

# Workforce Development & **CAREER EDUCATION**

- **Continuing**  
EDUCATION
- **Professional**  
DEVELOPMENT
- **Grant**  
OPPORTUNITIES
- **Business**  
SOLUTIONS



**UCNJ**

Union College of  
Union County, NJ

**Fall 2025** | [www.ucc.edu/ce](http://www.ucc.edu/ce)

Programs offered in-person, hybrid, or remote live  
CRANFORD | ELIZABETH | PLAINFIELD | SCOTCH PLAINS

# Step into Fall 2025 with Confidence and Purpose

## Discover What's Next with UCNJ Continuing Education & Workforce Development

Welcome to the Fall 2025 Semester at UCNJ Union College of Union County, NJ – your gateway to new opportunities, skill-building, and personal growth.

### Invest in Yourself. Shape Your Future.

At UCNJ Continuing Education & Workforce Development, we believe in the power of lifelong learning. Whether you're looking to advance your career, change paths, or explore something new, our programs are here to help you take that next step with confidence.

### Stay Ahead in a Rapidly Evolving Job Market.

Our courses and certifications are designed to keep pace with industry trends—equipping you with relevant, in-demand skills that enhance your value and employability.

### Ready for a Fresh Start or Career Shift? We've Got You Covered.

Explore targeted workforce training in high-growth fields like healthcare, business, technology, and skilled trades. Our programs are aligned with employer needs and built to help you succeed from day one.

### Flexible Learning. Real-World Results.

Learn from expert instructors with industry experience and choose from a variety of class times—including day, evening, and online options—designed to fit your schedule.

### Start Your Journey This Fall.

Browse our Fall 2025 catalog to explore our full range of programs and courses. Wherever you are in your journey, UCNJ Continuing Education & Workforce Development is here to support your next move.

### We look forward to welcoming you to class this fall!

Warm regards,



**Lisa Raudelunas Hiscano, Ed.D., M.B.A.**

Executive Director, Continuing Education & Workforce Development  
UCNJ Union College of Union County, NJ

# Are You Ready for the Future of HR?

Earning your Society of Human Resource Management Certified Professional (SHRM-CP) or Senior Certified Professional (SHRM-SCP) credential not only deepens your HR expertise but also equips you to drive meaningful change within your organization. Doors open to greater earnings potential and career progression.

## Why SHRM Certification Matters for Your Career!

### Boost Your HR Expertise

SHRM-certified HR professionals report stronger credibility among peers and senior leadership, enhancing their influence within the organization.

### Increase Your Earning Power

Passing the SHRM certification exam can lead to earnings that are up to 15% higher than those of non-certified HR professionals.\*

### Advance Your Career Opportunities

71% of HR executives agree that SHRM certification increases the likelihood of obtaining a promotion in HR and list it as a preferred qualification.\*

With UCNJ's SHRM-CP/SHRM-SCP Certification Preparation course, you can enhance your human resource

knowledge and skills to be prepared for any challenge thrown your way. Our expert instructors and superior learning materials will help fill your unique knowledge and skill gaps to maximize your chances for success on your SHRM exam.

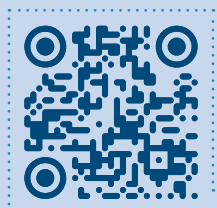
- Gain one-on-one guidance from a SHRM-certified instructor to help you comprehend and learn to apply your new HR knowledge.
- Maximize your studies with the proven SHRM Learning System that builds a custom study plan based on students' unique knowledge gaps.
- Acquire the knowledge and understand the behavioral competencies you need to prepare to pass the exam.

\*Source: 2020-2021 Certification & Certification Preparation Resource Guide, SHRM

- Network and collaborate with peers to share real-life examples and bring HR knowledge and competencies to life.

## Classes Start Soon!

AEBU 200 Sec 002E – Remote Live  
M, W, 9/15 – 12/8 (No class 11/26)  
7:00 – 8:30 pm, \$1,925



Scan the QR or visit  
<http://bit.ly/3TJbh9p>  
to register!



**For more details on the SHRM-CP/SHRM-SCP Certification Preparation program, see page 6.**



**UCNJ**

Union College of  
Union County, NJ

IN PARTNERSHIP WITH  
**SHRM**  
BETTER WORKPLACES  
BETTER WORLD™

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Cranford, NJ 07016-1599  
908-709-7600

### Elizabeth Campus

40 West Jersey St.  
Elizabeth, NJ 07202-2314

### Plainfield Campus

232 East Second St.  
Plainfield, NJ 07060-1308

### Scotch Plains Campus

1776 Raritan Rd.  
Scotch Plains, NJ 07076-2977

## CONTACT INFORMATION

### Continuing Education

908-709-7600

### Industry-Business Institute

908-965-5116

### Center for Economic and Workforce Development

908-659-5114

### Workforce Innovation Business Center

908-965-2992



The Aspen Institute named UCNJ as a finalist for the \$1 million 2025 Aspen Prize. This signature recognition celebrates 10 high-achieving community colleges from across the country.



UCNJ Union College of  
Union County, NJ is proud  
to partner with our local  
Chambers of Commerce.

## Senior Scholars

Sponsored by the Union County  
Board of County Commissioners



**UNION COUNTY**  
*We're Connected to You!*

Senior Scholar programs will be offered online and in-person.

Class information will be posted on the website in early September and **registration opens on Monday, September 15.**

For a complete listing of programs and to register, go to: [www.ucc.edu/ce/senior-programs](http://www.ucc.edu/ce/senior-programs)



# INDUSTRY CERTIFICATIONS

Earn industry certifications through UCNJ and take control of your career. The following schedule lists the program name, the certification you can earn, the certifying agency and the page number where you can find complete course descriptions.

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## PROGRAMS...

will be offered in-person, hybrid or remote live. Please check your schedule.

[www.ucc.edu/ceregister](http://www.ucc.edu/ceregister)  
**ENROLL TODAY!**



**UNION COUNTY**  
*We're Connected to You!*

UCNJ Union College of Union County, NJ recognizes the support and generous contributions of the Union County Board of County Commissioners.



## Business and Management



### IFMA Facility Management Professional (FMP) Credential Course



**IFMA**™

The Facility Management Professional (FMP) credential of the International Facility Management Association™ (IFMA) is a must-have for current and future facility managers, commercial real estate management professionals as well as suppliers whom support facility and real estate management customers. This course provides in-depth training in the competencies of Leadership & Strategy, Operations & Maintenance, Project Management, and Finance & Business.

**For more details on the IFMA FMP course, see page 7.**

## UCNJ Non-Credit Division is SEEKING PART-TIME INSTRUCTORS



We offer a variety of affordable, non-credit courses for professional development and industry credential attainment.

Instructors are needed for traditional and online teaching as well as corporate training programs, supply chain management, ESL, workplace readiness, and continuing education professional development and personal enrichment programs.

*For further information about English and Spanish instructor opportunities please contact:*

**Dr. Lisa Hiscano**, Executive Director  
Continuing Education and Workforce Development  
[hiscano@ucc.edu](mailto:hiscano@ucc.edu)

## For flexibility, consider an online course which can be taken anytime, anywhere!

We offer affordable online classes and certificate programs taught by expert instructors. Programs are designed to provide the workforce skills necessary to enter a new field or advance your current career.



For the full list of online courses offered, visit:

[www.ed2go.com/ucc](http://www.ed2go.com/ucc)  
[www.yougotclass.org/index.cfm/ucc](http://www.yougotclass.org/index.cfm/ucc)

# CAREER DEVELOPMENT

## Business and Management

### ACCOUNTING

#### Continuing Education Credits for Accountants

The New Jersey State Board of Accountancy has approved UCNJ as a CPE sponsor of continuing education. Accountants are eligible for Continuing Education credits for accounting and information technology courses. For additional information, call 908-709-7600.

#### Introduction to QuickBooks

Welcome to the world of QuickBooks—an essential tool for savvy business owners! Our Introduction to QuickBooks course is designed to empower you with the fundamental skills needed to seamlessly navigate the QuickBooks Pro interface. In just 18 hours, you'll master the art of creating a company file, setting up accounts, and unlocking the must-know basics of QuickBooks. Discover the power of tracking inventory, managing sales tax, optimizing employee workflows, and leveraging QuickBooks business financial reports. Equip yourself with the essential knowledge that every successful business owner should possess. (18 hrs.)

**AECO 347 Sec 083E – Scotch Plains Campus**  
**M, W, 10/27 – 11/12, 6:30 – 9:30 pm, \$329**

#### Intermediate QuickBooks

Ready to take your QuickBooks expertise to the next level? Dive into our Intermediate QuickBooks course where you will work with real-world case studies based on typical small businesses. Immerse yourself in advanced functionalities such as company setup, security protection, data backup, user management, and automated processes for general ledger operations, invoice management, accounts payables, employee payroll, and bank reconciliation. Prerequisite: Accounting knowledge or Introduction to QuickBooks course. (18 hrs.)

**AECO 348 Sec 084E – Scotch Plains Campus**  
**M, W, 11/17 – 12/8, 6:30 – 9:30 pm, \$329 (No class 11/26)**

### BOOKKEEPING

#### Certified Bookkeeper

The American Institute of Professional Bookkeepers (AIPB) has established a professional certification, the Certified Bookkeeper (CB) credential, a high professional standard for bookkeepers. By successfully passing tests in six subjects, signing a written code of ethics, and demonstrating two years' work experience as a bookkeeper, you can earn the right to put "CB" after your name. The experience requirement may be completed before or after the examinations.

This course focuses on preparing you for the National Certified Bookkeeper examination by helping you master the skills and knowledge required for certification. (75 hrs.)

**Prerequisite:** High School Diploma or equivalent. Some bookkeeping experience necessary. *All six workbooks included plus exam fees.*

**AEBU 005 Sec 104E – Hybrid/Scotch Plains Campus**  
**Spring 2026**

CERTIFICATE PROGRAM



### ARTIFICIAL INTELLIGENCE

#### Artificial Intelligence (AI) for Professionals

In today's dynamic landscape, artificial intelligence has become a game-changer, leaving an indelible mark on industries worldwide. A staggering 90% of companies actively seek professionals equipped with AI expertise. Elevate your career prospects, amplify your productivity, and gain a distinct competitive advantage in the job market by acquiring essential AI skills. This introductory course serves as your gateway to mastering the foundations of this transformative technology. Continue to check our website for additional AI courses!

##### Course Highlights:

- Introduction to AI – learn how to create accounts, and compare/contrast AI tools.
- The impact of AI on work – review prompt structures, create and edit scenarios.
- Work-based applications of prompt engineering – explore ChatGPT, Gemini and CoPilot – conduct research, brainstorm and innovate, and personally tailor your tools to your work environment.
- Image and video generation – explore generators and the role they will play in the future landscape.
- Gain an understanding of AI's capabilities and unleash its potential as your trusted co-pilot.

Join us on this exhilarating journey as we demystify AI, empowering you with the knowledge and skills needed to thrive in an AI-driven future. Enroll today and step into a world where innovation knows no bounds! (10 hrs.)

**AECO 120 Sec 005E – Hybrid/Scotch Plains Campus**  
**T, 10/21 – 11/18**  
**7:00 – 9:00 pm, \$189**

## Business and Management

### ENTREPRENEURSHIP and MINDFULNESS

#### Entrepreneurship and Mindfulness: A Holistic Approach to Business Success

This course provides an integrated approach to entrepreneurship by combining business fundamentals with mindfulness and holistic wellness practices. Participants will learn the essential steps needed to start and grow a business while developing strategies to manage stress, maintain balance, and promote mental, emotional, and physical well-being. Through actionable tools such as a roadmap to entrepreneurship, mindfulness practices, and an entrepreneurial checklist, students will gain the confidence and resilience required for business success. The course emphasizes patience and long-term vision, reminding participants that entrepreneurship is a journey that takes time. By the end, students will leave with a comprehensive toolkit for both business and personal wellness, ready to pursue their entrepreneurial goals with clarity and intention. (8 hrs.)

**AEBU 055 Sec 002E - Hybrid/Scotch Plains Campus**  
**T, 10/28 - 11/18, 6:30 - 8:30 pm, \$189**  
**In person sessions 10/28 and 11/18**

### PROJECT MANAGEMENT FUNDAMENTALS

Master the essential tools and techniques to plan, execute, and deliver successful projects—on time and within budget. Project Management Fundamentals is designed for professionals across all industries who are new to project management or looking to strengthen their foundational skills.

Through interactive instruction and real-world scenarios, students will explore the project life cycle, learn how to define scope, set achievable goals, develop schedules, manage resources, and identify and mitigate risks. Participants will also be introduced to key frameworks such as Agile and Waterfall and gain practical knowledge in communication and stakeholder management.

This course is ideal for those in healthcare, construction, education, nonprofit, business, and other sectors who want to boost their effectiveness, lead teams more confidently, or pursue formal project management certification in the future. (9 hrs.)

**AEBU 120 Sec 001E - Hybrid/Scotch Plains Campus**  
**T, 10/14 - 10/28, 6:30 - 9:30 pm, \$189**



### PMP® CERTIFICATION

CERTIFICATE PROGRAM



Establish yourself as a globally-recognized project manager by earning the most sought-after credential in the profession: Project Management Professional (PMP)®.

PMP certification is a proven way to enhance your resume, elevate your career potential, and boost your earnings.

**PMI, PMP and PMBOK are registered marks of the Project Management Institute, Inc.**

#### Why Enroll in This Course?

If you're looking for an expert to lead your PMP exam preparation, interpret the content, and answer your questions, we can help! Our intensive, 12-week program combines live instruction with The CertWise® Learning System for PMP Exam Preparation to expand and test your knowledge in areas critical for project management career success.

