Workforce Development &
CAREER EDUCATION

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

UCNJ
Union College of
Union County, NJ
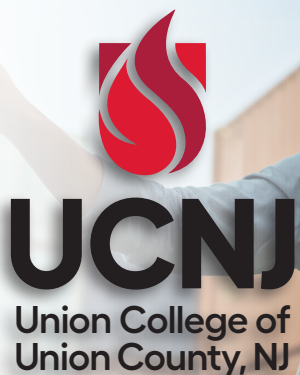
Spring 2024 | www.ucc.edu/ce

Programs offered in-person, hybrid, or remote live

CRANFORD | ELIZABETH | PLAINFIELD | SCOTCH PLAINS

Invest in yourself at UCNJ!!

Greetings from UCNJ Union College of Union County, NJ Continuing Education and Workforce Development!

As we step into the New Year, we are thrilled to unveil an array of exciting programs designed just for you. With the promise of brighter days ahead, we invite you to join us on a journey of personal and professional growth this spring.

Invest in yourself by exploring the diverse skill-enhancing and career-boosting opportunities we have carefully curated for you. Employers value individuals committed to continuous improvement, and UCNJ is here to support your educational goals. Our offerings include face-to-face, hybrid and remote-live instruction, self-paced online programs, and avenues to attain industry-recognized credentials.

Whether you find yourself currently unemployed or simply eager to acquire new knowledge, our Workforce Development and professional training opportunities are tailored to enhance your employability. Review our Workforce Development pages for a comprehensive list of occupational training opportunities.

Browse through our catalog to discover a wealth of instructor-led programs facilitated by industry professionals. Additionally, explore our self-paced, independent, online courses available at **www.ed2go.com/ucc** and **www.UGotClass.com/ucc**. Our flexible class schedules include daytime and evening programming and ensures that learning aligns seamlessly with your lifestyle.

From business and education to computers and technology, fitness, healthcare, and beyond, our programming covers a wide spectrum. Check out our offerings and connect with our dedicated staff; they are ready to guide you in choosing the optimal path and program for your educational journey.

We eagerly anticipate collaborating with you this spring as you embark on your educational and professional endeavors.

Lisa Hiscano

Lisa Raudelunas Hiscano, Ed.D., M.B.A.
Executive Director, Continuing Education and Workforce Development

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Through the NEW CCNA curriculum

- Advance through three separate modules focused on IP foundation and security topics along with wireless, virtualization, automation, and network programmability.
- Study with an in-class instructor while accessing improved course layouts, tools emphasizing hands-on practice and a new user experience with enhanced accessibility.
- Practice what you learn using Cisco Packet Tracer, a network configuration simulation tool.
- Prepare for the workplace with collaborative projects and presentations.

Who should enroll in the Cisco Academy Programs

Students interested in starting or advancing their IT career. You should have basic knowledge of computers and networking, and at least an eighth-grade reading, writing, and math proficiency level. If you do not have basic computer skills it is suggested that you enroll in A+ Essentials class prior to taking the CCNA program.

Cisco Certified Networking Associate (CCNA) Program

Retooled for the latest technologies and job roles, the CCNA program at UCNJ will give you the foundation you need to take your career in any direction.

- Three courses and one exam covering a breadth of topics including network fundamentals, network access, IP connectivity, IP services, security fundamentals, automation, and programmability.
- Demonstrate to employers that you have mastered the important key competencies needed for all networking technologies including security, automation, and programmability.
- Complete all three courses and you will be prepared to sit for the CCNA (Cisco Certified Networking Associate) 7.0 exam.

Three Required Courses (200 hours total):

- AECO A75–CCNA 1, Introduction to Networks, 65 hrs., $949
- AECO B75–CCNA 2, Switching, Routing and Wireless Essentials, 65 hrs., $949
- AECO C75–CCNA 3, Enterprise Networking, Security and Automation, 70 hrs., $1,049

CCNA 1 – Introduction to Networks

AECO A75 Sec 101E – Hybrid/Plainfield
T, Th, 2/27 – 5/9
6:00 – 9:00 pm, $949

PROGRAM LOCATIONS

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

Elizabeth Campus
40 West Jersey St.
Elizabeth, NJ 07202-2314

Plainfield Campus
232 East Second St.
Plainfield, NJ 07060-1308

Scotch Plains Campus
1776 Raritan Rd.
Scotch Plains, NJ 07076-2977

CONTACT INFORMATION

Continuing Education
908-709-7600

Industry-Business Institute
908-965-5116

**Center for Economic and
Workforce Development**
908-659-5114

**Workforce Innovation
Business Center**
908-965-2992
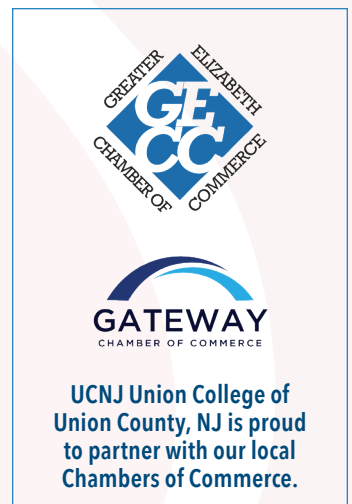
FAST • EASY • CONVENIENT

**REGISTER
ONLINE!**

www.ucc.edu/ceregister

SEE PAGE 32 FOR
INSTRUCTIONS

GECC
GREATER ELIZABETH CHAMBER OF COMMERCE

GATEWAY
CHAMBER OF COMMERCE

**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. Registration opens for Senior Scholar classes on **Monday, February 12**. For a complete listing of programs and to register, go to: **www.ucc.edu/ce/senior-programs**

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.

PROGRAMS…
will be offered in-person, hybrid or remote live. Please check your schedule once registered as program delivery formats may change.

www.ucc.edu/ceregister
ENROLL TODAY!

Business and Management

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

FEATURED PROGRAM
YOU ASKED FOR IT AND WE DELIVERED!

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 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.

AEBU 029 Sec 027E – Remote Live
$2,395

Check our website **www.ucc.edu/ce** for course details.

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

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

For the full list of online courses offered, visit:

www.ed2go.com/ucc
www.yougotclass.org/index.cfm/ucc

Business 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, information technology and finance 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 080E – Scotch Plains
M, W, 5/6 – 5/22, 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 080E – Scotch Plains
M, W, 6/4 – 6/20, 6:30 – 9:30 pm, $329

Accounting Technician

The Accounting Technician program prepares you for an entry level position in the accounting field. Earn the following industry certifications: Microsoft Office Specialist Excel Certification, Certiport, and Intuit QuickBooks Certification, Certiport. (315 hrs.)

