

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

**Socially Distanced
Workforce Development &
Career Education**

- Continuing Education
- Professional Development
- Personal Enrichment
- Youth Programs
- Grant Opportunities
- Business Solutions
- Senior Scholars



Fall 2020
www.ucc.edu/ce

ALL CLASSES OFFERED THROUGH REMOTE INSTRUCTION

Fall Offers Opportunity!

Welcome to Union County College Continuing Education and Workforce Development. 2020 has been a year of challenges and new opportunities. Investing in yourself is a sure way to enhance your career for the long run. Employers value employees who continue to enhance their skills and knowledge, and we have many opportunities available. Remote-live instruction, self-paced on-line programs, and opportunities to earn industry-valued credentials are waiting for you in this brochure!

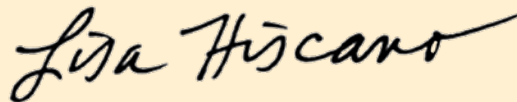
Are you currently unemployed? Enhance your employability through our professional training and education opportunities. Check our Workforce Development pages for our occupational training opportunities.

Interested in learning something new? We invite you to browse our catalog for a full look

at instructor-led programs by our professional experts and self-paced independent, online courses through www.ed2go.com/ucc/ and www.UGotClass.com/ucc. Class schedules include evenings, daytime and Saturdays. Programming includes business, education, computers and technology, fitness, healthcare, languages and science and more.

Review our offerings, talk to our staff. We can help you choose the right path and the right program for your journey.

We look forward to working with you this fall!



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

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

Become a Certified Project Manager

PMP® Exam Preparation

Establish yourself as a globally-recognized project manager by earning the most sought-after credential in the profession: Project Management Professional (PMP)®. PMP certification is a proven way to enhance your resume, elevate your career potential, and boost your earnings.

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

Benefits of PMP® certification:

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



Why Enroll in This Course?

This intensive six-week program combines remote live instruction with The CertWise® Learning System for PMP® Exam Preparation to expand and test your knowledge in areas critical for project management career success.

Our instructors focus on the PMBOK® Guide—Sixth Edition content to help you prepare for the exam, and our structured classroom environment accelerates learning and improves retention. You'll be better prepared for the updated certification exam and more effective in your project management role.

AEBU 176 086 Remote Live
T, Th, 10/6-11/12, 6:30-9:30 pm, \$1,395

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Cranford Campus

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

Elizabeth Campus

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

Plainfield Campus

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

Contact Information:

Continuing Education
908-709-7600

Industry-Business Institute
908-527-7207

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

**Workforce Innovation
Business Center**
908-965-6037

Industry Certifications

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

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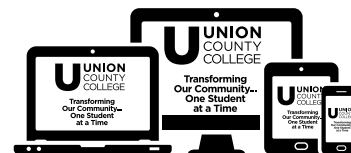
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CERTIFICATIONS IN THE FOLLOWING:

Supply Chain Management Principles, Customer Service, Inventory Management, Demand Planning, Transportation Operations, Warehousing Operations, Manufacturing and Service Operations, and Supply Management and Procurement.

Council for Supply Chain Management Professionals (SCMP)



REGISTER ONLINE!

It's Fast! It's Easy!

It's Convenient

www.ucc.edu/ce

BUSINESS AND MANAGEMENT

ALL COURSES WILL BE OFFERED REMOTE LIVE FOR FALL 2020.

ACCOUNTING

Continuing Education Credits for Accountants

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

Accounting 101

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

*AEFI 102 Sec 076 Remote Live
M, W, 9/28-10/14, 6:30-9:30 pm, \$329*

Introduction to Quickbooks Accounting

This introductory course will teach you the basic capabilities of QuickBooks, such as how to navigate through the QuickBooks Pro interface, create a company file and the basics of setting up accounts. You will learn the must-know basic QuickBooks features that every business owner should know including tracking inventory, sales tax, working with employees, and using QuickBooks business financial reports. Prerequisite: Accounting 101 or equivalent experience. (18 hrs)

*AECO 347 Sec 060 Remote Live
S, 10/17-11/21, 9:30 am- 12:30 pm,
\$329*

Intermediate Quickbooks Accounting

To expose students to the more advanced functions in QuickBooks, a case study based on a typical small business is used in all sessions. These functions include setting up a company, security protection, backing up business information, user information and their accounting functions, automatic functions to create and operate a general ledger, invoice register, accounts payables, employee payroll functions, cash control and bank reconciliation. Learn how QuickBooks can help manage a business through tracking of all transactions such as purchase orders, inventory, invoices, receipts, and statements. Prerequisite: Introduction to QuickBooks Accounting or equivalent experience. (18 hrs)

*AECO 348 Sec 076
M, W, 11/30-12/16, 6:30-9:30pm
Remote Live, \$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)

*Fall 2020 start.
M, T, W, Th, 12 pm-5:00 pm, \$4,325*

See page 18 for details.

ADMINISTRATIVE PROFESSIONAL



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

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

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

Benefits of PACE Certification:

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



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

Interpersonal Communication

- Persuasion
- Written Communications
- Confidentiality
- Self-promotion

Task and Project Management

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

Computer and Internet Technology

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

Management Skills

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

Course Materials

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

*AEOF 069 Sec 076
M, W, 10/26-11/30, 6:30-9:30 pm,
\$750
(no class 11/25) Remote Live*

BUSINESS AND MANAGEMENT

Administrative Assistant

The Administrative Assistant program provides training in the use of current software employed in today's modern office. Earn the following industry certifications: Microsoft Office Specialist Word Certification, Certiport; Microsoft Office Specialist Excel Certification, Certiport; and Microsoft Office Specialist Outlook Certification, Certiport. (315 hrs)

Fall 2020 start.

M, T, W, Th, 12 pm-5:00 pm, \$4,075

See page 18 for details.

