

# ONLINE COURSES



## Online Courses

These interactive non-credit courses allow you to learn from any PC with Internet capabilities. Upon registering, you will receive instructions, along with dates classes are held. All courses begin either the second or third Wednesday of every month. Most classes offer 12 lessons over a six-week period. An instructor monitors classes daily. Final exams are given for feedback. A completion letter showing a final grade and achievements can be provided upon request.

We have secure online payment at our website, [www.ed2go.com/bccdce](http://www.ed2go.com/bccdce).

To register and pay online:

- Select the course
- Click on the “enroll now” link
- Follow the prompts to complete registration and payment

For more specific course information, visit [www.ed2go.com/bccdce](http://www.ed2go.com/bccdce).

To register, call: (201) 447-7488 • [www.bergen.edu/continuing](http://www.bergen.edu/continuing)

## ONLINE COURSES

### COMPUTER COURSES

- OL 039 **Advanced PC Security** .....\$120  
Learn techniques to locate and close security holes in your own network.
- OL 088 **Introduction to Microsoft Outlook 2003** .....\$120  
Communicate and manage information better and faster.
- OL 090 **Creating Web Pages** .....\$120  
Learn to design, create and pot your very own website.
- OL 100 **Intermediate Microsoft Word 2003** .....\$120  
Create eye-catching documents.
- OL 101 **Advanced Microsoft Word 2003** .....\$120  
Create and use macros, shortcuts, form letters, mailing labels, queries, and more.
- OL 102 **Intermediate Microsoft Access 2003** .....\$120  
Learn to solve real-world business problems.
- OL 118 **Introduction to PC Troubleshooting**.....\$120  
Learn to decipher and solve almost any problem with your PC.
- OL 120 **Introduction to Microsoft Word 2003**.....\$120  
Learn to create and modify documents.
- OL 121 **Intermediate Microsoft Excel 2003**.....\$120  
Work faster and more productively with Excel's most powerful tools.
- OL 122 **Introduction to Microsoft Access 2003** .....\$120  
Store, locate, print, and automate access to information.
- OL 125 **Introduction to Microsoft Publisher 2003** .....\$120  
Create brochures, newsletters, and Web sites with ease.
- OL 128 **Introduction to Microsoft Excel 2003** .....\$120  
Fully format worksheets quickly and efficiently.
- OL 240 **Designing Effective Websites**.....\$120  
Build Web sites that are both attractive and effective.
- OL 288 **Introduction to PC Security**.....\$120  
What you don't know can really hurt you. Learn how to protect yourself.
- OL 296 **Introduction to Microsoft PowerPoint 2003**.....\$120  
Build impressive slide presentations with text, images, video audio, charts, and more.
- OL 320 **Introduction to Microsoft PowerPoint 2007**.....\$120  
Create impressive slide presentations filled with formatted text, images, video, audio, animation, charts and hyperlinks.
- OL 321 **Introduction to Microsoft Word 2007**.....\$120  
Learn how to create and modify documents.
- OL 322 **Introduction to Microsoft Excel 2007** .....\$120  
Learn how to create fully formatted worksheets, write powerful formulas and create 3-dimensional workbooks.
- OL 328 **Photoshop Elements 6.0 for the Digital Photographer**.....\$120  
Learn how to bring out the best in your pictures by using Photoshop Elements 6.0.
- OL 341 **What's New in Microsoft Office 2007**.....\$120  
Learn to use the new features and user interface of Microsoft Office 2007.
- OL 347 **Making Movies with Windows Vista** .....\$120  
Learn to create movies and slide shows with special effects, custom background music, sound effects and narration.
- OL 348 **Introduction to Photoshop CS4** .....\$120  
Learn to edit images, process photos and create original graphics.

## ONLINE COURSES

### LAW & LEGAL COURSES

- OL 192 **Employment Law Fundamentals**.....\$120  
Learn the basics of employment law so you can legally hire, evaluate, and manage employees.
- OL 224 **Real Estate Law** .....\$120  
Learn the basics of real estate law including investing, title search and mortgages.
- OL 260 **Criminal Law II**.....\$120  
An in-depth look at criminal procedure.
- OL 261 **Constitutional Law: Bill of Rights** .....\$120  
Understand challenges facing the maintenance of guaranteed freedoms.
- OL 291 **Introduction to Criminal Law**.....\$120  
Learn about the real world of prosecutors, defense attorneys and paralegals.
- OL 326 **Business Law for the Small Business Owner**.....\$120  
Learn strategies for protecting your small business.

