



Transforming  
Our Community...  
One Student  
at a Time

*Check out  
this summer's  
Youth  
Programs!*  
See page 16

# Continuing Education

FOR A BETTER LIFE



SUMMER 2019  
CLASSES  
[WWW.UCC.EDU/CE](http://WWW.UCC.EDU/CE)  
(908) 709-7600

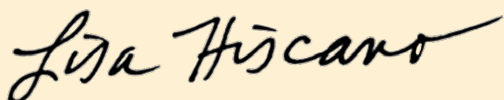
*Improve Your Skills!  
Learn Something New!*

Welcome to Union County College Department of Continuing Education!

Our Summer 2019 offerings include exciting, educational youth programs, professional development opportunities and personal enrichment programs for adults. Whether you are exploring a new career, improving your workplace skills or looking to learn something new this summer, Union County College has the program for you.

Browse our catalog at [www.ucc.edu/ce](http://www.ucc.edu/ce) for full course descriptions and explore our online offerings at [www.ed2go.com/ucc/](http://www.ed2go.com/ucc/). Classes are scheduled at times convenient for you – daytime, evenings and online. Programming includes youth programs, art, business, computers and technology, fitness, healthcare, languages and science.

Enjoy your summer with Union County College Continuing Education!



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

Executive Director, Continuing Education and Workforce Development

*Position yourself for a big career move with*  
**New!** *PMP® Certification*

## Become a Certified Project Manager



### PMP® Exam Preparation

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.

Benefits of PMP® certification:

- Earn a higher salary and a prestigious global certification
- Build skills and knowledge that are transferable between industries, market segments and geographic locations.
- Prove your project management knowledge, commitment, and experience.
- Join a global network of over 774,000 PMP credential holders.

### Why Enroll in This Course?

This intensive six-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 PMBOK® Guide–Sixth Edition content to help you prepare for the exam, and our structured classroom environment accelerates learning and improves retention. You'll be better prepared for the updated certification exam and more effective in your project management role.

*See page 3 for details.*

AEBU 176 186  
T, Th, 7/23-8/29, 6:30-9:30 pm, \$1,395

Cranford

## COMING FALL 2019

Union County College  
Department of Continuing Education and



Present

### Blockchain Foundations 2-Day Course

Learn the basics of blockchain technology and the impact it will have in our work and personal lives

*Executives, managers, professionals, entrepreneurs, students and government employees are invited to learn about enterprise blockchain solutions to increase profitability, efficiency, speed, transparency, security and trust.*



#### Day 1

- Blockchain Basics
- Cryptography
- Blockchain Smart Contracts
- Security
- Accessing Utilities KU and TX and Wallets



#### Day 2

- Blockchain Pros and Cons
- Current State of Blockchain
- Governments and Regulation
- Blockchain in Global Financing
- DAO
- The Future of Blockchain
- Public Blockchain Apps
- Regulatory Reporting

Location:

Union County College, Elizabeth Campus, Kellogg Building

Cost: \$995

**For more information  
call (908) 709-7600 or visit [coned@ucc.edu](mailto:coned@ucc.edu)**

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		Patient Care Technician	
		Pharmacy Technician	



# Professional Development

## BUSINESS AND MANAGEMENT

### ACCOUNTING

#### Continuing Education Credits for Accountants

The New Jersey State Board of Accountancy has approved Union County College as a CPE sponsor of continuing education. Accountants are eligible for Continuing Education credits for computer training courses, finance and certain courses in human resource management. For additional information, call (908) 709-7600.

#### Accounting 101

In this course, you will learn the basic elements of accounting in an overview of practices and functions for recording business transactions. The focus is on a general knowledge of modern business practices and includes terminology, journals, ledgers, registers, banking, billing and invoicing. You will use accounting forms, understand current developments in accounting and build an understanding of accounting for partnerships and corporations. (18 hrs)

AEFI 102 Sec 176 Cranford  
M, W, 7/8-7/24, 6:30-9:30 pm, \$329

### BOOKKEEPING



CERTIFICATE PROGRAM

#### 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 186 Cranford  
M, W, Th, 6/17-8/19, 6-9 pm, \$1,350  
(no class 7/1, 7/3 & 7/4)

### BUSINESS

#### Business and Professional Writing

Writing effectively is key to success at every level of your career. Whether you are preparing emails or complex reports, it is important to hone your message, use clear and concise language, understand your audience, and use proper grammar. Students with a wide range of backgrounds attend this course to support their career goals. (12 hrs)

AEEN 054 Sec 116 Cranford  
M, 7/8-8/12, 6:30-8:30 pm, \$169

### ADMINISTRATIVE PROFESSIONAL

New!



CERTIFICATE PROGRAM



#### American Society of Administrative Professionals Professional Administrative Certification of Excellence (PACE)

Administrative Professionals in today's world have stepped into the responsibilities previously associated with middle management. They are executive assistants, office managers, paralegals, program analysts, benefits administrators, meeting and event planners and supervisors. Being an Administrative Professional is more than your job, it's your profession. That's why getting PACE certified is an important step forward in your career.

The four learning modules are presented in an adult-friendly format and all course materials and assessment exams are included in the tuition cost. With the guidance of our expert instructors and the comprehensive course materials, you will explore topics that are critical to getting ahead and staying ahead in today's fast-moving, global environment. (30 hrs)

#### Benefits of PACE Certification:

- Learning from experienced instructors who present the curriculum in an easy to understand format.
- A learning environment structured to keep busy professionals on schedule and on goal.
- Opportunity to expand your professional network

#### The PACE Learning Curriculum is organized into four (4) modules:

##### Interpersonal Communication

- Persuasion
- Written Communications
- Confidentiality
- Self-promotion

##### Task and Project Management

- Time management strategies
- Event and meeting management
- Travel management
- Workspace management

##### Computer and Internet Technology

- Critical hardware, software, operating systems
- Productivity tools
- Online research
- Security and network computing

#### Management Skills

- Vision, mission and values
- Leadership
- Staff relations
- Managing teams
- Decision making

#### Course Materials

- A digital copy of the comprehensive Pace Study Guide
- On-demand training videos for each Proficiency Module
- Sample PACE exam questions
- The online assessment is comprised of 120 multiple-choice questions and takes 60-90 minutes to complete
- Students will have up to three opportunities to pass the final exam
- Online tools to help track CEUs so that you can recertify every two years

AEOF 069 Sec 176 Cranford  
M, W 7/15-8/14 6:30-9:30 pm, \$750

**CLOSED**

**Don't Miss Out!**

**Classes fill quickly, so Register Early for upcoming courses!**

## BUSINESS AND MANAGEMENT

### HUMAN RESOURCE MANAGEMENT



CERTIFICATE PROGRAM

### Earn a certificate in **Human Resource Management** from Union County College and the AMA University Certificate Program

To earn the certificate, awarded by Union County College in cooperation with AMA, you must complete all five courses, attend all class sessions and participate in projects, class studies, and pass the assessment for each course. Courses use the internationally recognized self study curriculum developed by the AMA. (80 hrs)

#### Prerequisite:

- AEBU 045–Fundamentals of Human Resources Management (16 hrs)

#### Required Courses:

- AEBU 264–Communication Skills for Managers (16 hrs)
- AEBU 046–Succession Planning: Developing Leaders from Within (16 hrs)
- AEBU 265–Performance Management (16 hrs)
- AEBU 274–Recruiting, Interviewing, and Selecting Employees (16 hrs)

### Fundamentals of Human Resources

In this course, you will develop your skills in key functional areas in Human Resource Management. Learn to recruit, select, interview, and hire more qualified employees in full compliance with federal and state laws. Perform job analysis and prepare job descriptions that lay the groundwork for developing performance appraisal forms. The skills you hone in this class will improve your ability to develop a cost-effective, competitive compensation and benefits program that will substantially reduce employee turnover. Book included. (16 hrs)

AEBU 046 Sec 146  
Th 6/13-8/8 6-8 pm, \$329  
(no class 7/4)

Cranford



### PMP® EXAM PREPARATION

#### PMP® Certification

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.*

#### Benefits of PMP® certification

- Earn a higher salary: According to PMI®, PMP credential holders can earn upward of US \$20,000\* more annually than non-credentialed jobholders.
- 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 774,000 PMP credential holders.
- Course materials align with the PMBOK® Guide–Sixth Edition and updated PMP exam content.
- Learn more about PMP certification, prerequisites and exam at [www.PMI.org](http://www.PMI.org).

#### Why Enroll in This Course?

This intensive six-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 PMBOK® Guide–Sixth Edition content to help you prepare for the exam, and our structured classroom environment accelerates learning and improves retention. You'll be better prepared for the updated certification exam and more effective in your project management role.

- Learn the entire PMBOK® Guide–Sixth Edition with our experienced and certified PMP instructors.
- 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.
- Comprehensive Reading Materials provide an in-depth exploration of the five knowledge domains tested on the PMP exam and include a glossary of key PMP terminology and progress check questions.
- Interactive Online Study Tools including pre-test evaluation, chapter quizzes, flashcards, post-test, PMP practice exam, progress reports to track your scores and a resource center providing test-taking tips, feedback links and more.

AEBU 176 186  
T, Th, 7/23-8/29, 6:30-9:30 pm, \$1,395

Cranford

# Professional Development

## CHILD CARE



### The Child Development Associate (CDA)



#### CERTIFICATE PROGRAM

The Child Development Associate (CDA), a national credentialing program, is a competency-based credential, and New Jersey

licensing regulation recognizes the CDA credential as equal to the Group Teacher title. This 120-hour certificate program may be used toward the educational requirements for the CDA. Part 1 of each course must be taken before Part 2.

#### Prerequisite (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–Professional Practices Part 2 (30 hrs)

#### Additional Course

- AEDU 183–CDA Portfolio Preparation (30 hrs)

### Child Development Associate CDA 2.0 Professional Portfolio

If you have completed over half of your 240 hours of child care work experience required for the CDA certification, this class will assist you in completing the new requirements needed for your Professional Portfolio which include The Resource Collection, Reflective Statements of Competence and the Professional Philosophy Statement. Students will need to order their Pre-School, Infant/Toddler or Family Competency Standards Books from [www.cdacouncil.org](http://www.cdacouncil.org). Please allow three weeks to receive your book. (30 hrs)

Please note: Students must have access to a computer with a word processor and have basic knowledge of computers, e-mail, and attaching Microsoft Word files.

AEDU 183 Sec 136  
W, 6/19-8/28, 6-9 pm, \$250  
(no class 7/3)

Cranford

## EDUCATION

### NPTNJ ALTERNATE ROUTE TEACHER PREPARATION

#### Introduction to Teaching: 50-Hour Pre-Service Component for the New Pathways to Teaching in New Jersey, Alternate Route Program

The New Jersey New Pathways to Teaching program is an alternate route to teacher certification program. The program allows students with four year college degrees who meet the program criteria to become a certified New Jersey teacher even though they did not complete a traditional undergraduate teacher preparation program.

Effective September 1, 2017, the New Jersey Department of Education has significantly changed the educational requirements for teacher education programs.

Under the new program, all New Pathways students must take a 50-hour Introduction to Teaching class prior to obtaining a teaching position. This class includes 30 hours of instruction in classroom management, assessment tools, lesson plans, learning strategies, technology and diversity in the classroom, as well as job search strategies for teachers. The student must observe a classroom for an additional 8 hours. Twelve hours of clinical experience in which the student teaches or tutors, or is involved in other hands-on instruction work, is also required.

AEDU 144 Sec 186  
T, Th 7/9-8/8, 6:30-10 pm, \$395

Cranford

For more information, please contact Annette Castro at 908-709-7601 or email [castro@ucc.edu](mailto:castro@ucc.edu).

### ONLINE TEACHING

#### Online Teaching Course

Learn to teach online courses through the use of the most current distance education pedagogy. Special attention to free web technologies, alternative assessments, and data driven change will be explored. All Union County College instructors are required to complete this certification before teaching online. (15 hrs)

AEDU 142 Sec 096 Free - Online Union County College Staff and Faculty  
AEDU 142 Sec 097 \$225 - Online Non-Union County College Instructors

For more information, please call 908-497-4363.





