NON-CREDIT Course Descriptions and Summer 2015 Schedule

Summer 2015
Professional and Lifelong Learning
Office of Continuing Education

Contact us!
Email: conted@njcu.edu
Tel: +1.201.200.3089
Fax: +1.201.200.3252

http://www.njcu.edu/ContinuingEd

Register online at
http://www.njcu.edu/Register_Now.aspx

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NJCU Continuing Education

NJCU Continuing Education List of Courses & Programs

**ADULT SKILLS COURSES**
- Microsoft Suites
- Introduction to Photoshop
- Avid ProTools 101
- Avid ProTools 110
- Basic Sewing/Pattern Making & Jewelry
- Applied Music I
- Applied Music II
- Tai Chi I
- American Sign Language
- Cardiopulmonary Resuscitation (CPR)

**AMERICAN ENGLISH PROGRAM/GLOBAL LANG. INST.**
- Conversational English
- Core English Skills/Business English
- Beginner English
- Intermediate English
- Advanced English
- TOEFL Preparation
- Semi-Intensive English Program
- Travelers’ Survival Chinese
- Spanish
- Portuguese
- Other foreign languages (contact us)

**KIDS ON CAMPUS**
- Learning through Literature Gr. 1&2
- Improving Mathematics Skills Gr. 1&2
- Writing Success for NJ ASK Grades 3 & 4 (NJ Assessment of Skills and Knowledge)
- Problem Solving Made Fun Gr. 3&4
- Comp Writing in the Digital Age Gr. 5-8
- Improving Reading Skills Gr. 5-8
- Improving Mathematics Skills Gr. 5-8
- Kids Dance (Ages: 6-10)
- Kids Dance (Ages: 11-14)
- Fund of Music Theory (Ages 8-13)
- Voice (Ages 8-13)
- Guitar (Ages 8-13)
- Piano (Ages 8-13)

**COURSE AUDITING PROGRAM**
- Music (Music Theory, Voice, and Instruments); Spanish, Chinese, Portuguese, other languages, and more; most NJCU undergraduate and graduate courses may be audited with permission of the Department Chair

**TEACHING K-12**
- New Pathways to Teaching in New Jersey K-12 (NPTNJ)
- Introduction to Teaching K-12
- Introduction to Teaching PreK-3

**CAREER DEVELOPMENT-HEALTH**
- Certified Pharmacy Technician I
- Certified Electronic Health Rec Tech (CEHRS)
- CADC – Community Involvement
- CADC – Legal Standards
- CADC – Personal Growth
- CADC – Biochemical/Medical Client Ed.
- CADC – Community and Professional Ed.
- CADC – Supervision
- CADC – Ethical Standards
- CADC – Family Counseling
- CADC – Consultation (Professional Standards)
- CADC – Professional Growth

**CAREER DEVELOPMENT-NON-HEALTH**
- Security Officer Registration Act (SORA)
- Real Estate Salesperson’s Licensing and Broker Courses
- Introduction to Teaching Pre-K-3
- Introduction to Teaching K-12
- Improving Your Communication in Today’s Workplace

**TEST PREPARATION**
- Writing Success for NJ ASK Grades 3 & 4
- PRAXIS II Elementary (in English or Spanish)
- TOEFL Preparation
- SAT/ACT Test Preparation (online)
- GRE Test Preparation (online)
- LSAT Test Preparation (online)
- GMAT Test Preparation (online)

**ONLINE COURSES (with NJCU Partners)**
- SAT/ACT Test Preparation
- GRE Test Preparation
- GMAT Test Preparation
- LSAT Test Preparation
- Intellectual Property Law for Engineers
- Law School Preparation
- Legal/Paralegal Training
- Paralegal Certificate Course
- Advanced Paralegal Certificate Course
- Legal Secretary Certificate Course
- Legal Investigation Certificate Course
- Alternative Dispute Resolution Certificate Course
- Victim Advocacy Certificate Course
- Advanced Legal Research & Writing Certificate Course
- Software Essentials for the Law Office Certificate Course
- Personal Injury Law for Paralegals Certificate Course

See page 3 or visit [www.njcu.edu/ContinuingEd](http://www.njcu.edu/ContinuingEd) for information about our online partnerships with Ed2Go, CareerStep, JERonline, and the Center for Legal Studies.

* Some programs may not be available in a given semester or may be cancelled. Some programs are offered jointly with a partner or with the State of New Jersey. Full course descriptions are on the next pages. Call 201-200-3089 for information.
# NJCU Summer 2015 Continuing Education Course Schedule

<table>
<thead>
<tr>
<th>Course #</th>
<th>Ref. #</th>
<th>Course</th>
<th>Date</th>
<th>Time</th>
<th>Cost</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>NCD 213</td>
<td>9288</td>
<td>Security Officer Registration Act (SORA)</td>
<td>7/21-7/23 (Tue - Thur)</td>
<td>8:30 – 4:30 pm</td>
<td>$95.00</td>
<td>Allen R. Sondej</td>
</tr>
<tr>
<td>NCD 219</td>
<td>9281</td>
<td>PRAXIS II Elementary</td>
<td>7/7-8/4 (Tue)</td>
<td>2:15 – 4:15 pm</td>
<td>$400.00</td>
<td>Debbie Ganesh</td>
</tr>
<tr>
<td>NCD 291</td>
<td>8360</td>
<td>Intro to Teach K-12</td>
<td>5/27-6/24 (Weds)</td>
<td>4:00 – 7:00 pm</td>
<td>$240.00</td>
<td>Erik Morales</td>
</tr>
<tr>
<td>NCD 292</td>
<td>8361</td>
<td>Intro to Teach P3</td>
<td>5/27-6/24 (Weds)</td>
<td>4:30 – 6:30 pm</td>
<td>$240.00</td>
<td>Julie Berg</td>
</tr>
<tr>
<td>NCD 292</td>
<td>9254</td>
<td>Intro to Teach P3</td>
<td>7/6-7/27 (Mon)</td>
<td>4:30 – 6:30 pm</td>
<td>$240.00</td>
<td>Julie Berg</td>
</tr>
<tr>
<td>NCD 214</td>
<td>8362</td>
<td>RE Salesperson's (75hr)</td>
<td>6/1-8/3 (Mon &amp; Wed)</td>
<td>6:00 – 10:00 pm</td>
<td>$375.00</td>
<td>Rasila Thakkar-Podolak</td>
</tr>
<tr>
<td>NCD 912</td>
<td>8363</td>
<td>RE Broker's Core (90hr)</td>
<td>6/2-8/18 (Tue &amp; Thurs)</td>
<td>6:00 – 10:00 pm</td>
<td>$495.00</td>
<td>Rasila Thakkar-Podolak</td>
</tr>
<tr>
<td>CADC 502</td>
<td>9282</td>
<td>Legal Standards</td>
<td>7/16 (Thurs)</td>
<td>9:00 – 4:00 pm</td>
<td>$80.00</td>
<td>Derrick Watkins</td>
</tr>
<tr>
<td>CADC 505</td>
<td>9283</td>
<td>Personal Growth</td>
<td>7/23 (Thurs)</td>
<td>9:00 – 4:00 pm</td>
<td>$80.00</td>
<td>Susheel Godara</td>
</tr>
<tr>
<td>CADC 508</td>
<td>9284</td>
<td>Community Involvement</td>
<td>7/30 (Thurs)</td>
<td>9:00 – 4:00 pm</td>
<td>$80.00</td>
<td>Derrick Watkins</td>
</tr>
<tr>
<td>NCD 500</td>
<td>9292</td>
<td>How to Become a Substance Abuse Counselor in NJ</td>
<td>7/9 (Thurs)</td>
<td>9:00 – 4:00 pm</td>
<td>$100.00</td>
<td>Suzanne Conte</td>
</tr>
<tr>
<td>NCD 783</td>
<td>9285</td>
<td>Microsoft Suites</td>
<td>7/6-7/27 (Mon)</td>
<td>5:00 – 7:00 pm</td>
<td>$150.00</td>
<td>Novofex</td>
</tr>
<tr>
<td>NCD 338</td>
<td>8421</td>
<td>Certified Electronic Health Records Specialist (CEHRS)</td>
<td>6/1-7/8 (Mon &amp; Wed)</td>
<td>6:00 – 9:00 pm</td>
<td>$795.00</td>
<td>Steps</td>
</tr>
<tr>
<td>NCD 194</td>
<td>8422</td>
<td>Certified Pharmacy Technician I</td>
<td>6/2-7/9 (Tue &amp; Thurs)</td>
<td>6:00 – 9:00 pm</td>
<td>$795.00</td>
<td>Steps</td>
</tr>
</tbody>
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**NJCU Online Learning**