### WRITING COURSES

- OL 103 **A to Z Grant Writing** .....\$120  
Learn how to research and develop relationships with potential funding sources, organize grant writing campaigns, and prepare proposals.
- OL 134 **Write Your Life Story**.....\$120  
Give your family and friends an inspirational autobiography.
- OL 164 **Grammar Refresher** .....\$120  
Produce clean, grammatically correct documents and speeches.
- OL 170 **History of Women Writers**.....\$120  
Discuss the influences of history on women writers and their works.
- OL 188 **Writing Effective Grant Proposals** .....\$120  
Learn to prepare grant proposals that get solid results.
- OL 189 **Resume Writing Workshop** .....\$120  
Transform your tired, boring resume into a powerful tool.
- OL 190 **Business Marketing Writing**.....\$120  
Improve your company's image.
- OL 218 **Creativity Training for Writers**.....\$120  
Tricks for the published writer's toolbox.
- OL 220 **Travel Writing**.....\$120  
Learn how to write and sell travel articles and books.
- OL 226 **The Keys to Effective Editing**.....\$120  
Learn fundamentals of top-notch editing for both fiction and non-fiction.
- OL 229 **Write Like a Pro** .....\$120  
Hollywood author teaches you how to use story outlines to structure any type of story.
- OL 230 **Effective Business Writing**.....\$120  
Develop powerful written documents.
- OL 245 **Fundamentals of Technical Writing**.....\$120  
Succeed in the well-paying field of technical writing.
- OL 258 **Research Methods for Writers**.....\$120  
Learn methods to conduct research for writing projects.
- OL 263 **Beginner's Guide to Getting Published**.....\$120  
Give yourself the credibility you need to get your works published.
- OL 301 **Beginning Writer's Workshop** .....\$120  
Improve your writing skills in this introduction to writing creatively.
- OL 303 **Mystery Writing**.....\$120  
This course will teach you the techniques to become a successful author.
- OL 304 **Introduction to Journaling** .....\$120  
Discover how journaling can help you learn more about yourself and enhance your creativity.
- OL 315 **Writing for Children** .....\$120  
Learn from a published children's author how to touch the hearts of children by creating books for them.

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## ONLINE COURSES

### ENTREPRENEUR/BUSINESS COURSES

- OL 136 ***Start and Operate Your Own Home-Based Business***.....\$120  
Develop the motivation, discipline, and creativity to quit your job and be your own boss.
- OL 137 ***Start Your Own Consulting Practice*** .....\$120  
Earn income by sharing your training or knowledge with others.
- OL 221 ***Accounting Fundamentals***.....\$120  
Learn the basics of double-entry bookkeeping, financial reporting, and more.
- OL 237 ***Creating a Successful Business Plan*** .....\$120  
Turn your business ideas into a solid plan for financing and long-term success.
- OL 246 ***Business Planning for the Retired***.....\$120  
Learn business planning basics and the challenges of starting a business.
- OL 289 ***Marketing Your Nonprofit***.....\$120  
Learn to compete more effectively for members, media attention, donors, clients, and volunteers.
- OL 290 ***Introduction to Nonprofit Management*** .....\$120  
Develop the skills and strategies you need to become an integral part of one of the fastest growing service sectors.
- OL 333 ***Start Your Own Arts and Crafts Business***.....\$120  
Learn how to turn your dreams of owning an Arts and Crafts Business into reality.
- OL 349 ***Going Green at the Workplace***.....\$120  
Learn to position your business as a responsible environmental leader and save money while helping the environment.

### BUSINESS ADMINISTRATION/MANAGEMENT

- OL 163 ***Purchasing Fundamentals***.....\$120  
Improve your company's bottom line by mastering the fundamentals of purchasing.
- OL 191 ***Customer Service Fundamentals***.....\$120  
Understand how to identify and meet customer needs.
- OL 194 ***Introduction to Business Analysis*** .....\$120  
Master powerful techniques to improve your decision-making skills at work.
- OL 206 ***Administrative Assistant Fundamentals***.....\$120  
Prepare to take advantage of the many new job opportunities in health care, legal services, and other industries.
- OL 225 ***Understanding the Human Resources Function*** .....\$120  
Learn to handle human resource functions to ensure the best possible results.
- OL 243 ***Mastery of Business Fundamentals***.....\$120  
Acquire practical experience in strategic planning, management, and finance.
- OL 248 ***Manufacturing Fundamentals***.....\$120  
Learn the basic skills required to work in the manufacturing field.
- OL 253 ***Total Quality Fundamentals*** .....\$120  
Give yourself a strong foundation in total quality management.

