BROOKDALE

Center For Career Development

FALL 2014

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

www.brookdalecc.edu/careerdevelopment 732-224-2315
# Table of Contents

*Letter From The Director Of Career Training*  4
*Job Placement Information*  4
*Tuition Assistance – Healthcare Grant (HPOG)*  4

## Healthcare Training Programs

### Alzheimer's and Dementia Certification  6
### Cardiopulmonary Resuscitation  7
  - Healthcare Provider (CPR/AED)  7
  - Heart Saver (CPR/AED)  7
### Dental Programs  7
  - Dental Assistant  7
  - Dental Radiologic Technology  8
### Diagnostic Medical Sonography  9
### EKG/Monitor Technician Certificate  10
### Electronic Health Records  10
  - Comp TIA Healthcare IT Technician  10
### Fitness Training Programs  10
  - Group Fitness National Certification  10
  - Personal Trainer National Certification  11
### Fitness Continuing Education Programs  11
### Math in Healthcare  12
### New! Medical Assistant Certification Program  13
### Medical Coding & Billing Programs  14
  - Medical Coding Specialist Program  14
  - Medical Billing: Insurance & Software Application  14
### Nurse Aide/Nursing Prerequisite Programs  15
  - Certified Homemaker/Home Health Aide (CHHA)  15
  - Certified Nurse Aide In Long Term Care (CNA)  16
  - Patient Care Technician Certification (PCT)  16
### Pharmacy Technician Certification  17
### Veterinary Programs  18
  - Veterinary Assistant Certification  18
  - Small Animal Massage Practitioner Certification (SAMP)  19

## Nursing Continuing Education

- Alzheimer's And Dementia Certification  20
- Dialysis Nurse Certification Program  20
- EKG Interpretation  21
- IV Therapy Certificate  21
- Peripherally Inserted Central Catheter (PICC) Certificate  22
- Refresher Course For RNs And LPNs With “Simulation Anne”  22
- Venipuncture For Nurses  23
- Yoga Teacher Training with kula-kamala-yoga, 200YTT, Part I of II  23

## Radiologic Technology Continuing Education

- Computed Tomography Program (CT Scan)  24

## Business & Professional Training

### Accounting & Bookkeeping  26
  - Certified Bookkeeper  26
  - QuickBooks  26
  - Online Accounting Courses  26
### Business Management  27
  - NEW! Facility Management Professional®  27
  - Lean Six Sigma Black Belt  27
  - Meeting And Event Planning And Management  28
  - Project Management  28
  - Online Business Management Courses  28
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAREER COUNSELING</td>
<td>29</td>
</tr>
<tr>
<td>CONSTRUCTION</td>
<td>30</td>
</tr>
<tr>
<td>Principles of Construction Management Certificate</td>
<td>30</td>
</tr>
<tr>
<td>Uniform Construction Code Training</td>
<td>30</td>
</tr>
<tr>
<td>NEW! Solar Energy Test Prep Course NABCEP*: PV Installation Professional Certification</td>
<td>32</td>
</tr>
<tr>
<td>INTERPRETING</td>
<td>32</td>
</tr>
<tr>
<td>Judicial, Medical, Community Interpreting</td>
<td>33</td>
</tr>
<tr>
<td>MARKETING</td>
<td>34</td>
</tr>
<tr>
<td>NONPROFIT MANAGEMENT</td>
<td>36</td>
</tr>
<tr>
<td>SELF-EMPLOYMENT AND OTHER SKILL TRAINING</td>
<td>37</td>
</tr>
<tr>
<td>Feature Writing For Profit</td>
<td>37</td>
</tr>
<tr>
<td>Food Safety And ServSafe</td>
<td>38</td>
</tr>
<tr>
<td>Gemology</td>
<td>39</td>
</tr>
<tr>
<td>NEW! Horticulture</td>
<td>39</td>
</tr>
<tr>
<td>Real Estate</td>
<td>39</td>
</tr>
<tr>
<td>NEW! Travel Agent</td>
<td>40</td>
</tr>
<tr>
<td>Voice-Over</td>
<td>40</td>
</tr>
<tr>
<td>Clinical Research And Regulatory Affairs Certificate Program</td>
<td>40</td>
</tr>
<tr>
<td>INFORMATION TECHNOLOGY</td>
<td>41</td>
</tr>
<tr>
<td>ACCOUNTING</td>
<td>42</td>
</tr>
<tr>
<td>QuickBooks</td>
<td>42</td>
</tr>
<tr>
<td>INTERNET/WEBSITES</td>
<td>42</td>
</tr>
<tr>
<td>NEW! JavaScript Programming</td>
<td>42</td>
</tr>
<tr>
<td>Word Press Level 1</td>
<td>42</td>
</tr>
<tr>
<td>MICROSOFT OFFICE: CERTIFICATE PROGRAMS</td>
<td>43</td>
</tr>
<tr>
<td>Business Office Support Specialist</td>
<td>43</td>
</tr>
<tr>
<td>MS Office Level 1</td>
<td>43</td>
</tr>
<tr>
<td>NEW! Build Financial Models Using Excel</td>
<td>43</td>
</tr>
<tr>
<td>NEW! Word 2013 MOS Prep</td>
<td>44</td>
</tr>
<tr>
<td>NEW! Excel 2013 MOS Prep</td>
<td>44</td>
</tr>
<tr>
<td>MICROSOFT OFFICE: INDIVIDUAL COURSES</td>
<td>44</td>
</tr>
<tr>
<td>Excel 2013, Word 2013…And More</td>
<td>44</td>
</tr>
<tr>
<td>PROGRAMMING</td>
<td>46</td>
</tr>
<tr>
<td>NEW! Introduction To SQL</td>
<td>46</td>
</tr>
<tr>
<td>NEW! Introduction To Visual Basic</td>
<td>46</td>
</tr>
<tr>
<td>NEW! C# Programming For The Absolute Beginner</td>
<td>46</td>
</tr>
<tr>
<td>TECHNOLOGY CERTIFICATE TRAINING</td>
<td>47</td>
</tr>
<tr>
<td>NEW! CompTIA Strata: Information Technology Fundamentals</td>
<td>47</td>
</tr>
<tr>
<td>NEW! CompTIA A+ Certification Prep</td>
<td>47</td>
</tr>
<tr>
<td>NEW! CompTIA Network+ Certification Prep</td>
<td>47</td>
</tr>
<tr>
<td>Online Technology Certificate Training</td>
<td>48</td>
</tr>
<tr>
<td>BUSINESS TRAINING</td>
<td>50</td>
</tr>
<tr>
<td>ONLINE TRAINING COURSE OPTIONS</td>
<td>51</td>
</tr>
<tr>
<td>SMALL BUSINESS DEVELOPMENT CENTER</td>
<td>52</td>
</tr>
<tr>
<td>TEACHER EDUCATION</td>
<td>54</td>
</tr>
<tr>
<td>VETERINARY PROGRAMS</td>
<td>55</td>
</tr>
<tr>
<td>DISPLACED HOMEMAKERS INFORMATION</td>
<td>55</td>
</tr>
<tr>
<td>REGISTRATION INFORMATION</td>
<td>56</td>
</tr>
<tr>
<td>LIFELONG LEARNING AT BROOKDALE INFORMATION</td>
<td>58</td>
</tr>
<tr>
<td>REGISTRATION FORM</td>
<td>59</td>
</tr>
</tbody>
</table>
Dear prospective student:

Looking to enter the workforce?

Change careers?

Obtain a certification in your current profession?

The Center for Career Development offers services and programs that can help you successfully reach any of these goals. Check out our career counseling services as well as our training programs in healthcare, business, information technology, teacher education, construction, non-profit management, interpreting and more.

You must respond to an ever-changing workplace which is why we constantly monitor workforce trends and develop new training programs.

Training needs to be offered in a timely and convenient manner. So if you choose Brookdale’s Center for Career Development, you will discover that Success is closer than you think!

Sincerely,

Dominic Latorraca
Director, Career Training

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.

Job Placement Assistance

Contact Anne La Porta, Job Developer: alaporta@brookdalecc.edu

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.

Healthcare Profession Opportunity Grant (HPOG)

The Health Profession Opportunity Grant (HPOG) is a demonstration project funded by the Administration for Children and Families (ACF) in the U.S. Department of Health and Human Services (HHS). The primary goals of this project are to:

1. Provide education and training to low-income individuals for occupations in healthcare that pay well; and
2. Learn what kinds of education and training programs work.

In order to learn what works, we are conducting a study requiring every person eligible for HPOG to be selected through a lottery system. Those not selected through the lottery will not be able to participate in HPOG, but will be able to enroll in any other services or programs for which they are eligible.

Call 732-224-2813 to learn more about participating in the project and healthcare training opportunities that are available.
HEALTHCARE TRAINING PROGRAMS
Alzheimer’s And Dementia Certification
Linda Hassler, RN, MSN, GCNS-BC, certified instructor

Before registering, check to see if you qualify for certification at www.nccdp.org.

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

This training was established by the National Council of Certified Dementia Practitioners (NCCDP), which exists to establish credentialing mechanisms and validating proficiency in Alzheimer’s and Dementia care.

Areas of Study: overview of dementia, diagnosis, prognosis, treatment, communication, feelings, depression and repetitive behaviors, paranoia, hallucinations, wandering, hoarding, aggressive behavior, intimacy and sexuality, personal care, pain, nutrition, activities, environment, staff and family support, diversity and cultural competence.

Note: NJSNA Contact Hours Awarded. Upon completion of the class, you will be provided a CDP application and you (if qualified) will submit the CDP application directly to the NCCDP. The certification fee is $100. You are not certified until you have submitted your application to the NCCDP and the Council has approved you for certification as a CDP.

