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Visit www.brookdalecc.edu/careerdevelopment for full course descriptions and requirements.
We’ve changed our name!
As of July 1, Outreach Business and Community Development will be Continuing and Professional Studies. Same great programs, same great people!

■ 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.

Those not selected for the grant 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 732-224-2741 to learn more about participating in the project and healthcare training opportunities that are available.

■ SATURDAYS AT BROOKDALE LONG BRANCH CENTER
Look for Saturday courses @ Long Branch! Get back into the swing of going to school with the Encore Plus 50 Boot Camp or choose from entry level courses in healthcare, computer skills and teacher training offered on the weekend to fit your busy schedule. Degree program classes include Math, English and Computer Science. Call 732-229-8440 for more information.
HEALTHCARE TRAINING PROGRAMS

Visit www.brookdalecc.edu/careerdevelopment for full course descriptions and requirements.
**ALZHEIMER’S**

**Alzheimer’s And Dementia Certification**

Before registering, check to see if you qualify for certification at [www.nccdp.org](http://www.nccdp.org)

This is an essential certification for all health care providers:

- Home Health Aides
- LPNs & RNs
- Directors
- Activity/Recreational support
- Volunteer Coordinators
- Nursing Assistants
- Administrators
- Agency Owners
- Clergy
- Social Workers, and the like

**Areas Of Study:** Overview of treatment and diagnosis of dementia and how to care for the patient and family.

**Note:** NJSNA Contact Hours Awarded

Fri, Nov 6, 8:30 am-5 pm • Brookdale at Hazlet
Fee and Code: $185, XMEDG 219

**CPR**

**Healthcare Provider Certification (CPR/AED)**

American Heart Association Program

- Includes infant/child/adult and two rescuer CPR
- Required for RN Refresher and Brookdale nursing students.

**Note:** Textbook required. Bring $5 to class for an American Heart Association certificate. Allow 4 weeks for CPR card. NJSNA Contact Hours Awarded.

Sec 1: Sat, Sep 26, 9 am-1 pm • Brookdale at Hazlet
Sec 2: Wed, Oct 7, 6-10 pm • Freehold Campus
Fee and Code: $72, XMEDN 057

**Heart Saver Adult Cardiopulmonary Resuscitation (CPR/AED)**

American Heart Association Program

- Includes one rescuer CPR
- Learn rescue breathing
- Skills for conscious and unconscious choking victims, and use of barrier devices
- Required for Personal Trainer Certification and non-healthcare workers.

**Note:** Textbook required. Bring $5 to class for an American Heart Association certificate. Allow 4 weeks for CPR card.

Sat, Sep 19, 9 am-1 pm • Brookdale at Long Branch
Fee and Code: $72, XMEDG 058

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**Emergency Medical Technician (EMT)**

**Fitness 176 – Emergency Medical Technician**

Earn 6 college credits

- Students will learn to manage medical emergencies including bleeding, fractures, airway obstruction, emergency childbirth and cardiac emergency.
- Program graduates receive certification as an Emergency Medical Technician Basic from the NJ State Department of Health.

Mon & Wed, Sep 9-Dec 16, 7-10:30 pm,
and Sat, Sep 12, 26, Oct 10, 24, Nov 7, 21, Dec 5, 12, 8 am-4 pm
Location: Keyport Schools District Building, 370 Broad Street, Keyport, NJ 07735
For further information contact Arlene at 732-224-1981.
DENTAL PROGRAMS

Dental Assistant

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

- 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

Prerequisite: Copy of high school diploma or GED.

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

Tues & Wed, Sep 1-Nov 18, 6:30-9:30 pm • Brookdale at Hazlet Laboratory: Shrewsbury Pediatric Dentistry

Fee and Code: $945, XMEDD 001

Dental Radiologic Technology

The Dental Radiologic Technology program is approved by the New Jersey Radiologic Technology Board of Examiners.

The program includes 25 didactic hours; 20 lab hours; and a required clinical practicum with competency testing in a dental office that performs intraoral radiographic procedures, using both paralleling and bisecting angle techniques, and has digital x-ray equipment. Students are responsible for locating 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). Students will be allowed a maximum of three (3) months after the completion of the didactic portion of the course to complete their clinical requirements.

Certificates of Completion will be issued upon successful completion of all components. 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: Textbook and 100% attendance is required. A makeup day will be scheduled if needed for students, and cost per make-up day is $120.

Thurs, Aug 20-Dec 17, 6:30-9:30 pm (No class Nov 26) • Brookdale at Hazlet

Laboratory: Shrewsbury Pediatric Dentistry

Fee and Code: $885 (includes radiation badge), XMEDD 002

For information on Brookdale’s Dental Hygiene Program, call 732-224-2330 or email bstryker@brookdalecc.edu
**DIAGNOSTIC MEDICAL SONOGRAPHY**

Financial Aid is available for this program for qualified individuals. If you are applying for financial aid, you must first contact Susan Scarangella at 732-224-2954.

**Diagnostic Medical Sonography**

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. Upon passing the ARRT, students are eligible to sit for the ARDMS.

**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
- Copy of malpractice insurance fact sheet
- Healthcare Provider CPR
- Physical exam, documentation of immunizations, 2-step PPD, hepatitis B Series, and Flu vaccine waiver
- Copy of clear criminal background check.

**Recommended:**

- Physics in Life (PHYS 108) or Radiology Physics

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

**Mandatory Orientation:** Wed, Sep 9, 10 am-1 pm • Freehold Campus  
Class/Lab/Clinical: Mon-Fri, Sep 10-Aug 18, 8 am-4:30 pm (No class on Nov 26 & 27, Dec 21-Jan 1, Jan 18, Mar 28-31, May 30, Jul 4) • Freehold Campus  
Fee and Code: $9095 plus textbooks (approx $1000, uniform, exam fees, and transportation), XMEDR 009

**NEW! Scanning Refresher**

This refresher course is designed for current students and recent DMS graduates. Offers students and graduates an additional opportunity to enhance and build on their clinical skills.

