

# Workforce Development & **CAREER EDUCATION**

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



**UCNJ**

Union College of  
Union County, NJ

**Spring 2026** | [www.ucc.edu/ce](http://www.ucc.edu/ce)

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

# Your Next Opportunity Starts Here.

## Spring into Success with UCNJ Continuing Education & Workforce Development!

Welcome to **Spring 2026** at UCNJ Union College of Union County, NJ – where lifelong learning meets real-world results. Whether you're advancing your career, exploring new fields, or building new skills, we're here to help you move forward with confidence.

### Why Choose UCNJ Continuing Education?

- **In-Demand Skills:** Stay ahead with programs aligned to today's fastest-growing industries.
- **Career-Focused Training:** Healthcare, business, technology, skilled trades—designed for success from day one.
- **Flexible Learning:** Day, evening, or online classes to fit your schedule.
- **Expert Instructors:** Learn from professionals who bring real-world experience to the classroom.

### Your Journey. Your Pace. Your Success.

Spring 2026 is the perfect time to start something new. Explore our programs, earn certifications, and open doors to your next opportunity.

We can't wait to welcome you to class this spring!



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

# Are You Ready for the Future of HR?

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

## Why SHRM Certification Matters for Your Career!

### Boost Your HR Expertise

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

### Advance Your Career Opportunities

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

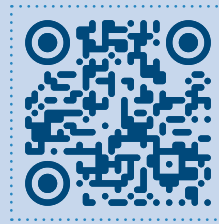
With UCNJ's SHRM-CP/SHRM-SCP Certification Preparation course, you can enhance your human resource knowledge and skills to be prepared for any challenge thrown your way. Our expert instructors and superior learning materials will help fill your unique knowledge and skill gaps to maximize your chances for success on your SHRM exam.

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

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

## Classes Start Soon!

AEBU 200 Sec 002E – Remote Live  
M, W, 2/22 – 4/28  
(No class 3/8 and 3/10)  
7:00 – 9:00 pm, \$1,725



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



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

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**SHRM**  
BETTER WORKPLACES  
BETTER WORLD™



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

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**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



The Aspen Institute names UCNJ as a top 200 U.S. Community College eligible for the 2027 Aspen Prize. The \$1 million prize honors colleges achieving strong student results, both in college and after graduation.



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

## Senior Scholars

Sponsored by the Union County  
Board of County Commissioners



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

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

Class information will be posted on the website in early September and **registration opens on Monday, February 9.**

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



# INDUSTRY CERTIFICATIONS

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

## Business and Management

**Certified Bookkeeper**  
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## Real Estate

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**SCPRO® Fundamentals Certification Certifications in the Following:**  
Supply Chain Management Principles, Customer Service, Transportation Operations, Warehousing Operations, Demand Planning, Inventory Management, Manufacturing and Service Operations, and Supply Management and Procurement.  
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## Uniform Construction Code

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  
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## PROGRAMS...

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



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



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

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



## Business and Management



**FEATURED PROGRAM**  
YOU ASKED FOR IT AND WE DELIVERED!

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



**IFMA**™

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

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

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



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

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

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

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

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



For the full list of online courses offered, visit:

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

# CAREER DEVELOPMENT

## Business and Management

### ACCOUNTING

#### Continuing Education Credits for Accountants

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

#### Introduction to QuickBooks

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

**AECO 347 Sec 084E – Scotch Plains Campus**  
**M, W, 4/27 – 5/13**  
**6:30 – 9:30 pm, \$329**

#### Intermediate QuickBooks

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

**AECO 348 Sec 085E – Scotch Plains Campus**  
**M, W, 5/18 – 6/8**  
**6:30 – 9:30 pm, \$329**  
**(No class 5/25)**

### 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 Exam, covering all key topics and skills required for certification. Course includes six workbooks and exam fees.

**Prerequisite:** High school diploma or equivalent; some bookkeeping experience recommended. (75 hours)

**AEBU 005 – Hybrid/Scotch Plains Campus**  
**Class will be offered Fall 2026.**

CERTIFICATE PROGRAM



**Sharpen  
Your AI and  
Prompting  
Expertise**



### 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. This hands-on course teaches participants how to write effective prompts for text, image, video generation, marketing copy and materials, create AI-assisted workflows, and apply generative AI responsibly across any profession. No technical experience required. It is recommended that students have access to a paid AI account through ChatGPT, Gemini, Claude, or Grok.

#### Course Highlights:

- AI Foundations and Essential Prompting – learn to write clear, effective prompts to improve accuracy and results
- Strong Prompt Structures – Use advanced techniques like role prompting, examples, and structured workflows
- Advanced Prompting and Workflow Design – Apply AI to real workplace tasks: writing, research, planning, training, and analysis
- Accuracy, Ethics and Real-World Applications – Evaluate AI output for quality, ethics, privacy, and bias. Build repeatable AI templates to save time and support daily operations

**Continue to check our website for additional AI courses!!**

**AECO 140 Sec 001E**  
**M, 3/23 – 4/13**  
**7:00 – 9:30 pm**  
**\$189**



### PROGRAMS...

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

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



## Business and Management

### MARKETING

#### NEW! B2B Marketing for Growth: Foundations & Strategy

Build a strong foundation in B2B marketing and learn how to create strategies that drive business growth. This course introduces key concepts such as buyer personas, competitive positioning, market analysis, and the integration of AI-driven marketing tools. Participants will explore how to identify target audiences, develop effective go-to-market (GTM) strategies, and differentiate their business in a digital-first environment. Through hands-on activities, students will learn how to design impactful marketing plans, manage budgets, and apply data analytics to optimize performance. The course concludes with a final project where each participant develops a customized B2B marketing plan tailored to their business or professional role. (12 hrs.)