## INFORMATION TECHNOLOGY AND COMPUTER TRAINING

### COMPTIA NETWORK +



CERTIFICATE PROGRAM



### CompTIA Network + Certification

Do you want to enter the growing IT field but have no or little prior knowledge of network technology? This class is ideal if you have little networking experience and will prepare you to sit for the CompTIA Network + certification exam. Many companies such as Dell, HP, Ricoh, Sharp and Xerox recommend or require CompTIA Network+ for their networking technicians.

If you take this course and pass the Network + certification exam you will be prepared for jobs such as network administrator, network installer, help desk technician, or IT cable installer. Several topics covered will include network basics, network-to-network communications, network security, wireless networking standards, and others. (80.5 hrs)

AECO A17 Sec 176  
M, W, 7/15-10/16, 6:30-9:30 pm, \$985  
(no class 9/2)

Cranford



CERTIFICATE PROGRAM

### A+ Hardware (Essentials) Certificate

The fundamentals of supporting and troubleshooting computer hardware are brought to you in this course in a step-by-step approach. You will learn the hardware common to virtually every personal computer including: microprocessors, RAM, power supplies, motherboards, BIOS, CMOS, the expansion bus, removable drives and hard drives. The course maps fully to CompTIA's A+ Exam objectives to prepare you for the exam (test fee is not included) (63 hrs)

AECO A15 \$889  
Will be held Fall 2019



CERTIFICATE PROGRAM

### A+ Software (Practical Applications) Certificate

The fundamentals of supporting and troubleshooting computer software are brought to you in this course in a step-by-step approach. You will learn how to install, maintain, configure, and upgrade all current versions of Windows: XP, Vista and 7 and learn how to use the DOS-style command line for performing tech tasks. The course maps fully to CompTIA's A+ Exam objectives to prepare you for the exam. (59 hrs)

AECO B15 Sec 186  
T, Th, 6/18-8/29, 6-9 pm, \$849  
(no class 7/2 and 7/4)

Cranford

### INFORMATION TECHNOLOGY

### New! Intro to App Development with Swift

Swift is the powerful and intuitive programming language created by Apple for building apps. It makes programming easier, more flexible, and more fun. Swift is not only great for getting you started with coding, it's also super powerful. It's designed to scale from writing the simplest program to the world's most advanced software.

This introductory 90-hour course is designed to help students build a solid foundation in programming fundamentals using Swift as the language. You will get practical experience with the tools, techniques, and concepts needed to build a basic iOS app. App Design lessons will take you through the process of designing an app, including brainstorming, planning, prototyping, and evaluating an app of their own. Even though you might not yet have the skills to build the app, the work you put into the prototype will set you up for future development.

AECO 038 194 \$1,080

### App Development with Swift: Part 1&2

These two 90-hour courses feature many content specific lessons, each designed to teach a specific skill related to either Swift or app development. Each type of lesson takes a different approach: Swift lessons will focus on specific concepts. The labs for each are presented in playgrounds so that you can experiment with code and see the results immediately. Playground files are provided. App development lessons focus on building specific features for iOS apps. These lessons typically take students step by step through a mini-project. The labs help you apply what you learned to a new scenario.

App Development with Swift: Part 1  
AECO B38 194 \$1,080

App Development with Swift: Part 2  
AECO C38 194 \$1,080

Students who complete all three courses and certification exam **will earn the App Development with Swift Level 1 Certification.**

For information about these programs, contact **Continuing Education at 908-709-7600.**



### Cisco Certified Networking Associate (CCNA)

Are you looking to get ahead or to find a new job in the fast-growing IT industry as a network administrator, WAN Administrator, engineer, or installer? The Cisco Academy Program at Union County College will prepare you to take the new CCNA 5.0 Certification which is recognized worldwide in the IT networking industry. This coursework will teach you how to design, build and maintain local, national, and global networks. The CCNA curriculum includes four separate modules and provides a complete range of basic through advanced networking concepts. If you complete all four semesters, you will be prepared to sit for the CCNA (Cisco Certified Networking Associate) Routing and Switching Exam. *See inside back cover for details.*

## INFORMATION TECHNOLOGY AND COMPUTER TRAINING

### MICROSOFT OFFICE SOFTWARE

#### Microsoft Word Beginner

Microsoft® Word is designed to help you move smoothly through the task of creating professional-looking documents. In this course, you'll learn how to use Word to create, edit simple documents; format documents; add design elements and layout options; and proof documents. (7 hrs)

##### Learn to:

- Format text and paragraphs.
- Perform repetitive operations efficiently using tools such as Find and Replace, Format Painter, and Styles.
- Enhance lists by sorting, renumbering, and customizing list styles.
- Create and format tables.
- Format the overall appearance of a page.

*Book available at Union County College bookstore; must be purchased prior to the class.*

AECO A27 Sec 186 Cranford  
T, Th 6/18-6/20, 6:30-10 pm, \$149

#### Microsoft Word Intermediate

Creating professional-looking documents and implementing time-saving features such as document templates and automated mailings helps you and your organization reduce expenses (7 hrs).

##### Learn to:

- Organize content using tables and charts.
- Customize formats using styles and themes.
- Insert content using quick parts.
- Use templates to automate document formatting.
- Control the flow of a document.
- Simplify and manage long documents.

*Prerequisite: Word Beginner*

*Book available at Union County College bookstore; must be purchased prior to the class.*

AECO B27 Sec 186 Cranford  
T, Th 6/25-6/27, 6:30-10 pm, \$149

#### Microsoft Word Advanced

Word includes advanced image manipulation tools, collaboration features, cross-referencing and linking tools, entry forms and data collection, security features, and tools to automate document production. (7 hrs)

##### Learn to:

- Create custom graphic elements.
- Collaborate on documents.
- Secure a document.
- Create and manipulate forms.
- Create macros to automate tasks.

*Prerequisite: Word Beginner and Intermediate*

*Book available at Union County College bookstore; must be purchased prior to the class.*

AECO C27 Sec 186 Cranford  
T, Th 7/23-7/25, 6:30-10 pm, \$149

#### 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)

##### You will learn to:

- Perform calculations.
- Modify a worksheet.
- Format a worksheet.
- Print workbooks.
- Manage workbooks.

*Book available at Union County College bookstore; must be purchased prior to the class.*

AECO A48 Sec 176 Cranford  
M, W 7/22-7/24, 6:30-10 pm, \$149

#### 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)

##### Learn to:

- Work with functions.
- Work with lists.
- Analyze data.
- Visualize data with charts.
- Use PivotTables and Pivot Charts.

*Prerequisite: Excel Beginner or equivalent knowledge*

*Book available at Union County College bookstore; must be purchased prior to the class.*

AECO B48 Sec 176 Cranford  
M, W 7/29-7/31, 6:30-10 pm, \$149

#### 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).

##### You will:

- Work with multiple worksheets and workbooks.
- Use Lookup functions and formula auditing
- Share and protect workbooks.
- Automate workbook functionality.
- Create sparklines and map data.
- Forecast data.

*Prerequisite: Excel Beginner and Intermediate or equivalent knowledge*

*Book available at Union County College bookstore; must be purchased prior to the class.*

AECO C48 Sec 176 Cranford  
M, W 8/5-8/7, 6:30-10 pm, \$149

#### Microsoft PowerPoint Beginner

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

##### You will:

- Identify the basic features and functions of PowerPoint.
- Develop a PowerPoint presentation.
- Perform advanced text editing operations.
- Add graphical elements to your presentation.
- Modify objects in your presentation.
- Add tables to your presentation.
- Add charts to your presentation.

*Book available at Union County College bookstore; must be purchased prior to the class.*

AECO A72 Sec 176 Cranford  
M, W 8/12-8/14, 6:30-10 pm, \$149





## CYBERFORENSICS

### Introduction to Cyberforensics



CERTIFICATE PROGRAM

Interested to learn the basics of cyberforensics? Looking to get a better job? Advance at your current job? Enroll in our Introduction to Cyberforensics non-credit certificate program this fall.

Cyberforensics requires the collection, preservation and analysis of digital evidence for presentation in criminal or civil court. This introduction to Cyberforensics program provides students with knowledge of the Linux operating system and its applicability to digital forensics, an overview of the fundamental principles of forensic science, the technical and legal aspects of digital forensics, and an introduction to cybersecurity. Begin preparation to become a cyberforensics technician or advance your current career path.

*All classes offered at the Union County College Elizabeth Campus.*

*Classes run September – December 2019*

To earn a certificate of completion the following three courses must be completed satisfactorily. Students need to enroll in Linux Fundamentals (AECO 039 Sec 275) as their first course. Principles of Cybersecurity will also be offered in the Spring 2020 semester.

AECO 039 Sec 275  
Linux Fundamentals

AECO 040 Sec 287  
Digital Forensics Essentials

AECO 054 Sec 275  
Principles of Cybersecurity

*Books can be purchased from the College bookstore.*

FALL 2019 SEMESTER –  
SEPTEMBER 4 – DECEMBER 18, 2019

### Linux Fundamentals

This course provides an introduction to the Linux operating system and its applicability to digital forensics. Topics include Linux scripting, installation, configuration, boot loaders, mounting drives and images, process control, user and group administration, file system administration and management, as well as setting up a secure Linux login environment.

3 lecture hours per week. (45 hrs)

AECO 039 Sec 275 Elizabeth  
M, W, 7:10–8:30 pm, \$649

### Digital Forensics Essentials

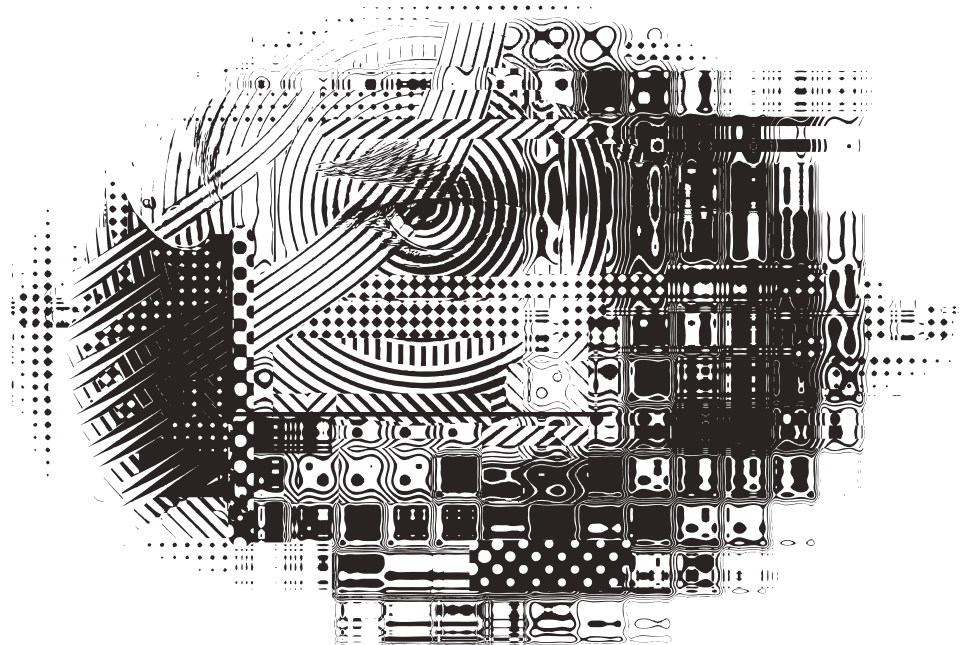
This hands-on course introduces the fundamental principles of forensic science generally, and the technical and legal aspects of digital forensics specifically, including forensic procedures, imaging, hashing, file recovery, file system basics, mismatched file types, reporting, and the laws governing digital evidence. Students will use both open-source and court-approved (*AccessData*) forensic software tools to conduct digital forensic examinations. 4 lecture hours per week. (60 hrs)

AECO 040 Sec 287 Elizabeth  
T, Th, 5:05–7:00 pm, \$879

### Principles of Cybersecurity

This course introduces the student to the field of cybersecurity. It presents a comprehensive survey of the breadth of cybersecurity. This includes local host, network, web, and databases that are prone to attack. The student will focus on the identification of security threats and countermeasures that can be taken to make these systems more secure. Students will also learn about the legal, compliance, ethical and professional issues in cybersecurity. (45 hrs)

AECO 054 Sec 275 Elizabeth  
M, W, 4:10–5:30 pm, \$649





## Grant-Funded Classes for Employees of New Jersey Businesses

**Transforming  
Our Community...  
One Student  
at a Time**

Offered through our Industry-Business Institute at our Cranford and Elizabeth Campuses

### NJBIA SUMMER 2019 OPEN ENROLLMENT COMPUTER SKILLS CLASSES

Our classes can be brought to your premises for ten or more employees in the same class. Our mobile computer lab makes this convenient for our clients.