### PERSONAL ENRICHMENT COURSES

- OL 201 ***Genealogy Basics*** .....\$120  
Begin an exciting and fascinating exploration of your roots.
- OL 217 ***Assisting Aging Parents*** .....\$120  
Handle the challenges of aging while learning to cherish the transition.
- OL 227 ***Speed Spanish***.....\$120  
Learn six easy recipes to glue Spanish words together into sentences.
- OL 231 ***Medical Terminology*** .....\$120  
Learn medical terminology in a memorable and enjoyable fashion.
- OL 239 ***Twelve Steps to a Successful Job Search***.....\$120  
Learn how to get the job you want quickly and easily in any economy.
- OL 266 ***High Powered Communication***.....\$120  
Master the five critical factors of highly effective communication.

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## ONLINE COURSES

- OL 267 **Conquer Your Stress** .....\$120  
Shift your mind and body from stress and anxiety to joy and peace.
- OL 274 **Achieving Success with Difficult People** .....\$120  
Learn how to have successful relationships with difficult bosses, co-workers, or relatives.
- OL 276 **Understanding Adolescents**.....\$120  
Unlock the secrets of the adolescent mind to improve relations.
- OL 323 **Personal Finance**.....\$120  
Learn to create a budget, make decisions about insurance, investments and plan for your financial future.
- OL 308 **Get Funny!** .....\$120  
Learn how to use humor to speak more effectively and write better.
- OL 324 **Music Made Easy** .....\$120  
Learn the fundamentals of music theory. Be able to read, write and play simple music.
- OL 343 **Making Age an Asset in Your Job Search**.....\$120  
This course will guide those over 50 who are looking to make a career change, find employment opportunities and learn effective strategies for getting hired.
- OL 344 **Lose Weight and Keep It Off!**.....\$120  
Learn how to establish a healthy approach to successful weight loss and maintenance.

## TEST PREP COURSES

- OL 104 **GRE Preparation Workshop Verbal (Part I)** .....\$120  
Powerful strategies for success in the verbal and analytical sections.
- OL 105 **GRE Preparation Workshop Quantitative (Part 2)** .....\$120  
Learn a variety of useful techniques for tackling the math section.
- OL 129 **Grammar for ESL**.....\$120  
Learn the principals you need to succeed.
- OL 130 **LSAT Preparation – Part 1** .....\$120  
Learn about law school entrance procedures, develop analytical reasoning skills, and improve test-taking.
- OL 131 **LSAT Preparation – Part 2** .....\$120  
Improve your logical reasoning and reading comprehension, discover proven approaches for selecting correct exam answers.
- OL 216 **GMAT Preparation** .....\$120  
Powerful test-taking techniques for improving your score.
- OL 232 **GED Preparation** .....\$120  
Want to pass the GED? Develop the skills you'll need to succeed.
- OL 265 **Prepare for the GED Language Arts, Writing Test** .....\$120  
Prepare for the GED test on language arts and writing.
- OL 281 **Prepare for the GED Math Test** .....\$120  
Master the skills to pass Test 5 in the GED test series.

## NURSING COURSES

- OL 350 **Certificate in End of Life Care** .....\$198  
Earn a certificate proving you understand the needs of individuals living with debilitating, chronic or terminal illnesses (26 ANCC contact hours). Must be completed within 6 weeks of start date.
- OL 351 **Certificate in Gerontology**.....\$220  
Earn a certificate proving you have skills required to meet health care needs of a rapidly aging population (40 ANCC contact hours). Must be completed within 6 weeks of start date.
- OL 352 **Certificate in Legal and Ethical Issues in Nursing** .....\$180  
Examine key legal and ethical issues to improve your practice and provide better patient Care (23 ANCC contact hours). Must be completed within 6 weeks of start date.