Our instructors focus on the most current PMP Exam Content Outline (ECO) to help you prepare for the exam, and our structured classroom environment accelerates learning and improves retention. You'll be prepared for the certification exam and more effective in your project management role.

Comprehensive Reading Materials provide an in-depth exploration of the three knowledge domains tested on the PMP exam and include a glossary of key PMP terminology and progress check questions.

#### Benefits of PMP certification

- Earn a higher salary: According to PMI®, PMP credential holders in the US earn 25% more than those without a PMP certification.
- Earn a prestigious certification recognized around the globe.
- Build skills and knowledge that are transferable between industries, market segments and geographic locations.
- Gain an advantage over non-certified project managers.
- Prove your project management knowledge, commitment, and experience.
- Join a global network of over 1,500,000 PMP credential holders.
- Prepare for class and the exam with The CertWise® Learning System for PMP Exam Preparation, included in tuition. You will have access to the online study tools for an entire year.
- Discuss topics and network with peers from a variety of industries.
- Stay on track to complete your PMP studies with our structured learning environment.
- Meet the 35-hour project management education prerequisite for the PMP Exam.

*All textbooks are included.*

**AEBU 176 Sec 104E - Hybrid/Scotch Plains Campus**  
**T, 11/4 - 2/10/2026, 6:30 - 9:30 pm, \$1,395**  
**In-person sessions: 11/4, 2/10/2026**  
**(No class 12/23 - 1/6/2026)**



# CAREER DEVELOPMENT

## Business and Management



### HOSPITALITY

#### Guest Service Gold Certification

CERTIFICATE PROGRAM



The hospitality industry is a broad category of fields within the service industry that includes hotels, restaurants, event planning, theme parks, cruise lines and travel, and tourism. A hospitality unit such as a hotel or restaurant consists of multiple groups of employees including food and beverage servers, front desk representatives, room attendants. This training prepares students for exciting careers in the hospitality industry by offering industry certifications in guest service, restaurant service, front desk representative, and/or guest room attendant.

**Guest Service Gold** training is focused on customer service and leads to the professional certification, "Certified Guest Service Professional" from the American Hotel and Lodging Educational Institute. Students will learn the fundamentals of guest service including gracious hospitality, and how to take ownership and resolve guest issues. This certification builds confidence and problem-solving skills resulting in delivering a first-rate guest experience. A 30-question multiple choice exam is included at the end of the training. Students who pass with a score of 70% or greater earn the credential and receive a Certificate. (6 hrs.)

**AEBU 300 Sec 014E - Scotch Plains Campus**  
Th, 12/4 - 12/11, 6:30 - 9:30 pm, \$149

### HUMAN RESOURCES

#### Inclusion and Belonging - Principles and Practices - An Introduction

This interactive program is specifically designed for managers, HR professionals and employees and focuses on Inclusion and Belonging - principles and practices. It provides an understanding of concepts, best practices, and actionable strategies to cultivate a diverse, equitable and inclusive workplace.

Participants will be encouraged to actively participate, share experiences, and discuss real-world scenarios. Immersive role-plays will reinforce insights gained around bias. This approach will ensure that participants learn practical tools and strategies they can immediately apply within their organizations. (8 hrs.)

**AEBU 051 Sec 001E - Hybrid/Scotch Plains Campus**  
T, Th, 12/2 - 12/11, 6:30 - 8:30 pm, \$169

### SHRM-CP/SHRM-SCP CERTIFICATION PREPARATION

*If you're ready to move your career forward, we're here to help. Earning your SHRM-CP or SHRM-SCP credential can help you enhance your HR expertise, empower positive change in your workplace, and increase your earning potential.*

CERTIFICATE PROGRAM



HR is more crucial than ever in today's dynamic workforce. Demonstrate your commitment, skills, and leadership by becoming SHRM-certified.

Increase your chances of successfully earning the SHRM-CP or SHRM-SCP certification exam by enrolling in our comprehensive, exam preparation course offered through UCNJ in partnership with our education provider, SHRM.

A course designed with your success in mind!

Throughout the course, you'll master the competencies and knowledge essential for excelling in your role and propelling your career forward. Learn key concepts, strengthen your understanding of behavioral and technical competencies, and increase your workplace productivity. Our expert, SHRM-certified instructor will guide you through interactive discussions, sample test questions, and provide invaluable test-taking tips.

The SHRM Learning System was designed specifically for adult learners. This interactive, online learning tool creates a personalized study path, based on your knowledge, experience and goals, to help you optimize your study time, learn the SHRM Body of Applied Skills and Knowledge® (SHRM BASK®) and approach the SHRM Certification exams with confidence.

Seize this opportunity to solidify your HR expertise and advance your career with SHRM certification. Enroll today! (36 hrs.)

**AEBU 200 Sec 002E - Remote Live**  
M, W, 9/15 - 12/8 (No class 11/26)  
7:00 - 8:30 pm, \$1,925



## Business and Management

### IFMA FACILITY MANAGEMENT PROFESSIONAL (FMP) CREDENTIAL COURSE

The Facility Management Professional ("FMP") credential of the International Facility Management Association™ (IFMA) is a must-have for current and future facility managers, commercial real estate management professionals as well as suppliers who support facility and real estate management customers. The course is recommended to individuals of all knowledge levels desiring to master the core competencies of modern Facility Management ("FM").

Completion of this course will enhance your FM skills and provide immediate, globally recognized credibility with employers, clients, and peers. This program gives you everything you need to earn the FMP credential.

#### Why should you take this course?

- Learn best practices to run your facilities more effectively and efficiently – Leverage your FMP training to set the standard of performance in your facilities and optimize your team's productivity.
- Gain confidence in your role as a Facility Manager with in-demand skills – Obtain the training and knowledge that shows employers you have the advanced skills and proficiency they're looking for.
- Learn critical thinking skills essential to managing complex facilities – Upskill your knowledge with a deep dive into the four fundamental subject areas of facility management.
- Manage your facilities – Use your training to offer tangible, effective solutions that will positively impact your company's bottom line.

#### The four (4) FM competencies covered are:

**Leadership and Strategy:** Effective strategies require facility managers to be able to integrate people, place and process. They must be able to align the facility portfolio and functionality with its organization's mission and available resources.

**Operations and Maintenance:** Learn how to assess and inspect facility needs. Manage, oversee and monitor O&M of buildings, systems and equipment.

**Project Management:** Plan, initiate and execute projects. Understand the entire project life cycle and how to monitor and control project performance and evaluate outcomes.

**Finance and Business:** Learn the essential finance and business practices and how to integrate those into your function as an FM. Understand how to engage finance, legal, procurement, risk managers and others to maximize decisions for your organization.

Textbooks, online learning materials and exam are included in the price of this course.

**AEBU 029 Sec 030E – Remote Live Spring 2026**

**Note:** Please register AT LEAST one week before the start date so that materials are received in time for the first class.

CERTIFICATE PROGRAM



**IFMA™**  
International Facility Management Association  
Empowering Facility Professionals Worldwide



### RETIREMENT PLANNING TODAY®

Retirement Planning Today® contains something for everyone. We address financial issues that pertain to the self-employed as well as employees of corporations and government agencies. The course is designed to teach you how to build wealth and align your money with your values to accomplish your lifetime goals. Whether you plan to retire in 20 years or have just recently retired, the information you learn in this course can deliver rewards throughout your lifetime.

Learn how to determine the amount you need to retire, eliminate debt and improve cash flow, plan your retirement income to preserve a comfortable standard of living, and create your own goals for a "successful retirement." (9 hrs.)

**AEFI 023 Sec 005E**  
**Scotch Plains Campus**  
**Th, 10/16 – 10/30**  
**6:30 – 9:30 pm, \$49**



### PROGRAMS...

will be offered in-person,  
hybrid or remote live.  
Please check your  
schedule.



[www.ucc.edu/ceregister](http://www.ucc.edu/ceregister)  
**ENROLL TODAY!**



# CAREER DEVELOPMENT

## Education

### CHILD DEVELOPMENT ASSOCIATE (CDA)

If you want to develop your skills as a childcare provider, this multi-course certificate will prepare you to become an early childhood educator and allow you to work in a childcare facility or establish your own business.

The Child Development Associate (CDA) is a national credentialing program designed to develop professional opportunities for educators working with children from birth to age 5. This 120-hour certification program is a requirement to earn a CDA credential.

Part 1 of each course must be taken before Part 2.

CERTIFICATE PROGRAM



### Prerequisites (60 hrs.)

AEDU A81-Child Care: The Foundations Part 1 (30 hrs.)

AEDU B81-Child Care: The Foundations Part 2 (30 hrs.)

### Required Courses (60 hrs.)

AEDU A82-Child Care: Professional Practices Part 1 (30 hrs.)

AEDU B82-Child Care: Professional Practices Part 2 (30 hrs.)

### Additional Course

AEDU 183-Child Development Associate: Portfolio Preparation (16 hrs.)

### Child Care: The Foundations (60 hrs.)

Become more knowledgeable and better qualified as a childcare professional. Topics include growth and development of children, general health care and safety, nutrition, educational activities, and play and an integrated curriculum.

#### Books required (not included):

1. Essentials for Working with Young Children (Third Edition)
2. Essentials Workbook (Third Edition)
3. In addition, the students would need to select either Infant or Preschool CDA Competency Standards book.

CDA Council Website: <https://www.cdacouncil.org/en>

#### Part 1

AEDU A81 Sec 093E - Hybrid/Scotch Plains

T, Th, 11/11 - 12/16, 6:00 - 9:00 pm, \$299

(No class 11/27)

*The Foundations Part 2 and Professional Practices will be available in Spring 2026.*



### NJ ALTERNATE ROUTE TEACHER PREPARATION LICENSURE PROGRAM

Alternate Route to Teaching - Community College (ART-CC) program provides aspiring teachers with a non-credit option to attain K-12 teacher licensing. The ART-CC offers a 400-hour preparation program for teacher candidates who already have a bachelor's degree and Certificate of Eligibility (CE). This program allows you to attend classes while teaching full-time in the classroom. See eligibility and additional information here: <https://www.nj.gov/education/certification/teachers/alternate/>

Teacher candidates begin the program with the Introduction to Teaching 50 Hour Pre-Service Program. The Certificate of Eligibility (CE) is not needed to begin the Introduction course, but the CE and employment as a teacher are required to move to the next 350 hours of training. The CE will allow Candidates to seek employment as a teacher in a public, private, or parochial school.

Complete the remaining 350 hours of course offerings towards your teacher certification. These six (6) courses are also entirely online and include a combination of Live Zoom classes and asynchronous course assignments. Teacher candidate must prove required employment in your CE subject area with enrollment in The NJDOE's Provisional Teacher Program (PTP) by the third course. To register for the remaining 6 courses, visit <https://www.brookdalecc.edu/continuing/careerdevelopment/alternative-route-to-teaching/>

### Introduction to Teaching Pre-Service Program (50 hrs.)

This first segment of the two-year training process is an introduction to the teaching career. Topics include lesson planning, resume and interview processes, professional disposition and expectations, school law and ethics that impact effective teaching practices. Also covered is an introduction to assessment-driven instructional models, technology in education, and an overview of child development processes. The Alternate Route to Teaching licensing process will be introduced.

This course includes 30 hours of instruction, 8 hours of classroom observation, and 12 hours of clinical experience. Activities, such as tutoring or substitute teaching, will extend candidates the opportunity to work with students in an authentic environment. Collaboration with school districts will provide both a window of opportunity for the candidate and a potential recruitment tool for the district.

The Introduction to Teaching course is only for students pursuing licensure in one of the Instructional Certificates at this link: <https://www.nj.gov/education/certification/teachers/alternate/>

Textbook required: *The First Days of School: How to Be an Effective Teacher* (Book & DVD) 5th Edition by Harry K. Wong and Rosemary T. Wong, ISBN-13: 978-0976423386

AEDU 144 Sec 006E

Hybrid/Scotch Plains Campus

Th, 9/18 - 11/13, 6:00 - 9:00 pm, \$325



## Para información general, visite [www.ucc.edu](http://www.ucc.edu)

### CUIDADO DE NIÑOS

Si desea desarrollar sus habilidades como proveedor de cuidado infantil, este certificado de varios cursos lo preparará para convertirse en un educador de educación infantil y le permitirá trabajar en un centro de cuidado infantil o establecer su propio negocio.

#### CERTIFICATE PROGRAM



El Asociado en Desarrollo Infantil (CDA) es un programa de acreditación nacional diseñado para desarrollar oportunidades profesionales para educadores que trabajan con niños desde el nacimiento hasta los 5 años. Este programa de certificación de 120 horas es un requisito para obtener una credencial CDA.

La Parte 1 de cada curso debe realizarse antes de la Parte 2.

CDA Council Website: <https://www.cdacouncil.org/es/>

### Requisitos previos

AEDE A81-Cuidado de Niños: Los Fundamentos-Parte 1 (30 hrs.)

AEDE B81-Cuidado de Niños: Los Fundamentos-Parte 2 (30 hrs.)

### Cursos requeridos

AEDE A82-Cuidado de Niños: Prácticas Profesionales-Parte 1 (30 hrs.)

AEDE B82-Cuidado de Niños: Prácticas Profesionales-Parte 2 (30 hrs.)

### Curso adicional

AEDE 083-Preparación del Portafolio CDA (16 hrs.)