**AEBU 290 Sec 001E – Scotch Plains Campus**

**T, Th, 3/17 – 4/23**

**6:00 – 8:00 pm**

**\$329**

#### NEW! 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 (PPC) 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 design effective ad campaigns across Google and LinkedIn. The curriculum also covers advanced techniques in email marketing and automation to nurture leads efficiently, along with applications of AI—such as chatbots, predictive analytics, and personalization—to improve marketing performance and engagement. (12 hrs.)

**AEBU 291 Sec 001E – Scotch Plains Campus**

**T, Th, 4/28 – 6/4**

**6:00 – 8:00 pm**

**\$329**

### PROJECT MANAGEMENT FUNDAMENTALS

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

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

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

**AEBU 120 Sec 002E – Hybrid/Scotch Plains Campus**

**T, 4/21 – 5/5**

**6:30 – 9:30 pm**

**\$189**

### PMP CERTIFICATION

CERTIFICATE PROGRAM



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

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

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

#### Why Enroll in This Course?

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

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

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

#### Benefits of PMP certification

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

*All textbooks are included.*

**AEBU 176 Sec 105E – Hybrid/Scotch Plains Campus**

**T, 1/20 – 4/14**

**6:30 – 9:30 pm**

**\$1,395**

**In-person sessions: 1/20, 4/14**

**(No class 3/10)**



# CAREER DEVELOPMENT

## Business and Management



### HOSPITALITY

#### Guest Service Gold Certification

CERTIFICATE PROGRAM



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

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

**AEBU 300 Sec 015E**  
**Scotch Plains Campus**  
Th, 5/21 - 5/28  
6:30 - 9:30 pm  
\$149

FAST • EASY • CONVENIENT

**REGISTER  
ONLINE!**

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

SEE PAGE 32 FOR  
INSTRUCTIONS

### SHRM CERTIFICATION PREP+ COURSE

*If you're ready to move your career forward, we're here to help. By becoming SHRM certified, you prove your knowledge, competency and value to colleagues and to employers looking for a competitive edge in today's global economy. Wherever your career takes you, your SHRM certification will define you as an HR expert and leader, and our SHRM Certification Prep+ course can help you get there.*

## SHRM® Certification Prep+

A course designed with your success in mind!

Throughout the course, you'll master the eight behavioral competencies and 15 functional areas essential for excelling in your role and propelling your career forward. Learn key concepts, strengthen your understanding of behavioral and technical competencies, and increase your workplace productivity. Our expert, SHRM-certified instructor will guide you through interactive discussions, sample test questions, and provide invaluable test-taking tips.

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

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

**AEBU 200 Sec 003E - Remote Live**  
**M, W, 2/22 - 4/28**  
**7:00 - 9:00 pm**  
**\$1,725**  
**(No class 3/8, 3/10)**

CERTIFICATE PROGRAM



SHRM® Certification Prep System

MY STUDY PLAN

Risk Management  
Get started on your reading! Begin

Employee & Labor Relations  
Get started on your reading! Begin

Employee Engagement & Retention  
Get started on your reading! Begin

Talent Acquisition  
Get started on your reading! Begin

Technology Management  
Get started on your reading! Begin

U.S. Employment Law & Regulations  
Get started on your reading! Begin

Leadership & Negotiation  
Get started on your reading! Begin

Ethical Practices  
Get started on your reading! Begin

Inclusive Mindset  
Get started on your reading! Begin

Relationship Management  
Get started on your reading! Begin

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

## Business and Management

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

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

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

#### Why should you take this course?

- Learn best practices to run your facilities more effectively and efficiently.
- Obtain the training and knowledge that shows employers you have the advanced skills and proficiency they're looking for.
- Learn critical thinking skills essential to managing complex facilities
- Use your training to offer tangible, effective solutions that will positively impact your company's bottom line.

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

- **Leadership and Strategy**
- **Operations and Maintenance**
- **Project Management**
- **Finance and Business**



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

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

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

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

### RETIREMENT PLANNING TODAY

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

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

**AEFI 023 Sec 006E – Scotch Plains Campus**  
Th, 4/16 – 4/30, 6:30 – 9:30 pm, \$49

CERTIFICATE PROGRAM



### NJ FILM ACADEMY

#### NEW! Script to Screen: Introduction to the Entertainment Industry

CERTIFICATE PROGRAM



This course provides foundational knowledge about the different stages of production, job opportunities, and professional expectations in film and television. Students will learn industry-specific terminology and processes related to above- and below-the-line positions, how a creative project moves from script to screen, and how to start and build a film or television career. With an emphasis on industry standards, practices and procedures, on-set safety protocols, and the realities of the job market, students will be best prepared to advance to the next level of training and start their careers in the industry. (45 hrs.)

**AEBU 280 Sec 002E – Cranford Campus**  
M, Th, 1/5 – 3/2, 6:00 – 9:00 pm, \$375  
(No class 1/19 and 2/16)

#### NEW! Introduction to Production Office: Production Coordinating and Management

This course explores the responsibilities of the team members and essential functions of a production office. Film or TV Production Managers and Coordinators are members of the production team who provide logistical support and help manage administrative tasks to ensure the production runs smoothly, finishes on time, and on budget.

Students will also gain exposure to the multiple departments that play a crucial role in creating a motion picture and begin to develop an understanding of industry-specific terminology while taking a closer look at the studio filmmaking process from prep to wrap. (45 hrs.) **Prerequisite:** Script to Screen: Introduction to the Entertainment Industry.

**AEBU 281 Sec 001E – Cranford Campus**  
M, Th, 3/16 – 5/4, 6:00 – 9:00 pm  
\$799

**For more details, see inside back cover.**

# CAREER DEVELOPMENT

## Education

### CHILD DEVELOPMENT ASSOCIATE (CDA)

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

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

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

CERTIFICATE PROGRAM



### Prerequisites (60 hrs.)

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

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

### Required Courses (60 hrs.)

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

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

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

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

#### Books required (not included):

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

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

**Part 1 - AEDU A81 Sec 094E - Hybrid/Scotch Plains Campus**  
T, Th, 1/27 - 2/26, 6:00 - 9:00 pm, \$299

**Part 2 - AEDE B81 Sec 093E - Hybrid/Scotch Plains Campus**  
T, Th, 3/3 - 4/2, 6:00 - 9:00 pm, \$299

### Child Care: Professional Practices (60 hrs.)

Learn all about quality a child care program from scheduling, room arrangement, positive guidance, field trip procedures, curriculum, observation and assessment. Learn how to get parents involved and build children's self-esteem.