- CareerStep (contact us) [http://www.legalstudies.com/schools/NJCU.html](http://www.legalstudies.com/schools/NJCU.html)
- JERonline [http://coursecatalog.com/njcu](http://coursecatalog.com/njcu)

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<table>
<thead>
<tr>
<th>Course #</th>
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<th>Course</th>
<th>Date</th>
<th>Time</th>
<th>Cost</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>NCD TBA</td>
<td>TBA</td>
<td>Beginner Chinese</td>
<td>Fall 2015</td>
<td>TBA</td>
<td>TBA</td>
<td>TBA</td>
</tr>
<tr>
<td>NCD 95</td>
<td>8348</td>
<td>Conversational English Day Part I</td>
<td>5/26-7/2 (Mon-Thurs)</td>
<td>9:30 – 11:30 am</td>
<td>$425.00</td>
<td>TBA</td>
</tr>
<tr>
<td>NCD 95</td>
<td>8353</td>
<td>Conversational English Day Combo</td>
<td>5/26-8/13 (Mon-Thurs)</td>
<td>9:30 – 11:30 am</td>
<td>$825.00</td>
<td>TBA</td>
</tr>
<tr>
<td>NCD 95</td>
<td>8349</td>
<td>Conversational English Evening Part I</td>
<td>5/26-7/2 (Tues/Thurs)</td>
<td>6:00 – 8:00 pm</td>
<td>$225.00</td>
<td>TBA</td>
</tr>
<tr>
<td>NCD 95</td>
<td>8354</td>
<td>Conversational English Evening Combo</td>
<td>5/26-8/13 (Tues/Thurs)</td>
<td>6:00 – 8:00 pm</td>
<td>$425.00</td>
<td>TBA</td>
</tr>
<tr>
<td>NCD 96</td>
<td>8350</td>
<td>Semi-Intensive English Program, Part I</td>
<td>5/26-7/2 (Mon-Thurs)</td>
<td>9:30 am – 2:00 pm</td>
<td>$900.00</td>
<td>TBA</td>
</tr>
<tr>
<td>NCD 96</td>
<td>8355</td>
<td>Semi-Intensive English Program, Combo</td>
<td>5/26-8/13 (Mon-Thurs)</td>
<td>9:30 am – 2:00 pm</td>
<td>$1,775.00</td>
<td>TBA</td>
</tr>
<tr>
<td>NCD 406</td>
<td>8352</td>
<td>Core English Skills Part I</td>
<td>5/26-7/2 (Mon-Thurs)</td>
<td>12:00 – 2:00 pm</td>
<td>$475.00</td>
<td>TBA</td>
</tr>
<tr>
<td>NCD 406</td>
<td>8357</td>
<td>Core English Skills Combo</td>
<td>5/26-8/13 (Mon-Thurs)</td>
<td>12:00 – 2:00 pm</td>
<td>$925.00</td>
<td>TBA</td>
</tr>
<tr>
<td>NCD 95</td>
<td>9249</td>
<td>Conversational English (Day) Part II</td>
<td>7/6-8/13 (Mon-Thurs)</td>
<td>9:30 – 11:30 am</td>
<td>$425.00</td>
<td>TBA</td>
</tr>
<tr>
<td>NCD 95</td>
<td>9250</td>
<td>Conversational English (Evening) Part II</td>
<td>7/6-8/13 (Tues/Thurs)</td>
<td>6:00 – 8:00 pm</td>
<td>$225.00</td>
<td>TBA</td>
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<tr>
<td>NCD 96</td>
<td>9251</td>
<td>Semi-Intensive English Program, Part II</td>
<td>7/6-8/13 (Mon-Thurs)</td>
<td>9:30 am – 2:00 pm</td>
<td>$900.00</td>
<td>TBA</td>
</tr>
<tr>
<td>NCD 406</td>
<td>9253</td>
<td>Core English Skills Part II</td>
<td>7/6-8/13 (Mon-Thurs)</td>
<td>12:30 – 2:00 pm</td>
<td>$475.00</td>
<td>TBA</td>
</tr>
<tr>
<td>NCD 405</td>
<td>TBA</td>
<td>TOEFL Preparation</td>
<td>Fall 2015 or Spring 2016</td>
<td>TBA</td>
<td>TBA</td>
<td>TBA</td>
</tr>
</tbody>
</table>

Click [HERE](#) to register online for a course. Schedule and costs subject to change.
Coming soon: Intensive English for overseas students!
### NJCU Continuing Education Course Descriptions