Fri, Nov 7, 8:30 am-5 pm
Brookdale at Hazlet
Fee and Code: $185, XMEDG 219 W
Healthcare Provider Certification (CPR/AED)
Tracy Perron, RN, MSN, American Heart IT and Donna Hogan, CSW/MSW
American Heart Association Program includes: infant/child/adult and two rescuer CPR. Required for RN Refresher and Brookdale nursing students. (For nurses and healthcare workers.)

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

Sec 1: Sat, Sep 20, 9 am-1 pm
Brookdale at Hazlet
Sec 2: Wed, Oct 8, 6-10 pm
Freehold Campus
Fee and Code: $72, XMEDN 057 W

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

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

Sat, Sep 27, 9 am-1 pm
Fee and Code: $72, XMEDG 058 W

DENTAL PROGRAMS

Dental Assistant
Barbara Keogh, RDA
Train to work closely with the dentist and hygienist as a member of the dental team. Learn oral pathology, front office procedures, and the practice of a dental assistant.

**Areas of Study:** Introduction to dentistry, overview of dental assisting, terminology, procedures and materials, and front office management. Students may concurrently take the Dental Radiology course. 72 HOURS.

**Prerequisite:**
- Copy of high school diploma or GED.

**Note:** If English is not your best language, oral and written English tests may be required. Hand-out required (purchase in College Bookstore). 100% attendance required.

Tues & Wed, Sep 2-Nov 19, 6:30-9:30 pm
Brookdale at Hazlet
Laboratory: Shrewsbury Pediatric Dentistry
Fee and Code: $945, XMEDD 001 W
Dental Radiologic Technology
Dorothy DeAndino, BA, DA, DRT

The Dental Radiologic Technology Program Is Approved By The New Jersey Radiologic Technology Board Of Examiners.

The program requirements include 25 didactic hours, 20 lab hours, and required clinical practicum and 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 are responsible for finding 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. As part of the admission procedure, the dental office must submit the clinical agreement form (included in the prerequisite packet).

Certificates of Completion will be issued upon successful completion of all components. After passing the Dental Assisting National Board's Radiation Health and Safety Examination, 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 mailed to you upon registration):

- Copy of high school diploma or GED
- NJ requires that students must attest, in writing, to their good moral character
- Signed Clinical Agreement Form.

Note: If English is not your best language, oral and written English tests may be required. Textbook required. 100% attendance is required. A makeup day will be scheduled if needed for students, and cost per make-up day is $120.

Thurs, Aug 21-Dec 18, 6:30-9:30 pm (No class Nov 27)
Brookdale at Hazlet
Laboratory: Shrewsbury Pediatric Dentistry
Fee and Code: $885 (includes radiation badge), XMEDD 002 W

For information on Brookdale's Dental Hygiene Program, call 732-224-2330 or email bstryker@brookdalecc.edu
Financial Aid is available for this program if you qualify. If you are applying for financial aid, you must first contact Margaret at 732-224-2302.

Diagnostic Medical Sonography
Coordinator: Kimberly Poss, BS, RPA, RDMS, RDCS, RVT, RT(R, CT,M) and Nancy Haugh, BS, RDMS, RVT, RT(R)

This entry-level Diagnostic Medical Sonography training program is a full time (12 month) training program. The program consist of 292 lecture hours, 45 lab hours and 1136 hours of clinical application.

The program is designed to prepare qualified individuals to operate Diagnostic Medical Sonography equipment safely and competently to produce Diagnostic Ultrasound images.

**Areas Of Study:** Patient care, professional development, cross sectional anatomy, normal and abnormal abdominal and pelvic anatomy, obstetrics, and proper scanning techniques.

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

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

- Minimum of Associates Degree (any discipline)
- Medical Terminology
- Anatomy and Physiology I & II
- Physics in Life (PHYS 108) or Radiology Physics
- Copy of malpractice insurance fact sheet
- Healthcare Provider CPR
- Physical exam, documentation of immunizations, 2-step PPD, hepatitis B Series, and Flu vaccine waiver
- Copy of clear criminal background check.

**Note:** Textbooks required. Clinical assignments are individually scheduled at hospitals or outpatient facilities. Classes held on Thursdays and Fridays at the Brookdale Freehold Campus and the lab/clinical practicum is held Mondays, Tuesdays and Wednesdays.

**Mandatory Orientation:** Wed, Sep 3, 10 am-1 pm

**Class/Lab/Clinical:** Mon-Fri, Sep 4-Aug 13, 8 am-4:30 pm
(No class on Nov 27 & 28, Dec 22-Jan 2, Mar 16-20, May 25, Jul 3 & 6)

Freehold Campus
Fee and Code: $9095 plus textbooks (approx $1000, uniform, exam fees, and transportation), XMEDR 009 W

Get Your Start at Brookdale at Long Branch
Looking for education and training including GED or career preparation, and college courses? Check out our Long Branch Center, Third and Broadway, or call 732-224-2813 for more information.
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. NJSNA Contact Hours Awarded.

Mon & Wed, Sep 22 – Oct 22, 6:30-9:30 pm
Brookdale at Long Branch
Fee and Code: $385, XMEDN 151 W

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/

Group Fitness Instructor National Certification
Graduate from being a participant to becoming a nationally certified Group Fitness Instructor. This 6-week certification course provides students with current foundational knowledge, training, and competency testing to certify them to practice as group fitness instructors in private and public fitness centers. Receive a total of 30 hours of training: 15 hours of in-class lecture and 15 hours of hands-on practical training, and conclude with the national certification exam on the last day. The certification fee is included in the tuition. A 20-hour post-course internship is required upon successful completion of the certification exam. Heart Saver Adult CPR is required for certification to be issued. Co-sponsored with World Instructor Training Schools (W.I.T.S.). Call 1-888-330-9487 to order required textbook.

Sun, Oct 5-Nov 9, 9 am-4 pm
Fee and Code: $625, XMEDG 215 W
Personal Trainer National Certification

Start a new career as a certified personal trainer!

Areas Of Study: Anatomy, exercise physiology, muscular strength and endurance, flexibility, cardio-respiratory fitness, nutrition, musculoskeletal injuries, weight control, health screening, motivation, teaching techniques, and more. National certification exam given last day of class and fee is included. The Heart Saver Adult CPR course is required for certification, and may be taken before, during, or after the course. A 30-hour post-course internship is required upon successful completion of certification exam. Co-sponsored with World Instructor Training Schools (W.I.T.S.).

Prerequisites:

- Copy of high school diploma or GED
- 18 years of age or older.

Note: Call 1-888-330-9487 to order the required textbook or purchase in the College Bookstore. NJSNA Contact Hours Awarded.

Sat, Oct 11-Nov 15, 9 am-4 pm, and Oct 25, 11 am-6 pm
Fee and Code: $649, XMEDG 057 W

Fitness Training Continuing Education

Balls, Tubing & Plyometrics

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

Note: Wear exercise clothing.

Sat, Dec 6, 9 am-4 pm
Fee and Code: $135, XMEDG 068 W

Exercise Program For Special Populations

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

Note: Bring hand held calculator to class.

Sun, Dec 7, 9 am-4 pm
Fee and Code: $135, XMEDG 079 W

Functional Flexibility

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

Note: Bring an exercise mat to class.

Sun, Dec 14, 9 am-12 pm
Fee and Code: $65, XMEDG 080 W
Nutritional Concepts For Success
Maximize your success as a personal trainer by helping clients with their nutritional needs. This course is valuable for anyone wanting to learn more about nutrition. Learn how to develop optimal ratios of carbs, fat, and protein, how to analyze food labels, and help clients change eating patterns. Explore nutritional needs of athletes and the effect of diet on aging. Co-sponsored with World Instructor Training Schools (W.I.T.S.) and provides 6 CEUs.

**Note:** Please bring calculator to class.

Sat, Dec 13, 9 am-4 pm
Fee and Code: $135, XMEDG 064 W

MATHEMATICS

Math In Healthcare
Designed to review mathematical computations needed to calculate accurately in the healthcare setting. Techniques and formulas will include Roman numerals, fractions, decimals, and percentages. Application of these basic math skills with relevance in the healthcare setting will also be explored. Recommended for students interested in the Patient Care Technician and Medical Assistant programs. It is a prerequisite for the Veterinary Assistant Program (see page 18) and Pharmacy Technician program (see page 17). 18 HOURS.

**Prerequisite:**
- Copy of high school diploma or GED.

**Note:** If English is not your best language, oral and written English tests may be required. Textbook required. 100% attendance required.

Tues-Thurs, Aug 26-Sep 4, 6-9 pm
Freehold Campus
Fee and Code: $249, XMEDG 183 W
Financial Aid is available for this program if you qualify. If you are applying for financial aid, you must first contact Margaret at 732-224-2302.

NEW! Medical Assistant Certification Program
Tina Shymko, RN, CEN, CPEN

Brookdale Community College is formally recognized by American Medical Technologists (AMT), a national certification agency for allied health professionals.

Learn to be proficient in all aspects of a medical office through lecture, lab practice, and clinical externship.

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

Prepare to sit for the Registered Medical Assistant certification exam through American Medical Technologists (AMT). The program is 560 classroom/lab hours and 160 clinical externship hours. The exam fee is included in the course fee. Students will sit for the exam on July 22, 2015.

Prerequisites (Instructions to access prerequisite forms will be mailed to you upon registration. Some forms are required prior to clinical):
- Copy of high school diploma or GED
- Copy of clear criminal background check and drug screening
- Copy of malpractice insurance face sheet
- Physical exam, documentation of immunizations, 2-step PPD, proof of Hepatitis B series, and Flu vaccine waiver.

Recommended:
- Math In Healthcare course, see page 12

Note: If English is not your best language, oral and written English tests may be required. Textbooks, supply tote and navy scrubs required. 100% attendance required. An additional fee will be charged to students for class make-up hours.

