

WORKFORCE DEVELOPMENT & CAREER EDUCATION

FALL
2026

PROGRAMS OFFERED
IN-PERSON, HYBRID,
OR REMOTE LIVE



- CONTINUING EDUCATION
- PROFESSIONAL DEVELOPMENT
- GRANT OPPORTUNITIES
- BUSINESS SOLUTIONS
- ONLINE LEARNING



WWW.UCC.EDU/CE

 **UCNJ** Union College of
Union County, NJ
CRANFORD | ELIZABETH | PLAINFIELD | SCOTCH PLAINS | VIRTUAL CAMPUS

Fall into Opportunity with UCNJ!

Explore career focused and skill-enhancing opportunities in the following areas:

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Welcome to Fall 2026 at UCNJ

Continuing Education & Workforce Development

Your next opportunity starts this fall. Whether you want to advance your career, earn a new credential, build workforce skills, or explore a personal interest, UCNJ Continuing Education & Workforce Development offers programs to help you achieve your goals.

This fall, we're proud to offer affordable, high-quality programs in healthcare, business, technology, skilled trades, professional development, and enrichment. Our courses provide practical, real-world learning that helps you gain in-demand skills, advance your career, and meet the evolving needs of today's workforce.

Why Choose UCNJ Continuing Education & Workforce Development?

- ✓ **Career-Focused Programs** – Build skills employers value and prepare for industry-recognized credentials that can help you launch, advance, or change careers.
- ✓ **Flexible Learning Options** – Choose from daytime, evening, weekend, hybrid, and online courses that fit your schedule.
- ✓ **Experienced Instructors** – Learn from industry professionals who bring real-world expertise to every class.
- ✓ **Workforce-Relevant Training** – Develop practical skills aligned with today's industries and emerging career opportunities.

Whether you're pursuing career advancement, professional growth, workforce training, or lifelong learning, we're here to help you succeed. We look forward to welcoming you this fall and supporting your journey every step of the way.

Providing opportunities for learning, career advancement, and workforce success.



Lisa Raudelunas Hiscano, Ed.D., M.B.A.
Executive Director
Continuing Education & Workforce Development
UCNJ Union College of Union County, NJ



UNION COUNTY
We're Connected to You!

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

CONTACT INFORMATION

Continuing Education 908-709-7600
Industry-Business Institute 908-965-5116
**Center for Economic and
Workforce Development** 908-659-5114

PROGRAM LOCATIONS

Cranford Campus 1033 Springfield Ave., Cranford, NJ 07016-1599
Elizabeth Campus 40 West Jersey St., Elizabeth, NJ 07202-2314
Plainfield Campus 232 East Second St., Plainfield, NJ 07060-1308
Scotch Plains Campus 1776 Raritan Rd., Scotch Plains, NJ 07076-2977



UCNJ
Union College of
Union County, NJ

CAREERS START WITH A CHOICE. YOURS CAN START TODAY.

In-Demand Skills. Industry Credentials. Real Opportunities.

Our career-focused programs are designed to help you gain the skills employers want and earn the industry-recognized certifications that open doors to better jobs, higher pay, and a stronger future.



**FINISH WITH
IN-DEMAND
INDUSTRY
CERTIFICATIONS**

CHOOSE A PATH. BUILD A FUTURE.



HEALTHCARE

- Certified Medical Assistant (CMA)
- Patient Care Technician (PCT)
- Pharmacy Technician
- Medical Coding Specialist
- And More



BUSINESS & MANAGEMENT

- SHRM Certification Prep+ Course
- PMP® Certification Exam Prep
- QuickBooks
- Leadership & Management
- And More



INFORMATION TECHNOLOGY

- CompTIA A+
- CompTIA Network+
- Microsoft Office Specialist
- AI & Prompt Engineering
- And More



SUPPLY CHAIN & LOGISTICS

- Supply Chain Management Fundamentals (SCPro®)
- Transportation Operations
- Inventory Management
- Customer Service Operations
- And More



REAL ESTATE

- Principles of Real Estate
- NJ Real Estate License Continuing Education
- And More



EDUCATION & EARLY CHILDHOOD

- Child Development Associate (CDA)
- Alternate Route to Teaching
- And More

WHY CHOOSE UCNJ CONTINUING EDUCATION?



INDUSTRY-RECOGNIZED CREDENTIALS

Earn certifications that employers value.



FLEXIBLE OPTIONS

In-person, hybrid, and remote live classes to fit your schedule.



CAREER-FOCUSED TRAINING

Practical, hands-on learning that gets results.



SUPPORT EVERY STEP OF THE WAY

Advising, resources, and job placement assistance.



AFFORDABLE INVESTMENT

High-quality education that pays off.

TAKE THE NEXT STEP. ENROLL TODAY!



ATTEND AN INFORMATION SESSION

Learn about our programs, ask questions, and explore your options.



START YOUR JOURNEY

Gain the skills, confidence, and credentials you need to achieve your goals.



BUILD THE FUTURE YOU DESERVE

Better skills. Better jobs. Brighter opportunities.



VISIT US
www.ucc.edu/ce



CALL US
908-709-7600



VISIT ANY
UCNJ ONE STOP CENTER

Industry Certifications:

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

BUSINESS AND MANAGEMENT

Certified Bookkeeper <i>American Institute of Professional Bookkeepers</i>	4
Hospitality <i>Guest Service Gold Certification, American Hotel and Lodging Educational Institute</i>	5
PMP Certification and Exam Preparation <i>Project Management Professional (PMP®) Project Management Institute</i>	5
SHRM Certification Prep+ Course <i>Society for Human Resource Management (SHRM®)</i>	5
Script to Screen: Introduction to the Entertainment Industry <i>NJ Film Academy</i>	6
Introduction to Production Office: Production Coordinating and Management <i>NJ Film Academy</i>	6
Financial Systems & Strategic Data Analysis Certificate <i>Bookkeeping National Association of Certified Public Bookkeepers (NACPB), Intuit QuickBooks Certiport, Microsoft Office Excel Associate (MOS), Microsoft Office Excel Expert (MOS), and CompTIA AI Essentials Competency Certification CompTIA</i>	21

EDUCATION

Child Development Associate Credential <i>Council for Professional Recognition</i>	9
Cuidado De Niños <i>Council for Professional Recognition</i>	9

HEALTHCARE

Certified Medical Assistant <i>National Healthcareer Association (NHA)</i>	20
Certified Dementia Practitioner (CDP®) <i>National Council of Certified Dementia Practitioners (NCCDP)</i>	24
Certified Electronic Health Records Specialist (CEHRS) <i>National Healthcareer Association</i>	24
Emergency Medical Technician-Basic <i>State of NJ</i>	25
Medical Coding Specialist <i>Certified Professional Coder American Association of Professional Coders (AAPC)</i>	24
Patient Care Technician <i>National Healthcare Career</i>	20
Pharmacy Technician <i>Pharmacy Technician Certification Board</i>	24

INFORMATION TECHNOLOGY AND COMPUTER TRAINING

CompTIA® Network+ Certification <i>CompTIA Network+ Certified Professional CompTIA</i>	14
CompTIA A+ Core 1 Hardware <i>CompTIA A+ Certified Professional CompTIA</i>	14

CompTIA A+ Core 2 Software <i>CompTIA A+ Certified Professional CompTIA</i>	14
CompTIA AI Fundamentals	14
Microsoft Office Specialist (MOS) <i>Excel Associate Certificate</i>	15
<i>Excel Expert Certificate</i>	15
IT Systems & Data Analysis Certificate <i>CompTIA A+ Certified Professional CompTIA, Microsoft Office Excel Associate (MOS), and Microsoft Office Excel Expert (MOS)</i>	21

REAL ESTATE

Real Estate <i>Real Estate Sales Associate NJ Real Estate Commission</i>	7
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TRANSPORTATION, LOGISTICS, AND DISTRIBUTION

SCPRO® Fundamentals Certification Certifications in the Following: <i>Supply Chain Management Principles, Customer Service, Transportation Operations, Warehousing Operations, Demand Planning, Inventory Management, Manufacturing and Service Operations, and Supply Management and Procurement. Council for Supply Chain Management Professionals (CSCMP)</i>	29
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UNIFORM CONSTRUCTION CODE

<i>Building Inspector RCS, ICS, and HHS, Construction Official, Electrical Inspector ICS and HHS, Elevator Inspector, Fire Inspector ICS and HHS, Plumbing Inspector ICS and HHS, Subcode Official, and Technical Assistant NJ Department of Community Affairs</i>	27 - 28
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For flexibility, consider an online course which can be taken anytime, anywhere!

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



For the full list of online courses offered, visit:
www.ed2go.com/ucc
www.yougotclass.org/index.cfm/ucc

Business & Management Careers

Build the skills and credentials you need to start or advance a rewarding career in business. Our programs are designed to prepare you for in-demand roles and industry certification.

BUSINESS PROGRAMS:

- ✓ Accounting 4
- ✓ Bookkeeping..... 4
- ✓ Artificial Intelligence and Prompt Engineering for the Modern Workplace 4
- ✓ Marketing 4
- ✓ Project Management Fundamentals 5
- ✓ PMP® Certification 5
- ✓ Hospitality 5
- ✓ SHRM Certification Prep+ Course..... 5
- ✓ Retirement Planning Today 6
- ✓ NJ Film Academy 6
- ✓ Real Estate 7
- ✓ Online Courses: Skills for the 21st Century.... 12
- ✓ Workforce Training Resources 17
- ✓ Financial Systems & Strategic Data Analysis Certificate..... 21
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FINANCIAL ASSISTANCE MAY BE AVAILABLE

SEE PAGE 20 FOR DETAILS

CUSTOMIZED WORKFORCE TRAINING SOLUTIONS

SEE PAGE 17-18 FOR DETAILS



SCAN AND VISIT OUR WEBSITE TO EXPLORE OUR PROGRAMS AND REGISTER TODAY.

For more information about offering customized training programs for your team, contact us at 908-659-5116 or ibi@ucc.edu

Business & Management:

ACCOUNTING

Continuing Education Credits for Accountants

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

NEW! Comprehensive Introduction to QuickBooks

Take control of your business finances with this comprehensive 30-hour QuickBooks Online Master Class. Designed for business owners, aspiring bookkeepers, and accounting professionals, this hands-on course teaches you how to streamline financial processes, improve accuracy, and confidently manage your organization's accounting using one of today's most widely used financial management platforms.

CERTIFICATE PROGRAM



Program Highlights:

- Build confidence using QuickBooks Online from setup to advanced features.
- Manage invoicing, expenses, payroll, inventory, and sales tax.
- Automate banking transactions and improve financial efficiency.
- Generate professional financial reports and customized dashboards.
- Gain practical skills you can immediately apply in the workplace or your business.