BOOKKEEPING

Certified Bookkeeper

The American Institute of Professional Bookkeepers (AIPB) has established a professional certification, the Certified Bookkeeper (CB) credential, a high professional standard for bookkeepers. By successfully passing tests in six subjects, signing a written code of ethics, and demonstrating two years' work experience as a bookkeeper, you can earn the right to put "CB" after your name. The experience requirement may be completed before or after the examinations. This course focuses on preparing you for the National Certified Bookkeeper examination by helping you master the skills and knowledge required for certification. (75 hrs)

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

AEBU 005 Sec 086 Remote Live
T, Th, 10/15-1/21, 7-10 pm, \$1,350
(no class 11/28, 12/24, 12/26 & 12/31)

BUSINESS

Introduction to Lean Six Sigma

This course explains how Lean Speed is combined with Six Sigma Quality to deliver products and services faster, better and cheaper, resulting in increased customer satisfaction and higher profit. Students learn the basic tools used within the DMAIC (Define–Measure–Analyze–Improve–Control) methodology such as Process Mapping, Cause and Effect Diagrams, 5S Housekeeping, Kaizen and Fool Proofing. Students will see examples of successful Lean Six Sigma Projects. (6 hrs)

AEBU 013 Sec 176 T, Th, 10/6 - 10/8,
6:30-9:30 pm, \$95 Remote Live

Six Sigma Green Belt Body of Knowledge

This course covers the entire American Society for Quality (ASQ) Six Sigma Green Belt Body of Knowledge (SSGB BOK). (See www.asq.org.) Students can purchase the textbook, Quality Council of Indiana CSSGB Primer at www.qualitycouncil.com. This course is designed for students preparing to take the ASQ CSSGB Exam and/or planning to apply the SSGB methodology in the work place. Students unfamiliar with Six Sigma are encouraged to take the Introduction to Lean Six Sigma mini-course first. (30 hrs)

AEBU 015 Sec 176, T, Th, 10/13 - 11/12,
6:30-9:30 pm, \$750 Remote Live

HUMAN RESOURCE MANAGEMENT



CERTIFICATE PROGRAM

To earn the revised certificate, awarded by Union County College in cooperation with AMA, you must complete all five courses, attend

all class sessions and participate in projects, class studies, and pass the assessment for each course. Courses use the internationally recognized self-study curriculum developed by the AMA. (80 hrs)

Prerequisite:

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

Required Courses:

AEBU 264–Communication Skills for Managers (16 hrs)

AEBU 269–Coaching for High Performance (16 hrs)

AEBU 270–HR Law (16 hrs)

AEBU 273–Compensation (16 hrs)

Fundamentals of Human Resources

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

AEBU 045 Sec 060, S, 9/26-11/14, 9-11am, \$329 Remote Live

Coaching for High Performance

In this course you will learn how to coach employees to ensure maximum performance, motivation and retention. Following a seven-step coaching process, communicate performance expectations, assess employee skill levels, establish the purpose of coaching, and agree on a coaching contract. You will practice critical skills needed to conduct coaching conversations, adapt ones coaching style to fit changing situations, and create a coaching plan, use coaching skills to motivate and retain employees, enhance team performance, and handle difficult coaching situations with insight and skill. Book included. (16 hrs)

AEBU 269 Sec 060, S, 9/26-11/14, 11:30 am-1:30 pm, \$329 Remote Live

HR Law

Compensation

Communication Skills for Managers

All three to be offered in Spring 2021

ALL CLASSES OFFERED THROUGH REMOTE INSTRUCTION

BUSINESS AND MANAGEMENT

PMP® CERTIFICATION



CERTIFICATE PROGRAM

Establish yourself as a globally-recognized project manager by earning the most sought-after credential in the profession: Project

Management Professional (PMP)®. PMP certification is a proven way to enhance your resume, elevate your career potential, and boost your earnings.

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

Benefits of PMP® certification

- Earn a higher salary: According to PMI®, PMP credential holders can earn upward of US \$20,000* more annually than non-credentialed jobholders.
- Earn a prestigious certification recognized around the globe.
- Build skills and knowledge that are transferable between industries, market segments and geographic locations.
- Gain an advantage over non-certified project managers.
- Prove your project management knowledge, commitment, and experience.
- Join a global network of over 774,000 PMP credential holders.
- Course materials align with the PMBOK® Guide—Sixth Edition and updated PMP exam content.
- Learn more about PMP certification, prerequisites and exam at www.pmi.org.

Why Enroll in This Course?

This intensive six-week program combines live instruction with The CertWise® Learning System for PMP® Exam Preparation to expand and test your knowledge in areas critical for project management career success.

Our instructors focus on the PMBOK® Guide—Sixth Edition content to help you prepare for the exam, and our structured classroom environment accelerates learning and improves retention. You'll be better prepared for the updated certification exam and more effective in your project management role.

- Learn the entire PMBOK® Guide—Sixth Edition with our experienced and certified PMP instructors.
- Prepare for class and the exam with The CertWise® Learning System for PMP® Exam Preparation, included in tuition. You will have access to the online study tools for an entire year.
- Discuss topics and network with peers from a variety of industries.
- Stay on track to complete your PMP studies with our structured learning environment.
- Meet the 35 hour project management education prerequisite for the PMP Exam.

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

Interactive Online Study Tools including pre-test evaluation, chapter quizzes, flashcards, post-test, PMP practice exam, progress reports to track your scores and a resource center providing test-taking tips, feedback links and more.

AEBU 176 086 Remote Live
T, Th, 10/6-11/12, 6:30-9:30 pm, \$1,395

CHILD CARE



THE CHILD DEVELOPMENT ASSOCIATE (CDA)



CERTIFICATE PROGRAM

The Child Development Associate (CDA), a national credentialing program, is a competency-based credential, and New Jersey licensing regulation recognizes the CDA credential as equal to the Group Teacher title. This 120-hour certificate program may be used toward the educational requirements for the CDA. Part 1 of each course must be taken before Part 2.