If you are preparing for a job interview, feel you need extra practice, or want to build your skill set this course is designed with you in mind. You will utilize the Sonography lab and work at your own pace.

For questions and additional information email Kim Poss at KimberlyPoss@comcast.net  
Fri, July 10-Aug 28, 1-4 pm • Freehold Campus  
Fee and Code: $285, XMEDR 010

**ELECTRONIC HEALTH RECORDS COMPTIA™ HEALTHCARE IT TECHNICIAN**

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

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

EKG/Monitor Technician Certificate

**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.

- Adjunct skills for LPNs, nursing assistants, phlebotomists, and healthcare workers
- 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.

**Note:** Healthcare background recommended. Textbook required. NJSNA Contact Hours Awarded.

**Tues & Thurs, Oct 1-Nov 5, 6-9 pm • Freehold Campus**

Fee and Code: $385, XMEDN 151

FITNESS TRAINING

Join Brookdale’s Fitness Center, see inside cover for details.

Personal Trainer National Certification

**Areas Of Study:** Anatomy, physiology, muscular strength and endurance, flexibility, cardio-respiratory fitness, nutrition, musculoskeletal injuries, weight control, health screening, motivation, and more. National certification exam given last day of class and fee is included. Completion of The Heart Saver Adult CPR course required for certification.

**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. A 30-hour post-course internship is required upon successful completion of certification exam. Co-sponsored with World Instructor Training Schools and provides 6 CEUs.

**Sat, Oct 17-Nov 21, 9 am-4 pm**

Fee and Code: $649, XMEDG 057

Older Adult Fitness Certification

Older adults are the fastest growing group of fitness clients. Design an appropriate exercise program considering disease state and physical condition of seniors in this 15-hour course. A 20-hour post course internship is required upon successful completion of certification exam. Co-sponsored with World Instructor Training Schools (W.I.T.S.) and provides 15 CEUs.

**Prerequisites:**

- Personal Trainer certification (can be any trainer certification) and Heart Saver Adult CPR.

**Note:** Call 1-888-330-9487 to order the required textbook.

**Tues & Thurs, Dec 1-17, 6-9:30 pm**

Fee and Code: $349, XMEDG 063
**HEMODIALYSIS**

**COMING SOON!**

**Hemodialysis Technician**

A new Hemodialysis Technician training program that expands our Patient Care Technician certification program will be offered in fall of 2015. The program will provide the student with the skills necessary to work in an entry level position as a Hemodialysis Technician. The program will include extensive hands-on practice in a healthcare training lab. Limited enrollment is expected, call for more information at 732-224-2813.

**MATHEMATICS**

**Math In Healthcare**

Recommended for students interested in the Patient Care Technician and Medical Assistant programs. It is a prerequisite for the Veterinary Assistant Program (see page 12). 18 hours.

- Explore math skills with relevance in the healthcare setting
- Roman numerals, fractions, decimals, and percentages

**Prerequisites:**

- Copy of high school diploma or GED.

**Note:** Textbook required. 100% attendance required.

**Tues-Thurs, Sep 1-Sep 10, 6-9 pm • Freehold Campus**

Fee and Code: $249, XMEDG 183

**MEDICAL ASSISTANT**

**Financial Aid is available for this program for qualified individuals. If you are applying for financial aid, you must first contact Susan Scarangella at 732-224-2954.**

**Medical Assistant Certification Program**

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

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

**Areas Of Study:** 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 600 classroom/lab hours and 160 clinical externship hours. The exam fee is included in the course fee. Students will sit for the exam on Aug 9, 2016.

**Prerequisites** (Instructions to access prerequisite forms will be mailed to you upon registration, with deadline dates. 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 8.

**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 8-Jun 16, 8:30 am-4:30 pm (No class Nov 26, Dec 24-Jun 5, Mar 29-May 1) • Freehold Campus

**Clinical:** Mon-Thurs, Jun 20-Aug 2, 9 am-4 pm

**Exam:** Tues, Aug 9, 2016, 9 am-4:30 pm (Testing Center, Lincroft)

Fee and Code: $7925, XMEDG 082
MEDICAL BILLING

NEW! Medical Billing Specialist
Understand managed care, the insurance industry, and the process of healthcare reimbursements. This comprehensive course will prepare you to work in a medical practice, billing service, hospital billing department, or insurance company. Gain a solid foundation in medical billing and coding fundamentals with class time devoted to Medical Terminology, Anatomy and Physiology, ICD-10 and CPT instruction. Plenty of time is allotted for hands-on exercises which will help you build your skills to generate accurate bills. Other topics include government insurance, resource recovery, and processing the “clean” claim as well as patient information sheets, the impact of electronic billing and resume workshops. 162 hours.

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. Textbooks required.

Mon & Wed, Sep 28-Apr 20, 6-9 pm (No class Nov 23 & 25, Dec 23-Dec 30, Jan 18)
Fee and Code: $2099, XMEDG 116

MASSAGE THERAPY

COMING SOON!
Massage Therapy
A 650 hour program that meets mandatory licensure standards to work as a massage therapist in New Jersey will be coming fall 2015. The program will include clinical placement, extensive hands-on practice and job assistance. Call for additional information: 732-224-2813.

NURSING PREREQUISITE PROGRAMS

Certified Homemaker/Home Health Aide, Certified Nurse Aide in Long Term Care or Patient Care Technician Certificate program fulfills the prerequisite for the Brookdale Nursing Program.

Certified Homemaker/Home Health Aide (CHHA)
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:
- Students without all documentation submitted to the CPS office ATeC 212 by the date listed below will be administratively withdrawn from the program and a $150 processing fee will be charged. Instructions to access prerequisites forms will be 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.
- Copy of clear criminal background check.

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

Documentation and required forms due by Dec 11, 2015
Mon-Fri, Jan 4-Jan 15, 8:30 am-5 pm • Brookdale at Hazlet
Fee and Code: $795, XMEDG 014

Visit www.brookdalecc.edu/careerdevelopment for full course descriptions and requirements.
Certified Nurse Aide In Long Term Care (CNA)
This NJ Department of Health approved program will train you for employment in a nursing home, long term care, or assisted living facility. Learn physical care skills, psychosocial care skills, and the role of the nurse aide including legal and ethical concepts, and client rights. Upon successful completion of course content and skills testing, you will be prepared to sit for certification. 90 hours.

