BROOKDALE

Center For Career Development

SPRING 2016

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

www.brookdalecc.edu/careerdevelopment    732-224-2315
Boost Body & Brain –
Join Brookdale’s Fitness Center

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

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

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

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

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

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

Financial Assistance 2
Job Placement Information 2
Veteran Services 2

HEALTHCARE TRAINING PROGRAMS

- CPR 4
- Dental Programs 4
- Electronic Health Records Comptia™ Healthcare IT Technician 5
- EKG/Monitor Technician 5
- Fitness Training 6
- Mathematics 7
- Medical Billing 7
- Nursing Prerequisite Programs:
  - Certified Homemaker/Home Health Aide (CHHA) 7
  - Certified Nurse Aide In Long Term Care (CNA) 8
  - Patient Care Technician (PCT) 8
- Pharmacy Technician 9
- Massage Therapy 9
- Veterinary Programs 10
- Nursing Continuing Education 11
- IV Therapy Certificate 11
- Refresher Course For RNs/LPNs 12

BUSINESS & PROFESSIONAL TRAINING

- Accounting and Bookkeeping 14
- Project Management 14
- Business Management 15
  - Facilities Management 15
- Online Business Management Courses 15
- Career Counseling 16
- Uniform Construction Code 17
- Interpreting 18
- Marketing Certificates – Online 19
- Nonprofit Management Certificate 20
- Social Media Training 21
- Real Estate 21
- Horticulture 21

INFORMATION TECHNOLOGY

- Accounting 23
- Basic 23
- Internet/Websites 23
- Microsoft Office: Certificate Programs 24
- Microsoft Office: Individual Programs 24
- Programming – Online 25
- Technology Certificate Training 26
- Online Technology Certificate Training 26

TRAINING FOR YOUR BUSINESS

- Business Training 29
- Small Business Development Center 30

TEACHER EDUCATION/CHILDCARE

- New Pathways 33
- Professional Development 33
- Substitute Teacher Training 33
- Infant Toddler Certificate 34

OTHER SERVICES

- Displaced Homemakers Services 36
- Veterans Services 36
- Online Training Course Options 36

REGISTRATION INFORMATION

- Registration Form 38

Visit www.brookdalecc.edu/careerdevelopment for full course descriptions and requirements.
Welcome to Brookdale’s Center for Career Development, where short-term training is designed to meet local employer needs!

**FINANCIAL ASSISTANCE**

Are you unemployed or underemployed? If so, you may qualify for financial assistance for training.

If you need training in a new career or your job skills need updating, you may be eligible for assistance that pays part or all of the cost of some training programs.

Some financial assistance includes advising, networking and other resources for job seekers.

To learn more about these programs and find out if you are eligible contact tsmith@brookdalecc.edu.

**JOB PLACEMENT ASSISTANCE**

Contact jobassistance@brookdalecc.edu or call 732-224-2315

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

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

**VETERANS AND MILITARY SPOUSES**

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

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

Healthcare Provider Certification (CPR/AED)
American Heart Association Program
- Includes infant/child/adult and two rescuer CPR
- Required for RN Refresher and Brookdale nursing students.

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

**Wed, April 20, 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, Jan 23, 9 am-1 pm**
**Fee and Code:** $72, XMEDG 058

DENTAL PROGRAMS

Dental Assistant
**Areas Of Study:** Intro to dentistry, overview of dental assisting, terminology, procedures and materials, front office management. 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.

**Sec 1: Tues & Wed, Jan 5-Mar 23, 6:30-9:30 pm • Brookdale at Hazlet**

**Sec 2: Tues & Wed, Mar 29-Jun 15, 6:30-9:30 pm • Brookdale at Hazlet**

**Laboratory:** Shrewsbury Pediatric Dentistry

**Fee and Code:** $959, Xmedd 001
Dental Radiologic Technology

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

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. The instructor will provide explanation of the clinical requirements along with necessary paperwork to be completed by the chosen office. Students will be allowed a maximum of three (3) months after the completion of the didactic portion of the course to complete their clinical requirements.

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

Prerequisites (Instructions to access prerequisite forms will be 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
- Dental Assistant Program or equivalent experience

Students without documentation submitted by the date listed below will not be accepted into the program and a $150 application fee will be charged. Instructions to access prerequisites forms will be mailed to you upon registration.

Note: Textbook and 100% attendance is required. Scheduled makeup days are May 4 & May 11.