### Cuidado de Niños: Los Fundamentos (60 hrs.)

Conviértase en un profesional del cuidado de niños instruido y mejor capacitado. Los tópicos incluyen: requisitos de un ambiente seguro y saludable, nutrición, actividades educativas, crecimiento y el desarrollo físico, cognitivo, comunicativo y creativo de los niños. El candidato también aprenderá a definir entrenadores de orientación positiva para apoyar el desarrollo social y emocional apropiado para los niños pequeños.

#### Libros requeridos (No están incluidos):

1. Fundamentos para trabajar con niños pequeños – Tercera edición
2. Cuaderno de ejercicios de Fundamentos – Tercera edición
3. Normas de Competencia CDA®

CDA Council Website: <https://www.cdacouncil.org/es/>

#### Parte 1

**AEDE A81 Sec 094E**  
Programa Híbrido/Scotch Plains  
Lun, Mie, 10/6 – 11/5  
6:00 – 9:00 pm, \$299

**AEDE A81 Sec 095E**  
Programa Híbrido/Elizabeth  
Mar, Jue, 11/11 – 12/16  
6:00 – 9:00 pm, \$299  
(No hay clase 11/27)

#### Parte 2

**AEDE B81 Sec 095E**  
Programa Híbrido/Scotch Plains  
Lun, Mie, 11/10 – 12/15  
6:00 – 9:00 pm, \$299  
(No hay clase 11/26)

**AEDE B81 Sec 096E**  
Programa Híbrido/Elizabeth  
Mar, Jue, Primavera 2026  
6:00 – 9:00 pm, \$299

*Los estudiantes asistirán a clases presenciales y remotas. La primera y última clase de cada curso es presencial.*



### GED (PREPARACIÓN)

### Preparación para GED

#### *Aprenda estrategias para maximizar sus posibilidades de éxito!*

La preparación para el examen GED (Desarrollo Educativo General) es un paso importante si no completó la escuela secundaria. Si desea obtener una credencial equivalente; este programa le ayudará a desarrollar un programa de estudio confiable para aprobar los cuatro exámenes del GED: Razonamiento a través de las artes del lenguaje; Razonamiento matemático; Ciencias; y Estudios sociales. Debe estar preparado para trabajar en casa y en la clase. (60 hrs.)

**AETE 124 Sec 104E**

**Programa Híbrido/Elizabeth Campus**

**Lun, Jue, 9/22 – 12/15**

**6:30 – 9:00 pm, \$450**

**(No hay clase 11/27)**



### PROGRAMS...

will be offered in-person,  
hybrid or remote live.  
Please check your  
schedule.



[www.ucc.edu/ceregister](http://www.ucc.edu/ceregister)

# CAREER DEVELOPMENT

## Information Technology and Computer Training

### COMPTIA NETWORK +

#### CompTIA Network + Certification

Are you looking to enter the ever-changing IT field?

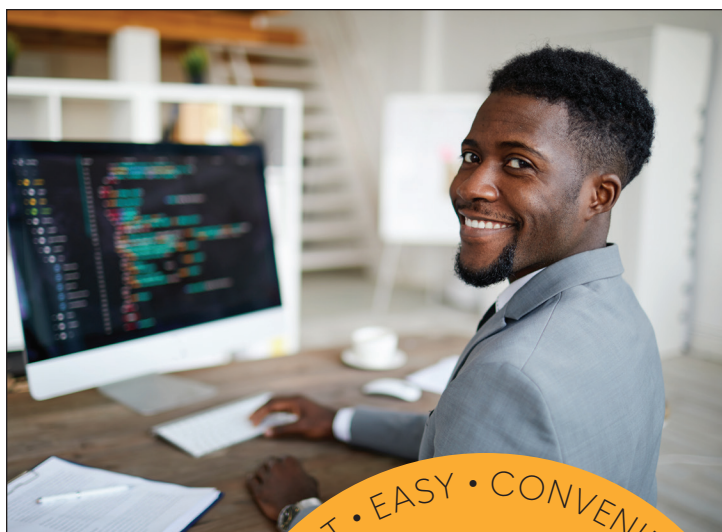
Consider a CompTIA Network+ certification which validates the technical skills needed to securely establish, maintain, and troubleshoot the essential networks that businesses rely on. Companies such as Apple, Canon, Dell, and Ricoh recommend this course for their networking technicians.

This course prepares students to sit for the Network+ exam N10-008 and covers the following areas of emphasis: IP addressing and connecting networks, wireless standards and technologies, network availability, securing and hardening networks and troubleshooting. Voucher included (40 hrs.)

**AECO A17 Sec 084E - Hybrid/Scotch Plains Campus**  
M, W, 10/13 - 11/24, 6:30 - 9:30 pm, \$1,059



CERTIFICATE PROGRAM



FAST • EASY • CONVENIENT  
**REGISTER  
ONLINE!**



[www.ucc.edu/ceregister](http://www.ucc.edu/ceregister)

SEE PAGE 32 FOR  
INSTRUCTIONS

#### CompTIA A+ Core Series 1 and 2

CompTIA A+ validates the skills required to install and configure end-user devices and software; connect devices to networks; perform basic cybersecurity mitigations; troubleshoot common problems to diagnose and resolve issues; and demonstrate basic knowledge of scripting, the cloud, and virtualization.

The CompTIA A+ Core Series requires candidates to pass two exams: Core 1 - Hardware (220-1101) - and Core 2 - Software (220-1102).

CERTIFICATE PROGRAM



#### CompTIA A+ Core 1 - Hardware

This course prepares students to sit for the CompTIA A+ Core 1 - Hardware exam 220-1101 and covers the following topics: installing motherboards, connectors and systems devices, troubleshooting, hardware, printing and mobile devices, configuring and supporting network services and summarizing virtualization and cloud concepts. Voucher included. (40 hrs.)

**AECO A50 Sec 014E - Hybrid/Scotch Plains Campus**  
T, Th, 9/30 - 11/11, 6:30 - 9:30 pm \$1,059

#### CompTIA A+ Core 2 - Software

This course prepares students to sit for the CompTIA A+ Core 2 - Software exam 220-1102 and covers the following topics: configuring, managing, and supporting windows networking, identifying OS types and features, managing Linux and macOS, managing security settings and network security, supporting mobile software, using support, and scripting tools and implementing operational procedures. Voucher included. (40 hrs.)

**AECO A51 Sec 024E - Hybrid/Scotch Plains Campus**  
T, Th, 11/18 - 1/20/2026, 6:30 - 9:30 pm, \$1,059

*Proud to be*



The Aspen Institute named UCNJ as a finalist for the \$1 million 2025 Aspen Prize. This signature recognition celebrates 10 high-achieving community colleges from across the country.

## Information Technology and Computer Training

### MICROSOFT OFFICE SOFTWARE

#### Microsoft Excel Beginner

This course aims to provide you with a foundation for Excel knowledge and skills, which you can build upon to eventually become an expert in data manipulation. (7 hrs.)

*Textbook included.*

AECO A48 Sec 184E  
T, Th, 10/7 - 10/9  
or  
AECO A48 Sec 185E  
M, W, 10/27 - 10/29  
Scotch Plains Campus  
6:00 - 9:30 pm, \$169

#### Microsoft Excel Intermediate

This course builds upon the foundational knowledge presented in the Microsoft® Office Excel®: Beginner course and will help start you down the road to creating advanced workbooks and worksheets that can help deepen your understanding of organizational intelligence. (7 hrs.)

*Prerequisite:* Excel Beginner or equivalent knowledge

*Textbook included.*

AECO B48 Sec 184E  
T, Th, 10/21 - 10/23  
or  
AECO B48 Sec 185E  
M, W, 11/17 - 11/19  
Scotch Plains Campus  
6:00 - 9:30 pm, \$169

#### Microsoft PowerPoint Beginner

Gain the ability to organize your content, enhance it with high-impact visuals, and deliver it with a punch. (7 hrs.)

*Textbook included.*

AECO A72 Sec 184E - Scotch Plains Campus  
T, Th, 12/9 - 12/11, 6:00 - 9:30 pm, \$169

#### Microsoft Excel Advanced

The more you learn about how to get Excel to do the hard work for you, the more you'll be able to focus on getting the answers you need from the vast amounts of data your organization generates (7 hrs.)

*Prerequisite:* Excel Beginner and Intermediate or equivalent knowledge.

*Textbook included.*

AECO C48 Sec 184E  
T, Th, 11/4 - 11/6  
or  
AECO C48 Sec 185E  
M, W, 12/8 - 12/10  
Scotch Plains Campus  
6:00 - 9:30 pm, \$169

#### Microsoft Excel Suite (Beginner through Advanced)

By signing up for this suite of programs, students receive a discounted price. With classes scheduled on a monthly basis, students are able to learn Excel Beginner through Advanced and apply their learning in their day-to-day environment before moving on to the next level. (21 hrs.)

*All textbooks are included.*

AECO 200 Sec 014E  
T, Th, 10/7 - 10/9  
T, Th, 10/21 - 10/23  
T, Th, 11/4 - 11/6  
or  
AECO 200 Sec 015E  
M, W, 10/27 - 10/29  
M, W, 11/17 - 11/19  
M, W, 12/8 - 12/10  
6:00 - 9:30 pm, \$399  
Scotch Plains Campus

## Seeking Part-Time Computer Instructors



Instructors needed to teach computer training classes both traditional and corporate training in both English and Spanish, daytime and evening hours available.

#### *Programs including:*

**MS Office software:** Excel, PowerPoint, and Word  
**Google Workspace:** Docs, Drive, Sheets, and Slides  
**QuickBooks:** Introduction and Intermediate

For further information about these opportunities, please contact  
**Dr. Lisa Hiscano** at [hiscano@ucc.edu](mailto:hiscano@ucc.edu)





## Cannabis Training

Programs provided by



The cannabis industry is growing at an unprecedented rate and the demand for skilled professionals is higher than ever. As the industry continues to expand, new opportunities are emerging in fields such as cultivation, retail, extraction, product

development, and more. Joining the cannabis industry means being part of a movement that's changing lives and creating positive change. Plus, with a wide range of positions available, from entry-level to executive roles, there's a place for everyone in this rapidly growing industry.

To become an in-demand cannabis professional, it's important to have the right education and training. By investing in your education, you'll gain the knowledge and skills needed to thrive in this dynamic industry and advance your career to the next level. Don't miss your chance to be a part of the cannabis industry's growth and secure a promising future – take the first step today and start your journey towards a rewarding career in cannabis through our self-paced programs listed below.

Programs begin monthly – September 3,  
October 8, November 5, 2025. Online \$850

To register: <https://union.cannabisstudiesonline.com>

### Cannabis Cultivation Specialist Certificate

Get empowered with the knowledge and skills needed to become a respected and in-demand cannabis cultivation professional. Our 9-week online certificate program offers a comprehensive understanding of the cannabis industry and cultivation best practices. The program features a diverse range of learning resources, including engaging video lectures, informative readings, and interactive e-learning modules that equip you with the requisite skills and knowledge to excel in the thriving cannabis cultivation industry. Upon completion, you'll have the credibility and knowledge necessary to establish a successful career in cannabis cultivation, work in indoor or outdoor grow operations, or even launch your own cultivation business.

### Cannabis Retail Specialist Certificate

Get equipped with the knowledge and skills needed to become a successful, in-demand cannabis retail professional. Delivered through a blend of engaging video lectures, comprehensive readings, and interactive e-learning modules, our 9-week online certificate program is exclusively taught by distinguished industry experts and operators. This program is designed to equip you with the fundamental knowledge of the cannabis supply chain, as well as the essential skills to succeed in the dynamic cannabis retail environment.

### Cannabis Extraction and Product Development Specialist Certificate

Get the knowledge and credibility needed to pursue a career in cannabis extraction, developing and manufacturing cannabis products, or even starting your own cannabis brand. Our 9-week online certificate program, aims to empower you with the knowledge and skills necessary to become a highly-regarded and sought-after cannabis professional. With a focus on developing and manufacturing various cannabis products, including edibles, tinctures, and topicals, this program provides a comprehensive understanding of the cannabis supply chain and foundational skills required to excel in the industry.



### Cannabis Certification

...is the best way to learn the dispensary technician skills and find the job you are looking for in the cannabis industry.



Each module focuses on a topic related to working in the cannabis industry – cannabis cultivation, manufacturing, and dispensing. Taught by industry professionals who will prepare you with the basic training needed to work in a medical cannabis dispensary.

Tailored to New Jersey's medical marijuana program teaches the human body's endocannabinoid system, the basics of cultivation and cultivars, an introduction to processing, products available in New Jersey and elsewhere, and the ins and out of working in a New Jersey medical cannabis dispensary and how to assist New Jersey medical marijuana program patients that have qualifying conditions.

#### Learn about:

- Cannabis law and regs including the specific rules in New Jersey.
- The human body's endocannabinoid system.
- The basics of cultivation, cannabis taxonomy and terminology including cultivars and chemotypes.
- An introduction to processing of manufactured cannabis products.
- Dispensary training.

#### Requirements:

- Students must be at least 18 years old to register for the class.
- Most employment will require you to be 21 years old and pass a background check.

AEBU 004 Sec 106E – Online  
M, 10/20 – 11/17, 6:00 – 9:00 pm, \$500



To learn more, visit: [www.ucc.edu/cannabistraining](http://www.ucc.edu/cannabistraining)

## Your Workforce Training Resource



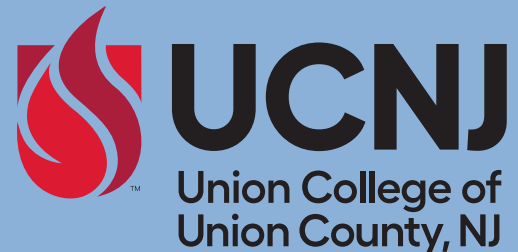
**Our customized training solutions get results.**  
**We think strategically and offer competitive pricing.**

We work side-by-side with you to customize training solutions and deliver them with expert instructors, high-quality materials, and flexible scheduling. We consult with your team to offer workforce training solutions for business planning, growth, change, and increased profitability.

