



BROOKDALE

CENTER FOR CAREER DEVELOPMENT

SPRING 2015

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

www.brookdalecc.edu/careerdevelopment 732-224-2315



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■ HEALTHCARE TRAINING PROGRAMS

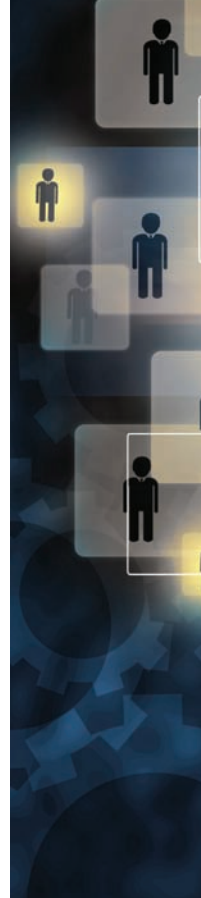
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CENTER FOR CAREER DEVELOPMENT SPRING 2015

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

■ JOB PLACEMENT ASSISTANCE

STUDENTS: Job placement assistance during and after training is available for many career programs. Get assistance in resumé writing and interviewing skills, 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.

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

■ HEALTH PROFESSION OPPORTUNITY GRANTS (HPOG)

The Health Profession Opportunity Grants is a project funded by the Administration for Children and Families in the U.S. Department of Health and Human Services. 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.

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

Call 732-224-2741 to learn more about participating in the project and health-care training opportunities that are available.



■ HEALTHCARE TRAINING PROGRAMS

■ ALZHEIMER'S

Alzheimer's And Dementia Certification

Before registering, check to see if you qualify for certification at www.nccdp.org
This is an essential certification for all health care providers:

- Home Health Aides
- 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, Mar 13, 8:30 am-5 pm

Fee and Code: \$185, XMEDG 219 CD

■ 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, Feb 21, 9 am-1 pm

Brookdale at Hazlet

Sec 2: Wed, Apr 22, 6-10 pm

Freehold Campus

Fee and Code: \$72, XMEDN 057 CD

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 24, 9 am-1 pm

Fee and Code: \$72, XMEDG 058 CD

NOTE: Brookdale strives to prepare students for successful employment in the Healthcare field. If English is not your best language, oral and written English tests may be required in order to complete your areas of study.



■ 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, Feb 3-Apr 29, 6:30 - 9:30 pm (No class Apr 7 & 8)

Brookdale at Hazlet

Laboratory: Shrewsbury Pediatric Dentistry

Fee and Code: \$945, XMEDD 001 CD

Dental Radiologic Technology

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

REQUIREMENTS:

- 25 didactic hours +20 lab hours + required clinical practicum
- Competency testing in a dental office
- Intraoral radiographic procedures paralleling and bisecting
- Digital x-ray equipment

Certificates of Completion issued upon successful completion of all components.

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, Jan 8-May 7, 6:30-9:30 pm (No class Apr 9)

Brookdale at Hazlet

Laboratory: Shrewsbury Pediatric Dentistry

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

For information on Brookdale's Dental Hygiene Program, call 732-224-2330 or email bstryker@brookdalecc.edu

■ ELECTRONIC HEALTH RECORDS

CompTIA Healthcare IT Technician

Healthcare expenditures in the US represent nearly 20% of all economic activity. This growth in healthcare brings a large number of potential 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, and will prepare you for the CompTIA Healthcare IT Technician exam. Course topics include: US 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 24-Mar 24, 5:30 - 9 pm

Freehold Campus

Fee and Code: \$385, XMEDN 151 CD



NOTE: Brookdale strives to prepare students for successful employment in the Healthcare field. If English is not your best language, oral and written English tests may be required in order to complete your areas of study.

■ FITNESS TRAINING

NEW! Nutrition Specialist Certification Program

The curriculum meets the training program standard for the American Academy of Sports Dietitians and Nutritionists' Nutrition Specialist (AASDN) credential. Certification exam given on the last day of class.

AREAS OF STUDY:

- Learn successful strategies for effective nutritional guidance
- Explore nutrition and the dynamics of the dietary supplement industry
- Discuss case studies, practical application methods and coaching techniques

PREREQUISITES:

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

NOTE: Contact Greg Mahadeen at 732-224-2562 for additional info on content and certification. Email info@aasdn.org to purchase required textbook for course.

Sat, Apr 11-May 2, 9 am-4 pm

Fee & Code: \$589, includes exam and materials (not textbook), XMEDG 234 CD

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.

Sec 1: Sun, Feb 8-Mar 15, 9 am-4 pm, and Feb 22, 11 am-6 pm

Sec 2: Sat, Jun 13-Jul 25, 9 am-4 pm, and Jun 27, 11 am-6 pm (No class Jul 4)

Fee and Code: \$649, XMEDG 057 CD

Balls, Tubing & Plyometrics

Experience the challenges of stability balls, medicine balls, tubing, stairs, rehabilitation exercises, plyometrics, and be able to use immediately.

Co-sponsored with World Instructor Training Schools and provides 6 CEUs.

NOTE: Wear exercise clothing.

Sat, May 16, 9 am-4 pm

Fee and Code: \$135, XMEDG 068 CD

CERTIFICATE IN GERONTOLOGY

The Center for Continuing Studies, Mercer County Community College

Earn your certificate in a field with opportunity!

For more information call 609-570-3856 or contact

clarkc@mccc.edu



Exercise Program For Special Populations

Explore modifications for clients with specific health concerns such as hypertension, heart disease, diabetes, osteoporosis, and chronic diseases or conditions. This 6-hour lecture/workshop reviews selected common chronic diseases and how to design safe and effective exercise programs. Co-sponsored with World Instructor Training Schools and provides 6 CEUs.

NOTE: Bring hand held calculator to class.

Sun, May 10, 9 am-4 pm

Fee and Code: \$135, XMEDG 079 CD

Functional Flexibility

Increased flexibility and range of motion for your advanced workouts will be approached through manual and partner stretching, as well as stability ball usage. Co-sponsored with World Instructor Training Schools and provides 3 CEUs.

NOTE: Bring an exercise mat to class.

Sun, May 3, 9 am-12 pm

Fee and Code: \$65, XMEDG 080 CD

Nutritional Concepts For Success

Learn to develop optimal ratios of carbs, fat, and protein, how to analyze food labels, and help clients change eating patterns. Explore nutritional needs of athletes and the effect of diet on aging. Co-sponsored with World Instructor Training Schools and provides 6 CEUs.

NOTE: Please bring calculator to class.

Sat, May 9, 9 am-4 pm

Fee and Code: \$135, XMEDG 064 CD

■ HEMODIALYSIS

Hemodialysis Technician – Open House

Interested in a career as a hemodialysis technician? Attend a free information session.

Tues, Mar 10, 6-7:30 pm

Freehold Campus

To register call 732-224-2813

Hemodialysis Technician Certification

Brookdale has been accepted to participate in a pilot program to offer eligible hemodialysis technician students a Federal Pell Grant to assist them in meeting their educational expenses. Student must complete a FAFSA, meet all eligibility requirements and be randomly selected through a federally mandated selection process. Contact Susan Scarangella at 732-224-2954.

This 350-hour, comprehensive training program includes 100 hours of hands-on practice, clinical shadowing, and job assistance, and is designed to prepare you for national certification and an entry-level position as a Hemodialysis Technician.

Areas of study include:

- Assisting patients with end stage renal disease to receive safe and effective dialysis
- Learning about dialysis and medical terminology
- Basic chemistry, anatomy and pathophysiology of kidney
- Preparation for the BONENT (The Board of Nephrology Examiners Nursing Technology) Exam

PREREQUISITES:

■ *Students without all documentation submitted to the OBCD office 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.*

- Pre-screening questionnaire required
- Copy of high school diploma or GED
- Clear criminal background check and drug screen
- CPR Certification (Healthcare Provider)
- Physical including documentation of immunizations, PPD verification, and hepatitis B series
- Copy of malpractice insurance face sheet
- Signed Fitness for Duty Form, Privacy Form and Technical Skills Form

NOTE: 100% attendance required. An additional fee will be charged to students for class and clinical make-up.