Documentation and required forms due by Jan 8, 2016.

Wed, Jan 20-Apr 27, 9:30 am-12:30 pm • Brookdale at Hazlet Laboratory: Shrewsbury Pediatric Dentistry

Clinical requirements must be completed by July 31.

Fee and Code: $899 (includes radiation badge), XMEDD 002

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 is 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, Feb 23-Mar 24, 6:30-9:30 pm • Freehold Campus

Fee and Code: $385, XMEDN 151

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

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

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

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

Sec 1: Sat, Feb 20-Apr 2, 9 am-4 pm, EXCEPT Mar 5, 11 am-6 pm (no class Mar 26)
Sec 2: Sat, June 11-July 23, 9 am-4 pm, EXCEPT June 25, 11 am-6 pm (no class July 2)
Fee and Code: $649, XMEDG 057

CERTIFICATE IN CLINICAL DEVELOPMENT AND REGULATORY AFFAIRS

The Center for Continuing Studies of Mercer County Community College
Classes are instructor-led and online. Bachelor’s degree required. Information, contact Dr. Steve Bassett, 609-570-3856.
MATHEMATICS

Math In Healthcare
Recommended for students interested in the Patient Care Technician and Medical Assistant programs. 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, Jan 19-Jan 28, 6-9 pm • Freehold Campus
Fee and Code: $249, XMEDG 183

MEDICAL BILLING

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 and copy of high school diploma or GED.

Note: Textbooks required. 85% attendance required.

Tues & Thurs, Jan 26-Jul 28, 6-9 pm
Fee and Code: $2109, XMEDG 116

NURSING PREREQUISITE PROGRAMS

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 documentation submitted by the date listed below will be administratively withdrawn from the program and a $150 processing fee will be charged. Instructions to access prerequisites forms will be 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 May 6, 2016.
Sec 1: Mon-Fri, Jun 6-Jun 17, 8:30 am-5pm • Brookdale at Hazlet
Sec 2: Mon-Fri, Aug 1-Aug 12, 8:30 am-5pm • Brookdale at Hazlet
Fee and Code: $795, XMEDG 014
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 documentation submitted by the date listed below will be administratively withdrawn from the program and a $150 processing fee will be charged. Instructions to access prerequisites forms will be 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 Dec 18, 2015
Sec 1: Tues & Thurs, Jan 19-Apr 14, 8:30 am-2:30 pm • Brookdale at Hazlet
Sec 2: Mon & Wed, Jan 20-Apr 18, 8:30 am-2:30 pm • Brookdale at Hazlet
Sec 3: Mon & Wed, Jan 20-Apr 20, 5-9:30 pm • Freehold Campus
Sec 4: Tues & Thurs, Jan 21-Apr 21, 5-9:30 pm • Brookdale at Hazlet
Sec 5: Mon-Fri, Jun 20-Jul 26, 8:30 am-2:30 pm (no class Jul 4) • Brookdale at Hazlet

Fee and Code: $1195, 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 documentation submitted by the date listed below will be administratively withdrawn from the program and a $150 processing fee will be charged. Instructions to access prerequisites forms will be 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 Feb 3, 2016
Sec 1: Class: Tues & Thurs, Mar 1-Apr 21, 9 am-3 pm • Freehold Campus
Clinical: Mon-Fri, May 2-11, 7 am-3 pm.
Sec 2: Class: Tues & Thurs, May 17-Jul 7, 9 am-3 pm • Brookdale at Long Branch
Clinical: Mon-Fri, Jul 11-20, 7 am-3 pm.

Fee and Code: $2095, XMEDG 075
PHARMACY TECHNICIAN

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

Students without documentation submitted by the date listed below will be administratively withdrawn from the program and a $150 processing fee will be charged. Instructions to access prerequisites forms will be mailed to you upon registration.

Note: Textbooks required. 85% attendance required.

Documentation and required forms due by Jan 14, 2016
Tues & Thurs, Jan 26-Apr 28, 5:30-8:30 pm • Brookdale at Long Branch
Fee and Code: $1099, XMEDG 017

COMING SOON!