All classes meet 8:30 am–5 pm (8 hours with break)

Call us for details on how you can customize a program for your workplace at 908-527-7207 or email [ibi@ucc.edu](mailto:ibi@ucc.edu).

DAY	DATE	CLASS	CAMPUS
Wednesday	6/5/2019	Excel 1	Cranford
Thursday	6/13/2019	Word 1	Elizabeth
Wednesday	6/19/2019	Excel 2	Cranford
Thursday	6/27/2019	Word 2	Elizabeth
Thursday	7/11/2019	Excel 1	Elizabeth
Wednesday	7/17/2019	Word 1	Cranford
Thursday	7/25/2019	Excel 2	Elizabeth
Wednesday	7/31/2019	Word 2	Cranford
Thursday	8/8/2019	PowerPoint	Elizabeth
Wednesday	8/14/2019	Access	Cranford
Thursday	8/22/2019	Outlook	Elizabeth

Contact us for complete program information

Phone 908-527-7207

Email [ibi@ucc.edu](mailto:ibi@ucc.edu)

#### MS Excel Level 1 (8 hours)

Create and edit basic MS Excel worksheets and workbooks. Create a basic worksheet; perform calculations in a worksheet; modify and format a worksheet; print the contents of and manage a workbook.

#### MS Excel Level 2 (8 hours)

Organize table data, present data as charts, and enhance the look and appeal of workbooks by adding graphical objects. Use advanced formulas; organize worksheet and table data using various techniques; create and modify charts; analyze data using PivotTables, Slicers, and PivotCharts; insert and modify graphic objects in a worksheet; and customize and enhance workbooks and the MS Excel environment.

#### MS Word Level 1 (8 hours)

Create a basic Word document; edit a document; format text; format paragraphs; insert a table; insert special characters and graphical objects; control the page setup and appearance of a Word document; and proofread documents for accuracy using MS Word.

#### MS Word Level 2 (8 hours)

Manage lists; customize tables and charts; customize the formatting of a document using styles and themes; modify pictures in a document; create customized graphic elements; insert content using Quick Parts; control text flow; use templates to automate document creation; use the mail merge function and use macros to automate common tasks.

#### MS PowerPoint Level 1 (8 hours)

Create and save presentations and slides, add shapes and objects to slides, use tables and charts in presentations and use templates and themes. Word Art, Clip Art, inserting and adjusting pictures, slide shows, transitions and timing, speaker notes, running and printing presentations are also covered.

#### MS PowerPoint Level 2 (8 hours)

Learn to create custom slide templates, modify the handout master, add SmartArt graphics, special effects, customize a slide show, add multi-media elements, collaborate on a presentation and secure and distribute a presentation as well as publish to other file formats.

#### MS Access Level 1 (8 hours)

Learn the basic operations of the Microsoft Access database program to perform day-to-day responsibilities and become more productive at work. Fundamental knowledge and techniques needed to use more complex Access features such as maintaining databases and using programming techniques that enhance Access applications are covered.

#### MS Outlook (8 hours)

This class will introduce participants to the proper use of e-mail as a job-related tool including sending clear messages, receiving, replying and deleting messages, disposing of junk mail and sending and opening fine attachments.

## FITNESS CAREERS

### PERSONAL TRAINER NATIONAL CERTIFICATION



CERTIFICATE PROGRAM

Get all the information needed to start an exciting fitness career and become a Certified Personal Trainer. Our personal trainer course is a great way to become a successful Certified Personal Trainer with an option to complete an employer internship that can walk you into jobs! This challenging course is for candidates wanting LIVE instruction with in-depth, hands-on practical lab to master the essential career skills and knowledge. The course consists of 15 hours of lecture on key topics like biomechanics, exercise physiology, fitness testing, equipment usage, health assessment and 15 hours of hands-

on practical training labs with role playing drills on assessing clients, programming, performing proper exercises, presentation skills and more.

Included in this course is a student workbook and access to online student study tools to take the Certified Personal Trainer exams.

You can work right after passing the exams with proof of CPR/AED to obtain your Level 1 Certified Personal Trainer. (36 hrs)

Book available at Union County College bookstore. Students must purchase the textbook prior to the first day of class.

AEEX 120 Sec 186 Cranford  
T, Th, 7/16-8/22, 6:30-9:30 pm, \$649

### TRAINING CLASSES FOR PERSONAL TRAINERS AND GENERAL PUBLIC

#### Functional Flexibility

In this interactive workshop you will understand posture and learn the differences between good and faulty posture; find out reasons and ways to help clients correct muscle imbalances leading to improper posture; be aware of key points in assessing front, lateral, and posterior posture positions; learn corrective stretching techniques to improve posture, alignment. Co-Sponsored through World Instructor Training Schools (W.I.T.S). (3 hrs)

AEEX 124 Sec 126 Cranford  
T, 8/27, 6:30-9:30 pm, \$99



## GED TEST PREPARATION

### GED PREPARATION

Boost your skills and develop a reliable study program for the four areas required to obtain your GED: Reasoning through Language Arts; Mathematical Reasoning; Science; and Social Studies. You should be prepared to do work at home as well as in class. Learn strategies to maximize your chances for success. (48 hrs)

For your convenience, all books and required materials are available at the college bookstore (908) 965-6068.

AETP 124 Sec 277 Elizabeth  
M, W, 6/10-9/9, 7-9 pm, \$329  
(no class 7/1, 7/3 & 9/2)

For GED Preparación and other courses in Spanish, see page 20.

## SOCIAL MEDIA MARKETING



### SOCIAL MEDIA MARKETING FOR BUSINESS

Social media applications like Facebook, Twitter and YouTube can help you get your business message out to the masses. In this course, we will look at six social media solutions: Social media applications like Facebook, Twitter and YouTube can help you get your business message out to the masses. In this course, we will look at six social media solutions: Facebook, Twitter, YouTube, blogging, Flickr and LinkedIn. We will explore examples where individuals, non-profits and businesses successfully used these tools to make new connections with fans and customers. We will also develop a plan for your business to incorporate targeted social media solutions and how to measure the impact these tools will make over time. (6 hrs)

AEEN 041 Sec 147 Cranford  
Th, 7/25-8/1, 7-10pm, \$129



# Professional Development

## HEALTHCARE CAREERS

### Basic Certifications Package



This 16-hour course is highly recommended for healthcare professionals. The class will provide the allied health student with instruction and certification in the following areas: (16 hrs)

**BLS CPR (4 hrs)**—American Heart Association certification. Learn to recognize life-threatening situations. Adult and pediatric CPR, two-rescuer CPR, airway obstruction and AED instruction will be covered.

**First Aid (8 hrs)**—Learn standard level first aid providing you with the knowledge and skills required to provide care in an emergency situation. American Heart Association (AHA) certification.

**Bloodborne Pathogens (4 hrs)**—Learn safeguards and management procedures to protect yourself against hazards caused by exposure to blood, human tissue and infectious materials. American Safety and Health Institute (ASHI) certification.

AEHL 959 Sec 140 Cranford  
M, 6/10, 6-10 pm, \$299  
W, Th, 6/19-6/20, 6-10 pm  
and  
M, 6/24, 6-10 pm



### CPR FIRST AID, AND AED CERTIFICATION COURSES

Union County College 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, ACLS, and PALS 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.

### BLS for Healthcare Providers—Classroom (AHA)



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. (4 hrs)

AEHL 962 Sec 116 Cranford  
M, 6/10, 6-10 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. (4 hrs)

AEHL 961 Sec 116 Cranford  
M, 7/8, 6-10 pm, \$129

### 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. (220 hrs)

*This course is held in the Plainfield Annex.*

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.**

**Required text: Emergency Care, 12th Edition by Limmer. Book is available at the**

**Plainfield Campus Bookstore. Please note: Students need to have access to a computer for online assignments.**

**Mandatory Orientation**  
W, 5/15, 6-8 pm, Plainfield, Rm 111

**The College offers three EMT sections:**

AEHL 100 Sec 39A Plainfield  
T, Th, F, 5/23-7/3, 8:30am-5pm, \$1,500

AEHL 100 Sec 39B Plainfield  
M, W, 5/29-8/1, 8:30am-5pm, \$1,500

AEHL 100 Sec 39C Plainfield  
M, T, Th, 7/9-8/15, 8:30am-5pm, \$1,500

## HEALTHCARE CAREERS



### PHARMACY TECHNICIAN



#### CERTIFICATE PROGRAM

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, one must possess 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. Some states and employers may also require their Pharmacy Technicians to acquire national certification. (120 hrs)

**Job Outlook:** Employment for Pharmacy Technicians is expected to increase by 32% from 2010 to 2020, much faster than the average for all occupations. (Bureau of Labor Statistics)

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/licensure:

**Pharmacy Technician Certification Board**—Additional study material is also recommended to prepare for the PTCB examination. Please contact PTCB at 877-782-2888 or [www.ptcb.org](http://www.ptcb.org) for more information.

**NJ Licensing**—To be eligible to be registered as Pharmacy Technician in the State of New Jersey, you must register by contacting the New Jersey Office of the Attorney General at 973-504-6450 or [www.state.nj.us/org/ca/pharm/form/pharmtech.pdf](http://www.state.nj.us/org/ca/pharm/form/pharmtech.pdf).

#### Required Course

AEHL 955 Sec 276

Elizabeth

M, W, 6/24-11/18, 6:30-9:30 pm, \$1,500, (no class 7/1, 7/3, 9/2)

### PATIENT CARE TECHNICIAN



#### CERTIFICATE PROGRAM

The Patient Care Technician Assistant plays a key role in the any allied health care facility.

Patient Care Technicians are authorized to administer basic medical care to patients. Multi-skilled Patient Care Technicians will 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. Work places include physician's offices, clinics, nursing homes, medical centers, and hospitals. In this course, students will learn collaboration and patient management processes, body mechanics, vital signs, ambulatory care and patient positioning for treatment and rehabilitation.

Upon completion of these courses, students will be awarded the Patient Care Technician Certificate: (297 hrs)

#### Prerequisites

- AEHL 111—Part I: Anatomy and Physiology (36 hrs)
- AEHL A11—Part II: Anatomy and Physiology (32 hrs)
- AEHL 147—EKG Technician (48 hrs)
- AEHL 146—Phlebotomy Technician (90 hrs)
- AEHL 134—Pharmacology and Drug Interaction (15 hrs)
- AEHL 959—Basic Certifications Package (16 hrs)

#### Required Courses

- Patient Care Technician Part I (30 hrs)
- Patient Care Technician Part II (30 hrs)

At the conclusion of the "Patient Care Technician Certificate Program" the student will have the opportunity to take exams to obtain the following certifications (additional study material is recommended to prepare for any national certification examination):

- National Certified EKG Technician (CET) through NHA
- National Certified PHL Technician (CPT) through NHA
- National Certified Medical Administrative Assistant (CMAA) through NHA
- BLS CPR Certification through the American Heart Association (AHA)
- First Aid Certification through the American Health and Safety Institute (AHSI)
- BloodBorne Pathogens Certification through the American Health and Safety Institute (AHSI)
- National Certified Patient Care Technician (CPCT) through NHA

### ALLIED HEALTH COURSE WAIVER PROCEDURES

Students may apply for a course waiver to fulfill part of the curriculum program requirements if they have taken a course or have prior work experience which led to certification or licensure by submitting documentation and evidence of certification/licensure. Students must submit the following documentation:

1. An email addressed to [coned@ucc.edu](mailto:coned@ucc.edu) requesting a course waiver for a specific course.
2. Waiver for a didactic course: an official transcript for the considered course and a detailed course syllabus. The syllabus should include the course outline including the textbooks used and/or other learning experiences. All previous classes considered for waivers must have a minimum of "B" GPA. PLEASE DO NOT SEND ANY OF YOUR ORIGINAL DOCUMENTS. Scan and email documents to [coned@ucc.edu](mailto:coned@ucc.edu).