**American English Program, NJCU at Harborside, Exchange Place**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>NCD95–Conversational English, Part I (weekday mornings)</td>
<td>American English Program of the Global Language Institute. This non-credit program provides English instruction for non-native speakers. Part I: This is a 6- to 8-week, part-time, conversational English course, where students learn spoken English skills for everyday life, school, and work situations.</td>
<td>Click <a href="#">HERE</a> to register online</td>
</tr>
<tr>
<td>NCD95–Conversational English, Part II (weekday mornings)</td>
<td>American English Program of the Global Language Institute. This non-credit program provides English instruction for non-native speakers. Part II: This is a 6- to 8-week, part-time, conversational English course, where students learn spoken English skills for everyday life, school, and work situations.</td>
<td>Click <a href="#">HERE</a> to register online</td>
</tr>
<tr>
<td>NCD95–Conversational English, Combo (weekday mornings)</td>
<td>American English Program of the Global Language Institute. This non-credit program provides English instruction for non-native speakers. This is a combination of the part-time, conversational English courses meeting for 12-16 weeks, where students learn spoken English skills for everyday life, school, and work situations. This is a combination of Part I and Part II.</td>
<td>Click <a href="#">HERE</a> to register online</td>
</tr>
<tr>
<td>NCD 406–Core English Skills, Part I (weekday afternoons)</td>
<td>American English Program of the Global Language Institute. This non-credit program provides English instruction for non-native speakers. Part I: This is a 6- to 8-week course, where students will focus appropriate to their English level on the standard English language skills of listening comprehension, reading, speaking and communication, writing, grammar, and pronunciation. Students will be assessed based on class participation, oral reports, homework &amp; writing assignments, quizzes, and a final exam. High intermediate and advanced students may join the Business English level of Core English Skills, if available.</td>
<td>Click <a href="#">HERE</a> to register online</td>
</tr>
<tr>
<td>NCD 406–Core English Skills, Part II (weekday afternoons)</td>
<td>American English Program of the Global Language Institute. This non-credit program provides English instruction for non-native speakers. Part I: This is a 6- to 8-week course, where students will focus appropriate to their English level on the standard English language skills of listening comprehension, reading, speaking and communication, writing, grammar, and pronunciation. Students will be assessed based on class participation, oral reports, homework &amp; writing assignments, quizzes, and a final exam. High intermediate and advanced students may join the Business English level of Core English Skills, if available.</td>
<td>Click <a href="#">HERE</a> to register online</td>
</tr>
<tr>
<td>NCD 406–Core English Skills, Combo of Parts I &amp; II (weekday afternoons)</td>
<td>American English Program of the Global Language Institute. This non-credit program provides English instruction for non-native speakers. Part I: This is a 6- to 8-week course, where students will focus appropriate to their English level on the standard English language skills of listening comprehension, reading, speaking and communication, writing, grammar, and pronunciation. Students will be assessed based on class participation, oral reports, homework &amp; writing assignments, quizzes, and a final exam. High intermediate and advanced students may join the Business English level of Core English Skills, if available. This is a combination of Part I and Part II.</td>
<td>Click <a href="#">HERE</a> to register online</td>
</tr>
<tr>
<td>NCD 405–Test of English as a Foreign Language (TOEFL) Preparation, Part I</td>
<td>This is a half-semester course, where students will receive instruction in skills that will allow them to improve their oral and written English language skills to prepare for a university classroom setting or for any of the major tests of English as a Foreign Language such as the TOEFL test or the TOEIC test. Students will practice the specific English skills needed for the Test of English as a Foreign Language (TOEFL) and will review strategies for succeeding on the internet-based TOEFL (iBT). The skills in this course are designed to improve students’ language proficiency in listening, reading, writing, and speaking.</td>
<td></td>
</tr>
</tbody>
</table>
NJCU Continuing Education

Course will also help advanced students who want to improve their oral and written English skills for a professional setting. Click HERE to register online

**NCD 405—Test of English as a Foreign Language (TOEFL) Preparation, Part II**
Part II: This is a half semester course, where students will receive instruction in skills that will allow them to improve their oral and written English language skills to prepare for a university classroom setting or for any of the major tests of English as a Foreign Language such as the TOEFL test or the TOEIC test. Students will practice the specific English skills needed for the Test of English as a Foreign Language (TOEFL) and will review strategies for succeeding on the internet-based TOEFL (iBT). The skills in this course will also help advanced students who want to improve their oral and written English skills for a professional setting. Click HERE to register online

**NCD 405—Test of English as a Foreign Language (TOEFL) Preparation, Combo**
This is a combination of the two 6- to 8-week TOEFL preparation courses, where students will receive instruction in skills that will allow them to improve their oral and written English language skills to prepare for a university classroom setting or for any of the major tests of English as a Foreign Language such as the TOEFL test or the TOEIC test. Students will practice the specific English skills needed for the TOEFL and will review strategies for succeeding on the internet-based TOEFL (iBT). The skills in this course will also help advanced students who want to improve their oral and written English skills for a professional setting. This is a combination of NCD 405/3285 & NCD 405/3286. Click HERE to register online

**NCD96—Semi-Intensive English Program, Part I (weekdays)**
Part I: this meets for 6 weeks and is a combination of morning Conversational English and either Core English Skills or TOEFL preparation, equaling 16 hours per week. Click HERE to register online

**NCD96—Semi-Intensive English Program, Part II (weekdays)**
Part II: this meets for 6 weeks and is a combination of morning Conversational English and either Core English Skills or TOEFL preparation, equaling 16 hours per week. Click HERE to register online

**NCD96—Semi-Intensive English Program, Combo (weekdays)**
Combo: this combines the two 6- to 8-week Semi-Intensive classes, 3193 and 3194, equaling 16 hours per week for all 12-16 weeks. The Semi-Intensive is for those wanting to devote more time to their English studies and meets 4 hours a day, Mon to Thurs. Click HERE to register online

**NCD95—Conversational English, Part I** (evenings)
American English Program of the Global Language Institute. Part I: this is an 8-week, part-time, conversational English course where students learn spoken English skills for everyday life, school, and work situations. Click HERE to register online

**NCD95—Conversational English, Part II** (evenings)
American English Program of the Global Language Institute. Part II: this is an 8-week, part-time, conversational English course where students learn spoken English skills for everyday life, school, and work situations. Click HERE to register online

**NCD95—Conversational English Combo** (evenings)
American English Program of the Global Language Institute. Combo: part-time, conversational English course where students learn spoken English skills for everyday life, school, and work situations. This is a 16-week course of NCD 95/3190 and NCD 95/3191. Click HERE to register online

*Cost of books additional for American English courses. Schedules subject to change. This list of course descriptions is for guidance only and is subject to change. Morning and afternoon American English classes are offered at NJCU at Harborside near Exchange Place. **Evening class may be offered on main campus at 2039 Kennedy Boulevard.*

**Contact:** Email: learnenglish@njcu.edu  Tel: +1.201.200.3423  Jim Shafer, Hepburn Hall 201
Website: http://njcu.edu/LearnEnglish
Like us on facebook! www.facebook.com/NJCUInternationalStudents

Click HERE to register online for a course. Contact us to register in person or by mail.
## Adult Skills