Prerequisites:
- Students without all documentation submitted to the CPS office ATeC 212 by the date listed below will be administratively withdrawn from the program and a $150 processing fee will be charged. Instructions to access prerequisites forms will be 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: 100% attendance required. An additional fee will be charged to students for class and clinical make-up hours. Uniform, textbook, supply tote and certification test fee ($76) required. Clinical at area nursing homes.

Documentation and required forms due by Aug 21, 2015
- Sec 1: Tues, Sep 8-Jan 5, 8:30 am-4:30 pm • Brookdale at Hazlet
- Sec 2: Mon & Wed, Sep 9-Dec 9, 9-30 pm (No class Nov 25) • Freehold Campus
- Sec 3: Tues & Thurs, Sep 15-Dec 15, 5-9:30 pm (No class Nov 26) • Brookdale at Hazlet
- Sec 4: Thurs, Sep 3-Jan 14, 8:30 am-4:30 pm (No class Nov 25) • Brookdale at Hazlet

Fee and Code: $1095, XMEDG 013

Patient Care Technician
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, anatomy and physiology, infection control, legal and ethical responsibilities, vital signs, knowledge of behavioral health and patients with special needs, EKG, venipuncture and CPR. Upon completion you will be prepared for the certification test through the National Center for Competency Testing (NCCT) and the fee is $90. 150 hours.

Prerequisites:
- Students without all documentation submitted to the CPS office ATeC 212 by the date listed below will be administratively withdrawn from the program and a $150 processing fee will be charged. Instructions to access prerequisites forms will be 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 8.

Note: Textbook and supply tote required. 100% attendance required. An additional fee will be charged to students for class and clinical make-up hours. Clinical held at area hospitals and sub-acute facilities.

Documentation and required forms due by Aug 21, 2015
- Sec 1: Class: Tues & Thurs, Sep 1-Oct 22, 9 am-3 pm • Freehold Campus
  - Clinical: Mon-Fri, Oct 26-Nov 4, 7 am-7 pm
- Documentation and required forms due by Oct 30, 2015
- Sec 2: Class: Tues & Thurs, Nov 17-Jan 21, 9 am-3 pm (No class Nov 26, Dec 24-Dec 31)
  - • Brookdale at Long Branch
  - Clinical: Mon-Fri, Jan 25-Feb 3, 7 am-7 pm

Fee and Code: $2085, XMEDG 075
PHARMACY TECHNICIAN

Pharmacy Technician

Newly expanded program includes classroom, lab, web-based and clinical components!

This course offers a comprehensive study of topic areas necessary to thrive in a retail and/or institutional pharmacy setting. Course is divided into modules: prescription basics, pharmacy calculations, pharmacology, pharmacy law, compounding medications. Flexible, on-line assignments incorporated into educational modules. Students will be provided a resume writing/interview skills workshop and fieldwork opportunities. Prepare for the Pharmacy Technician Certification Board Exam to gain national certification. Information on exam preparation and registration will be provided in class. 84 hours.

Prerequisites:

- Students without all documentation submitted to the CPS office ATeC 212 by the date listed below will be administratively withdrawn from the program and a $150 processing fee will be charged.
  Instructions to access prerequisites forms will be mailed to you upon registration.
- 18 years of age or older
- Copy of high school diploma or GED
- Copy of clear criminal background check.

Note: Textbooks required. 100% attendance required. Malpractice insurance required for externship.

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

PHYSICAL THERAPY AIDE

Physical Therapy Aide Certificate

Perform front desk procedures, assist patients, prepare treatment areas for patients, and keep treatment areas clean and organized. Work in hospitals, nursing homes or rehabilitation centers. The career ladder for physical therapy aide includes physical therapy assistant, occupational therapist and registered physical therapist. 30 hours.

Note: Textbook required.

Thurs, Sep 10-Nov 19, 6:30-9:30 pm (No class Nov 5)
Fee and Code: $349, XMEDG 180

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

Veterinary Assistant Program – NAVTA Approved
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 it is one of only 13 programs in the country that have achieved this recognition.

Areas of Study: Office procedures and client relations, pharmacy, preventative healthcare, behavior and restraint, animal nursing, laboratory procedures, surgical and recovery room assistance, radiology, and emergency response. 175 hours (79 classroom, 96 clinical). Successful graduates are eligible to sit for the National Approved Veterinary Assistant Exam (exam fee is $100). Students who achieve the AVA credential are eligible to receive two college credits toward the Veterinary Technician Program (AVMA approved) at Bergen Community College in Paramus, NJ.

Prerequisites:

- Students without all documentation submitted to the CPS office ATeC 212 by the date listed below will be administratively withdrawn from the program and a $150 processing fee will be charged.
- Instructions to access prerequisites forms will be mailed to you upon registration.
- 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 8.
- Copy of clear criminal background check and drug screen
- Physical including tetanus
- Signed Fitness for Duty Form, Privacy Form and Technical Skills Form
- Signed Clinical Recommendation form (health insurance and rabies vaccine)
- Signed Code of Conduct Form

Note: 100% attendance required; additional fee will be charged to students for class makeup hours. 75% average is required for participation in clinical. Extensive reading is required. Students must purchase textbooks, khaki scrubs and sneakers for clinical.

Documentation and required forms due by Aug 28, 2015
Class: Tues & Thurs, Sep 15-Dec 17, 6-9 pm at Lincroft; Oct 8, Oct 29, Nov 12, Dec 1 at Red Bank Veterinary Hospital, 6-9 pm (No class Nov 26)
Clinical: Mon-Thurs, Jan 4-Jan 21, 8 am-4 pm, at Red Bank Veterinary Hospital
Exam: Mon, Feb 1, 4-6 pm
Fee and Code: $2250, XMEDG 081


NURSING CONTINUING EDUCATION

The target audiences for activities in this section 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 See page 4 for full details.