Prerequisite: Basic accounting knowledge or an interest in managing business finances. (30 hrs).

AECO 349 Sec 001E - Scotch Plains Campus
M, W, 10/12 - 11/11
6:30 - 9:30 pm \$549

Sharpen
Your AI and
Prompting
Expertise

BOOKKEEPING

Certified Bookkeeper

Earn the nationally recognized Certified Bookkeeper (CB) credential from the American Institute of Professional Bookkeepers (AIPB) and demonstrate your professional expertise. This course prepares you for the National Certified Bookkeeper examination and helps validate your bookkeeping knowledge and skills (75 hrs.)

Program Highlights:

- Mastering Payroll
- Adjusting Entries
- Common accounting errors and corrective procedures
- Depreciation and Inventory
- Internal controls and fraud prevention

Prerequisite: High school diploma or equivalent; some bookkeeping experience recommended.

AEBU 005 Sec 105E -
Hybrid/Scotch Plains Campus
W, Th, Spring 2027, 7:00 - 10:00 pm ...\$1,350

ARTIFICIAL INTELLIGENCE AND PROMPT ENGINEERING FOR THE MODERN WORKPLACE

Master the essentials of prompt engineering and learn how to use AI tools to enhance productivity, streamline tasks, and improve workplace communication. It is recommended that students have access to a paid AI account through ChatGPT, Gemini, Claude, or Grok (10 hrs.).

Program Highlights:

- Write effective prompts for text, image, video generation, marketing copy and materials
- Create AI-assisted workflows, and apply generative AI responsibly across any profession
- Build repeatable AI templates and workflows.
- Evaluate AI output for quality, ethics, privacy, and bias.

Continue to check our website for additional AI courses!

AECO 140 Sec 002E - Remote Live
M, 11/16 - 12/7, 7:00 - 9:30 pm\$189

MARKETING

B2B Marketing for Growth: Foundations & Strategy

Build a strong foundation in B2B marketing and learn how to create strategies that drive business growth. Participants will identify target audiences, develop effective go-to-market strategies, and differentiate their business in a digital-first environment while creating a customized B2B marketing plan. (12 hrs.)

Program Highlights:

- Buyer personas and market analysis.
- Competitive positioning and differentiation.
- Develop effective go-to-market (GTM) strategies.
- Budget management and data analytics.
- Integration of AI-driven marketing tools.

AEBU 290 Sec 002E - Scotch Plains Campus
T, Th, 11/3 - 11/19, 6:00 - 8:00 pm \$329

Digital Marketing for B2B Businesses

Gain practical, results-oriented digital marketing skills designed specifically for B2B organizations. This course provides hands-on training in SEO, LinkedIn marketing, pay-per-click advertising, email automation, and AI-powered tools that enhance lead generation and conversion. Participants will learn to optimize websites for visibility, leverage LinkedIn for social selling, and improve marketing performance and engagement. (12 hrs.)

Program Highlights:

- Search engine optimization (SEO).
- LinkedIn marketing and social selling.
- Pay-per-click advertising strategies.
- Email marketing and automation techniques.
- AI applications including chatbots, predictive analytics, and personalization.

AEBU 291 Sec 002E - Scotch Plains Campus
T, Th, 12/1 - 12/17, 6:00 - 8:00 pm \$329

HOSPITALITY

Guest Service Gold Certification

This training **CERTIFICATE PROGRAM** prepares students for exciting careers in the hospitality industry by offering industry certifications in guest service, restaurant service, front desk representative, and/or guest room attendant. Guest Service Gold training leads to the professional certification, "Certified Guest Service Professional" from the American Hotel and Lodging Educational Institute. (6 hrs.)

Program Highlights:

- Fundamentals of guest service.
- Principles of gracious hospitality.
- Techniques to resolve guest issues.
- Customer service and problem-solving skills.
- Strategies for delivering first-rate guest experience.

AEBU 300 Sec 016E - Scotch Plains Campus
Th, 11/12 - 11/19, 6:30 - 9:30 pm.....\$149

SHRM CERTIFICATION PREP+ COURSE

Designed with your success in mind, this course helps you master the eight behavioral competencies and 15 functional areas essential for excelling in



human resources. Guided by a SHRM-certified instructor, participants strengthen their understanding of the SHRM Body of Applied Skills and Knowledge® (SHRM BASK®) through interactive discussions, sample test questions, and valuable test-taking strategies. (36 hrs.)

Program Highlights:

- The eight SHRM behavioral competencies.
- The 15 functional areas of HR practice.
- Behavioral and technical competencies.
- SHRM BASK® concepts and applications.
- Certification exam preparation strategies.

AEBU 200 Sec 004E - Remote Live
M, W, 9/21 - 11/30, 7:00 - 9:00 pm..\$1,725
(No class 10/5, 10/7)

PROJECT MANAGEMENT FUNDAMENTALS

Master the essential tools and techniques to plan, execute, and deliver successful projects on time and within budget. Designed for professionals across all industries who are new to project management or looking to strengthen their foundational skills through interactive instruction and real-world scenarios. (9 hrs.)

Program Highlights:

- The project life cycle and project planning.
- Scope definition and goal setting.
- Scheduling and resource management.
- Risk identification and mitigation.
- Agile, Waterfall, communication, and stakeholder management.

AEBU 120 Sec 003E - Hybrid/Scotch Plains Campus
T, 10/13 - 10/27, 6:30 - 9:30 pm\$189

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.

Why Enroll in This Course?

If you're looking for an expert to lead your PMP exam preparation, interpret the content, and answer your questions, we can help! Our intensive 10-week program combines live instruction with The CertWise® Learning System for PMP Exam Preparation to expand and test your knowledge in areas critical for project management career success.

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

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

Benefits of PMP certification

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

All textbooks are included.

AEBU 176 Sec 106E - Hybrid/Scotch Plains Campus
T, 11/10 - 2/9/2027, 6:30 - 9:30 pm \$1,395
In-person sessions: 11/10, 2/9/2027 (No class 12/22, 12/29)

**Updated
PMP Program
Coming Soon!!**

Business & Management: continued

NJ FILM ACADEMY

Script to Screen: Introduction to the Entertainment Industry

This course provides foundational knowledge about the different stages of production, job opportunities, and professional expectations in film and television. Through a blend of theoretical understanding and practical assignments, students will be prepared to navigate the realities of the job market and embark on their careers in the entertainment industry with confidence and professionalism. (45 hrs.)

Program Highlights:

- Stages of film and television production.
- Industry terminology and processes related to above- and below-the-line roles.
- On-set safety protocols and industry standards.
- Career pathways within entertainment.
- Professional expectations and how to build a career in film and television.

▲ AEBU 280 Sec 004E - Cranford Campus
M, Th, 9/28 - 11/16, 6:00 - 9:00 pm\$375

▲ AEBU 280 Sec 005E - Cranford Campus
M, Th, 10/26 - 12/17, 1:00 - 4:00 pm\$375
(No class 11/26)

NEW! Introduction to Production Office: Production Coordinating and Management

Learn the essential functions of a film and television production office, the central hub that supports all departments throughout the filmmaking process. Gain practical knowledge of production coordination, management procedures, industry terminology, and the administrative skills needed to pursue entry-level production office careers. (45 hrs.) **Prerequisite:** *Script to Screen: Introduction to the Entertainment Industry*

Program Highlights:

- Explore the roles and responsibilities of Production Coordinators and Production Managers.
- Learn how film and television productions are managed from prep through wrap.
- Understand the structure and function of key production departments.
- Interpret and utilize industry-standard production documents and workflows.
- Develop foundational skills for careers in production coordination and management.

AEBU 281 Sec 002E - Cranford Campus
M, Th, 11/30 - 2/4/2027, 6:00 - 9:00 pm\$799
(No class 12/21 - 12/31, 1/18/2027)

RETIREMENT PLANNING TODAY

Retirement Planning Today® addresses financial issues that pertain to the self-employed as well as employees of corporations and government agencies. The course is designed to teach you how to build wealth and align your money with your values to accomplish your lifetime goals. (9 hrs.)

Program Highlights:

- How to determine retirement income needs.
- Strategies to eliminate debt and improve cash flow.
- Retirement income planning techniques.
- Methods to preserve a comfortable standard of living.
- Goal-setting for a successful retirement.

AEFI 023 Sec 007E - Scotch Plains Campus
Th, 10/8 - 10/22, 6:30 - 9:30 pm \$49

Join us for a FREE INFORMATION SESSION
about the NJ FILM ACADEMY:



SCAN to
REGISTER

Senior Scholars

Sponsored by the Union County
Board of County Commissioners



UNION COUNTY
We're Connected to You!

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

Class information will be posted on the website in early September and **registration opens on Monday, September 14.** For a complete listing of programs and to register, go to: www.ucc.edu/ce/senior-programs

 **INFORMATION SESSIONS**
See What's Possible for You!

 **SCAN AND REGISTER TO ATTEND OUR INFORMATION SESSIONS**

Learn more about in-demand training programs that result in industry credentials.

- IT Systems & Data Analysis
- Financial Systems & Strategic Data Analysis

Scan the QR Code 



www.ucc.edu/ceregister

ENROLL TODAY!

UCNJ Non-Credit Division is SEEKING PART-TIME INSTRUCTORS



We offer a variety of affordable, non-credit courses for professional development and industry credential attainment. Instructors are needed for traditional and online teaching as well as corporate training programs, ESL, workplace readiness, and continuing education professional development and personal enrichment programs.

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

Dr. Lisa Hiscano, Executive Director
 Continuing Education and Workforce Development
hiscano@ucc.edu

REAL ESTATE

Principles of Real Estate

Embark on an exciting new career path or supplement your income with this comprehensive 75-hour Real Estate program designed for those new to the field. This course meets the Real Estate Commission requirements for the New Jersey sales licensing examination. (75 hrs.)

Program Highlights:

- Property interests and ownership.
- Mortgages, deeds, and title closing procedures.
- Real estate law and ethics.
- Agency relationships.
- Real estate calculations and licensing requirements.

Textbook included in course fee.

AERL 101 Sec 086E - Hybrid/Scotch Plains Campus
 T, Th, 10/13 - 1/21/2027, 6:30 - 9:30 pm..... \$525

In-person classes held at Scotch Plains Campus: 10/13, 10/15, 1/19/2027, 1/21/2027

(No class 11/26, 12/22 - 12/31)

NJ Real Estate License Continuing Education Workshop

Keep your New Jersey real estate license active with this comprehensive 12-hour continuing education workshop. The program fulfills all education requirements for license renewal.