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Description</th>
<th>Registration Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>NCD322</td>
<td>AVID/Introduction to Pro Tools 101</td>
<td>This course focuses on Pro Tools software, and covers the basic skills to complete a Pro Tools project from initial set up to final mixdown, for instance recording live instruments, MIDI sequencing of software synthesizers, audio editing or region looping. Required for Avid Pro Tools User Certification. Click HERE to register online</td>
<td></td>
</tr>
<tr>
<td>NCD323</td>
<td>AVID/Pro Tools 110: Pro Tools Production</td>
<td>This course focuses on Pro Tools production concepts and techniques with Avid Certification training material. Some of the topics covered are: recording, editing, managing Pro Tools sessions, using virtual instruments, plug-ins, loop recording, Elastic Audio, Beat Detective, automation modes and signal path workflows. Required for Avid Pro Tools User Certification. Click HERE to register online</td>
<td></td>
</tr>
<tr>
<td>NCD322</td>
<td>Avid Pro Tools Combo</td>
<td>This is a combination of Pro Tools 101 &amp; Pro Tools 110. Click HERE to register online</td>
<td></td>
</tr>
<tr>
<td>NCD783</td>
<td>Microsoft Suites</td>
<td>This course covers the basic features of 2007 and 2010 Microsoft Office Suite programs, including Word, Excel, PowerPoint, and Outlook. Students learn the basics as well as the workplace terminologies of each program. Functions covered include document setup and formatting in Word; creating formulas in Excel; producing simple PowerPoint presentations; and managing e-mail in Outlook. Prerequisite: Working knowledge of Windows. Click HERE to register online</td>
<td></td>
</tr>
<tr>
<td>NCD321</td>
<td>Introduction to Photoshop</td>
<td>This 4-hour course is for absolute beginners or for those who want to refine Photoshop skills. In this course you will manipulate images, design an attractive flyer and a professional website template. The course will cover the following topics by working on various hands-on projects: Interface; Workspaces; Layers; Marquee Tool; Lasso Tool; Quick Selection Tool; Paint Brush; Clone Stamping; Gradient Tool; Dodge, Burn, Sponge Tools; Type Tool; Shape Tools; Hand Tool and Zoom Tool. Click HERE to register online</td>
<td></td>
</tr>
<tr>
<td>NCD147</td>
<td>Basic Sewing/Pattern Making with Sneak Peek in Jewelry Making</td>
<td>Students will master their machines and be comfortable with following through with basic sewing machine functions. Using the skills they learned from the first week, students will be taught how to construct a pillowcase. Students will be taught how to sew a wrap-around skirt on fabric (The teacher will supply the skirt pattern). Students will learn how to sew waist elastic, fold hem, basting, and hand-sewing; place and sew a zipper using the muslin fabric, the process of how to sew an A-line basic skirt; learn how to take proper measurements (hip measurement, waist measurement, and length measurement) then use those measurements to develop an A-line skirt on muslin and then they will transfer it onto fabric; learn how to sew the skirt together; sew side seams, a zipper, a waist band, and hem. Students can bring a simple top of their choice and we will learn how to copy the top pattern. Students can then transfer the pattern onto fabric of their choice that will be sewn all together. *NOTE: Students will have homework assignments to complete each week in order to assess their knowledge of the skills they are learning. Click HERE to register online</td>
<td></td>
</tr>
</tbody>
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Click HERE to register online for a Continuing Education course at NJCU. Contact us to register in person or by mail.
# Kids on Campus (KOC)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Grades</th>
<th>Description</th>
<th>Register Link</th>
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</thead>
<tbody>
<tr>
<td>KOC109</td>
<td>Learning through Literature</td>
<td>1&amp;2</td>
<td>In this course, students will learn how to develop listening skills to increase comprehension and writing skills and will use descriptive words and phrases to increase vocabulary. Students with limited language skills benefit from sharing ideas through brainstorming.</td>
<td>Click <a href="#">HERE</a></td>
</tr>
<tr>
<td>KOC943</td>
<td>Improving Mathematics Skills</td>
<td>1&amp;2</td>
<td>This course, which utilizes games and other tools to help children develop a positive attitude towards mathematics, improves math skills through practice and hands-on activities.</td>
<td>Click <a href="#">HERE</a></td>
</tr>
<tr>
<td>KOC924</td>
<td>Writing Success for NJ-ASK</td>
<td>3&amp;4</td>
<td>This course helps students to improve writing skills and practical knowledge of the writing process through picture prompts, comprehension exercises, and creative writing. The students will participate in a differentiated classroom environment focused on building independent writers and confident test takers.</td>
<td>Click <a href="#">HERE</a></td>
</tr>
<tr>
<td>KOC105</td>
<td>Problem-Solving Made Fun</td>
<td>3&amp;4</td>
<td>This course uses manipulatives, games, hands-on activities, and literature to enable children to explore the problem-solving strategies and techniques necessary to solve mathematical word problems relevant to real life experiences. The class is designed to help students sharpen their skills and focuses on conceptualizing and creating meaning in mathematics problem-solving.</td>
<td>Click <a href="#">HERE</a></td>
</tr>
<tr>
<td>KOC859</td>
<td>Computer Writing (Word/PowerPoint/Email) in the Digital Age</td>
<td>5-8</td>
<td>This course enables students to bridge the gap between academics and technology and to build writing stamina in a variety of genres, including test-taking formats. Children maintain electronic journals, work within the facets of Microsoft Word, and develop Power Point presentations.</td>
<td>Click <a href="#">HERE</a></td>
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<tr>
<td>KOC732</td>
<td>Improving Mathematics Skills</td>
<td>5-8</td>
<td>This course helps students to develop better math strategies to help them perform better on standardized tests and to improve their grades in school. Students further their skills with fractions, decimals, and percents and explore techniques for improving their problem-solving skills.</td>
<td>Click <a href="#">HERE</a></td>
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<tr>
<td>KOC746</td>
<td>Improving Reading Skills</td>
<td>5-8</td>
<td>This course uses a hands-on approach, manipulatives, and team-taught methods to enable students to expand their vocabulary and increase their reading comprehension, thereby helping them to improve their performance in subjects in which excellent reading skills are essential.</td>
<td>Click <a href="#">HERE</a></td>
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<tr>
<td>KOC150</td>
<td>Kids Dance (Ages 6-14)</td>
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<td>This course will focus on introducing and developing an appreciation for the arts through dance. Each week we will cover a different genre of dance including ballet, jazz, theater, hip-hop and Afro-Caribbean. Each class will comprise of a warm up exercise followed by a short learned dance routine. This class is designed to be a comforting environment where students can feel confident to express themselves artistically to the best of their abilities.</td>
<td>Click <a href="#">HERE</a></td>
</tr>
<tr>
<td>KOC130</td>
<td>Fundamentals of Music Theory</td>
<td>8-13</td>
<td>This is an introductory course for students to develop the understanding of basic elements of music such as note reading, rhythm, and basic ear training.</td>
<td>Click <a href="#">HERE</a></td>
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<tr>
<td>KOC133</td>
<td>Piano (Ages 8-13)</td>
<td></td>
<td>This is an introductory course for beginners who are interested in learning the basics of piano playing. This class will focus on reading music and playing simple melodies.</td>
<td>Click <a href="#">HERE</a></td>
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</table>
Click **HERE** to register online for a Continuing Education course at NJCU. Contact us to register in person or by mail.

### Contact us!

Email: [conted@njcu.edu](mailto:conted@njcu.edu)
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Fax: +1.201.200.3252

[http://www.njcu.edu/ContinuingEd](http://www.njcu.edu/ContinuingEd)

Register online at
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**Like us on Facebook!** [www.facebook.com/NJCUce](http://www.facebook.com/NJCUce)
### C502—Certified Alcohol & Drug Counseling/Legal Standards-Approval # Pending
The course is designed to give students an overview of the legal regulations impacting the profession. Students learn about federal, state and agency regulations regarding alcohol and other drug abuse treatment and the procedures which protect the clients’ rights. Click [HERE](#) to register online.