Documentation and required forms due by Mar 23, 2015

Pre-screening questionnaire access, call Maniza at 630-451-3600, ext. 8606.

Class/Lab: Tues & Thurs, April 14 – Nov 19, 5:30 pm-9:30 pm

(No class Jul 2, Aug 4, Aug 6)

Clinical: Mon – Sat, Nov 20- Feb 13, 8 am – 7 pm (100 hours individually scheduled per clinical site and student)

Exam Review: Tues, Feb 16, 5:30 pm-9:30 pm

Final Exam: Thurs, Feb 18, 5:30 pm-9:30 pm

Graduation: Tues, Feb 23, 5:30 pm-9:30 pm

Freehold Campus

Fee and Code: \$5195 (includes books, materials, & supplies), XMEDG 177 CD



■ 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 14).
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.

Sec 1: Tues-Thurs, Jan 20-Jan 29, 6:30-9:30 pm

Freehold Campus

Sec 2: Tues-Thurs, May 12-May 21, 6:30-9:30 pm

Freehold Campus

Fee and Code: \$249, XMEDG 183 CD

■ MEDICAL CODING & BILLING PROGRAMS

Medical Billing: Insurance & Software Application

This comprehensive course will prepare you to work in a medical practice, billing service, hospital billing department, or insurance company.

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

PREREQUISITES:

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

NOTE: Textbook required.

Tues & Thurs, Apr 21-June 25, 6:30-9:30 pm

Fee and Code: \$695, XMEDG 224 CD

ICD-10-CM Training

The Department of Health and Human Services is calling for the adoption of a new edition of the International Classification of Diseases (ICD) standards known as the 10th edition using Clinical Modification (CM) for reporting patient diagnosis. The compliance date is October 1, 2015. This 3-week class will assist you in competency in coding with the ICD- 10-CM coding systems. This class applies to all healthcare settings. 18 HOURS.

PREREQUISITES: Basic computer skills; experience in a healthcare setting or ICD-9

Mon & Wed, Feb 2-Feb 18, 6:30-9:30 pm

Brookdale at Hazlet

Fee and Code: \$349, XMEDG 222 CD

ICD-10-PCS Training

The Department of Health and Human Services is calling for the adoption of a new edition of the International Classification of Diseases (ICD) standards known as the 10th edition using the Procedure Coding System (PCS) for reporting hospital inpatient procedures. This new and dynamic healthcare training program will give you a comprehensive overview of the new ICD-10 codes. Receive the information needed to comply with the new Federal mandate. The compliance date is October 1, 2015. This 2-week class will assist you in compliance and competency in coding with the ICD-10-PCS system. This course is specifically designed for those who are working in an inpatient acute care setting. 12 HOURS.

PREREQUISITES: Basic computer skills; experience working in a healthcare setting and ICD-10-CM training.

Mon & Wed, Mar 2-Mar 11, 6:30-9:30 pm; Brookdale at Hazlet

Fee and Code: \$239, XMEDG 223 CD

■ 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 all documentation submitted to the OBCD office 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 11, 2015

Sec 1: Mon-Fri, Jun 8-Jun 19, 8:30 am-5 pm

Brookdale at Hazlet

Documentation and required forms due by Jul 15, 2015

Sec 2: Mon-Fri, Aug 3-Aug 14, 8:30 am-5pm

Brookdale at Hazlet

Fee and Code: \$795, XMEDG 014 CD



The 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 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 OBCD office 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 22, 2014

Sec 1: Tues & Thurs, Jan 20-Apr 28, 8:30 am-2:30 pm (No class Apr 7 & 9)

Brookdale at Hazlet

Sec 2: Mon & Wed, Jan 21-Apr 29, 5-9:30 pm (No class Apr 6 & 8)

Freehold Campus

Documentation and required forms due by Jan 7, 2015

Sec 3: Tues & Thurs, Feb 3-May 12, 5-9:30 pm (No class Apr 7 & 9)

Brookdale at Hazlet

Sec 4: Mon & Wed, Feb 11-May 20, 8:30 am-2:30 pm (No class Apr 6 & 8)

Brookdale at Hazlet

Documentation and required forms due by May 6, 2015

Sec 5: Mon-Fri, Jun 1-Jul 1, 8:30 am-2:30 pm

Brookdale at Hazlet

Fee and Code: \$1095, XMEDG 013 CD



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 OBCD office 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 9.

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 4, 2015

Sec 1: Class: Tues & Thurs, Mar 3-Apr 30, 9 am-3 pm (No class Apr 7 & 9)

Clinical: Mon-Fri, May 4-May 13, 7 am-3 pm

Freehold Campus

Documentation and required forms due by Apr 22, 2015

Sec 2: Class: Tues & Thurs, May 19-Jul 9, 9 am-3 pm

Clinical: Mon-Fri, Jul 13-Jul 22, 7 am-3 pm

Brookdale at Long Branch

Fee and Code: \$2085, XMEDG 075 CD

■ PHARMACY TECHNICIAN

NEW! Expanded Pharmacy Technician

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

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 OBCD office 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.

Documentation and required forms due by Jan 16, 2015

Mon & Wed, Feb 2- May 18, 5:30-8:30 pm (No class Feb 16, Apr 6 & 8)

Freehold Campus

Fee and Code: \$1092, XMEDG 017 CD

■ PHLEBOTOMY

Phlebotomy Technician

Learn all aspects of laboratory analysis and become skilled at obtaining blood samples from patients. The program includes lecture, laboratory practice on artificial arms, and 100 clinical hours. 160 HOURS. This course prepares you to sit for the American Society of Clinical Pathologists (ASCP) national certification examination. The exam fee is \$125.

PREREQUISITES:

■ *Students without all documentation submitted to the OBCD office 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 and hepatitis B series
- Copy of clear criminal background check and drug screening
- Copy of malpractice insurance face sheet.

NOTE: 100% attendance required. Textbook required. An additional fee will be charged for class and clinical make-up.

Documentation and required forms due by Feb 25, 2015

Tues & Thurs, Mar 24-Apr 30, 9 am-4 pm (No class Apr 7 & 9)

Clinical: Mon-Fri, May 4-Jun 11, 7 am-4 pm (No clinical May 25)

Tues, May 5, 9 am-12 pm (testing & workshop)

Fri, Jun 12, 9 am-5 pm (final and ASCP paperwork)

Freehold Campus

Fee and Code: \$1595, XMEDG 024 CD

■ 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, Jan 29-Apr 2, 6:30-9:30 pm

Fee and Code: \$349, XMEDG 180 CD

■ VETERINARY PROGRAMS

Veterinary Assistant Program

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

AREAS OF STUDY: Office procedures and client relations, pharmacy, preventative health-care, 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 OBCD office 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 9.
- 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 Jan 16, 2015

Class: Tues & Thurs, Feb 3-May 7, 6-9 pm at Lincroft; Feb 26, Mar 26, Apr 9, Apr 23 at Red Bank Veterinary Hospital, 6-9 pm

Clinical: Mon-Thurs, May 11-Jun 1, 8 am-4 pm, at Red Bank Veterinary Hospital

Exam: Mon, Jun 8, 4-6 pm

Fee and Code: \$2250, XMEDG 081 CD



Small Animal Massage Practitioner Certification

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. 150 hours of distance learning over a period of 3-4 months is followed by a 50-hour week-long practicum at Brookdale. Program held in partnership with the Northwest School of Animal Massage (www.nwsam.com).

Part One (distance learning-150 hours): Apr 20-Aug 14

Part Two (classroom-50 hours): Mon-Fri, Aug 17-21, 8:30 am-5:30 pm

continuing.brookdalecc.edu/animal-massage

Fee and Code: \$2020, XBUSS 081 CD



■ NURSING CONTINUING EDUCATION

Activities in this brochure are geared toward 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 is an approved provider of continuing nursing education by the NJ 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 3 for full details.