Program Highlights:

- The National Association of REALTORS® Code of Ethics.
- Fair Housing regulations and requirements.
- Identity theft prevention strategies.
- Healthy home fundamentals.
- Real-world application of professional responsibilities.

AERL 157 Sec 008E - Remote Live

T, Th, 11/3 - 11/12, 6:00 - 9:00 pm.....\$189



Careers in Education

Prepare for a meaningful career in education with the skills, credentials, and hands-on knowledge employers value. Our programs equip you for in-demand roles and professional certification opportunities.

EDUCATION PROGRAMS:

- ✓ The Child Development Associate (CDA) 9
- ✓ Cuidado de Niños..... 9
- ✓ NJ Alternate Route Teacher Preparation Licensure Program..... 10

INDIVIDUAL DEVELOPMENT PROGRAMS:

- ✓ GED Preparation..... 10
- ✓ Preparación para GED 10
- ✓ ESL English as a Second Language 11



Get Your High School Diploma!

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



SCAN AND VISIT OUR WEBSITE TO EXPLORE OUR PROGRAMS AND REGISTER TODAY.

For additional information on the GED test, visit www.ucc.edu

CHILD DEVELOPMENT ASSOCIATE (CDA)

The Child Development Associate (CDA) is a national credentialing program designed to develop professional opportunities for educators working with children from birth to age 5. This 120-hour certification program is a requirement to earn a CDA credential. Part 1 of each course must be taken before Part 2.

CERTIFICATE PROGRAM



Prerequisites (60 hrs.)

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

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

Required Courses (60 hrs.)

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

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

Child Care: The Foundations (60 hrs.)

Become more knowledgeable and better qualified as a childcare professional.

Program Highlights:

- Growth and development of children
- General health care and safety
- Nutrition
- Educational activities and play
- An integrated curriculum

PART 1

AEDU A81 Sec 095E - Hybrid/Scotch Plains
M, W, 11/9 - 12/14, 6:00 - 9:00 pm..... \$299
(No class 11/25)

The Foundations Part 2 and Professional Practices will be offered Spring 2027.

Students will attend in-person and remote classes; the first and last class of each course is in person.

Proud to be



The Aspen Institute named UCNJ as a top U.S. Community College recognizing the College for achieving strong student results, both in college and after graduation.

CUIDADO de NIÑOS

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

CERTIFICATE PROGRAM



Este programa de certificación de 120 horas es un requisito para obtener una credencial CDA. La Parte 1 de cada curso debe realizarse antes de la Parte 2.

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.)

Cuidado de Niños: Los Fundamentos (60 hrs.)

Amplíe sus conocimientos y obtenga una mejor preparación profesional como especialista en el cuidado infantil.

Aspectos destacados del programa:

- Crecimiento y desarrollo infantil
- Salud, cuidado general y seguridad
- Nutrición
- Actividades educativas y recreativas
- Currículo integrado

PORTE 1

- AEDE A81 Sec 096E, Programa Híbrido/ Elizabeth
Mar, Jue, 10/6 - 11/5, 6:00 - 9:00 pm \$299
- AEDE A81 Sec 097E, Programa Híbrido/Elizabeth
Lun, Mie, 11/9 - 12/14, 6:00 - 9:00 pm \$299
(No hay clase 11/25)

PORTE 2

- AEDE B81 Sec 097E, Programa Híbrido/ Elizabeth
Mar, Jue, 11/10 - 12/15, 6:00 - 9:00 pm \$299
(No hay clase 11/26)
- AEDE B81 Sec 098E, Programa Híbrido/Elizabeth
Mar, Jue, Primavera 2027, 6:00 - 9:00 pm \$299

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

Para información general, visite www.ucc.edu

Careers in Education: continued

NJ ALTERNATE ROUTE TEACHER PREPARATION LICENSURE PROGRAM

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

This first segment of the two-year training process is an introduction to the teaching career. The Alternate Route to Teaching licensing process will be introduced. This course includes 30 hours of instruction, 8 hours of classroom observation, and 12 hours of clinical experience.

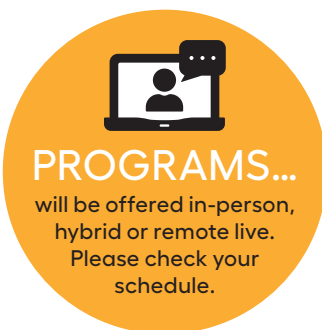
Program Highlights:

- Lesson planning, resume and interview processes
- Professional disposition and expectations
- School law and ethics that impact effective teaching practices
- Introduction to assessment-driven instructional models
- Technology in education, and an overview of child development processes

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

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

AEDU 144 Sec 007E – Hybrid/Scotch Plains Campus
Th, 10/8 – 12/17, 6:00 – 9:00 pm \$325
(No class 11/26)



GED TEST PREPARATION

GED Test Preparation

Boost your test-taking skills and prepare to earn your high school equivalency credential with our GED Exam Preparation course (60 hrs.).

Program Highlights:

- Reasoning through Language Arts
- Mathematical Reasoning
- Science and Social Studies
- How to develop a reliable study plan
- Learn strategies to maximize your success

AETP 124 Sec 085E – Hybrid/Elizabeth Campus
M, W, 10/12 – 12/14, 6:30 – 9:00 pm \$450
(No class 11/25)

GED (PREPARACIÓN)

Preparación para GED

Mejore sus habilidades para presentar exámenes y prepárese para obtener su certificado de equivalencia de escuela secundaria (GED) con nuestro curso de Preparación para el Examen GED (60 hrs.).

Aspectos destacados del programa:

- Razonamiento a través de Artes del Lenguaje
- Razonamiento Matemático
- Ciencias y Estudios Sociales
- Cómo desarrollar un plan de estudio eficaz
- Aprenda estrategias para maximizar su éxito

AETE 124 Sec 107E – Programa Híbrido/Elizabeth Campus
Lun, Jue, 10/12 – 12/14, 6:30 – 9:00 pm \$450
(No hay clase 11/26)

Get Your High School Diploma!

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



For additional information on the GED test, visit www.ucc.edu

ENGLISH AS A SECOND LANGUAGE

Learn English through a combination of listening, speaking, reading, and writing classes. UCNJ offers classes for students at all levels. Improve your English to meet job, academic, and life goals. After placement testing, you'll enter an appropriate ESL level depending on your abilities. The placement test is available on three campuses throughout the year.

*If you place into Level 1 or 2, the cost is \$350 per course. There are three required courses per level for a total of **\$1,050 per level**.*

To get started:

APPLY: Complete an application in person at the UCNJ One Stop Centers or online at www.ucc.edu/apply

TEST: Take a placement test to determine your level. Go to www.ucc.edu/testing for information, including testing center hours.

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

Elizabeth Campus Classes

Call 908-659-5114 for questions/registration

Plainfield Campus Classes

Call 908-412-3557 for questions/registration

ESL - Level 1 (135 hrs.)

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 prepare students for academic-level courses and career paths in various industries.

Prerequisite: College ESL Placement test.

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

PCA 009 Reading & Vocabulary Students will become confident reading complete sentences, define words and understand short paragraphs.

PCA 014 Listening & Conversation Learn to follow basic classroom commands identify everyday activities and classify sounds.

ESL - Level 2 (135 hrs.)

Expand reading comprehension and vocabulary skills, enhance grammar skills by writing short compositions, and conversations and listening activities. Level 2 prepares students for academic-level 3 and above courses and career paths in various industries. Students will review and reinforce the concepts presented through the use of ESL software and reading, writing, listening, and speaking activities.

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

PCA 036 Grammar & Writing Students will learn to write letters, express likes/dislikes and provide personal information.

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

PCA 041 Listening & Conversation Students will listen to and participate in role plays, student interviews, and describe real life scenes.

Course Offerings (courses must be taken in sequence)

Course Code	Course Name	Level	Start Date	End Date	Meeting Days	Start Time	End Time
CLASSES ON THE ELIZABETH CAMPUS							
PCA 012	Grammar and Writing	Level 1	9/8/26	10/1/26	MTWR	9:00 AM	12:00 PM
PCA 009	Reading and Vocabulary	Level 1	10/13/26	11/5/26	MTWR	9:00 AM	12:00 PM
PCA 014	Listening and Conversation	Level 1	11/16/26	12/14/26	MTWR	9:00 AM	12:00 PM
PCA 012	Grammar and Writing	Level 1	9/8/26	10/1/26	MTWR	9:00 AM	12:00 PM
PCA 009	Reading and Vocabulary	Level 1	10/13/26	11/5/26	MTWR	9:00 AM	12:00 PM
PCA 014	Listening and Conversation	Level 1	11/16/26	12/14/26	MTWR	9:00 AM	12:00 PM
PCA 012	Grammar and Writing	Level 1	9/8/26	10/1/26	MTWR	5:30 PM	8:30 PM
PCA 009	Reading and Vocabulary	Level 1	10/13/26	11/5/26	MTWR	5:30 PM	8:30 PM
PCA 014	Listening and Conversation	Level 1	11/16/26	12/14/26	MTWR	5:30 PM	8:30 PM
PCA 012	Grammar and Writing	Level 1	9/8/26	10/1/26	MTWR	5:30 PM	8:30 PM
PCA 009	Reading and Vocabulary	Level 1	10/13/26	11/5/26	MTWR	5:30 PM	8:30 PM
PCA 014	Listening and Conversation	Level 1	11/16/26	12/14/26	MTWR	5:30 PM	8:30 PM
PCA 036	Grammar and Writing	Level 2	9/8/26	10/1/26	MTWR	9:00 AM	12:00 PM
PCA 034	Reading and Vocabulary	Level 2	10/13/26	11/5/26	MTWR	9:00 AM	12:00 PM
PCA 041	Listening and Conversation	Level 2	11/16/26	12/14/26	MTWR	9:00 AM	12:00 PM
PCA 036	Grammar and Writing	Level 2	9/8/26	10/1/26	MTWR	5:30 PM	8:30 PM
PCA 034	Reading and Vocabulary	Level 2	10/13/26	11/5/26	MTWR	5:30 PM	8:30 PM
PCA 041	Listening and Conversation	Level 2	11/16/26	12/14/26	MTWR	5:30 PM	8:30 PM
CLASSES ON THE PLAINFIELD CAMPUS							
PCA 036	Grammar and Writing	Level 2	9/14/26	10/7/26	MTWR	5:30 PM	8:30 PM
PCA 034	Reading and Vocabulary	Level 2	10/13/26	11/5/26	MTWR	5:30 PM	8:30 PM
PCA 041	Listening and Conversation	Level 2	11/16/26	12/14/26	MTWR	5:30 PM	8:30 PM

Schedule subject to change



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

Online Courses: Skills for the 21st Century

Accounting and Finance for Non-Financial Managers Certificate

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

Bookkeeping Certificate

No one will care more about the financial health of your business than you! It's imperative that you understand how the process works and are able to complete the accounting cycle accurately and in a timely fashion. \$495

Certificate in Data Analysis

Data Analysis is quickly becoming one of the most sought-after skills in the workplace. Companies have vast amounts of data, but it is rare to have someone with the ability to analyze that data to see trends and make predictions. \$495

Certificate in Project Management

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

Certificate in Power BI

Gain insights into your data using business intelligence software – Power Business Intelligence offered by Microsoft. Power BI Desktop is a complete data analysis and report creation tool. Give yourself greater insight into your organization's performance to make more informed decisions. \$495

Digital Marketing Certificate

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

Graphic Design Software Essentials Certificate

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

SQL

Structured Query Language (SQL) is one of the most in demand skills in occupations that require interaction with data and analyzing data. Through your knowledge of SQL, you will become more marketable in computer related career fields that pertain to database administration such as a data analyst, a quality assurance analyst, or a business analyst. \$595

Social Media for Business Certificate

Learn how social networks are used to develop a two-way communication and marketing strategy for your organization. You will come away with practical, how-to techniques to integrate social networks into your organization. \$495

Six Sigma Green Belt Certificate

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

Supervisory Leadership Certificate

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

TO REGISTER, VISIT
www.yougotclass.org/index.cfm/ucc

IT and Computer Training

Gain the skills and certifications to launch or grow your career in information technology. From networking and cybersecurity to software and cloud technologies, our programs prepare you for today's fast-changing tech workforce.