Prerequisite (60 hrs)

AEDU A81—Child Care: The Foundations Part 1 (30 hrs)
AEDU B81—Child Care: The Foundations Part 2 (30 hrs)

Required Courses (60 hrs)

AEDU A82—Child Care Professional Practices Part 1 (30 hrs)
AEDU B82—Professional Practices Part 2 (30 hrs)

Additional Course

AEDU 183—CDA Portfolio Preparation (30 hrs)

Child Care: The Foundations

Become more knowledgeable and better qualified as a child care professional. Topics include growth and development of children, general health care and safety, nutrition, educational activities, and play and an integrated curriculum. (30 hrs each part)

Books required: Essentials for Working with Young Children (SECOND EDITION) Valora Washington, Editor Council for Professional Recognition
2460 16th St Washington, DC 20009-3547
202-265-9090 – www.cdacouncil.org

Essentials for Working with Young Children- Second Edition

Workbook--- Essentials Workbook (Second Edition)

In addition the students would need to select either Infant or Preschool or Family Child Care version of the book..

CDA Value Package with Preschool – Item Number: ESS4-WK4-PS

Part 1

AEDU A81 Sec 086 Remote Live
T, Th, 10/13-11/12, 6-9 pm, \$250

Part 2

AEDU B81 Sec 086 Remote Live
T, Th, 11/17-12/22, 6-9 pm, \$250, (no class 11/26)

EDUCATION

NPTNJ ALTERNATE ROUTE TEACHER PREPARATION

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

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



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

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

AEDU 144 Sec 086 Remote Live
T, Th, 10/8-11/5, 6-9pm, \$395

For more information, please contact Annette Castro at 908-709-7601 or email castro@ucc.edu.

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 N.J 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). Textbook included in course fee. (75 hrs)



AERL 101 Sec 076 Remote Live
M, W, 9/21-12/21, 6:30-9:30 pm, \$495 (no class 11/26)

Note: Students must pass the final exam with a grade of 70% or better to receive a certificate of completion. Students will be permitted to re-take the final examination two times for a fee of \$50 each attempt and must register the re-test. It may or may not be the same exam (make-up date will be announced). Failure to pass the exam after the second time will require the student to retake the course.

FITNESS CAREERS

PERSONAL TRAINER NATIONAL CERTIFICATION



Personal Trainer Certification - Online - Remote Live Classes!

Our NCCA Accredited Personal Trainer certification ensures you have the industry recognition necessary to succeed. We offer the right way to become a successful Certified Personal Trainer with the option to complete an employer internship that can walk you into jobs! Our challenging course is for you if you want LIVE instruction with in-depth, hands-on practical lab to master the essential career skills & knowledge. Get the information to start an exciting

fitness career. Gain 15 lecture hours on key topics like biomechanics, equipment usage, exercise physiology, fitness testing & health assessment, and 15 hours of hands-on practical training labs with role-playing drills on assessing clients, programming, performing proper exercises, and presentation skills. We include a workbook and access to online study tools to help you take the Certified Personal Trainer exams on the last day of the course. Work right after passing the exams with proof of CPR/AED to obtain your Level 1 Certified Personal Trainer. To order the textbook or for any questions, call 732-695-1649. (36 hrs)

AEXX 120 Sec 086 Remote Live
T, Th 9/22-10/29, 6:30-9:30 pm, \$649



NUTRITION SPECIALIST CERTIFICATION

This nutrition certification course will enable you to implement successful strategies for effective nutritional guidance. It will cover the essentials of nutrition and explore the dynamics of the dietary supplement industry. Case studies and methods for practical application and coaching techniques will be discussed. You will have the documents necessary to implement nutrition programs for individuals, groups, and children. The curriculum meets the training program standard for the American Academy of Sports Dietitians and Nutritionists' (AASDN) Nutrition Specialist credential. On-line Certification exam available on the last day of class. For additional information regarding course content and certification, call Greg Mahadeen at 732-695-1649. Please send email to info@aaasdn.org to purchase required textbook for course. (24 hrs)



AEXX 123 Sec 060 Remote Live
S, 10/10-10/31, 9 am-4 pm, \$669

LEADERSHIP TRAINING *All classes will be held Remote Live for Fall 2020.*

Welcome to the Executive Leadership Series at Union County College

All careers start at the beginning, of course, and so does our Executive Leadership Series. Courses are designed to start with the basics and build, as assignments and responsibilities grow with your role in your organization. We invite you to step in at the most appropriate level (Basic, Supervisory or Emerging) creating a strong foundation with the basics and building from there.



BASIC TRAINING LEVEL

This level is designed to introduce essential workforce skills in navigating the workplace as you begin your career. Strong customer service, verbal communication and problem-solving skills will help you with your interaction with external customers/clients, and your internal customers with whom you interact everyday on behalf of your clients – your co-workers in other departments, supervisors and vendors.

Customer Service Skills Training

This course is designed around six critical elements of customer service that, when the company and its people live them, brings to life a customer service culture that outdoes the competition. You will internalize the values of customer service, make them a part of your work ethic and through example share them with your team.

Specific learning objectives include:

- Demonstrate a customer service approach
- Understand how your own behavior affects the behavior of others
- Demonstrate confidence and skill as a problem solver
- Apply techniques to deal with difficult customers
- Measure effectiveness of your customer service skills
- Make a choice to provide customer service

Wednesday, October 7
9 am - 1 pm, \$95

Communication Styles

In this workshop, you will learn essential skills to help you know what to say and how to say it in any situation. Learn skills that help you communicate with diplomacy, tact and confidence. Master body language, understand personality styles, manage emotions and build rapport to strengthen relationships for positive outcomes.