EKG Interpretation

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

AREAS OF STUDY: electrophysiology of EKG waveforms, identification of normal EKG, abnormal rhythms and acute myocardial infarction.

NOTE: NJSNA Contact Hours Awarded.

Mon, Apr 13, 9 am-1 pm

Freehold Campus

Fee and Code: \$49, XMEDN 200 CD

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 15 to order at 732-671-1200, option 2 (approximately \$60). NJSNA Contact Hours Awarded.

Wed, Apr 22, 9 am-5:30 pm

Freehold Campus

Fee and Code: \$169, XMEDN 166 CD

Organ/Tissue Donation And Recovery

Required by the NJ Board of Nursing for every licensed registered professional nurse.

AREAS OF STUDY: Donation, organ donation after cardiac death, brain death regulations in New Jersey, end-of-life options, and the nurse's role in donation. The NJ Sharing Network is an approved provider of continuing education by the Association of Peri-Operative Nurses, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation. CE #7389-7/13-15.

Wed, Mar 11, 4:30-6 pm

Fee and Code: No charge. Seating is limited. Registration required
XMEDN 244 CD

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 OBCD office 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 18, 2015

Class: Wed, Apr 15-Jun 17, 9 am-3 pm

Clinical: Mon-Fri, Jun 18-Jun 26, 7 am-3 pm

Freehold Campus

Fee and Code: \$1825, XMEDN 007 CD

Venipuncture For Nurses

RNs or LPNs learn to perform venipuncture on a patient.

AREAS OF STUDY: Current phlebotomy guidelines and techniques, order of the draw, reduction of hemolysis rates, and pre-analytical errors to be presented. Class includes lab simulation.

Wed, May 6, 9 am-3 pm

Freehold Campus

Fee and Code: \$149, XMEDN 254 CD

NOTE: Brookdale strives to prepare students for successful employment in the Healthcare field. If English is not your best language, oral and written English tests may be required in order to complete your areas of study.



Yoga Teacher Training With kula-kamala-yoga, 200YTT

Learn to teach public yoga classes, apply the therapeutic healing techniques of yoga, or enhance your own practice through kula-kamala-yoga's Yoga Alliance Approved Yoga Teacher Training Program.

AREAS OF STUDY: Yoga ethics, physical practice of asana and variations, meditation, pranayama, yoga history and philosophy, chanting and visualization, anatomy, pathology, alignments, yoga psychology, energy, and basic Sanskrit. 95% completion of the program hours required to receive a Certificate of Completion. Program hours including home study portion exceed 300. Current yoga teachers: this course meets YA CEU requirements. For information/application packet: 732-444-6415.

PREREQUISITES:

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

NOTE: Textbooks required. 95% attendance required. All classes held at kula-kamala-yoga, 673 Batchelor Street, Toms River, NJ 08753.

Mon-Thurs, Jun 8 - Jul 30, 10:30 am-5:30 pm

Fee and Code: \$2700, XMEDN 255 CD

■ 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.

AREAS OF STUDY: Patient care, professional development, patient positioning and procedure protocols, cross-sectional anatomy, pathology, digital imaging, CT instrumentation, and image processing and retrieval, and quality assurance.

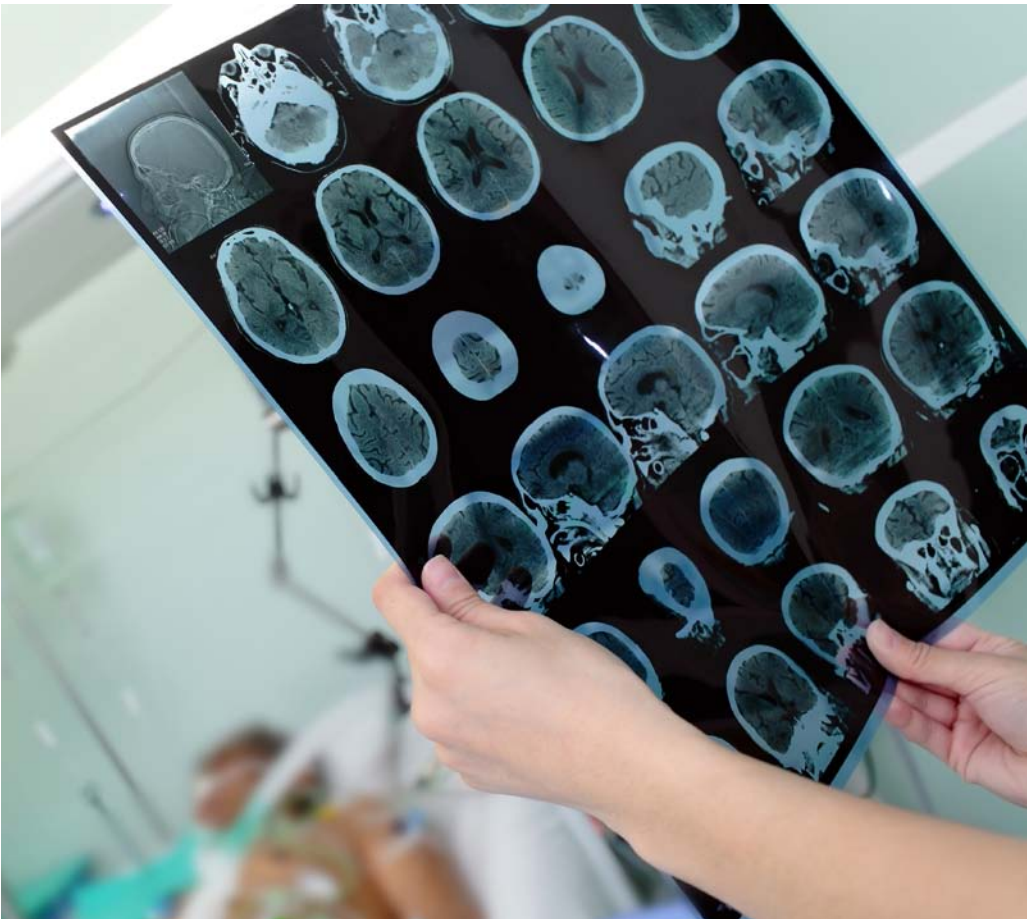
PREREQUISITES:

- Instructions to access 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
- 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, Jan 28-May 13, 5-8:30 pm (No class Mar 18)

Fee and Code: \$2105 (includes radiation badge), XMEDR 001 CD





BUSINESS & PROFESSIONAL TRAINING PROGRAMS



■ 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, Jan 26-May 11, 5:30 pm-9:30 pm (no class Mar 16)

Fee and Code: \$1099 (including texts, AIPB registration, and testing),
XBUSS 022 CD

QuickBooks

See page 35 for QuickBooks.

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®, director of strategic real estate projects,
Sanofi

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

Mon, Feb 9-May 18, 5:30 pm-9:30 pm

Fee and Code: \$2395 (including materials and testing), XBUSM 234 CD

Meeting And Event Planning And Management Certificate

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

The 30-hour program presents a solid foundation for planning all types of events.

Go to www.brookdalecc.edu/event-planning for complete course details.

4 SESSIONS.

Sat, Mar 7-28, 9:00am-5:00pm

Fee and Code: \$795 (including text), XBUSM 212 CD

NOTE: There is no food service on Saturday.



Project Management Certificate

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

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

Sec 1: Thurs, Feb 12-May 7, 6:00 pm-9:00 pm (No class Apr 16)

Sec 2: Thurs, Jun 15-19, 8:30 am-4:30 pm

Fee and Code: \$1399 (plus required text and optional software),

XBUSM 214 CD

ONLINE BUSINESS MANAGEMENT COURSES

Business Management

American Management Association

These self-study courses bring up-to-date, real world solutions for today's business challenges. You get the latest management information, "how-to" explanations, practical examples, and real solutions to your daily challenges.

Choose from:

- Success Skills In The Workplace
- Customer Satisfaction Management
- Quality Improvement Management
- General Management
- Manufacturing Management
- Human Resources Management
- Strategic Leadership
- Business Communications Management

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

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



NEW! 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 communicate research results effectively to a specific audience for maximum impact and effective decision making. This course is 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.