Massage Therapy
For information and updates, visit www.brookdalecc.edu/massage-therapy

Visit www.brookdalecc.edu/careerdevelopment for full course descriptions and requirements.
Mandatory Prerequisite: Admission to the Veterinary Assistant Program Workshop

If you are interested in applying to Brookdale's Veterinary Assistant Program, you must attend this three hour workshop. Find out about program prerequisites, admission testing ($10), required documentation, how to access forms online, application deadline, strict timelines for submitting documentation, and physical and technical skills requirements. Learn about the job of a veterinary assistant so you can decide if you want to pursue this career. Meet program director and faculty from Red Bank Veterinary Hospital (RBVH). Enrollment in the Veterinary Assistant Program is limited and admission is competitive. Classes start Feb 2 – see below.

Wed, Dec 9, 2015, 6-9 pm
Fee and Code: $39; XMEDG 238

Veterinary Assistant Program – NAVTA Approved

Mandatory Prerequisite: Attend Admission to the Veterinary Assistant Program Workshop – see above.

Approved through the National Association of Veterinary Technicians in America (NAVTA), this program provides nationally recognized credentials Approved Veterinary Assistant, (AVA). It is offered in collaboration with Red Bank Veterinary Hospital (RBVH).

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.

Important Information:

- Accepted students without documentation submitted by the date listed below will be administratively withdrawn from the program and a $150 processing fee will be charged.
- 100% attendance required. Additional fee will be charged to students for class makeup hours
- Accepted students must submit to criminal background check and drug screen
- High school diploma or GED documentation required
- 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 Jan 29, 2016

Class: Tues & Thurs, Feb 2-May 5, 6-9 pm • Brookdale at Lincroft;
Ous, Mar 8 & 29; Thurs, April 7 & 21, 6-9 pm • Red Bank Veterinary Hospital
Clinical: Mon-Thurs, May 9-26, 8 am-4 pm • Red Bank Veterinary Hospital
Final Exam: Mon, June 6, 4-6 pm
Fee and Code: $2250, XMEDG 081 CD
PET MASSAGE

Small Animal Massage Practitioner Certification (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

Returns fall 2016

NURSING CONTINUING EDUCATION

The target audiences for activities in this brochure include nurses, licensed practical nurses, and nurse practitioners. NJSNA contact hours will be awarded for these activities.

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

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

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 Wed, Apr 13, 2016 to order at 732-671-1200. Option 2 (approximately $60). NJSNA Contact Hours Awarded.

Wed, Apr 20, 9 am-5:30 pm • Freehold Campus
Fee and Code: $169, XMEDN 166

Visit www.brookdalecc.edu/careerdevelopment for full course descriptions and requirements.
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 documentation submitted by the date listed below will be administratively withdrawn from the program and a $150 processing fee will be charged. Instructions to access prerequisites forms will be 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 Mar 11, 2016.
Class: Wed, Apr 6-Jun 15, 9 am-3 pm (no class Apr 27) • Freehold Campus
Clinical: Mon-Fri, Jun 16-Jun 24, 7 am-3 pm
Fee and Code: $1835, XMEDN 007

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

Job Prospects: “Because bookkeeping, accounting, and auditing clerks is a large occupation, there will be a large number of job openings from workers leaving the occupation. This means that opportunities to enter the occupation should be plentiful.” USDOL Bureau of Labor Statistics.

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, Jan 25-May 9, 5:30-9:30 pm (no class Mar 14)
Fee and Code: $1199 (including texts, AIPB registration, and testing), XBUSS 022

QuickBooks
See page 23 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.

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

The 36-hour Project Management Certificate offers a comprehensive program for entry into the field of project management and is based on the widely accepted principles of the Project Management Institute’s (PMI) Project Management Body of Knowledge, the required text (available for purchase in College Bookstore). For more information visit www.brookdalecc.edu/projectmanagement. 12 SESSIONS

Sec 1: Thurs, Feb 11-May 5, 6-9 pm
Sec 2: Mon-Fri, June 20-24, 8:30 am-4:30 pm
Fee and Code: $1399 (plus required text and optional software), XBUSM 214
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.

Mon, Feb 8-May 16, 5:30-9:30 pm
Fee and Code: $2395 (including materials and testing), XBUSM 234

COMING FALL 2016
Sustainability Facility Professional-SFP®
Earn the credential that will impact your organization's economic, environmental, and social bottom lines.

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.


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

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

CAREER COUNSELING

Career Coach
What do you want to be? Find out with CAREER COACH by taking a career assessment and see what career path might be right for you. Go to brookdalecc.emsicareercoach.com and take a free assessment.

One-on-one 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: résumé critique, interview skills, coaching, and networking tips.
Winning Skills Fee: $125
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 up to 75% of their tuition by submitting a license number or log number to Brookdale. (Information provided in class.)