Class: Tues & Thurs, Sep 9-May 26, 8:30 am-5:30 pm
(No class Nov 27, Dec 23-Jan 8, Apr 7, Apr 9)
Clinical: Mon-Thurs, Jun 1-Jul 21, 9 am-3:30 pm
Exam: Wed, Jul 22, 8:30 am-5:30 pm (Testing Center, Lincroft)
Freehold Campus
Fee and Code: $7925, XMEDG 082 W

CERTIFICATE IN GERONTOLOGY
The Center for Continuing Studies, Mercer County Community College
Earn your certificate in a field with opportunity!
For more information call 609-570-3856 or contact clarkc@mccc.edu
Medical Coding Specialist Program

Brookdale has been accepted to participate in a pilot program to offer eligible medical coding students a Federal Pell Grant to assist them in meeting their educational expenses. In order to be considered, the student must complete a FAFSA, meet all eligibility requirements and be randomly selected through a federally mandated selection process. To begin this process, you must first contact Margaret at 732-224-2302.

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

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

Prerequisites:
- Basic computer keyboard skills
- Copy of high school diploma or GED.

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

Tues & Thurs, Sep 9-Apr 16, 6:30-9:30 pm, and Sat, Dec 6, Jan 10, Feb 7, Mar 7, Mar 28 9 am-12:30 pm (No class Nov 27, Dec 23-Jan 1)
Brookdale at Hazlet
Fee and Code: $2985, XMEDG 221 W

Medical Billing: Insurance & Software Application

Understand managed care, the insurance industry, and the process of reimbursement at the same time as deciphering patient information sheets, entering charges correctly, and generating accurate billing. This comprehensive course will prepare you to work in a medical practice, billing service, hospital billing department, or insurance company.

Areas of Study: Managed care, ethics and law, government, insurance including the Affordable Care Act, resource recovery, and processing the “clean” claim as well as CMS-1500 forms, patient information sheets, and the impact of electronic medical records on electronic billing. 60 HOURS.

Prerequisites:
- Medical Coding Program (or experience)
- Basic computer keyboard skills.

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

Tues & Thurs, Apr 21-June 25, 6:30-9:30 pm
Brookdale at Long Branch
Fee and Code: $695, XMEDG 224 W
NURSE AIDE/NURSING PREREQUISITE PROGRAMS

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

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 mailed to you upon registration):

- Copy of high school diploma or GED
- Physical exam, documentation of immunizations and 2-step PPD, and Flu vaccine waiver.

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

Sec 1: Mon-Fri, Jan 5-Jan 16, 8:30 am-5 pm
Brookdale at Hazlet
Fee and Code: $795, XMEDG 014 W
Certified Nurse Aide In Long Term Care (CNA)
Coordinator: Catherine Corpas, RN
This NJ Department of Health approved program will train you for employment in a nursing home, long term care, or assisted living facility. Learn physical care skills, psychosocial care skills, and the role of the nurse aide including legal and ethical concepts, and client rights. Upon successful completion of course content and skills testing, you will be prepared to sit for certification. 90 HOURS.

Prerequisites: (Students without all documentation submitted to the OBCD office by August 14, 2014 will be administratively withdrawn from the program. Instructions to access prerequisite forms will be mailed to you upon registration.):
- Copy of high school diploma or GED
- Physical exam, immunizations, 2-step PPD, and Flu vaccine waiver
- Copy of clear criminal background check.

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

Sec 1: Thurs, Sep 4-Dec 18, 8:30 am-2:30 pm (No class Nov 27)
Brookdale at Hazlet

Sec 2: Mon, Sep 8-Dec 15, 8 am-4 pm
Brookdale at Hazlet

Sec 3: Tues & Thurs, Sep 9-Nov 20, 5-9:30 pm
Brookdale at Freehold

Sec 4: Tues & Thurs, Sep 11-Nov 25, 5-9:30 pm
Brookdale at Hazlet

Fee and Code: $1095, XMEDG 013 W

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 on behavioral health and patients with special needs, EKG, venipuncture and CPR. Upon completion you will be prepared for the certification test through the National Center for Competency Testing (NCCT) and the fee is $90. 150 HOURS.

Prerequisites (Instructions to access prerequisite forms will be mailed to you upon registration):
- Copy of high school diploma or GED
- Physical exam, documentation of immunizations, 2-step PPD, hepatitis B series, and Flu vaccine waiver
- Copy of clear criminal background check and drug screening
- Copy of malpractice insurance face sheet.

Recommended:
- Math In Healthcare course, see page 12.
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, Sep 2-Oct 23, 9 am-3 pm
Clinical: Mon-Fri, Oct 27-Nov 5, 7 am-3 pm
Freehold Campus

Sec 2: Class: Tues & Thurs, Nov 11-Jan 15, 9 am-3 pm (No class Nov 27, Dec 25-Jan 1)
Clinical: Mon-Fri, Jan 19-Jan 28, 7 am-3 pm
Freehold Campus
Fee and Code: $2085, XMEDG 075 W

Medical Laboratory Technology (MLT) is an exciting career choice!
Brookdale’s MLT Program will give you the knowledge and skills to perform complex medical laboratory tests for diagnosis, treatment and prevention of disease.
For more information, email Nancy Jalowski at njalowski@brookdalecc.edu

PHARMACY TECHNICIAN

Pharmacy Technician Certification
Lucrecia Campisi, RPh
Michael Lukac, CPhT, Licensed with NJ Board of Pharmacy and
Nicole Skyer-Brandwene, MS, RPh, BCPS

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

Areas Of Study: receiving incoming prescriptions, transcribing physicians’ orders, calculating doses, preparing IVs, packaging medications, filling patient’s cassettes, labeling, inventory management, register functions, and customer service. Be prepared to sit for the Pharmacy Technician Certification Board Exam (fee is $129) to gain national certification. To apply for the Certification of Pharmacy Technicians exam, call 877-782-2888 or apply online by visiting www.ptcb.org. In addition, upon completion you must register for the NJ Pharmacy Technician license. Information will be provided in class. 36 HOURS.

Prerequisites:
- 18 years of age or older
- Copy of high school diploma or GED
- Transcript of successful completion of “Math in Healthcare” or a grade of C or better in a college-level math course; see page 12.
- Copy of clear criminal background check.

Note: If English is not your best language, oral and written English tests may be required. Textbooks required. 100% attendance required.

Wed, Sep 24-Dec 17, 5:30-8:30 pm (No class Nov 26)
Brookdale at Long Branch
Fee and Code: $775, XMEDG 017 W
Veterinary Assistant Certification

Instructor/Coordinator: Janet McConnell, CVT
Instructor: Karen Norton, CVT

This program is approved through the National Association of Veterinary Technicians in America (NAVTA), and provides nationally recognized credentials (AVA). It is offered in collaboration with Red Bank Veterinary Hospital and is one of only 13 programs in the country that have achieved this recognition.

Veterinary Assistants have become 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, be trained to provide assistance to the veterinarian or veterinary technician in the following: office procedures and client relations, pharmacy, preventative healthcare, behavior and restraint, animal nursing, laboratory procedures, surgical and recovery room assistance, radiology, and emergency response. 175 hours; 79 classroom, 96 clinical. Successful graduates are eligible to sit for the National Approved Veterinary Assistant Exam (exam fee is $100) and become an AVA (Approved Veterinary Assistant), a new and nationally recognized member of the veterinary healthcare team.

Students who achieve the AVA credentials are eligible to receive two college credits toward the Veterinary Technician Program (AVMA approved) at Bergen Community College in Paramus, NJ, if further education as a veterinary technician is desired.

**Prerequisites** *(Students without all documentation submitted to the OBCD office by August 1, 2014, will be administratively withdrawn from the program.)*

1. Copy of high school diploma or GED
2. Transcript of successful completion of “Math in Healthcare” or a grade of C or better in a college-level math course; see page 12
3. Copy of clear criminal background check and drug screen
4. Physical including tetanus
5. Signed Fitness for Duty Form, Privacy Form and Technical Skills Form
6. Signed Clinical Recommendation form (health insurance and rabies vaccine)
7. Signed Code of Conduct Form.
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 makeup hours. 75% average is required for participation in clinical. Students must purchase the textbooks and extensive reading is required. Students must also purchase khaki scrubs and sneakers for clinical.

Class: Tues & Thurs, Sep 16-Dec 16, 6-9 pm at Lincroft; Oct 9, Oct 30, Nov 20, Dec 4 at RBVH 6-9 pm, (No class Nov 27)  
Clinical: Mon-Thurs, Jan 5-22, 8 am-4 pm, at Red Bank Veterinary Hospital  
Exam: Mon, Feb 2, 4-6 pm  
Fee and Code: $2250, XMEDG 081 W

ANIMAL MASSAGE CERTIFICATION

Small Animal Massage Practitioner Certification
Lola Michelin, founder/director of education, Northwest School of Animal Massage

Enter the growing pet services industry or expand the services you already provide.

Program is held in partnership with the Northwest School of Animal Massage (www.nwsam.com). Study animal massage techniques, behavior and handling; anatomy and physiology; kinesiology; first aid and pathology. Focuses on massage for dogs and cats, while other small animals are discussed.

Program consists of 150 hours of distance learning over a period of 3-4 months followed by a 50-hour week-long practicum at Brookdale.

Part One (distance learning-150 hours): Nov 21-Mar 13
Part Two (classroom-50 hours): Mon-Fri, Mar 16-20, 8:30 am-5:30 pm

For complete details, visit: continuinged.brookdalecc.edu/careerdevelopment/animalmassage/
The target audiences for activities in this brochure include nurses, licensed practical nurses, and nurse practitioners. NJSNA contact hours will be awarded for these activities.

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

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

Alzheimer’s And Dementia Certification
Linda Hassler, RN, MSN, GCNS-BC, certified instructor
See page 6 for full details.