*Learn more...*

Contact us at  
**908-659-5116**  
or **ibi@ucc.edu**

Visit us at  
**www.ucc.edu/ibi**



**INDUSTRY-BUSINESS  
INSTITUTE**

# CAREER DEVELOPMENT

## Grant Funded Training Programs

The Industry-Business Institute delivers customized training to your employees to meet your business needs. Non-governmental employees are eligible for this program funded by the New Jersey Department of Labor and Workforce Development. Business groups, industry associations and chambers of commerce can host programs for eligible members.

We will work side by side with you to customize training solutions and deliver them to your team with high-quality instructors and flexible schedules.



Listed below are some of the valuable course offerings that we can bring to your employees, and your location... call us today!!

### WORKPLACE ESSENTIALS

#### Communication in the Workplace

Dive into the art of effective verbal, non-verbal and written communication and discover the transformative impact it can have on your professional journey. Participants will learn how to apply the basic principles of effective communication with supervisors, co-workers, and customers and emerge as a key player in workplace meetings. Uncover the secrets to perfecting grammar in written and verbal communication, understand the nuances of tone, and refine your language to avoid redundancies, jargon, slang, and wordiness. Don't just communicate – command attention, build rapport, and unlock the doors to success in your professional interactions. (8 hrs.)

#### Team Building: Developing High Performance Teams

The success of a manager hinges greatly on the efficiency of their team and the outcomes they achieve. Can your team effectively tackle challenges, navigate conflicts, and maintain enthusiasm and motivation for peak performance? Do they collaborate seamlessly? This course is tailored for those eager to enhance their team leadership skills and unleash the full potential of individual team members. Understand the pivotal factors that transition a team from involvement to empowerment and learn how to instill these elements within your team. (4 hrs.)

#### Essential Supervisory Skills

This class will prepare front line workers to assume leadership roles in various departments across the organization. They will learn how their roles will change, about management's expectations for new leaders, how to better understand their responsibilities in this new role, the importance of clear and direct communication, strategies for dealing with and diffusing conflict, how to give feedback and offer constructive criticism, how to deal with difficult employees and more. (8 hrs.)

#### Conflict Resolution: Getting Along in the Workplace

The next step in your personal development and training as a supervisor includes skills in resolving conflict, whether it be interpersonal between clients and employees, employees and management, or interdepartmental expectations. Learn to identify the source of conflict, diffuse conflict, negotiate conflict and resolve it for all parties. (4 hrs.)

#### Improving the Customer Experience

This course is designed to improve the customer experience by clearly defining customer service, explaining the difference between external and internal customers, recognizing that service delivery is an individual response value, understanding how your own behavior impacts the behavior of others, developing more confidence and skill as a problem-solver, understanding the importance of 'tone', communicating more assertively and effectively. (4 hrs.)

### NON-PROFIT COURSE

#### NEW!! Management Principles for Non-Profit Employees

Best practices in management are universal. But there are differences in their application between the for-profit and nonprofit sectors. This course is designed to help nonprofit professionals build strong management skills rooted in successful principles and in the priorities and realities of mission-focused work. Ideal for people increasing their supervisory responsibilities at nonprofits. In this course, learn to identify priorities and assess them for urgency, relevance, and feasibility, apply best practices to grant-funded projects, communicate effectively with stakeholders, align priorities and goals with the vision of executives and board members. (8 hrs.)

To participate in one of these programs or bring one to your workplace staff, contact Katrina James-Pellam at [katrina.james-pellam@ucc.edu](mailto:katrina.james-pellam@ucc.edu)



**Don't see what you are looking for?  
Contact us and we will build it!**



## Grant Funded Training Programs

### SOFTWARE SKILLS

#### Mastering Google Drive Essentials

This course is designed to empower participants with the essential skills needed to harness the full potential of Google Drive. Participants will be equipped with the knowledge and skills needed to navigate Google Drive seamlessly, collaborate effectively, and optimize their digital workflow. Join us to revolutionize the way you work with documents in the cloud. Basic computer skills and familiarity with Google Workspace are recommended. (4 hrs.)

**IBCO A70 Sec 005E – Remote Live**  
T, Th, 11/11 – 11/13  
6:00 – 8:00 pm

#### Excel for Beginners

Participants will learn to create, edit, modify and format basic MS Excel spreadsheets and print the content of Excel workbooks. (8 hrs.)

**IBCO A21 Sec 068E**  
**Scotch Plains Campus**  
T, Th, 9/23 – 9/25  
9:00 am – 1:00 pm

#### Excel Intermediate

Participants will organize and present data in tables and charts and enhance the look and feel of workbooks by adding graphical objects in MS Excel. (8 hrs.)

**IBCO B20 Sec 015E**  
**Scotch Plains Campus**  
T, Th, 9/30 – 10/2  
9:00 am – 1:00 pm

#### ChatGPT Integration for Business: Enhancing Productivity and Decision-Making

Learn the practical applications of ChatGPT for professionals looking to maximize the efficiency and effectiveness of their business operations. This course will provide in-depth insights into how ChatGPT can transform email marketing, sales strategies, and decision-making processes. Through a combination of expert instruction, case studies, and hands-on activities, participants will learn to harness the power of ChatGPT for automating complex tasks, improving data analysis, and implementing AI responsibly within their organization. (4 hrs.)

**IBAI 100 Sec 002E – Remote Live**  
T, Th, 10/7 – 10/9  
6:00 – 8:00 pm

**IBAI 100 Sec 003E – Remote Live**  
T, Th, 10/21 – 10/23  
6:00 – 8:00 pm

#### QuickBooks Fundamentals: Mastering the Basics

Whether you're new to accounting software or seeking to streamline your financial processes, this course will provide you with the essential skills and knowledge to confidently navigate QuickBooks. Learn to effectively manage your finances, track transactions, and make informed business decisions using QuickBooks. Participants should have basic computer skills and a fundamental understanding of accounting concepts. (8 hrs.)

**IBCO 500 Sec 003E**  
**Scotch Plains Campus**  
T, Th, 11/4 – 11/6  
9:00 am – 1:00 pm



#### Canva: Creating Impactful Designs with Ease

In this introductory workshop, participants will learn how to navigate and utilize Canva to produce stunning, professional visuals effortlessly. From basic design principles to practical application, this course offers a step-by-step guide to mastering Canva's user-friendly platform. Attendees will engage in hands-on activities to create designs that can transform their marketing, presentations, and social media content. (4 hrs.)

**IBDS 100 Sec 002E – Remote Live**  
T, Th, 11/18 – 11/20  
6:00 – 8:00 pm

**IBDS 100 Sec 003E – Remote Live**  
T, Th, 12/2 – 12/4  
6:00 – 8:00 pm



**Scan this QR Code  
to register for  
these sessions!**



## Real Estate



### REAL ESTATE

#### Principles of Real Estate

Embark on an exciting new career path or supplement your income with our comprehensive Principles of Real Estate course. This 75-hour program, designed for those new to the field, meets the Real Estate Commission requirements for the NJ sales/licensing examination. Explore essential topics such as property interests, mortgages, deeds, title closings, liens, real estate law and ethics, agency relationships, and real estate calculations. To launch your real estate career, you'll need to pass the state exam and secure a position as a sales associate within one year of course completion. Failing to do so will require you to retake the course and exam. With the included textbook, you'll be well-prepared to succeed. (75 hrs.)

*Textbook included in course fee.*

**AERL 101 Sec 084E – Hybrid/Scotch Plains Campus**  
T, Th, 9/23 – 12/16, 6:30 – 9:30 pm, \$525

*In person classes held at Scotch Plains Campus: 9/23, 9/25, 12/11, 12/16 (No class 11/27)*

#### NJ Real Estate License Continuing Education Workshop

Keep your New Jersey real estate license active with our 12-hour continuing education workshop. This comprehensive package fulfills all education requirements for license renewal and includes four critical courses:

**Code of Ethics** – Review the National Association of REALTORS® Code of Ethics and its application in real world situations. This course satisfies the National Association of REALTORS® 2022-2024 ethics requirement. (Ethics – 3 hrs.)

**Fair Housing (NJ)** – The essential Fair Housing regulations every real estate professional needs to know. (Fair Housing – 3 hrs.)

**Preventing Identity Theft** – Protect yourself and your clients from the ever-growing threat of identity theft. (Elective – 3 hrs.)

**Healthy Home Fundamentals** – Addresses common health concerns in housing such as lead, mold, carbon monoxide, and allergens. (Elective – 3 hrs.)

**AERL 157 Sec 006E – Remote Live**  
T, Th, 11/11 – 11/20, 6:00 – 9:00 pm, \$95

CERTIFICATE PROGRAM



### TEST PREPARATION

#### GED Exam Preparation

Boost your test-taking skills and prepare to earn your high school equivalency credential with our GED Exam Preparation course. This 60-hour program covers all four required areas: Reasoning through Language Arts, Mathematical Reasoning, Science, and Social Studies. Develop a reliable study plan and learn strategies to maximize your success. Expect to complete work at home in addition to in-class instruction. Learn strategies to maximize your chance for success!

**AETP 124 Sec 083E – Hybrid/Elizabeth Campus**  
M, W, 9/22 – 12/15 (No class 11/26)  
6:30 – 9:00 pm, \$450

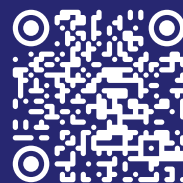
*Para mas información sobre preparación para el GED y otros cursos en español ver página 9.*

#### Amateur Astronomers, Inc. (AAI)

promotes an interest in the science of astronomy through events, lectures, and meetings.

Every Friday night informal presentations are held in the William Miller Sperry Observatory at the UCNJ Cranford Campus and, weather permitting, the public is invited to view the night skies through the 24-inch reflector and 10-inch refractor telescopes.

**Scan QR code to Register:**



Learn more by visiting  
**[www.asterism.org](http://www.asterism.org)**





## The Center for Economic and Workforce Development

### Opportunities and Programs for Unemployed, Underemployed or Dislocated Workers

UCNJ is committed to supporting community members who are unemployed, underemployed, or dislocated from employment. Through our partnerships with the American Job Centers, the County of Union, the NJ Department of Labor and Workforce Development, the NJ Department of Children and Families and other agencies that support workforce development programs, UCNJ has many programs to assist people in getting a job, getting a better job, or becoming more effective in your current choice of professions.

The **Center for Economic and Workforce Development (CEWD)** provides training and support services to help the unemployed and

the underemployed to be better positioned to enter and compete in today's workforce as well as to develop lifelong learning skills. We offer adult literacy, ESL and occupational training programs to over 1,000 adults each year. The Center's model includes standardized assessment, student support services, occupation-related basic skills instruction, and occupational training and job placement services. In keeping UCNJ's commitment to provide access to education for all, instruction is scheduled during the evenings and daytime hours so that adults can choose a schedule most convenient for themselves and their lifestyles.

*See Workforce Development programs on pages 18-19 for details.*

For additional information regarding these workforce development programs, please contact **908-659-5114** or email us at [cwud-recruiting@ucc.edu](mailto:cwud-recruiting@ucc.edu)

## Union County Workforce Innovation Business Center

The **Workforce Innovation Business Center (WIBC)** at our Elizabeth Campus is a Union County American Job Center affiliate career services provider funded by the Union County Board of County Commissioners, the Union County Workforce Development Board and UCNJ. The Workforce Innovation Business Center builds on the success of the Union County American Job Center and on the County Commissioner's partnership with UCNJ. Through this rapidly growing relationship, job seekers can access training and other career services that help match them with prospective employers.

The WIBC provides training and career coaching to individuals preparing to enter the workforce and explore new careers. We assist businesses in training, recruiting and hiring qualified employees through job fairs, job postings, pre-screening job candidate pools and our On-the-Job Training program.



Sponsored by the Union County Board of County Commissioners

**UNION COUNTY**  
*We're Connected to You!*

For more information or to contact the WIBC, call **908-965-2992** or email [isaias.rivera@ucc.edu](mailto:isaias.rivera@ucc.edu)

Workforce Innovation Business Center (WIBC) services are supported with funds from the United States Department of Labor (USDOL) through the Workforce Innovation and Opportunity Act (WIOA), totaling \$640,000. 100% of these services are financed through federal funding sources.



# WORKFORCE DEVELOPMENT

## Earn Industry-Valued Credentials in Our Short-Term Training Programs

The following programs are offered in an intensive format to provide individuals the opportunity to earn industry credentials and seek employment within a three to four-month period. These programs are approved through the New Jersey Eligible Training Providers List (ETPL) and individuals may be eligible for grant funding. Courses are also offered on a tuition-basis.

Training programs listed on this page include job placement assistance, certification exam fees, books and course materials. Assessment testing is required prior to enrollment.

### CERTIFIED MEDICAL ASSISTANT

A Medical Assistant performs routine administrative and clinical tasks under the supervision of a physician, other health practitioner, or office manager.

CERTIFICATE PROGRAM



Clinical skills include obtaining all vital signs, assisting with the primary physical exam and other specialty exams, preparing patients for minor surgical procedures, providing patient education, administering injectable medications as directed by a physician, using phlebotomy techniques, and assisting in the collection of laboratory specimens.

Administrative skills include coordinating and scheduling patient appointments, receiving and processing patients in the office, preparing and maintaining patient records. Professional development will be embedded throughout all courses within the program. HIPAA and OSHA guidelines will be reviewed. This course also includes BLS/CPR training and upon completion of written and practicum, the student will receive a certification from the American Heart Association. The student will also complete 112 hours of clinical internship, (optional) at a location determined by the Instructional team.