Spring 2024 start – Elizabeth
M, T, W, Th, 8:30 am – 2:00 pm, $4,325

BOOKKEEPING

Certified Bookkeeper

CERTIFICATE PROGRAM

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

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

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

AEBU 005 Sec 101E – Hybrid/Scotch Plains
W, Th, 4/17 – 7/17, 7:00 – 10:00 pm, $1,350
In-person sessions: 4/17, 4/18, 7/11 and 7/17
(No class 7/3, 7/4)

GOOGLE PROJECT MANAGEMENT CERTIFICATE

Google Career Certificates

CERTIFICATE PROGRAM

The Google Project Management Certificate is an 18-week, online, independent study program designed to prepare learners for roles in project management. This online, independent study program also offers weekly, instructor-supported Webex sessions to guide students to program completion. Those who complete the Google Project Management Certificate will qualify for over 100 hours of project management education that apply directly to requirements for globally recognized Project Management Institute (PMI) credentials. Students are eligible to receive an exclusive discount and take the Professional Scrum Master I (PSM) certification from Scrum.org.

Upon completion of the Google Project Management Certificate, learners will:

- Know how to manage and run Agile and traditional projects from initiation to completion.
- Possess a toolbox of templates and artifacts to manage an array of scenarios and essential elements (e.g., schedules, budgets, product requirements).
- Understand organizational structure, business process and acumen, and communication and leadership styles.

Our Project Management Certificate prepares learners for in demand jobs such as:

- Project Manager
- Technical Program Manager
- Supply Chain Project Manager
- Project Management Analyst
- Process Manager
- Compliance Manager

AEBU 100 Sec 021E
2/26 – 7/1, $500

Business and Management

PMP® CERTIFICATION

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

CERTIFICATE PROGRAM

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.

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 1,000,000 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.

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.

Interactive Online Study Tools including pre-test evaluation, SmartStudy™ to help build a customized study plan, quizzes, flashcards, Glossary, PMP practice exam, progress reports to track your scores and a resource center providing test-taking tips, feedback links and more. (36 hrs.)

All textbooks are included.

AEBU 176 Sec 101E – Hybrid/Scotch Plains
T, 3/19 – 6/4, 6:30 – 9:30 pm, $1,395
In-person sessions: 3/19 and 6/4
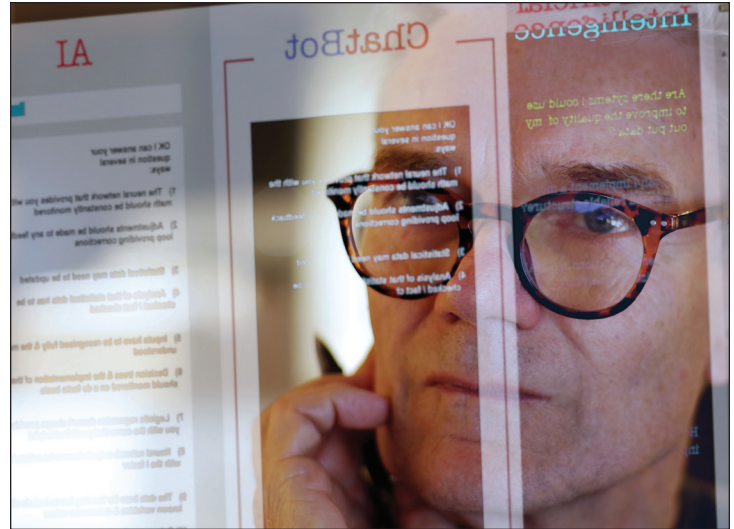
INTRODUCTION to AI and CHATGPT: UNLEASH the POWER

Embark on a transformative journey into the realm of Artificial Intelligence with our cutting-edge course, "Introduction to AI and ChatGPT." This course introduces you to the revolutionary advancements in AI that have captivated the world since 2012. Boasting an impressive user base of 100 million by January 2023, ChatGPT has emerged as a pivotal player among numerous AI models and applications.

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

Course Highlights:

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

Join us on this exhilarating journey as we demystify AI, empowering you with the knowledge and skills needed to thrive in an AI-driven future. Enroll today and step into a world where innovation knows no bounds! (7.5 hrs.)

AECO 110 Sec 002E – Hybrid/Scotch Plains
T, 2/20 – 3/19, 6:00 – 7:30 pm, $169
In-person sessions: 2/20

Business and Management

HUMAN RESOURCE MANAGEMENT

Diversity, Equity and Inclusion Principles and Practices – An Introduction

This interactive program is specifically designed for managers, HR professionals and employees and focuses on Diversity, Equity, and Inclusion (DEI) principles and practices. It provides an understanding of DEI concepts, best practices, and actionable strategies to cultivate a diverse, equitable and inclusive workplace. Participants will be encouraged to actively participate, share experiences, and discuss real-world scenarios. Immersive role-plays will reinforce insights gained around bias. This approach will ensure that participants learn practical tools and strategies they can immediately apply within their organizations. (8 hrs.)

AEBU 050 Sec 011E – Hybrid/Scotch Plains
T, Th, 4/2 – 4/11
6:30 – 8:30 pm
$169

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 011E – Scotch Plains
Th, 5/16 – 5/23
6:30 – 9:30 pm
$129

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 001E – Scotch Plains
Th, 4/11, 4/18 and 4/25
6:30 – 9:30 pm
$99

PROGRAMS…
will be offered in-person, hybrid or remote live. Please check your schedule once registered as program delivery formats may change.

ENROLL TODAY!
www.ucc.edu/ceregister

UCNJ
Union College of
Union County, NJ

Education

CHILD DEVELOPMENT ASSOCIATE (CDA)

CERTIFICATE PROGRAM

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 an educational institution 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.

Prerequisites (60 hrs.)
AEDU A81–Child Care: The Foundations Part 1 (30 hrs.)
AEDU B81–Child Care: The Foundations Part 2 (30 hrs.)

Required Courses (60 hrs.)
AEDU A82–Child Care: Professional Practices Part 1 (30 hrs.)
AEDU B82–Child Care: Professional Practices Part 2 (30 hrs.)

Additional Courses (30 hrs.):
AEDU 183-Child Development Associate: Portfolio Preparation (30 hrs.)
Will be offered Fall 2024.

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 091E – Hybrid/Scotch Plains
M, W, 2/5 – 3/11, 6:00 – 9:00 pm, $299 (No class 2/19)

Part 2
AEDU B81 Sec 091E – Hybrid/Scotch Plains
M, W, 3/18 – 4/17, 6:00 – 9:00 pm, $299

Child Care: Professional Practices (60 hrs.)

Learn all about a quality 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 188E – Hybrid/Scotch Plains
M, W, 4/22 – 5/22, 6:00 – 9:00 pm, $299

Part 2
AEDU B82 Sec 188E – Hybrid/Scotch Plains
M, W, 5/29 – 7/1, 6:00 – 9:00 pm, $299 (No class 5/27)

Students will attend both in-person and remote live classes. The first and last classes of each part are 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/CE-CEAS-pilotprogram.shtml**

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.