Certificate in Gerontology
The Center for Continuing Studies, Mercer County Community College
Earn your certificate in a field with opportunity!
For more information call 609-570-3311 or contact ComEd@mccc.edu
IV Therapy Certificate
Registered nurses and LPNs will learn the skills to perform peripheral IV therapy including vein selection, vein cannulation and 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 Oct 12, 2015 to order at 732-671-1200, option 2 (approximately $60). NJSNA Contact Hours Awarded.

Mon, Oct 19, 9 am-5:30 pm • Freehold Campus
Fee and Code: $169, XMEDN 166

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

Prerequisites:
- Students without all documentation submitted to the CPS office ATeC 212 by the date listed below will be administratively withdrawn from the program and a $150 processing fee will be charged.
  Instructions to access prerequisites forms will be 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 at 973-504-6430 or www.state.nj.us/lps/ca/medical/nursing.htm; click on “reinstatement RN/LPN packet”
- Healthcare Provider CPR
- Physical exam, documentation of immunizations, 2-step PPD, hepatitis B series, and Flu vaccine 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.

Documentation and required forms due by Sep 18, 2015
Class: Wed, Sep 23 - Dec 2, 9 am-3 pm (No class Nov 25) • Freehold Campus
Clinical: Mon-Fri, Dec 3-Dec 11, 7 am-7 pm
Fee and Code: $1825, XMEDN 007

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.

Sun, Sep 13-Dec 20, 11 am-6 pm
Fee and Code: $1650, XMEDN 216
RADIOLOGIC TECHNOLOGY CONTINUING EDUCATION

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

A REAS 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 prerequisites 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.
- 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 waiver
- Copy of clear criminal background check.

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

Wed, Sep 16-Dec 9, 5-8:30 pm (No class Nov 25)
Fee and Code: $2105 (includes radiation badge), XMEDR 001

Magnetic Resonance Imaging (MRI)
Advanced Level Certificate Program
Brookdale has been accepted to participate in a pilot program to offer MRI 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 the process, you must first contact Susan Scarangella at 732-224-2954.

The Advanced Level Magnetic Resonance Imaging Program is a post-graduate advanced level specialty education program that results in a Technical Certificate.

The program is one semester in length (20 weeks) consisting of 70 lecture hours and 136 hours clinical application. Classes are held one night per week and clinical practicums are assigned. The program is designed to prepare qualified individuals to operate magnetic resonance imaging equipment safely and competently to produce diagnostic MRI images.

A REAS OF STUDY: Patient care, professional development, patient positioning and procedure protocols, cross-sectional anatomy, pathology, digital imaging, MRI 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 or nuclear medical technologist license
- Registered radiologic technologist (ARRT) for minimum of one year (must show license and registration at first class)
- Copy of malpractice insurance face 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 area hospitals. Approved for CEUs by the American Society of Radiologic Technologists (ASRT).

Wed, Sep 23-Mar 9, 5-8:30 pm (No class Dec 23-Jan 26)
Fee and Code: $2979, XMEDR 007
BUSINESS & PROFESSIONAL
TRAINING PROGRAMS

Visit www.brookdalecc.edu/careerdevelopment for full course descriptions and requirements.
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 www.brookdalecc.edu/bookkeeping for complete details including prerequisites. 15 SESSIONS

Mon, Sep 14-Dec 21, 5:30-9:30 pm
Fee and Code: $1099 (including texts, AIPB registration, and testing), XBUSS 022

QuickBooks
See page 27 for QuickBooks.

ONLINE ACCOUNTING COURSES

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

Accounting Software
Choose from over 20 courses to learn Excel, QuickBooks, 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

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

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

Wed, Sep 9 & 16; Mon, Sep 21-Dec 14, 5:30-9:30 pm (Note: the first two sessions are on Wednesdays; the remaining 13 sessions are on Mondays.)
Fee and Code: $2395 (including materials and testing), XBUSM 234
Project Management Certificate

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

The 36-hour Project Management Certificate offers a comprehensive program for entry into the field of project management and is based on the widely accepted principles of the Project Management Institute’s (PMI) Project Management Body of Knowledge, the required text (available for purchase in College Bookstore). For more information visit www.brookdalecc.edu/projectmanagement. 12 SESSIONS
Thurs, Sep 10-Dec 10, 6-9 pm (NOTE: one class in the schedule will be skipped due to instructor’s professional commitment, the date of which was unconfirmed at printing time. Also no class November 26)
Fee and Code: $1399 (plus required text and optional software), XBUSM 214

■ ONLINE BUSINESS MANAGEMENT COURSES

Business Management
American Management Association Certificates

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

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

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

Business Research Certificate

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


Certificate in Data Analysis

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

Certificate $495 classes start monthly. Register at www.yougoclass.org/brookdalecc
CAREER COUNSELING

Meet one-on-one with a professional career counselor to explore occupational options and choices. Programs offered are listed below. Complete details at www.brookdalecc.edu/careercounseling.

To register for career counseling, contact tsmith@brookdalecc.edu or call (732)-224-2754. Payment is due at registration.

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

Career Crossroads Fee: $595

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

Career Passport Fee: $299

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

Winning Skills Fee: $125

FREE!

Encore Plus 50 Boot Camp
Get back into the swing of going to school. You will receive an overview of the college and all the services available to you as a Brookdale student. Learn new skills in topics such as critical thinking, test taking and computer literacy to make your classroom experience less stressful. Finally, find out how to use time management methods to help you juggle work and family.

This free program was developed as part of the Encore Plus 50 grant awarded to Brookdale from the American Association of Community Colleges to help Brookdale students age 50 and older complete degree or career training certificate programs in healthcare and social services. 12 hours.

Sat, Sep 26-Oct 10, 9 am-1 pm, Brookdale at Long Branch
Tues & Thurs, Oct 13-22, 1-4 pm, Lincroft Campus
The class is free, but registration is required. Call 732-224-2315 and use course code XCOMG 054.