### C505—Certified Alcohol & Drug Counseling/Personal Growth-Approval # Pending
This course is designed to assist students in conducting self-evaluations in order to improve the self-esteem and care of clients. Students develop and utilize a range of options when personal feelings and concerns about clients may interfere with the counseling relationship. Students develop and utilize strategies to maintain their own personal, physical and mental health in order to ensure professional effectiveness. Click [HERE](#) to register online.

### C508—Certified Alcohol & Drug Counseling/Community Involvement-Appr. # Pend
This course is designed to give an overview of how a counselor interacts with the community. Students learn to establish good relations with civic groups, other professionals, government entities, and the community in general through open communication and supportive involvement to expand community resources. Click [HERE](#) to register online.

### C507—Certified Alcohol & Drug Counseling/Supervision-Approval # Pending
This course is designed to teach students how to establish outreach efforts and good community relations. Students learn to establish good relations with civic groups, professional organizations, government entities and the community in general, through open communication and supportive involvement in community agencies. Click [HERE](#) to register online.

### C407—Certified Alcohol & Drug Counseling/Community and Professional Education
This course for health professionals provides an overview of how to conduct seminars for groups including alcohol and drug education classes for schools, service clubs, business, industry and labor, media representatives, political and community leaders and others to raise awareness and enhance community support. Students will be expected to provide drug and alcohol information to colleagues via lectures, discussions and meetings. Click [HERE](#) to register online.

### C501—Certified Alcohol & Drug Counseling/Ethical Standards-Approval # Pending
This course on ethical behavior guides student in their application of ethical standards through the use of established professional codes of ethics, which safeguard the best interests of clients. Click [HERE](#) to register online.

### C206—Certified Alcohol & Drug Counseling/Family Counseling-Approval # Pending
The course provides students with an introduction to conducting family counseling sessions. Students provide family therapy with client and/or significant others within a setting conducive to individual and family growth. Students assist clients, family members and significant others in recognizing the role of defense mechanisms (especially denial and minimization). Click [HERE](#) to register online.

### C509—Certified Alcohol & Drug Counseling/Consultation (Professional Standard)-Appr. # Pend
This course will define Consultation as per the IC & RC Core Function. In this course students will also learn the benefits of consultation and identify the tasks involved when seeking consultation. This course will utilize peers, clinical supervisions, and a multi-disciplinary team to enhance the quality of care. Click [HERE](#) to register online.

### C403—Certified Alcohol & Drug Counseling/Biochemical-Medical Client Education-Appr. # Pend
This course is designed to give student an overview of how to educate the “biochemical/medical” client. Students learn to provide relevant education to the client, through formal and informal processes, to introduce information which supports the recovery process. Students gather and maintain all data relevant to the biochemical needs of the client. Click [HERE](#) to register online.

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For CADC information, visit the State of New Jersey Certification Board website at [www.certbd.org](http://www.certbd.org)
### NCD213–Security Officer Registration Act (SORA)
This course enables students to participate in a two-day course configured as a weekend schedule that includes 12 hours on Saturday and 12 hours on Sunday. This course will provide only the mandated training and a SORA card. In order to become licensed under the NJ Security Officer Registration Act students must follow the following requirements BEFORE the first class meeting: You need two forms of government issued ID (one with photo). For example: Passports, Current NJ driver’s license, Social Security card, Birth certificate, Student ID, State professional license, NJ firearm purchaser ID card, Valid government employee photo ID card. You will need a copy of your 30 Day Temporary Certificate. In order to get the certificate YOU must register with the State Police. You must go to the website at https://eapps.njsp.org/applicant/ Follow the instructions to register. You cannot attend class if you do not register with the State Police. Once registered with the State Police you must print out the MorphoTrak Fingerprint Form and the 30 Day Temporary Certificate. The first day of class YOU must bring two copies of the 30 Day Temporary Certificate you will be instructed on what to do with these forms during the first class. Finally you must complete a fingerprint scan at a MorphoTrak. The process can be started by visiting their website at https://www.bioapplicant.com/nj/Default.aspx Even though YOU DO NOT NEED TO HAVE YOUR FINGERPRINTS DONE TO ATTEND THE CLASS, but we highly recommended that you make an appointment as soon as possible. Please follow their instructions to the letter. Fingerprinting is required within 30 days of registering with the NJ State Police. FAILURE TO PROVIDE A COPY OF THE 30 DAY TEMPORARY CERTIFICATE OR PROPER PHOTO IDENTIFICATION WILL RESULT IN DISMISSAL FROM THE COURSE. FULL ATTENDANCE IN THE 24 COURSE HOURS IS REQUIRED TO BE LICENSED. For SORA FAQ’s See: [http://www.njsp.org/info/pdf/pdet/013009_sorafaqs.pdf](http://www.njsp.org/info/pdf/pdet/013009_sorafaqs.pdf). Click [HERE](http://www.njsp.org/info/pdf/pdet/013009_sorafaqs.pdf) to register online.

### NCD407–Improving Your Communications in Today’s Workplace
Whether you work with a business, non-profit, government agency or academia, you are expected to relate smoothly with a wide range of people. In this course, we will study and practice select communication styles to foster smoother interactions with your inter- and intra-office contacts -- managers, peers, personnel you supervise and customers. Click [HERE](http://www.njsp.org/info/pdf/pdet/013009_sorafaqs.pdf) to register online.

### NCD194–Certified Pharmacy Technician I (CPHT)
This 36-hour course prepares students to work under the supervision of a licensed pharmacist in either a hospital or retail setting and for the national Pharmacy Technician Certification Examination. Certified pharmacy technicians are responsible for many technical and administrative duties in drug dispensing that were previously performed only by licensed pharmacists. Topics will include medical terminology, prescription interpretation, basic calculations, and dosage forms. Click [HERE](http://www.njsp.org/info/pdf/pdet/013009_sorafaqs.pdf) to register online.

### NCD338–Certified Electronic Health Records Specialist (CEHRS)
Upon completion, students will demonstrate understanding of the reasons for which the integration of technology into healthcare is necessary; demonstrate skill and competence in the operation of the EHR, as well as compliance with clinical standards; demonstrate knowledge of the basic concepts in health data management along with an understanding of the importance of proper database management in a healthcare setting; define and understand privacy, confidentiality, and security in healthcare and the relationship to the electronic health record and health information management; understand appropriate electronic means of communications with patients, particularly the use of mobile and wireless communication in healthcare; demonstrate knowledge of basic medical terminology as it applies in the health care setting. Click [HERE](http://www.njsp.org/info/pdf/pdet/013009_sorafaqs.pdf) to register online.