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/certsandtitles

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 001E – Hybrid/Scotch Plains
T, Th, 1/23 – 2/22
6:00 – 9:00 pm, $295

AEDU 144 Sec 002E – Hybrid/Scotch Plains
T, Th, 3/19 – 5/21
6:00 – 9:00 pm, $295

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.

CompTIA AUTHORIZED ACADEMY

CERTIFICATE PROGRAM

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 081E – Hybrid/Scotch Plains
M, W, 3/18 - 5/1, 6:30 – 9:30 pm, $1,059

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 011E – Hybrid/Scotch Plains
T, Th, 3/19 – 5/2, 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 021E – Hybrid/Scotch Plains
T, Th, 5/7 – 6/20, 6:30 – 9:30 pm, $1,059

ENROLL TODAY!
www.ucc.edu/ceregister

GOOGLE IT SUPPORT CERTIFICATE

Google Career Certificates

CERTIFICATE PROGRAM

The Google IT Support certificate is an 18-week, online, independent study program designed to prepare beginner learners for entry-level jobs in IT support. Weekly instructor-led Webex meetings assist students to program completion.

- Upon completion of the Google IT Support Certificate, students will:
- Understand the core concepts to all IT Support jobs, including troubleshooting, customer service, networking, system administration, operating systems, and security.
- Know how to assemble a computer, write effective support documentation, route paths and subnets, manage device software, and more.
- Dive into working with Linux, Cloud Computing, and Command-Line Interfaces.

Our IT Support Certificate prepares learners for in-demand jobs such as:

- Technical Support Specialist
- Data Center Technician
- IT Helpdesk Technician
- IT Manager
- IT Administrator
- Network Administrator

AECO 100 Sec 021E, 3/18 – 7/15, $500

GOOGLE DATA ANALYTICS CERTIFICATE

Google Career Certificates

CERTIFICATE PROGRAM

The Google Data Analytics Certificate is an 18-week, hands-on, online, independent study program designed to prepare beginner learners for entry-level jobs in data analysis. The program was developed by Google and covers the fundamentals of data analysis, including the collection, transformation, and organization of data in order to draw conclusions, make predictions, and drive informed decision making. Weekly instructor-led Webex meetings assist students to program completion.

Upon completion of the Data Analytics Certificate, learners will:

- Have working knowledge of essential data analysis platforms (Excel, SQL, Tableau, R) and when to use them in the data lifecycle.
- Understand how to translate a business question into a data analysis exercise, including transforming, visualizing, and modeling data.
- Know how to distill findings into actionable takeaways.
- Have a capstone project completed, to be shared on their résumé.

Our Data Analytics Certificate prepares learners for in-demand jobs such as:

- Finance Analyst
- Operations Analyst
- Marketing Analyst
- Health-Care Analyst
- Human Resources Analyst
- SQL Server Database Administrator

AEBU 101 Sec 021E , 3/25 – 7/29, $500

Information Technology and Computer Training

MICROSOFT OFFICE SOFTWARE

Microsoft Excel Beginner

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

Book included.

AECO A48 Sec 181E – Scotch Plains
T, Th, 3/5 – 3/7
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

Book included.

AECO B48 Sec 181E – Scotch Plains
T, Th, 4/2 – 4/4
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.

Book included.

AECO C48 Sec 181E – Scotch Plains
T, Th, 5/7 – 5/9
6:00 – 9:30 pm, $169

Microsoft Excel Suite (Beginner through Advanced)

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

All textbooks are included.

AECO 200 Sec 011E – Scotch Plains
T, Th, 3/5 – 3/7
T, Th, 4/2 – 4/4
T, Th, 5/7 – 5/9
6:00 – 9:30 pm, $399

Microsoft PowerPoint Beginner

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

Book included.

AECO A72 Sec 081E – Scotch Plains
T, Th, 5/21 – 5/23,
6:00 – 9:30 pm, $169

Cannabis Training

The cannabis industry is growing at an unprecedented rate and the demand for skilled professionals is higher than ever. As the industry continues to expand, new opportunities are emerging in fields such as cultivation, retail, extraction, product development, and more. Joining the cannabis industry means being part of a movement that's changing lives and creating positive change. Plus, with a wide range of positions available, from entry-level to executive roles, there's a place for everyone in this rapidly growing industry.

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

Cannabis Cultivation Specialist Certificate

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

Online $850 – To register: https://union.cannabisstudiesonline.com

Cannabis Retail Specialist Certificate

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

Online $850 – To register: https://union.cannabisstudiesonline.com

Cannabis Extraction and Product Development Specialist Certificate

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

Online $850 – To register: https://union.cannabisstudiesonline.com

NJ Cannabis Certification

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

- The program is divided into five modules and is taught live on Zoom.
- Classes are run live from 6:00 – 9:00 pm and are recorded and posted, along with all other class materials via password protected access.
- Completion of the course requires attendance during live instruction and completion of a final 25 question quiz at the end of the class.
- Students who complete the requirements will receive a certificate of completion.

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, this 15-hour class 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 101E – Remote Live
M, 3/18 – 4/15, 6:00 – 9:00 pm, $500

Visit: **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

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**INDUSTRY-BUSINESS
INSTITUTE**

Funded Training Programs

These training programs are offered through funding from the New Jersey Department of Labor and Workforce Development, and the NJ Community College Consortium for Workforce Development (NJCCCWED).

Employees who work for New Jersey non-governmental businesses may participate in training for FREE. If you do not qualify and wish to enroll as a paying student, please contact us at **ibi@ucc.edu**.

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All in-person courses are offered All in-person courses are offered at our Scotch Plains campus.

Are you interested in one of the topics listed below that you would like us to deliver to your team? We will work side by side with you to customize training solutions and deliver them with professional experts, high-quality materials, flexible schedule, and a location that works for you and your team – your workplace, our campuses or remote live.

WORKPLACE ESSENTIALS

Communication in the Workplace

Dive into the art of effective verbal and non-verbal communication, and discover the transformative impact it can have on your professional journey. Through engaging modules, participants will gain insights into how personal communication shapes the reception and interpretation of information. Break down common barriers to effective communication, including mastering non-verbal cues and navigating workplace jargon. Participants will learn how to apply the basic principles of effective communication with supervisors, co-workers, and customers and also emerge as a key player in workplace meetings. Learn to seamlessly organize information and present comprehensive thoughts that captivate your audience. Uncover the secrets to perfecting grammar in verbal communication, understand the nuances of tone, and refine your language to avoid redundancies, jargon, slang, and wordiness. Don't just communicate – command attention, build rapport, and unlock the doors to success in your professional interactions. (8 hrs.)