## HEALTHCARE CAREERS

### EKG TECHNICIAN PROGRAM



#### CERTIFICATE PROGRAM

An electrocardiogram is a record of the electrical activity of the heart. As an EKG Technician, you will perform electrocardiograms (EKGs) on patients in various medical facilities for interpretation and diagnosis by the physician. Upon completion of this program, you will be eligible to sit for the National HealthCareer Association (NHA) EKG Technician Certification Examination. (116 hrs)

#### Prerequisite

- AEHL 111–Part I: Anatomy and Physiology (36 hrs)
- AEHL A11–Part II: Anatomy and Physiology (32 hrs)

**Note: Part I must be taken before the required EKG class and Part II can be taken before or concurrently.**

#### Required Courses

- AEHL 147–EKG Technician (48 hrs)

#### Recommended Elective

- AEHL 959–Basic Certifications Package (16 hrs)

### Part I: Anatomy and Physiology

In this course, you learn basic anatomy and physiology and an overview of medical terminology. Topics include the integumentary, skeletal, muscular, lymphatic, cardiovascular and circulatory systems from the perspective of structure, processes and regulation. This course is a prerequisite for the Phlebotomy Technician Certificate and the EKG Technician Certificate. (36 hrs)

**Program requirements:** Textbook required for first class; available at College bookstore.

AEHL 111 Sec 276 Elizabeth  
M, W, 6/17-7/31, 6-9 pm, \$395  
(no class 7/1 & 7/3)

### Part II: Anatomy and Physiology

In this course, you will learn basic anatomy and physiology and a basic overview of medical terminology. Topics will include the nervous, endocrine, respiratory, urinary and reproductive systems from the perspective of structure, processes and regulation. Special senses and human development/genetics will also be covered. This course is a mandatory requirement for all Phlebotomy Technician Certificate and the EKG Technician Certificate students and should be taken in conjunction with those courses. (32 hrs)

**Program requirements:** Textbook required for first class; available at College bookstore.

**Prerequisite:** AEHL 111 - Part I: Anatomy and Physiology

AEHL A11 Sec 276 Elizabeth  
M, W, 8/5-9/16, 6-9 pm, \$355  
W, 9/18, 6-8pm  
(no class 9/2, 9/4 & 9/9)

### EKG Technician

In this course, you will learn to identify the anatomy and physiology of the cardiovascular system, the phases of the cardiac cycle, set-up of equipment and strip interpretation. As a student, you will be required to set up the EKG equipment and perform live EKGs on fellow students. You will be required to sign a Confidentiality Waiver provided by your instructor on the first day of class. (48 hrs)

**Program requirements:** Textbook required for first class; available at College Bookstore. EKG Calipers are recommended; available at College Bookstore. Students must wear scrubs and closed-toe shoes in class.

AEHL 147 Sec 286 Elizabeth  
T, Th 8/6-9/26, 6-9 pm, \$450



### MEDICAL BILLING AND CODING PROFESSIONAL



#### CERTIFICATE PROGRAM

Medical Billing and 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. This program teaches the required coding languages to become a Medical Billing and Coding Specialist. Students will learn both diagnostic (ICD-10) and procedural coding (CPT-4), in addition to anatomy and physiology, procedural terminology, and medical billing.

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.

Students are advised to contact the American Health Information Management Association (AHIMA) and/or the American Association of Professional Coders (AAPC) with regard to certification information after completion of this program. (230 hrs)

#### Prerequisite

- AEHL 135–Anatomy and Medical Terminology for Billers and Coders (50 hrs)

#### Required Courses

- AEHL 136–ICD-10-CM and ICD-10-PCS Coding (60 hrs)
- AEHL 137–Understanding Medical Insurance/HIPAA (50 hrs)
- AEHL 138–CPT-4 Coding (40 hrs)
- AECO A61–Computerized Medical Billing (MediSoft v.23 Software) (30 hrs)

**NOTE: Not all courses are offered every semester.**



## Anatomy and Medical Terminology for Billers and Coders

This class will introduce the student to the structure and function of the human body for all course work in the Medical Billing and Coding field. Anatomy is a prerequisite for all of the courses in the Medical Billing and Coding Professional Certificate Program. Medical Terminology including medical root words, prefixes, suffixes, abbreviations and definitions of all body systems will be covered. (50 hrs)

### Program requirements:

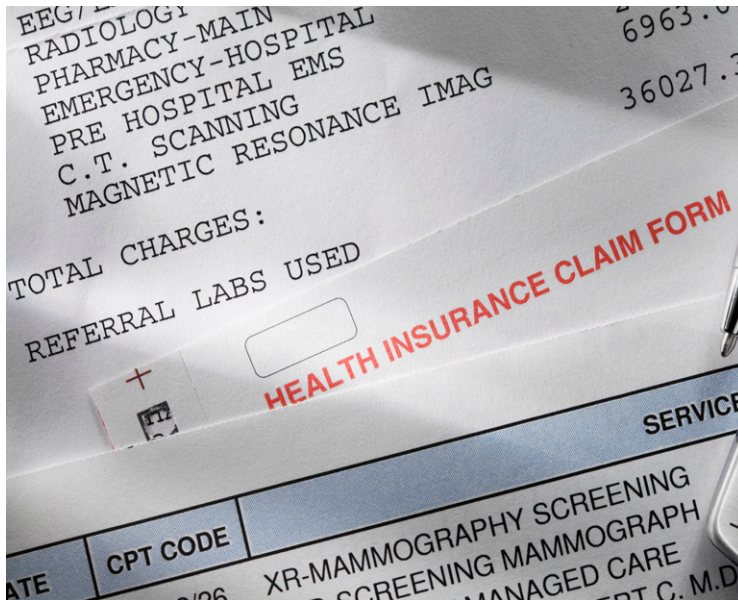
Textbooks required for first day of class; available at College Bookstore.

AEHL 135 Sec 286

T, Th, 7/9-8/29, 6-9 pm, \$625

T, 9/3, 6-8pm

Elizabeth



### REGISTER ONLINE!

*It's Fast! It's Easy! It's Convenient*

[www.ucc.edu/continuing-education/instant-enrollment](http://www.ucc.edu/continuing-education/instant-enrollment)

## WE ARE RECRUITING! Continuing and Professional Education and Workforce Development (Non-Credit) Part-Time Instructors needed for Daytime and Evening programs

- Accounting
- Anatomy and Physiology - Parts 1 and 2
- Anatomy and Medical Terminology for Billers and Coders
- Business Communications - Verbal and Written
- Child Care - Mornings and Evenings
- Computerized Medical Billing
- CompTIA A+
- CPT-4 Coding
- English as a Second Language (ESL)
- EKG
- GED Test Preparation - English and Spanish
- ICD-10-CM and ICD-10-PCS Coding
- Microsoft Office Suite
  - MS Office 365
  - MS Access
  - MS Excel
  - MS Outlook
  - MS PowerPoint
  - MS Project
  - MS Word
  - MS Windows
- Pharmacy Technician— English and Spanish
- Phlebotomy
- Real Estate
- Project Management
- Six Sigma
- Spanish for the Workplace
- Supervisory Skills -  
Time and Team Management
- Supply Chain/TLD Logistics
- Workplace Readiness/Job Search
- Youth Programs



Apply online at <https://ucc.peopleadmin.com/>

## TRANSPORTATION, LOGISTICS AND DISTRIBUTION

Union County College offers a Supply Chain Management Training program which was developed by a national consortium of colleges and universities. Classes are offered during daytime and evening hours and include the SCPro™ exam.

This program, upon completion and success on the exam, leads to certification by the Council of Supply Chain Management Professionals (CSCMP) in any or all of eight (8) subjects which include: Supply Chain Management Principles; Customer Service Operations; Warehouse Operations; Transportation Operations; Demand Planning; Inventory Management; Procurement; and Manufacturing and Service Operations. Each is a 40 hour course of classroom training led by instructors with experience in supply chain management within industry.

This training prepares the student for entry level or mid-level positions in a variety of functional business areas. The courses offer front line and management employees an additional certification for career enhancement and for increased responsibilities and advancement. On-campus classes run on an on-demand basis once our minimum number of registrants is met.

Classes can also be brought to companies for groups of employees onsite with flexible scheduling to meet the needs of the workplace. Ideally situated near the ports of Elizabeth and Newark, Union County College recognized the need for skilled workers to fill jobs. More than one (1) in every ten (10) jobs in New Jersey is in this Transportation, Logistics and Distribution sector (TLD).

For additional information on how to bring this program to your business, please contact Nancy Burke at the Industry-Business Institute at Union County College at [burke@ucc.edu](mailto:burke@ucc.edu) or **908-527-7207**.

### Introduction to Logistics

In this 48-hour Introduction to Logistics Program students learn math specific to the industry (including the metric system), practice their map reading skills and test their knowledge of world geography. Communications skills, customer service, team building and logistics vocabulary are all part of this curriculum. In addition, industry specific documentation such as airway bills, export forms and commercial invoices are introduced as well as MRP and TMS software. (48 hrs)

#### *The course will include:*

- Geography
- Basic Measurement
- Interpersonal Skill Development
- Industry Specific Skills
- Logistics
- Process Flow
- Import/Export
- Inventory Principles
- Forms: Airway Bills, Invoices, Letters of Credit
- Customs, Borders and Protection Agency Regulations
- MRP and TMS Computer Software

Prerequisite: HS Diploma or GED, TABE 6th grade.

**For additional information on how to enroll or bring this program to your business, please contact Nancy Burke at the Industry-Business Institute at Union County College at [burke@ucc.edu](mailto:burke@ucc.edu) or 908-527-7207.**



CERTIFICATE PROGRAM

### **New! Supply Chain Management Principles**

This course defines the concept of the supply chain and all its components from raw materials extracted from the earth to retail products ready for purchase by consumers. Fundamentally, this course teaches what a supply chain is, its different functions, how a supply chain works and what kind of careers are associated with supply chain management. The principles learned provide the necessary foundation for fully comprehending the additional seven (7) certification tracks. Supply Chain Principles is a launch pad from which to rocket your learning experience into assured success in the remaining certification tracks and is recommended as a prerequisite to the other certification tracks. The Supply Chain Principles certification also stands alone as a high-level overview of supply chain management.

Successful completion and passing of the exam earns the student a SCPro Fundamentals certification in Supply Chain Management Principles from the Council of Supply Chain Management Professionals.

Program cost includes the student manual, online course resources, and the certification exam. (40 hrs)



CERTIFICATE PROGRAM

### **New! Inventory Management**

Inventory of all types flows throughout supply chains. Therefore, it is important that all supply chain professionals have an understanding of the role, costs, and benefits of inventories. This course is intended to train students in the basics of inventory management and control so that students can become effective contributors in the inventory related aspects of their roles across the various domains in supply chain management. Key elements of this track include the following: The importance and use of inventory in the supply chain, exposure to the different types of inventory, techniques for effectively managing and controlling inventory levels, the relationship between forecasting and inventory management, and the financial impacts of inventory investment. Successful completion and passing of the exam earns the student a SCPro Fundamentals certification in Inventory Management from the Council of Supply Chain Management Professionals. Includes the student manual, online course resources, and the certification exam. (40 hrs)



CERTIFICATE PROGRAM

### **New! Supply Chain Management and Procurement**

This course is intended to provide students with an understanding of the strategic sourcing, supplier management, and procurement execution processes. Key elements of this course include: Strategic, tactical and operational procurement, procurement organization structures, legal and regulatory considerations, the interactions of procurement organizations with the rest of the supply chain, and typical difficulties encountered in procurement processes. It is important to understand the basics of strategic procurement processes since procurement has become a global function. Successful completion and passing of the exam earns the student a SCPro Fundamentals certification in Supply Chain Management and Procurement from the Council of Supply Chain Management Professionals. Program includes the student manual, online course resources, and the certification exam. (40 hrs)

**For more information about these courses call the Continuing Education Department at 908-709-7600**

## UNIFORM CONSTRUCTION CODE EDUCATION PROGRAM 2019

These classes are for general contractors who are looking to advance their careers and become New Jersey State Inspectors for local municipalities. They 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. Students who successfully complete a course and apply for licensure may be refunded up to 75% of tuition by submitting a license number or log number to the college they attend. (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. Call the Publications Office at 609-984-0040 or order online at [www.state.nj.us/dca/divisions/codes/forms/pubs\\_sub\\_orderform.pdf](http://www.state.nj.us/dca/divisions/codes/forms/pubs_sub_orderform.pdf)

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

*For a complete list of the courses offered statewide, see the DCA website at: [www.state.nj.us/dca/divisions/codes/forms/pdf\\_licensing/ucc\\_c\\_grid.pdf](http://www.state.nj.us/dca/divisions/codes/forms/pdf_licensing/ucc_c_grid.pdf)*

Participate in these courses through a combination of in-person and online sessions. See specific dates and times listed below. In-person sessions are held on the Cranford campus.