Wednesday, October 14
9 am - 1 pm, \$95



Problem Solving

Obstacles to success are found in the everyday challenges we face in the workplace. This course will teach you to identify and characterize problems, to accept and assign responsibility and to assume the required authority to offer solutions with excellent outcomes for all involved. Learn to break down the essential elements that create obstacles and use team work, knowledge and leadership traits to solve them.

Wednesday, October 21
9 am - 1 pm, \$95

*Please contact Nancy Burke
at 908-527-7207
or burke@ucc.edu to participate
in a program or bring one to your
workplace staff.*

LEADERSHIP TRAINING

SUPERVISORY LEVEL

This level is for that first step into a supervisory or management role. Have you been promoted? Are you a first-time supervisor? How do you demonstrate your ability to lead your former peers and gain the respect you will need to successfully meet your personal and professional goals and responsibilities? This series of workshops will provide a roadmap toward success.

Supervisory Skills

Level I – In this workshop, you will learn how to navigate the step up from line employee to supervisor. Now is the time to receive training and guidance for best practices and tools to become a professional supervisor with self-awareness, confidence, and the communications skills to motivate your subordinates to trust you and to follow your lead.

Wednesday, October 28
9 am - 1 pm, \$95

Conflict Resolution

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.

Wednesday, November 4
9 am - 1 pm, \$95

Customer Service Management

In this workshop, students will learn how to delegate responsibility for customer satisfaction, give subordinates the authority to make decisions that create good customer service relations between your organization and your clients, know when and how to create a customer service culture and objective within your organization.

Wednesday, November 11
9 am - 1 pm, \$95

EMERGING LEADERSHIP ACADEMY

Welcome to the third level of professional Leadership Academy. Since you emerged as a leader you have successfully demonstrated the qualities needed at the middle and executive layers of management. Now is time to fine-tune your skills in leading your team, inspiring higher performance, improving results. Technical skill and personal leadership merge at this level and higher expectations require greater focus on personal and behavioral leadership acumen. These courses will help you accomplish this.

Personal Leadership

Congratulations! You've been placed in the role of leader. What does that mean to your team? In this workshop, you will explore the qualities, behaviors, skills and tools to become the manager/executive everyone wants to work for. Develop self-awareness, communicate attentively with your team and increase employee engagement and satisfaction in the workplace. Learn the importance of attitude, professional behavior and your personal contribution toward production and meeting and/or exceeding company goals.

Wednesday, November 18
9 am - 1 pm, \$95

21st Century Workplace (Emotional Intelligence)

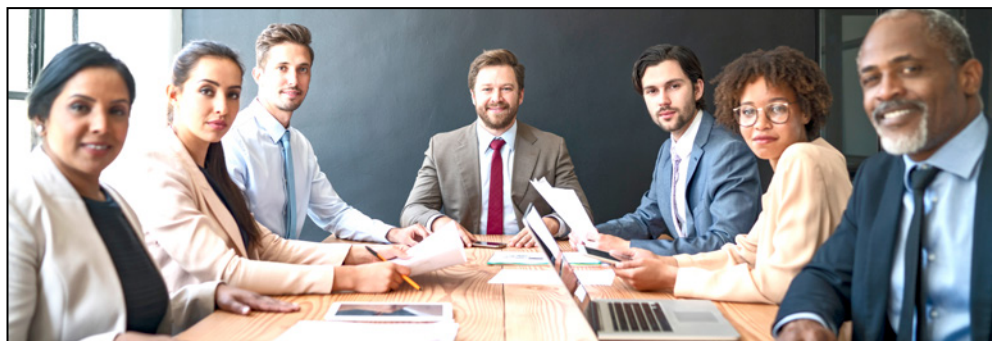
Business professionals who understand the connection between emotions and actions and apply EI skills to maximize effectiveness have an advantage in any organization. In this workshop, participants will explore EI, discuss behavioral styles, identify ways to increase the ability to communicate, collaborate and connect with co-workers, including subordinates, peers and managers.

Wednesday, December 2
9 am - 1 pm, \$95

Coaching and Mentoring for Performance

Inspiring someone to be their best is no easy task. Just how do you manage for optimum performance and create a motivating environment that encourages people to go beyond their best? This workshop will teach participants effective ways of achieving those tasks, including tools to help employees set and achieve goals; a three-phase model that will help participants prepare employees for peak performance, activate their inner motivation, and evaluate their skills; motivational tools and techniques; and coaching methods and skills.

Wednesday, December 9
9 am - 1 pm, \$95



*Please contact Nancy Burke
at 908-527-7207
or burke@ucc.edu to participate
in a program or bring one to your
workplace staff.*

INFORMATION TECHNOLOGY AND COMPUTER TRAINING

COMPTIA NETWORK +



CERTIFICATE PROGRAM



CompTIA Network + Certification

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

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

AECO A17 Sec 076 Remote Live
M, W, 10/5-1/13/21, 6:30-9:30 pm, \$985
(no class 11/25, 12/28, & 12/30)



CERTIFICATE PROGRAM

A+ Hardware (Essentials) Certificate

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

AECO A15 Sec 086 Remote Live
T, Th, 10/6-12/17, 6-9pm, \$889
(no class 11/26)



CERTIFICATE PROGRAM

A+ Software (Practical Applications) Certificate

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

AECO B15
Will be offered Spring 2021

APP DEVELOPMENT

New! Intro to App Development with Swift

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

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

AECO 038 086 Remote Live
T, Th, 10/1-1/23/20, 6:30-9:30 pm, \$1,080
(no class 11/28, 12/24, 12/26, & 12/31)

App Development with Swift: Part 1&2

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

App Development with Swift: Part 1
AECO B38 194 \$1,080
Will be offered Spring 2021