Building Inspector RCS
Charles Lasky, instructor
Covers a review and instruction of field inspection, structural design and analysis, material standards, and inspection techniques pursuant to the Uniform Construction Code. 90 hours. 30 SESSIONS
Tues & Thurs, Jan 12-Apr 21, 6:30-9:30pm • Freehold Campus
Fee and Code: $941, XUNCC 001

Electrical Inspector, HHS
Kenneth Verbos, instructor
Includes systems design and field inspection pursuant to the Uniform Construction Code. 45 hours. 15 SESSIONS
Wed, Jan 6-Apr 20, 6-9 pm (One date in this schedule will be skipped due to instructor’s professional commitment, the date of which was unconfirmed at time of printing.)
• Freehold Campus
Fee and Code: $471, XUNCC 009

Plumbing Inspector, ICS
William Schmidt, instructor
Covers systems design, inspection methods and public health requirements pursuant to the Uniform Construction Code. 120 hours. 30 SESSIONS
Tues & Thurs, Jan 12-Apr 21, 5:30-9:30 pm • Freehold Campus
Fee and Code: $1254, XUNCC 005

Construction Official
Russell Mickle, instructor
Covers the administration, legal aspects of code enforcement, related legislation and subcodes regarding construction code administration. Also includes on-site inspections and administration of paperwork. 45 hours. 12 SESSIONS
Mon, Jan 25-Apr 11, 5:30-9:30 pm • Freehold Campus
Fee and Code: $471, XUNCC 002

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

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

Open House-Interpreting
Wednesday, April 20, 2016, 7-9 pm
Since 2001, Brookdale Community College has offered one of the foremost interpreter training programs in New Jersey. (Visit www.brookdalecc.edu/interpreting). At this open house, meet the instructors and some former students, learn about the program, and find out about the job market for interpreters. Registration is required. To register call (732) 224-2315 and use the code XBUSC 070. No fee.

Interpreting Certificates
Instructors: Beatriz Craney, Rejane Franco, Mercedes Allongo, 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 46% according to the Department of Labor.

Two certificate programs are offered:
- Judicial and Medical Interpreting Certificate – English/Spanish OR English/Portuguese (88 hours)
- Community Interpreting Certificate – Generic (48 hours)

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

Mandatory Prerequisite: Introduction To Interpreting
Discover everything you need to know about the interpreting certificate programs, including which program is right for you – either Judicial and Medical Interpreting or Community Interpreting. This program is a prerequisite to register for either program. Explore the three different modes of interpreting: consecutive interpreting, simultaneous interpreting, and sight translation. Obtain information about required testing of your second language abilities. 2 SESSIONS
Tues & Thurs, Mar 8 and 10, 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, Mar 31-June 9
- Simultaneous Interpreting/Sight Translation: Tues, Apr 19-June 7
- Judicial Interpreting – English/Spanish: Tues, June 14-Aug 2
  English/Portuguese: Mon, June 13-Aug 8
- Medical Interpreting-English/Spanish AND English/Portuguese: Thurs, June 16-Aug 4

Fee and Codes: $1999 (plus $290 for texts)
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, Mar 31-June 9
- Simultaneous Interpreting/Sight Translation: Tues, Apr 19-June 7

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

MARKETING CERTIFICATES – ONLINE

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


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


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.

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:

### 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
Sec 1: Wed, Dec 2-19, 6:30-9 pm  
Sec 2: Wed, May 25-Jun 8, 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.
Sec 1: Wed, Jan 6-20, 2016, 6:30-9 pm  
Sec 2: Wed, Jun 15-29, 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

### Fundamentals Of Nonprofit Management
Pat Bohse, president, Bohse & Associates, Inc., executive director, Social Community Activities Network (SCAN)
Gain a solid foundation of what it takes to create and maintain a healthy nonprofit organization. 3 SESSIONS.
Tues, Apr 5-19, 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, May 3-17, 6:30-9 pm  
Fee and Code: $129, XNONP 025
SOCIAL MEDIA TRAINING


- See page 31: The Digital Blueprint Certificate offered through the Small Business Development Center – Social Media and Website Management Workshops offered through the Small Business Development Center

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.