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

**Learning platform:** *Canvas*



### Subcode Official – Hybrid

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 recordkeeping. All students are required to have a technical license in their field of expertise. (45 hrs)

*AEIC 562 Sec 186 Cranford  
T, Th, 5/28-7/2, 6:30 -10:30 pm, \$525*

### Construction Official – Hybrid

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 561 186 Cranford  
T, Th, 7/23-8/27, 6:30-10:30 pm, \$525*

## UPCOMING FALL 2019

### Building Inspector R.C.S. - Hybrid

This course covers the following: structural systems, structural designs and analysis techniques, fire protection systems, systems design and installation practices, mechanical systems, general requirements of electrical and plumbing sub-codes, and plan review and field inspection. (90 hrs)

*In person sessions  
AEIC 102 176 \$785 Cranford  
S, 10/5, 8:00 am-2:00 pm, \$785*

*Online Sessions  
M, W, 10/7-12/23, 6:30-10:30 pm*

### Electrical Inspector H.H.S.

This 45-hour 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 recordkeeping, Uniform Construction Code organization and content, and electrical sub-code. Prerequisite: *Electrical Inspector I.C.S.* (45 hrs)

*AEIC 311 Sec 186 Cranford  
T, Th, 10/8-11/26, 6:00-9:00 pm, \$525*

### Fire Inspector H.H.S. – Hybrid

This 60-hour hybrid program is designed to prepare the students to obtain the licensing in the Fire Protection discipline of the NJ UCC, after they have completed Fire Protection ICS program. 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. (60 hrs)

*In person sessions  
AEIC 191 Sec 196 Cranford  
S, 9/7, 8:00 am – 2:00 pm, \$650*

*Online Sessions  
T, Th, 9/10 – 10/24, 6:30 – 10:30 pm*



# Youth Programs

## AGES 11-17

All classes take place on the Cranford campus and are offered Monday through Thursday. Classes will not be held the week of July 1-4.

Student Drop-off/Pick-up: Parents/guardians must go to the classroom to drop off and pick up children at the assigned classroom. Children must be picked up on time.

### ARTS AND PHOTOGRAPHY

#### The Artist Within: Drawing & Sketching

Develop your drawing skills through a variety of assignments: wild life, landscapes, and portraits. Explore different styles: abstract, realism and impressionism. Materials to be purchased by student prior to first day of class: 11"x 14" sketchpad, pencils and 24-pack of pastels. (12 hrs)

Ages 11-13 AEKE 002 Sec 190  
M-Th, 6/24-6/27, 9am-12pm, \$219  
Ages 14+ AEKD 002 Sec 191  
M-Th, 6/24-6/27, 1-4pm, \$219

#### Design Your Own Comic Book

Learn about developing characters, structuring a story, designing the visual layout and developing eye-catching covers. Materials needed: 11"x14" spiral sketchpad, pencils: H, 2H, B, 2B, color pencils, erasers and 24-pack of markers. (24 hrs)

AGES 11-13 AEKE 505 Sec 190  
M-Th, 7/22-8/1, 9am-12pm, \$289

#### Photography Art Camp

Students will learn how to improve their photography skills, understand what makes a good photograph and how to use a camera beyond auto-mode. Upon conclusion of this course, students will have an appreciation of photography, with an understanding of theory and concepts about this art form. (12 hrs)

AGES 11-13 AEKE 007 Sec 190  
M-Th, 7/8-7/11, 9am-12pm, \$209

#### New! Summer Dance Camp

Students will increase their knowledge and physical abilities in dance as we learn the foundation: ballet and dance terminology and progress to other forms rotated throughout the camp: jazz, hip-hop, modern. Students will also learn injury prevention, healthy snack options and nutrition for the dancer, and return at end of day with yoga practice and stretch. Students will also be introduced to basic choreographic concepts used to create dance. (12 hrs)

AGES 11-13 AEKE 043 Sec 190  
M-Th, 8/5-8/8, 9am-12pm, \$209  
Ages 14+ AEKD 043 Sec 191  
M-Th, 8/5-8/8, 1-4pm, \$209



We are pleased to partner with Black Rocket to deliver educational and fun classes designed to mirror real experiences and the collaborative nature of the creative process. Students will work in pairs or teams for most of the programs.

#### New! eSports Apprentice - YouTube® Streamers and Gamers

Whether you want to be the next pro gamer, streamer, or gamemaster this course will teach you the basics to get started! No longer just a hobby, eSports is the fastest growing career for the next generation. Over 400 million people watched YouTube videos and Twitch streams of video game competitions this year alone! In this course, students will develop competitive game-play skills in Black Rocket's new eSports App, learn how to produce commentary for live tournaments, use professional streaming software, and most importantly practice online safety. Students will gain full access to the eSports App and

a video of their class tournament with commentary.

Videos will not be broadcast publicly, but will be shared with all students in the class. (12 hrs)

Age 14-17 AEKD 012 Sec 191  
M-Th, 7/22-7/25, 1-4pm, \$209

#### Code Breakers

Calling all future coders, programmers, and designers! Learn the basics of coding languages like HTML, JavaScript, and CSS through a series of web projects and design challenges each day and be on your way to becoming the next tech star! Whether you want to be the next Mark Zuckerberg or the high school student who just made one million dollars for programming in his bedroom, this course has the essentials you need to begin your journey. Projects will be available



## AGES 11-17

on a Black Rocket website to share with friends and family. Students will work in pairs or teams for most of the program. Returning students can create more advanced projects that build on previous years. (12 hrs)

*Ages 11-13* AEKE 305 Sec 190  
M-Th, 7/8-7/11, 9am-12pm, \$209

*Ages 14+* AEKD 305 Sec 191  
M-Th, 7/8-7/11, 1-4pm, \$209

### **New!** **Adventures in Augmented Reality!**

Watch as holograms come to life in the first ever augmented reality for kids! Students will work in cutting-edge software to create holographic scenes that are viewable with a smartphone and a magic futuristic cube. Student-created projects will be available on a password protected Black Rocket website to share with friends and family. Students will work in pairs or teams for most of the program. There is an additional \$19 lab fee for the magic cube and license. (12 hrs)

*Age 11-13* AEKE 035 Sec 190  
M-Th, 7/15-7/18, 9am-12pm, \$259

*Age 14+* AEKD 035 Sec 191  
M-Th, 7/15-7/18, 1-4pm, \$259

### **New!** **Drone Adventures**

The Drones are here! Let the battles begin. In this hands-on, interactive class you will learn how to safely fly drone robots. Working in teams you will be able to code your drone to compete in missions that will prepare you for the ultimate team challenge at the end of the week. Students will work in pairs or teams for most of the program. (12 hrs)

*Age 11-13* AEKE 036 Sec 190  
M-Th, 7/15-7/18, 9am-12pm, \$209

*Age 14+* AEKD 036 Sec 191  
M-Th, 7/15-7/18, 1-4pm, \$209

### **New!** **Python Programmers: Make Your Own Multiplayer Game!**

YouTube, Google, Instagram and Spotify—what do they have in common? They were created with Python. Learn how to code with Python and create your first multiplayer adventure game. Each lesson takes you step-by-step to start you on a programming path that will let you challenge friends with a fun game you built from start to finish. (12 hrs)

*Ages 11-13* AEKE 011 Sec 190  
M-Th, 7/22-7/25, 9am-12pm, \$209

*Ages 14+* AEKD 011 Sec 191  
M-Th, 7/22-7/25, 1-4pm, \$209

### **New!** **ROBLOX® Makers-Coders-Entrepreneurs!**

Discover how to code in the Lua language while playing and designing worlds in ROBLOX®, an online universe where you can create anything you dream of. This new class combines game design concepts, coding, and fun! Young entrepreneurs will also learn how to navigate Roblox's fast growing marketplace to publish their games. Student-created games will be available on a password protected Black Rocket website to share with friends and family. Students will work in pairs or teams for most of the program. (12 hrs)

*Ages 11-13* AEKE 010 Sec 190  
M-Th, 6/24-6/27, 9am-12pm, \$209

*Ages 14+* AEKD 010 Sec 191  
M-Th, 6/24-6/27, 1-4pm, \$209

**New!**  
**ROBLOX® Makers**  
Unlock the power of ROBLOX® Studio, the world creation tool used by real world ROBLOX® developers! Learn how to build 3D models and create an adventure in your ROBLOX® world. Bring characters to life with unique animations you design. Student-created projects will be available on a password protected Black Rocket website to share with friends and family. Students will work in pairs or teams for most of the program. (12 hrs)

*Ages 11-13* AEKE 038 Sec 191  
M-Th, 7/22-7/25, 1-4pm, \$209

### **New!** **Battle Royale: Make Your First Fortnite® Style Video Game**

Fans of Fortnite we need you! Instead of playing the game, design your own. Using a professional 3D game development software, build levels and assets inspired by popular battle royale games like Fortnite. This course includes cartoonish action and battle sequences. Student-created games will be available on a password protected Black Rocket website to share with friends and family. Students will work in pairs or teams for most of the program. (12 hrs)

*Ages: 11-13* AEKE 039 Sec 190  
M-Th, 7/29-8/1, 9am-12pm, \$209

*Ages: 14+* AEKD 039 Sec 191  
M-Th, 7/29-8/1, 1-4pm, \$209

### **New!** **3D Game Labs with Unity**

Are you ready to take your game design skills to another level? With Unity, an industry-grade design software, aspiring game designers will learn level editing, 3D modeling, impactful gameplay creation, as well as how to utilize scripts and variables. Student-created games will be available on a password protected Black Rocket website to share with friends and family. Students will work in pairs or teams for most of the program. Returning students can create more advanced projects that build on previous years. (12 hrs)

\*\* This class was formally called Advanced 3D Video Game.

*Ages: 14+* AEKD 040 Sec 191  
M-Th, 8/5-8/8, 1-4pm, \$209

### **Updated!** **Make Your First 3D Video Game!**

In this Black Rocket classic, you will go well beyond the limitations of the traditional 2D game design classes and create an immersive 3D world. Students will learn the physics behind 3D games, explore beginner event scripting, level design, controlling the flow of gameplay, and storytelling. Student created games will be available on a password protected Black Rocket website to share with friends and family. Students will work in pairs or teams for most of the program. (12 hrs)

*Ages 11-13* AEKE 946 Sec 190  
M-Th, 8/5-8/8, 9am-12pm, \$209

**CLOSED**

**Don't Miss Out!**  
Classes fill quickly, so  
Register Early  
for upcoming courses!

# Youth Programs

## AGES 11-17

**New!**

### Advanced Robotics

During this class your team will learn to program a robot to overcome daily class challenges using visual and text based programming. You will see firsthand how your program translates into action as you attempt to control your robot sensors and maneuver around obstacles. With your teammate, you will apply different coding concepts while using the scientific method to formulate, observe, experiment, test, and modify your robot. Students will work in pairs or teams for most of the program. (12 hrs)

Ages 11-13 AEKE 031 Sec 190  
M-Th, 8/12-8/15, 9am-12pm, \$209

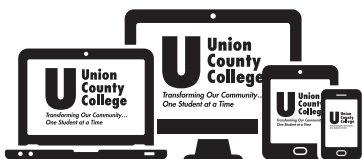
Ages 14+ AEKD 031 Sec 191  
M-Th, 8/12-8/15, 1-4pm, \$209

**New!**

### App.IO: Make Your First Multiplayer App!

The hottest new Apps are IO apps! If your child likes to play Agar.io or Slither.io they will love this class! Become the creator of the next viral web app and share with family and friends! In this class you will explore the most popular IO apps, design your own multiplayer experience, and learn how to code your own. Students will work in pairs or teams for most of the program. (12 hrs)

Ages 14+ AEKD 032 Sec 191  
M-Th, 8/19-8/22, 1-4pm, \$209



**REGISTER ONLINE!**

*It's Fast! It's Easy!*

*It's Convenient*

[www.ucc.edu/continuing-education/  
instant-enrollment](http://www.ucc.edu/continuing-education/instant-enrollment)

### Minecraft® Modders

Use your favorite game to learn the basics of modding and foundations of programming. Learn scripting and logic statements as you create your first mods! Introductory coding will also be taught through a simulated environment inspired by Minecraft. Student projects will be available on a password protected Black Rocket website to share with friends and family. Students must own a Java version of Minecraft tablet, phone, and game console versions of Minecraft are not compatible. Students will work in pairs or teams for most of the program. Returning students can create more advanced projects that build on previous years. (12 hrs)

Ages 11-13 AEKE 306 Sec 190  
M-Th, 8/19-8/22, 9am-12pm, \$209

## MATH

### Middle School Math Review

This course is designed to review each of the New Jersey Core Curriculum Content math standards for middle school students. Students will review numerical operations, geometry and measurement, algebra, data analysis and mathematical processes. (12 hrs)

AGES 11-13 AEKE 117 Sec 190  
M-Th, 7/22-8/1, 9am-12pm, \$289

### Algebra Review

This course addresses the material covered in a middle or high school Algebra course. Through interactive lessons and practice problems, students will strengthen their Algebra knowledge. Students will be pre-tested to determine their proper level and need. (12 hrs)

AGES 14+ AEKD 115 Sec 191  
M-Th, 7/22-8/1, 1-4pm, \$289

## SUPER SCIENCE

We are pleased to partner with Super Science to deliver hands-on workshops designed to be both fun and educational.