**Upon successful completion of the courses, you will test for the industry-valued certifications, credentialed by the National Healthcareer Association (NHA):**

- Certified Clinical Medical Assistant (CCMA)
- Certified EKG Technician (CET)
- Certified Phlebotomy Technician (CPT)
- Basic Life Support/CPR Certification (BLS)

**Total Hours: 508 hours instruction and skills, 112 hours clinical internship (optional)**

**Program Cost: \$6,250**

**Clinical Internship (optional):**  
**Prerequisite CMA program completion**

**Location: Plainfield Campus**

**Schedule: Monday – Thursday,**  
**8:30 am – 2:00 pm**  
**Fall 2025**

*For additional information about this program, please contact [monique.brathwaite@ucc.edu](mailto:monique.brathwaite@ucc.edu)*



### PATIENT CARE TECHNICIAN

Patient Care Technicians are authorized to administer basic medical care to patients and provide quality care to patients by assisting with ADLs (activities of daily living), taking vital signs, assisting with medical examinations and treatment. Additional responsibilities of the PCT may include EKG and phlebotomy. In this course, students will learn collaboration and patient management processes, body mechanics, vital signs, ambulatory care and patient positioning for treatment and rehabilitation. Topics include: Anatomy and Physiology; EKG, Phlebotomy, BLS/CPR, Vital signs, and Patient Care Technician.

CERTIFICATE PROGRAM



Upon successful completion of program requirements, you will be able to sit for the following industry certification exams through National Healthcareer Association (NHA):

- Certified Patient Care Technician/Assistant (CPCT/A)
- Certified EKG Technician (CET)
- Certified Phlebotomy Technician (CPT)
- Basic Life Support/CPR Certification (BLS)

**Total Hours: 340 hours**

**Program Cost: \$4,500**

**Location: Plainfield Campus**

**Schedule: Monday – Thursday,**  
**5:00 – 9:00 pm and**  
**Saturday, 9:00 am – 1:00 pm**  
**Fall 2025**

*For additional information about this program, please contact [monique.brathwaite@ucc.edu](mailto:monique.brathwaite@ucc.edu)*

## Eligibility Requirements for Grant Funding includes:

- Unemployed or Underemployed
- Collecting UI Benefits or Recently Expired
- Age 18 or older
- HS Diploma or GED
- NJ Resident

**Contact your American Job Center / One Stop Career Center for additional eligibility and scheduling information.**  
**Or, contact us at 908-965-2992 or [isaias.rivera@ucc.edu](mailto:isaias.rivera@ucc.edu)**

## Earn Industry-Valued Credentials in Our Short-Term Training Programs

*"My time in the Patient Care Technician program at UCNJ reminded me to never give up on myself, no matter the setbacks. This program taught me that failure isn't the end—it's simply a redirection toward something greater. I'm incredibly grateful for the opportunity and for the support of the faculty and staff, who served as constant role models and were always there when I needed them. The experience, knowledge, and friendships I've gained mean the world to me. I'm truly thankful for all this program has done for me and excited for what's ahead."*

**– Ataliah G.**  
CET, CPCT/A



*Proud to be*



The Aspen Institute named UCNJ as a finalist for the \$1 million 2025 Aspen Prize. This signature recognition celebrates 10 high-achieving community colleges from across the country.



[www.ucc.edu/ceregister](http://www.ucc.edu/ceregister)  
**ENROLL TODAY!**

## ESSENTIALS of SUPPLY CHAIN MANAGEMENT PROGRAM

The Fundamentals of Supply Chain Management program provides you with the fundamentals of the transportation, logistics and distribution industry sector. Learn about warehousing, transportation and customer service operations, supply management and procurement, demand planning, manufacturing and service operations, and inventory management. This program provides the entry level student with the knowledge to obtain an entry level job in the industry or an experienced individual with other industry experience the opportunity to apply their former work experience with a layer of new industry credentials to the TLD industry sector.

*Upon successful completion of program requirements, you will be able to sit for the SCPro Fundamentals (CSCMP) industry certification exams:*

- Supply Chain Management Principles
- Inventory Management
- Transportation Operations
- Customer Service Operations

**Total Hours: 170 hours**

**Program Cost: \$4,000**

**Location: Elizabeth Campus**

**Schedule: Monday – Thursday, 8:30 am – 2:00 pm**

**Updated program coming  
Spring 2026!!**

**CERTIFICATE PROGRAM**



# ENGLISH AS A SECOND LANGUAGE

## ¡Aprende Inglés!

Learn English through a combination of listening, speaking, reading, and writing classes. UCNJ offers classes for students at all levels. Each day our ESL students are improving their English to meet their job, academic, and life goals. After placement testing, students enter an appropriate ESL level of instruction depending on their abilities. The placement test is available on all three campuses throughout the year.

### To get started:

**APPLY:** Complete an application in person at the UCNJ One Stop Centers or online at [www.ucc.edu/apply](http://www.ucc.edu/apply)

**TEST:** Take a placement test to determine your level. Go to [www.ucc.edu/testing](http://www.ucc.edu/testing) for complete information, including testing center hours.

**REGISTER:** After you've tested, you can register for your courses!

*If you place into Level 1 or 2, the cost is \$350 per course.*

*There are three required courses per level for a total of **\$1,050 per level**.*

### Elizabeth Campus Classes

Call 908-659-5114 for questions/registration

### Plainfield Campus Classes

Call 908-412-3557 for questions/registration



Scan with your  
smartphone to apply  
online today!

## ESL - Level 1

Students will be introduced to the fundamentals of the English Language with emphasis on reading and vocabulary, grammar and writing skills and speaking and comprehension. The three courses in Level 1 prepare students for academic-level courses and corresponding career paths in various industries. (135 hrs.)

**Prerequisite:** College ESL Placement test.

### Required Courses:

**PCA 012 Grammar & Writing** This course provides students with exposure to the social and cultural life in the US, such as greetings, introductions, and forms of address. Students will learn to ask questions, interact in parenting roles and communicate and express feelings through written composition.

**PCA 009 Reading & Vocabulary** This course provides students with exposure to the social and cultural life in the US, such as greetings, introductions, and forms of address. Students will learn how to read complete sentences define words and understand short paragraphs.

**PCA 014 Listening & Conversation** The course provides students with exposure to the social and cultural life in the US, such as greetings, introductions, and forms of address. Students will learn to follow basic classroom commands identify everyday activities and classify sounds.

## ESL - Level 2

This program continues to develop and expand on the ESL material introduced in Level 1. Students will continue to develop reading comprehension and vocabulary skills, enhance their grammar skills by writing short compositions, express themselves through conversations and listening activities. The three courses in Level 2 prepare students for academic-level 3 and above courses and corresponding career paths in various industries. (135 hrs.)

**Prerequisite:** College ESL Placement test or successful completion of Level 1 courses.

### Required Courses:

**PCA 036 Grammar & Writing** Students will learn to write letters, express likes/dislikes and provide personal information. Students will review and reinforce the concepts presented through the use of ESL software and reading, writing, listening, and speaking activities.

**PCA 034 Reading & Vocabulary** Students will learn to recognize topics, get meaning from context and read stories and text passages.

Students will review and reinforce the concepts presented through the use of ESL software and reading, writing, listening, and speaking activities.

**PCA 041 Listening & Conversation** Students will listen to and participate in role plays, student interviews, and describe real life scenes. Students will review and reinforce the concepts presented through the use of ESL software and reading, writing, listening, and speaking activities.

Contact us at **908-659-5114** or [cwcd-recruiting@ucc.edu](mailto:cwcd-recruiting@ucc.edu)



# ENGLISH AS A SECOND LANGUAGE

## Course Offerings (courses must be taken in sequence)

| Semester                 | Course Code | Course Name                | Program | Level | Start Date | End Date | Meeting Days | Start Time | End Time |
|--------------------------|-------------|----------------------------|---------|-------|------------|----------|--------------|------------|----------|
| <b>ELIZABETH CAMPUS</b>  |             |                            |         |       |            |          |              |            |          |
| SU25                     | PCA 012     | Grammar and Writing        | CIN 212 | L1    | 7/14/25    | 8/6/25   | MTWR         | 9:00 AM    | 12:00 PM |
| SU25                     | PCA 009     | Reading and Vocabulary     | CIN 212 | L1    | 8/18/25    | 9/11/25  | MTWR         | 9:00 AM    | 12:00 PM |
| FA25                     | PCA 014     | Listening and Conversation | CIN 212 | L1    | 9/22/25    | 10/16/25 | MTWR         | 9:00 AM    | 12:00 PM |
| SU25                     | PCA 036     | Grammar and Writing        | CIN 217 | L2    | 8/11/25    | 9/4/25   | MTWR         | 9:00 AM    | 12:00 PM |
| FA25                     | PCA 034     | Reading and Vocabulary     | CIN 217 | L2    | 9/15/25    | 10/8/25  | MTWR         | 9:00 AM    | 12:00 PM |
| FA25                     | PCA 041     | Listening and Conversation | CIN 217 | L2    | 10/20/25   | 11/13/25 | MTWR         | 9:00 AM    | 12:00 PM |
| SU25                     | PCA 012     | Grammar and Writing        | CIN 212 | L1    | 8/11/25    | 9/4/25   | MTWR         | 5:30 PM    | 8:30 PM  |
| FA25                     | PCA 009     | Reading and Vocabulary     | CIN 212 | L1    | 9/15/25    | 10/8/25  | MTWR         | 5:30 PM    | 8:30 PM  |
| FA25                     | PCA 014     | Listening and Conversation | CIN 212 | L1    | 10/20/25   | 11/13/25 | MTWR         | 5:30 PM    | 8:30 PM  |
| FA25                     | PCA 012     | Grammar and Writing        | CIN 212 | L1    | 9/8/25     | 10/1/25  | MTWR         | 9:00 AM    | 12:00 PM |
| FA25                     | PCA 009     | Reading and Vocabulary     | CIN 212 | L1    | 10/14/25   | 11/6/25  | MTWR         | 9:00 AM    | 12:00 PM |
| FA25                     | PCA 014     | Listening and Conversation | CIN 212 | L1    | 11/17/25   | 12/15/25 | MTWR         | 9:00 AM    | 12:00 PM |
| FA25                     | PCA 012     | Grammar and Writing        | CIN 212 | L1    | 9/8/25     | 10/1/25  | MTWR         | 9:00 AM    | 12:00 PM |
| FA25                     | PCA 009     | Reading and Vocabulary     | CIN 212 | L1    | 10/14/25   | 11/6/25  | MTWR         | 9:00 AM    | 12:00 PM |
| FA25                     | PCA 014     | Listening and Conversation | CIN 212 | L1    | 11/17/25   | 12/15/25 | MTWR         | 9:00 AM    | 12:00 PM |
| FA25                     | PCA 036     | Grammar and Writing        | CIN 217 | L2    | 9/8/25     | 10/1/25  | MTWR         | 5:30 PM    | 8:30 PM  |
| FA25                     | PCA 034     | Reading and Vocabulary     | CIN 217 | L2    | 10/14/25   | 11/6/25  | MTWR         | 5:30 PM    | 8:30 PM  |
| FA25                     | PCA 041     | Listening and Conversation | CIN 217 | L2    | 11/17/25   | 12/15/25 | MTWR         | 5:30 PM    | 8:30 PM  |
| FA25                     | PCA 012     | Grammar and Writing        | CIN 212 | L1    | 9/8/25     | 10/1/25  | MTWR         | 5:30 PM    | 8:30 PM  |
| FA25                     | PCA 009     | Reading and Vocabulary     | CIN 212 | L1    | 10/14/25   | 11/6/25  | MTWR         | 5:30 PM    | 8:30 PM  |
| FA25                     | PCA 014     | Listening and Conversation | CIN 212 | L1    | 11/17/25   | 12/15/25 | MTWR         | 5:30 PM    | 8:30 PM  |
| FA25                     | PCA 036     | Grammar and Writing        | CIN 217 | L2    | 9/8/25     | 10/1/25  | MTWR         | 5:30 PM    | 8:30 PM  |
| FA25                     | PCA 034     | Reading and Vocabulary     | CIN 217 | L2    | 10/14/25   | 11/6/25  | MTWR         | 5:30 PM    | 8:30 PM  |
| FA25                     | PCA 041     | Listening and Conversation | CIN 217 | L2    | 11/17/25   | 12/15/25 | MTWR         | 5:30 PM    | 8:30 PM  |
| <b>PLAINFIELD CAMPUS</b> |             |                            |         |       |            |          |              |            |          |
| SU25                     | PCA 036     | Grammar and Writing        | CIN 217 | L2    | 7/7/25     | 7/30/25  | MTWR         | 5:30 PM    | 8:30 PM  |
| SU25                     | PCA 034     | Reading and Vocabulary     | CIN 217 | L2    | 8/11/25    | 9/4/25   | MTWR         | 5:30 PM    | 8:30 PM  |
| FA25                     | PCA 041     | Listening and Conversation | CIN 217 | L2    | 9/15/25    | 10/8/25  | MTWR         | 5:30 PM    | 8:30 PM  |

*Schedule subject to change*

Contact us at **908-659-5114** or **[cwcd-recruiting@ucc.edu](mailto:cwcd-recruiting@ucc.edu)**

# CAREER DEVELOPMENT

## Healthcare

### CPR, FIRST AID and AED CERTIFICATION COURSES

UCNJ offers American Heart Association's courses for health care providers and/or anyone in the community looking to learn this life saving skill. Upon successful course completion of the Heart Saver or BLS Health Care provider course, participants will receive certification that is valid for two years.