INFORMATION TECHNOLOGY & COMPUTER TRAINING PROGRAMS:

- ✓ CompTIA Network + Certification 14
- ✓ CompTIA A+ Core 1 and Core 2..... 14
- ✓ CompTIA Network + CompTIA AI Fundamentals 14
- ✓ Microsoft Excel Software 15
- ✓ Microsoft PowerPoint Software 15
- ✓ Microsoft Office Associate and Expert Software Certification 15
- ✓ IT Systems & Data Analysis Certificate 21
- ✓ Online Learning Courses 22



CUSTOMIZED WORKFORCE TRAINING SOLUTIONS
SEE PAGE 17-18 FOR DETAILS



SCAN AND VISIT OUR WEBSITE TO EXPLORE OUR PROGRAMS AND REGISTER TODAY.

For more information about offering customized training programs for your team, contact us at 908-709-7602 or ibi@ucc.edu

IT & Computer Training:

CompTIA NETWORK +

CompTIA Network + Certification

CompTIA Network+ is the premier certification for validating your knowledge of essential networking tools and concepts.



CERTIFICATE PROGRAM



Program Highlights:

- Deploy wired and wireless devices, covering IP addressing, ports, protocols, and network architecture for network deployment.
- Understand documentation, life-cycle, change, and configuration management processes and procedures.
- Grasp virtualization, cloud service models, elasticity, and scalability to apply cloud concepts.
- Monitor networks for high availability and resolve connectivity issues to maintain network performance.
- Establish secure networks and mitigate vulnerabilities to strengthen security.

This course prepares students to sit for the Network+ exam N10-008, voucher included (40 hrs.)

AECO A17 Sec 086E - Hybrid/Scotch Plains Campus
T, Th, Spring 2027, 7:00 - 9:30 pm...\$1,059



CompTIA A+ Core Series 1 and 2

Start your tech career with CompTIA A+, the industry standard certification for entry-level roles. Trusted by employers worldwide, A+ builds foundational skills in hardware, software, networking, troubleshooting, and security. Candidates complete both Core 1 and Core 2 examinations to earn the certification which prepares you for roles as an IT Support Specialist and/or Help Desk Technician.

Program Highlights:

- Install, configure, and maintain hardware components and devices effectively.
- Diagnose and resolve issues with PCs, mobile devices, and software applications.
- Understand networking basics and configure wired/wireless SOHO networks.
- Apply basic cybersecurity methods to mitigate threats and secure systems.
- Install and support multiple operating systems, including Windows, Linux, and macOS.
- Explain virtualization and cloud computing concepts and their applications.
- Follow best practices for safety, environmental impacts, and effective communication.
- Provide customer support using appropriate troubleshooting and communication skills.

The CompTIA A+ Core Series requires candidates to pass two exams:
Core 1 - Hardware (v15) - and Core 2 - Software (v15).

CompTIA A+ Core 1 - Hardware

This course prepares students to sit for the CompTIA A+ Core 1 - Hardware exam v15, voucher included. (40 hrs.)

AECO A50 Sec 015E - Hybrid/Scotch Plains Campus
T, Th, 10/20 - 12/15, 7:00 - 9:30 pm..... \$1,059
(No class 11/26)

CERTIFICATE PROGRAM



CompTIA A+ Core 2 - Software

This course prepares students to sit for the CompTIA A+ Core 2 - Software exam v15, voucher included. (40 hrs.)

AECO A51 Sec 026E - Hybrid/Scotch Plains Campus
T, Th, Spring 2027, 7:00 - 9:30 pm..... \$1,059

CERTIFICATE PROGRAM



NEW! CompTIA AI Fundamentals

CompTIA AI Fundamentals is a hands-on course for non-technical learners that need a scalable way to build AI literacy. Learn to use AI safely, effectively, and responsibly, design and improve prompts, evaluate outputs, apply AI to real tasks, and validate your skills with a CompTIA Competency Certificate. This introductory course covers the fundamental mechanics, benefits, and challenges of Artificial Intelligence (AI). Practical lab exercises provide hands-on experience with modern AI tools to solve real-world business problems.

Program Highlights:

- Define foundational concepts of artificial intelligence, machine learning, and data science.
- Construct effective prompts using specialized engineering frameworks to optimize generative AI outputs.
- Assess data quality, security vulnerabilities, and compliance risks within automated systems.
- Analyze the ethical implications of algorithmic bias, data privacy violations, and deep-fakes.
- Implement appropriate AI tools and methodologies to streamline specific business workflows.

AECO A52 001E - Remote Live
T, Th 10/20 - 12/10, 6:00 - 9:00 pm \$859
(No class 11/26, Certification Exam 12/10 - In-Person Kellogg Building)

Microsoft Excel Suite (Beginner through Advanced)

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

All textbooks are included.

AECO 200 Sec 018E – Scotch Plains Campus
T, Th, 10/13 – 10/15
T, Th, 10/27 – 10/29
T, Th, 11/10 – 11/12
6:00 – 9:30 pm \$399

Microsoft Excel Beginner

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

Program Highlights:

- Create, modify and format worksheets
- Perform Calculations
- Print Workbooks
- Manage Workbooks

Textbook included.

AECO A48 Sec 188E – Scotch Plains Campus
T, Th, 10/13 – 10/15
6:00 – 9:30 pm \$169

Microsoft Excel Intermediate

Building upon the knowledge presented in the Microsoft Excel Beginner course, this class helps students create advanced workbooks and worksheets that deepen their understanding of organizational intelligence. (7 hrs.)

Program Highlights:

- Create advanced formulas
- Analyze data with intermediate conditional formatting
- Create and modify tables
- Visualize data with basic charts
- Use PivotTables, Pivot Charts, and data filters

Prerequisite: Excel Beginner or equivalent knowledge

Textbook included.

AECO B48 Sec 188E – Scotch Plains Campus
T, Th, 10/27 – 10/29
6:00 – 9:30 pm \$169



Microsoft Excel Advanced

Learn how to get Excel to do the hard work for you so you can focus on obtaining answers from the vast amounts of data your organization generates. (7 hrs.)

Program Highlights:

- Advanced Excel features.
- Data analysis techniques.
- Complex spreadsheet functions.
- Productivity-enhancing tools.
- Methods for working with large datasets.

Prerequisite: Excel Beginner and Intermediate or equivalent knowledge.

Textbook included.

AECO C48 Sec 188E – Scotch Plains Campus
T, Th, 11/10 – 11/12
6:00 – 9:30 pm \$169

Microsoft PowerPoint Beginner

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

Program Highlights:

- Identify the basic features and functions of PowerPoint
- Develop a PowerPoint Presentation
- Perform advanced text editing
- Add and modify graphical elements and objects to your presentation
- Prepare to deliver your presentation

Textbook included.

AECO A72 Sec 186E – Scotch Plains Campus
T, Th, 12/1 – 12/3
6:00 – 9:30 pm \$169

NEW! Microsoft Office Specialist Excel Associate Certification

This foundational course equips students with a comprehensive understanding of the Microsoft Excel 365 environment. It prepares learners to master core data management, calculation structures, and visual analytics platforms. Designed strictly around the global standards of the (MOS) Excel Associate Exam MO-210, this curriculum focuses on practical, performance-based applications. (14 hrs.)

Program Highlights:

- Learn to construct professional financial budgets
- Manage business data tables
- Generate dynamic data visualizations

AECO 201 001E – Scotch Plains Campus
T, Th, 10/13 – 10/15
T, Th, 10/27 – 10/29
6:00 – 9:30 pm \$429

NEW! Microsoft Office Specialist Excel Expert Certification

This advanced course equips students with an expert-level understanding of the Microsoft Excel 365 environment. It prepares learners to master intricate data architecture, programmatic logic formulas, automated workflows, and complex visual intelligence modeling. Designed strictly around the global standards of the (MOS) Excel Expert Exam MO-211, this curriculum transforms intermediate users into data engineers capable of building scalable business models. (21 hrs.)

Program Highlights:

- Learn to govern corporate workbook properties
- Secure organizational intellectual property
- Automate redundant processes via programmatic macros
- Deploy structural analysis engines like advanced PivotTables and multidimensional charts.

AECO 301 001E – Scotch Plains Campus
T, Th, 10/27 – 10/29
T, Th, 11/10 – 11/12
T, Th, 12/1 – 12/3
6:00 – 9:30 pm \$529

Cannabis Training:

Programs provided by



deliver specific skills and industry knowledge that help professionals stand out in this competitive, fast-growing field.

The suite includes six programs – one foundational course and five specializations – that align with the industry's most in-demand job sectors, giving you one credential to prove industry readiness and another to stand out in your chosen sector.

As the cannabis industry professionalizes, employers are increasingly seeking candidates with formal training and recognized credentials. These certificate programs

The first Associate and Specialist cohorts begin September 1 with new start dates offered eight weeks later on November 3 and January 5, 2027

To learn more, visit

<https://union.cannabisstudiesonline.com>

Cannabis Associate Certificate • 8 weeks, \$850

A foundational course to help you understand how the cannabis industry really works, covering cannabis policy, plant science, industry sectors, and compliance essentials. This program makes you job-ready for entry-level roles across the industry.