**Part 1 - AEDU A82 Sec 190E - Hybrid/Scotch Plains Campus**  
T, Th, 4/7 - 5/7, 6:00 - 9:00 pm, \$299

**Part 2 - AEDU B82 Sec 190E - Hybrid/Scotch Plains Campus**  
T, Th, 5/12 - 6/11, 6:00 - 9:00 pm, \$299

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



### NJ ALTERNATE ROUTE TEACHER PREPARATION LICENSURE PROGRAM

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

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

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

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

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

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

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

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

**AEDU 144 Sec 007E - Hybrid/Scotch Plains Campus**  
W, 3/18 - 5/20, 6:00 - 9:00 pm, \$325



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

## CUIDADO de NIÑOS



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

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

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

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

### Requisitos previos

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

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

CERTIFICATE PROGRAM



### 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: Prácticas Profesionales (60 hrs.)

Aprenda todo sobre un programa de cuidado infantil de calidad, desde programación, disposición de habitaciones, orientación positiva, procedimientos de excursiones, plan de estudios, observación y evaluación. Aprenda cómo involucrar a los padres y desarrollar la autoestima de los niños.

#### Parte 1

**AEDE A82 Sec 095E - Programa Híbrido/Elizabeth Campus**  
Lun, Mie, 1/12 - 2/18, 6:00 - 9:00 pm, \$299  
(No hay clases 1/19, 2/16)

**AEDE A82 Sec 096E - Programa Híbrido/Elizabeth Campus**  
Mar, Jue, 2/17 - 3/19, 6:00 - 9:00 pm, \$299

#### Parte 2

**AEDE B82 Sec 095E - Programa Híbrido/Elizabeth Campus**  
Lun, Mie, 2/23 - 3/25, 6:00 - 9:00 pm, \$299

**AEDE B82 Sec 096E - Programa Híbrido/Elizabeth Campus**  
Mar, Jue, 3/24 - 4/23, 6:00 - 9:00 pm, \$299

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

## GED (PREPARACIÓN)

### Preparación para GED

*Aprenda estrategias para maximizar sus posibilidades de éxito!*

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

**AETE 124 Sec 106E - Programa Híbrido/Elizabeth Campus**  
Lun, Jue, 3/16 - 6/8, 6:30 - 9:00 pm

\$450

(No hay clase 5/25)



### PROGRAMS...

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



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

# CAREER DEVELOPMENT

## Information Technology and Computer Training

### CompTIA NETWORK +

#### CompTIA Network + Certification

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

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

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

**AECO A17 Sec 085E - Hybrid/Scotch Plains Campus**

**T, Th, 4/7 - 5/28**

**7:00 - 9:30 pm**

**\$1,059**



**CERTIFICATE PROGRAM**



### CompTIA A+ Core Series 1 and 2

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

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

**CERTIFICATE PROGRAM**



#### CompTIA A+ Core 1 - Hardware

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

**AECO A50 Sec 015E - Hybrid/Scotch Plains Campus**

**T, Th, Fall 2026**

**6:30 - 9:30 pm**

**\$1,059**

#### CompTIA A+ Core 2 - Software

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

**AECO A51 Sec 025E - Hybrid/Scotch Plains Campus**

**T, Th, 1/27 - 3/26**

**7:00 - 9:30 pm**

**\$1,059**

**(No class 3/10, 3/12)**



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ONLINE!**



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

SEE PAGE 32 FOR  
INSTRUCTIONS

*Proud to be*



The Aspen Institute names UCNJ as a top 200 U.S. Community College eligible for the 2027 Aspen Prize. The \$1 million prize honors colleges achieving strong student results, both in college and after graduation.

## Information Technology and Computer Training

### MICROSOFT OFFICE SOFTWARE

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

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

*All textbooks are included.*

AECO 200 Sec 016E

M, W, 2/23 - 2/25

M, W, 3/16 - 3/18

M, W, 4/6 - 4/8

or

AECO 200 Sec 017E

T, Th, 4/14 - 4/16

T, Th, 5/5 - 5/7

T, Th, 5/19 - 5/21

Scotch Plains Campus

6:00 - 9:30 pm

\$399

#### Microsoft Excel Beginner

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

*Textbook included.*

AECO A48 Sec 186E

M, W, 2/23 - 2/25

or

AECO A48 Sec 187E

T, Th, 4/14 - 4/16

Scotch Plains Campus

6:00 - 9:30 pm

\$169

#### Microsoft Excel Intermediate

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

*Prerequisite:* Excel Beginner or equivalent knowledge

*Textbook included.*

AECO B48 Sec 186E

M, W, 3/16 - 3/18

or

AECO B48 Sec 187E

T, Th, 5/5 - 5/7

Scotch Plains Campus

6:00 - 9:30 pm

\$169

#### Microsoft Excel Advanced

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

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

*Textbook included.*

AECO C48 Sec 186E

M, W, 4/6 - 4/8

or

AECO C48 Sec 187E

T, Th, 5/19 - 5/21

Scotch Plains Campus

6:00 - 9:30 pm

\$169

#### Microsoft PowerPoint Beginner

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

*Textbook included.*

AECO A72 Sec 185E

Scotch Plains Campus

T, Th, 5/26 - 5/28

6:00 - 9:30 pm

\$169



## Seeking Part-Time Computer Instructors

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

#### Programs including:

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

For further information about these opportunities, please contact

**Dr. Lisa Hiscano** at [hiscano@ucc.edu](mailto:hiscano@ucc.edu)





## Cannabis Training

Programs provided by



As the cannabis industry professionalizes, employers are increasingly seeking candidates with formal training and recognized credentials. These new certificate programs deliver specific skills and industry knowledge that

help professionals stand out in this competitive, fast-growing field.

