.
Tues & Thurs, Jun 6-Jun 13, 6:30-9:30 pm
Fee and Code: $165, XCOMO 292

PROGRAMMING

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

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

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
NEW! PHP and MySQL Series
This program includes two six-week online courses where you will learn how to create an interactive Web site, allowing visitors to post and retrieve information provided by you or your site's visitors. You'll see how to create dynamic Web pages using the PHP programming language and the MySQL database server and walk through the development of a complete content management system Web application. Clear, step-by-step instructions will demonstrate how to create a complete Web site capable of dynamically displaying data from a MySQL database. The intermediate course will teach you how to create an interactive online store complete with an online catalog of products, allowing customers to browse the catalog to select items, place them in a shopping cart, and complete an order. You will learn how to create a commercial online store using the PHP programming language and the MySQL database server. We'll walk through the steps for developing a complete online store Web application. You'll see how to create all of the software and database objects used in the application. The application consists of two parts, an administrative Web application allowing a store manager to post new products, alter product information, and process customer orders, and a customer Web application allowing customers to browse the catalog of products, select products for purchase, and check out using a shopping cart. At the end of the course, you'll be able to use these code templates to create your own online store application.

Two online courses: $174, 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 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 Windows and Word.
Sat, Feb 11-May 6, 9 am-2:30 pm (no class Apr 15)
Fee and Code: $999, 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, Feb 11-May 6, 9 am-2:30 pm (no class Apr 15)
Fee and Code: $999, XCOMT 013

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

To register, call 732-224-2315
Cisco CCENT Certification Prep
The Cisco Certified Entry Networking Technician (CCENT; ICND1 100-101) 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.

Students 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. 78 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, Feb 11-May 27(no class Apr 15 & May 20)
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 positions 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 including spouses

Here are some program highlights.

NEW! Certified Information Security Manager (CISM)
The Certified Information Security Manager (CISM) accreditation is a highly respected certification within the IT industry. Obtaining your CISM certification qualifies you for a position in Risk Management, Security Auditor, Compliance Officer or an executive management position as a CSO, CTO or CIO. In this program, you will learn a variety of topics centering around IT Security and IT security driven policies. Upon completion of this program you will be proficient in data protection, risk assessment and management, life cycle processes and a variety of information security threats. The registration fee for the Certified Information Security Manager (CISM) exam is included with this program. 120 HOURS.

Fee: $1395
For more information and to register go to careertraining.ed2go.com/brookdalecc/

NEW! Certified Information Systems Security Professional (CISSP)
Information Security has become a critical part of virtually every IT organization, and that growth is expected to continue. The demand for information security professionals is equally strong, with a recent report stating “56% of cyber security jobs require CISSP”. The CISSP credential demonstrates in-depth technical knowledge and experience that employers and other industry professionals recognize. Earning the CISSP is considered by many to be a must have for cyber security professionals and for those seeking to specialize in information security. It is also of very high value for IT professionals in other roles who are involved in information security or for those wanting to broaden their skills. Topics include: security and risk management, asset security, security engineering, communications and network security, identity and access management, security assessment and testing, security operations, and software development security. 160 HOURS.

Fee: $1695
For more information and to register go to careertraining.ed2go.com/brookdalecc/
NEW! CompTIA Cloud+ Certification Training

CompTIA™ Cloud+ Certification Training equips you with the skills needed to understand and execute an Infrastructure as a Service (SaaS) cloud computing model. It covers standard methodologies required to securely implement and maintain cloud technologies. Topics include cloud services and delivery models, virtual machines, virtualization in cloud environments, storage technologies and provisioning in cloud environments. 75 HOURS.

Fee: $1695
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.

WEB DEVELOPMENT

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.

Sec 1: Wed, Jan 4-Jan 25, 6:30-9:30 pm
Sec 2: Mon, Mar 20-Apr 10, 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.

Wed, Feb 8-Apr 26, 6:30-9:30 pm
Fee and Code: $529, XCOMT 026
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 mechatronics advanced manufacturing training to your company.

For more information contact jmccarthy@brookdalecc.edu or 732-224-2186 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.
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

American Management Association Online Certificate Programs – See page 16 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

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

SMALL BUSINESS DEVELOPMENT CENTER

AMERICA'S SMALL BUSINESS DEVELOPMENT CENTER
at Brookdale Community College

America's SBDC at Brookdale Community College network 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 network, in carrying out its mission and purpose, exists to:

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

To register for SBDC workshops call 732-842-8685

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
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.

Sec 1: Sat, Jan 7, 9 am-3:30 pm
Sec 2: Sat, Mar 11, 9 am-3:30 pm
Sec 3: Mon & Tues, Apr 10 & 11, 6-9 pm
Sec 4: Sat, May 6, 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

Tue, Mar 7-Apr 4, 6-9 pm
Fee and Code: $269, XBUSD 044

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.

Sec 1: Thurs, Jan 26, 6-9 pm
Sec 2: Thurs, Apr 27, 6-9 pm
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.

Sec 1: Thurs, Jan 12, 6-9:30 pm
Sec 2: Tues, Mar 14, 6-9:30 pm
Sec 3: Thurs, Apr 6, 6-9:30 pm
Sec 4: Thurs, May 18, 6-9:30 pm
Fee and Code: $65, XBUSD 008

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.

Sec 1: Tues & Thurs, Jan 17 & 19, 6-9 pm
Sec 2: Tues & Thurs, Apr 18 & 20, 6-9 pm
Sec 3: Tues & Thurs, May 9 & 11, 6-9 pm
Fee and Code: $99, XBUSD 043
DIGITAL BLUEPRINT CERTIFICATE

This 30 hour certificate program equips entrepreneurs and small business owners with the skillset necessary to plan, implement, manage, and monitor successful, digital and social media strategies. 