### NCD291–Introduction to Teaching K-12, Blended
The New Jersey Department of Education requires teaching candidates to complete this 24-hour course before earning a certificate of eligibility (CE). Students receive 20 hours of instruction and independently complete 4 hours of classroom observation. Upon successful completion of the course, students are
### NJCU Continuing Education

eligible to earn a CE, secure a teaching position, and begin an alternate route program to earn standard teaching certification. This is a blended course, involving at least two in-person meetings and online instruction using Blackboard. This course is part of New Pathways to Teaching in New Jersey. Required textbook: Kronowitz, Ellen. (2012). The Teacher’s Guide to Success (2nd Ed). Click [HERE](#) to register online

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<tr>
<th>Course Code</th>
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<tr>
<td>NCD292</td>
<td>Introduction to Teaching PreK-3, Blended</td>
<td>The New Jersey Department of Education requires teaching candidates to complete this 24-hour course before earning a certificate of eligibility (CE) to teach pre-kindergarten through grade three. Students receive 18 hours of instruction and independently complete six hours of classroom observation. This is a blended course, involving at least two in-person meetings and online instruction using Blackboard. Upon successful completion of the course, students are eligible to receive a CE, which will allow them to apply for a teaching position and begin an alternate route certification program. Click <a href="#">HERE</a> to register online</td>
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<tr>
<td>NCD214</td>
<td>Real Estate Salesperson’s License Course, NJCU at Harborside</td>
<td>Approved by the New Jersey Real Estate Commission, this course provides the required educational experience for individuals planning to take the State of New Jersey Real Estate Salesperson’s (Agent) Licensing Examination and conforms with the Commission’s 75-hour course requirement. Course topics include principles of agency, real estate mathematics, and regulations required by the Real Estate Commission. Prerequisites: High School Diploma or G.E.D. equivalent, 18 years of age or older (Background checks are required for all licensed N.J. real estate agents). Textbook: Essentials of New Jersey Real Estate. Click <a href="#">HERE</a> to register online</td>
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<tr>
<td>NCD912</td>
<td>Real Estate Broker 90 Hour General Core Course</td>
<td>NJ Licensing Law, Rules and Regulations of the NJ Real Estate Commission, Estates in Land, Ownership and Co ownership relationships, Dower and Courtesy rights, Governmental restrictions, liens and encumbrances, contracts, mortgage, and financing, environment regulations and issues, appraisals, Investment and Business opportunities, Discrimination laws, Deeds and alienation of title, agency duties and responsibilities to the consumer. Textbook: Principles and Practices of New Jersey Real Estate. Click <a href="#">HERE</a> to register online</td>
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<tr>
<td>NCD913</td>
<td>Real Estate Broker 30 Hour Ethics &amp; Agency Course</td>
<td>Course entails the choices the consumer has for representation as a client or customer. Duties and obligations to client versus customer. Fiduciary relationships, liabilities and penalties pertaining to disclosure. Obligations of agent versus subagent. Guidelines to dealing with agent to principal versus dealing with the customer. Textbook: Know the Code: Real Estate Ethics. Click <a href="#">HERE</a> to register online</td>
</tr>
<tr>
<td>NCD914</td>
<td>Real Estate Broker 30 Hour Office Management</td>
<td>Overseeing the everyday operations of a real estate office, hiring and firing agents, goal setting and productivity in the office, Recruiting and training methods, the type of office setting that suits you, setting up a complete office, budgeting and accounting, opening and maintaining an escrow account, record keeping, and handling monies from the consumer, establishing office policies and procedures, and the agent’s employment agreement, complying with Fair Housing issues and discrimination. Textbook: Real Estate Office Management, 4th Edition. Click <a href="#">HERE</a> to register online</td>
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<tr>
<td>NCD912 combo</td>
<td>Real Estate Broker combo—all three Real Estate Broker classes</td>
<td>See the course descriptions of the three Real Estate Broker courses above. Click <a href="#">HERE</a> to register online</td>
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Click [HERE](#) to register online for a Continuing Education course at NJCU. Contact us to register in person or by mail.
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<tr>
<th>Course Code</th>
<th>Course Description</th>
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<tr>
<td>NCD219–Praxis II – Elementary; in person class with instructor</td>
<td>This comprehensive, 4-week course prepares students for the PRAXIS II Examination, which is a key component in the teacher certification process in New Jersey. The course will cover test-taking strategies; provide sample questions, and practical tips from those who have successfully completed the Praxis II. Early registration is encouraged as enrollment is limited. Click <a href="#">HERE</a> to register online.</td>
</tr>
<tr>
<td>NCD219–Praxis II Elementary (in Spanish/en español), in person class with instructor</td>
<td>Taught in Spanish, this comprehensive, 4-week course prepares students for the PRAXIS II Examination, which is a key component in the teacher certification process in New Jersey. The course will cover test-taking strategies; provide sample questions, and practical tips from those who have successfully completed the Praxis II. Early registration is encouraged as enrollment is limited. Fluent Spanish speakers only (all others should take NCD219/3200 in English). Click <a href="#">HERE</a> to register online.</td>
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<tr>
<td>NCD 405–Test of English as a Foreign Language (TOEFL) Preparation, Part I</td>
<td>Part I: This is a 6- to 12-week course, where students will receive instruction in skills that will allow them to improve their oral and written English language skills to prepare for a university classroom setting or for any of the major tests of English as a Foreign Language such as the TOEFL test or the TOEIC test. Students will practice the specific English skills needed for the Test of English as a Foreign Language (TOEFL) and will review strategies for succeeding on the internet-based TOEFL (iBT). The skills in this course will also help advanced students who want to improve their oral and written English skills for a professional setting. NJCU at Harborside with American English Program. Click <a href="#">HERE</a> to register online.</td>
</tr>
<tr>
<td>NCD 405–Test of English as a Foreign Language (TOEFL) Preparation, Part II</td>
<td>Part II: This is a 6- to 12-week course, where students will receive instruction in skills that will allow them to improve their oral and written English language skills to prepare for a university classroom setting or for any of the major tests of English as a Foreign Language such as the TOEFL test or the TOEIC test. Students will practice the specific English skills needed for the Test of English as a Foreign Language (TOEFL) and will review strategies for succeeding on the internet-based TOEFL (iBT). The skills in this course will also help advanced students who want to improve their oral and written English skills for a professional setting. NJCU at Harborside with American English Program. Click <a href="#">HERE</a> to register online.</td>
</tr>
<tr>
<td>NCD 405–Test of English as a Foreign Language (TOEFL) Preparation, Combo</td>
<td>This is a combination of the two TOEFL preparation courses, where students will receive instruction in skills that will allow them to improve their oral and written English language skills to prepare for a university classroom setting or for any of the major tests of English as a Foreign Language such as the TOEFL test or the TOEIC test. Students will practice the specific English skills needed for the TOEFL and will review strategies for succeeding on the internet-based TOEFL (iBT). The skills in this course will also help advanced students who want to improve their oral and written English skills for a professional setting. This is a combination of NCD 405/3285 &amp; NCD 405/3286. NJCU at Harborside with American English Program. Click <a href="#">HERE</a> to register online.</td>
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NJCU Continuing Education Online with our Partners

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For NJCU Ed2Go online courses, visit http://careertraining.ed2go.com/njcu/ & http://www.ed2go.com/njcu/

For NJCU JERonline online courses, visit http://coursecatalog.com/njcu

For NJCU Center for Legal Studies (CLS) courses, visit http://www.legalstudies.com/schools/NJCU.html

NCD TBA GMAT Test Prep (Online)
Most MBA programs across the country and internationally require a Graduate Management Admission Test score for program admission. Our GMAT Preparation Course is a must! We have been preparing students around the world for graduate school since 1980, and this unique online format combines the convenience of independent study with the camaraderie of a classroom environment. The GMAT is given in two different sections — verbal and quantitative. Our online course is divided into two separate courses, one to prepare you for the verbal sections of the GMAT and one to prepare you for the quantitative sections.