App Development with Swift: Part 2
AECO C38 194 \$1,080
Will be offered Spring 2021

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

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



Cisco Certified Networking Associate (CCNA)

Are you looking to get ahead or break into the ever-changing IT industry? Software, networking, and infrastructure are growing more and more interconnected every day. To move forward in the ever-changing technology landscape, you need to know the latest networking technologies plus security, automation, and programmability. The Cisco Networking Academy (CCNA) Program at Union County College will prepare you to take the newly revised, globally-recognized, CCNA 7.0 Certification. The Cisco CCNA program offers comprehensive associate-level training and certification focused on the solutions and technologies you need to implement and administer a broad range of modern networking and IT infrastructure. *See inside back cover for details.*

INFORMATION TECHNOLOGY AND COMPUTER TRAINING

MICROSOFT OFFICE SOFTWARE



Computerized Office Skills



CERTIFICATE PROGRAM

The Computerized Office Skills program provides training in the use of current software employed in today's modern office. In this program, the student with little or no computer proficiency or work experience will become adept with the applications most utilized in office operations today. Computer applications include: Microsoft Word; Microsoft Excel and Introduction to Microsoft Outlook. Upon successful completion of program requirements, you will be able to sit for the following industry certification exam: Microsoft Office Specialist Word Certification, Certiport and Microsoft Office Specialist Excel Certification, Certiport. (315 hours)

Fall 2020 start Conducted Remotely
M, T, W, Th, 12-5 pm, \$4,075

See page 18 for program details.

Microsoft Word Beginner

Microsoft® Word is designed to help you move smoothly through the task of creating professional-looking documents. In this course, you'll learn how to use Word to create,

edit simple documents; format documents; add design elements and layout options; and proof documents. (7 hrs)

Learn to:

- Format text and paragraphs.
- Enhance lists by sorting, renumbering, and customizing list styles.
- Create and format tables.
- Format the overall appearance of a page.

Digital textbook included in course fee

AECO A27 Sec 086 Remote Live
T, Th 10/6-10/8, 6:30-10 pm, \$159

Microsoft Word Intermediate

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

Learn to:

- Organize content using tables and charts.
- Customize formats using styles and themes.
- Use templates to automate document formatting.
- Simplify and manage long documents.

Prerequisite: Word Beginner

Digital textbook included in course fee.

AECO B27 Sec 086 Remote Live
T, Th 10/13-10/15, 6:30-10 pm, \$159

Microsoft Word Advanced

Word includes advanced image manipulation tools, collaboration features, cross-referencing and linking tools, entry forms and data collection, security features, and tools to automate document

production. (7 hrs)

Learn to:

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

Prerequisite: Word Beginner and Intermediate

Digital textbook included in course fee.

AECO C27 Sec 086 Remote Live
T, Th 10/20-10/22, 6:30-10 pm, \$159

Microsoft Excel Beginner

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

You will learn to:

- Perform calculations.
- Modify and format a worksheet.
- Print and manage workbooks.

Digital textbook included in course fee

AECO A48 Sec 076 Remote Live
M, W 10/26-10/28, 6:30-10 pm, \$159

Microsoft Excel Intermediate

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

Learn to:

- Work with functions and lists.
- Analyze and visualize data with charts.
- Use Pivot Tables and Pivot Charts.

Prerequisite: Excel Beginner or equivalent knowledge

Digital textbook included in course fee.

AECO B48 Sec 076 Remote Live
M, W 11/2-11/4, 6:30-10 pm, \$159

Microsoft Excel Advanced

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

You will:

- Work with multiple worksheets and workbooks.
- Use Lookup functions and formula auditing
- Automate workbook functionality.
- Forecast data.

Prerequisite: Excel Beginner and Intermediate or equivalent knowledge

Digital textbook included in course fee

AECO C48 Sec 076 Remote Live
M, W 11/9-11/11, 6:30-10 pm, \$159

Microsoft PowerPoint Beginner

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

You will:

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

Digital textbook included in course fee.

AECO A72 Sec 076 Remote Live
M, W 11/16-11/18, 6:30-10 pm, \$149

INFORMATION TECHNOLOGY AND COMPUTER TRAINING

CYBERFORENSICS

Classes run 9/2 - 12/21/2020.

Introduction to Cyberforensics

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

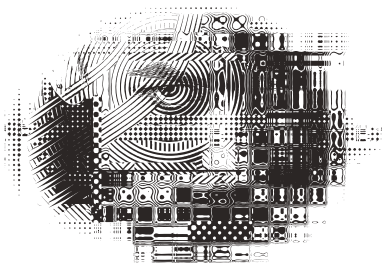
Cyberforensics requires the collection, preservation and analysis of digital evidence for presentation in criminal or civil court. This introduction to Cyberforensics program provides students with knowledge of the Linux operating system and its applicability to digital forensics, an overview of the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

To earn a certificate of completion the following three courses must be completed satisfactorily. Students need to enroll in Linux Fundamentals (AECO 039 Sec 275) as their first course. Principles of Cybersecurity will also be offered in the Spring 2021 semester.

AECO 039 Sec 275 Linux Fundamentals

AECO 040 Sec 287 Digital Forensics Essentials

AECO 054 Sec 275 Principles of Cybersecurity



Linux Fundamentals

This course provides an introduction to the Linux operating system and its applicability to digital forensics. Topics include Linux scripting, installation, configuration, boot loaders, mounting drives and images, process control, user and group administration, file system administration and management, as well as setting up a secure Linux login environment. 3 lecture hours per week. (45 hrs)

AECO 039 Sec 275 Remote Live
M, W, 7:45 - 9:15 pm, \$649

Digital Forensics Essentials

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

AECO 040 Sec 287
To be offered Spring 2021, \$879

Principles of Cybersecurity

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

AECO 054 Sec 275
To be offered Spring 2021, \$649



SOCIAL MEDIA MARKETING

Social Media Marketing for Business

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

AEEN 041 Sec 060
S, 10/24-10/31, 12-3 pm, \$129

Remote Live

GED TEST PREPARATION

GED Preparation

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

AETP 124 Sec 077
M, W, 10/19-1/25/21, 7-9pm \$329
(no class 11/25, 12/23, 12/28, 12/30, & 1/18/21)

Remote Live

ALL CLASSES OFFERED
THROUGH REMOTE INSTRUCTION

WORKFORCE TRAINING

The Industry Business Institute is your number one resource in Union County.