Cannabis Specialist Certificates • 16 weeks, \$2,200 each

Each Specialist program includes the required eight-week Associate course plus eight more weeks of advanced training in high-growth job sectors. Choose your track – Cannabis Cultivation, Retail & Sales, Compliance, Product Development, or Medical Cannabis – and earn two credentials: the Cannabis Associate Certificate and your chosen Cannabis Specialist Certificate.

- **Cannabis Cultivation Specialist** – Prepares you for cultivation jobs across indoor, outdoor, and greenhouse environments with essential grow and post-harvest knowledge.
- **Cannabis Retail & Sales Specialist** – Builds expertise in retail operations, compliance, product knowledge, and sales strategy – equipping you to succeed in both dispensary roles and brand sales.
- **Cannabis Compliance Specialist** – Trains you to manage compliance across cultivation, retail, and manufacturing, including licensing and permitting, track-and-trace, packaging, labeling, testing, and workplace safety.
- **Cannabis Product Development Specialist** – Covers the development of cannabis products from extraction to finished goods, including how to source plant material and the creation of concentrates, edibles, beverages, and topicals.
- **Medical Cannabis Specialist** – Equips you to guide safe, effective cannabis care for patients and providers, preparing you for roles in clinics, dispensaries, and other patient settings.

Become Cannabis Certified

Cannabis Certification

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

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

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

Learn about:

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

Requirements:

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

AEBU 004 Sec 109E – Online
M, 10/5 – 11/2, 6:00 – 9:00 pm \$500



To learn more, visit: www.ucc.edu/cannabistraining

Workforce Training Resources

We work with you to customize training solutions and deliver them with expert instructors, high-quality materials, and flexible scheduling.

We consult with your team to offer workforce training solutions for business planning, growth, change, and increased profitability.

OFFERING OPEN ENROLLMENT & PRIVATE CORPORATE TRAINING:

- ✓ Leadership and Management Courses 18
- ✓ Workplace Essentials..... 18
- ✓ Non-Profit Management 19
- ✓ Software Skills 19

Don't see what you need?
Let us customize a program!



CUSTOMIZED WORKFORCE TRAINING SOLUTIONS
SEE PAGE 17-18 FOR DETAILS



SCAN AND VISIT OUR
WEBSITE TO EXPLORE
OUR PROGRAMS AND
REGISTER TODAY.

*For more information about offering customized training programs for your team,
contact us at 908-709-7602 or ibi@ucc.edu*

Whether you're enrolling one employee or training an entire team, we offer open enrollment courses and private, company-exclusive training tailored to your organization's needs.

LEADERSHIP and MANAGEMENT

Essential Supervisory Skills

This class will prepare front line workers to assume leadership roles in various departments across the organization. (8 hrs.)

Program Highlights:

- Learn how their roles will change
- Understand management's expectations for new leaders
- Discover the importance of clear and direct communication
- Master strategies for dealing with and diffusing conflict.
- How to provide feedback, offer constructive criticism and deal with difficult employees.

IBSV 100 Sec 016E

Elizabeth Campus, M, W, 9/21 - 9/23

9:00 am - 1:00 pm\$169

Team Building: Developing High Performance Teams

The success of a manager hinges greatly on the efficiency of their team and the outcomes they achieve. This course is tailored for those eager to enhance their team leadership skills and unleash the full potential of individual team members. Understand the pivotal factors that transition a team from involvement to empowerment and learn how to instill these elements within your team. (4 hrs.)

Program Highlights:

- Learn how your team can effectively tackle challenges
- Understand how teams navigate conflicts
- Discover how teams maintain enthusiasm and motivation for peak performance.
- Learn to collaborate seamlessly

IBCM 600 Sec 018E

Elizabeth Campus, M, 9/28

1:00 - 5:00 pm\$99

Improving the Customer Experience

This course is designed to improve the customer experience by clearly defining customer service. (4 hrs.)

Program Highlights:

- Explain the difference between external and internal customers
- Recognize that service delivery is an individual response value
- Understand how your own behavior impacts the behavior of others
- Develop more confidence and skill as a problem-solver
- Reflect on the importance of 'tone' and communicate assertively and effectively.

IBCS 110 Sec 008E

Remote Live, M, 10/5

1:00 - 5:00 pm\$99

Conflict Resolution: Getting Along in the Workplace

The next step in your personal development and training as a supervisor includes skills in resolving conflict, whether it be interpersonal between clients and employees, employees and management, or interdepartmental expectations. (4 hrs.)

Program Highlights:

- Learn to identify the source of conflict
- Understand how to diffuse conflict
- Negotiate conflict and resolve it for all parties.

IBCF 300 Sec 016E

Scotch Plains Campus, W, 10/26

1:00 - 5:00 pm\$99



Communication in the Workplace

Strengthen your verbal, non-verbal, and written communication skills to enhance your professional presence. (8 hrs.)

Program Highlights:

- Learn practical techniques for interacting effectively with supervisors, co-workers, and customers
- Become a confident contributor in workplace meetings
- Improve grammar, refine tone, and eliminate jargon and wordiness to communicate clearly and with impact.

IBCM 200 Sec 118E

Remote Live, T, Th, 9/22 - 9/24

9:00 am - 1:00 pm\$169

NON-PROFIT COURSE

Management Principles for Non-Profit Employees

Best practices in management are universal. But there are differences in their application between the for-profit and non-profit sectors. This course is designed to help non-profit professionals build strong management skills rooted in successful principles and in the priorities and realities of mission-focused work. (8 hrs.)

Program Highlights:

- Learn to identify priorities and assess them for urgency, relevance, and feasibility,
- Apply best practices to grant-funded projects
- Communicate effectively with stakeholders
- Align priorities and goals with the vision of executives and board members.

AEBU 527 Sec 002E

Elizabeth Campus, T, Th, 12/8 - 12/10

9:00 am - 1:00 pm\$169

Grant funding for nongovernmental employees through the NJ Department of Labor and Workforce Development may be available. Please contact Joanne Kula at joanne.kula@ucc.edu for additional information.

THESE ARE SOME OF THE VALUABLE COURSE OFFERINGS WE CAN BRING TO YOUR EMPLOYEES.

Register for an open enrollment course or bring the training to your team with a private course delivered exclusively for your organization.

SOFTWARE SKILLS

Mastering Google Drive Essentials

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

IBCO A70 Sec 006E – Remote Live
M, W, 10/7 – 10/9
6:00 – 8:00 pm.....\$99

NEW! Microsoft Copilot Essentials: AI-Powered Productivity for the Modern Workplace

Unlock the power of artificial intelligence with Microsoft Copilot and learn how to work smarter, faster, and more efficiently. This hands-on course introduces participants to Microsoft Copilot's capabilities across Microsoft 365 applications, including Word, Excel, PowerPoint, Outlook, Teams, and Copilot Chat. (8 hrs.)

Program Highlights:

- Hands-on practice using Microsoft Copilot
- Real-world business and productivity applications
- Prompt engineering techniques for better results
- Cross-platform integration with Microsoft 365
- Strategies for responsible and effective AI use

IBCO D10 Sec 001E – Remote Live
T, Th, 10/13 – 10/22
6:00 – 8:00 pm \$169

IBCO D10 Sec 002E – Remote Live
M, W, 10/19 – 10/28
6:00 – 8:00 pm \$169

NEW! Excel Level 1: Build Smarter Spreadsheets & Unlock the Power of Your Data

This hands-on Microsoft Excel Level 1 course provides the practical skills employers value most. By the end of the course, you'll have the essential Excel skills needed to increase efficiency and support success in virtually any industry. (8 hrs.)

Program Highlights:

- Build, organize and format workbooks.
- Create formulas and perform calculations using functions.
- Apply Excel tools to analyze and interpret business data for informed decision-making.

IBCO A21 Sec 077E – Scotch Plains
M,W, 11/2 – 11/4
4:00 – 8:00 pm\$169

NEW! Excel Level 2: Data Analysis & Business Intelligence Utilizing Excel

Take your Excel skills to the next level and discover how to turn raw data into meaningful insights that drive better business decisions. This hands-on course teaches powerful analysis, reporting, and visualization techniques used in today's workplace. (8 hrs.)

Program Highlights:

- Create advanced formulas and functions to automate calculations and improve efficiency.
- Organize, sort, and manage large data lists and key metrics using Conditional Formatting.
- Design professional charts and graphs.
- Analyze complex datasets using PivotTables, PivotCharts, slicers, and filters.
- Produce interactive reports that support informed business decision-making.

IBCO B21 Sec 065E – Scotch Plains
M, W, 11/16 – 11/18
4:00 – 8:00 pm\$169

ChatGPT Integration for Business: Enhancing Productivity & Decision-Making

Learn the practical applications of ChatGPT for professionals looking to maximize the efficiency and effectiveness of their business operations. This course will provide in-depth insights into how ChatGPT can transform email marketing, sales strategies, and decision-making processes. (4 hrs.)

Program Highlights:

- Learn to automate complex tasks
- Improve data analysis
- Implement AI responsibly within your organization.

IBAI 100 Sec 008E – Remote Live
T, Th, 10/27 – 10/29
6:00 – 8:00 pm \$99

IBAI 100 Sec 009E – Remote Live
T, Th, 11/17 – 11/19
6:00 – 8:00 pm \$99

Canva: Creating Impactful Designs with Ease

In this introductory workshop, participants will learn how to navigate and utilize Canva to produce stunning, professional visuals effortlessly. (4 hrs.)

Program Highlights:

- Learn basic design principles to practical application
- Master Canva's user friendly platform with a step-by-step guide
- Engage in hands-on activities to create designs that can transform marketing, presentations, and social media content.

IBDS 100 Sec 002E – Remote Live
W, 10/14 – 10/21
6:00 – 8:00 pm \$99

IBDS 100 Sec 007E – Remote Live
T, Th, 12/1 – 12/3
6:00 – 8:00 pm \$99



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

Grant funding for nongovernmental employees through the NJ Department of Labor and Workforce Development may be available. Please contact Joanne Kula at joanne.kula@ucc.edu for additional information.

To participate in one of these programs or bring one to your workplace staff, contact ibi@ucc.edu

UCNJ's Short-Term Training Programs Earn Industry-Valued Credentials

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

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

CERTIFIED MEDICAL ASSISTANT

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

CERTIFICATE PROGRAM



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

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

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

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

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

Program Cost: \$6,250

Clinical Internship (optional): Prerequisite CMA program completion

Location: Plainfield Campus

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

*For additional information about this program, contact
Monique Brathwaite at monique.brathwaite@ucc.edu*

PATIENT CARE TECHNICIAN

Patient Care Technicians are authorized to administer basic medical care to patients and provide quality care to patients by assisting with ADLs

(activities of daily

CERTIFICATE PROGRAM



living), taking vital signs, assisting with medical examinations and treatment. Additional responsibilities of the PCT may include EKG and phlebotomy. In this course, students will learn collaboration and patient management processes, body mechanics, vital signs, ambulatory care and patient positioning for treatment and rehabilitation. Topics include: Anatomy and Physiology; EKG, Phlebotomy, BLS/CPR, Vital signs, and Patient Care Technician.