IBCM 300 Sec 004E – Scotch Plains
T, Th, 5/14 – 5/16, 1:00 – 5:00 pm

Writing for Results: Business Writing Essentials

In this class, you will learn strategies and tips for producing clear, concise business communication to not only inform but also to drive your audience to desired action. Specific topics to be covered include: the basics of structuring business communication; how business communication differs from other forms of communication; email etiquette and approaches to achieve desired results; tailoring your writing to a specific audience; common grammatical, punctuation, and usage errors to watch for and avoid and strategies for communicating certain topics, including praise, discipline and change. (4 hrs.)

IBWR 200 Sec 003E – Scotch Plains
T, 2/20, 8:30 am – 12:30 pm

Creative Problem Solving and Decision Making

This class teaches the participant the effective skills necessary for customer-focused problem solving and how to effectively manage stress. The skills include proper inquiry by formulating and asking the proper questions, identifying, and clarifying the goal, evaluating potential actions, and selecting the best action decision in a calm and objective manner. (4 hrs.)

IBPR 100 Sec 009E – Scotch Plain
M, 2/12, 8:30 am – 12:30 pm

LEADERSHIP and MANAGEMENT

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.)

IBCM 600 Sec 008E – Scotch Plains
T, 4/9
1:00 – 5:00 pm

Essential Supervisory Skills

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

IBSV 100 Sec 006E – Scotch Plains
T, Th, 2/27 – 2/29
8:30 am – 12:30 pm

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.)

IBCS 110 Sec 040E – Scotch Plains
M, 3/4
1:00 – 5:00 pm

Funded Training Programs

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. In this workshop, conflicts can be in-the-moment or long-term, interpersonal or between organizations. Learn to identify the source of conflict, diffuse conflict, negotiate conflict and resolve it for all parties. (4 hrs.)

IBCF 300 Sec 008E – Scotch Plains
M, 3/4
8:30 am – 12:30 pm

Enhancing Emotional Intelligence for Professional Success

Unlock the key to personal and professional growth with our comprehensive, Emotional Intelligence (EI) class. EI is a critical skill set that empowers individuals to navigate complex social interactions, manage stress, and build meaningful relationships. By the end of this course, participants will emerge with a heightened awareness of their emotional intelligence and possess the tools to apply these principles in their professional lives. This course is suitable for professionals at all levels and industries, as well as individuals looking to invest in their personal development. (3 hrs.)

IBCM 302 Sec 003E – Remote Live
W, 5/8
6:00 – 9:00 pm

Diversity, Equity, and Inclusion: Building Inclusive Cultures

This workshop focuses on Diversity, Equity, and Inclusion (DEI) principles and practices. It provides a rapid understanding of DEI concepts, best practices, and actionable strategies to cultivate an inclusive environment. Participants will be encouraged to actively participate, share experiences and discuss real-world scenarios.(4 hrs.)

IBDV 100 Sec 010E – Remote Live
W, 3/13
8:30 am – 12:30 pm

SOFTWARE SKILLS

Mastering Google Drive Essentials

In an era of digital collaboration, Google Drive stands as a cornerstone for efficient document management, seamless collaboration, and secure file storage. 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. (3 hrs.)

IBCO A70 Sec 003E – Remote Live
T, 3/19
6:30 – 9:30 pm

Excel for Beginners

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

IBCO A21 Sec 040E – Scotch Plains
T, Th, 3/12 – 3/14
8:30 am – 12:30 pm

Excel Intermediate

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

IBCO B20 Sec 006E – Scotch Plains
T, Th, 4/16 – 4/18
8:30 am – 12:30 pm

Mastering Microsoft 365: Productivity Unleashed

Unlock the full potential of Microsoft 365 and elevate your productivity to new heights with our comprehensive "Mastering Microsoft 365" course. In this hands-on course, participants will delve into the versatile suite of Microsoft 365 applications, gaining proficiency in essential tools for communication, collaboration, and organization. This course combines instructor-led demonstrations, hands-on exercises, and real-world scenarios to ensure participants gain practical skills applicable to various professional settings. Basic familiarity with Microsoft Office applications is recommended. (4 hrs.)

IBCO H10 Sec 001E – Scotch Plains
T, 4/23
8:30 am – 12:30 pm

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Please contact Katrina James-Pellam at **katrina.james-pellam@ucc.edu** to participate in one of these programs or bring one to your workplace staff.

Real Estate

REAL ESTATE

Principles of Real Estate

Consider the real estate market as a means to change careers or seek additional income. If you are new to this field, you must meet the requirements for the state examination and you must work as a sales associate within one year of completing the course and passing the exam. Topics include property interest, mortgages, deeds, title closing, liens real estate law and ethics, agency relationships and real estate calculations.

This 75-hour course meets the Real Estate Commission requirements for the NJ sales/licensing examination. Once you pass the state exam you must maintain an active license at a real estate office within a one-year period or you will have to repeat the course and test (there are no exceptions). (75 hrs.)

Textbook included in course fee.

AERL 101 Sec 080E – Hybrid/Scotch Plains
M, W, 3/18 – 6/12
6:30 – 9:30 pm
$525
(No class 5/27)

In person classes held at Scotch Plains campus:
3/18, 3/20, 6/10 and 6/12

NJ Real Estate License Continuing Education Workshop

This 12-hour continuing education workshop fulfills the full education requirements for renewal of a New Jersey real estate license. The package consists of the following four 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 003E – Remote Live
T, Th, 2/27 – 3/7
6:00 – 9:00 pm
$95

TEST PREPARATION

GED Exam Preparation

Boost your test taking skills!

Preparing for the GED (General Educational Development) exam is an important step if you didn't complete high school and want to earn an equivalent credential. This program will help you develop a reliable study program for the four required areas so you can earn your GED: Reasoning through Language Arts; Mathematical Reasoning; Science; and Social Studies. You should be prepared to do work at home as well as in class. Learn strategies to maximize your chances for success. (48 hrs.)

AETP 124 Sec 080E – Hybrid/Elizabeth
M, W, 4/1 – 6/24
6:30 – 8:30 pm
$329
(No class 5/27)

Para mas información sobre preparación para el GED y otros cursos en español ver página 20.

PROGRAMS…
will be offered in-person, hybrid or remote live. Please check your schedule once registered as program delivery formats may change.

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 16-17 for details.

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

Union County Workforce Innovation Business Center

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

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

UNION COUNTY Workforce Development Board MEANS BUSINESS

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We're Connected to You!

For more information or to contact the WIBC, call 908-965-2992 or email isaias.rivera@ucc.edu

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.