U UNION
COUNTY
COLLEGE
INDUSTRY-BUSINESS
INSTITUTE

Learning solutions
that get results.
We think
strategically,
and deliver with
competitive
pricing.

We:

- ◆ *Are business focused, business friendly and business minded.*
- ◆ *Work side by side with clients to customize training solutions and deliver them with expert instructors, high-quality materials and flexible scheduling.*
- ◆ *Consult with your team and offer workforce training solutions for business planning, growth, change and increased profitability.*
- ◆ *Offer comprehensive cost-effective training packages.*

Customized Training Solutions include:

- ◆ *Six Sigma*
- ◆ *Supervisory Skills*
- ◆ *Conflict Resolution*
- ◆ *Time Management*
- ◆ *Customer Service*
- ◆ *Harassment Prevention*
- ◆ *Leadership Skills*
- ◆ *Computer Applications*
- ◆ *And more.*

Learn more...Contact us at 908-527-7207 or ibi@ucc.edu • Visit us at: www.ucc.edu/ibi

Follow this path to become a



NEW PATHWAYS TO TEACHING IN NEW JERSEY



New Jersey Certified Teacher!

Whether you are

- contemplating a career change
- just discovering you want to teach
- or looking to fulfill a lifelong dream

New Pathways to Teaching in New Jersey (NPTNJ)
could be the way you get there.



The courses are graduate level, and the program can be taken for credit or non-credit.

NPTNJ is a Partnership with New Jersey City University

The NJCU New Pathways Alternate Route Program provides a process for individuals who already hold a bachelor's degree (or higher) to become licensed teachers. The program includes 400 hours (24 credits) of education courses that are taken during candidates' first two years of teaching. NPTNJ credit option students earn 15 graduate credits from NJCU. There are several graduate degree program options at NJCU that will accept from 12 to 15 of the graduate credits earned through NPTNJ course work. The program may also be taken on a non-credit basis for certification only.

What are the Requirements to Apply?

- Minimum of a Bachelor's degree from an accredited institution with a major in or closely related to the intended teaching field.
- Minimum GPA of 3.0 in undergraduate studies or the highest degree earned.
- A passing score on the Praxis II content area exam in the field in which you intend to teach.
- Certificate of Eligibility issued by the state of NJ.
- A full-time teaching position by Semester 2.

For More Information:

Refer to the student handbook online at www.ucc.edu/ce/NPTNJ for complete details.

If you have questions about NPTNJ after reading the student handbook, contact Annette Castro: (908) 709-7601; castro@ucc.edu.



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

The Center for Economic and Workforce Development Opportunities and Programs for Unemployed, Underemployed or Dislocated Workers

Union County College is committed to supporting community members who are unemployed, underemployed, or dislocated from employment. Through our partnerships with the American Job 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, Union County College 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 a wide variety of programs and courses to over 4,000 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 Union County College's commitment to provide access to education for all, instruction is scheduled during the evenings, weekends and daytime hours so that adults can choose a schedule most convenient for themselves and their lifestyles.

See *Workforce Development* programs on page 18 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 partner affiliate funded by the Union County Board of Chosen Freeholders, the Union County Workforce Development Board and Union County College. The Workforce Innovation Business Center builds on the success of the Union County American Job Center and on the Freeholder Board's partnership with Union County College. Through this rapidly growing relationship, job seekers can access training and other career services that help match them with prospective employers.

The WIBC provides training and career coaching to individuals preparing to enter the workforce and explore new careers. We assist businesses in training, recruiting and hiring qualified employees through job fairs, job postings, pre-screening job candidate pools and potential employee referral services.



A Service of the Union County
Board of Chosen Freeholders

UNION COUNTY
We're Connected to You!

TO CONTACT THE WIBC, CALL 908-965-6037 OR EMAIL ISAIAS.RIVERA@UCC.EDU

Workforce Development Programs

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



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, and Intuit QuickBooks Certification, Certiport.**

Total Hours: 315 hours
Program Cost: \$4,325
Conducted remotely
Program Schedule: Monday – Thursday, 12:00 – 5:00 pm,
Fall 2020 start
Call for details.

Administrative Assistant



The Administrative Assistant program provides training in the use of current software employed in today's modern office. In this program, students will become adept with the applications most utilized in office operations today. This course is designed for the student who has some computer and keyboarding proficiency and work experience. Topics include: Microsoft Word; Microsoft Excel; and Microsoft Outlook. **Upon successful completion of program requirements, you will be able to sit for the following industry certification exam: Microsoft Office Specialist Word Certification, Certiport; Microsoft Office Specialist Excel Certification, Certiport; and Microsoft Office Specialist Outlook Certification, Certiport.**

Total Hours: 315 hours
Program Cost: \$4,105
Conducted remotely
Program Schedule: Monday – Thursday, 12:00 – 5:00 pm,
Fall 2020 start
Call for details.



Computerized Office Skills



The Computerized Office Skills program provides training in the use of current software employed in today's modern office. In this program, the student with little or no computer proficiency or work experience will become adept with the applications most utilized in office operations today. Computer applications include: Microsoft Word; Microsoft Excel and Introduction to Microsoft Outlook. **Upon successful completion of program requirements, you will be able to sit for the following industry certification exam: Microsoft Office Specialist Word Certification, Certiport and Microsoft Office Specialist Excel Certification, Certiport.**

Total Hours: 315 hours
Program Cost: \$4,075
Conducted remotely
Program Schedule: Monday – Thursday, 12:00 – 5:00 pm,
Fall 2020 start
Call for details.