**New!**

### Amusement Park Physics

Have you ever wondered how they design and build those crazy rollercoasters and other amusement park rides? Join us and learn about friction, gravity, momentum, velocity, and other effects of force and motion as they relate to theme park rides. We'll design, construct, and test loop-the-loops, marble catchers, ball machines, Ferris wheels, swinging amusement rides, and more. This is the way to experiment and build as you learn physics concepts in a fun and activity-based atmosphere! (12 hrs)

AGES 11-13 AEKE 030 Sec 190  
M-Th, 8/5-8/8, 9am-12pm, \$209

### Chemical Wizardry

Get ready for a fun-filled "magical" laboratory experience Harry Potter style. Enjoy making Flubber, Silly Putty, Super Hi-Bounce balls, and more. Have fun making light inside of a glow bottle, a mushroom monster, play dough, Glowing Goo, and even a tie-dye style shirt. We will create atomic worm polymers and lava lamp-like blobs. We will also demonstrate the Big Bang Cannon, Diet Coke and Mentos Geyser, Magic Genie in the bottle, and more. All campers will take home a mini-chemistry kit and recipe booklet. Please bring a 100% white cotton T-shirt to the second class. (12 hrs)

AGES 11-13 AEKE 026 Sec 190  
M-Th, 7/8-7/11, 9am-12pm, \$209

## STEM EDUCATION LLC

We are pleased to partner with STEM Education, LLC to deliver hands-on workshops designed to be both fun and educational.

### Radio Controlled Car Competition

Students will learn how to control R/C cars through various hands-on activities that coincide with problem-based learning. They will learn the basics of how R/C cars operate and use the vehicles to collect data for real-life hands on problems. Integration of Math & Science principles into the lessons will allow students to understand how to graph data, make inferences, and be successful on the state PARCC assessment. Through real-world activities, students use Engineering principles to finely tune their R/C cars for the ultimate STEM challenge. A final race similar to Formula 1 and NASCAR will culminate the week and prizes will be awarded to the top three finishers.

AGES 11-13 AEKE 045 190  
M-Th, 8/12-8/15, 9am-12pm, \$269

AGES 14+ AEKD 045 191  
M-Th, 8/12-8/15, 1-4pm, \$269

### Rocketry

Students will learn the basics of aerodynamics through the design and building of model rockets. Basic understanding of how rockets are engineered and constructed will be integrated into curriculum along with the history of rocketry. Math principles such as trigonometry and velocity will be introduced to give students' realistic hands-on understanding of math and science. Students will build and fly their own rockets making adjustments to the height, arc, and speed of decent. Students will walk away with their own rockets for future use.

AGES 11-13 AEKE 046 190  
M-Th, 8/19-8/22, 9 am-12pm, \$269

AGES 14+ AEKD 046 191  
M-Th, 8/19-8/22, 1-4pm, \$269



## CSI: Crime Scene Investigation

Become a Super Science Sleuth! Learn about forensics, crime scene investigations, and crime lab chemistry as you perform experiments designed to show you just how those tricky cases are solved. Search for evidence, gather clues, and discover how science can help solve a mystery! Dust for and classify fingerprints, analyze hand writing, test for blood type and DNA using simulated blood, and use "Glow Blood" to see where humans can't see. Examine hair and clothing fibers, practice chemistry to identify mystery substances, and much more. (12 hrs)

AGES 11-13 AEKE 028 Sec 190  
M-Th, 7/22-7/25, 9am-12pm, \$209

## New!

### Introduction to LEGO EV3 Robotics

Have fun building, designing, and programming robots with Lego Mindstorms. Build robot projects and creations that use working sensors and motors. LEGO MINDSTORMS combines the unlimited versatility of the LEGO building system with an intelligent microcomputer brick and intuitive drag-and-drop programming software. No prior robotic or programming experience is necessary for this introductory course. All students will take home a Hexbug robot as part of this program. (12 hrs)

AGES 11-13 AEKE 044 Sec 190  
M-Th, 8/12-8/15, 9am-12pm, \$209

## Junior Physicians

Discover the anatomy of the world's most complicated system—the human body! In this program, kids will find out what it's like to journey through the human body. Explore the science behind blood, bones, how a model of the human body works, and more. Participants will test for blood types, make a map of their tongue, perform simulated heart and brain surgery, and more. (12 hrs)

AGES 11-13 AEKE 027 Sec 190  
M-Th, 7/15-7/18, 9am-12pm, \$209

## STEM Challenges

In this engineering camp, you will have fun integrating Science, Technology, Engineering, and Mathematics by designing and building a wide range of gadgets, inventive machines, towers, crazy contraptions, and more. Projects include: The Great Tower Challenge, the Standing Cup Pyramid Challenge, Egg Drop Challenge, Wooden Coaster Challenge, Structural Engineering Challenge, Magnificent Marble Machine, and a host of other fun contests designed to bring out the engineer in you! (12 hrs)

AGES 11-13 AEKE 029 Sec 190  
M-Th, 7/29-8/1, 9am-12pm, \$209

## TEST PREP

Get a jump on test taking strategies and fundamentals that will enhance your abilities and help improve test scores. All courses are taught by NJ Certified Teachers. (24 hrs)

### SAT Exam Preparation

Learn important test-taking strategies and prepare to take the upcoming SAT exam. Specific concepts covered include math, verbal and writing. Course price includes the SAT textbook.

VERBAL/READING/WRITING  
Ages 14+ AEKD 211 Sec 19A  
M-Th, 7/22-8/15, 1-2:30pm, \$379

MATH  
Ages 14+ AEKD 107 Sec 19A  
M-Th, 7/22-8/15, 2:40-4:10pm, \$379

## WRITING

### The Writer Within: Creative Writing

Develop your skills as a creative writer. Learn how to create interesting plots, characters and dynamic conflicts. Whether you enjoy writing short stories, poetry or planning to write a novel, this course will help you hone those creative writing skills. Students will also learn how to e-publish, find a publisher and enter writing contests. (24 hrs)

AGES 11-13 AEKE 236 Sec 190  
M-Th, 7/8-7/18, 9am-12pm, \$289

AGES 14+ AEKD 236 Sec 191  
M-Th, 7/8-7/18, 1-4 pm, \$289

## Better Thinker, Better Writer, Better Grades

This course will help you improve your critical thinking and strengthen your writing skills when reading literature and writing school essays. Learn strategies that will help you get better grades, while also improving your ability to understand, discuss and write about the literature you read throughout the school year. (24 hrs)

AGES 11-13 AEKE 022 Sec 190  
M-Th, 8/5-8/15, 9am-12pm, \$289

AGES 14+ AEKD 022 Sec 191  
M-Th, 8/5-8/15, 1-4pm, \$289

## New!

### Nailing the College Essay

In this course, students will study exemplary college essays of different types—including narrative and montage approaches to the personal statement and a variety of supplement responses—and engage in focused writing activities designed to move them towards the completion of two authentic and polished essays (one personal statement and one supplement) by the end of the course. Includes extensive instructor editing, revision, and commentary. (24 hrs)

AGES 16-17 AEKD 212 Sec 191  
M-Th, 8/5-8/15, 1-4pm, \$289

## COLLEGE FOR TEENS

For Union County High School Students

## JULY 8 - JULY 25

Program sponsored by Union County Board of Chosen Freeholders

Learn about careers in Criminal Justice, Healthcare, and Transportation, Logistics and Distribution

See [www.ucc.edu/ce](http://www.ucc.edu/ce) for details and registration information

# Leisure and Personal Development

## **New! Strengthen and Lengthen Barre**

This ballet-inspired low-impact workout will help improve posture, tighten and tone your glutes, thighs, arms, and flatten the tummy. Students will perform small range-of-motion exercises at high repetitions to strengthen targeted muscles and lengthen as we find stability and more flexibility throughout the class. No prior dance experience is required. All levels welcomed (5 hrs).

*AEXX 099 Sec 127 Cranford  
T, 6/18-8/20, 7:30-8 pm, \$69  
(no class 7/2)*

## **New! CIZE® Live Beachbody Best**

Made famous by superstar celebrity trainer, Shaun-T, this hip-hop inspired dance fitness program will

have you sweating and smiling the whole way through! Whether you want to learn the hottest new dance routine or simply move to the beat of the music, CIZE® LIVE will have you burnin' up the dance floor—and burning off the calories. You'll feel the beat and contagious energy, and you'll sweat as you learn the hottest dance routines step-by-step! No prior dance experience is required. All levels welcomed. (8 hrs)

*AEXX 098 Sec 147 Cranford  
Th, 6/20-8/22, 7:30-8:30 pm, \$119  
(no class 7/4, 7/11)*

## **Yoga**

This is a basic Hatha yoga class, suitable for anyone. The practice of yoga can positively affect the health of the body and calm the mind. This class emphasizes yoga as a total health system and can help manage symptoms related to stress such as tension headaches, soreness in the

neck or back, or trouble sleeping. The relaxation techniques can be mastered in a short time and put into use whenever necessary. Wear loose clothing, and if desired, bring a mat and a yoga blanket. (6 hrs)

*AEXX A80 Sec 147 Cranford  
Th, 7/11-8/15, 7-8 pm, \$79*

## **Fiction Writer's Workshop**

Love to write? Have great ideas? Strengthen your creative writing skills while learning how to develop interesting characters, plots, dialogue and conflicts. Learn also about e-publishing and finding an agent. Come prepared to write and share your work with fellow writers. (16 hrs)

*AEXX 015 Sec 137 Cranford  
W, 6/12 – 8/7, 7:00-9:00 pm, \$189  
(no class 7/3)*

## **Spanish**

**Level 1 classes** will teach foreign language skills essential for communicating with co-workers, clients or even on a trip to another country. Instruction in elementary grammar and useful daily expressions will be presented as will culture and geography. (15 hrs)

**Level 2 classes** will teach more advanced dialogue and grammar. Class activities include interactive exercises, role-playing, and exposure to customs, holidays, and cuisine. Viewing a movie with subtitles may also be presented in class. (15 hrs)

*Spanish 1  
AELA A10 Sec 137 Cranford  
W, 6/5-7/17, 7-9:30 pm, \$159  
(no class 7/3)*

*Spanish 2  
AELA B10 Sec 137 Cranford  
W, 7/24-8/28, 7-9:30 pm, \$159*

# Cursos en Español

Para registrarse en las clases en español por favor llame al (908) 709-7600

## **CUIDADO DE NIÑOS**

### **Cuidado de Niños**

Directora del Programa: Nilda Gaud  
(908) 380-8483;  
Email: Gaud@ucc.edu

¿Usted disfruta trabajar con niños? Si desea desarrollar sus habilidades como proveedor(a) del cuidado de niños, este certificado de multi-cursos lo preparará para ser un verdadero profesional del cuidado de niños, y le puede dar la opción de trabajar con otros en una facilidad de cuidado de niños o establecer su propio negocio.