Dialysis Nurse Certification Program
Apply early. Enrollment is limited for this 200-hour, comprehensive training program designed to prepare nurses in skills and tasks related to Dialysis Nursing. The program also includes job assistance, 100 hours of hands-on practice or clinical shadowing in an inpatient or outpatient dialysis center.

The program is BONENT approved (The Board of Nephrology Examiners Nursing Technology) and has met the extensive requirements for the quality and professionalism the industry supports. Within two years of successful completion of this program, RNs and LPNs can sit for the Certified Hemodialysis Technician (CHT) offered through BONENT. RNs with one year of experience in nephrology, a valid RN license and current active participation in an end stage renal disease facility, are eligible to sit for the Certified Hemodialysis Nurse (CHN) offered through BONENT. LPNs must have two years of experience.
in nephrology, a valid LPN license and current active participation in an end stage renal disease facility to be eligible to sit for the Certified Hemodialysis Nurse (CHN). For more information, visit the BONENT website at www.bonent.org.

**Prerequisites** (Instructions to access prerequisite forms will be mailed to you upon registration.):

- Pre-screening questionnaire completed by calling 877-412-0669
- Current New Jersey Registered Nurse License OR Practical Nurse License
- CPR Certification (Healthcare Provider)
- Physical including documentation of immunizations, 2-step PPD, hepatitis B series, and Flu vaccine waiver
- Copy of malpractice face sheet
- Signed Fitness for Duty Form, Privacy Form and Technical Skills Form.

**Note:** 100% attendance required. An additional fee will be charged to students for class and clinical make-up. Clinical shadowing held at area hospitals and outpatient facilities.

**Information Session:** Wed, Aug 20, 2014, 6:00 - 7:30 pm

Class/Lab: Mon & Wed, Sep 8-Dec 10, 6-9:30 pm (No class Nov 26)

Clinical: Mon-Fri, Dec 15-Feb 20, 6 am-6 pm (hours to be determined)

Final Exam: Mon, Feb 23, 6-9:30 pm

Graduation: Wed, Feb 25, 6-9:30 pm

**Freehold Campus**

Fee and Code: $2995 (includes books, materials and supplies), XMEDN 252 W

---

**EKG Interpretation**

Tina Shymko, RN, CEN, CPEN

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

**Areas Of Study:** electrophysiology of EKG waveforms, identification of normal EKG, abnormal rhythms and acute myocardial infarction.

**Note:** NJSNA Contact Hours Awarded.

Mon, Dec 8, 9 am-1 pm

**Freehold Campus**

Fee and Code: $49, XMEDN 200 W

---

**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, October 20th to order at 732-671-1200, option 2 (approximately $60). NJSNA Contact Hours Awarded.

Fri, Oct 24, 9 am-5:30 pm

**Freehold Campus**

Fee and Code: $169, XMEDN 166 W
Peripherally Inserted Central Catheter (PICC) Certificate
Tina Shymko, RN, CEN, CPEN
Nurses (RNs) and nurse practitioners will learn all aspects of PICC lines and ports.
Areas Of Study: why a PICC line, anatomy for placement, indications, risks and benefits, care of the insertion site, preventing infection, accessing PICCs or ports, and discontinuing and removal of PICC lines. Includes skill practice on artificial arms.
Note: PICC supply kit required, call by Monday, October 6th to order at 732-671-1200, option 2 (approximately $60). NJSNA Contact Hours Awarded.
Fri, Oct 10, 9 am-5:30 pm
Freehold Campus
Fee and Code: $169, XMEDN 238 W

Refresher Course For RNs and LPNs With “Simulation Anne”
Update your skills to re-enter the field of nursing. This comprehensive program includes a review of body systems focusing on the latest diagnostic, surgical and medical interventions and treatments. Learning strategies include theory, skills practice, resume writing, and case management. The clinical rotation will include hospital orientation, bedside patient care, infection control practices, a review of patient clinical records with computer entries, and medication administration observation with a RN preceptor. Recommended for RNs and LPNs that have been out of practice less than 20 years with prior clinical practice.
Prerequisites (Instructions to access prerequisite forms will be mailed to you upon registration):
- Current NJ license (RNs and LPNs) or inactive RNs and LPNs with approval from the NJ Board of Nursing Director, G. Herbert (973-504-6430) or refer to the website: www.state.nj.us/lps/ca/medical/nursing.htm and click on Reinstatement RN/LPN packet
- Healthcare Provider CPR
- Physical exam, documentation of immunizations, 2-step PPD, hepatitis B series, and Flu vaccine waiver
- Copy of malpractice insurance face sheet
- Copy of 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, Sep 24-Dec 3, 9 am-3 pm (No class Nov 26)
Clinical: Mon-Fri, Dec 4-12, 7 am-3 pm
Freehold Campus
Fee and Code: $1825, XMEDN 007 W

Get Your Start at Brookdale at Long Branch
Looking for education and training including GED or career preparation, and college courses? Check out our Long Branch Center, Third and Broadway, or call 732-224-2813 for more information.
Venipuncture For Nurses
Tina Shymko, RN, CEN, CPEN

This presentation will give the RN or LPN the knowledge and skill to perform venipuncture on a patient. Current phlebotomy guidelines and technique, order of the draw, reduction of hemolysis rates and pre-analytical errors to be presented. Class to include lab simulation.

Fri, Nov 7, 9 am-3 pm
Freehold Campus
Fee and Code: $149, XMEDN 254 W

Yoga Teacher Training With kula-kamala-yoga, 200YTT, Part I of II
Sudha Allitt, PhD, E-RYT500, instructor

Become a Nationally Certified Yoga Instructor. Learn to teach public yoga classes, apply the therapeutic healing techniques of yoga, or enhance your own practice through kula-kamala-yoga’s 230-hour Yoga Alliance Approved Yoga Teacher Training Program. This program is presented in two parts. Part I provides instruction on yoga ethics, physical practice of asana (dress appropriately) and variations, meditation, pranayama (breath work), yoga history and philosophy, the use of sound (chanting) and visualization, anatomy, pathology, alignments, yoga psychology, energy, and basic Sanskrit (the language of yoga). Successful sequential completion of Part I and Part II is required for students to receive a Certificate of Completion. Current yoga teachers: this course meets YA CEU requirements. All students: contact program instructor for information/application packet at 732-444-6415.

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

Note: Textbooks, yoga mat, two blocks, bolster, blanket, and strap are required.
95% attendance required. All classes held at kula-kamala-yoga, 673 Batchelor Street, Toms River, NJ 08753.

Wed, Sep 3, Sep 17, Oct 1, Oct 15, Nov 5, Nov 19, Dec 3, Dec 17, 6 pm-8 pm;
Sat, Sep 6, Sep 13, Sep 20, Sep 27, Oct 4, Oct 11, Oct 18, Oct 25, Nov 1, Nov 8,
Nov 15, Nov 22, Nov 29, Dec 6, Dec 13, Dec 20, Dec 27, 12 pm-6 pm
Fee and Code: $1350, XMEDN 216 W
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 mailed 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
- Copy of 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).

**Wed, Jan 28-May 13, 5-8:30 pm (No class Mar 18)**

**Fee and Code:** $2105 (includes radiation badge), XMEDR 001 W
ACCOUNTING & BOOKKEEPING

Certified Bookkeeper (CB) Program
Andrea Murowski, CPA, associate professor, accounting,
Brookdale Community College

Prepare to take the four-part nationally recognized Certified Bookkeeper Exam of the American Institute of Professional Bookkeepers. 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 continuinged.brookdalecc.edu/careerdevelopment/accounting/ for complete details including prerequisites. 15 SESSIONS

Mon, Sep 8-Dec 15, 5:30-9:30 pm
Fee and Code: $1099 (including texts, AIPB registration, and testing), XBUSS 022 W

QuickBooks
See page 42 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, Peachtree Accounting and Crystal Reports. Visit www.ed2go.com/brookdalecc for more info and to register.

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

NEW! Facility Management Professional-FMP®
Joel Orton, AIA, FMP, CFM® (certified facility manager), director of strategic real estate projects, Sanofi
This credential of the International Facility Management Association™ 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 continuinged.brookdalecc.edu/careerdevelopment/fmp/. 15 SESSIONS.
Mon, Sep 8-Dec 15, 5:30-9:30 pm
Fee and Code: $2395 (including materials and testing), XBUSM 234 W

Lean Six Sigma Black Belt Certification Training
Gerald Bose, MS, Lean Six Sigma BB
Prerequisite: Attend free session, “Introduction To Lean Six Sigma Black Belt Certification,” Tues, Sep 17, 6:30-8:30 pm. Registration required. Call 732-224-2315 to register with course code XBUSM 233.
Attaining Lean Six Sigma (LSS) Black Belt Certification is an investment in your career and your future, as well as a means to improve an employer’s profitability. Brookdale’s seven-month program, based on the American Society of Quality’s Six Sigma Black Belt Body of Knowledge (www.ASQ.org) trains individuals in this highly marketable quality management methodology. The certification is in demand in many industries, such as manufacturing, pharmaceuticals, healthcare, financial services, insurance, and information technology. Understand how to improve the efficiency and effectiveness of key processes through the application of tried and proven LSS principles. For complete details, visit continuinged.brookdalecc.edu/careerdevelopment/lean-six-sigma/. 35 SESSIONS.
Tues, Oct 14-May 19, 6:00-9:30 pm (No class Dec 30)
Fee and Code: $3999 (plus texts. Includes one-year timed version of Minitab 17 and Quality Companion 3 software); XBUSM 231 W

Return to Table of Contents
Meeting And Event Planning And Management Certificate

Cece Peabody, MAT, CMP (certified meeting professional), president and owner, The Peabody Group

In an interactive classroom environment, learn, network, exchange ideas, and gain a Meeting and Event Planning and Management Certificate. The 30-hour program presents a solid foundation for planning all types of events. Go to continuinged.brookdalecc.edu/careerdevelopment/marketing/meeting-event-planning-management/ for complete course details. Fee includes text, MPI’s Planning Guide: A Source for Meetings and Conventions. 4 SESSIONS

Sat, Oct 11-Nov 1, 9 am-5 pm
Fee and Code: $795 (including text), XBUSM 212 W
NOTE: There is no food service on Saturday

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). Visit continuinged.brookdalecc.edu/careerdevelopment/business-management/certificate-project-management/ for complete details. 12 SESSIONS

Thurs, Sep 11-Dec 11, 6-9 pm (No class Sep 25 and Nov 27)
Fee and Code: $1399 (plus required text and optional software), XBUSM 214 W

ONLINE BUSINESS MANAGEMENT COURSES

Business 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.