Get the specific knowledge you need to succeed in your research quest.

Certificate \$495. Classes start monthly.

Register at www.yougotclass.org/brookdalecc

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 you have a home-based business or you work for a large company, this certificate will take you to the next level.

Certificate \$495. Classes start monthly.

Register at to www.yougotclass.org/brookdalecc

■ CAREER COUNSELING

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

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

NEW! Career Coach

What do you want to be? Find out with Career Coach by taking a career assessment and seeing what career path might be right for you. Go to brookdalecc.emsicareercoach.com and take a free assessment. Attend a free workshop and learn all that Career Coach has to offer. Session is free but registration is required. Call 732-224-2315 and use course code XACCL 009.

Tues, Jan 6, 1-3 pm

Lincroft campus

Tues, Jan 13, 10 am-noon

Lincroft campus



Career Crossroads

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

Career Crossroads Fee: \$595

Career Passport

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

Career Passport Fee: \$299

Winning Skills

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

Winning Skills Fee: \$125

FREE! Encore Plus 50 Boot Camp

Get back into the swing of going to school. Get an overview of the college and all the services available to you as a Brookdale student. Learn new skills in areas such as critical thinking, test taking, and computer literacy to make your classroom experience less stressful. 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 by the American Association of Community Colleges to help Brookdale students age 50 and older to complete degree career training programs in healthcare and social services. 4 SESSIONS.

Tues & Thurs, Jan 20-29, 1-4 pm, Lincroft Campus

Tues, Mar 3-24, 6-9 pm, Lincroft Campus

Tues & Thurs, Apr 14-23, 1-4 pm, Lincroft Campus

Mon & Tues, May 11-19, 9 am-noon, Brookdale at Wall

Mon, June 8-29, 6-9 pm, Lincroft Campus

The class is free, but registration is required.

Call 732-224-2315 and use course code XCOMG 054.

■ CONSTRUCTION

Principles Of Construction Management Certificate

Thomas Bianchi, MS, general contractor, builder, project manager

For individuals seeking a career in construction or those currently employed at an entry level, gain a solid foundation of construction management principles. Information and course outline at 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, Feb 10-Apr 21, 6:30 pm-9:30 pm

Fee and Code: \$699 (plus text), XBUSS 028 CD

■ 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.)

Building Inspector, ICS

Charles Lasky, instructor

Covers a review and instruction of technology, structural systems, fire protection systems and mechanical systems, together with field inspection techniques pursuant to the Uniform Construction Code. 75 hours. 25 SESSIONS.

Tues & Thurs, Feb 24-May 19, 6:30-9:30 pm

Freehold Campus

Fee and Code: \$785, XUNCC 007 CD

Electrical Inspector, HHS

Kenneth Verbos, instructor

Includes systems design and field inspection pursuant to the Uniform Construction Code. 45 hours. 12 SESSIONS.

Wed, Feb 11- May 20, 6-9 pm

Freehold Campus

Fee and Code: \$471, XUNCC 009 CD

Fire Inspector, HHS

Brian K. Miller, instructor

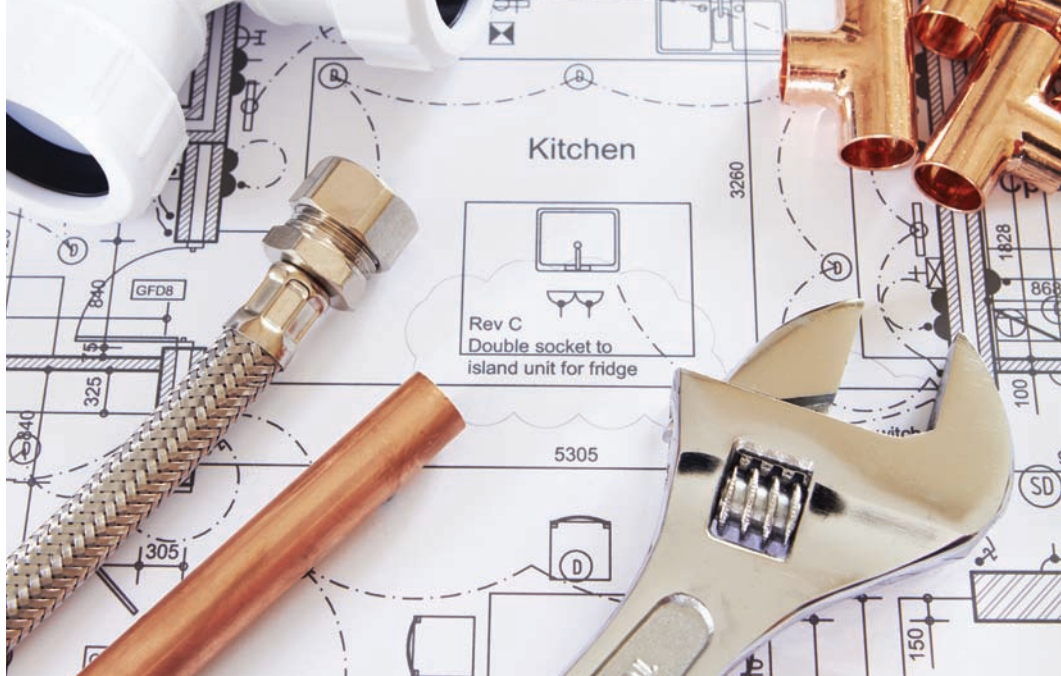
This course covers advanced fire protection requirements for both passive and active fire protection systems and plan review for Class I structures. 60 hours.

15 SESSIONS.

Tues & Thurs, Feb 3-Mar 24, 5:30-9:30 pm

Freehold Campus

Fee and Code \$941 XUNCC 011 CD



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, Feb 3-May 14, 5:30-9:30 pm

Freehold Campus

Fee and Code: \$1254, XUNCC 005 CD

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.

Thurs, Feb 5 - Apr 23, 6-10 pm

Freehold Campus

Fee and Code: \$471, XUNCC 002 CD

■ INTERPRETING

Interpreting Certificates

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.

Two certificate programs are offered:

- Judicial and Medical Interpreting Certificate
- Community Interpreting Certificate

For prerequisites, program descriptions, course descriptions, dates, required texts, and info on student discount and how to attain a certificate, go to www.brookdalecc.edu/interpreting

Prerequisite: Introduction To Interpreting

Find out everything you need to know about Brookdale's interpreting programs.
2 SESSIONS.

Tues & Thurs, Feb 3 & 5, 7-9 pm

Fee and Code: \$49, XBUSC 055 CD

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 meet at 6:30-9 pm on the dates listed below:

- Consecutive Interpreting: Thurs, Feb 26-May 14 (No class Apr 9)
- Simultaneous Interpreting/Sight Translation: Mon, Mar 16-May 11 (No class Apr 6)
- Judicial Interpreting –
 - English/Spanish: Tues, May 19-July 7
 - English/Portuguese: Mon, May 18-July 13 (No class May 25)
- Medical Interpreting-English/Spanish AND English/Portuguese:
Thurs, May 21-July 9

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

English/Spanish, XBUSC 056 CD

English/Portuguese, XBUSC 057 CD

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 pm on the dates listed below:

- Consecutive Interpreting: Thurs, Feb 26-May 14 (No class Apr 9)
- Simultaneous Interpreting/Sight Translation: Mon, Mar 16-May 11 (No class Apr 6)

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



■ MARKETING CERTIFICATES

eMarketing Essentials Certificate

Get a fundamental yet in-depth introduction to eMarketing, including improving email promotions, analyzing your web site traffic, doing search engine optimization, and successfully employing online advertising. Relevant for any type of organization, including businesses, companies, non-profits, and government agencies. No eMarketing experience 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.

Certificate \$495. Classes start monthly.

Register at www.yougotclass.org/brookdalecc

Inbound Marketing Certificate

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

Certificate \$495. Classes start monthly.