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

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

Total Hours: 340 hours

Program Cost: \$5,900

Location: Plainfield Campus

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

*For additional information about
this program, please
Monique Brathwaite at monique.brathwaite@ucc.edu*

Eligibility Requirements for Grant Funding includes:

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

**Contact your American Job Center / One Stop Career Center for
additional eligibility and scheduling information.
Or, contact us at 908-659-5114 or cwcd-recruiting@ucc.edu**

FINANCIAL SYSTEMS & STRATEGIC DATA ANALYSIS CERTIFICATE

The Financial Systems & Strategic Data Analysis Certificate is a high-intensity, workforce solution

designed to meet the critical demand for multi-skilled accounting and administrative professionals in the North Jersey labor market. This program recognizes that modern Accountants and Bookkeeping Clerks must possess a hybrid of fundamental accounting theory, advanced data literacy, and AI competency.

By combining NACPB Bookkeeping and QuickBooks Online (Financial Systems) with Excel Expert (Data Analysis) and CompTIA AI Essentials (Emerging Tech), the program moves participants beyond entry-level roles into career-track positions with upward mobility toward Financial Management.

The inclusion of 40 hours of Durable Skills and Career Prep ensures that participants are not only technically proficient but also professionally resilient, possessing the emotional intelligence and critical thinking skills required by local employers in the finance, healthcare, and logistics sectors.

Program Highlights:

- **Certifications:** Prepares students for distinct industry credentials including NACPB Bookkeeping, Intuit QuickBooks, MOS Excel Associate, MOS Excel Expert, and the CompTIA AI Essentials Competency Certification.
- **Core Technical Programs:** Features in-depth training in core accounting principles (100 hours), QuickBooks operational software (100 hours), spreadsheet data analysis (50 hours total), and validated artificial intelligence fundamentals (10 hours total).
- **Professional Development:** Features targeted curriculum tracks for "Durable Skills" focused on critical thinking blended with emotional intelligence, alongside "Career Employment Prep" for structured application preparation.
- **Program Structure:** Combines foundational theory with hands-on software mastery, AI literacy verification, and career-ready soft skills across a structured 315-hour curriculum block.

Total Hours: 315

Program Cost: \$6,200

Location: Elizabeth Campus

Schedule: Monday - Thursday, 9:00 am - 4:00 pm

Fall 2026 (14.5 Weeks)

CERTIFICATE PROGRAM



IT SYSTEMS & DATA ANALYSIS CERTIFICATE

The IT Systems & Data Analysis Certificate is a workforce solution meeting critical demand for multi-skilled IT professionals in North Jersey. This program recognizes that modern Systems Analysts and Information Security Analysts require a hybrid of hardware mastery, advanced data literacy, and AI competency.

By combining CompTIA A+, Excel Expert, and AI Fundamentals, it moves participants beyond entry-level help desk roles into career tracks with upward mobility toward IT Management. The inclusion of 40 hours of Durable Skills/Career Employment Prep ensures graduates are professionally resilient, possessing the emotional intelligence and critical thinking required by local finance, healthcare, and logistics employers.

Program Highlights:

- **Certifications:** Prepares students for three (3) distinct industry certifications (CompTIA A+, MOS Excel Associate, and MOS Excel Expert).
- **Core Technical Programs:** Includes comprehensive training in IT systems (CompTIA A+), data analysis using Excel, and Artificial Intelligence (CompTIA AI Fundamentals).
- **Professional Development:** Features a "Durable Skills & Career Employment Program" focused on fortitude-resilience, creative problem-solving, emotional intelligence, and career placement services.
- **Program Structure:** Combines technical proficiency with career-ready skills to facilitate career pathway employment in the IT workforce.

Total Hours: 315

Program Cost: \$6,200

Location: Elizabeth Campus

Schedule: Monday - Thursday, 9:00 am - 4:00 pm

Fall 2026 (14.5 Weeks)

CERTIFICATE PROGRAM



UCNJ Non-Credit Division is SEEKING INSTRUCTORS

Instructors needed to teach industry-validated programs leading to credentials, employment, and career pathway opportunities.

- NACPB Bookkeeping Certification (Accounting Principles)
- Intuit QuickBooks Certified User (QBOCU) Certification
- CompTIA A+ Certification (V15 Core 1 and V15 Core 2)
- CompTIA AI Fundamentals Competency Certification
- MOS Excel 365 Foundation and Expert Certifications

For more information about instructor opportunities, please contact:

Dr. Lisa Hiscano, Executive Director
Continuing Education and Workforce Development
hiscano@ucc.edu



INFORMATION SESSIONS

See What's Possible for You!



SCAN AND REGISTER TO ATTEND OUR INFORMATION SESSIONS

Learn more about in-demand training programs that result in industry credentials.

- IT Systems & Data Analysis
- Financial Systems & Strategic Data Analysis

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| • Computer Science | • Language | • Writing and Editing |
| • Construction and Trades | • Legal Studies | |

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UCNJ
Union College of
Union County, NJ

Healthcare Certification Programs

Gain the practical skills and industry-recognized certifications needed to enter or advance in today's healthcare field. Our programs prepare you for high-demand careers and the credentials employers seek.

HEALTHCARE TRAINING AND CERTIFICATION PROGRAMS:

- ✓ Certified Medical Assistant 20
- ✓ Patient Care Technician 20
- ✓ Dementia Care for Healthcare Professionals..... 24
- ✓ Electronic Health Records Specialist (CEHRS) 24
- ✓ Pharmacy Technician..... 24
- ✓ Medical Coding Specialist..... 24
- ✓ Emergency Medical Technician - Basic..... 25
- ✓ Community Health Worker 25



CUSTOMIZED WORKFORCE TRAINING SOLUTIONS
SEE PAGE 17-18 FOR DETAILS



SCAN AND VISIT OUR WEBSITE TO EXPLORE OUR PROGRAMS AND REGISTER TODAY.

For additional information about these programs, contact Monique Brathwaite at monique.brathwaite@ucc.edu

Healthcare Programs:

DEMENTIA CARE FOR HEALTHCARE PROFESSIONALS

Enhance your qualifications with this **8-hour dementia care training** designed for healthcare professionals in any discipline. Learn effective communication, behavior management, and person-centered care techniques that improve quality of life for individuals with dementia.

Upon completion, participants are eligible to apply for the **Certified Dementia Practitioner (CDP®)** credential through the **National Council of Certified Dementia Practitioners (NCCDP)**—a nationally recognized certification that reflects excellence and commitment to compassionate dementia care.

Program Highlights:

- Learn effective communication
- Strengthen skills in person-centered care
- Improve patient outcomes and experiences
- Advance your professional credentials

AEHL 953 Sec 002E – Remote Live
Fall 2026

Includes Certification test prep!

ELECTRONIC HEALTH RECORDS SPECIALIST (CEHRS)

Open to licensed or credentialed **Allied Health professionals**, 150-hour instructional training program consisting of 75 classroom/Lab Hours and 75 Out-of-Class Hours (Independent Study/Assignments/Homework) provides an opportunity to earn the **Certified Electronic Health Records Specialist (CEHRS)** credential.

The **CEHRS** certification builds proficiency in maintaining accurate, secure, and compliant electronic health records. Participants will learn to audit records, process medical information requests, review patient and insurance data, and support reimbursement procedures.

All participants will receive **12 hours of NHA-CEHRS test preparation**, delivered by the program instructor.

Why Earn the CEHRS Certification:

- Strengthen expertise in secure, accurate record management
- Increase value to employers with advanced technical skills
- Support patient safety and data integrity in digital healthcare
- Expand credentials and open new career opportunities

AEHL 954 Sec 001E – Remote Live
T, Th, 9/8 – 12/22
6:00 – 9:00 pm
(No class 11/26)

LEARN MORE
about these in-demand programs at a
Virtual Info Session!

These programs lead to industry credentials and a healthcare career!

SCAN the code and register to attend a Virtual Information Session!



For more information about these programs, contact
Monique Brathwaite at monique.brathwaite@ucc.edu

PHARMACY TECHNICIAN

Pharmacy Technicians play a key role in the allied health field by assisting licensed pharmacists in dispensing prescriptions in retail and private pharmacies. This course prepares students to enter the field and take the Pharmacy Technician Certification Board (PTCB) examination. (144 hrs.)



CERTIFICATE PROGRAM

Program Highlights:

- Medication classifications, storage, and side effects.
- Federal and state pharmacy requirements.
- Patient safety and quality assurance practices.
- Order entry and prescription processing.
- Responsibilities of pharmacy technicians.

AEHL 955 Sec 117E – Remote Live
T, Th, 10/6 – 2/23/2027

5:30 – 9:30 pm \$2,300
(No class 11/26, 12/22 – 12/31)

MEDICAL CODING SPECIALIST

Medical Coding Specialists

organize and manage health information data while ensuring quality, accuracy, accessibility, and security. Students learn principles of medical coding related to CPT®, ICD-10-CM, and HCPCS Level II code books. This program is recommended for individuals preparing for a career in medical coding and those pursuing the AAPC Certified Professional Coder (CPC) examination. (135 hrs.)

Program Highlights:

- CPT®, ICD-10-CM, and HCPCS Level II coding principles.
- Medical terminology and anatomy concepts.
- Coding guidelines and applications.
- Evaluation and management services.
- Insurance reimbursement and billing processes.

AEHL 136 Sec 103E – Remote Live
M, W, 8/24 – 2/22/2027

6:00 – 9:00 pm \$3,500
(No class 9/7, 11/25, 12/21 – 12/30, 1/18/2027, 2/15/2027)

EMERGENCY MEDICAL TECHNICIAN-BASIC

This program meets the requirements of the National Highway Traffic Safety Administration's Emergency Medical Technician-Basic National Standard Curriculum. Students develop the knowledge and skills needed to provide emergency medical care at the basic life support level within ambulance services and other emergency response settings.

Program Highlights:

- Basic life support techniques
- Emergency patient assessment and care
- Pre-hospital emergency response skills
- EMT roles and responsibilities
- Preparation for New Jersey certification testing.

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

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

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

Mandatory Orientations: Wednesday, 8/12, 3:00–5:00 pm or 5:00–7:00 pm, Health Sciences Building, 225 Roosevelt Ave., Plainfield, NJ 07060. Students must be registered to attend an orientation session. Bring your laptop and your SSN as you will be completing state applications.