CONSTRUCTION

Construction Management Certificate
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 www.brookdalecc.edu/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 29-Dec 8, 6:30-9:30 pm
Fee and Code: $699 (plus text), XBUSS 028
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.)

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 2-Dec 9, 6-10 pm
• Freehold Campus
Fee and Code: $627, XUNCC 003

Fire Inspector ICS
John McNaboe, 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 & Sat, Sep 8-Dec 19; Tues 5:30-9:30 pm, Sat 8:30 am-12:30 pm (No class Nov 28)
• Freehold Campus
Fee and Code: $1254, XUNCC 004

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 10-Dec 3, 6-10 pm (No class Nov 26)
• Freehold Campus
Fee and Code: $471, XUNCC 006

Plumbing Inspector HHS
William Schmidt, instructor
Advanced plumbing system design. 60 hours. 15 SESSIONS.
Tues & Thurs, Sep 29-Nov 17, 5:30-9:30 pm
• Freehold Campus
Fee and Code: $627, XUNCC 012

Building Inspector HHS
Charles Lasky, instructor
Covers the instruction of advanced structural systems, advanced fire protection systems, and advanced mechanical systems. 60 hours. 20 SESSIONS.
Tues & Thurs, Sep 29-Dec 8, 6:30-9:30 pm (No class Nov 26)
• Freehold Campus
Fee and Code: $627, XUNCC 008

Visit www.brookdalecc.edu/careerdevelopment for full course descriptions and requirements.
Interpreting Certificates
Instructors: Susan Amar, Rejane Franco, Beatriz Craney, Irene D’Emilio, Maria Teresa Perez

Are you proficient in more than one language? Whether you speak Spanish, Portuguese, Haitian Creole, French, Chinese, or any other language, explore career opportunities using your mastery of English and a second language. Employment for interpreters is expected to grow 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, visit www.brookdalecc.edu/interpreting/

Prerequisite: Introduction To Interpreting
Discover everything you need to know about the interpreting certificate programs, including which program is right for you – either Judicial and Medical Interpreting or Community Interpreting. This program is a prerequisite to register for either program. Explore the three different modes of interpreting: consecutive interpreting, simultaneous interpreting, and sight translation. Obtain information about required testing of your second language abilities. 2 SESSIONS
Thurs, Sep 10 & 17, 7-9 pm
Fee and Code: $49, XBUSC 055

Judicial And Medical Interpreting Certificate – English/Spanish OR English/Portuguese
Court interpreters work in a variety of legal settings, such as attorney-client meetings, preliminary hearings, arraignments, depositions, and trials. Medical interpreters help patients communicate with doctors, nurses, and other medical staff. 35 SESSIONS. All four of the following courses must be completed. The courses run concurrently and meet from 6:30-9 pm on the dates listed below:

- Consecutive Interpreting: Thurs, Oct 1-Dec 17 (no class Nov 26)
- Simultaneous Interpreting/Sight Translation: Mon, Oct 19-Dec 7
- Judicial Interpreting –
  English/Spanish: Tues, Jan 5-Feb 23
  English/Portuguese: Mon, Jan 4-Feb 29 (no class Jan 18)
- Medical Interpreting – English/Spanish AND English/Portuguese: Thurs, Jan 7-Feb 25

Fee and Codes: $1999 (plus texts, recording device, and flash drive. Texts cost approximately $290.)
English/Spanish, XBUSC 056 • English/Portuguese, XBUSC 057

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

- Consecutive Interpreting: Thurs, Oct 1-Dec 17 (No class Nov 26)
- Simultaneous Interpreting/Sight Translation: Mon, Oct 19-Dec 7

Fee and Code: $1199 (plus text and recording device. Text costs approximately $75), XBUSC 058

TOEFL® Test Prep (Test Of English As A Foreign Language)
See page 24.


MARKETING CERTIFICATES – ONLINE

eMarketing Essentials Certificate
Get a fundamental yet advanced introduction to eMarketing, including improving email promotions, analyzing your website 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.


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.


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.


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

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

Attaining the Nonprofit Management Certificate requires completion of the following six courses 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 29-Oct 13, 6:30-9 pm
Fee and Code: $129, XNONP 017

### Board Development For Nonprofits
Mary Eileen Fouratt, executive director, Monmouth Arts
Examine the role of the nonprofit board of directors. Explore individual members’ responsibilities, requirements, and duties; the best way to recruit members; and how to conduct an effective orientation program. 3 SESSIONS.
Tues, Oct 27-Nov 10, 6:30-9 pm
Fee and Code: $129, XNONP 025

### Financial Management For Nonprofits
Robert C. Fouratt, CPA, managing partner, The Curchin Group, LLC
Gain a solid understanding of financial reports, budget preparation, IRS reporting, and what impacts a nonprofit’s financial viability. 3 SESSIONS.
Wed, Dec 2-19, 2015, 6:30-9 pm
Fee and Code: $129, XNONP 026

### Strategic Planning For Nonprofits
Margean Gladysz, owner and principal consultant, MAG NET II
Gain a clear understanding of the unique strategic planning process in the nonprofit organization, including how it guides direction, structure, and operations. 3 SESSIONS.
Wed, Jan 6-20, 2016, 6:30-9 pm
Fee and Code: $129, XNONP 024

### Fund Raising And Marketing For Nonprofits
Jennifer E. Loysen, associate director of leadership annual giving, Seton Hall University
Review and explore the basic principles of fundraising and marketing for nonprofits. 3 SESSIONS.
Wed, Feb 3-17, 2016, 6:30-9 pm
Fee and Code: $129, XNONP 021

### Recruiting, Retaining And Managing Volunteers
Margean Gladysz, owner and principal consultant, MAG NET II
Uncover the essential skills to grow and manage a thriving volunteer program. 3 SESSIONS.
Wed, Mar 2-16, 2016, 6:30-9 pm
Fee and Code: $129, XNONP 023
REAL ESTATE

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

The successful completion of this 75-hour program qualifies you to sit for the New Jersey Real Estate 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 29-Dec 15, 6-9:25 pm (No class Nov 26)
Fee and Code: $329 (plus text), XREAL 001

Self Defense For Real Estate Agents
Raymond Laytham, real estate attorney; Krav Maga self defense expert

Learn practical Krav Maga self defense and safety techniques to be more confident and comfortable during open houses and meeting new clients. Krav Maga was developed by the Israeli army based on the use of reflexive responses to threatening situations. Practice important resistance skills so that you can get out of a situation quickly and efficiently. In the 10-hour program discover how to thwart attacks of all kinds. Krav Maga is easy to learn and remember, effective, and suitable for men and women of all ages. 10 SESSIONS.