The American Heart Association (AHA) strongly promotes knowledge and proficiency in BLS, and has developed instructional material for this purpose. Use of these materials in an educational course does not represent course sponsorship by the American Heart Association. Any fees charged for such a course, except for a portion of fees needed for AHA course material, do not represent income to the association.

#### Basic Life Support for Healthcare Providers - Classroom (AHA)

CERTIFICATE PROGRAM



This program combines discussion, video, and hands-on training for healthcare professionals who need to know how to perform CPR, as well as other lifesaving skills, in a wide variety of in-hospital and out-of-hospital settings.

This course covers how to respond to breathing and cardiac emergencies in adult, children, and infants until more advanced medical personnel take over. Topics include: Primary assessment, ventilations, (including use of CPR breathing barriers and use of BVMs, choking (including conscious and unconscious), CPR (one and two rescuers), and AED. Certificate available upon completion from the American Heart Association. (4 hrs.)

**AEHL 962 Sec 123E**  
**Scotch Plains Campus**  
**Fall 2025, 6:00 - 10:00 pm, \$129**

#### Heart Saver CPR/AED Course (AHA)

This class is designed for non-healthcare providers and is intended for lay-rescuers, teachers, corporate personnel, or anyone else who wants to learn important CPR and use of an AED. Heartsaver® CPR/AED is a classroom, video-based, instructor-led course that teaches adult CPR and AED use, as well as how to relieve choking in an adult. This course teaches skills with AHATs research-proven Practice-While-Watching (PWW) technique, which allows instructors to observe the students, provide feedback and guide the students learning of skills. Certificate available upon completion from the American Heart Association. (4 hrs.)

**AEHL 961 Sec 123E**  
**Scotch Plains Campus**  
**Fall 2025, 6:00 - 10:00 pm, \$129**

CERTIFICATE PROGRAM



### EMERGENCY MEDICAL TECHNICIAN-BASIC

**Program Chairperson: Laurie Sheldon**  
**Email: sheldon@ucc.edu**

This program meets the requirements of the National Highway and Transportation Emergency Medical Technician Safety Administration's Emergency Medical Technician-Basic: National Standard Curriculum.

This course is designed to instruct you to the level of Emergency Medical Technician Basic (EMTB) and to introduce all the necessary skills to provide emergency medical care at a basic life support (BLS) level with an ambulance or other specialized service. Upon successful completion of this program, you will be eligible to take the New Jersey certification exam, which is required to act as an EMT in NJ.

**Cost: \$1,500 OR NJ Training Fund Certificate of Eligibility (for eligible First Aid Squad volunteers).**

**Prerequisite: Current CPR/ certification at the healthcare/ professional level by the American Heart Association, American Red Cross, or the National Safety Council.**

**Note: Students need access to a computer for online assignments.**

**Mandatory Orientations:**  
**Wednesday, 8/13, 3:00 - 5:00 pm or 5:00-7:00 pm, Health Sciences Building, 225 Roosevelt Ave., Plainfield, NJ 07060. Students must be registered to attend an orientation session. Bring your laptop and your SSN as you will be completing state applications.**

*The EMT program is 150 class hours + additional coursework. The College offers three EMT sections:*

**AEHL 100 Sec 300E - \$1,500**  
**T, Th, 9/3 - 12/19**  
**Lecture: T, Th, 3:30 - 5:00 pm**  
**Skills: Th, 8:30 am - 3:30 pm**  
**Plainfield Campus**

**AEHL 100 Sec 310E - \$1,500**  
**T, W, Th, 9/3 - 12/19**  
**Lecture: W, 6:00 - 9:00 pm**  
**Skills: T, Th, 6:00 - 9:00 pm**  
**Plainfield Campus**

**AEHL 100 Sec 320E - \$1,500**  
**M, S, 9/3 - 12/19**  
**Lecture: M, 6:00 - 9:00 pm**  
**Skills: S, 8:00 am - 3:30 pm**  
**Plainfield Campus**



## Healthcare



### PHARMACY TECHNICIAN

The Pharmacy Technician plays a key role in the allied health field. Working under the supervision of a Licensed Pharmacist, Pharmacy Technicians assist in dispensing prescriptions in both retail and private pharmacies. Pharmacy Technicians speak with customers to acquire information, count tablets and measure amounts of medications for prescriptions, package and label prescriptions, and handle insurance issues. To become a Pharmacy Technician, you need a high school diploma or equivalent, have a strong mathematical background, and pass a criminal background check. Most states require some sort of formal training.

**This course will prepare you to enter the field and take the Pharmacy Technician Certification Board exam.** Course content includes medications (classification, storage, side effects of, and more); federal and state requirements; patient safety and quality assurance; order entry and processing. (144 hrs.)

Upon completion of the program, the student will be awarded the Pharmacy Technician Certificate of Completion and have the opportunity to hold the following certifications/license:

**Pharmacy Technician Certification Board** – UCNJ is approved as a PTCB-Recognized Education/Training Program.



Students who complete the program (or are within 60 days of completing) are eligible to apply to take the Pharmacy Technician Certification Exam (PTCE) to earn their PTCB CPhT credential.

Additional study material is also recommended to prepare for the PTCB examination. Please contact PTCB at [www.ptcb.org](http://www.ptcb.org) for more information.

**NJ Licensing** – To register as Pharmacy Technician in the State of New Jersey, go to the following website: <https://www.njconsumeraffairs.gov/phar/pages/applications.aspx>

**Eligibility requirements** – High school diploma or equivalent, CASAS 8th grade math and criminal background test required for employment.

**AEHL 955 Sec 115E – Remote Live**  
T, Th, 9/9 – 1/27/2026, 5:30 – 9:30 pm, \$2,300  
(No class 11/27, 12/23 – 1/1/2026)

CERTIFICATE PROGRAM



### INFORMATION SESSIONS

*Learn about in-demand training programs that lead to industry credentials and a healthcare career.*

#### Medical Coding Specialist

- Certified Professional Coder (CPC)

#### Pharmacy Technician

- Certified Pharmacy Technician (CPhT)

To register to attend a Virtual Information Session, scan this QR code.



## Get Your High School Diploma!

Then, use it to advance your career, join the military, begin a training program or continue your education.



For additional information on the GED test, visit [www.ucc.edu](http://www.ucc.edu)



# CAREER DEVELOPMENT

## Healthcare



### MEDICAL CODING SPECIALIST

#### CERTIFICATE PROGRAM



Medical Coding Specialists organize and manage health information data by ensuring its quality, accuracy, accessibility and security in both paper and electronic systems. They utilize coding languages to categorize various diseases and treatments and may also review billing and insurance claim files and recommend them for approval or further investigation, subsequently providing information to ensure accurate insurance reimbursement.

The student will learn principles of medical coding related to the three main code books: CPT®, ICD-10-CM Code Set and HCPCS Level II. This course is recommended for anyone who is preparing for a career in medical coding for a physician's office and strongly recommended for anyone who is preparing for AAPC's CPC certification examination.

This program requires you to have a high school diploma or the equivalent prior to enrolling. Also highly recommended are basic secretarial skills, minimum typing of 35 wpm and basic computer knowledge and basic math skills.

*For additional information about this program, contact Monique Brathwaite at [monique.brathwaite@ucc.edu](mailto:monique.brathwaite@ucc.edu)*

The program will begin with introducing the student to the structure and function of the human body. Medical Terminology including medical root words, prefixes, suffixes, abbreviations and definitions of all body systems will be covered.

Then you will cover the business of Medicine, review of Anatomy, overview of ICD-10-CM, applying the ICD-10-CM Guidelines, accurate ICD-10-CM Coding, introduction to CPT® HCPCS Level II, and Modifiers, Integumentary System, Musculoskeletal System, Respiratory and Cardiovascular Systems, Hemic & Lymphatic Systems, Mediastinum, Diaphragm and Digestive System, Urinary System and Male Genital System, Female Reproductive System and Maternity Care and Delivery, Endocrine and Nervous Systems, Special Senses (Ocular and Auditory), Anesthesia, Radiology, Pathology and Laboratory, Evaluation and Management services, Medicine and Final Exam. (135 hrs.)

Upon completion, students will be eligible to test for the AAPC's Certified Professional Coder (CPC) certification examination.

**AEHL 136 Sec 102E - Remote Live**  
**M, W, 8/25 - 2/28/2026**  
**6:00 - 9:00 pm, \$3,200**

**(No class 9/1, 11/26, 12/22 - 12/31, 1/19/2026, 2/16/2026)**

### COMMUNITY HEALTH WORKER

This comprehensive 144-hour program is designed to equip students for roles as Community Health Workers (CHWs), focusing on delivering services and assistance to enhance the physical well-being of individuals struggling with chronic illnesses. CHWs play a crucial role in motivating clients to participate in activities that promote their physical health, leveraging their unique understanding and trusted relationships within the communities they serve. Their responsibilities include outreach, community education, patient advocacy, and informal counseling.

Community Health Workers engage in data collection and discussions about health concerns with both individuals and groups. They actively promote health within the community by guiding individuals in adopting healthy behaviors. Serving as a bridge between the community and healthcare, government, and social service systems, CHWs operate on the front lines, offering essential support to community members to enhance their lifestyles and connect them with appropriate healthcare options. This includes assisting patients with referrals, follow-ups, and the completion of applications for various services.

#### Program Highlights:

- Fully remote/online
- Cohort-based discussion and participation.
- Demand for CHWs rapidly increasing over the next decade.

This program was developed by the NJDOH and UCNJ is a NJDOH approved training provider.

*For additional information about this program, contact Monique Brathwaite at [monique.brathwaite@ucc.edu](mailto:monique.brathwaite@ucc.edu)*

*The Community Health Worker program is also offered in Spanish.*

### W.I.T.S. PERSONAL TRAINING CERTIFICATION

Get all the information needed to start an exciting fitness career and become a Certified Personal Trainer. Turn your fitness passion into a profession with the ONLY IN-PERSON, hands-on, practical skill labs in the industry!

Topics will cover anatomy, exercise physiology, kinesiology, biomechanics, nutrition, and more. The in-person practical skill labs allow you to role-play and review essential "hands on skills" to master assessing clients, stretching, warm-ups/cool-downs, exercise analysis and programming design. (36 hrs.)

*This course will be taught live through Zoom, with in-person review session and testing.*

**AEEX 120 Sec 094E - Remote Live**  
**T, Th, 10/14 - 11/13, 6:30 - 9:30 pm, \$759**

**S, 11/22, 9:30 am - 2:30 pm**  
**Practical review, in-person**  
**Cranford Campus**

**S, 12/6, 10:00 am**  
**Certification testing, in-person**  
**Cranford Campus**

#### CERTIFICATE PROGRAM





## **UPGRADE YOUR SKILLS – be ready for new opportunities!**

## **Online Courses Skills for the 21st Century**

### **Accounting and Finance for Non-Financial Managers Certificate**

Every successful person in the workplace utilizes financial information to aid effective decision making. The Certificate in Accounting and Finance for Non-Financial Managers explains the financial concepts and accounting processes used in most businesses and will provide practical techniques that will increase your effectiveness. \$495

### **Certificate in Business Writing**

Discover the keys to successful writing for the workplace and enhance your career by improving this critical communication skill. Begin with understanding the format, construction, editing and proofreading skills and successful techniques of writing good business reports and proposals. \$495

### **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. \$495

### **Certificate in Project Management**

Project management provides visibility of project health to the business and the customer. Through continuous monitoring, early detection of variations to plan, schedule, and budget can be communicated to stakeholders for quick resolution, including project cancellation. \$495

### **Coding Certificate**

Coding has become a core skill that bolsters one's chances of becoming a higher value to organizations. Begin by getting introduced to the basics of computer programming and acquire all the basics of HTML and CSS. You will learn the relationship between these two industry-standard web page coding languages and the step by step process of hand coding and building web pages. \$595

### **Digital Marketing Certificate**

Earn a fundamental yet advanced introduction to eMarketing, including improving email promotions, analyzing your web site traffic, doing search engine optimization, and how to successfully employ online advertising. \$495

UCNJ, in partnership with UGotClass, offers online certificate programs (taught by subject matter experts) designed to fit your schedule, enhance your career knowledge and expand your professional horizons. The following certificate programs will be offered this fall beginning **September 2**.

### **Diversity, Equity, and Inclusion Certificate**

To improve diversity, achieve equity, and foster inclusion one must be intentional, consistent, and courageous. This online certificate program focuses on improving cultural competence and encourages continuous learning. Students will gain a better understanding of DEI. \$495

### **Graphic Design Software Essentials Certificate**

Learn how to use Adobe Illustrator to draw shapes and design logos, flyers, posters, banners, business cards or any other vector graphics for print or web. Adobe InDesign allows you to create simple to complex multi-page documents such as brochures, flyers, books and magazines. Use Adobe Photoshop to effectively work with selection and editing tools, layers, and masks to edit, retouch and enhance existing images or create your own composite digital artwork. Access to the Adobe software tools required. \$545

### **HR for Non HR Managers Certificate**

Upskill your knowledge about HR. Conquer one of the essential competencies for a successful manager, moving up, and contributing to the productivity of your organization. Know what every manager needs to know about HR. \$495

### **Intro to ChatGPT**

Designed for anyone seeking to acquire new skills, you'll gain an understanding of the capabilities of AI tools and how to leverage them to achieve your goals faster and easier than ever before. \$195

### **Six Sigma Green Belt Certificate**

LERN's Green Belt training teaches participants problem-solving skills, using the DMAIC (Define, Measure, Analyze, Improve and Control) model. After completing this challenging course, Six Sigma Green Belts serve their organizations as a trained specialist able to work on projects that benefit the organization. \$495

### **Supervisory Leadership Certificate**

Ensuring the efficiency of your team is the key to your success and is your most important responsibility. Learn about effective delegation, performance management, writing performance reviews, the supervisor's role and responsibilities, and strategies for improving your overall effectiveness as a leader. \$395

**TO REGISTER, VISIT**  
[www.yougotclass.org/index.cfm/ucc](http://www.yougotclass.org/index.cfm/ucc)



## Uniform Construction Code

These classes are for general contractors and others who are looking to advance their careers and become New Jersey State Inspectors for local municipalities. The courses are open to anyone with an interest in construction and mandatory for those desiring licensure in building, electrical, elevator, fire protection, plumbing; and administrative licensure in sub code official, construction official, and technical assistance.