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

AEHL 100 Sec 410E
T, Th, 9/2 – 12/21
Lecture: T, Th, 3:30 – 5:00 pm
Skills: Th, 8:00 am – 3:00 pm
Plainfield Campus..... \$1,500

AEHL 100 Sec 420E
T, W, Th, 9/2 – 12/21
Lecture: W, 6:00 – 9:00 pm
Skills: T, Th, 6:00 – 9:00 pm
Plainfield Campus..... \$1,500

AEHL 100 Sec 430E
M, S, 9/2 – 12/21
Lecture: M, 6:00 – 9:00 pm
Skills: S, 8:00 am – 3:30 pm
Plainfield Campus..... \$1,500

*For more information about this program, contact
Laurie Sheldon at sheldon@ucc.edu*



"Being part of the CCMA program at UCNJ was a great experience. The instructors were supportive, and the hands-on training helped me build the skills and confidence I needed to start my new career as a Certified Clinical Medical Assistant."

– Hortensia G. CCMA

COMMUNITY HEALTH WORKER

This comprehensive 144-hour program prepares students for roles as Community Health Workers by focusing on services and assistance that enhance the well-being of individuals living with chronic illnesses. Community Health Workers motivate clients to participate in activities that promote health and serve as trusted resources within their communities.

Program Highlights:

- Community outreach techniques
- Patient advocacy practices
- Community education strategies
- Informal counseling approaches
- Referral, follow-up, and service coordination

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

El programa de Trabajador de Salud Comunitario también se ofrece en español.

For information regarding this program, email Monique.brathwaite@ucc.edu



Opportunities for Unemployed, Underemployed or Dislocated Workers

Our students are provided with industry-valued training programs supported by skill-building, advising, and job placement services to be successful in the workforce.

Through UCNJ's partnerships with the American Job Centers, the County of Union, the NJ Department of Labor and Workforce Development, the NJ Department of Children and Families, and other agencies that support workforce development programs, UCNJ offers many programs to assist people in getting a job, getting a better job, or becoming more effective in your current choice of professions.

For additional information regarding these programs, please contact 908-659-5114 or email us at cewd-recruiting@ucc.edu

Uniform Construction Code

Prepare for a meaningful career in education with the skills, credentials, and hands-on knowledge employers value. Our programs equip you for in-demand roles and professional certification opportunities.

EDUCATION PROGRAMS:

✓ Building Inspector, I.C.S.....	27
✓ Building Inspector, R.C.S.....	27
✓ Electrical Inspector, I.C.S.....	27
✓ Electrical Inspector, H.H.S.....	28
✓ Fire Inspector, H.H.S.....	28
✓ Plumbing Inspector, I.C.S.....	28
✓ Technical Assistant Certification Program.....	28



Get Your High School Diploma!

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



SCAN AND VISIT OUR WEBSITE TO EXPLORE OUR PROGRAMS AND REGISTER TODAY.

For additional information on the GED test, visit www.ucc.edu

UNIFORM CONSTRUCTION CODE

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

The courses focus on technical needs for contractors, estimators, architects, engineers, and government officials as they relate to the design, construction, and maintenance of building structures. Courses are approved for licensure by the New Jersey Department of Community Affairs (DCA) pursuant to NJAC 5:23-5.20 and must be taken in the proper sequence (RCS-ICS-HHS). Licensing application packets and related inquiries should be directed to the DCA Licensing Unit at 609-984-7834.

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

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

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

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

Students can download resource materials for those classes at https://www.nj.gov/dca/codes/codereg/pdf_regs/njac_5_23.pdf

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

Learning platform: Zoom, Canvas or Webex

Building Inspector, I.C.S.

This program covers building construction, foundation design, wood and steel frame construction, fire resistance rating, requirements for building subcode, testing materials and uniform construction code (75 hrs.)

Prerequisite: Building Inspector R.C.S.

AEIC 202 Sec 185E – Remote Live

T, Th, 9/15 – 12/10

5:30 – 8:30 pm \$925

(No class 11/26)

Building Inspector, R.C.S.

This course covers structural systems, structural design and analysis techniques, fire protection systems, mechanical systems, and the general requirements of electrical and plumbing subcodes. Students also learn plan review and field inspection procedures. (90 hrs.)

AEIC 102 Sec 180E – Remote Live

M, W, 9/14 – 12/23

6:00 – 9:00 pm \$1,025

Electrical Inspector, I.C.S.

This course has been designed to meet the State's educational program requirements to become licensed as a New Jersey I.C.S. Electrical Inspector. The course provides the State-required classroom instruction and addresses the electrical inspector's administrative, plan review, and inspection responsibilities for Class II and III structures. Topics include electrical service sizing and design, branch circuits, feeders, and requirements for special fixtures, methods, and devices. (60 hrs.)

AEIC 311 Sec 193E – Remote Live

T, Th, 9/17 – 11/24

6:00 – 9:00 pm \$725

THE COMMUNITY COLLEGES OF NEW JERSEY OFFER A REGIONAL SCHEDULE OF CLASSES FOR UNIFORM CONSTRUCTION CODE TRAINING.

College	Building			Electrical		Fire Protection		Plumbing		Elevator	Administrative		
	RCS	ICS	HHS	ICS	HHS	ICS	HHS	ICS	HHS		SO	CO	TA
Brookdale Community College 732-224-2394 www.brookdalecc.edu													
Mercer County College 609-570-3311 www.mccc.edu	For a complete list of the courses offered statewide, visit the DCA website at: https://www.nj.gov/dca/codes/forms/pdf_licensing/ucc_c_grid.pdf												
Middlesex College 732-906-2556 www.middlesexcc.edu													
UCNJ Union College of Union County, NJ 908-709-7600 www.ucc.edu	Remote Live 9/14 – 12/23	Remote Live 9/15 – 12/10		Remote Live 9/17 – 11/24	Remote Live 12/1 – 2/2/27		Remote Live 10/20 – 12/10	Remote Live 9/14 – 1/11/27					Remote Live 10/20 – 12/10

Uniform Construction Code: continued

UNIFORM CONSTRUCTION CODE cont'd

Electrical Inspector, H.H.S.

This course covers system design, electrical service design and sizing, branch circuit and feeder design, appliance and motor circuits, plan review and field inspection. Students also learn systematic plans analysis, installation methods, inspection procedures, report writing, record keeping, and the organization and content of the Uniform Construction Code. (45 hrs.)

Prerequisite: Electrical Inspector I.C.S.

AEIC 211 Sec 195E - Remote Live

T, Th, 12/1 - 2/2/2027

6:00 - 9:00 pm \$625

(No class 12/24 - 12/31)

Fire Inspector, H.H.S.

This program includes 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.)

Prerequisite: Fire Inspector I.C.S.

AEIC 191 Sec 188E - Remote Live

T, Th, 10/20 - 12/10

6:00 - 10:00 pm \$725

(No class 11/26)

Plumbing Inspector, ICS

This course covers systems design, inspection methods, and public health requirements pursuant to the Uniform Construction Code. Students develop the technical knowledge needed to perform plumbing inspections and ensure compliance with applicable regulations and standards. (120 hours)

AEIC 131 Sec 035E - Remote Live

M, W, 9/14 - 1/11/2027

6:00 - 10:00 pm \$1,395

(No class 11/26, 12/21 - 12/30)

Technical Assistant Certification Program

This certification program is designed for individuals working in municipal building departments, as well as contractors and their staff seeking to understand the construction permit process required by the State. The course provides an understanding of the Uniform Construction Code as it relates to permit processing, and covers regulations, reporting, blueprint reading, time management, and emphasizes both technical knowledge and professional skills. (45 hrs.)

AEIC 465 Sec 096E - Remote Live

T, Th, 10/20 - 12/10

6:00 - 9:00 pm \$625

(No class 11/26)

"I enrolled in the Building Inspector RCS course to begin learning the construction code and expand my expertise as a consultant. I wanted to add another valuable credential to my professional skill set, and this course exceeded my expectations.

The evening schedule from 5:30 to 8:30 p.m. was perfect for working professionals, and the instructor was outstanding. One of the most valuable aspects of the class was the opportunity to discuss real-life scenarios brought in by fellow students, which made the material practical and relevant. I especially appreciated that the instructor didn't pretend to know every answer. Instead, they demonstrated the proper process for researching code questions and verifying information with reliable sources—a skill that's just as important as knowing the code itself. I highly recommend this course to anyone looking to build their knowledge and confidence in construction code enforcement."

~ Steve R.



www.ucc.edu/ceregister
ENROLL TODAY!

SUPPLY CHAIN MANAGEMENT PROGRAM

This online program leads to certification by the Council of Supply Chain Management Professionals (CSCMP) in any or all eight (8) subjects. Each 40-hour course requires study time outside the classroom for success on the exams.

Courses include the SCPro exam, student manual and online supporting study materials.

Supply Chain Management - SCPro Fundamentals CSCMP Certification

CERTIFICATE PROGRAM



The transportation, logistics, and distribution (TLD) field requires knowledge across eight key areas of supply chain operations. The SCPro® Fundamentals certification from the Council for Supply Chain Management (CSCMP) provides entry- and mid-level workers with essential skills recognized across the industry. Each online course takes about 40 hours to complete and includes the on-campus certification exam. The cost is \$260 per course, and participants who pass the exam earn an industry-recognized credential in their selected area.

Supply Chain Management Principles

Supply chain management is a rapidly growing field with many career paths.

Program Highlights:

- Introduces the core functions of the supply chain, including customer service, operations, procurement, planning, inventory, warehousing, and transportation.
- Discusses how effective supply chain management supports an organization's strategic and financial goals.

AEBU 155 Sec 011E \$260

Customer Service Operations

This course is ideal for customer service, order management, and other supply chain professionals who support order fulfillment.

Program Highlights:

- Covers the order process, returns and reverse logistics, and key performance metrics.
- Customer relationship management, handling difficult customers and effective communication.

AEBU 158 Sec 011E \$260

Transportation Operations

Transportation of goods often involves multiple modes depending on cost, size, frequency, timing, and special requirements such as hazardous or refrigerated cargo.

Program Highlights:

- Explore transportation modes, technology, company roles, and operations
- The industry's economic impact and sustainability efforts, and how transportation continues to evolve to meet future needs.

AEBU 157 Sec 011E \$260

Warehousing Operations

This course covers the role of warehousing in an effective supply chain, including how warehouses work with inventory, transportation, procurement, and customer service functions.

Program Highlights:

- Facility layout, storage and handling methods
- Safety, performance metrics, and the role of warehousing in distribution and fulfillment network.