Accounting Technician

CERTIFICATE PROGRAM

The Accounting Technician program prepares you for an entry level position in the accounting field. This program will provide instruction in financial language, preparation of accounts, journals, ledgers, and financial statements, Microsoft Excel, and QuickBooks. All areas of instruction will include the use of computerized accounting software. Topics include: Accounting Basics; Microsoft Excel; and QuickBooks.

Upon successful completion of program requirements, you will be able to sit for the following industry certification exams:

- Microsoft Office Specialist Excel Certification, Certiport
- Intuit QuickBooks Certification, Certiport

Total Hours: 315 hours
Program Cost: $4,325
Location: Elizabeth
Schedule: Monday – Thursday, 8:30 am – 2:00 pm
Spring 2024 start

Eligibility Requirements for Grant Funding includes:

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

Contact your American Job Center / One Stop Career Center for additional eligibility and scheduling information.

Or, contact us at 908-965-2992 or isaias.rivera@ucc.edu

Essentials of Supply Chain Management Program

CERTIFICATE PROGRAM

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

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

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

Total Hours: 180 hours
Program Cost: $4,000
Location: Elizabeth
Schedule: Monday – Thursday, 8:30 am – 2:00 pm
Spring 2024 start

Patient Care Technician

CERTIFICATE PROGRAM

The Patient Care Technician plays a key role in any health care facility. Patient Care Technicians are authorized to administer basic medical care to patients. Multi- skilled Patient Care Technicians will provide quality care to patients by assisting with ADLs (activities of daily living), taking vital signs, assisting with medical examinations and treatment. Additional responsibilities of the PCT may include EKG and phlebotomy. 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 Technician; Phlebotomy Technician (CPT); BLS CPR; and Patient Care Technician.

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

- National Certified EKG Technician (CET)
- National Certified Phlebotomy Technician (CPT)
- National Certified Patient Care Technician/Assistant, (CPCT/A)

Total Hours: 312 hours
Program Cost: $4,950
Location: Elizabeth
Schedule: Monday – Thursday, 8:30 am – 2:00 pm
Spring 2024 start

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

CERTIFIED MEDICAL ASSISTANT

The Medical Assistant Certificate program prepares the student for a career in the field of Medical Assisting. 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, including blood pressure using Aneroid BP cuffs, 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, at a location determined by the Instructional team. Upon successful completion of the courses, the student will prepare to test for the industry-valued certifications, credentialed by the National Healthcareer Association (NHA) and the American Heart Association (AHA).

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

Total Hours: 508 hours instruction and skills, 112 hours clinical skills
Program Cost: $6,000
Clinical Internship Cost: Prerequisite CMA program completion
Location: Plainfield
Schedule: Monday – Thursday, 8:30 am – 2:00 pm
Spring 2024 start

For additional information about this program, please contact monique.brathwaite@ucc.edu

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REGISTER ONLINE!

UCNJ Union College of Union County, NJ

www.ucc.edu/ceregister

SEE PAGE 32 FOR INSTRUCTIONS

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, email **GED@ucc.edu**

¡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**

TEST: Take a placement test to determine your level. Go to **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 the code with your smart phone to apply online today!

ESL Beginner Low Program - Level 1

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

Prerequisite: College ESL Placement test.

Required Courses:

PCA 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 Beginner High Program - Level 2

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

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

Required Courses:

PCA 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 cewd-recruiting@ucc.edu

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
ELIZABETH CAMPUS									
SP24	PCA 012	Grammar and Writing	CIN 212	L1	1/8/24	2/1/24	MTWR	9:00 AM	12:00 PM
SP24	PCA 009	Reading and Vocabulary	CIN 212	L1	2/12/24	3/7/24	MTWR	9:00 AM	12:00 PM
SP24	PCA 014	Listening and Conversation	CIN 212	L1	3/18/24	4/17/24	MTWR	9:00 AM	12:00 PM
SP24	PCA 012	Grammar and Writing	CIN 212	L1	1/8/24	2/1/24	MTWR	5:30 PM	8:30 PM
SP24	PCA 009	Reading and Vocabulary	CIN 212	L1	2/12/24	3/7/24	MTWR	5:30 PM	8:30 PM
SP24	PCA 014	Listening and Conversation	CIN 212	L1	3/18/24	4/17/24	MTWR	5:30 PM	8:30 PM
SP24	PCA 012	Grammar and Writing	CIN 212	L1	1/22/24	2/14/24	MTWR	9:00 AM	12:00 PM
SP24	PCA 009	Reading and Vocabulary	CIN 212	L1	2/26/24	3/20/24	MTWR	9:00 AM	12:00 PM
SP24	PCA 014	Listening and Conversation	CIN 212	L1	4/8/24	5/1/24	MTWR	9:00 AM	12:00 PM
SP24	PCA 012	Grammar and Writing	CIN 212	L1	1/22/24	2/14/24	MTWR	5:30 PM	8:30 PM
SP24	PCA 009	Reading and Vocabulary	CIN 212	L1	2/26/24	3/20/24	MTWR	5:30 PM	8:30 PM
SP24	PCA 014	Listening and Conversation	CIN 212	L1	4/8/24	5/1/24	MTWR	5:30 PM	8:30 PM
SP24	PCA 036	Grammar and Writing	CIN 217	L2	1/8/24	2/1/24	MTWR	5:30 PM	8:30 PM
SP24	PCA 034	Reading and Vocabulary	CIN 217	L2	2/12/24	3/7/24	MTWR	5:30 PM	8:30 PM
SP24	PCA 041	Listening and Conversation	CIN 217	L2	3/18/24	4/17/24	MTWR	5:30 PM	8:30 PM
SP24	PCA 036	Grammar and Writing	CIN 217	L2	1/22/24	2/14/24	MTWR	9:00 AM	12:00 PM
SP24	PCA 034	Reading and Vocabulary	CIN 217	L2	2/26/24	3/20/24	MTWR	9:00 AM	12:00 PM
SP24	PCA 041	Listening and Conversation	CIN 217	L2	4/8/24	5/1/24	MTWR	9:00 AM	12:00 PM
SP24	PCA 036	Grammar and Writing	CIN 217	L2	1/22/24	2/14/24	MTWR	6:00 PM	9:00 PM
SP24	PCA 034	Reading and Vocabulary	CIN 217	L2	2/26/24	3/20/24	MTWR	6:00 PM	9:00 PM
SP24	PCA 041	Listening and Conversation	CIN 217	L2	4/8/24	5/1/24	MTWR	6:00 PM	9:00 PM
PLAINFIELD CAMPUS									
SP24	PCA 036	Grammar and Writing	CIN 217	L2	1/22/24	2/14/24	MTWR	9:00 AM	12:00 PM
SP24	PCA 034	Reading and Vocabulary	CIN 217	L2	2/26/24	3/20/24	MTWR	9:00 AM	12:00 PM
SP24	PCA 014	Listening and Conversation	CIN 217	L2	4/1/24	4/24/24	MTWR	9:00 AM	12:00 PM
SP24	PCA 036	Grammar and Writing	CIN 217	L2	3/12/24	4/30/24	TR	5:30 PM	8:30 PM
SP24	PCA 034	Reading and Vocabulary	CIN 217	L2	5/7/24	6/25/24	TR	5:30 PM	8:30 PM
SU24	PCA 041	Listening and Conversation	CIN 217	L2	7/9/24	8/27/24	TR	5:30 PM	8:30 PM

Schedule subject to change

Contact us at **908-659-5114** or **cewd-recruiting@ucc.edu**

Para información general, visite www.ucc.edu

CUIDADO DE NIÑOS

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 una institución educativa o establecer su propio negocio.