The courses focus on technical needs for contractors, estimators, architects, engineers, and government officials as they relate to the design, construction, and maintenance of building structures. 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). Licensing application packets and related inquiries should be directed to the DCA Licensing Unit at 609-984-7834.

It is recommended to review this packet before undertaking a course. Through a grant funded by the Department of Community Affairs, individuals who successfully complete a course and apply for licensing may be refunded up to 100% of tuition fee. Funding is limited. Information provided in class.

**Textbooks:** The Uniform Construction Code Act and Regulations (Blue Book) is a required text if you are taking the administrative courses of the Uniform Construction Code Courses. Additional textbooks may be required depending upon the specific course.

For specific information, visit the respective college's website.

Licensing will no longer supply texts for the administrative classes (Subcode Official, Construction Official and Technical Assistant).

Students can download resource materials for those classes at [https://www.nj.gov/dca/codes/codereg/pdf\\_regs/njac\\_5\\_23.pdf](https://www.nj.gov/dca/codes/codereg/pdf_regs/njac_5_23.pdf)

**Technical and system requirements:** Computer with speaker and microphone and Chrome browser; valid email address

**Learning platform:** Zoom, Canvas or Webex



### Electrical Inspector, I.C.S.

This course has been designed to meet the State's educational program requirements to become licensed as a New Jersey ICS electrical inspector [N.J.A.C. 5:23- 5.20(g)]. The course provides the State-required 60 hours of classroom instruction and deals with the electrical inspector's administrative, plan review and inspection requirements for class II and III structures. Topics included are electrical service sizing and design, branch circuit and feeder design, requirements for special fixtures, methods, and devices. Textbook required: NFPA 70-National Electrical Code (NEC) 2021. (60 hrs.)

**AEIC 311 Sec 192E - Remote Live**  
T, Th, 9/16 - 11/25, 6:00 - 9:00 pm, \$725  
(No class 11/11)

### Electrical Inspector, H.H.S.

This course covers: system design, electrical service design and sizing, branch circuit and feeder design, appliance and motor circuits, plan review and field inspection, systematic plans analysis, material requirements, installation methods, basic inspection, report writing, violation notices, inspection and record keeping, Uniform Construction Code organization and content, and electrical sub-code. Prerequisite: Electrical Inspector I.C.S. (45 hrs.)

**AEIC 211 Sec 193E - Remote Live**  
T, Th, 12/2 - 1/29/2026, 6:00 - 9:00 pm, \$625  
(No class 12/23 - 1/1/2026)

### Plumbing Inspector, I.C.S.

Covers systems design, inspection methods and public health requirements pursuant to the Uniform Construction Code. (120 hours)

**AEIC 131 Sec 033E - Remote Live**  
M, W, 10/20 - 2/25/2026, 6:00 - 10:00 pm, \$1,395  
(No class 12/22 - 1/7/2026, 1/19/2026, 2/16/2026)



*"I enrolled in the Building Inspector courses at UCNJ to prepare for the next phase of my career. With over 20 years in construction, I wanted to build a sustainable future in a field I know and love. The course gave me the tools and knowledge to pursue additional inspector licenses and transition into inspection work while continuing to run my own business. The instruction was top-notch—engaging, thorough, and deeply connected to real-world practice." - Mark A.*



## Uniform Construction Code

### Construction Official

Prepare to work as a Construction Official. The Construction Official is the chief administrator of a local code enforcing agency who establishes and enforces the agency policies to assure compliance with the Uniform Construction Code.

This course reviews the duties and responsibilities of the Construction Official. Topic areas include Administration, Legal Methods of Code Enforcement, Legislation, and Sub-Code. Prerequisite: Students must already have a Subcode Official license to enroll. (45 hrs.)

**AEIC 561 Sec 190E - Remote Live**

**T, Th, 11/11 - 1/15/2026, 5:30 - 8:30 pm, \$625**

**(No class 11/27, 12/23 - 1/1/2026)**

### Fire Inspector, I.C.S.

This 120-hour online program is designed to prepare students to obtain the licensing in the Fire Protection discipline of the NJ UCC. Course work includes the building use groups, types of construction, height and area, fire protection systems and means of egress.

Students will learn when the building codes require such systems and equipment in new renovated structures along with the standards for systems installations and acceptance testing, course textbook information is provided the first day of class. (120 hrs.)

**AEIC 190 Sec 204E - Remote Live**

**T, Th, 10/7 - 2/5/2026, 6:00 - 10:00 pm, \$1,395**

**(No class 11/27, 12/23 - 1/1/2026)**

### Subcode Official

Prepares inspectors for the administrative license of Subcode Official. Topics include procedures and forms for permit applications, stop construction orders, variations, notices of violations, emergencies, legal aspects of code enforcement, related legislation and record keeping. All students are required to have a technical license in their field of expertise. (45 hrs.)

**AEIC 562 Sec 091E - Remote Live**

**T, Th, 9/16 - 11/4, 5:30 - 8:30 pm, \$625**

### Technical Assistant Certification Program

This 45-hour certification for Technical Assistants to Construction Officials is designed for the individuals working in a municipal building department, or contractors and their staff wanting to understand the construction permit process as required by the State. It provides an understanding of the Uniform Construction Code as it relates to permit processing.

This course covers: UCC Law, Regulations, Administration, UCC Standard Blue Form, Blue Print Reading, Reporting & time management and Technical Problem Solving and Conflict Resolution, and critical thinking. Book is included in this class. (45 hrs.)

**AEIC 465 Sec 094E - Remote Live**

**T, Th, 10/21 - 12/9, 6:00 - 9:00 pm, \$625**

**(No class 11/27)**

The community colleges of New Jersey offer a regional schedule of classes for Uniform Construction Code training.

| College  | Building |     |     | Electrical                        |                                     | Fire Protection                    |     | Plumbing                             |     | Elevator | Administrative                   |                                      |                                   |
|--|----------|-----|-----|-----------------------------------|-------------------------------------|------------------------------------|-----|--------------------------------------|-----|----------|----------------------------------|--------------------------------------|-----------------------------------|
|  | RCS      | ICS | HHS | ICS                               | HHS                                 | ICS                                | HHS | ICS                                  | HHS |          | SO                               | CO                                   | TA                                |
| Brookdale Community College<br>732-224-2394<br>www.brookdalecc.edu       |          |     |     |                                   |                                     |                                    |     |                                      |     |          |                                  |                                      |                                   |
| Mercer County College<br>609-570-3311<br>www.mccc.edu                    |          |     |     |                                   |                                     |                                    |     |                                      |     |          |                                  |                                      |                                   |
| Middlesex College<br>732-906-2556<br>www.middlesexcc.edu                 |          |     |     |                                   |                                     |                                    |     |                                      |     |          |                                  |                                      |                                   |
| UCNJ Union College of<br>Union County, NJ<br>908-709-7600<br>www.ucc.edu |          |     |     | Remote<br>Live<br>9/16 -<br>11/25 | Remote<br>Live<br>12/2 -<br>1/29/26 | Remote<br>Live<br>10/7 -<br>2/5/26 |     | Remote<br>Live<br>10/20 -<br>2/25/26 |     |          | Remote<br>Live<br>9/16 -<br>11/4 | Remote<br>Live<br>11/11 -<br>1/15/26 | Remote<br>Live<br>10/21 -<br>12/9 |

For a complete list of the courses offered statewide, visit the DCA website at:  
[https://www.nj.gov/dca/codes/forms/pdf\\_licensing/ucc\\_c\\_grid.pdf](https://www.nj.gov/dca/codes/forms/pdf_licensing/ucc_c_grid.pdf)



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[www.ucc.edu/ceregister](http://www.ucc.edu/ceregister)

# CAREER DEVELOPMENT

## Supply Chain Management

### SUPPLY CHAIN MANAGEMENT PROGRAM

This program leads to certification by the **Council of Supply Chain Management Professionals (CSCMP)** in any or all eight (8) subjects. Each is a 40-hour course and requires study time outside the classroom for success on the exams. Courses below include the SCPro exam, student manual and online supporting study materials.

CERTIFICATE PROGRAM



### Supply Chain Management - SCPro Fundamentals CSCMP Certification

Success in the transportation, logistics and distribution (TLD) sector requires an understanding of eight different areas that impact the movement, costing, and stocking of goods. For entry level or mid-level employees in this industry, the SCPro Fundamentals of Supply Chain certification from the Council of Supply Chain Management Professionals (CSCMP) gives you the essential knowledge to succeed. Investing in yourself with this training proves to your current or future employer that you've got the essential knowledge and drive for a career in this growing sector.

We are offering training and testing this fall through online, self-paced instruction in each of these 8 essential areas. Courses require approximately 40 hours of study each. Successful participants who pass the exam will earn important industry recognized credentials in their choice from 8 areas. The fee for each course is \$260 and includes the on-campus certification exam.

### Supply Chain Management Principles

Supply chain management is one of the fastest growing fields today. It is also expansive, as there are many functions and roles within it. Key elements of this course include the definition of supply chain and the various flows within supply chain (i.e., customer service, manufacturing and service operations, order management, procurement and supply management, demand planning, inventory management, warehousing operations, and transportation operations). It also includes an explanation of how the supply chain supports organizations' strategic and financial goals.

AEBU 155 Sec 008E - \$260

### Customer Service Operations

Customer service agents, order management associates, and associates in other supply chain domains should understand the importance and extent of customer service and order management processes, techniques, and terminology that support order fulfillment and management. Key elements of this course include the elements of the order process, customer relationship management, management of challenging customers, effective customer communications, returns and reverse logistics, and performance metrics.

AEBU 158 Sec 008E - \$260

### Transportation Operations

Transporting goods often requires multiple modes of transportation; the combination of modes can vary depending on cost, values, dimensions, weights, frequencies, time-definite delivery requirements, and other special requirements (e.g., hazardous or refrigerated cargoes). Key elements of this certification track include: modes of transportation, transportation technology, company roles and operations within the transportation field, the impact of transportation on the overall economy, sustainability in transportation, and how the field is evolving to meet future needs.

AEBU 157 Sec 008E - \$260

### Warehousing Operations

Warehousing Operations encompasses the processes, procedures, tools, and equipment within a warehouse facility as enablers for an efficient, effective, and comprehensive supply chain. Warehouses do not operate as stand-alone facilities but function to varying degrees with Inventory Management, Transportation Operations, Demand Planning, Procurement, Manufacturing, and Customer Service functions. The charter, mission, and goals developed by an organization will dictate the role of the supply chain to meet those objectives. This role will further define the requirements for warehousing operations ranging from a simple, single storage facility to a total distribution or fulfillment network.

Key elements of this certification track include: an overview of warehousing, the role of warehousing in the supply chain, facility configuration, storage and handling techniques, performance metrics, customer service considerations, and safety concerns across various types of distribution facilities.

AEBU 156 Sec 008E - \$260



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## Supply Chain Management

### Demand Planning

The effective anticipation, planning, and management of demand are key factors in the success of any organization. Companies are increasingly looking to provide improved customer service levels at reduced costs. It is important for supply chain professionals to understand demand planning and management. Key elements of this course include: key aspects of demand planning, interaction between demand and order management, demand planning principles, demand planning tools and techniques, communication and management of demand, and contemporary approaches to demand planning and management.

**AEBU 159 Sec 008E - \$260**

### Inventory Management

Inventory management is critical to the overall success of the supply chain. Therefore, it is important that all supply chain professionals have at least a basic understanding of the role, cost, and benefit of inventories. Key elements of this course include: the importance and use of inventory in the supply chain, introduction to the different types of inventory, techniques for effectively managing and controlling inventory levels, the relationship between forecasting and inventory management, and financial impacts of inventory investments.

**AEBU 161 Sec 008E - \$260**

### Manufacturing and Service Operations

Operations departments focus on the conversion of materials to products and services. A major focus of operations is to ensure lean and efficient flow. Key elements of this course include: the role of manufacturing and service operations, linking market requirements and the selection of manufacturing processes, facility location strategies, facility layouts, the importance of production planning and control in synchronizing operations, the importance of quality management and performance measurement, and the role of emerging technologies in operations.

**AEBU 160 Sec 009E - \$260**



### Supply Management and Procurement

Procurement and purchasing associates, sourcing analysts, supplier managers, and associates in other supply chain domains should understand the importance and complexities of global supply management and procurement processes. Key elements of this course include: strategic, tactical and operational procurement; procurement organization structures; legal and regulatory considerations; the interaction of procurement organizations with the rest of the supply chain; and typical difficulties encountered in procurement processes.