Libros requeridos: Fundamentos para trabajar con niños pequeños - Segunda edición y Normas de Competencia (Edición para Pre-escolares). CDA council website <https://store.cdacouncil.org>

### **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)

### **Este certificado de 120 horas puede ser usado para los requisitos del CDA.**

Los cursos tienen que ser tomados en orden. La parte 1 debe ser tomada antes de la parte 2.

*AEDE 083—CDA preparación del portafolio (30 hrs)*

### **Cuidado de Niños: Prácticas Profesionales**

Conviértase en un profesional del cuidado de niños instruido y mejor capacitado. Prepárese para una posición de supervisión en este repaso del medio ambiente de un centro de cuidado de niños el cual cubre las pautas para los manuales del estado, procedimientos para establecer un centro de cuidado de niños, técnicas para la entrevista y cómo preparar su "resume." Tópicos también incluirán observación y registro de progreso y el comportamiento de los niños, relaciones positivas con las familias, y compromiso con el profesionalismo. (30 hrs)

*Parte 1  
AEDE A82 Sec 276 Elizabeth  
Lun, Mié, 5/29-7/8, 6-9 pm, \$250  
(no class 7/1 & 7/3)*

*Parte 2  
AEDE B82 Sec 276 Elizabeth  
Lun, Mié, 7/10-8/12, 6-9 pm, \$250*

## **GED (PREPARACIÓN)**

### **GED**

Aumente sus habilidades y desarrolle un programa fiable de estudio en las 4 áreas requeridas para obtener su GED: Razonamiento a través de Artes del lenguaje; matemáticas razonamiento; ciencia; y estudios sociales. Usted debe estar preparado para trabajar en la casa así como en clase. Aprenda dónde se ofrece el examen y estrategias para aumentar sus oportunidades de éxito. Los cursos están disponibles en dos niveles.

Para su conveniencia, todos los libros y materiales requeridos, están disponibles en la librería del colegio. La preparación en español para el examen de equivalencia (GED) está disponible en Elizabeth Union County College. (48 hrs)

*AETE 124 Sec 270 Elizabeth  
Lun, Mié, 6/3-8/28, 9:30-11:30 am, \$329  
(no class 7/1 & 7/3)*

*AETE 124 Sec 286 Elizabeth  
Mar, Jue, 6/4-8/29, 6:30-8:30 pm, \$329  
(no class 7/2 & 7/4)*

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Contact us at: 908-527-7207 or [ibi@ucc.edu](mailto:ibi@ucc.edu)



Our grant funded training programs are offered through a grant from New Jersey Labor and Workforce Development through the New Jersey Community College Consortium for Economic and Workforce Development. Programs include MS Office applications and professional development classes at our campuses or at your location.

### Grant programs include:

**Customer Service Skills...Verbal Communication in the Workplace...  
Business Writing...Time Management...Problem Solving...Team  
Building...Personal Professionalism and Business Etiquette...English as a  
Second Language...Spanish for the Workplace...MS Excel... MS Access...  
MS PowerPoint...MS Word...MS Outlook...Cloud-based Computing.**

Learn more...Contact us. 908-965-2359 or [ibi@ucc.edu](mailto:ibi@ucc.edu)  
Visit us at: [www.ucc.edu/ibi](http://www.ucc.edu/ibi)





# English as a Second Language

Learn to speak English fluently through a combination of listening, speaking, reading and writing classes. Take the College's ESL Placement Test, and then bring your referral to register for Level 1 or Level 2 classes.

To get started:  
Complete a College application in person at a College One Stop Center or online at [www.ucc.edu](http://www.ucc.edu)

After you apply, you will receive a College ID number to come in for an ESL Placement Test. For testing hours, go to [www.ucc.edu/testing](http://www.ucc.edu/testing)

After you have tested, come in and register for courses

*Cost is \$270 per course/three required courses per level/\$810 total cost per level*

**Cranford Campus Classes** -  
Call 908-709-7600 for questions/registration

**Plainfield Campus Classes** -  
Call 908-412-3557 for questions/registration

**Elizabeth Campus Classes** -  
Call 908-659-5114 for questions/registration

## ESL Beginner Program - 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 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 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 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 Intermediate Program - 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 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 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 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 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.

**CERRADO**

**¡ No te lo pierdas!**

*Las clases se llenan rápidamente,*

**Regístrese temprano**

*para los próximos cursos!*



# English as a Second Language

## SUMMER 2019 COURSE OFFERINGS

*Most courses are held four days a week, Monday through Thursday. Check schedule for details.*

### LEVEL 1 BEGINNER (CRANFORD CAMPUS)

COURSE NAME	COURSE	DAYS	START DATE	END DATE	TIME	
CIN 212	GRAMMAR AND WRITING	PCA 012-567-119-1	Tu - Th	6/11/2019	8/1/2019	6:30 PM - 9:30 PM

### LEVEL 1 BEGINNER (ELIZABETH)

COURSE NAME	COURSE	DAYS	START DATE	END DATE	TIME	
CIN 212	GRAMMAR AND WRITING	PCA 012-534-101-1	Mon-Th	7/8/2019	7/31/2019	8:30 AM - 11:30 AM
CIN 212	READING AND VOCABULARY	PCA 009-534-104-1	Mon-Th	8/5/2019	8/28/2019	8:30 AM - 11:30 AM
CIN 212	LISTENING AND CONVERSATION	PCA 014-534-107-1	Mon-Th	9/9/2019	10/2/2019	8:30 AM - 11:30 AM

### LEVEL II INTERMEDIATE (ELIZABETH)

COURSE NAME	COURSE	DAYS	START DATE	END DATE	TIME	
CIN 217	GRAMMAR AND WRITING	PCA 036-534-102-1	Mon-Th	7/8/2019	7/31/2019	8:30 AM - 11:30 AM
CIN 217	GRAMMAR AND WRITING	PCA 036-535-103-1	Mon-Th	7/8/2019	7/31/2019	12:00 PM - 3:00 PM
CIN 217	GRAMMAR AND WRITING	PCA 036-637-110-1	Mon-Th	7/8/2019	7/31/2019	5:30 PM - 8:30 PM
CIN 217	READING AND VOCABULARY	PCA 034-534-105-1	Mon-Th	8/5/2019	8/28/2019	8:30 AM - 11:30 AM
CIN 217	READING AND VOCABULARY	PCA 034-535-106-1	Mon-Th	8/5/2019	8/28/2019	12:00 PM - 3:00 PM
CIN 217	READING AND VOCABULARY	PCA 034-637-111-1	Mon-Th	8/5/2019	8/28/2019	5:30 PM - 8:30 PM
CIN 217	LISTENING AND CONVERSATION	PCA 041-637-112-1	Mon-Th	9/3/2019	9/26/2019	5:30 PM - 8:30 PM
CIN 217	LISTENING AND CONVERSATION	PCA 041-534-108-1	Mon-Th	9/9/2019	10/2/2019	8:30 AM - 11:30 AM
CIN 217	LISTENING AND CONVERSATION	PCA 041-535-109-1	Mon-Th	9/9/2019	10/2/2019	12:00 PM - 3:00 PM

### LEVEL II INTERMEDIATE (PLAINFIELD)

COURSE NAME	COURSE	DAYS	START DATE	END DATE	TIME	
CIN 217	GRAMMAR AND WRITING	PCA 036-554-113-1	Mon-Th	7/8/2019	7/31/2019	9:00 AM - 12:00 PM
CIN 217	GRAMMAR AND WRITING	PCA 036-177-116-1	Mon-Th	7/8/2019	7/31/2019	6:00 PM - 9:00 PM
CIN 217	READING AND VOCABULARY	PCA 034-554-114-1	Mon-Th	8/5/2019	8/28/2019	9:00 AM - 12:00 PM
CIN 217	READING AND VOCABULARY	PCA 034-177-117-1	Mon-Th	8/5/2019	8/28/2019	6:00 PM - 9:00 PM
CIN 217	LISTENING AND CONVERSATION	PCA 041-554-115-1	Mon-Th	9/3/2019	9/26/2019	9:00 AM - 12:00 PM
CIN 217	LISTENING AND CONVERSATION	PCA 041-177-118-1	Mon-Th	9/3/2019	9/26/2019	6:00 PM - 9:00 PM

**CLASSES FILL QUICKLY!**

Register early to get the schedule you want!

# 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 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/continuing-education/instant-enrollment/](http://www.ucc.edu/continuing-education/instant-enrollment/).

### Walk-In

Visit our Cranford Campus  
MacDonald Hall, 1st Floor  
1033 Springfield Ave, Cranford

Monday and Tuesday  
8:00 am–6 pm; Wednesday and  
Thursday 8:00 am–5:15 pm;  
Friday - closed

### Fax-In

(24 hours a day) (908) 709-7070. Complete the registration form in this booklet and fax to us. Please call our office at (908) 709-7600 after faxing your registration form to confirm receipt and to make payment.

### Mail-In

Use the registration form located in this booklet or online. A separate form is required for each person registering. Photocopies are acceptable. Mail completed form with your check (payable to Union County College) or money order to:

Continuing Education  
Union County College  
1033 Springfield Avenue  
Cranford, NJ 07016

### Phone In

Call (908) 709-7600 in Cranford. Phones tend to be busy, especially the first few weeks of each semester. **Be sure you know what course(s) you wish to register for before calling so we can provide the best assistance.**

### 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, money order, American Express®, Visa®, MasterCard®, Discover®, or cash.

### 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 phone or 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 or in person immediately. You will be required to fill out a withdrawal form. Refunds (minus a \$10 processing fee per course) 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 Bollwage Parking Garage at Caldwell Place and Elizabethtown Plaza.

### Inclement Weather/ Emergency Closing

In case Union County College 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

Union County College 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,  
Union County College  
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.

### Student Accommodation Requests

Ms. Karen Cimorelli, Coordinator of Services for Students with Disabilities, Nomahegan Hall, Room N-3; 908-709-7164; [karen.cimorelli@ucc.edu](mailto:karen.cimorelli@ucc.edu).

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

### Employee, Guest, and Visitor Accommodation Requests

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

All requests for accommodations from Union County College employees, guests, and visitors, pursuant to Section 504 or the ADA, should be directed to Mr. Lotano, the Section 504 Administrator and ADA Coordinator. All matters, other



than student accommodation requests and complaints, also may be directed to Mr. Lotano.

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

## INFORMACIÓN GENERAL

Para mayor información o para registrarse para las clases en español llamar al (908) 709-7600.

### Registración

La Registración es fácil, pero regístrese temprano para evitar decepciones! Los cursos se llenan rápido y algunos tienen matrícula limitada. Las registraciones son aceptadas hasta que el curso comienza, si el espacio está disponible. Por favor asegúrese de proveer un número de teléfono al cual podamos contactarlo en caso de cancelación de la clase.

- En Línea (a través del Internet). Ya no necesita esperar en líneas o enviar su registración a través del correo. El nuevo sistema de registración en línea (a través del Internet) es fácil y conveniente. Regístrese para sus clases desde cualquier lugar a través de una computadora. Visite nuestro lugar del web para más detalles: [www.ucc.edu/continuing-and-professional-education-and-workforce-development/continuing-education/instant-enrollment/](http://www.ucc.edu/continuing-and-professional-education-and-workforce-development/continuing-education/instant-enrollment/)

- En Persona. Visite nuestro página del Internet [www.ucc.edu/continuing-education/instant-enrollment](http://www.ucc.edu/continuing-education/instant-enrollment) para información sobre nuestro horario de oficina.

- El pago puede hacerse con cheque, giro postal, o tarjeta de crédito (Visa, Mastercard, American Express, Discover) Pagos en

### 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.

efectivo son aceptados solamente en el departamento de cuentas del estudiante (Student Accounts).

Complete una registración en la oficina de Continuing Education, y luego usted será enviado a la oficina de cuentas al estudiante.