The new 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.

The first Associate cohort begins **January 13** with new start dates offered eight weeks later on **March 10** and **May 5**.

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.



### Cannabis Certification

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



Program provided by

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 107E – Online

M, 3/2 – 3/30

6:00 – 9:00 pm

\$500



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

## Your Workforce Training Resource



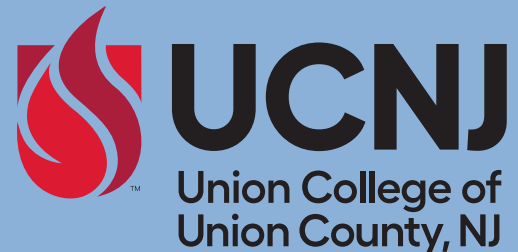
**Our customized training solutions get results.**  
**We think strategically and offer competitive pricing.**

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

*Learn more...*

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

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



**INDUSTRY-BUSINESS  
INSTITUTE**

# CAREER DEVELOPMENT

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

**The Industry-Business Institute works with employers to tailor customized training solutions and deliver them with high-quality instructors and flexible scheduling.**

For the Spring 2026 semester, the programs below will be offered as open enrollment classes. Should grant funding become available, non-governmental employees may be eligible for these programs through funding by the New Jersey Department of Labor and Workforce Development.

## LEADERSHIP and MANAGEMENT

### Essential Supervisory Skills

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

**AEBU 520 Sec 001E**  
**Elizabeth Campus**  
**M, W, 3/23 - 3/25**  
**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. Can your team effectively tackle challenges, navigate conflicts, and maintain enthusiasm and motivation for peak performance? Do they collaborate seamlessly? This course is tailored for those eager to enhance their team leadership skills and unleash the full potential of individual team members. Understand the pivotal factors that transition a team from involvement to empowerment and learn how to instill these elements within your team. (4 hrs.)

**AEBU 526 Sec 001E**  
**Elizabeth Campus**  
**M, 3/2**  
**1:00 - 5:00 pm**  
**\$99**

### Improving the Customer Experience

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

**AEBU 522 Sec 001E**  
**Remote Live**  
**M, 4/13**  
**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. Learn to identify the source of conflict, diffuse conflict, negotiate conflict and resolve it for all parties. (4 hrs.)

**AEBU 521 Sec 001E**  
**Scotch Plains Campus**  
**W, 4/29**  
**1:00 - 5:00 pm**  
**\$99**

## WORKPLACE ESSENTIALS

### Communication in the Workplace

Strengthen your verbal, non-verbal, and written communication skills to enhance your professional presence. Learn practical techniques for interacting effectively with supervisors, co-workers, and customers, and become a confident contributor in workplace meetings. Improve grammar, refine tone, and eliminate jargon and wordiness to communicate clearly and with impact. (8 hrs.)

**AEBU 518 Sec 001E**  
**Remote Live**  
**M, W, 2/23 - 2/25**  
**9:00 am - 1:00 pm**  
**\$169**

## NON-PROFIT COURSE

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

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

**AEBU 527 Sec 001E**  
**Elizabeth Campus**  
**M, W, 5/11 - 5/13**  
**9:00 am - 1:00 pm**  
**\$169**



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

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



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

## SOFTWARE SKILLS

### Mastering Google Drive Essentials

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

**IBCO A70 Sec 005E – Remote Live**  
T, Th, 2/17 – 2/19  
6:00 – 8:00 pm  
\$99

### Excel for Beginners

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

**IBCO A21 Sec 068E**  
**Scotch Plains Campus**  
T, Th, 2/24 – 2/26  
9:00 am – 1:00 pm  
\$169

### Excel Intermediate

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

**IBCO B20 Sec 015E**  
**Scotch Plains Campus**  
T, Th, 3/3 – 3/5  
9:00 am – 1:00 pm  
\$169

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

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

**IBAI 100 Sec 002E – Remote Live**  
T, Th, 3/24 – 3/26  
6:00 – 8:00 pm, \$99

**IBAI 100 Sec 003E – Remote Live**  
T, Th, 4/21 – 4/23  
6:00 – 8:00 pm, \$99

### QuickBooks Fundamentals: Mastering the Basics

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

**IBCO 500 Sec 003E**  
**Scotch Plains Campus**  
T, Th, 4/14 – 4/16  
9:00 am – 1:00 pm, \$169



### Canva: Creating Impactful Designs with Ease

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

**IBDS 100 Sec 002E – Remote Live**  
T, Th, 4/28 – 4/30  
6:00 – 8:00 pm  
\$99

**IBDS 100 Sec 003E – Remote Live**  
T, Th, 5/19 – 5/21  
6:00 – 8:00 pm  
\$99



Grant funding may be available for these programs.  
For details, contact us at [ibi@ucc.edu](mailto:ibi@ucc.edu) or (908) 965-5116.



## Real Estate



### REAL ESTATE

#### Principles of Real Estate

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

*Textbook included in course fee.*

**AERL 101 Sec 085E – Hybrid/Scotch Plains Campus**  
T, Th, 3/3 – 5/26, 6:30 – 9:30 pm, \$525

In-person classes held at Scotch Plains Campus: 3/3, 3/5, 5/21, 5/26

#### NJ Real Estate License Continuing Education Workshop

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

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

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

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

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

**AERL 157 Sec 007E – Remote Live**  
T, Th, 5/12 – 5/21, 6:00 – 9:00 pm, \$189

CERTIFICATE PROGRAM



### 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. This 60-hour program covers all four required areas: Reasoning through Language Arts, Mathematical Reasoning, Science, and Social Studies. Develop a reliable study plan and learn strategies to maximize your success. Expect to complete work at home in addition to in-class instruction. Learn strategies to maximize your chance for success!