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

Sec 1: Mon-Fri, Jan 4-15, 9 am-4:30 pm (10 SESSIONS)
Sec 2: Mon-Fri, Mar 7-25, 9 am-2 pm (15 SESSIONS)
Sec 3: Tues & Thurs, Mar 29-June 9, 6-9:25 pm (22 SESSIONS)
Fee and Code: $329 (plus text), XREAL 001

HORTICULTURE

Horticulture Certificate
Molly A. Gearty, horticulture professional

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

Wed, Jan 20-Apr 6, 6-9 pm.
Fee and Code: $799 (plus text), XBUSS 092 CD
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 hands-on, skills-based exercises to learn how QuickBooks can be practically applied to your business. Workbook included with trial version of QuickBooks. 10 SESSIONS

Prerequisites: Knowledge of Windows and basic accounting principles.

Sec 1: Wed, Jan 20-Mar 23, 6:30-9:30 pm
Sec 2: Tues & Thurs, Mar 15-Apr 14, 6:30-9:30 pm • Freehold Campus
Mon & Wed, Jul 18-Aug 17, 6:30-9:30 pm
Fee and Code: $489, XCOMO 268

Certified Bookkeeper  See page 14.

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

Tues, Feb 2-Feb 16, 1-4 pm
Thurs, May 5-May 19, 1-4 pm
Wed, Jul 13-Jul 27, 9 am-noon • Brookdale at Wall
Fee and Code: $155, XCOMG 039

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.

Mon, Feb 29-May 16, 6:30-9:30 pm
Fee and Code: $529, 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.

Mon & Wed, May 30-Jun 8, 6:30-9:30 pm
Fee and Code: $199, XCOMI 119

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

Whether you need a quick refresher, an intensive program or something in between, Brookdale has the class that fits your schedule and learning needs. 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 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. 85% Attendance required.

Prerequisite: Basic typing skills.

Sec 1: Mon-Fri, Jan 25-Apr 22, 8:30 am-12:30 pm
Sec 2: Mon-Fri, May 30-Aug 29, 8:30 am-12:30 pm • Freehold Campus
Fee and Code: $4,000, XCOMT 011

MS Office Level 1

Learn the basics of the popular Microsoft Office applications that are required for today's workforce. This certificate program is for the student who wants to quickly learn how to use Word, Excel, and PowerPoint, or get a refresher. Workbooks included. 30 hours.

Prerequisite: Knowledge of Windows.

Sec 1: Tues & Thurs, Jan 26-Feb 25, 6:30-9:30 pm • Freehold Campus
Sec 2: Mon & Wed, Jul 18-Aug 17, 6:30-9:30 pm
Fee and Code: $439, XCOMO 270

Look for Windows 10 and Microsoft Office 16 at www.ed2go.com/brookdalecc

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.

Sec 1: Tues, Mar 8- Mar 22, 1-4 pm
Sec 2: Tues & Thurs, May 31-Jun 7, 6:30-9:30 pm • Freehold Campus
Fee and Code: $155, XCOMO 271

Excel 2013 Level 1

Learn the basics of Excel 2013, including identifying Excel window components, navigating worksheets and downloading templates. Discover how to enter and edit text, values, formulas, and how to save workbooks in several formats. Move and copy data and formulas, use simple functions, and apply formatting techniques to worksheet data. Create and modify charts, and work with graphics. Workbook included. 3 SESSIONS.

Prerequisite: Knowledge of Windows and basic Word.

Sec 1: Tues & Thurs, Jan 12-19, 6:30-9:30 pm
Sec 2: Wed, Apr 4-Apr 20, 6:30-9:30 pm
Sec 3: Tues & Thurs, Jun 21-28, 6:30-9:30 pm • Freehold Campus
Fee and Code: $155, XCOMO 272 B
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.

Sec 1: Tues, Mar 8-22, 6:30-9:30 pm
Sec 2: Tues & Thurs, May 3-10, 6:30-9:30 pm • Freehold Campus
Fee and Code: $155, XCOMO 278 B

PROGRAMMING – ONLINE COURSES

NEW! Introduction to Microsoft Access 2013
Take control of your data! In this course, you’ll learn how to harness the power of Microsoft Access 2013 to organize, store, edit, manage, and report on hundreds of thousands of records.
You’ll start with the basics of database concepts and structure, and learn to build and customize tables to store data. With that foundation in place, you’ll then learn about relational databases, and see how you can use them to build forms, generate reports, and search for data with queries across thousands of records in hundreds of tables – often with just a few clicks of your mouse! You’ll also discover how to use macros to automate repetitive tasks and increase your efficiency.
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

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

CompTIA A+ Certification Prep
If you are getting ready for a career as an entry-level help desk professional or personal computer service technician, the CompTIA A+ course will help you to build on your existing knowledge and experience with personal computer hardware and software that you will use on the job. Learn the essential skills 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. Workbooks and tool kit included. 60 hours. 85% attendance required. Make-up time will be scheduled if needed for students, and cost per make-up hour is $50.