Register at www.yougotclass.org/brookdalecc

Social Media For Business Certificate

Get in on this exciting and growing way to communicate, market, and serve your customers and clients. For businesses, nonprofits, government, and other organizations. From Facebook to Twitter, blogging, YouTube, LinkedIn and more, discover the new principles of communication that apply across all networks and how these specific social networks work and the possible uses for your organization.

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

Certificate \$495. Classes start monthly.

Register at www.yougotclass.org/brookdalecc

NEW! 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.

Certificate \$395. Classes start monthly.

Register at www.yougotclass.org/brookdalecc

■ **NONPROFIT MANAGEMENT CERTIFICATE**

For complete details, visit www.brookdalecc.edu/nonprofits

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.

Sec 1: Tues, Feb 3-17, 6:30-9 pm

Sec 2: Fri, June 26, 8:30 am-4:30 pm

Fee and Code: \$129, XNONP 026 CD

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, Mar 3-17, 6:30-9 pm

Fee and Code: \$129, XNONP 017 CD

Board Development For Nonprofits

Mary Eileen Fouratt, executive director, Monmouth Arts

Examine the role of the nonprofit board of directors and explore what individual members' responsibilities, requirements and duties are, the best way to recruit members, and how to conduct an effective orientation program. 3 SESSIONS.

Wed, Mar 25-Apr 8, 6:30-9 pm

Fee and Code: \$129, XNONP 025 CD

Recruiting, Retaining And Managing Volunteers

Margean Gladysz, senior vice president, National Executive Service Corps

Uncover the essential skills to grow and manage a thriving volunteer program. 3 SESSIONS.

Wed, Apr 15-29, 6:30-9 pm

Fee and Code: \$129, XNONP 023 CD

Strategic Planning For Nonprofits

Carl Lillvik, senior consultant, Little Cove Services

Gain a clear understanding of the unique strategic planning process in the nonprofit organization, including how it guides direction, structure, and operations. 3 SESSIONS.

Wed, May 5-19, 6:30-9 pm

Fee and Code: \$129, XNONP 024 CD

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, June 3-17, 6:30-9 pm

Fee and Code: \$129, XNONP 021 CD

■ NONPROFIT INDIVIDUAL COURSES

Intro To Grantwriting: Transforming Vision Into Reality

Turn a great idea into a reality with funds from the government, private foundations or corporations. Discover which sources to approach and how to do it. Learn the basics of writing the various components of the grant proposal, finding and targeting potential grant sources, understanding the psychology of dealing with funders, and avoiding the “dirty dozen” pitfalls. 3 SESSIONS.

Thurs, Mar 5-19, 6:30-9 pm

Fee and Code: \$129, XNONP 002 CD

FREE! Nonprofit Networking Event

Meet with Monmouth County nonprofit professionals and alumni from Brookdale’s Certificate In Nonprofit Management. Join us for light refreshments and hear a brief presentation on a timely topic of interest. Mix, mingle, meet, and greet others in the local nonprofit world. Whether you are a seasoned pro or new to the field, you are sure to make at least one important contact. The event is free but registration is required.

Thurs, Apr 30, 6:30-8:30 pm

Fee and Code: FREE, XNONP 041 CD

Starting A Nonprofit In New Jersey

Explore the essential elements for establishing a nonprofit organization in New Jersey.

Wed, May 6, 6-9 pm

Fee and Code: \$59; XNONP 027

■ SELF-EMPLOYMENT AND OTHER SKILL TRAINING

Food Safety

Robert Hary, instructor

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

Tues, Mar 24, 5:30-9:30 pm

Fee and Code: \$69, XPROF 002 CD

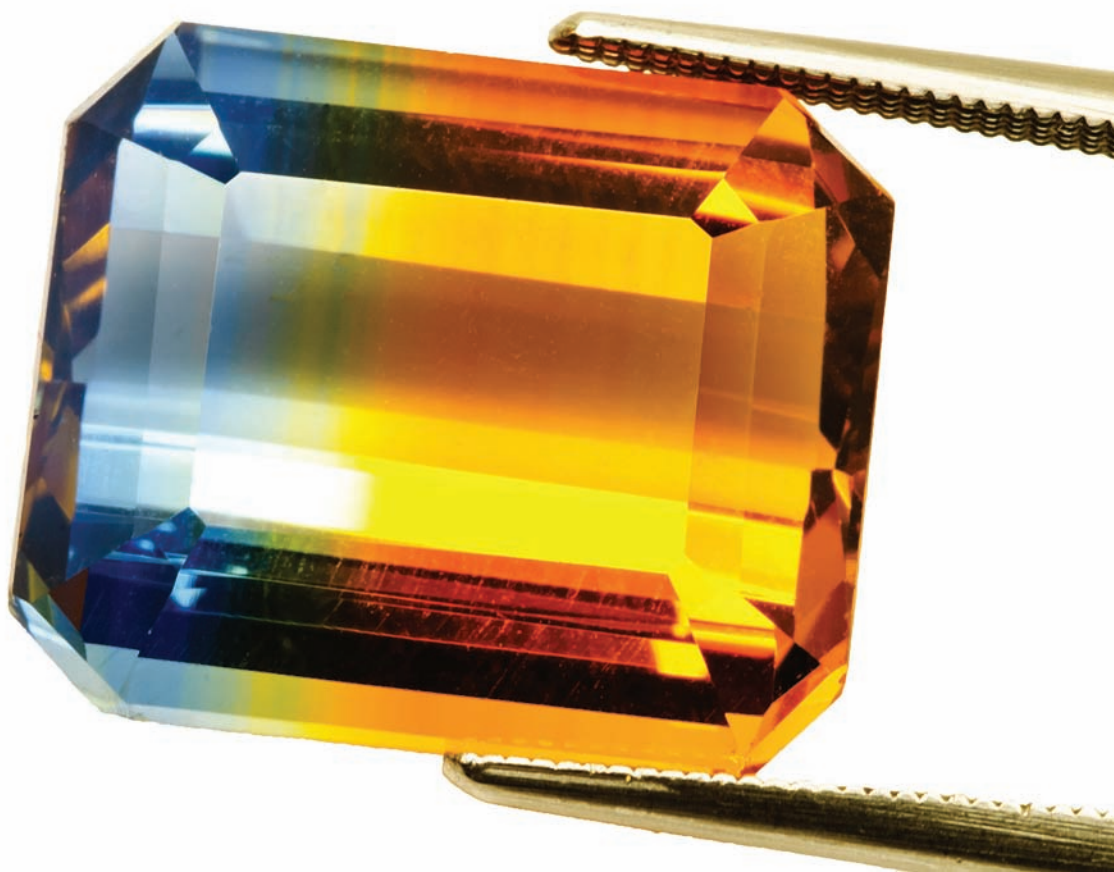
ServSafe Food Service Managers Certification

Robert Hary, instructor

Required for New Jersey food service personnel who are the designated Persons in Charge (PIC) in Risk Level 3 food establishments. The ServSafe exam will be administered to all participants at the conclusion of the 12 hours of training, with adequate time for completion. Required text, *ServSafe Essentials With Answer Sheet*, 6th Edition, ISBN 978-0-13-390837-4, available for purchase in College Bookstore.
3 SESSIONS.

Wed, Mar 11-25, 5:30-9:30 pm

Fee and Code: \$179 (plus text), XPROF 006 CD



Fundamentals Of Gemology Certificate

Hillary Spector, GG (graduate gemologist)

Whether you love jewelry or are interested in a career in the industry, this 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. Visit www.brookdalecc.edu/gemology
7 SESSIONS.

Mon, Feb 2-Mar 23, 5:30-8:30 pm

(NOTE: one session during this date range will be skipped due to the instructor's professional commitment.)

Fee and Code: \$439, XBUSS 034 CD



Fundamentals Of Horticulture Certificate

Molly A. Gearty, horticultural professional

Prepare for a job in a retail or wholesale nursery, garden center, botanical garden, or learn to grow your own food for sale. In this 36-hour program, understand the basics of horticulture and plant science while exploring the multifaceted career options in the horticulture industry. For course outline, visit www.brookdalecc.edu/horticulture/ 12 SESSIONS.