**AEBU 162 Sec 008E - \$260**

## Senior Scholars



Senior Scholar programs will be offered online and in-person. Class information will be posted on the website in early September and **registration opens on Monday, September 15.**

For a complete listing of programs and to register, go to:

**[www.ucc.edu/ce/senior-programs](http://www.ucc.edu/ce/senior-programs)**



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**UCNJ**

Union College of  
Union County, NJ



# GENERAL INFORMATION

## Classes fill quickly, so REGISTER EARLY for upcoming courses!

### Registration

Registration is easy, but register early to avoid disappointment!! Courses fill quickly and some have limited enrollment. COURSES WITHOUT SUFFICIENT ENROLLMENT ARE CANCELLED 48 HOURS PRIOR TO THE COURSE START DATE.

Registrations are accepted until a course begins, if space is available. Please be sure you provide a daytime phone number and email address at which you can be reached in the event of a class cancellation.

### Online

**For all students**, this is the fastest and most convenient way to register.

Visit: [www.ucc.edu/ce](http://www.ucc.edu/ce)

### Tuition and Fees

All tuition and fee information is listed with the course description. Please be sure you read the description and fee information carefully, as they will explain any material fees or prerequisites associated with the class.

Continuing Education does not accept Financial Aid. Payment can be made by check, American Express®, Visa®, MasterCard®, or Discover®.

### Class Cancellation

The College reserves the right to cancel a course if minimum enrollments are not met. You will be notified 48 hours prior to class cancellation by email and given the option of a full refund or enrolling in another Continuing Education course.

### Withdrawals and Refunds

To withdraw from a course or seminar, you must notify the Continuing Education Office in writing immediately at [coned@ucc.edu](mailto:coned@ucc.edu). Refunds will be made as follows:

- With written notification received five days prior to the first class session—100%
- Refunds are not issued for online courses.
- Schedule changes must be requested in writing.

### Veterans Refund Policy

In the event that veterans or their eligible persons sponsored as students under Chapters 30, 32, 35 of Title 38 and Chapter 1606 of Title 10 U.S. Code, fail to enter the Program or withdraw or are discontinued from at any time prior to completion, the amount charged for tuition, fees and other charges shall not exceed the approximate pro rata portion of the total charges for tuition, fees and other charges that the length of the non-accredited program bears to its total length. A registration fee of \$10 need not be refundable; any amount beyond that is subject to pro ration and refund [CFR 21.4254 (c) (13)]. The pro rata portion may not vary more than 10 percent of the total costs for tuition, fees, and other charges.

### Parking

Tuition does not include parking. You will need to purchase a Parking hang tag that permits you to park in designated lots on campus.

Handicapped parking is available.

Parking tags in Cranford cost \$10 per semester regardless of the number of times the course will meet. After a registration receipt has been issued, it MUST be presented with valid vehicle registration at the Public Safety Office in Cranford (room SD-108). Tags may be obtained weekdays from 8:30 am to 6:30 pm. Tags are NOT mailed. You will be ticketed if you do not have a tag visible in your vehicle. If you are taking classes in Elizabeth, parking tags can be purchased for \$65. Otherwise, ample public parking is available in the J. Christian Bollwege Parking Garage at Caldwell Place and Elizabethtown Plaza.

### Inclement Weather/ Emergency Closing

In case UCNJ cancels or delays operations due to weather or other emergencies, the Office of College Relations will inform the College community by posting information on the website at [www.ucc.edu](http://www.ucc.edu), on Facebook, and Twitter.

Visit our website at [www.ucc.edu/ce](http://www.ucc.edu/ce) for the latest information.

### Non-Discrimination

UCNJ does not discriminate and prohibits discrimination, as required by state and/or federal law, in all programs and activities, including employment and access to its career and technical programs.

The following individuals have been designated to address inquiries regarding Section 504, the ADA, and Title IX, as indicated:

#### Complaints

Mr. Vincent Lotano  
UCNJ Union College of  
Union County, NJ  
1033 Springfield Avenue  
Cranford, NJ 07106  
908-709-7046

All complaints of discrimination, including those concerning Title IX, Section 504, and the ADA should be directed to Mr. Vincent Lotano.

### Name Changes or Change of Address

Students should contact the office in writing as soon as possible regarding any changes of address or phone number. For NAME CHANGES, students MUST visit the Registrars' Office.

### Student Accommodation Requests

Ms. Karen Cimorelli  
Director, Universal Accessibility  
Services & Veterans Affairs  
Student Development  
Building, SD-115  
908-709-7164  
[karen.cimorelli@ucc.edu](mailto:karen.cimorelli@ucc.edu)

All requests for accommodations from UCNJ students, pursuant to Section 504 or the ADA, should be directed to Ms. Cimorelli.

### Employee, Guest, and Visitor Accommodation Requests

Mr. Vincent Lotano  
UCNJ Union College of  
Union County, NJ  
1033 Springfield Avenue  
Cranford, NJ 07106  
908-709-7046

All requests for accommodations from UCNJ employees, guests, and visitors, pursuant to Section 504 or the ADA, should be directed to Mr. Lotano, the Section 504 Administrator and ADA Director. All matters, other than student accommodation requests and complaints, also may be directed to Mr. Lotano.

For further information please consult UCNJ's Public Annual Notification at [www.ucc.edu](http://www.ucc.edu)



## PROGRAMS...

will be offered in-person,  
hybrid or remote live.  
Please check your  
schedule.

[www.ucc.edu/ceregister](http://www.ucc.edu/ceregister)  
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# Online Learning

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- |                         |                           |                                    |                       |
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[\*\*www.ed2go.com/ucc\*\*](http://www.ed2go.com/ucc)



**UCNJ**  
Union College of  
Union County, NJ

# ADULT REGISTRATION INFORMATION

**Self-enrollment is available through our registration platform.**

**EARLY ENROLLMENT IS ENCOURAGED AS CLASSES FILL QUICKLY!**

**TO ENROLL – VISIT**  
**www.ucc.edu/ceregister**

## To Register for Continuing Education Classes:

- You will be directed to the 'Register for Classes' site.  
Note: Your Shopping Cart will be empty.
- Select 'Register' for a class. When the 'Register' button is clicked the shopping Cart at the top will include that class. Note: You may register for multiple classes.
- When you have completed the 'Registration' > click the 'Shopping Cart' to check out. The class will appear in the cart with the scheduled dates.
- Select 'Checkout.' Once the 'Checkout' is complete, you will be directed to the Sign-in Page.
- You MUST CREATE a 'New Account'.

## Setting up a New Account:

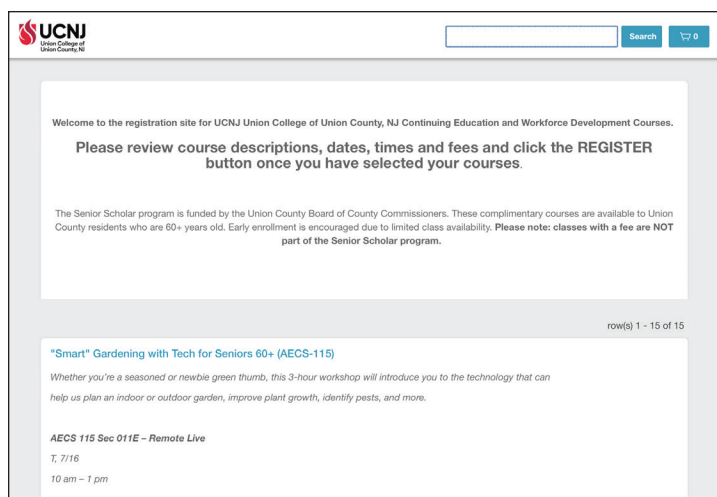
- Click the 'New Account' Button.
- Complete the Required Fields (\*) – First Name, Last Name, Email Address > 'New Account'.
- Click the Terms and Conditions box > 'Next'.
- Required Fields (\*) – Choose a 'Username' which is your Email Address.
- Create a 'Password' and 'Confirm' it.
- Security question Reminder, Answer and Confirm Answer > 'Next'.
- Complete the Address Details Required Fields (\*) > 'Next'.
- You may see an address verification – Click 'Use Suggested'.
- Curriculum Summary > 'Next'
- Payment Screen Summary > 'Next'
- You will be directed to the Payment screen – input your credit card information > 'Continue'
- Payment billing summary – provide all information > 'Continue'
- Payment confirmation (save/print) > 'Continue'
- Your payment has been processed.
- Review personal details and select the form was completed accurately box > 'Submit'.

**Registration is now complete** – this page can be printed and an email will be forwarded to you with the course details.

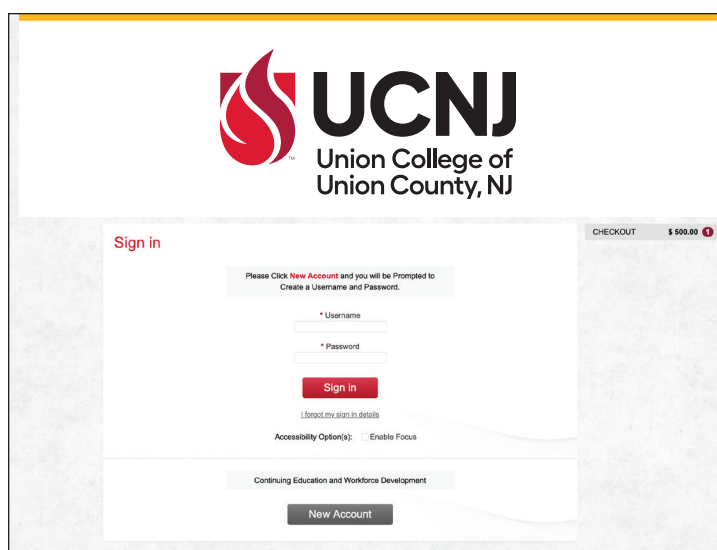
**Please note** – courses are offered in a variety of formats – in-person, hybrid (in-person and online) and remote live. Check brochure listing for details and be sure to check your confirmation email as formats may change.



**Scan with your  
smartphone**  
for easy, secure  
online enrollment.



The screenshot shows the UCNJ registration site. At the top is the UCNJ logo and a search bar. The main content area welcomes users and instructs them to review course descriptions, dates, times, and fees, and to click the REGISTER button. Below this, there is a section for the Senior Scholar program, which is funded by the Union County Board of County Commissioners. It states that complimentary courses are available to Union County residents who are 60+ years old, but early enrollment is encouraged due to limited class availability. A note specifies that classes with a fee are NOT part of the Senior Scholar program. At the bottom, there is a list of courses, with the first one being "Smart" Gardening with Tech for Seniors 60+ (AECS-115). The course description mentions that it is a 3-hour workshop for seasoned or newbie green thumbs, introducing them to technology that can help with indoor or outdoor gardening, improving plant growth, identifying pests, and more. The course is scheduled for Tuesday, 7/16, from 10 am to 1 pm.



The screenshot shows the UCNJ registration site sign-in page. At the top is the UCNJ logo and the text "Union College of Union County, NJ". Below this is a "Sign in" section with a prompt to click "New Account" and create a username and password. There are input fields for "Username" and "Password", and a "Sign in" button. Below the button is a link to "forget my sign in details" and an "Accessibility Option(s)" section with a checkbox for "Enable Focus". At the bottom, there is a "Continuing Education and Workforce Development" section with a "New Account" button. In the top right corner, there is a "CHECKOUT" button with a price of \$500.00.

**COURSES WITHOUT SUFFICIENT ENROLLMENT ARE CANCELLED 48 HOURS PRIOR TO THE COURSE START DATE.**



# NOW CASTING: Your Future in Film **Launching Fall 2025**

**TRAIN FOR A CAREER IN NEW JERSEY'S  
BOOMING FILM & TELEVISION INDUSTRY!**

UCNJ | Union College of Union County, NJ  
In Partnership with the New Jersey Film Academy

New Jersey is rapidly becoming the East Coast hub for film and television. With over 140 production studios projected to operate by 2026, the need for skilled behind-the-scenes professionals is skyrocketing.

UCNJ, in collaboration with the NJ Film Academy, is offering an exciting pathway to prepare students for in-demand roles in production management, office coordination, and accounting.

#### **Prepare for careers such as:**

- Production Coordinator
- Film & TV Accountant
- Production Office Assistant
- Location Manager
- Front Desk/Administrative Support

#### **This program is ideal for:**

- Students seeking a career in film/TV
- Career changers interested in entertainment industry work
- Creatives looking to gain practical, high-demand skills

#### **Program Track:** Production, Office & Accounting

- Introduction to the Entertainment Industry: Script to Screen
- Introduction to Production Office: Coordinating & Management
- Introduction to Production Accounting for Film & Television
- Introduction to Location Management

#### **What sets this program apart?**

- Developed with top industry professionals
- Hands-on, project-based learning
- Tied directly to active NJ studio hiring pipelines

**Classes begin October 2025.  
Seats are limited.**

For additional information about this program, please contact [joanne.kula@ucc.edu](mailto:joanne.kula@ucc.edu)



**UCNJ - WHERE NEW JERSEY'S FILM INDUSTRY FINDS ITS FUTURE TALENT.**



1033 Springfield Avenue  
Cranford, NJ 07016

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**Take the FIRST STEP toward becoming a certified project management LEADER with UCNJ's comprehensive PMP Exam Preparation Course! Some of the BENEFITS of PMP certification include:**

- Earn a higher salary: According to PMI®, the median salary for PMP credential holders in the U.S. is 25% higher than those without PMP certification.
- Earn a prestigious certification recognized around the globe.
- Build skills and knowledge that are transferable between industries, market segments and geographic locations.
- Gain an advantage over non-certified project managers.
- Prove your project management knowledge, commitment, and experience.
- Join a global network of over 1,5000,000 PMP credential holders.

*PMP is a registered mark of the Project Management Institute, Inc.*



**For more details on the PMP certification program, see page 5.**