Choose from:
- Success Skills In The Workplace
- Customer Satisfaction Management
- Quality Improvement Management
- General Management
- Manufacturing Management
- Human Resources Management
- Strategic Leadership
- Business Communications Management
NEW! Certificate in Data Analysis

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

Certificate $495 classes start monthly. For more information and to register go to www.yougotclass.org/brookdalecc

CAREER COUNSELING

Meet with a professional career counselor to explore occupational options and choices. Programs offered are listed below. Complete details at continuinged.brookdalecc.edu/careerdevelopment/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. By analyzing interests, skills, abilities, and values and goals, understand 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: resumé critique, interview skills, coaching, and networking tips.
Winning Skills Fee: $125

CONSTRUCTION

Principles Of Construction Management Certificate
Thomas Bianchi, MS, general contractor, builder, project manager
For individuals seeking a career in construction or those currently employed at an entry level, gain a solid foundation of construction management principles. Information and course outline at continuinged.brookdalecc.edu/careerdevelopment/construction/. Required text: Construction Project Management: A Complete Introduction by Alison Dykstra, ISBN 978-0982703496, available for purchase in the College Bookstore. 11 SESSIONS.
Tues, Sep 30 - Dec 9, 6:30-9:30 pm
Fee and Code: $699 (plus text), XBUSS 028 W

Uniform Construction Code Training
These courses are open to anyone with an interest in construction and mandatory for those desiring licensure. 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). The DCA issues technical licenses in five areas: building, electrical, elevator, fire protection, and plumbing. Administrative licenses are issued in subcode official and construction official. Licensing application packets and related inquiries should be directed to the DCA Licensing Unit at 609-984-7834. It is suggested that you review this packet before you undertake the course. For registration information, e-mail pmullings@brookdalecc.edu or call 732-224-2813.
Students who successfully complete a course and have applied for licensing may be refunded a percentage of their tuition by submitting a license number or log number to Brookdale. (Information provided in class.)

Get Your Start at Brookdale at Long Branch
Looking for education and training including GED or career preparation, and college courses? Check out our Long Branch Center, Third and Broadway, or call 732-224-2813 for more information.
Building Inspector RCS  
Charles Lasky, instructor  
Covers a review and instruction of field inspection, structural design and analysis, material standards, and inspection techniques pursuant to the Uniform Construction Code. 90 hours. 30 SESSIONS.  
Tues & Thurs, Sep 2-Dec 16, 6:30-9:30 pm (No class Nov 27)  
Freehold Campus  
Fee and Code: $941, XUNCC 001 W

Fire Inspector ICS  
Brian K. Miller, instructor  
Covers the administrative, plan review and inspection requirements for passive and active fire protection systems; use and occupancy classification, fire rated assemblies and means of egress for Class II and Class III structures. 120 hours. 30 SESSIONS.  
Tues & Thurs, Sep 2- Dec 16, 5:30-9:30 pm (No class Nov 27)  
Freehold Campus  
Fee and Code: $1254, XUNCC 004 W

Plumbing Inspector HHS  
William Schmidt, instructor  
Advanced plumbing system design. 60 hours. 15 SESSIONS.  
Tues & Thurs, Sep 9-Oct 28, 5:30-9:30 pm  
Freehold Campus  
Fee and Code: $627, XUNCC 012 W

Electrical Inspector ICS  
Kenneth Verbos, instructor  
Covers a review and instruction of systems design and field inspection pursuant to the Uniform Construction Code. 60 hours. 15 SESSIONS.  
Wed, Sep 10-Dec 17, 6-10 pm  
Freehold Campus  
Fee and Code: $627, XUNCC 003 W

Subcode Official  
Russell Mickle, instructor  
Covers administration, legal aspects of Code Enforcement, and related legislation; plan review, sign off on job, and issuance of Certificate of Occupancy. 45 hours. 12 SESSIONS.  
Thurs, Sep 18-Dec 11, 6-10 pm (No class Nov 27)  
Freehold Campus  
Fee and Code: $471, XUNCC 006 W
NEW! Solar Energy Test Prep Course
NABCEP*: PV Installation Professional Certification

George Dzurina, electrical engineer; NABCEP Certified PV Installation Professional and Certified PV Technical Sales; member Solar Instructor Training Network of DOE

This is an online exam prep course for NABCEP’s PV Installation Professional certification exam. Obtain this voluntary certification and demonstrate to employers and customers that you have superior competency in the field of photovoltaic energy and have met the high standards and qualifications set by NABCEP – the gold standard for professional accreditation in the solar industry.

Who Should Register: solar panel installers, project managers, installation foremen and supervisors, and designers of solar installations. Successful completion of this 8-week, 40-hour course, demonstrated by passing all quizzes and assessments, would count towards NABCEP’s required training contact hours in advanced PV installation and design principles and practices. Note: Besides NABCEP’S training requirements, there are several other requirements for certification. Go to www.nabcep.org for complete details including test application deadlines and test dates.

October 15-December 3 (ONLINE)
Fee and Code: $799, XBUSS 093
*North American Board of Certified Energy Practitioners

INTERPRETING

Interpreting Certificates
Instructors: Susan Amar, Rejane Franco, Mercedes Allongo, and Irene D’Emilio

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 42% according to the Department of Labor. To learn more, search Occupational Outlook Handbook – Interpreters. 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, go to continuinged.brookdalecc.edu/careerdevelopment/interpreting/

Prerequisite: Introduction To Interpreting

Discover 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. Instructor may need to assess some students’ bilingual abilities prior to admittance to the program. 2 SESSIONS

Tues & Thurs, Sep 9 & 11, 7-9 pm
Fee and Code: $49, XBUSC 055 W
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, Oct 2-Dec 18 (No class Nov 27)
- Simultaneous Interpreting/Sight Translation: Mon, Oct 20 - Dec 15 (No class Nov 24)
- Judicial Interpreting –
  - English/Spanish: Tues, Jan 6-Feb 24
  - English/Portuguese: Mon, Jan 5-Mar 2 (No class Jan 19)
- Medical Interpreting-English/Spanish AND English/Portuguese:
  - Thurs, Jan 8-Feb 26

Fee and Codes: $1999 (plus texts and recording device)

English/Spanish, XBUSC 056 W
English/Portuguese, XBUSC 057 W
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, Oct 2-Dec 18 (No class Nov 27)
- Simultaneous Interpreting/Sight Translation: Mon, Oct 20-Dec 15 (No class Nov 24)

Fee and Code: $1199 (plus texts and recording device), XBUSC 058 W

MARKETING CERTIFICATES

eMarketing Essentials Certificate
Get a fundamental yet advanced introduction to eMarketing, including improving email promotions, analyzing your web site traffic, doing search engine optimization, and how to 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.

Register at www.yougotclass.org/brookdalecc

NEW! Inbound Marketing Certificate
Inbound marketing is the way to help potential customers find you through organic search. It is a process of using your website in a way that attracts visitors naturally through search engines, the blogosphere, and social media. Inbound marketing is more effective than outbound marketing, where you push sales messages to your potential customers. Inbound marketing is the future of the way we market in 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.

Register at www.yougotclass.org/brookdalecc
Mobile Marketing Certificate
The way consumers are interacting with brands and connecting to the world is changing because of mobile. Find out about location-based marketing, mobile payments, QR codes, applications, and mobile coupons. You will learn how mobile marketing can increase your capabilities to retain current customers and gain new ones. Then get step-by-step instructions on how non-technical users can build, deploy and market smartphone applications across Android, iPhone and Blackberry platforms. Finally, learn to implement a mobile marketing plan for your organization. Find out about proximity marketing, mobile marketing metrics, and developing a mobile marketing campaign.

Register at www.yougotclass.org/brookdalecc

Social Media For Business Certificate
Get in on this exciting and growing way to communicate, market, and serve your customers and clients. For businesses, nonprofits, government, and other organizations. 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.