Wed, Jan 28-Apr 1, 6-9 pm; Sun, Feb 8 & Mar 15, 9 am-noon

Fee and Code: \$699 (plus text), XBUSS 092 CD

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 5-16, 9 am-4:30 pm, 1/2 lunch break (10 SESSIONS)

Sec 2: Mon, Tues, Wed, Mar 2-Apr 14, 6-9:45 pm (20 SESSIONS)

Sec 3: Tues & Thurs, May 26-Aug 6, 6-9:25 pm (22 SESSIONS)

Fee and Code: \$329 (plus text), XREAL 001 CD

Travel Agent Training

Brookdale's Center For Career Development has partnered with Travel Leaders Group, an award-winning billion-dollar travel company, to offer its newly launched Travel Leaders of Tomorrow travel agent training program. Includes training in Sabre, a global distribution system (GDS) used by travel agents, airlines, hotels, car rental companies, rail provides, and cruise lines. The program is designed to meet the growing demand for travel agents who are knowledgeable, skilled, and offer individual attention. For more information email mwaclawik@brookdalecc.edu.

Modules 1, 2, 3, 4 will be conducted January to May, 2015. It is provided entirely by Travel Leaders Of Tomorrow. For information and to register, visit www.travelleadersoftomorrow.com or call (800)-206-1638.

Module 5. Sabre GDS Training at Brookdale

Tues-Fri, May 12-15, 9 am-4 pm

Fee and Code: \$450, XBUSS 094 CD



TRAVEL LEADERS
OF TOMORROW



Voice-Over Workshop

Jeffrey Dreisbach, actor, author, teacher

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, Feb 18-Mar 25, 6-9 pm

Fee and Code: \$399 (plus text), XBUSS 080 CD



■ INFORMATION TECHNOLOGY

■ ACCOUNTING

NEW! QuickBooks Certified User Exam Prep

QuickBooks 2014 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. Prepare for the QuickBooks Certified User Exam and examine how to forecast cash flow, produce profit and loss statements, and track income and expenses by jobs or departments. Continue with this step-by-step, hands-on, skills-based approach to learn how the more advanced application of QuickBooks can be practically applied to your business. Workbook included. 48 HOURS.

PREREQUISITES: Knowledge of Windows, Word and basic accounting principles.

Mon & Wed, Jan 26-Mar 25, 6:30-9:30 pm

Mon & Wed, June 1-Aug 5, 6:30-9:30 pm (no class 6/29-7/1)

Fee and Code: \$689, XCOMT 025 CD

Certified Bookkeeper, see page 21.

Announcing weekend Boot Camps! Get the same Training in a compact format that fits your busy schedules. Some courses can be completed in one weekend. Look for the section with the **W** next to it.

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.

Sec 1: Sec 2: Mon, Jan 26-Feb 9, 6-9 pm

Brookdale at Long Branch

Sec 2: Thurs, Mar 12-26, 1-4 pm

Lincroft Campus

Sec 3: Tues, May 12-26, 1-4 pm

Lincroft Campus

Sec 4: Wed, July 15-29, 9 am-noon

Brookdale at Wall

Fee and Code: \$149, XCOMG 039 CD

NEW! Windows 8

Bring your own Windows 8 device and get started with Windows 8. Extra time will be devoted to using the new desktop, tiles and apps. Learn to create and manage files and folders. Discover how to use Charms and the web with Windows 8. Explore Desktop tools and keyboard shortcuts. Manage users' accounts and explore Windows 8 security features. Workbook included. 5 SESSIONS.

Sec 1: Mon & Wed, Feb 2-16, 6:30-9:30 pm

Freehold Campus

Sec 2: Tues & Thurs, June 2-16, 6:30-9:30 pm

Lincroft Campus

Fee and Code: \$149, XCOMG 053 CD

■ INTERNET/WEBSITES

NEW! 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.

Thurs, Jan 29-Apr 23, 6:30-9:30 pm (no class Apr 9)

Lincroft Campus

Fee and Code: \$469, XCOMT 026 CD

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.

Sec. 1: Tues, Mar 10-31, 6:30-9:30 pm

Lincroft Campus

Fee and Code: \$189, XCOMI 119 CD

■ MICROSOFT OFFICE: CERTIFICATE PROGRAMS

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

Business Office Support Specialist

Be the "BOSS" of your career and learn the essential Microsoft Office tools you need to compete in today's job market. The Business Office Support Specialist (BOSS) course is a 13-week, hands-on, Brookdale Career Training certificate that includes Microsoft Word, Excel, PowerPoint and an introduction to the accounting software package, QuickBooks. BOSS is tailored to help you succeed in your next job. Our practical approach uses examples that you will encounter working in an office. When you complete the program, you will have a portfolio of your work to demonstrate your skills to potential employers. Job placement assistance is available and some students may qualify for funding toward the cost of the class. Workbooks included.

PREREQUISITES: Basic typing skills.

Sec 1: Mon-Fri, Jan 26-Apr 24, 8:30 am-12:30 pm

Lincroft Campus

Sec 2: Mon-Fri, Mar 9-June 8, 8:30 am-12:30 pm

Lincroft Campus

Sec 3: Mon-Fri, June 1-Aug 31, 8:30 am-12:30 pm

Brookdale at Long Branch

Fee and Code: \$4000, XCOMT 011 CD

MS Office Level 1

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

PREREQUISITES: Knowledge of Windows.

Sec 1: Mon & Wed, Mar 2-Apr 1, 6:30-9:30 pm

Freehold Campus

Sec 2: Mon & Wed, Apr 13-May 13, 6:30-9:30 pm

Brookdale at Long Branch

Sec 3: Tues & Thurs, June 14-Aug 13, 6:30-9:30 pm

Lincroft Campus

Fee and Code: \$429, XCOMO 270 CD

Microsoft Word 2013 Exam Prep

Prepare for the new Microsoft Office Specialist (MOS) Word certification exam. Word is the top job requirement in any office. The main course objectives include creating and managing documents, and text formatting. Unit 1 includes the Ribbon interface, working with text, printing, using proofreading tools, creating bulleted and numbered lists, tables and forms, and more. Unit 2 covers such topics as newsletter columns, WordArt and clip art, document themes, styles, picture editing, and Mail Merge. In Unit 3, students are introduced to footnotes and endnotes, headers and footers, templates, tables of contents and indexes, Track Changes, macros, digital signatures, customization options, and more. A video library is available for students to support their instructor-led classroom time. Workbook included. 48 HOURS.

W Sat, Mar 21-May 16, 9 am-3:30 pm, (1/2 hour for lunch; no class Apr 4)

Fee and Code: \$679, XCOMO 283 CD

Microsoft Excel 2013 Exam Prep

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

Tues & Thurs, Apr 28-June 25, 6:30-9:30 pm

Fee and Code: \$679, XCOMO 284 CD

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

■ MICROSOFT OFFICE: INDIVIDUAL PROGRAMS

Word 2013 Level 1

Learn basics skills, create, navigate and save documents. Learn to edit, copy and paste, and find and replace text, how to enhance the appearance of a document by using various formatting options. Create tables, adjust page layout, and work with graphics, use styles and outlines and proof and print documents. Workbook included. 3 SESSIONS.

PREREQUISITES: Knowledge of Windows.

W Fri, Feb 6, 6-9 pm & Sat, Feb 7, 9 am-3:30 pm (1/2 hour for lunch)

Lincroft Campus

Mon & Wed, Apr 13-20, 6:30-9:30 pm

Freehold Campus

Wed, June 10-24, 6:30-9:30 pm

Lincroft Campus

Fee and Code: \$149, XCOMO 271 CD

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.

PREREQUISITES: Knowledge of Windows and basic Word.