**AETP 124 Sec 084E – Hybrid/Elizabeth Campus**

M, W, 3/16 – 6/8, 6:30 – 9:00 pm

\$450

(No class 5/25)

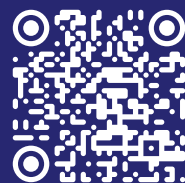
*Para mas información sobre preparación para el GED y otros cursos en español ver página 9.*

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

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

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

**Scan QR code to Register:**



Learn more by visiting

**[www.asterism.org](http://www.asterism.org)**





## The Center for Economic and Workforce Development

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

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

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

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

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

**For additional information regarding these Workforce Development Programs, please contact 908-659-5114 or email us at [cewd-recruiting@ucc.edu](mailto:cewd-recruiting@ucc.edu)**



**Our Certified Medical Assistant (CMA) students are provided with industry-valued training programs supported by skill-building, advising, and job placement services to be successful in today's workforce.**



# WORKFORCE DEVELOPMENT

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

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

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

### CERTIFIED MEDICAL ASSISTANT

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

CERTIFICATE PROGRAM



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

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

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

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

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

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

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

**Location: Plainfield Campus**

**Schedule: Monday – Thursday,  
8:30 am – 2:00 pm  
Spring 2026**

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



### PATIENT CARE TECHNICIAN

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

CERTIFICATE PROGRAM



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

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

**Total Hours: 340 hours**

**Program Cost: \$4,950**

**Location: Plainfield Campus**

**Schedule: Monday – Thursday,  
5:00 – 9:00 pm and  
Saturday, 9:00 am – 1:00 pm  
Spring 2026**

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

## Eligibility Requirements for Grant Funding includes:

- Unemployed or Underemployed
- Collecting UI 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](mailto:cwcd-recruiting@ucc.edu)**

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



### ESSENTIALS of SUPPLY CHAIN MANAGEMENT PROGRAM

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

CERTIFICATE PROGRAM



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

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

Total Hours: 170 hours

Program Cost: \$4,000

Location: Elizabeth Campus

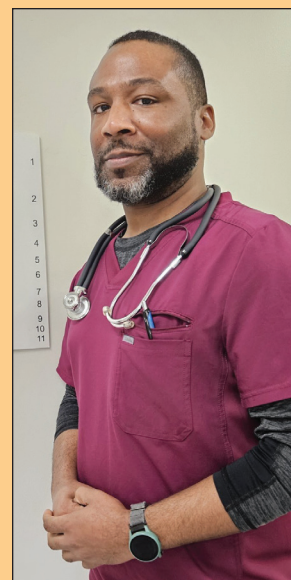
Schedule: Monday - Thursday, 8:30 am - 2:00 pm



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

**ENROLL TODAY!**

*"I come from the creative and technology industries with a background in filmmaking. When COVID hit, my life took a devastating pause. I felt a deep desire to grow, to serve, and to continue working closely with people and technology. That calling led me to healthcare, where I discovered UCNJ's Medical Assistant Certificate Program. The training gave me hands-on clinical skills and the confidence to begin a new path. Within a year, I earned certifications in Medical Assisting, EKG, Phlebotomy, and BLS and joined one of the leading healthcare systems, working alongside an incredible team of physicians and staff. The journey was challenging, but the support of the faculty and my classmates made every step meaningful. This experience reminded me that with vision, faith, and hard work, anything is possible."*



– Laibhen E.

BA, CCMA, CET, CPT

*Proud to be*



The Aspen Institute names UCNJ as a top 200 U.S. Community College eligible for the 2027 Aspen Prize. The \$1 million prize honors colleges achieving strong student results, both in college and after graduation.

# ENGLISH AS A SECOND LANGUAGE

## ¡Aprende inglés!

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

### To get started:

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

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

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

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

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

### Elizabeth Campus Classes

Call 908-659-5114 for questions/registration

### Plainfield Campus Classes

Call 908-412-3557 for questions/registration



Scan with your  
smartphone to  
**APPLY ONLINE TODAY!**

## ESL - Level 1

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

**Prerequisite:** College ESL Placement test.

### Required Courses:

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

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

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

## ESL - Level 2

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

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

### Required Courses:

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

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

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

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

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



# ENGLISH AS A SECOND LANGUAGE

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

Semester	Course Code	Course Name	Program	Level	Start Date	End Date	Meeting Days	Start Time	End Time
<b>ELIZABETH CAMPUS</b>									
SP26	PCA 012	Grammar and Writing	CIN 212	L1	1/5/26	1/29/26	MTWR	9:00 AM	12:00 PM
SP26	PCA 009	Reading and Vocabulary	CIN 212	L1	2/9/26	3/5/26	MTWR	9:00 AM	12:00 PM
SP26	PCA 014	Listening and Conversation	CIN 212	L1	3/16/26	4/8/26	MTWR	9:00 AM	12:00 PM
SP26	PCA 012	Grammar and Writing	CIN 212	L1	1/5/26	1/29/26	MTWR	5:30 PM	8:30 PM
SP26	PCA 009	Reading and Vocabulary	CIN 212	L1	2/9/26	3/5/26	MTWR	5:30 PM	8:30 PM
SP26	PCA 014	Listening and Conversation	CIN 212	L1	3/16/26	4/8/26	MTWR	5:30 PM	8:30 PM
SP26	PCA 036	Grammar and Writing	CIN 217	L2	1/5/26	1/29/26	MTWR	9:00 AM	12:00 PM
SP26	PCA 034	Reading and Vocabulary	CIN 217	L2	2/9/26	3/5/26	MTWR	9:00 AM	12:00 PM
SP26	PCA 041	Listening and Conversation	CIN 217	L2	3/16/26	4/8/26	MTWR	9:00 AM	12:00 PM
SP26	PCA 036	Grammar and Writing	CIN 217	L2	1/5/26	1/29/26	MTWR	5:30 PM	8:30 PM
SP26	PCA 034	Reading and Vocabulary	CIN 217	L2	2/9/26	3/5/26	MTWR	5:30 PM	8:30 PM
SP26	PCA 041	Listening and Conversation	CIN 217	L2	3/16/26	4/8/26	MTWR	5:30 PM	8:30 PM
SP26	PCA 036	Grammar and Writing	CIN 217	L2	1/5/26	1/29/26	MTWR	5:30 PM	8:30 PM
SP26	PCA 034	Reading and Vocabulary	CIN 217	L2	2/9/26	3/5/26	MTWR	5:30 PM	8:30 PM
SP26	PCA 041	Listening and Conversation	CIN 217	L2	3/16/26	4/8/26	MTWR	5:30 PM	8:30 PM
<b>PLAINFIELD CAMPUS</b>									
SP26	PCA 036	Grammar and Writing	CIN 217	L2	2/23/26	3/18/26	MTWR	5:30 PM	8:30 PM
SP26	PCA 034	Reading and Vocabulary	CIN 217	L2	3/30/26	4/22/26	MTWR	5:30 PM	8:30 PM
SP26	PCA 041	Listening and Conversation	CIN 217	L2	5/4/26	5/28/26	MTWR	5:30 PM	8:30 PM
<i>Schedule subject to change</i>									