Prerequisite: you must be physically able to sustain one hour of light physical activity. Wear comfortable exercise clothing, e.g., sweats and sneakers.
Wed, Sep 30-Dec 9, 7-8 pm (No class Nov 25)
Location: Fitness Center
Fee and Code: $199, XREAL 007

SELF-EMPLOYMENT AND OTHER SKILL TRAINING

Gemology Certificate
Hillary Spector, GG (graduate gemologist)

Whether you love jewelry or are interested in a career in the industry, this 18-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. For complete details visit www.brookdalecc.edu/gemology.
6 SESSIONS.
Mon, Oct 6-Nov 24, 5:30-8:30 pm (NOTE: one class in the schedule will be skipped due to instructor’s professional commitment, the date of which was unconfirmed at printing time.)
Location: Freehold Campus
Fee and Code: $399, XBUSS 034

Visit www.brookdalecc.edu/careerdevelopment for full course descriptions and requirements.
PET MASSAGE
Small Animal Massage Practitioner Certificate (SAMP)
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. For complete details, visit www.brookdalecc.edu/animal-massage.

Program is in two parts:
Part Two (classroom-50 hours): Mon-Fri, Mar 16-20, 2016, 8:30 am-5:30 pm
Fee and Code: $2020, XBUSS 081

Horticulture Certificate
Molly A. Gearty, horticulture professional

Prepare for a job in a wholesale nursery, garden center, botanical garden,. Find out about multifaceted career paths in horticulture such as horticulture therapy and landscape maintenance and design. Or learn to grow your own food for sale. In this 36-hour program, understand the basics or horticulture, plant service, plant identification, soil science, and organic growing and farming. Gain hands-on experience with emphasis on cultural practices and plant growth and development. Certificate awarded with 80% attendance and passing with a score of 75% on mid and final assessments. Required text, Careers in Horticulture and Botany, by Jerry Garner. For course outline and instructor bio, visit www.brookdalecc.edu/horticulture. 12 SESSIONS.

Wed, Sep 9-Dec 9, 6-9 pm (No class Sep 23 and Nov 25)
Fee and Code: $799 (plus text), XBUSS 092

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. Required text available for purchase in College Bookstore: Conversation Pieces Out Of The Studio, ISBN 978-145750-479-2. 6 SESSIONS.

Wed, Sep 30-Nov 4, 6-9 pm
Fee and Code: $399 (plus tax), XBUSS 080

NEW! TOEFL® Test Prep (Test Of English As A Foreign Language)
Lisa Zermane, learning assistant-languages, Brookdale Community College

Get ready to take the TOEFL iBT test, the most widely accepted English-language test in the world. It measures the English language skills important for effective communication in an academic setting. The TOEFL iBT test is given in English and administered via the Internet. In this 12-hour test prep class, practice reading, listening, speaking, and writing, which are the four skills assessed. Required downloadable text: The Official Guide to the TOEFL Test, Fourth Edition, by Educational Testing Service. 6 SESSIONS.

Thurs, Oct 1-Nov 5, 6-8 pm • Location: Long Branch
Fee and Code: $299 (plus downloaded text); XBUSC 065
TEACHER EDUCATION

New Pathways To Teaching
Change your life – become a teacher! Brookdale Community College has partnered with New Jersey City University to offer New Pathways To Teaching In New Jersey, an alternate route to teacher certification. The program provides an opportunity for people to become teachers who have a BS, BA, or higher degree and who did not complete a traditional teacher preparation program.

For more information about the program and eligibility requirements, visit www.brookdalecc.edu/alternateroute

Introduction To The Teaching Profession 24-Hour Program
Take your first step toward applying for a Certificate of Eligibility (CE). This non-credit course consists of 20 hours of class work and four hours of classroom observation. Areas of Study: classroom management, assessment tools, lesson plans, learning strategies, job search strategies for teachers, diversity in the classroom, and implementation of technology. Upon successful completion, you will receive a certificate that must be included with your CE application to the NJ Department of Education. Saturday classes – bring your own lunch, no food available on campus. Required text available for sale in College Bookstore.

Visit www.brookdalecc.edu/alternateroute for more information.
Sec 1: Sat, Sep 12-Oct 3, 9 am-2 pm • Brookdale at Long Branch
Sec 2: Sat, Sep 26-Oct 17, 9 am-2 pm • Lincroft Campus
Sec 3: Sat, Oct 24-Nov 21, 9 am-2 pm (No class Oct 31) • Lincroft Campus
Fee and Code: $200, XNPTN 003

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

Sec 1: Tues, Aug 4, 9 am-5 pm • Brookdale at Long Branch
W Sec 2: Sat, Oct 10, 9 am-5 pm • Brookdale at Long Branch
Fee and Code: $145, XEECG 434

See page 37 for information on our online teacher and education training courses at www.ed2go.com/brookdalecc

New Pathways To Teaching Stage I Course
Stage I is a 60-hour course introducing the participant to the world of teaching in the K-12 classroom. Fifteen of the 60 hours are spent observing in a K-12 classroom.

Students must complete Stage I with a grade of B to be eligible for Stage II.

Students must have their Certificate of Eligibility (CE) and a BA, BS or higher degree with a minimum GPA of 2.75 to apply for admission to Stage I. For questions, please contact Amy Yates at ayates@brookdalecc.edu or 732-224-2508.