W Fri, Feb 20, 6-9 pm & Sat, Feb 21, 9 am-3:30 pm (1/2 hour for lunch)

Lincroft Campus

Mon & Wed, Apr 27-May 4, 6:30-9:30 pm

Freehold Campus

Mon & Wed, July 13-20, 6:30-9:30 pm

Freehold Campus

Fee and Code: \$149, XCOMO 272 CD

Excel 2013 Level 2

Work with large worksheets in Microsoft Excel 2013, and use multiple worksheets and workbooks efficiently. Explore applying special number formats, using workbook styles and themes, adding backgrounds, and mimicking watermarks. Create outlines and subtotals, and create and apply cell names. Learn to sort and filter data, and create and format tables. Save workbooks as Web pages, learn to insert and edit hyperlinks, and share workbooks via email. Audit worksheets for errors, protect worksheets, share and merge workbooks, and track changes in a workbook. Customize the Excel environment, and create and modify custom templates. Workbook included. 3 SESSIONS.

PREREQUISITES: Excel Level 1 or equivalent experience.

W Fri, Mar 6, 6-9 pm & Sat, Mar 7, 9 am-3:30 pm (1/2 hour for lunch)

Lincroft Campus

Mon & Wed, May 11-18, 6:30-9:30 pm

Freehold Campus

Mon & Wed, Aug 3-10, 6:30-9:30 pm

Freehold Campus

Fee and Code: \$149, XCOMO 278 CD



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.

PREREQUISITES: Excel Level 2 or equivalent experience.

Mon & Wed, May 4-11, 6:30-9:30 pm

Lincroft Campus

Fee and Code: \$149, XCOMO 281 CD

PROGRAMMING

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. 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

CompTIA Strata: Information Technology Fundamentals

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

PREREQUISITES: Basic experience with Window and Word.

Wed, Jan 28-Feb 25, 6-9:30 pm

Fee and Code: \$299, XCOMT 023 CD

CompTIA A+ Certification Prep

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

PREREQUISITES: CompTIA® Strata™ or equivalent experience.

Sec 1: Tue, Feb 3-Apr 28, 6:00-9:20 pm (no class Apr 7)

Brookdale at Long Branch

Sec 2: Mon & Wed, Mar 9-Apr 29, 6:30-9:30 pm (no class Apr 6 & 8)

Fee and Code: \$629, XCOMT 015

Announcing weekend Boot Camps! Get the same Training in a compact format that fits your busy schedules. Some courses can be completed in one weekend. Look for the section with the **W** next to it.



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 hands-on exercises. 40 HOURS.

PREREQUISITES: CompTIA® Strata™ or equivalent experience.

W Sec: 1 Sat, Feb 21-Apr 8, 9 am-2:30 pm (1/2 hour for lunch)

Fee and Code: \$629, XCOMT 013 CD

NEW! Certified Secure Computer User

CSCU is an IT security professional certification administered by the EC-Council. This course is specifically designed for today's computer users who need the necessary knowledge and skills to protect information assets. Students will be immersed into an interactive environment where they will acquire fundamental understanding of various computer and network security threats such as identity theft, credit card fraud, online banking phishing scams, virus and backdoors, emails hoaxes, sex offenders lurking online, loss of confidential information, hacking attacks and social engineering. More importantly, the skills learned from the class helps students take the necessary steps to mitigate their security exposure. Students will be prepared for EC-Council's CSCU exam 112-12. This certification is an excellent complement to basic work experience in security and networking. 5 SESSIONS. Workbook included.

Mon & Wed, May 11-27, 6:30-9:30 pm, (no class May 25)

Lincroft Campus

Fee and Code: \$239, XCOMT 027

■ 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. 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/

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, 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/

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

■ 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/business-services to arrange for a cost-free, no-obligation, professional consultation and review of your organization's training needs.

■ 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 28 for these self-paced, self-study courses that offer up-to-date, real world solutions for today's business challenges.

For more information, visit www.flexclassroom.com/brookdalecc

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





■ SMALL BUSINESS DEVELOPMENT CENTER

NJSBDC at Brookdale Community College

Prepare...Grow...Succeed! Are you ready to start a new business?

Do you want to expand your current business? America's Small Business Development Center at Brookdale provides small and new businesses with educational business development programs and consulting services in a variety of areas such as management, finance, and business start-up.

ENTREPRENEUR CERTIFICATE PROGRAM

The Entrepreneur Certificate Program offers training to help those looking to start or grow their own business. Topics include business planning, goal setting, financing, and marketing. The Monmouth/Ocean Small Business Development Center (MOSBDC) – located at both Brookdale Community College and Ocean County College – sponsors this 33-hour program. Take one course to improve your knowledge or take all courses and receive an Entrepreneur Certificate. To acquire a certificate, you must attend 100% of the Business Development Core Workshops and forward a certificate request to MOSBDC. The New Jersey Small Business Development Centers' 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.

MOSBDC BUSINESS DEVELOPMENT CORE WORKSHOPS SPRING SCHEDULE

Marketing Strategies for Small Businesses

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

Thurs, Mar 5-Apr 2, 6:30–9:30 pm

Fee and Code: \$269, XBUSD 044 CD

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, Jan 20 & 22, 6-9 pm

Tues & Thurs, Apr 21 & 23, 6-9 pm

Tues & Thurs, May 12 & 14, 6-9 pm

Fee and Code: \$99, XBUSD 043 CD

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, Jan 10, 9 am-3:30 pm

Sat, Mar 7, 9 am-3:30 pm

Mon & Tues, Apr 13 & 14, 6:30-9:30 pm

Sat, May 16, 9 am-3:30 pm

Fee and Code: \$97, XBUSD 001 CD

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.

Thurs, Jan 15, 6:30-10 pm

Tues, Mar 17, 6:30-10 pm

Thurs, Apr 23, 6:30-10 pm

Thurs, May 21, 6:30-10 pm

Fee and Code: \$65, XBUSD 008 CD

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.

Thurs, Jan 29, 6:30-9:30 pm

Tues, Mar 24, 6:30-9:30 pm

Tues, Apr 28, 6:30-9:30 pm

Thurs, May 28, 6:30-9:30 pm

Fee and Code: \$55, XBUSD 009 CD

Email Marketing For Small Business

You've built your website. Now it's time to develop an email marketing program. Learn how to build customer loyalty, increase website traffic, and sales. Start by selecting a vendor. Develop strategies for growing your email lists. Learn how to develop compelling content. Review how to create your emails, style guidelines, and frequency of emails. Finally, assess the results of your email marketing.