- The quantitative section of the course features a math review and techniques for tackling the problem solving and data sufficiency questions that make up the math section of the GMAT.
- The verbal section of the course covers all question types on the verbal sections of the GMAT. We will explain how to do your best on reading comprehension, sentence corrections, critical reasoning questions, and the analytical writing assessment.
- You will practice on actual GMAT tests from previous years, and specific time saving techniques will be covered for the computer administrations of the test.
- Required Text: The Official Guide for GMAT Review, 13th edition, ISBN 978-1-118-10979-3, is available directly through the GMAC (Graduate Management Admission Council) and should be purchased prior to the course beginning date.

Click HERE to register online.

NCD207 GRE Test Prep (Online)
Applying to Graduate school usually means taking the GRE (Graduate Record Examination) General Test. Our GRE Preparation Course is a must! We have been preparing students around the world for graduate school since 1980, and this unique online format combines the convenience of independent study with the camaraderie of a classroom environment. The GRE has two different sections — verbal and quantitative. Our online course is divided into two separate courses, one to prepare you for the verbal sections of the GRE and one to prepare you for the quantitative sections.

- The quantitative portion of the course features a math review and techniques for tackling the quantitative comparison, discrete quantitative, and data interpretation questions that make up the math sections of the GRE.
- During the verbal and analytical sections of the course we will present how to do your best on reading comprehension, analogies, sentence completions, antonyms, and logical and analytical reasoning questions.
- You will practice on actual GRE tests from previous years, and we will cover specific time saving techniques for the computer administrations of the test.
In the online format, we offer two separate courses, one to prepare you for the verbal and analytical sections of the GRE and one to prepare you for the quantitative sections. Taking both online courses provides you with test-taking techniques and methods for improving your score on all three sections of the GRE: Verbal, Analytical, and Quantitative. You can take both courses simultaneously or in separate sessions. Click [HERE](#) to register online.

**NCD TBA/TBA Intellectual Property Law For Engineers (Online)**

All engineers should be particularly concerned with patent law. This constitutionally-based discipline has to do with the process by which an invention, and its creator, are protected by the law from infringement and unfair competition. This class will deal with patent applications, research and prosecution; the law of infringement, and computer applications of software (protected by copyright) and hardware (by patents). We will also state what other concepts are patented, as well as machines, processes, mixtures, manufacturing, compositions of materials and methods of doing business and research. Not only do we deal with utility patents, but with design and plant patents as well. Although we are mostly concerned with patent law, we also discuss copyright, trademark, trade dress, trade secrets and business methods. The engineer must be at least conversant with the other forms of intellectual property. In a relatively short time, we will give you a survey of the rights of creative and ingenious people and provide you with the information to protect yourself and your ideas in Intellectual Property matters. Click [HERE](#) to register online.

**NCD TBA/TBA Law School Preparation Course (Online)**

You’ve probably heard the horror stories about that grueling first year of law school. That’s likely the main reason you signed up for this course! Rest assured that you’ve done the right thing. The best way to avoid the pitfalls of the first set of courses is to prepare yourself for the unique way you’ll need to study in law school. And this course is designed to give you the tools you need to be ready for the first year of law school and beyond.

Since 1980 The Center for Legal Studies has demystified the study of law through this unique educational program that helps students to excel in, and not merely survive, their first year of law school. We’ll lead you through what to expect from the Socratic teaching method and show you how to master the casebook method of instruction used at nearly all law schools. We share with you a particularly effective method of case briefing that you can use throughout law school and your legal career. You’ll learn how to take notes effectively and turn those notes into course outlines that you’ll use to master your final exams. We help you to integrate law school into your life from day one so that you get more done in less time and have a chance to continue your friendships, hobbies, and relationships even while you excel in your classes. Finally we show you how to start making the most of your legal career, a career that begins now. Click [HERE](#) to register online.

**NCD TBA/TBA Legal/Paralegal Certificate Courses (Online)**

This intensive, nationally acclaimed program is designed for beginning as well as advanced legal workers. Training includes instruction on how to assist trial attorneys, interview witnesses, investigate complex fact patterns, research the law, and assist in preparing cases for courtroom litigation. The instruction is practice-oriented and relates to those areas of the law in which paralegals are most in demand. The Paralegal Certificate Course© offers instruction on how to work as a full-time or part-time paralegal, or how to open your own freelance business. This program can help students increase their office’s efficiency, productivity, and billable hours as well as learn new marketable job skills.

Students benefit from direct interaction with the instructor and other students by way of email and a discussion board. Students have 14 weeks to complete the online course (7 weeks for paralegal I and 7 weeks for paralegal II). Students must complete both Paralegal 1 and Paralegal 2 to be awarded a Certificate. Click [HERE](#) to register online.

**NCD TBA/TBA LSAT Test Prep (Online)**

Applying to law school means taking the Law School Admissions Test (LSAT). The Center for Legal Studies has been preparing future law students for the LSAT since 1980. This course provides an overview of law school entrance procedures, a career in law, and law school survival techniques. It includes an intensive
review of reading comprehension and logical reasoning questions, including techniques for quick elimination of incorrect answers, explanations and interpretations of correct answers, and approaches for selecting the correct answers. You will also learn proven test taking techniques and participate in an intensive review of analytical reasoning questions, including techniques for drafting the most helpful types of diagrams and explanations for and interpretations of correct answer choices. You will also learn the outline format that law school admissions counselors favor for the writing sample.

- This course will prepare you to perform well on all three question types on the LSAT: reading comprehension, logical reasoning, and analytical reasoning.
- You will practice on actual LSAT exams from previous years and learn test-taking techniques.