- Por Correo use la registración que se encuentra en este folleto. Una forma es requerida para cada persona que se registre. Fotocopias son aceptadas. Envíe su registración con cheque, giro postal a: Continuing Education, Union County College, 1033 Springfield Avenue, Cranford, NJ 07016

- Matrícula y Honorarios. Toda la información de matrícula y honorarios está incluida en la descripción del curso e incluye un honorario de \$10 por proceso de registración que no es reembolsable. El departamento de Continuing Education no acepta Ayuda Financiera (Financial Aid)

### Retiros y reembolsos

- Para retirarse de un curso, usted debe notificar a la oficina de Continuing Education por escrito o en persona inmediatamente. Se le requerirá llenar una forma de retiro. Reembolsos (menos los \$10 por proceso de registración por curso) serán procesados de la siguiente manera:

- Con notificación por escrito recibida 5 días antes de la primera clase—100%

Mal tiempo y otras emergencias

### Program Locations

#### Cranford Campus

1033 Springfield Ave.  
Cranford, NJ 07016-1599  
(908) 709-7600

#### Elizabeth Campus

40 West Jersey St.  
Elizabeth NJ 07202-2314  
(908) 965-6000

#### Plainfield Campus

232 East Second St.  
Plainfield, NJ 07060-1308  
(908) 412-3599

#### Scotch Plains

1700 Raritan Rd.  
Scotch Plains, NJ 07076  
(908) 709-7000

### Contact Information:

#### Continuing Education Main Number

908-709-7600

#### Industry-Business Institute

908-527-7207

#### Center for Economic and Workforce Development

908-659-5114

### Non-Credit Program Staff

#### Lisa Hiscano, Ed.D.

Executive Director,  
Continuing Education and  
Workforce Development

#### Joanne Kula

Assistant Director,  
Continuing Education

#### Annette Castro

Office Manager/Coordinator,  
Continuing Education

#### Michelle Douglass

Secretary, Continuing Education

#### Maritza Batista

Program Coordinator,  
WFNJ, Center for Economic and  
Workforce Development

#### Nancy Burke

Marketing and Business  
Development, Industry-Business  
Institute

#### Marlene Loff

Interim Director, Center for  
Economic and Workforce  
Development

#### Susana Mateo

Project Coordinator,  
New Jersey Youth Corps  
Center for Economic and Workforce  
Development

#### Denise Petrosky

Training Operations Manager,  
Industry-Business Institute

#### Isaias Rivera

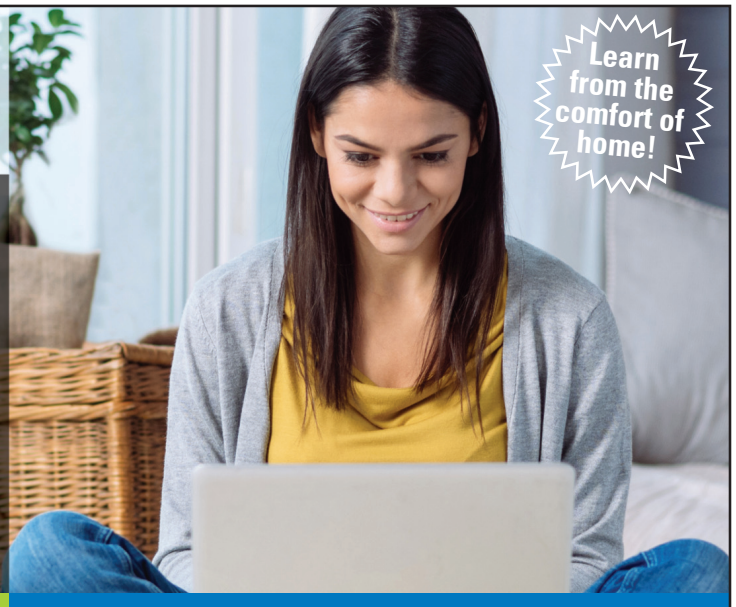
Center Director, Union County  
Workforce Innovation  
Business Center

Union County College

# Online Learning

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Prepare for employment in some of today's hottest careers with a comprehensive, affordable, and self-paced online Career Training Program. You can begin these Programs at any time and learn at your own pace. Upon successful completion of all required coursework, you will receive a Certificate of Completion.

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Categories Include:

- **Arts and Design**
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- **Construction and Trades**
- **Health and Fitness**
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## INSTRUCTOR-LED ONLINE SHORT COURSES

Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners. New course sessions begin monthly, are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more.

- 6 Week Format
- Discussion Areas
- Monthly start sessions
- Expert Instructor

Categories Include:

- **Accounting and Finance**
- **Business**
- **College Readiness**
- **Computer Applications**
- **Design and Composition**
- **Healthcare and Medical**
- **Language and Arts**
- **Personal Development**
- **Teaching and Education**
- **Technology**

**Visit our website to find a course!**

<https://www.ed2go.com/ucc>

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

Union County College is committed to supporting community members who are unemployed, underemployed, or dislocated from employment. Through our partnerships with the American Job Center/One Stop Career Centers, County of Union, NJ Department of Labor and Workforce Development, NJ Department of Children and Families and other organizations that support workforce development programs, Union County College has many programs with the goal of assisting people get a job, get a better job, or be 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 skills. We offer a wide variety of programs and courses to over 4,000 adults each year. The Center model includes standardized assessment, student support services, occupation-related basic skills instruction, and occupational training and job placement services. In keeping Union County College's commitment to provide access to education for all, instruction is scheduled during the evenings, weekends and daytime hours so that adults can choose a schedule most convenient for themselves and their lifestyles.

- *Accounting Technician*
- *Administrative Assistant*
- *Computerized Office Skills*
- *Fundamentals of Supply Chain Management*
- *Medical Billing*
- *Medical Coding*
- *Patient Care Technician*
- *Pharmacy Technician*
- *Welding*

**FOR ADDITIONAL INFORMATION REGARDING THESE WORKFORCE DEVELOPMENT PROGRAMS, PLEASE CONTACT 908-659-5114 OR EMAIL US AT [CEWD-RECRUITING@UCC.EDU](mailto:CEWD-RECRUITING@UCC.EDU).**



**Transforming  
Our Community...  
One Student  
at a Time**

## Union County Workforce Innovation Business Center

Union County College also hosts the Union County Workforce Innovation Business Center (WIBC) at our Elizabeth campus. This program was established in 2014 by the Union County Board of Chosen Freeholders, the Union County Workforce Development Board and Union County College. The Workforce Innovation Business Center builds on the success of the Union County American Job Center/One-Stop Career Center, and the Freeholder Board's partnership with Union County College. 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 potential employee referral services.



A Service of the Union County Board of Chosen Freeholders

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

**TO CONTACT THE WIBC, CALL 908-965-6037 OR EMAIL [ISAIAS.RIVERA@UCC.EDU](mailto:ISAIAS.RIVERA@UCC.EDU).**



# Adult Registration Form

Please print clearly and complete all sections

## STUDENT DATA

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Street Address (including apartment number) \_\_\_\_\_  
 \_\_\_\_\_ ( ) \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone  Home  Work  Cell

E-mail Address \_\_\_\_\_ Signature of Authorization \_\_\_\_\_  
 I hereby certify that the information on this form is accurate and true.

Student ID Number \_\_\_\_\_ Gender:  Male  Female Date of Birth (MM/DD/YYYY) \_\_\_\_\_

## CAMPUS PARKING

- I decline campus parking
- I wish to have a permit for parking in Cranford  
 (Complete the information below and add \$10 parking fee)
- I wish to have a permit for parking in Elizabeth  
 (Complete the information below and add \$65 parking fee)

License Plate Number \_\_\_\_\_ State \_\_\_\_\_

Year, Make and Model of Car \_\_\_\_\_  
 You must pick up your parking permit at the Public Safety Office,  
 at which time you will be required to show a current vehicle registration.

The following questions are required by the U.S. Department of Health, Education, and Welfare, Title VI of the Civil Rights Act. Completion is voluntary.

**Sex:**  Male  Female

**Ethnicity:**  Hispanic  Non Hispanic  
 Declined to Identify

**Race:**  American Indian/Alaskan Native  
 Asian  
 Black/African American  
 Native Hawaiian/Pacific Islander  
 White  
 Declined to Identify

## COURSE SELECTIONS AND FEES

Please enter your course selections

Course Code-Number	Section Number	Course Title	Start Date (MM/DD/YY)	Course Fee

<b>OFFICE USE ONLY</b>	Pay Code _____ Amount _____	<b>Parking Fee (if applicable)</b>	
	Date _____ Cashier _____		<b>Total</b>

Make checks payable to **Union County College** and mail to:  
 Continuing Education, Union County College, 1033 Springfield Avenue, Cranford NJ 07016-1599  
 Phone (908) 709-7600 • Fax (908) 709-7070 • Email coned@ucc.edu



## NOTICES

Students are responsible for being aware of and following the Code of Conduct found in the Union County College Student Handbook, available at [www.ucc.edu/go/handbook](http://www.ucc.edu/go/handbook).

Participants using the College Fitness Center are required to be in good physical condition without an impairment or ailment that would prevent them from engaging in active or passive exercise that would be harmful to their health, safety, comfort or physical condition. All participants should have their physician's approval to use the Fitness Center. Participants using the College Fitness Center facilities, services, programs or equipment do so at their own risk.

Union County College 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.

# Cisco Certified Networking Associate (CCNA) Program



## Networking Academy



Upgrade your job and demonstrate important key network competencies to employers through the CCNA program at Union County College.

- This program prepares you to find a job as a network administrator, engineer, or installer.
- Learn to design, build and maintain local, national, and global networks.
- Four separate modules provide a complete range of basic through advanced networking concepts.
- Complete all four modules and you will be prepared to sit for the CCNA (Cisco Certified Networking Associate) Routing and Switching exam.

## Cisco Academy

Are you looking to get ahead or to find a new job in the fast-growing IT industry as a network administrator, WAN Administrator, engineer, or installer? The Cisco Academy Program at Union County College will prepare you to take the new CCNA 5.0 Certification which is recognized worldwide in the IT networking industry. This coursework will teach you how to design, build and maintain local, national, and global networks. The CCNA curriculum includes four separate modules and provides a complete range of basic through advanced networking concepts. If you complete all four modules, you will be prepared to sit for the CCNA (Cisco Certified Networking Associate) Routing and Switching exam.

Through the CCNA curriculum:

- Develop a working knowledge of routing, switching, network applications, protocols, and services.
- Study with an instructor in the classroom, access expert content online including built-in quizzes and tests.
- Practice what you learn using Cisco Packet Tracer, a network configuration simulation tool.
- Prepare for the workplace with collaborative projects and presentations.

### Who should enroll in the Cisco Academy Programs?

Students interested in starting or advancing their career in Information Technology. The curriculum recommends that you have basic knowledge of computers and networking, and at least an eighth grade reading, writing, and math proficiency level as well as the desire to learn. If you do not have basic computer skills it is suggested that you enroll in A+ Essentials class prior to taking the Cisco CCNA program. By completing the Cisco program you can increase your ability to secure employment in the IT field.

### Required Courses

Four courses (280 hrs total)

- AECO A74–CCNA 1, Introduction to Networks, 70 hrs, \$949
- AECO B74–CCNA 2, Routing and Switching Essentials, 70 hrs, \$949
- AECO C74–CCNA 3, Scaling Networks, 70 hrs, \$949
- AECO D74–CCNA 4, Connecting Networks, 70 hrs, \$949

AECO B74 Sec 176  
CCNA 2 (70 hrs)  
W, 8/21-10/23, 6:30-10 pm  
and  
S, 8/24-10/26, 8:30-12 pm, \$949

Cranford



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**COMING SPRING 2020...SAVE THE DATE!**

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## **IFMA's Facility Management Professional (FMP®) Credential**

This program is the only tool you need to gain a solid understanding of the facility management profession and develop the knowledge and practical skills demanded by employers. This 60-hour professional development program is presented as four courses in a convenient, structured format.

**THE IFMA FMP CREDENTIAL PROGRAM** teaches the knowledge and skills demanded by today's facility management employers, as defined by the IFMA global job task analysis.

- Course 1: Operations and Maintenance**
- Course 2: Project Management**
- Course 3: Finance and Business**
- Course 4: Leadership and Strategy**



Learn from experienced instructors in a structured learning environment with opportunities to build your peer network and increase your professional standing.

The IFMA FMP Credential Program materials include online FMP final assessments.

AEBU 029 Sec 125 Cranford  
T, 2/18-6/2, 5:30-9:30 pm, \$2,395