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

**Social Media Strategy**  
Sec 1: Tues, Jan 24, 6-9 pm  
Fee and Code: $69, XBUSD-079

**Social Media B2B Using LinkedIn & Google**  
Sec 1: Tues, Feb 14, 6-9 pm  
Fee and Code: $69, XBUSD-081

**Intro to Blogging**  
Sec 1: Tues, Mar 7, 6-9 pm  
Fee and Code: $69, XBUSD-094

**Social Media Using Twitter & Instagram**  
Sec 1: Thurs, May 4, 6-9 pm  
Fee and Code: $69 XBUSD-082

**Social Media B2C – Using Facebook & Pinterest**  
Sec 1: Tues, Apr 4, 6-9 pm  
Fee and Code: $69 XBUSD-077

**Email Marketing**  
Sec 1: Wed, Apr 12, 6-9 pm  
Fee and Code: $69 XBUSD-089

Website Management Workshops

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

**Planning your Website**  
Sec 1: Wed, Mar 15, 6-9 pm  
Fee and Code: $69, XBUSD-075

**Intro to Search Engine Optimization**  
Sec 1: Thurs, March 30, 6-9 pm  
Fee and Code: $69, XBUSD-009

**Intro to Google Analytics**  
Sec 1: Thurs, Apr 13, 6-9 pm  
Fee and Code: $69 XBUSD-086

**Creating Video for Your Website**  
Sec 1: Tues, Apr 25, 6-9 pm  
Fee and Code: $69 XBUSD-083

**Intro to Google AdWords**  
Sec 1: Thurs, May 16, 6 pm-9 pm  
Fee and Code: $69 XBUSD-087

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

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 http://www.brookdalecc.edu/continuinged/careerdevelopment/cte/altroute/ for more information.

Sec 1: Sat, Jan 14-Feb 4, 9 am-2 pm
Sec 2: Sat, Feb 18-Mar 11, 9 am-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. For information on dates and locations for January 2017 Stage I please email Amy Yates at ayates@brookdalecc.edu.

To learn more about all the pre-requisites of the program, visit http://www.brookdalecc.edu/continuinged/careerdevelopment/cte/altroute/ 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.

For information on dates and locations for January 2017 Stage II please email Amy Yates at ayates@brookdalecc.edu

To register, call 732-224-2315
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 once 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 2.5 hours per week 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 credits in the Early Childhood AA degree. Additional resources for stackable credentials and degree options will be provided in class. Scholarships available. Textbook included.

Prerequisites:
- Copy of High School diploma or GED

Tues, Feb 7-May 16, 5:30-7:30 pm (classroom);
plus online sessions and observation.
Fee and Code: $620, XEECG 660
For more information: Dr. Ave Latte, 732-224-2543 or alatte@brookdalecc.edu

Visit www.brookdalecc.edu/careerdevelopment for full course descriptions and requirements.
DISPLACED HOMEMAKERS SERVICES

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 coaching 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: 732-739-6020
On the web at www.brookdalecc.edu/displaced-homemakers/

OTHER SERVICES

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.
SCHOLARSHIP INFORMATION
Financial Aid / Installment Payments / Scholarship Information
Select programs may be eligible for Financial Aid. See specific program descriptions for details. For courses costing over $500, an installment payment plan is available. Please visit continuinged.brookdalecc.edu/current-students/ for more details. A limited scholarship available due to a bequest by the late Roy E. Gordon.
Call 732-224-2954 for financial aid and scholarship information.

529 College Savings Plan
You may pay for courses with a 529 College Savings Plan. For more information, visit continuinged.brookdalecc.edu/current-students/

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

FERPA – The Family Education Rights and Privacy Act of 1974
(Buckley Amendment)
The Act provides for the confidentiality of student records. The College reserves the right to release, or not release, directory information at the discretion of appropriate officials. Directory information may include a student’s name, address, telephone number, field of study, dates of attendance, certifications, awards, most recent educational institution attended, e-mail address, class schedule, class roster and photographs. Students who wish to have directory information withheld must notify the Dean, Outreach, Business & Community Development, in writing within seven days of the first day of your class and request that such information not be released without consent. FERPA affords students certain rights with respect to their education records. They are:

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

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 $25 processing fee will be deducted from all full refunds. Refunds are issued by check. Allow 2-4 weeks for processing. The following time periods for refunds of the program fee apply:

- 14 or more days before the beginning of a program: 100% refund
- 1 to 13 days before the start of program: 50% refund or $300 administrative fee, whichever is less
- After the program start date: no refund

See page 33 for refund policy regarding certain online programs.

Refund Policy - For Training Programs
For training programs with a program fee of $2,000 and above, the following time periods for refunds of the program fee apply:

- 14 or more days before the beginning of a program: 100% refund
- 1 to 13 days before the start of program: 100% refund less a $300 administrative fee
- After the program start date: no refund

Appeal Process: Only under extreme, extenuating circumstances would an appeal granting a full or partial refund beyond the terms of this policy be considered. Registrants requesting an appeal must do so in writing, stating their reason, providing supporting documentation, and including program name and start date. Send written appeal to:

  Director of Workforce 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-2014-healthcare-training-textbook-list/

Food Service
No food service is available on the Lincroft campus on Saturdays or Sundays. Food service (café) is available at the Freehold Campus during the fall & spring semesters. Food service is not available on all other campus locations.

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

**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](http://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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**Program/Title**

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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

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