**Click HERE to register online**

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<tr>
<th>NCD TBA/TBA Advanced Paralegal Certificate Course (Online)</th>
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<td>Through the convenience of your computer, these classes are available to students who wish to extensively build upon their knowledge of law and paralegal studies with classes in specialized facets of contemporary law. These classes build upon the nationally acclaimed Paralegal Certificate Course© offered by New Jersey City University and over 100 colleges and universities nationwide. Your study and concentration on substantively specific materials will enable you to gain a strong competitive edge over other paralegals, which should in turn increase your salary and marketability. Students interact through an online discussion board, and assignments and exams are emailed to your instructor for critique and grading. Each of these topics is completed in one 7-week online session, and due to significant homework requirements, students may take a maximum of three topics per seven-week online session. The Advanced Paralegal Certificate Course will greatly enhance your understanding of many of the substantive law areas that you have discussed during the Paralegal Certificate Course©.</td>
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<th>NCD TBA/TBA Legal Nurse Consultant Training Course (Online)</th>
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<td>This program prepares medical professionals for a career in the legal field as legal nurse consultants. Building on your medical education and possible clinical experience, this course provides you with the fundamental skills necessary to advise law firms, health care providers, insurance companies, and governmental agencies regarding medically related issues, and to testify in court as expert witnesses. The course teaches legal concepts related to the health care industry, as well as the role a legal nurse consultant might play in litigation areas such as medical malpractice, toxic torts, product liability, personal injury, wrongful death, criminal law, and workers’ compensation. The curriculum of this course is designed to comply with the educational guidelines specified by the American Association of Legal Nurse Consultants (AALNC). Students will receive 42 hours of instruction and will be required to prepare assignments and pass weekly quizzes.</td>
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<th>NCD TBA/TBA Legal Secretary Certificate Course (Online)</th>
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<td>This program is designed for both beginning and experienced secretaries who are interested in improving their skills and working more efficiently within the law office. This course will provide those interested in a career change with new, marketable job skills and help those already working as legal secretaries to increase efficiency and productivity in their offices.</td>
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<th>NCD TBA/TBA Legal Investigation Certificate Course (Online)</th>
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<td>This course is designed to teach legal investigation skills to those interested in pursuing a new career and those presently working in the legal field. At the end of the course, students will be qualified to assist attorneys, paralegals, insurance companies and private businesses, as well as state and federal government agencies, in the process of civil and criminal investigation. Students will also be taught how to create a freelance investigation business.</td>
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<tr>
<th>NCD TBA/TBA Alternative Dispute Resolution Certificate Course (Online)</th>
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<td>This seven week online course is designed to train and qualify students to develop or participate in conflict mediation processes. Participants will review the growth and application of settlement options in the United States. The course focuses on both traditional and non-traditional dispute resolution</td>
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options. Specific attention will be given to Mediation, Arbitration, Summary Jury Trials, Mini-Trials and Moderated Settlement Conferences. Students can benefit from taped live lectures or by taking the course online with the added advantage of reviewing the materials as many times as necessary for full retention of the information. ADR (Alternative Dispute Resolution) is geared to all professionals who are focused on “interest-based bargaining.” This course takes the mystery out of settlement processes and focuses on reaching reasonable solutions. Click [HERE](#) to register online

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<th>Course Name</th>
<th>Description</th>
<th>Registration Link</th>
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<tr>
<td>NCD TBA/TBA Victim Advocacy Certificate Course (Online)</td>
<td>This seven week online program is designed to train and qualify students to provide assistance to crime victims, both inside and outside of the courtroom. Participants will be prepared to work with state and county governments as advocates for crime victims, assisting them in progressing through the criminal justice system and toward successful recovery. Click <a href="#">HERE</a> to register online.</td>
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<tr>
<td>NCD TBA/TBA Personal Injury For Paralegals Course (Online)</td>
<td>With this exciting, fast-paced class you will learn many of the legal terms, causes of action, and remedies available to victims of personal injury accidents. We will review the negligence theory of torts upon which many personal injury claims are based. Students will discuss interviewing, investigating and other case building techniques vital to a personal injury paralegal's success in the law office. Class discussions and lesson material will include the different kinds of personal injury claims including (but not limited to): car accidents, slip and falls, medical negligence/malpractice, manufacturer product defects, and class-action lawsuits. Discover the basic categories of damages recovery, statutes of limitations, and schemes for liability. Click <a href="#">HERE</a> to register online.</td>
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<tr>
<td>NCD TBA/TBA Advanced Legal Research &amp; Writing Certificate Course (Online)</td>
<td>This exciting course is designed to teach advanced and specialized approaches to utilize the legal resources available in a law library, and elsewhere. The conceptual differences between computer-assisted legal research and hard copy research will be taught. You will also learn how to formulate WESTLAW search queries and effectively and efficiently use WESTLAW and other online legal research methods as timesaving devices in legal research and legal writing. This course is designed to examine more thoroughly advanced and specialized approaches to utilizing the legal sources available in the law library and online.</td>
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|                                                                             | - Lesson 1: Legal Authorities and Citations.  
  - Lesson 2: Legal Analysis  
  - Lesson 3: Westlaw® online legal research  
  - Lesson 4: The Legal Memorandum of Law  
  - Lesson 5: Manual Legal Research  
  - Lesson 6: Types of Legal Writing  
Click [HERE](#) to register online. |
| NCD TBA/TBA Software Essentials for the Law Office (Online)                  | This dynamic course is designed for legal professionals interested in improving their skills and knowledge of commonly used computer technology and programs within the law office. Course topics include: computer operating systems and peripheral devices; time tracking and billing software; database, case management and docket control software; litigation support software; electronic discovery, and trial presentation and graphics software. Hands on exercises will prepare students to work with popular programs such as MS PowerPoint, Practice Master’s Tabs 3, AbacusLaw, Summation iBlaze, Trial Director and LexisNexis CaseMap & TimeMap, as well as understand the common functions and purposes of similar programs. Click [HERE](#) to register online. |
If you are college bound, you will probably be required to take the ACT Assessment. Almost all undergraduate colleges and universities require that prospective students take either the ACT or the SAT and most students take both. Taking this course first will prepare you for all of the question types found on the ACT. We will analyze each of the test question areas and give special consideration to math and verbal refreshers and techniques aimed at relieving test-taking anxiety. You will practice on actual ACT tests from previous years, and we fully explain and interpret the correct and incorrect answers. Topics include effective word usage, grammar, and reading comprehension for the verbal sections; techniques for the science reasoning section; and basic and advanced math concepts (including fractions, decimals, percentages, ratios, proportions) and algebraic and geometric concepts for the math section. Click HERE to register online.

If you are college bound, you will probably be required to take the SAT. Almost all undergraduate colleges and universities require that prospective students take either the ACT or the SAT and most students take both. Taking this course first will prepare you for all of the question types found on the SAT using test-taking techniques taught to thousands of college bound students around the world. We will analyze each of the test question areas and give special consideration given to math and verbal refreshers and techniques aimed at relieving test-taking anxiety. You will practice on actual SAT tests from previous years, and we fully explain and interpret the correct and incorrect answers in an online or live lecture format. Topics include sentence completions and reading comprehension for the reading section, grammar and essay writing for the writing section, and basic and advanced math concepts (including fractions, decimals, percentages, ratios, proportions) and algebraic and geometric concepts for the math sections. Click HERE to register online.

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For NJCU Center for Legal Studies (CLS) courses, visit http://www.legalstudies.com/schools/NJCU.html

*The list of courses in this document is provided for your guidance. Some classes may not be offered in a particular semester. For an updated schedule of courses offered each semester, please visit the NJCU Continuing Education website or call us. Web: http://www.njcu.edu/ContinuingEd.

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Fax: +1(201) 200-3252
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