CERTIFICATE PROGRAM

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

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

Libros requeridos (No están incluidos)

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

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

Requisitos previos

AEDE A81–Cuidado de Niños: Los Fundamentos–Parte 1 (30 hrs.)
AEDE B81–Cuidado de Niños: Los Fundamentos–Parte 2 (30 hrs.)

Cursos requeridos

AEDE A82–Cuidado de Niños: Prácticas Profesionales–Parte 1 (30 hrs.)
AEDE B82–Cuidado de Niños: Prácticas Profesionales–Parte 2 (30 hrs.)

Curso adicional

AEDE 083-Preparación del Portafolio CDA (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 091E
Programa Híbrido/Scotch Plains
Mar, Jue, 1/16 - 2/15
6:00 - 9:00 pm, $299

AEDE A82 Sec 092E
Programa Híbrido/Elizabeth
Lun, Mie, 2/26 - 3/27
6:00 - 9:00 pm, $299

Parte 2

AEDE B82 Sec 091E
Programa Híbrido/Scotch Plains
Mar, Jue, 2/20 - 3/21
6:00 - 9:00 pm, $299

AEDE B82 Sec 092E
Programa Híbrido/Elizabeth
Lun, Mie, 4/1 - 5/2
6:00 - 9:00 pm, $299

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

Preparación del Portafolio CDA

Si ha completado más de la mitad de sus 240 horas de experiencia laboral en cuidado infantil requerido para la certificación CDA, esta clase lo ayudará a completar los nuevos requisitos necesarios para su Portafolio Profesional. Temas que incluyen: Documentación de Educación, Cuestionarios para las Familias, Colección de Recursos, Declaraciones Reflexivas de Competencia y el Testimonio de Filosofía Profesional. (30 hrs.)

AEDE 083 Sec 041E
Programa Híbrido/Elizabeth
Mar, 3/26 - 5/28
6:00 - 9:00 pm, $299
Clases en persona: 3/26, 4/9, 4/23, 5/7 y 5/21.

GED (PREPARACIÓN)

Preparación para GED

La preparación para el examen GED (Desarrollo Educativo General) es un paso importante si no completó la escuela secundaria y desea obtener una credencial equivalente. Este programa le ayudará a desarrollar un programa de estudio confiable para las cuatro áreas requeridas para obtener que pueda su 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. (48 hrs.)

Aprenda estrategias para maximizar sus posibilidades de éxito!

AETE 124 Sec 101E
Programa Híbrido/Elizabeth
Lun, Jue, 3/18 - 5/16, 6:30 - 8:30 pm
$329

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- **Language and Arts**
- **Personal Development**
- **Teaching and Education**
- **Technology**

Visit our website to find a course!

www.ed2go.com/ucc

UCNJ
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Union County, NJ

Healthcare

Basic Certifications Package

CERTIFICATE PROGRAM

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

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

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

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

AEHL 959 Sec 151E – Scotch Plains M, W, 4/1 – 4/10, 6:00 – 10:00 pm $299

CPR FIRST AID and AED CERTIFICATION COURSES

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

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

BLS for Healthcare Providers–Classroom (AHA)

CERTIFICATE PROGRAM

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

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

AEHL 962 Sec 121E – Scotch Plains M, 4/1, 6:00 – 10:00 pm, $129

Heart Saver CPR/AED Course (AHA)

CERTIFICATE PROGRAM

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

AEHL 961 Sec 121E – Scotch Plains M, 4/29, 6:00 – 10:00 pm $129

EMERGENCY MEDICAL TECHNICIAN–BASIC

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

CERTIFICATE PROGRAM

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

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

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

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

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

Mandatory Orientations: Wednesday, 1/10, 1–4 pm or 6–9 pm, Health Sciences Building, 225 Roosevelt Street, Plainfield. Students must be registered to attend an orientation session. Bring your laptop and know 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 170E – $1,500 T, Th, 1/16 – 5/8 Lecture: T, Th, 3:30 – 5:00 pm Skills: Th, 8:30 am – 3:30 pm Plainfield Campus

AEHL 100 Sec 160E – $1,500 T, W, Th, 1/16 – 5/8 Lecture: W, 5:30 – 8:30 pm Skills: T, Th, 6:15 – 9:30 pm Plainfield Campus

AEHL 100 Sec 180E – $1,500 M, S, 1/16 – 5/8 Lecture: M, 5:30 – 8:30 pm Skills: S, 8:30 am – 3:30 pm Plainfield Campus

Healthcare

PATIENT CARE TECHNICIAN

The Patient Care Technician Assistant plays a key role in the any allied health care facility. Patient Care Technicians are authorized to administer basic medical care to patients. Multi-skilled Patient Care Technicians will provide quality care to patients by assisting with ADLs (activities of daily living), taking vital signs, assisting with medical examinations and treatment. Additional responsibilities of the PCT may include EKG and phlebotomy. Workplaces include physician's offices, clinics, nursing homes, medical centers, and hospitals. In this course, students will learn collaboration and patient management processes, body mechanics, vital signs, ambulatory care and patient positioning for treatment and rehabilitation.

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

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

Required Courses
- **Patient Care Technician Part I (30 hrs.)**
- **Patient Care Technician Part II (30 hrs.)**

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

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

Patient Care Technician – Short Term Intensive Program

The Patient Care Technician plays a key role in any health care facility. Earn the following industry certifications: National Certified EKG Technician (CET), NHA; National Certified Phlebotomy Technician (CPCT), NHA; National Certified Patient Care Technician (CPCT), NHA. (312 hrs.)

$4,950 – Elizabeth Campus
M, T, W, Th, 8:30 am – 2:00 pm
Spring 2024 start

See page 16 for details.

PHARMACY TECHNICIAN

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

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

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

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

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

Additional study material is also recommended to prepare for the PTCB examination. Please contact PTCB at www.ptcb.org for more information.