Prerequisite: Basic experience with Window and Word.

Sat, Jan 23-Apr 16, 9 am-2:30 pm (no class Mar 26)
Fee and Code: $919, XCOMT 015

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. Workbooks included 60 hours. Make-up time will be scheduled if needed for students, and cost per make-up hour is $50.

Prerequisite: CompTIA A+ or equivalent experience.

Sat, Jan 23-Apr 16, 9 am-3 pm (no class Mar 19 & 26)
Fee and Code: $919, XCOMT 013

Cisco Certified Entry Networking Technician (CCENT)
Coming in January.
Look on the web site for more details: www.brookdalecc.edu/careerdevelopment

ONLINE TECHNOLOGY CERTIFICATE TRAINING
The Center for Career Development offers online programs to provide the skills necessary for professional level positions for many in demand jobs. There are over 30 programs from which to choose.

Here are some program highlights.
- Learn in-demand job skills
- Start anytime
- Set your own pace
- Affordably priced
- Loans and payment plans available
- Assists members of the military community
iPhone/iPad (iOS) Application Developer
Start an exciting new career in an expanding technical field as a iOS app developer. Companies and organizations, both small and large, are looking for new ways to attract current and prospective users of their products, services, and information. They use iPhone and iPad applications to increase their customer interaction. Additionally, iOS applications bring music, videos and gaming into the hands of iPhone users. In this online program, prepare to create compelling iPhone and iPad apps and gain the credentials that will expand your opportunities for employment and set you apart from others competing in the industry. You will even build your own application that you can showcase in your portfolio and demonstrate to potential employers. Begin learning the essentials you need to create iOS apps, and build marketable experience. 200 hours.
Fee: $1995
For more info and to register go to careertraining.ed2go.com/brookdalecc/

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, 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.
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 mechatonics advanced manufacturing training to your company.

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

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

To register for SBDC workshops call 732-842-8685

ENTREPRENEUR CERTIFICATE PROGRAM

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

Business Start-Up Workshop

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

Sec 1: Sat, Jan 9, 9 am-3:30 pm
Sec 2: Sat, Mar 12, 9 am-3:30 pm
Sec 3: Mon & Tues, Apr 11 & 12, 6 pm-9 pm
Sat, May 7, 9 pm-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.

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

Financing a Small Business

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

Sec 1: Thurs, Jan 28, 6 pm-9 pm
Sec 2: Tues, Mar 22, 6 pm-9 pm
Sec 3: Thurs, Apr 28, 6 pm-9 pm
Sec 4: Thurs, May 26, 6 pm-9 pm
Fee and Code: $55, XBUSD 009
A Business Plan
Even the most skeptical banker can be persuaded positively with a convincing business plan. Comprehensive plans include sales forecasts, market identification, resources, personnel, cash flow, and income projections. Learn what to include, which language to use, and in what format.

Sec 1: Thurs, Jan 14, 6 pm-9:30 pm
Sec 2: Tues, Mar 15, 6 pm-9:30 pm
Sec 3: Thurs, Apr 7, 6 pm-9:30 pm
Sec 4: Thurs, May 19, 6 pm-9:30 pm
Fee and Code: $65, XBUSD 008

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

Sec 1: Tues & Thurs, Jan 19 & 21, 6 pm-9 pm
Sec 2: Tues & Thurs, Apr 19 & 21, 6 pm-9 pm
Sec 3: Tues & Thurs, May 10 & 12, 6 pm-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.
TEACHER EDUCATION/CHILDCARE
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, Jan 23-Feb 13, 9 am-2 pm
Sec 2: Sat, Apr 9-30, 9 am-2 pm
Sec 3: Sat, May 7-28, 9 am-2 pm
Sec 4: Sat, June 4-25, 9 am-2 pm
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.

Sat, Mar 19, 9 am-5 pm
Fee and Code: $145, XEECG 434

See page 33 for information on our online teacher and education training courses at www.ed2go.com/brookdalecc

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.
Infant Toddler Certificate Program

Take the first step towards a statewide credential and gain the knowledge and skills for infant toddler practitioner positions in early child care environments, family and home care settings.