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

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

## Healthcare

### DEMENTIA CARE for HEALTHCARE PROFESSIONALS

#### CERTIFICATE PROGRAM



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.

#### Why Earn the CDP® Certification:

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

**Remote Live – evenings  
Spring 2026**



**New Course Offerings Coming Soon!**

### ELECTRONIC HEALTH RECORDS SPECIALIST (CEHRS)

#### CERTIFICATE PROGRAM



Open to licensed or credentialed **Allied Health professionals**, this 60 instructional hour course provides an opportunity to earn the **Certified Electronic Health Records Specialist (CEHRS)** credential.

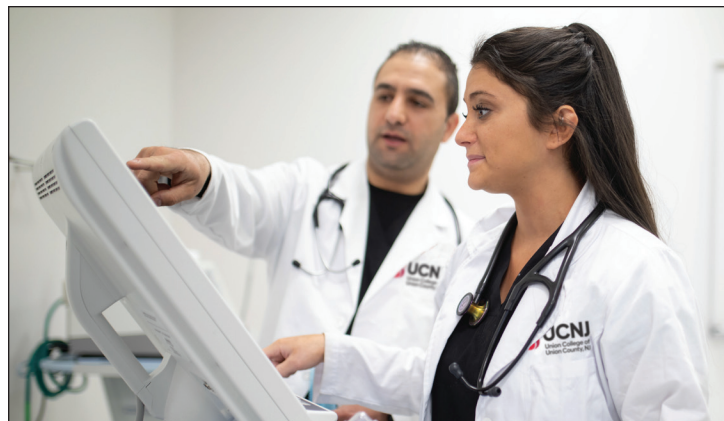
The **CEHRS** certification builds proficiency in maintaining accurate, secure, and compliant electronic health records. Participants will learn to audit records, process medical information requests, review patient and insurance data, and support reimbursement procedures.

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

**Remote Live – evenings  
Spring 2026**



### HEALTH CARE CREDENTIALING and AI in HEALTH IT

In collaboration with the **Health Information Management Systems Society (HIMSS)**

#### CERTIFICATE PROGRAM



This **10-hour course** is designed for healthcare leaders and professionals seeking to understand, assess, and responsibly implement **Artificial Intelligence (AI)** and **Machine Learning (ML)** within healthcare systems.

Participants will explore the fundamentals of AI and ML, gain insight into lifecycle management, and examine ethical frameworks for evaluating and applying these technologies in real-world settings.

#### Course Highlights:

- **Foundations of AI and ML:** Understand key concepts and their role in modern healthcare ecosystems.
- **Machine Learning Life Cycle Management (MLCM):** Explore each component of the MLCM process and its practical use in healthcare.
- **Ethics & Evaluation Framework:** Learn about data harmonization, success measurement, and responsible AI adoption.
- **Hands-On AI/ML Application:** Engage in use case development to apply learning in simulated healthcare scenarios.

#### Why Enroll:

- Gain essential knowledge to navigate emerging technologies in healthcare
- Strengthen leadership skills in digital transformation and data-driven decision-making
- Earn a credential that reflects innovation and forward-thinking in health IT

**Remote live – evenings  
Spring 2026**

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

## Healthcare



### PHARMACY TECHNICIAN

The Pharmacy Technician plays a key role in the allied health field. Working under the supervision of a Licensed Pharmacist, Pharmacy Technicians assist in dispensing prescriptions in both retail and private pharmacies. Pharmacy Technicians speak with customers to acquire information, count tablets and measure amounts of medications for prescriptions, package and label prescriptions, and handle insurance issues.

**CERTIFICATE PROGRAM**



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

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



Pharmacy Technician Certification Board®

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

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

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

**Eligibility requirements** – High school diploma or equivalent, CASAS 8th grade math and criminal background test required for employment. Most states require formal training in a pharmacy setting.

**AEHL 955 Sec 116E – Remote Live**

T, Th, 2/24 – 6/25

5:30 – 9:30 pm

\$2,300

### MEDICAL CODING SPECIALIST

**CERTIFICATE PROGRAM**



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

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

This program requires a high school diploma or equivalent, basic secretarial skills with minimum typing of 35 wpm, basic computer knowledge and math skills.

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

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

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

**AEHL 136 Sec 103E – Remote Live**

M, W, 8/24 – 2/18/2027, 6:00 – 9:00 pm, \$3,200

(No class 9/7, 11/25, 12/21 – 12/31, 1/18/2027, 2/15/2027)

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

## INFORMATION SESSIONS

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

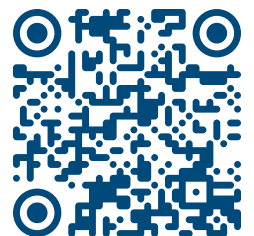
### Medical Coding Specialist

- Certified Professional Coder (CPC)

### Pharmacy Technician

- Certified Pharmacy Technician (CPhT)

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





## Healthcare



### EMERGENCY MEDICAL TECHNICIAN-BASIC

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

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

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

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

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

**Mandatory Orientations:** Tuesday, 1/13, 3:00–5:00 pm or 5:00–7:00 pm, Health Sciences Building, 225 Roosevelt Ave., Plainfield, NJ 07060. Students must be registered to attend an orientation session. Bring your laptop and your SSN as you will be completing state applications.