Stage I Blended is coming Fall 2015
To learn more about all the prerequisites of the program, visit www.brookdalecc.edu/new-pathways-to-teaching/ or contact Amy Yates.
INFORMATION TECHNOLOGY
ACCOUNTING

QuickBooks Certificate
QuickBooks is a highly effective yet simple-to-operate accounting package that's perfect for emerging and mid-size companies. This comprehensive course teaches you how to set up and track accounts payable and receivable, 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 this step-by-step, hands-on, skills-based approach to learn how the more advanced application of QuickBooks can be practically applied to your business. 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.

Mon & Wed, Oct 12-Nov 11, 6:30-9:30 pm
Fee and Code: $459, XCOMO 268

Certified Bookkeeper See page 16.

Announcing weekend Boot Camps in Long Branch!
Get the same Training in a compact format that fits your busy schedules. Look for the section with the W next to it.

BASIC

Getting Comfortable With Your Computer
This easy-paced course is for the novice user, especially seniors with limited or no prior knowledge of the PC. Become familiar with hardware, software and technology. Learn some Windows and easy ways to work with files, folders and objects. Workbook included. 3 SESSIONS

W Sec 1: Sat, Oct 17-31, 9 am-noon • Brookdale at Long Branch
Sec 2: Tues, Nov 3-17, 1-4 pm
Fee and Code: $149, XCOMG 039

Windows 8.1
Bring your own Windows 8.1 device and get started by learning some computer basics and how to use the desktop, tiles and apps. Explore how to take full advantage of the Windows 8.1 features. Learn to create and manage files and folders. Discover how to use Charms and the web with Windows 8.1. Explore Desktop tools and keyboard shortcuts. Manage users’ accounts and explore Windows 8.1 security features. Workbook included. 7 SESSIONS

Tues & Thurs, Sept 29-Oct 20, 6:30-9:30 pm • Freehold Campus
Fee and Code: $269, XCOMG 053

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

Web Development and Design Certificate
Learn the fundamentals needed to design and develop websites. Get a well-rounded balance of coding skills (HTML5, CSS, JavaScript) and website promotion strategies (Web Design, e-commerce, search engine optimization) to develop an effective website. Hands-on exercises take students through the design, development and coding process. Real world web site case studies are used to reinforce the lessons and emphasize the importance of solid web design, accessibility, and ethics. Video demonstrations enhance the learning experience. 12 SESSIONS. Workbook included.

Prerequisites: Knowledge of Windows, Word and the Internet.
Tues & Thurs, Oct 13-Nov 19, 6:30-9:30 pm
Fee and Code: $499, XCOMT 026

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, Sept 29-Oct 8, 6:30-9:30 pm
Fee and Code: $189, XCOMI 119

MICROSOFT OFFICE: CERTIFICATE PROGRAMS

Whether you need a quick refresher, an intensive program or something in between, Brookdale has the class that fits your schedule and learning needs. Look for online options at www.ed2go.com/brookdale

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, Sept 21-Dec 22, 8:30 am-12:30 pm (no class Nov 26-27)
Sec 2: Mon-Fri, Jan 25-April 22, 8:30 am-12:30 pm
Fee and Code: $4000, XCOMT 011

New Expanded! MS Office Certificate
Learn Microsoft Word, Excel, and PowerPoint through the intermediate level. This certificate program is for the student who wants to learn to use MS Office 2013, and gain a solid foundation. Classroom time will be supplemented with a project to simulate actual business situations. Workbooks included.

72 hours.

Prerequisite: Knowledge of Windows for PC’s
Tues & Thurs, Nov 3-Feb 4, 6:30-9:30 pm (No class Nov 26, Dec 24, 29 & 31) • Freehold Campus
Fee and Code: $829, XCOMO 270
MICROSOFT OFFICE: INDIVIDUAL COURSES

Word 2013 Level 1
Learn the basics skills needed to use Microsoft Word 2013 productively and efficiently. Create, navigate and save documents. Discover how to edit, copy and paste, and find and replace text. Also learn how to enhance the appearance of a document by using various formatting options. In addition, create tables, adjust page layout, and work with graphics, use styles and outlines and proof and print documents. Workbook included. 3 SESSIONS.
Prerequisite: Knowledge of Windows.
W Sat, Nov 7-21 9 am-noon • Brookdale at Long Branch
Fee and Code: $149, XCOMO 271

Excel 2013 Level 1
Learn the basics of Excel 2013, including identifying Excel window components, navigating worksheets and downloading templates. Discover how to enter and edit text, values, formulas, and how to save workbooks in several formats. Move and copy data and formulas, use simple functions, and apply formatting techniques to worksheet data. Create and modify charts, and work with graphics. Workbook included. 3 SESSIONS.
Prerequisite: Knowledge of Windows and basic Word.
Mon & Wed, Sept 28-Oct 5, 6:30-9:30 pm
W Sat, Dec 5-19, 9 am-noon • Brookdale at Long Branch
Fee and Code: $149, XCOMO 272

Excel 2013 Level 2
Learn how to work with large worksheets in Microsoft Excel 2013, and use multiple worksheets and workbooks efficiently. Explore more advanced formatting techniques, such as applying special number formats, using workbook styles and themes, adding backgrounds, and mimicking watermarks. Create outlines and subtotals, and create and apply cell names. Discover how to sort and filter data, and create and format tables. Learn how to save workbooks as Web pages, how to insert and edit hyperlinks, and how to share workbooks via email. Find out how to audit worksheets for errors, how to protect worksheets, how to share and merge workbooks, and track changes in a workbook. Finally, you will customize the Excel environment, and create and modify custom templates. Workbook included. 3 SESSIONS.
Prerequisite: Excel Level 1 or equivalent experience.
Mon & Wed, Nov 16-23, 6:30-9:30 pm
Fee and Code: $149, XCOMO 278 B

Excel: Advanced Formulas, Pivot Tables and Charts
Work with advanced functions and formulas, as well as lookup functions such as VLOOKUP, 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 & Wed, Nov 30-Dec 7, 6:30-9:30 pm
Fee and Code: $149, XCOMO 281
PROGRAMMING – ONLINE

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

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

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

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

TECHNOLOGY CERTIFICATE TRAINING

NEW Expanded! 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 extra time for test prep exercises so that you are ready for the exam. Resume writing included. Job placement assistance is available and some students may qualify for funding toward the cost of the class. Workbook and took kit included. 63 hours.