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

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

AEHL 955 Sec 112E – Remote Live
T, Th, 1/23 – 5/23
5:30 – 9:30 pm, $2,200

Healthcare

EKG TECHNICIAN PROGRAM

CERTIFICATE PROGRAM

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

Prerequisites

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

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

Required Courses

- **AEHL 147–EKG Technician (48 hrs.)**

Recommended Elective

- **AEHL 959–Basic Certifications Package (16 hrs.)**

Part I: Anatomy and Physiology

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

AEHL 111 Sec 081E – Elizabeth
M, W, 2/26 – 4/10
6:00 – 9:00 pm, $395
(No class 3/11, 3/13)

Part II: Anatomy and Physiology

In this course, you will learn basic anatomy and physiology and a basic overview of medical terminology.

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

Prerequisite: AEHL 111 – Part I: Anatomy and Physiology

AEHL A11 Sec 081E – Elizabeth
M, W, 4/15 – 5/13
6:00 – 9:00 pm, $395

EKG Technician

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

Program requirements: EKG Calipers

AEHL 147, $450

Will be offered Fall 2024.

PHLEBOTOMY TECHNICIAN

CERTIFICATE PROGRAM

Phlebotomists are medical professionals who gather blood samples from patients for correct diagnosis and treatment. Many phlebotomists work in hospitals, medical practices, or other healthcare facilities. As a student, you will be required to perform 30 successful venipunctures and 10 successful capillary sticks prior to program completion. Upon completion of this program, you will be eligible to sit for the National Healthcareer Association (NHA) Phlebotomy Technician Certification Examination.

Prerequisites

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

Note: Part I: Anatomy and Physiology must be taken before the main Phlebotomy Technician class; Part II: Anatomy and Physiology can be taken before or concurrently.

Required Courses

- **AEHL 146–Phlebotomy Technician (90 hrs.)**

Recommended Elective

- **AEHL 959–Basic Certifications Package (16 hrs.)**

Phlebotomy Technician

In this course, you will learn to identify the different parts of the integumentary system, proper handling and transportation of blood samples, and proper set-up of phlebotomy equipment. In addition, you will learn and practice proper venipuncture techniques. Discussion will include proper usage of the centrifuge system, obtaining blood components and patient complications. As a student, you will be required to perform 30 successful venipunctures and 10 successful capillary sticks prior to program completion. You will be required to sign a personal health insurance and notification statement on the first day of class. Upon completion of this program, you will be eligible to sit for the National Healthcareer Association (NHA) Phlebotomy Technician Certification Examination. Anatomy and Physiology Part 1 must be taken before the main Phlebotomy class and Part II may be taken before or concurrently. (90 hrs.)

AEHL 146, $900

Will be offered Fall 2024.

Note:

- **Not all courses are offered every semester.**
- **Students must wear scrubs and closed-toe shoes in class.**
- **Healthcare textbooks are required for the first class and are available at the College bookstore.**

UCNJ
Union College of Union County, NJ

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www.ucc.edu/ceregister

Healthcare

MEDICAL CODING SPECIALIST

CERTIFICATE PROGRAM

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

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

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

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

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

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

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

AEHL 136 Sec 101E – Remote Live M, W, 10/7/2024 – 3/19/2025 6:00 – 9:00 pm, $2,800 (No class 12/23, 12/25, 12/30, 1/1/25 and 2/17/25)

COMMUNITY HEALTH WORKER

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

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

Program Highlights:

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

This program is approved by the NJ Department of Health.

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

W.I.T.S. PERSONAL TRAINING CERTIFICATION

Get all the information needed to start an exciting fitness career and become a Certified Personal Trainer. Turn your fitness passion into a profession with the ONLY IN-PERSON, hands-on, practical skill labs in the industry! Topics will cover 15 hours of anatomy, exercise physiology, kinesiology, biomechanics, nutrition, and more. The in-person practical skill labs allow you to role-play and review essential "hands on skills" to master assessing clients, stretching, warm-ups/cool-downs, exercise analysis and programming design.

CERTIFICATE PROGRAM

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

AEEX 120 Sec 091E – Remote Live T, Th, 2/20 – 3/21, 6:30 – 9:30 pm $729

Th, 3/28, 6:30 – 9:30 pm Practical review, in–person Cranford

S, 4/6, 9:00 am – 12:00 pm Certification testing, in–person Cranford

PROGRAMS... will be offered in-person, hybrid or remote live. Please check your schedule once registered as program delivery formats may change.

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.

Call the Publications Office at 609-984-0040 or order online at www.state.nj.us/dca/divisions/codes/forms/pubs_subs_orderform.pdf

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/codreg/pdf_regs/njac_5_23.pdf

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

Learning platform: Canvas or Webex

Building Inspector, R.C.S.

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 178E – Remote Live
T, Th, 3/5 – 6/13
5:30 – 8:30 pm, $925

Construction Official

Prepare to work as a Construction Official. The construction Official 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 188E – Remote Live
T, Th, 4/30 – 6/18
6:00 – 9:00 pm, $575

Electrical Inspector, H.H.S.

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

AEIC 211 Sec 191E – Remote Live
T, Th, 1/16 – 3/5
6:00 – 9:00 pm, $595

Fire Inspector, I.C.S.

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

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

AEIC 190 Sec 201E – Remote Live
T, Th, 2/6 – 6/20
6:00 – 10:00 pm, $1,250

Plumbing Inspector, I.C.S.

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

AEIC 131 Sec 031E – Remote Live
M, W, 2/26 – 6/10
6:00 – 10:00 pm, $1,295
(No class 5/27)

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 089E – Remote Live
T, Th, 3/7 – 4/25
6:00 – 9:00 pm, $595

Uniform Construction Code

Technical Assistant Certification Program

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

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

**AEIC 465 Sec 091E – Remote Live
T, Th, 4/2 – 5/21, 6:00 – 9:00 pm
$595**

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 3/5 – 6/13**				**Remote Live 1/16 – 3/5**	**Remote Live 2/6 – 6/20**		**Remote Live 2/26 – 6/10**			**Remote Live 3/7 – 4/25**	**Remote Live 4/30 – 6/18**	**Remote Live 4/2 – 5/21**

For a complete list of the courses offered statewide, visit the DCA website at:
www.state.nj.us/dca/divisions/codes/forms/pdf_licensing/ucc_c_grid.pdf

PROGRAMS...

will be offered in-person, hybrid or remote live. Please check your schedule once registered as program delivery formats may change.