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

**AEHL 100 Sec 330E – \$1,500**

T, Th, 1/20 – 5/12

Lecture: T, Th, 3:30 – 5:00 pm

Skills: Th, 8:00 am – 3:00 pm

Plainfield Campus

**AEHL 100 Sec 340E – \$1,500**

T, W, Th, 1/20 – 5/12

Lecture: W, 6:00 – 9:00 pm

Skills: T, Th, 6:00 – 9:00 pm

Plainfield Campus

*For additional information about this program, please contact Laurie Sheldon at [sheldon@ucc.edu](mailto:sheldon@ucc.edu)*

**AEHL 100 Sec 350E – \$1,500**

M, S, 1/20 – 5/11

Lecture: M, 6:00 – 9:00 pm

Skills: S, 8:00 am – 3:30 pm

Plainfield Campus

### COMMUNITY HEALTH WORKER

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

This includes assisting patients with referrals, follow-ups, and the completion of applications for various services.

#### Program Highlights:

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

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

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

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

## Get Your High School Diploma!

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



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



## 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. Even if you plan to outsource your bookkeeping needs, you should still understand how the process works. \$495

#### Certificate in Data Analysis

Data Analysis is quickly becoming one of the most sought-after skills in the workplace. Companies have vast amounts of data, but it is rare to have someone with the ability to analyze that data to see trends and make predictions. Add a whole new skill set to your portfolio and make a big difference in the success of your organization by acquiring data analysis skills. \$495

#### Certificate in Project Management

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

#### 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. It will allow you 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

#### Diversity, Equity, and Inclusion Certificate

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

#### Graphic Design Software Essentials Certificate

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

#### SQL

Structured Query Language (SQL) is the industry standard database programming language. It 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

Get in on this exciting and growing way to communicate, market and serve your customers and clients. 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](http://www.yougotclass.org/index.cfm/ucc)**



## Uniform Construction Code

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

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

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

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

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

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

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

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

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



### Building Inspector, RCS

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

**AEIC 102 Sec 179E - Remote Live**  
T, Th, 3/17 - 6/25, 5:30 - 8:30 pm, \$1,025

### Plumbing Inspector, ICS

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

**AEIC 131 Sec 034E - Remote Live**  
M, W, 1/26 - 5/18, 6:00 - 10:00 pm, \$1,395  
(No class 2/16, 3/9, 3/11)

### Construction Official

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

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

**AEIC 561 Sec 191E - Remote Live**  
T, Th, 1/13 - 3/3, 5:30 - 8:30 pm, \$625

**AEIC 561 Sec 192E - Remote Live**  
T, Th, 4/9 - 5/28, 6:00 - 9:00 pm, \$625



*"I enrolled in the UCNJ Subcode Official program to earn additional credentials and move closer to my long-term goal of becoming a Construction Official. This course was engaging, informative and taught by an extremely knowledgeable instructor. He provided me with a clear sense of how to successfully navigate working in a municipal building department and what it means to be a fair and honest inspector." - Daniel D.*



## Uniform Construction Code

### Fire Inspector, ICS

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

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

**AEIC 190 Sec 205 – Remote Live**

**T, Th, 3/17 – 6/25, 6:00 – 10:00 pm, \$1,395**

### Subcode Official

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

**AEIC 562 Sec 092E – Remote Live**

**T, Th, 2/17 – 4/7, 6:00 – 9:00 pm, \$625**

### Technical Assistant Certification Program

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

This course covers: UCC Law, Regulations, Administration, UCC Standard Blue Form, Blue Print Reading, Reporting, Time Management, Technical Problem Solving, Conflict Resolution, and Critical Thinking. Book is included in this class. (45 hrs.)

**AEIC 465 Sec 095E – Remote Live**

**T, Th, 3/31 – 5/21, 6:00 – 9:00 pm, \$625**

*"After years of working as an Administrative Assistant, I enrolled in UCNJ's Technical Assistant Certification program to acquire additional skills to help me prepare for a career transition. Taking the course proved to be a highly beneficial decision. My instructor demonstrated exceptional professionalism and expertise. She fostered a welcoming and supportive classroom environment. I remain confident and committed to embracing future challenges in my department and career." – Nicole H.*

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													
Middlesex College 732-906-2556 www.middlesexcc.edu													
UCNJ Union College of Union County, NJ 908-709-7600 www.ucc.edu	Remote Live 3/17 – 6/25					Remote Live 3/17 – 6/25		Remote Live 1/26 – 5/18			Remote Live 2/17 – 4/7	Remote Live 1/13 – 3/3	Remote Live 3/31 – 5/21

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



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

# CAREER DEVELOPMENT

## Supply Chain Management

### SUPPLY CHAIN MANAGEMENT PROGRAM

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

CERTIFICATE PROGRAM



### Supply Chain Management - SCPro Fundamentals CSCMP Certification

The transportation, logistics, and distribution (TLD) field requires knowledge across eight key areas of supply chain operations. The SCPro® Fundamentals certification from CSCMP provides entry- and mid-level workers with essential skills recognized across the industry. We are offering online, self-paced training in each of the eight specialty areas. Each 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. This course introduces the core functions of the supply chain, including customer service, operations, procurement, planning, inventory, warehousing, and transportation. It also explains how effective supply chain management supports an organization's strategic and financial goals.

AEBU 155 Sec 009E - \$260

### Customer Service Operations

This course is ideal for customer service, order management, and other supply chain professionals who support order fulfillment. It covers the order process, customer relationship management, handling difficult customers, effective communication, returns and reverse logistics, and key performance metrics.