Fundamentals of Supply Chain Management Program



The Fundamentals of Supply Chain Management program provides you with the fundamentals of the transportation, logistics and distribution industry sector. Learn about warehousing, transportation and customer service operations, supply management and procurement, demand planning, manufacturing and service operations, and inventory management. This program provides the entry level student with the knowledge to obtain an entry level job in the industry or an experienced individual with other industry experience the opportunity to apply their former work experience with a layer of new industry credentials to the TLD industry sector. **Upon successful completion of program requirements, you will be able to sit for the following industry certification exams: SCPro Fundamentals (CSCMP) Certificates in: Supply Chain Management Principles, Warehousing Operations, Transportation Operations, and Customer Service Operations.**

Total Hours: 180 hours
Program Cost: \$4,000
Conducted remotely
Program Schedule: Monday – Thursday, 8:30 am – 2:00 pm,
Fall 2020 start
Call for details.

IC3 Digital Literacy Certification Training Program Coming Soon!

See online brochure for more information.

Workforce Development Programs



Medical Billing Specialist



The Medical Billing Specialist program provides students with skills and knowledge to begin a medical billing career. You will learn how to submit claims compliant with government regulations and private payer policies, how to follow-up on claim statuses, resolve claim denials, submit appeals, post payments and adjustments, and manage collections. Topics include: Medical Terminology; an introduction to various types of insurance plans; knowledge in applying payer policy, Local Coverage Determinations (LCDs), and National Coverage Determinations (NCDs) for successful claim

submissions; Knowledge of CPT, ICD-10-CM, and HCPCS Level II coding guidelines; Knowledge of navigation of healthcare industry rules and regulations, including HIPAA, False Claims Act, Fair Debt Collections Act, and Stark Law; An understanding of the life cycle of a medical billing claim and how to improve the revenue cycle; and Training in effective claim follow-up, patient follow-up, and denial resolution. **Upon successful completion of program requirements, you will be able to sit for the following industry certification exams: Certified Professional Biller (CPB), American Association of Professional Coders**

*Total Hours: 315 hours
Cost of Program: \$4,810
Conducted remotely
Program Schedule: Monday – Thursday, 4:30 to 9:30 pm,
Fall 2020 start*

Call for details.

Patient Care Technician



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); Bloodborne Pathogens; BLS CPR; First Aid; Pharmacology and Drug Interaction; and Patient Care Technician. **Upon successful completion of program requirements, you will be able to sit for the following industry certification exams: National Certified EKG Technician (CET), NHA; National Certified Phlebotomy Technician (CPCT), NHA; National Certified Patient Care Technician (CPCT), NHA**

*Total Hours: 312 hours
Program Cost: \$ 4,954
Conducted remotely and in-person as required.*

*Program Schedule: Monday-Thursday, 8:30 am-2:00 pm,
Fall 2020 start*

Call for details.



Eligibility Requirements for grant funding include:

- 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 908-659-5114 or cewd-recruiting@ucc.edu.

English as a Second Language

LEARN TO SPEAK ENGLISH

Learn English through a combination of listening, speaking, reading and writing classes. Classes are available for students at all levels. Students in the ESL program improve 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:

1. Complete a College application online at www.ucc.edu or in person at College One Stop Centers.
2. After you apply, you will receive a College ID number and then take an ESL Placement test in person or online. For testing information, go to www.ucc.edu/testing and click on Make ESL Testing Appointment.
3. After you have tested, register for courses.

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

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

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

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

ESL Beginner Program - Level 1

Students will be introduced to the fundamentals of the English Language with emphasis on reading and vocabulary, grammar and writing skills and speaking and comprehension. The three courses in Level 1 prepare students

for academic-level courses and corresponding career paths in various industries. (135 hrs.)

Prerequisite: College ESL Placement test.

Required Courses:

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

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

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

ESL Intermediate Program - Level 2

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

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

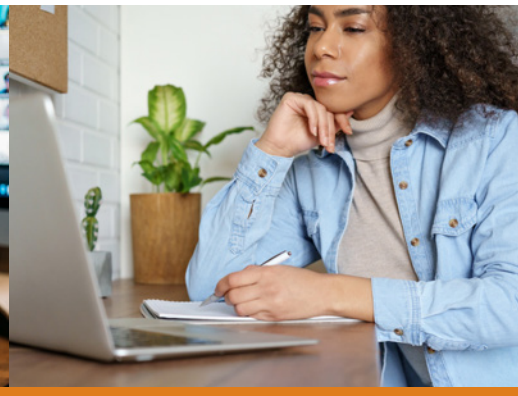
Required Courses:

PCA 034 Reading & Vocabulary Students will learn to recognize topics, get meaning from context and read stories and text passages. Students will review and reinforce the concepts presented through the use of ESL software and reading, writing, listening, and speaking activities.

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

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

Please visit the online brochure for ESL Fall 2020 schedule.



Upgrade your skills – be ready for new opportunities!

UGotClass, Online Courses, Skills for the 21st Century

UGotClass offers a wide variety of affordable, online courses for business professionals. Taught by subject matter experts, UGotClass online certificate programs are designed to fit your schedule, enhance your career knowledge and expand your professional horizons. The following certificate programs will be offered this fall beginning September 8 – November 27.