Supply Chain Management

SUPPLY CHAIN MANAGEMENT PROGRAM

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

CERTIFICATE PROGRAM

Supply Chain Management – SCPro Fundamentals CSCMP Certification

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

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

Supply Chain Management Principles

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

AEBU 155 Sec 004E – $260

Customer Service Operations

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

AEBU 158 Sec 004E– $260

Transportation Operations

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

AEBU 157 Sec 004E – $260

Warehousing Operations

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

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

AEBU 156 Sec 004E – $260

www.ucc.edu/ceregister
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Supply Chain Management

Demand Planning

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

AEBU 159 Sec 004E – $260

Inventory Management

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

AEBU 161 Sec 004E – $260

Manufacturing and Service Operations

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

AEBU 160 Sec 004E – $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 004E – $260

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. Registration opens for Senior Scholar classes on **Monday, February 12.**

UCNJ
Union College of
Union County, NJ

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

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**

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 or phone and given the option of a full refund or enrolling in another Continuing Education course.

Withdrawals and Refunds

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

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

Veterans Refund Policy

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

Parking

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

Handicapped parking is available.

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

Inclement Weather/ Emergency Closing

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

Visit our website at 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 of Disability Support Services and Veterans Affairs
Student Development Building, SD-115
908-709-7164
karen.cimorelli@ucc.edu

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

Employee, Guest, and Visitor Accommodation Requests

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

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

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

PROGRAMS...
will be offered in-person, hybrid or remote live. Please check your schedule once registered as program delivery formats may change.

ENROLL TODAY!
www.ucc.edu/ceregister

Online Courses Skills for the 21st Century

UCNJ, in partnership with UGotClass, offers online certificate programs (taught by subject matter experts) designed to fit your schedule, enhance your career knowledge and expand your professional horizons. The following certificate programs will be offered this fall beginning **February 5**.

Accounting and Finance for Non-Financial Managers Certificate

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

Certificate in Business Writing

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

Certificate in Data Analysis

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

Certificate in Project Management

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

Coding Certificate

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

Digital Marketing Certificate

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

Diversity, Equity and Inclusion Certificate

75% of the world's major conflicts have a cultural dimension. The United Nations reports that creative and cultural industries (CCI) generate annual revenues of US$ 2,250 billion and nearly 30 million jobs worldwide, employing more people aged 15 to 29 than any other sector. 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

Management Certificate

Discover the keys for effectively managing your employees. Find out how to create clear expectations, engage and motivate employees, and increase your effectiveness. $595

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

Social Media for Business Certificate

Get in on this exciting and growing way to communicate, market and serve your customers and clients. From Facebook to Twitter, blogging, YouTube, LinkedIn, and more, discover the new principles of communication that apply across all networks, how these social networks work and the uses for your 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

EASY self-enrollment is now available through our NEW registration platform.

EARLY ENROLLMENT IS ENCOURAGED AS CLASSES FILL QUICKLY!

TO ENROLL – VISIT
www.ucc.edu/ceregister

Scan with your SmartPhone for easy, secure online enrollment.

To Register for Continuing Education Classes:

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

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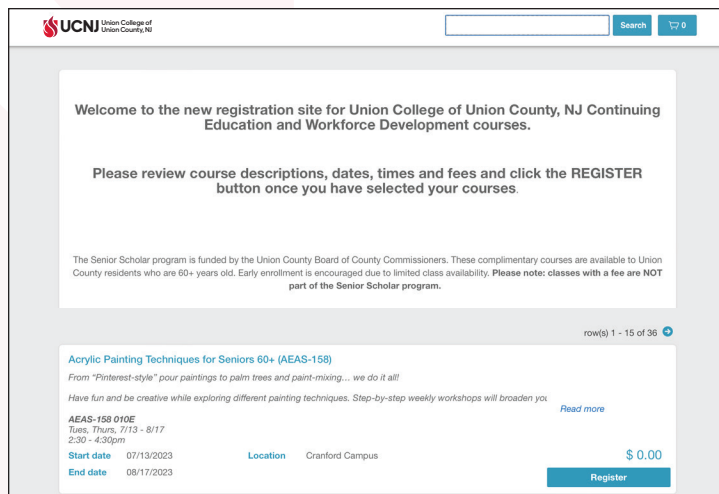
- Click the 'New Account' Button.
- Complete the Required Fields (*) – First Name, Last Name, Email Address > 'New Account'.
- Click the Terms and Conditions box > 'Next'.
- Required Fields (*) – Choose a 'Username' which is your Email Address.
- Create a 'Password' and 'Confirm' it.
- Security question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

Registration is now complete – this page can be printed and an email will be forwarded to you with the course details.
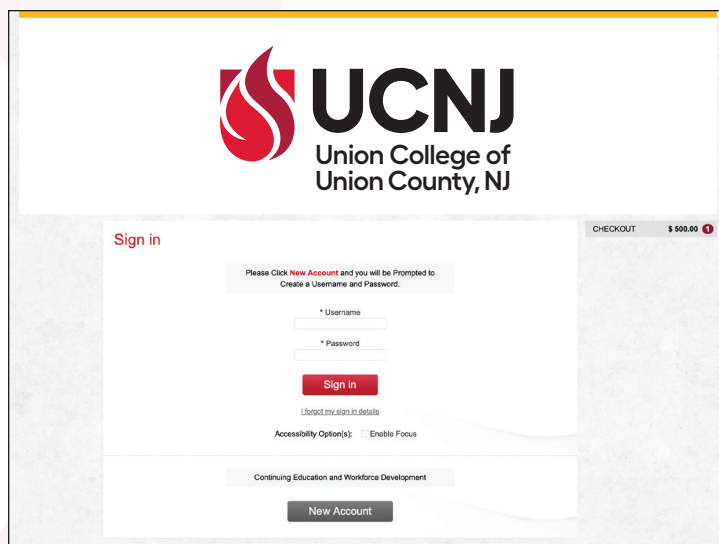
Please note – courses are offered in a variety of formats – in-person, hybrid (in-person and online) and remote live. Check brochure listing for details and be sure to check your confirmation email as formats may change.

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

UCNJ Union College of Union County, NJ will offer three Google Career Certificate programs this spring: Project Management, IT Support, and Data Analytics.

Each 18-week certificate program prepares you for in-demand, entry-level roles through online, independent study.

Weekly, virtual, instructor-supported sessions will guide you to program completion.

For more details on Google Career Certificate programs, see pages 4 and 8.

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PROJECT MANAGEMENT

IT SUPPORT

DATA ANALYTICS

Google Career Certificates

UCNJ
Union College of Union County, NJ

1033 Springfield Avenue
Cranford, NJ 07016

Dated Material

GAIN JOB SKILLS TO **THRIVE** IN THE CANNABIS INDUSTRY

100% ONLINE | 9 WEEKS | BEGIN ANYTIME

As the cannabis industry continues to expand, UCNJ Union College of Union County, NJ has partnered with Green Flower, a leader in cannabis education, to offer in-demand, self-paced training programs focusing on cultivation, retail, extraction, product development, and more. Learn the skills you need to be a part of a fast-evolving industry.

GREEN FLOWER

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