Thurs, Mar 19, 6-9 pm

Wed, May 20, 6-9 pm

Fee and Code: \$99, XBUSD 089 CD

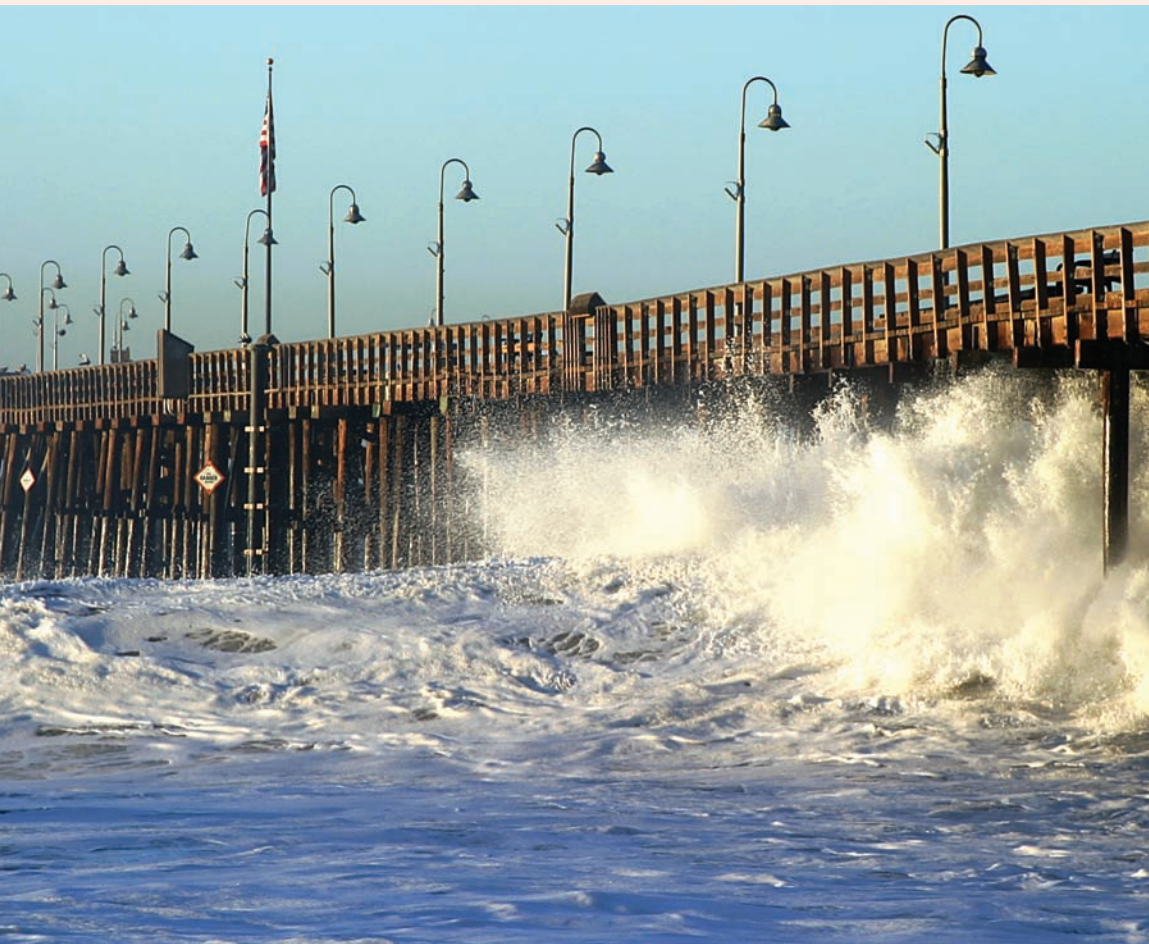
NEW! Digital Blueprint Certificate Social Media Workshops

In today's market, it is essential to approach social media with a sound strategy that's the right match for your small business. From Facebook Business Fan Pages, to Twitter, to LinkedIn and Google+, you will discover the most efficient and effective tools to help sustain business growth.

Website Management Workshops

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

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



Is Your Business Suffering From Superstorm Sandy?

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



■ 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/new-pathways-to-teaching

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/altroute for more information.

Sec 1: Sat, Jan 31-Feb 28, 9 am-2 pm (No class Feb 7th)

Sec 2: Sat, Mar 7-Mar 28, 9 am-2 pm

Sec 3: Sat, Apr 18-May 9, 9 am-2 pm

Sec 4: Sat, May 30-June 27, 9 am-2 pm (No class June 13)

Fee and Code: \$200, XNPTN 003 W CD

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.

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 & Thurs, Apr 1-10, 6-8 pm

Lincroft Campus

Sec 2: Tues, Aug 4, 9 am-5 pm

Brookdale at Long Branch

Fee and Code: \$145, XEECG 434 W

See page 44 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. To register, please contact Amy Yates at ayates@brookdalecc.edu or 732-224-2508.

To learn more about all the prerequisites of the program, visit www.brookdalecc.edu/new-pathways-to-teaching/ or contact Amy Yates.

For those students who have completed all pre-requisites, the Stage I class will be offered on Mon, Jan 26–Apr 27, 5:30-9:15 pm, (No class Apr 6)

■ VETERINARY PROGRAMS

See page 14 for Veterinary Assistant Certification Program and page 15 for Small 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
- Career development to help you choose training for an occupation
- Job search skills: learning to network, resumé 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 www.brookdalecc.edu/displaced-homemakers

■ REGISTRATION INFORMATION

CERTIFICATES

Students that meet all the requirements for course completion will receive a Brookdale Business & Community Development certificate. Attendance of 80% is required in all courses with some exceptions when 100% attendance is required to receive a certificate. Some courses qualify the student to sit for a state or national certification examination or license. Lost certificates can be replaced if successful course completion can be verified; cost is \$25.

CLASS LOCATIONS

Unless stated otherwise, classes are held at Brookdale's Lincroft Campus, 765 Newman Springs Road, Lincroft.

BROOKDALE AT NEPTUNE

60 Neptune Blvd, Neptune

BROOKDALE AT LONG BRANCH

Third and Broadway, Long Branch

BROOKDALE AT HAZLET

1 Crown Plaza, Union Avenue, Hazlet

BROOKDALE AT WALL

800 Monmouth Boulevard, Wall

FREEHOLD CAMPUS

3680 Route 9 South, Freehold

DISABILITY SERVICES

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

FERPA – THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (BUCKLEY AMENDMENT)

The Act provides for the confidentiality of student records. The College reserves the right to release, or not release, directory information at the discretion of appropriate officials. Directory information may include a student's name, address, telephone number, field of study, dates of attendance, certifica-

tions, 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/policies-procedures

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. Visit www.brookdalecc.edu/financial-aid-career-training/ for more details. A limited number of scholarships are available. Call 732-224-2954 for an application.

529 COLLEGE SAVINGS PLAN

You may pay for courses with a 529 College Savings Plan. For more information, visit www.brookdalecc.edu/policies-procedures

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 and spring semesters. Food service is not available on all other campus locations.

FOREIGN HS DIPLOMA

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

HEALTH INSURANCE

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

REFUND POLICY

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

- 14 or more days (2 weeks) before the beginning of a class: 100% refund of full course fee
- 7 to 13 days before the start of class: 50% refund of full course fee
- Less than 7 days (1 week) before class start date: no refund
- See page 43 for refund policy regarding online programs.

APPEAL PROCESS: Only under extreme, extenuating circumstances would an appeal

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

Director of Career Training
Business & Community Development
Brookdale Community College
765 Newman Springs Road
Lincroft, NJ 07738

TEXTBOOKS

All textbooks are available at the College Bookstore, Lincroft campus, unless otherwise noted, two weeks before the start of class. Used textbooks may be available for some courses. The College Bookstore will buy back textbooks at their discretion. Call 732-224-2382 to check on current price, textbook availability and buy back dates.

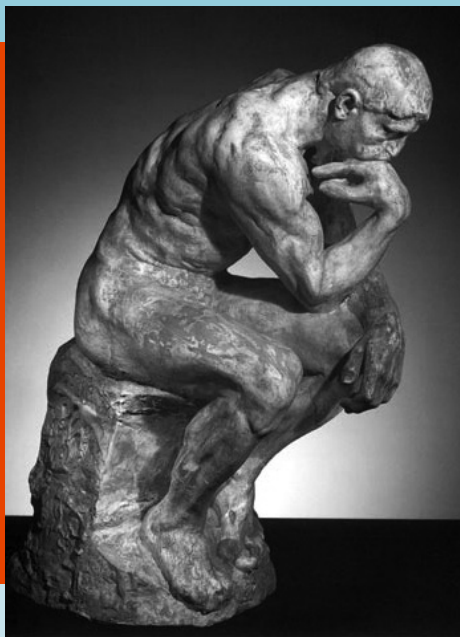
VETERANS BENEFITS

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

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.



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continuinged.brookdalecc.edu/lifelonglearning

REGISTRATION FORM

To Register

Date: _____

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

FAX: 732-224-2664

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

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

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

GENDER: Male Female

NAME (FIRST) (MIDDLE INITIAL) (LAST)

E-MAIL ADDRESS DATE OF BIRTH SOCIAL SECURITY NUMBER

ADDRESS

CITY STATE ZIP

HOME PHONE CELLPHONE BUSINESS PHONE

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 Business & Community Development-BCC
Charge my: VISA MasterCard Discover American Express
with \$ _____

Card # _____

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

Signature: _____

Ethnicity: Hispanic/Latino Non-Hispanic/Latino

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



BROOKDALE

CENTER FOR CAREER DEVELOPMENT

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www.brookdalecc.edu/careerdevelopment 732-224-2315