AEBU 158 Sec 009E - \$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. This certification track explores transportation modes, technology, company roles and operations, the industry's economic impact, sustainability efforts, and how transportation continues to evolve to meet future needs.

AEBU 157 Sec 009E - \$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. Key topics include facility layout, storage and handling methods, safety, performance metrics, and the role of warehousing in distribution and fulfillment networks.

AEBU 156 Sec 009E - \$260



### PROGRAMS...

will be offered in-person,  
hybrid or remote live.

Please check your  
schedule.



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

## Supply Chain Management

### Demand Planning

Effective demand planning helps organizations improve customer service while reducing costs. Supply chain professionals benefit from understanding the principles, tools, and communication practices involved in forecasting and managing demand. Key topics include demand planning fundamentals, the connection to order management, and current approaches used across the industry.

**AEBU 159 Sec 009E - \$260**

### Inventory Management

Inventory management plays a vital role in supply chain success. Professionals should understand the purpose, cost, and benefits of inventory, the different types, and techniques for managing and controlling stock levels. The content also covers how forecasting influences inventory needs and the financial impact of inventory decisions.

**AEBU 161 Sec 009E - \$260**

### Manufacturing and Service Operations

Key elements of this course include: the role of manufacturing and service operations, linking market requirements and the selection of manufacturing processes, facility location strategies, facility layouts, the importance of production planning and control in synchronizing operations, the importance of quality management and performance measurement, and the role of emerging technologies in operations.

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



### Supply Management and Procurement

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

**AEBU 162 Sec 009E - \$260**

## Senior Scholars



Sponsored by the Union County Board of County Commissioners

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



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

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, February 9.**

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



# GENERAL INFORMATION

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

### Registration

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

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

### Online

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

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

### Tuition and Fees

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

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

### Class Cancellation

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

### Withdrawals and Refunds

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

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

### Veterans Refund Policy

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

### Parking

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

Handicapped parking is available.

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

### Inclement Weather/ Emergency Closing

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

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

### Non-Discrimination

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

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

#### Complaints

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

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

### Name Changes or Change of Address

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

### Student Accommodation Requests

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

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

### Employee, Guest, and Visitor Accommodation Requests

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

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

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



## PROGRAMS...

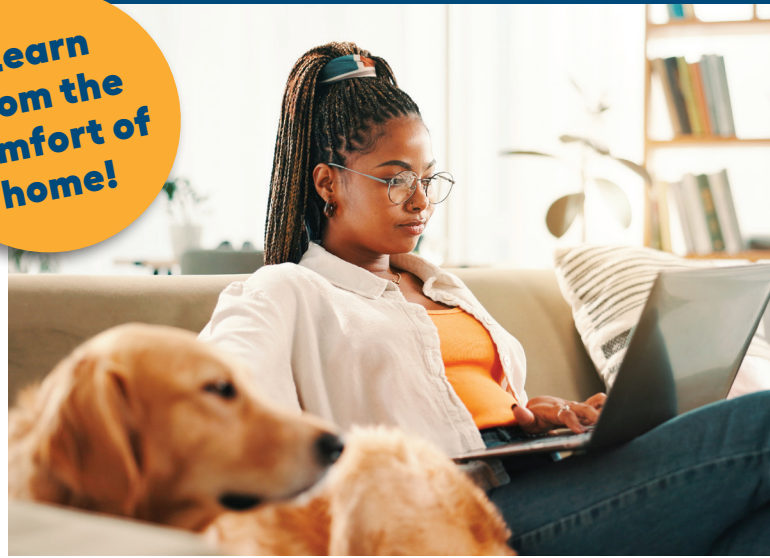
will be offered in-person,  
hybrid or remote live.  
Please check your  
schedule.

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

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

# ADULT REGISTRATION INFORMATION

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

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

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

## To Register for Continuing Education Classes:

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

## Setting up a New Account:

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

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

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



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

A screenshot of the UCNJ registration website. At the top is the UCNJ logo and a search bar. The main content area has a welcome message and instructions to review course descriptions and click the REGISTER button. Below this is a section for the 'Smart Gardening with Tech for Seniors 60+ (AECS-115)' course, including a description and a 'Remote Live' status. The bottom right corner shows 'row(s) 1 - 15 of 15'.A screenshot of the UCNJ sign-in page. The UCNJ logo is at the top. Below it is a 'Sign in' section with fields for Username and Password, a 'Sign in' button, and a link to 'forget my sign in details'. There is also an 'Accessibility Option(s)' section with a checkbox for 'Enable Focus'. At the bottom, there is a 'New Account' button.

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



# 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 002E**  
**Cranford Campus**  
**M/Th, 1/5-3/2, 6-9 pm**  
**\$375**  
**(No class 1/19 and 2/16)**

## **NEW! Introduction to Production Office: Production Coordinating and Management**

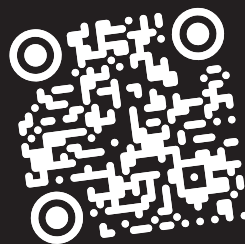
Learn the key functions of a production office and the vital roles of Production Managers and Coordinators in keeping film and TV projects on track, on time, and on budget. Explore how departments collaborate from prep to wrap, and build your understanding of industry terminology and the studio production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

**AEBU 281 Sec 001E**  
**Cranford Campus**  
**M/Th, 3/16-5/4, 6-9pm**  
**\$799**



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

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



**SCAN to  
REGISTER**

## Dated Material



# Position yourself for a big career move with **PMP® certification.**

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

- Earn a higher salary: According to PMI®, the median salary for PMP credential holders in the U.S. is 25% higher than those without PMP certification.
- Earn a prestigious certification recognized around the globe.
- Build skills and knowledge that are transferable between industries, market segments and geographic locations.
- Gain an advantage over non-certified project managers.
- Prove your project management knowledge, commitment, and experience.
- Join a global network of over 1,500,000 PMP credential holders.

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