Register at www.yougotclass.org/brookdalecc
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. Visit continuinged.brookdalecc.edu/careerdevelopment/nonprofit-management/

The continual theme of the program is creating a healthy, vibrant organization by utilizing the talents of staff and volunteers. Attaining the Nonprofit Management Certificate requires completion of the following six courses in any order:

**Fundamentals Of Nonprofit Management**
Carl Lillvik, senior consultant, Little Cove Services
Gain a solid foundation of what it takes to create and maintain a healthy nonprofit organization. 3 SESSIONS.
Tues, Sep 16-30, 6:30-9 pm
Fee and Code: $129, XNONP 017 W

**Board Development For Nonprofits**
Leslie Loysen, CFRE (certified fund raising executive)
Examine the role of the nonprofit board of directors and explore what individual members’ responsibilities, requirements and duties are, the best way to recruit members, and how to conduct an effective orientation program. 3 SESSIONS.
Wed, Oct 8-22, 6:30-9 pm
Fee and Code: $129, XNONP 025 W

**Recruiting, Retaining And Managing Volunteers**
Margean Gladysz, senior vice president, National Executive Service Corps
Uncover the essential skills to grow and manage a thriving volunteer program. 3 SESSIONS.
Wed, Nov 5-19, 6:30-9 pm
Fee and Code: $129, XNONP 023 W

**Strategic Planning For Nonprofits**
Carl Lillvik, senior consultant, Little Cove Services
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, Dec 3-17, 6:30-9 pm
Fee and Code: $129, XNONP 024 W
Fund Raising And Marketing For Nonprofits
Leslie Loysen, CFRE (certified fund raising executive)
Review and explore the basic principles of fundraising and marketing for nonprofits.
3 SESSIONS.
Wed, Jan 7-21, 6:30-9 pm
Fee and Code: $129, XNONP 021 W

Financial Management For Nonprofits
David Gray, CFP, president, Finance Arts, LLC
Gain a solid understanding of financial reports, budget preparation, IRS reporting, and what impacts a nonprofit’s financial viability.
Note: This course is offered once per year. See website for course details.
Fee and Code: $129, XNONP 026 W

SELF-EMPLOYMENT AND OTHER SKILL TRAINING

Feature Writing For Profit
Gay Edelman, former staff editor of Family Circle, McCall’s, Ladies’ Home Journal and Good Housekeeping; freelance content-provider for multiple mass-market outlets
Develop your inner journalist in this highly interactive workshop-style course. Find out how to write web and print stories that sell. Learn how to assess possible markets. Brainstorm ideas and explore popular story formats. Set weekly writing goals and receive focused feedback on your work. Receive the master formula for writing pitch (query) letters to editors and send out at least three pitches. Includes a half-hour one-on-one consultation with the instructor. Limited class size. 10 SESSIONS.
Tues, Sep 30-Dec 2, 7-9:30 pm
Fee and Code: $499, XBUSS 090 W
Food Safety
Robert Hary, instructor

Food service workers in retail food establishments, hospitals, schools, institutions, and homes will learn the basics of safe food handling and preparation. Topics: basic microbiology, food preparation, personal hygiene, equipment sanitization, equipment storage and handling, environmental sanitation, insect and rodent control, garbage storage and disposal, inspection process, and relief of choking. Approved by the NJ Department of Health and meets the requirements of the NJ Administrative Code, Chapter 24, Retail Food Establishment Regulations in New Jersey. 2 SESSIONS.

Tues & Thurs, Oct 7 & 9, 7-9 pm
Fee and Code: $69, XPROF 002 W

ServSafe Food Service Managers Certification
Robert Hary, instructor

Required for New Jersey food service personnel who are the designated Persons in Charge (PIC) in Risk Level 3 food establishments. The ServSafe exam will be administered to all participants at the conclusion of the 12 hours of training, with adequate time for completion. Required text, ServSafe Essentials With Answer Sheet, 6th Edition, ISBN 978-1-58280-299-2, available for purchase in College Bookstore. 3 SESSIONS.

Tues, Sep 16-30, 5:30-9:30 pm
Fee and Code: $179 (plus text), XPROF 006 W
NEW! Fundamentals Of Gemology Certificate
Hillary Spector, GG (graduate gemologist)

Whether you love jewelry or are interested in a career in the industry, this 24-hour program presents a solid foundation in pearls, diamonds, gems, and precious metals. Study how gems are formed, mined, identified, graded, and priced. Understand the global, political, and economic perspectives of the industry. Using laboratory equipment, learn gem identifying techniques such as how to tell the difference between a blue aquamarine, a blue topaz, and a blue sapphire. Hear about job opportunities and effective paths to a career in gemology. Certificate issued with a 70 percent passing grade on written and laboratory assessments. Visit continuinged.brookdalecc.edu/careerdevelopment/gemology/ 8 SESSIONS.

Mon, Oct 6-Nov 24, 5:30-8:30 pm
Fee and Code: $499, XBUSS 034 W

NEW! Fundamentals Of Horticulture Certificate
Molly A. Gearty, horticultural professional

Prepare for a job in a retail or wholesale nursery, garden center, botanical garden, or learn to grow your own food for sale. In this 36-hour program, understand the basics of horticulture and plant science while exploring the multifaceted career options in the horticulture industry. More and more people are turning to their gardens for a safe source of food and a place of peace in their busy lives. Gain hands-on experience with emphasis on cultural practices and plant growth and development. Topics include nursery management, landscape design, botanical gardens, horticulture therapy, and organic farming. Even go on a field trip. Required text available for purchase in college bookstore, Careers in Horticulture and Botany, by Jerry Garner. For course outline, visit continuinged.brookdalecc.edu/careerdevelopment/horticulture/ 12 SESSIONS.

Wed, Sep 10-Dec 3, 6-9 pm (No class Sep 24 and Nov 26)
Fee and Code: $699 (plus text), XBUSS 092 W

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

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

Tues & Thurs, Sep 30-Dec 16, 6-9:30 pm (No class Nov 27)
Fee and Code: $329 (plus text), XREAL 001 W
NEW! Travel Leaders of Tomorrow

TRAVEL AGENT TRAINING

Brookdale's Center For Career Development has partnered with Travel Leaders Group, an award-winning billion-dollar travel company, to offer its newly launched Travel Leaders of Tomorrow travel agent training program. The program is in two parts: The first part is a four-module virtual distance learning environment and the second part is a hands-on instructor-led module in Sabre GDS training at Brookdale. Sabre is a global distribution system (GDS) used by travel agents, airlines, hotels, car rental companies, rail providers, and cruise lines. Between the virtual program and the classroom program, there are five training modules and each module is $450. The program is designed to meet the growing demand for travel agents who are knowledgeable, skilled, and offer individual attention. For more information email mwaclawik@brookdalecc.edu.

Modules 1, 2, 3, 4 will be conducted September-December. It is provided entirely by Travel Leaders Of Tomorrow. For information and to register, visit www.travelleadersoftomorrow.com or call (800)-206-1638.

Module 5. Sabre GDS Training at Brookdale: Tues-Fri, Dec 9, 10, 11, 12, 9 am-4 pm
Fee and Code: $450, XBUSS 094 W

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 the best way to audition for and get voice-over gigs. In this 18-hour hands-on program your performances will be professionally recorded, critiqued, and evaluated. Bring a blank CD to class (instructions at first class session) so that you take away a raw demo CD of all of your in-class work. For course outline of the 6-session program and instructor bio, go to www.brookdalecc.edu/voiceover.
Wed, Oct 1-Nov 5, 6-9 pm
Fee and Code: $399 (plus text), XBUSS 080 W

CLINICAL RESEARCH AND REGULATORY AFFAIRS CERTIFICATE PROGRAM

Center for Continuing Studies, Mercer County Community College

Earn your certificate all online in an industry with growth potential. BS or BA required. This program is articulated with Drexel University for master's credits. Classes start September 2014. Visit www.mccc.edu/ecs/healthcareers for information session dates. For detailed information contact Carol Desmond Clark, Director, at clarkc@mccc.edu. Classes are located at The Center for Continuing Studies of Mercer County Community College, Conference Center, 1200 Old Trenton Road, West Windsor, NJ 08550. Phone 609-570-3311. Fax 609-570-3883.
ACCOUNTING

QuickBooks

QuickBooks is a highly effective yet simple to operate accounting software package that's perfect for emerging and mid-size companies. Learn how to set up and track accounts payable and receivable, payroll 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 step-by-step, hands-on, skills-based approach to learn how the more advanced application of QuickBooks can be practically applied to your business. Topics: inventory valuation, dealing with multiple sales tax rates, job costing and balance sheet accounts. Workbook included. 10 SESSIONS.

Prerequisites: Knowledge of Windows and basic accounting principles.

Tues & Thurs, Sep 30-Oct 30, 6:30-9:30 pm
Fee and Code: $429, XCOMO 268 W

INTERNET/WEBSITES

NEW! JavaScript Programming

If you are looking to change directions in programming, JavaScript is a good place to start. It is a great language to learn because it requires fewer tools and allows you to see immediate results. JavaScript is the language behind Facebook, Twitter, Gmail and also the main standard that Microsoft supports for creating Metro apps. This course teaches you everything you need to know about JavaScript, all the way from the basics, up to advanced features such as animations and much more. Book included. 10 SESSIONS.

Prerequisites: Basic programming skills.

Tues & Thurs, Oct 14-Nov 13, 6:30-9:30 pm
Fee and Code: $429, XCOMI 121 W

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. Book included. 4 SESSIONS.

Prerequisites: Knowledge of Windows, Word and the internet.

Tues & Thurs, Dec 2-11, 6:30-9:30 pm
Freehold Campus
Fee and Code: $189, XCOMI 119 W
Whether you need a quick refresher, an intensive program or something in between, Brookdale has the class that fits your schedule and learning needs.

**Business Office Support Specialist**

Be the “BOSS” of your career and learn the essential Microsoft Office tools you need to compete in today’s job market. The Business Office Support Specialist (BOSS) course is a 13 week, hands-on, Brookdale Career Training certificate that includes Microsoft Word, Excel, PowerPoint and an introduction to the accounting software package, QuickBooks.

BOSS is tailored to the help you succeed in your next job. Our practical approach uses examples that you will encounter working in an office. When you complete the program, you will have a portfolio of your work to demonstrate your skills to potential employers. Job placement assistance is available and some students may qualify for funding toward the cost of the class. Workbooks included.

**Prerequisite:** Basic typing skills.

- **Sec 1:** Mon-Fri, Sep 15-Dec 16, 8:30 am-12:30 pm  
  Lincroft Campus
- **Sec 2:** Mon-Fri, Nov 3-Feb 16, 8:30 am-12:30 pm  
  Brookdale at Long Branch

Fee and Code: $4000, XCOMT 011 W

**MS Office Level 1**

Learn the basics of the popular Microsoft Office applications that are required in today’s workforce. This 30-hour certificate program is for individuals who want to quickly learn how to use Microsoft Word, Excel and PowerPoint, or need a refresher. Workbooks included. 6 SESSIONS.