This hybrid program will meet face-to-face twice a week, with an additional weekly session online managed through Canvas, the Brookdale learning management system (LMS). (online coursework training and support provided.)

In addition to instruction you will be required to complete 30 hours of observation in an approved Infant Toddler setting. These hours can be completed at the participant's current workplace or as an internship position.

Areas of Study:
Module 1: Infant toddler (I/T) development
Module 2: Children with special needs
Module 3: Language development and literacy infant/ toddler
Module 4: Infant Toddler center based environments
Module 5: Partnerships: Family and Professional
Module 6: Professionalism: dimensions of professionalism, career goals, programs and support structures for the professional, quality assurances: standards and expectations

This course is designed to build the foundation for the New Jersey Infant Toddler credential that requires two additional academic courses (Infant Toddler Mental Health and Supervised Internship) offered in the Early Childhood degree. [www.pinj.org](http://www.pinj.org) Upon successful completion of this program you can apply for up to 9 credits in the Early Childhood AA degree. Additional resources for stackable credentials and degree options will be provided in class. 28 classroom sessions

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

Documentation and required forms due by Jan 15, 2016.

Tues & Thurs, Feb 2-May 12, 5:30-8 pm (classroom);
plus online sessions and 30 hours of observation.

Fee and Code: $1325, XEECG 660
Visit www.brookdalecc.edu/careerdevelopment for full course descriptions and requirements.

OTHER SERVICES
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/

VETERANS SERVICES

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

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 15 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.yougotchlass.org/brookdalecc
Visit www.brookdalecc.edu/careerdevelopment for full course descriptions and requirements.
DEPARTMENT OF ACADEMIC AFFAIRS

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. Grants are available as well as a limited scholarship.

SCHOLARSHIP INFORMATION

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

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.

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 27 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

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 Associate Vice President, Continuing & Professional Studies 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

Food service is not available on the Lincroft campus on Saturdays or Sundays. Food service (cafe) is available at the Freehold Campus during the fall & spring semesters Monday–Friday only. Food service is not available on all other campus locations.

Call 732-224-2954 for financial aid and scholarship information.

Call 732-224-2382 to check on current price, textbook availability and buy back dates. Healthcare training programs textbook list available online.

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.
New Year’s brings fresh starts.

Now’s the time to think ahead and think again.

From Golf to Guitar to Genealogy, from World War Studies to Walking Tours, Fiction Writing to the Philharmonic, we can take you there!

Look for our new Lifelong Learning brochure in January.

To view our complete list of programs, trips, and courses (including SAT/ACT test prep), visit www.brookdalecc.edu/lifelonglearning or call 732-224-2821 for a Spring brochure.
Have more ambition than time?  
Looking for a quick start to a new or advancing career?

We may have the right start for your accelerated path.

We offer eight courses that complete in two months. Each provides the training needed to upgrade skills or start down a new career path. Many result in an industry certification or license!

- Real Estate Sales
- EKG Technician Certificate
- Personal Trainer Certification
- Patient Care Technician
- Substitute Teacher
- Project Management
- Entrepreneur Certificate
- QuickBooks Certificate

Think twice! Take a moment and re-examine this catalog – all of these classes are detailed inside.

Think about it. Where will you be in two months?

Call Tracy at 732.224.2754 to discuss your options.
REGISTRATION FORM

To Register

Date: ________________________

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

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)

<table>
<thead>
<tr>
<th>NAME</th>
<th>(FIRST)</th>
<th>(MIDDLE INITIAL)</th>
<th>(LAST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-MAIL ADDRESS</td>
<td></td>
<td>SOCIAL SECURITY NUMBER</td>
<td></td>
</tr>
<tr>
<td>ADDRESS</td>
<td>DATE OF BIRTH</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CITY</td>
<td>STATE</td>
<td>ZIP</td>
<td></td>
</tr>
<tr>
<td>HOME PHONE</td>
<td>CELL</td>
<td>BUSINESS PHONE</td>
<td></td>
</tr>
</tbody>
</table>

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

Is English your best language?  □ Yes  □ No

Program/Title  Section  Start Date  Code  Fee

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)

Gender:  □ Male  □ Female

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

Race:  □ Asian  □ American Indian/Alaskan Native

□ Black/African American  □ Native Hawaiian/Other Pacific Islander

□ White