AEBU 156 Sec 011E \$260

Demand Planning

Effective demand planning helps organizations improve customer service while reducing costs. Supply chain professionals benefit from understanding the principles.

Program Highlights:

- Understand the principles, tools, and communication practices involved in forecasting and managing demand.
- Learn the connection to order management and current approaches used across the industry.

AEBU 159 Sec 011E \$260

Inventory Management

Inventory management plays a vital role in supply chain success.

Program Highlights:

- Understand the purpose, cost, and benefits of inventory and the techniques for managing and controlling stock levels.
- How forecasting influences inventory needs and the financial impact of inventory decisions.

AEBU 161 Sec 011E \$260

Manufacturing and Service Operations

Operations departments focus on the conversion of materials to products and services.

Program Highlights:

- The role of manufacturing and service operations, linking market requirements and the selection of manufacturing processes, facility location strategies, facility layouts.
- The importance of production planning and control in synchronizing operations, quality management and performance measurement, and the role of emerging technologies in operations.

AEBU 160 Sec 011E \$260

Supply Management and Procurement

Procurement and purchasing associates, sourcing analysts, supplier managers, and associates in other supply chain domains should understand the importance and complexities of global supply management and procurement processes.

Program Highlights:

- Strategic, tactical and operational procurement and the difficulties encountered in procurement processes.
- Legal and regulatory considerations.

AEBU 162 Sec 011E \$260

GENERAL INFORMATION

Classes fill quickly, 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. Be sure to provide a daytime phone number and email address so we can reach you in the event of a class cancellation.

Online

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

Visit: www.ucc.edu/ce

Tuition and Fees

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

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

Class Cancellation

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

Withdrawals and Refunds

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

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

Veterans Refund Policy

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

Parking

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

Handicapped parking is available.

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

Inclement Weather/ Emergency Closing

In case UCNJ cancels or delays operations due to weather or other emergencies, the Office of College Relations will inform the College community by posting information on the website at www.ucc.edu, on Facebook, and X.

Non-Discrimination

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

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

Complaints:

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

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

Name Changes or Change of Address

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

Student Accommodation Requests

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

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

Employee, Guest, and Visitor Accommodation Requests

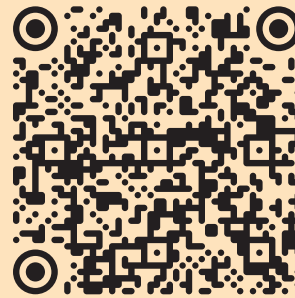
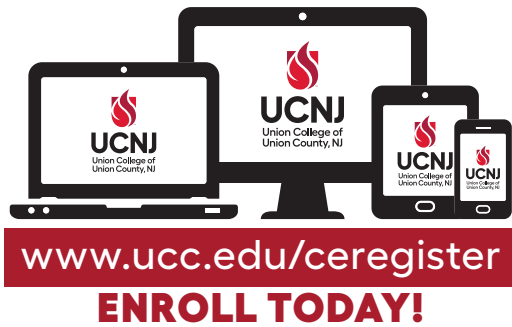
Mr. Vincent Lotano
UCNJ Union College of Union County, NJ
1033 Springfield Avenue, Cranford, NJ 07106
908-709-7046

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

For further information please consult UCNJ's Public Annual Notification at www.ucc.edu

ADULT REGISTRATION INFORMATION

Self-enrollment is available through our registration platform.



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

To Register for Continuing Education Classes:

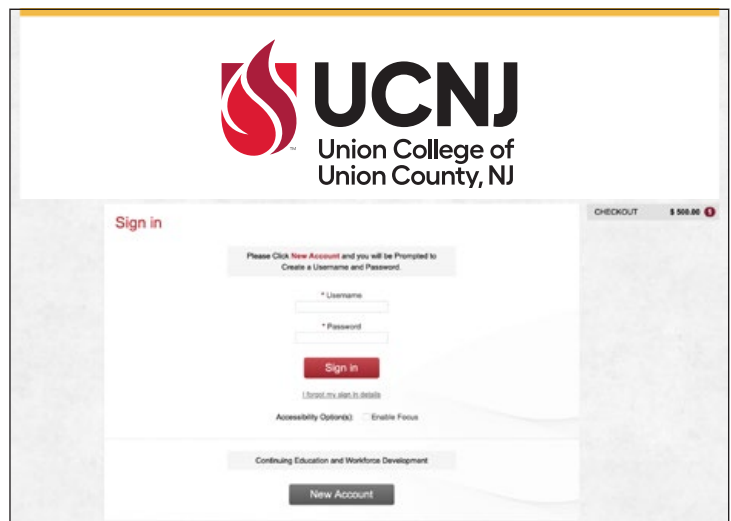
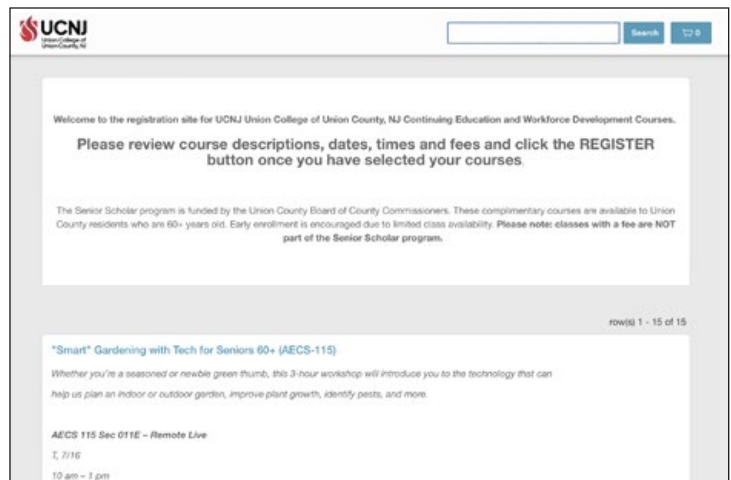
- You will be directed to the 'Register for Classes' site.
Note: Your Shopping Cart will be empty.
- Select 'Register' for a class. When the 'Register' button is clicked the shopping Cart at the top will include that class.
Note: You may register for multiple classes.
- When you have completed the 'Registration'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

Setting up a New Account:

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

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

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



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

LEARN TODAY. LEAD TOMORROW.

**Build the skills. Earn in-demand certifications.
Advance your career.**

Our career-focused programs are designed with industry experts to give you the practical training, credentials, and confidence to move forward—fast. Whether you're starting a new path or advancing in your current field, we'll help you get there.



**TRAIN FOR
WHAT'S NEXT.**

EARN CREDENTIALS
EMPLOYERS VALUE.



IN-DEMAND CAREERS. INDUSTRY-RECOGNIZED CERTIFICATIONS.



HEALTHCARE

Medical Assistant
Pharmacy Technician
Patient Care Technician
and more

NHA, BLS, PTCB,
and other credentials



BUSINESS & MANAGEMENT

SHRM Certification
PMP® Certification
Bookkeeping
and more

SHRM, PMP, AIPB,
and other credentials



INFORMATION TECHNOLOGY

CompTIA A+, Network+
Microsoft Office
and more

CompTIA, Microsoft,
and other credentials



SUPPLY CHAIN & LOGISTICS

SCPro® Fundamentals
Inventory Management
Transportation Ops
and more

CSCMP (SCPro®)
and other credentials



REAL ESTATE

Real Estate Principles
NJ License Prep
Continuing Education
and more

NJ Real Estate
Commission



EDUCATION & CHILD DEVELOPMENT

CDA® Credential
Early Childhood
Education
and more

CDA Council
and other credentials



Many programs include job placement assistance and flexible class formats: in-person, hybrid, and remote live.

THE UCNJ ADVANTAGE



INDUSTRY- ALIGNED TRAINING

Curriculum built with
employers to ensure
job-ready skills.



EXPERT INSTRUCTORS & SUPPORT

Learn from professionals
who bring real-world
experience to the classroom.



SHORT-TERM PROGRAMS

Finish faster and start
working toward your
goals sooner.



CAREER GROWTH STARTS HERE

Gain credentials that
increase your earning
potential and open doors.

NOW CASTING: Your Future in Film

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

Act Fast! Seats are limited.

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

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

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

This program is ideal for:

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

NEW! Script to Screen: Introduction to the Entertainment Industry

Gain a solid understanding of how film and television productions come to life—from script to final cut. Learn key industry terms, production stages, and the roles of above- and below-the-line crew. This course also covers workplace expectations, on-set safety, and career pathways to help you confidently begin your journey in the entertainment industry.

AEBU 280 Sec 004E
Cranford Campus
M/Th, 9/28-11/26
6-9 pm\$375

AEBU 280 Sec 005E -
Cranford Campus,
M/Th, 10/26 - 12/17,
1:00 - 4:00 pm\$375
(No class 11/26)

NEW! Introduction to Production Office: Production Coordinating and Management

Learn the key functions of a production office and the vital roles of Production Managers and Coordinators in keeping film and TV projects on track, on time, and on budget. Explore how departments collaborate from prep to wrap, and build your understanding of industry terminology and the studio production process.

Prerequisite: Script to Screen:
Introduction to the Entertainment
Industry.

AEBU 281 Sec 002E
Cranford Campus, M/Th,
11/30 - 2/4/2027
(No class 12/21-12/31,
1/18/2027) 6-9pm\$799



UCNJ Union College of
Union County, NJ

For additional information about this program,
please contact joanne.kula@ucc.edu



**SCAN to
REGISTER**



1033 Springfield Avenue
Cranford, NJ 07016

Dated Material



DISCOVER YOUR PATH. BUILD YOUR FUTURE. It Starts Here.

Join an Information Session and explore career-focused programs that lead to in-demand jobs and brighter opportunities.



HEALTHCARE

Make a difference & build a career you'll love.



TECHNOLOGY

Gain in-demand digital skills.



BUSINESS

Lead, manage, and grow.



EDUCATION

Inspire minds. Shape futures.



SUPPLY CHAIN & LOGISTICS

Move careers forward.



INFORMATION SESSIONS

See What's Possible for You!



SCAN TO CHECK OUT OUR CALENDAR OF INFORMATION SESSIONS



PLAINFIELD CAMPUS
232 East Second Street, Plainfield, NJ

Light refreshments will be served



INDUSTRY-FOCUSED PROGRAMS

Train for the jobs employers need most.



FLEXIBLE LEARNING

In-person, hybrid, and remote options to fit your life.



EARN CREDENTIALS FASTER

Short-term programs with real results.



SUPPORT EVERY STEP OF THE WAY

Advising, resources, and job placement help.

YOUR FUTURE. OUR MISSION.
Explore. Enroll. Succeed.



LEARN MORE & REGISTER

www.ucc.edu/ce



QUESTIONS?

908-709-7600



SCAN TO REGISTER TODAY!