**Prerequisite:** Knowledge of Windows.

- **Sec 1:** Tues & Thurs, Sep 30-Oct 30, 6:30-9:30 pm  
  Freehold Campus
- **Sec 2:** Sat, Nov 8-Dec 20, 9 am-2:30 pm (half hour for lunch, no class Nov 29)  
  Brookdale at Long Branch

Fee and Code: $429, XCOMO 270 W

**NEW! Build Financial Models Using Excel**

Use Excel to create financial models. Learn to design, build, and implement projection models. This hands-on course will teach you how to create a core model based on accounting and finance principles. Find out how to use discounted cash flow (DCF) modeling and Excel formulas for making powerful calculations within the spreadsheet. Book included. 10 SESSIONS.

**Prerequisite:** Excel Level 2 or equivalent knowledge.

- **Wed, Oct 1-Dec 10, 6:30-9:30pm (No class Nov 26)**
  Fee and Code: $429, XCOMO 269 W
NEW! Word 2013 MOS Prep
Prepare for the new Microsoft Office Specialist (MOS) Word certification exam. Word is the top job requirement in any office. Topics track with the test objectives and extra time is devoted to exercises. The main course objectives include creating and managing documents, text formatting. Unit 1 includes the Ribbon interface, working with text, printing, using proofreading tools, creating bulleted and numbered lists, tables and forms, and more. Unit 2 covers such topics as newsletter columns, WordArt and clip art, document themes, styles, picture editing, and Mail Merge. In Unit 3, students are introduced to footnotes and endnotes, headers and footers, templates, tables of contents and indexes, Track Changes, macros, digital signatures, customization options, and more. A video library is available for students to support their instructor-led classroom time. Workbook included. 48 HOURS.

Mon & Wed, Oct 13-Dec 8, 6:30-9:30 pm (No class Nov 26)
Fee and Code: $679, XCOMO 283 W

NEW! Excel 2013 MOS Prep
Get ready for the new Microsoft Office Specialist (MOS) Excel 2013 certification exam. Expertise in Excel is one of the most important skills needed for almost any business. Plenty of time is allotted to exercises which will help you to build your skills to prepare for the exam. Topics introduced in Unit 1 include the Ribbon interface; entering and editing data; selecting cells and ranges; printing worksheets; creating formulas and functions; formatting cell contents; inserting and deleting columns, rows, and cells; charts; and more. Unit 2 covers such topics as large worksheets and workbooks; tables; outlines; inserting clip art, pictures and SmartArt; templates; digital signatures; and more. In Unit 3, students are introduced to Pivot Tables and macros, financial functions, data analysis, auditing and additional functions, advanced formatting and analysis tools, collaboration, and more. A video library is available for students to support their instructor-led classroom time. Workbook included. 48 HOURS.

Sat, Sep 20-Dec 13, 9 am-1 pm (No class Nov 29)
Fee and Code: $679, XCOMO 284 W

MICROSOFT OFFICE: INDIVIDUAL COURSES

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. 3 SESSIONS.

Prerequisite: Knowledge of Windows and basic Word.

Sec 1: Tues & Thurs, Sep 16-23, 6:30-9:30 pm
Freehold Campus

Sec 2: Thurs, Nov 6-20, 6:30-9:30 pm
Lincroft Campus

Fee and Code: $149, XCOMO 272 W
Excel 2013 Level 2
Learn how to work with large worksheets in Microsoft Excel 2013, and use multiple work-sheets 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 work-books 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. 3 SESSIONS.
PREREQUISITE: Excel Level 1 or equivalent experience.
Sec 1: Tues, Nov 4-18, 6:30-9:30 pm
Freehold Campus
Sec 2: Thurs, Dec 4-18, 6:30-9:30 pm
Lincroft Campus
Fee and Code: $149, XCOMO 278 W

Excel: Advanced Formulas, Pivot Tables and Charts
Work with advanced functions and formulas, as well as lookup functions such as VLOOK-UP, MATCH, and INDEX. Learn about data validation, and use advanced data filtering. Explore how to apply advanced chart formatting options, and create complex charts. Work with PivotTables and PivotCharts, export and import data, and query external databases. Study the analytical features of Excel, such as Goal Seek, and learn how to create scenarios. Finally, run and record macros, and explore VBA code. Workbook included. 3 SESSIONS.
PREREQUISITE: Excel Level 2 or equivalent experience.
Mon, Nov 10-24, 6:30-9:30 pm
Fee and Code: $149, XCOMO 281 W

Word 2013 Level 1
Learn the basics skills needed to use Microsoft Word 2013 productively and efficiently. Create, navigate and save documents. Discover how to edit, copy and paste, and find and replace text. Also learn how to enhance the appearance of a document by using various for-matting options. In addition, create tables, adjust page layout, work with graphics, use styles and outlines and proof and print documents. Workbook included. 3 SESSIONS.
PREREQUISITE: Knowledge of Windows.
Tues, Sep 23-Oct 7, 6:30-9:30 pm
Fee and Code: $149, XCOMO 271 W
Publisher 2013 Level 1

Take advantage of all the Microsoft application by learning the features and functions of Publisher 2013. Navigate the Publisher interface, create and edit publications, arrange text and pictures. Work with master pages, and create and format tables. Learn how to flow text across text boxes, create a facing-pages layout, export publications to PDF, and prepare publications for commercial quality printing. 3 SESSIONS.

Prerequisite: Windows and Word Level 1 or equivalent knowledge.

Thurs, Nov 6-20, 6:30-9:30 pm
Freehold Campus
Fee and Code: $149, XCOMO 276 W

PROGRAMMING

NEW! Introduction To SQL

Learn the key concepts of Structured Query Language (SQL) and gain a solid working knowledge of this powerful and universal database programming language. You’ll learn the basic structure of relational databases, how to read and write simple and complex SQL statements, and advanced data manipulation techniques.

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

NEW! Introduction To Visual Basic

Learn how to write code for programs using Visual Basic, the most widely used programming language and development tool for creating Windows applications. The course covers the building blocks of programming, including using variables to store data, control structures, and loops. You’ll also master the principles of object-oriented and event-driven programming that you can use not only with Visual Basic, but also with other programming languages you may want to learn.

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

NEW! C# Programming For The Absolute Beginner

Learn the fundamentals of computer programming with C#, the in-demand and incredibly useful programming language that incorporates the best features of Visual Basic, C++, and Java. Begin with an exploration of input/output operations, decision making, looping, and object oriented programming principles. Gain hands-on experience using sequential data files, and build your own Graphical User Interface (GUI) application. Learn to program the right way: by using a state-of-the-art language to build impressive and professional-looking applications on your schedule and on your very own computer.

Six week online course: $99, register at www.ed2go.com/brookdalecc
NEW! CompTIA Strata: Information Technology Fundamentals

This is the first step in your IT career. If you are a recent high school graduate or career changer with no previous Information Technology experience this should be your first course. Get an introduction to hardware, software, and security components of a basic personal computer workstation. Learn the basics of how to set up, maintain and troubleshoot a PC including the use of simple green IT practices. Gain the knowledge to get started in the IT profession as a sales specialist or entry level customer support. Some students may qualify for funding toward the cost of the class. Workbook included. 20 HOURS.

**Prerequisite:** Basic experience with Window and Word.

Sat, Sep 20-Oct 11, 9 am-2:30 pm (half hour for lunch)
Brookdale at Long Branch
Fee and Code: $299, XCOMT 023 W

NEW! CompTIA A+ Certification Prep

If you are getting ready for a career as an entry-level help desk professional or personal computer service technician, the CompTIA A+ course will help you to build on your existing knowledge and experience with personal computer hardware and software that you will use on the job. Learn the essential skills you will need 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 test prep exercises so that you are ready for the exam. Job placement assistance is available and some students may qualify for funding toward the cost of the class. Workbook and tool kit included. 40 HOURS.

**Prerequisite:** CompTIA® Strata™ or equivalent experience.

Sat, Oct 25-Dec 20, 9 am-2:30 pm (No class Nov 29, half hour for lunch)
Brookdale at Long Branch
Fee and Code: $629, XCOMT 015 W

NEW! CompTIA Network+ Certification Prep

Prepare for the CompTIA new Network+ Exam N10-005. 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. 42 HOURS.

**Prerequisite:** CompTIA® Strata™ or equivalent experience.

Tues, Nov 4-Feb 24, 6:30-9:30 pm (No class Nov 25, Dec 23 & 30)
Fee and Code: $629, XCOMT 013 W
The Center for Career Development offers online programs to provide the skills necessary for professional level position for many in demand jobs. There are over 30 programs from which to choose. Some benefits of online training:

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

Here are some program highlights.

**Cisco CCNA Certification Training**

Get the essential knowledge to install, configure, and operate a small enterprise branch network, including basic network security. Learn about routed and switched LAN Emulation networks made up of Cisco equipment while you prepare for Cisco certification. The program provides focused coverage of Cisco router and switch configuration procedures. Upon completion of this program students will be prepared to take 100-101 ICND1 and earn the CCENT, followed by 200-101 ICND2. After passing ICND1 and ICND2 students will earn the CCNA Certification. Students can also finish the program and be prepared to take the 200-120 CCNA exam, which is a single exam that can result in the CCNA certification. This online program will allow you to practice in virtual interactive lab environments. 150 HOURS.

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

**NEW! iPhone/ iPad (iOS) Application Developer**

Start an exciting new career in an expanding technical field as an iOS app developer. Companies and organizations, both small and large, are looking for new ways to attract current and prospective users of their products, services, and information. They use iPhone and iPad applications to increase their customer interaction. Additionally, iOS applications bring music, videos and gaming into the hands of iPhone users. In this online program, prepare to create compelling iPhone and iPad apps and gain the credentials that will expand your opportunities for employment and set you apart from others competing in the industry. You will even build your own application that you can showcase in your portfolio and demonstrate to potential employers. Begin learning the essentials you need to create iOS apps, and build marketable experience. 200 HOURS.