Prerequisite: Basic experience with Window and Word.
Tues & Thurs, Oct 6-Dec 17, 6:30-9:30 pm (No class Nov 26)
Fee and Code: $899, XCOMT 015

NEW Expanded! 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 and extra time for test prep exercises to prepare for the exam. 60 hours.

Prerequisite: CompTIA A+ or equivalent experience.
Sat, Sept 26-Dec 19, 9 am-2:30 pm (No class Nov 28)
Fee and Code: $869, XCOMT 013
ONLINE TECHNOLOGY CERTIFICATE TRAINING

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

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

Here are some program highlights.

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/

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.

Visit www.brookdalecc.edu/careerdevelopment for full course descriptions and requirements.
TRAINING FOR YOUR BUSINESS
BUSINESS TRAINING

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

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

Training focuses on skills that improve:

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

Two ways to help you fund your training programs:

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

SMALL BUSINESS DEVELOPMENT CENTER

America’s SBDC at Brookdale Community College

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

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

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

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

Business Start-Up Workshop
If you are an entrepreneur who is planning to start, or have recently started a small business, this course is for you! Examine the legal forms, how to register your business, setting up financial records, taxation information, insurance needs, and licensing.
Sat, Aug 15, 9 am-3:30 pm  
Sat., Sep 19, 9 am-3:30 pm  
Sat., Nov 7, 9 am-3:30 pm  
Sat., Dec 5, 9 am-3:30 pm  
Fee and Code: $97 XBUSD 001

Marketing Strategies for Small Businesses
In this 15-hour overview, identify how to position your business by developing a marketing plan that focuses on goals and strategies. Discover how to effectively analyze the current marketplace in creating valid pricing. Investigate creating a customer database and explore how to develop a marketing mix through advertising, promotions, and sales. 5 SESSIONS
Thurs, Sept 10-Oct 8, 6:30-9:30 pm  
Thurs, Nov 5-Dec 10, 6:30-9:30 pm  
Fee and Code: $269 XBUSD 044

Financing a Small Business
Interested in starting a business or expanding an existing business? Need financial assistance? Gain information on determining money needs, SBA loans, venture capital, working with local banks, and use of a business plan to secure financing.
Tues, Aug 4, 6:30-9:30 pm  
Mon, Sep 28, 6:30-9:30 pm  
Sat, Nov 21, 1-4 pm  
Thurs, Dec 17, 6:30-9:30 pm  
Fee and Code: $55 XBUSD 009

A Business Plan
Even the most skeptical banker can be persuaded positively with a convincing business plan. Comprehensive plans include sales forecasts, market identification, resources, personnel, cash flow, and income projections. Learn what to include, which language to use, and in what format.
Wed, Aug 26, 6:30-10 pm  
Tues, Sept 22, 6:30-10 pm  
Sat., Nov 21, 9 am-12:30 pm  
Tues, Dec 8, 6:30-10 pm  
Fee and Code: $65 XBUSD 008
Record Keeping for Small Businesses
Gain an understanding of primary financial statements, and effective methods of analysis. With hands-on instruction in business and accounting software programs, participants will learn the general accounting cycle.
Tues & Thurs, Sept 22 & 24, 6-9 pm
Tues & Thurs, Nov 3 & 5, 6-9 pm
Tues & Thurs, Dec 8 & 10, 6-9 pm
Fee and Code: $99 XBUSD 043

DIGITAL BLUEPRINT CERTIFICATE

Develop digital strategies to make your business soar.

Social Media Workshops
In today’s market, it is essential to approach social media with a sound strategy that’s the right match for your small business. From Facebook Business 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.

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

Visit www.brookdalecc.edu/careerdevelopment for full course descriptions and requirements.
OTHER SERVICES
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. See our complete line-up: www.brookdalecc.edu/teachingexcellence or call 732-224-2394. Membership has never been a smarter decision.

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

American Management Association Online Certificate Programs – See page 17 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

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

VETERINARY PROGRAMS
See page 12 for Veterinary Assistant Certification Program and page 24 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/

Visit www.brookdalecc.edu/careerdevelopment for full course descriptions and requirements.
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
Visit www.brookdalecc.edu/careerdevelopment for full course descriptions and requirements.
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 www.brookdalecc.edu/financial-aid-career-training for more details. Healthcare training grants are available as well as a limited scholarship available due to a bequest by the late Roy E. Gordon. Call 732-224-2954 for financial aid and scholarship information.

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

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

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

See page 31 for refund policy regarding online programs.

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

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

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

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

TEXTBOOKS
All textbooks are available at the College Bookstore, Lincroft campus, unless otherwise noted, two weeks before the start of class. Used textbooks may be available for some courses. The College Bookstore will buy back textbooks at their discretion. Call 732-224-2382 to check on current price, textbook availability and buy back dates. Healthcare training programs textbook list available online. continuinged.brookdalecc.edu/healthcaretraining/spring-2014-healthcare-training-textbook-list/

Brookdale Community College is an Equal Opportunity/Affirmative Action educational institution. In order to promote this goal, the college makes positive efforts to ensure equal opportunity to all individuals without regard to race, color, sex, religion, national origin, disability or veteran status.
Boost Body & Brain –
Join Brookdale’s Fitness Center

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

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

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

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

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

For complete details visit: www.brookdalecc.edu/fitness-center
Make the Smart Move... JOIN TODAY!
To Register

Date: ________________________

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

Fax: 732-224-2664

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

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

ONLINE: www.brookdalecc.edu/register-online and follow instructions
for "How To Register."

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

Is English your best language? □ Yes □ No

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

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

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

Signature: ____________________________ (3-digit code on back of card)

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