Fee: $1995
For more info and to register go to careertraining.ed2go.com/brookdalecc/
NEW! Systems Security Certified Practitioner (SSCP)

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

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

Other courses include:
- Digital Arts
- Forensic Computer Examiner
- MCSA
- 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.
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 cost-free.
- 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 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.

Social Media Academic Credit Certificate of Achievement

Courses include:

- Introduction to Social Media – ENGL 170
- Social Media Marketing – MRKT 115

Courses offered online. 9 credits earns a certificate.

For information contact nkegelman@brookdalecc.edu
ONLINE TRAINING COURSE OPTIONS

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

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

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

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

**UGotClass** – Earn a certificate in a variety of subjects including Business Research, Online Teaching, K-12 Teacher Continuing Education, eMarketing Essentials, Social Media, Supervisory And Leadership Skills, Virtual Meeting Planner and Technology. Certificates are awarded by LERN, the Learning Resources Network, the largest continuing education association in the world.

Learn more at [www.yougotclass.org/brookdalecc](http://www.yougotclass.org/brookdalecc)
Prepare…Grow…Succeed! Are you ready to start a new business?
Do you want to expand your current business? America’s Small Business Development Center at Brookdale provides small and new businesses with educational business development programs and consulting services in a variety of areas such as management, finance, and business start-up.

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-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.

MOSBDC Business Development Core Workshops | Fall Schedule
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
Sec 1: Thurs, Sep 11-Oct 9, 6:30-9:30 pm
Sec 2: Thurs, Nov 6-Dec 11, 6:30-9:30 pm
Fee and Code: $269, XBUSD 044 W

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, Sep 16 & 18, 6-9 pm
Sec 2: Tues & Thurs, Nov 4 & 6, 6-9 pm
Sec 3: Tues & Thurs, Dec 9 & 11, 6-9 pm
Fee and Code: $99, XBUSD 043 W

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 of ownership, how to register your business, setting up bookkeeping records, taxation, and understanding financial statements, money needs, payroll, insurance, and licensing.
Sec 1: Sat, Sep 20, 9 am-3:30 pm
Sec 2: Sat, Dec 6, 9 am-3:30 pm
Fee and Code: $97, XBUSD 001 W
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: Tues, Sep 23, 6:30-10 pm
Sec 2: Sat, Nov 22, 9 am-12:30 pm
Sec 3: Tues, Dec 9, 6:30-10 pm
Fee and Code: $65, XBUSD 008 W

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: Mon, Sep 29, 6:30-9:30 pm
Sec 2: Sat, Nov 22, 1-4 pm
Sec 3: Thurs, Dec 4, 6:30-9:30 pm
Fee and Code: $55, XBUSD 009 W

Develop Digital Strategies To Make Your Business Soar With Our New Digital Blueprint Certificate

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.

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.

Is Your Business Suffering From Superstorm Sandy?
America’s Small Business Development Center at Brookdale Community College offers pro bono counseling to help business owners get back on their feet! Can’t spare the time? Too busy rebuilding or making repairs? You can arrange for one-on-one counseling at a NJSBDC service center, or even at your place of business.

For a comprehensive schedule of all workshops, upcoming events and services, call 732 842-8685 or visit www.mosbdc.com
**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 continuinged.brookdalecc.edu/new-pathways-teaching/

**Introduction To The Teaching Profession**

24-Hour Program

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 for sale in College Bookstore.

Visit continuinged.brookdalecc.edu/new-pathways-teaching/ for more information.

Sec 1: Sat, Sep 20-Oct 11, 9 am-2 pm
Sec 2: Sat, Oct 25-Nov 15, 9 am-2 pm
Fee and Code: $200, XNPTN 003 W

**Professional Development for K-12 teachers**

Brookdale Education Networks provide high quality, cost effective PD solutions. Districts pay a flat fee for an extensive menu of top tier, day-long workshops and webinars. Workshop attendance by individuals is also easily arranged. See our complete line-up: continuinged.brookdalecc.edu/careerdevelopment/teacher-education/ or call 732-224-2394. Membership has never been a smarter decision.
Substitute Teacher Training
Molly Cauterucci, instructor

Find rewarding part-time employment or enhance your opportunity to obtain a teaching position. A minimum of 60 college credits is required for certification as a substitute. If interested in becoming a certified teacher through the alternate route, a reputation as an excellent substitute teacher will work to your advantage. Learn teaching strategies and survival skills for all grade levels, insight into administration expectations, classroom management tips and tricks, evaluating and improving your performance, and the necessary steps/paperwork to become a certified substitute teacher in New Jersey. 4 SESSIONS
Tues & Thurs, Oct 7-16, 6-8 pm
Fee and Code: $145, XEECG 434 W
See page 51 for information on our online teacher and education training courses at www.ed2go.com/brookdalecc

VETERINARY PROGRAMS

See page 18 for Veterinary Assistant Certification Program and page 19 for Animal Massage Certifications.

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

Call for information: 732-739-6018 or 6020
On the web at continuinged.brookdalecc.edu/displaced-homemakers/
CERTIFICATES
Students that meet all the requirements for course completion will receive a Brookdale Business & Community Development certificate. Attendance of 80% is required in all courses with some exceptions when 100% attendance is required to receive a certificate. Some courses qualify the student to sit for a state or national certification examination or license. Lost certificates can be replaced if successful course completion can be verified; cost is $25. Visit continuinged.brookdalecc.edu/current-students/ for more details.

CLASS LOCATIONS
Unless stated otherwise, classes are held at Brookdale's Lincroft Campus, 765 Newman Springs Road, Lincroft.
Brookdale at Neptune
60 Neptune Blvd, Neptune
Brookdale at Long Branch
Third and Broadway, Long Branch
Brookdale at Hazlet
1 Crown Plaza, Union Avenue, Hazlet
Brookdale at Wall
800 Monmouth Boulevard, Wall
Freehold Campus
3680 Route 9 South, Freehold

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

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 number of scholarship are available. Call 732-224-2302 for an application.

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

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.

FOREIGN HS DIPLOMA
If you have a high school diploma from another country, go to www.naces.org to have the diploma evaluated prior to registration.

HEALTH INSURANCE
Students are responsible for their own health insurance. Students entering a hospital clinical may be required to obtain student malpractice insurance. Information will be given at the time of registration.
REFUND POLICY
A $15 processing fee will be deducted from all refunds. Refunds are issued by check. Allow 2-4 weeks for processing. Our refund policy is:
- 14 or more days (2 weeks) before the beginning of a class: 100% refund of full course fee
- 7 to 13 days before the start of class: 50% refund of full course fee
- Less than 7 days (1 week) before class start date: no refund
- See pages 40 for refund policy regarding online programs.

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

Director of Career Training
Business & Community Development
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.

VETERANS BENEFITS
Our training programs are approved by the NJ State Approving Agency for Veterans training. For further information consult the www.gibill.va.gov or email: msmith@brookdalecc.edu

Earn Your Bachelor’s or Master’s Degree

The New Jersey Coastal Communiversity, led by Brookdale Community College, is an alliance of New Jersey colleges and universities who are jointly offering selected Associate, Bachelor’s, and Master’s degrees (and graduate certificates) here in Monmouth County.

ATTEND OUR OPEN HOUSE
October 22, 2014
4:30 pm – 6:30 pm
Brookdale’s Student Life Center, Lincroft Campus
www.njcommunityuniversity.org
Think Again

Rodin’s iconic sculpture The Thinker has come to represent the power of thought and mental creativity.

What have you been thinking?

Thought-provoking lifelong learning classes offer new ideas you’ll think about long after class ends:

- Visit artistic, cultural and historic destinations
- Unique recreation, from fishing to fencing
- Visiting authors
- Fine arts
- Fun and creative pursuits with an intelligent edge

To request a brochure, please call 732-224-2315

continuinged.brookdalecc.edu/lifelonglearning
**REGISTRATION FORM**

**To Register**

**Date:** ________________________

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

**FAX:** 732-224-2664

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

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

**ONLINE:** [continuinged.brookdalecc.edu/searchandregister](http://continuinged.brookdalecc.edu/searchandregister) and follow instructions for "How To Register."

**GENDER:**
- [ ] Male
- [ ] Female

<table>
<thead>
<tr>
<th>NAME (FIRST)</th>
<th>(MIDDLE INITIAL)</th>
<th>(LAST)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>E-MAIL ADDRESS</th>
<th>DATE OF BIRTH</th>
<th>SOCIAL SECURITY NUMBER</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>ADDRESS</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>CITY</th>
<th>STATE</th>
<th>ZIP</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>HOME PHONE</th>
<th>CELLPHONE</th>
<th>BUSINESS PHONE</th>
</tr>
</thead>
</table>

**Do you have a High School Diploma or GED?**
- [ ] Yes
- [ ] No

**Is English your best language?**
- [ ] Yes
- [ ] No

**Program/Title**

<table>
<thead>
<tr>
<th>SECTION</th>
<th>START DATE</th>
<th>CODE</th>
<th>Fee</th>
</tr>
</thead>
</table>

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

- [ ] Enclosed is my check made payable to Business & Community Development–BCC
- [ ] Charge my: [ ] VISA   [ ] MasterCard   [ ] Discover   [ ] American Express
  with $ __________________________________________________________________

| Card # ____________________________________________________________________ |
| Exp. Date: ____________________________ Security Code: ________________________ |

(3-digit code on back of card)

**Signature:** ________________________________________________________________

**Ethnicity:**
- [ ] Hispanic/Latino
- [ ] Non-Hispanic/Latino

**Race:**
- [ ] Asian
- [ ] American Indian/Alaskan Native
- [ ] Black/African American
- [ ] Native Hawaiian/Other Pacific Islander
- [ ] White