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

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

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

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

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

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

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

Spanish For Medical Professionals

Frustrated by the communication gap that can occur between you and your Spanish-speaking patients? You will practice the basic, practical language skills needed to effectively communicate with your Spanish-speaking patients, gain an understanding of the culture, and know how to ask the questions crucial to quality healthcare. \$290

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

New! Hot! 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

New! Hot! 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

To Register: Visit <http://bit.ly/UnionCCUGotClass>

Cursos en Español

PARA INFORMACIÓN GENERAL, VAYA WWW.UCC.EDU

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

CUIDADO DE NIÑOS

Cuidado de Niños

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

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

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

Requisitos previos

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

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

Cursos requeridos

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

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

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

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

AEDE 083–CDA preparación del portafolio (30 hrs)

Cuidado de Niños: Los Fundamentos

Conviértase en un profesional del cuidado de niños instruido y mejor capacitado. Tópicos incluirán requisitos de un ambiente seguro y saludable, nutrición, actividades educativas, crecimiento y el desarrollo físico, cognitivo, comunicativo y creativo de los niños. El candidato también aprenderá a definir entrenadores de orientación positiva para apoyar el desarrollo social y emocional apropiado para los niños pequeños. (30 hrs)

Parte 1

AEDE A81 Sec 076 Remote Live
Lun, Mié, 11/9-12/14, 6-9 pm, \$250
(no class 11/25)

AEDE A81 Sec 086 Remote Live
Mar, Jue 10/13-11/12, 6-9 pm, \$250

Parte 2

AEDE B81 Sec 086 Remote Live
Mar, Jue, 11/17-12/22, 6-9 pm, \$250
(no class 11/26)

AEDE B81 076 Remote Live
Lun, Mie
1/11 - 2/17/2021, 6-9 pm, \$250
(no class 1/18 & 2/15)



CDA Portfolio Preparación

Este curso le proveerá con la información necesaria para construir su "Portafolio CDA." Usted debe

de haber completado las 480 horas de experiencia profesional en un centro de aprendizaje o jardín antes de participar en este curso. Además, debe tener buena alfabetización y ortografía. El requisito educacional de 120 horas para obtener su CDA puede satisfacerse al completar nuestro programa de certificado "Children's Care-Giver." Usted aprenderá a construir las seis composiciones requeridas para la evaluación del Concilio. También le proveeremos con información sobre cómo recopilar documentaciones adicionales requeridas para el portafolio. Finalmente lo prepararemos para el examen oral y escrito dado por un representante del concilio de CDA. En "Union County College" lo preparamos para cumplir con todos los requisitos del Concilio para poder solicitar el examen. El Concilio de Washington, D.C. después de recibir su solicitud la examinará y ellos le otorgarán la certificación CDA. (30 hrs)

AEDE 083 Sec 036 Remote Live
Mié, 10/7-12/16, (no class 11/25),
6-9 pm \$250

Preparación para GED

Mejore sus habilidades para tomar exámenes! Desarrolle un programa de estudio confiable para las cuatro áreas requeridas para obtener 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. Aprenda estrategias para maximizar sus posibilidades de éxito (48 hrs).

AETE 124 Sec 086 Remote Live
Mar, Jue, 9/29-12/22, 6:30-8:30 pm, \$329
(no class 11/26)

REGÍSTRESE EN LINEA (a través del Internet)

¡Fácil y conveniente!

www.ucc.edu/ce

Union County College
Self Paced

Online Learning

anytime, anywhere...
just a click away!



Learn
from the
comfort of
home!

Our online learning programs are offered in partnership with Education to Go.

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

For a full listing of available programs, go to <https://careertraining.ed2go.com/ucc>

Career training programs include:

Graphic Arts and Design

- Video Game Design and Development
- Web Design

Business

- Court Interpreter
- Lean Six Sigma Yellow, Green and Black Belt

Computer Applications

- Android App Developer
- Microsoft Application Certification

Computer Programming

- Java Programmer
- Python Developer

Health and Fitness

- Certified Medical Transcriptionist
- Medical Interpreter

Hospitality

- Corporate Event Planner
- Retail Customer Service Skills Training

Information Technology

- CompTIA Certification

Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners.

New course sessions begin monthly, are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more.

For a full listing of available programs, go to <https://careertraining.ed2go.com/ucc>

Instructor-led short courses include:

Accounting and Finance

- Accounting Fundamentals

Business

- Business Software
- Business Writing

College Readiness

- GED, SAT/ACT and GRE Test Prep

Computer Applications

- Microsoft Applications
- QuickBooks
- Database Management
- Networking and Communication
- Computer Programming

Design and Composition

- Digital Photography
- Graphic Design
- Web Design

Healthcare and Medical

- Alternative Medicine
- Health Information Technology

- Ethics, Law and Compliance

Personal Development

- Languages
- Arts

- Job Search

- Personal Enrichment

Writing and Publishing

- Business Writing
- Creative Writing
- Grant Writing

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

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

HEALTHCARE CAREERS

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 140 Cranford
M, 10/14, 6-10 pm, \$299
W, Th, 10/16-10/17, 6-10 pm
M, 10/21, 6-10 pm



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

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



CERTIFICATE PROGRAM

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

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

This course is designed to instruct you to the level of Emergency Medical Technician Basic (EMTB) and to introduce all the necessary skills to provide emergency medical care at a basic life support (BLS) level with an ambulance or other specialized service. Upon successful completion of this program, you will

CPR FIRST AID, AND AED CERTIFICATION COURSES

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 116 Cranford
M, 10/14, 6-10 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 116 Cranford
M, 10/28, 6-10 pm, \$129

EMERGENCY MEDICAL TECHNICIAN-BASIC

be eligible to take the New Jersey certification exam, which is required to act as an EMT in NJ. (220 hrs)

This course is held in the Plainfield Annex.

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

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

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

Please note: Students need to have access to a computer for online assignments.

Mandatory Orientation - Online

W, 8/26, 6 - 8 pm

The College offers three EMT sections:

AEHL 100 Sec 340 Plainfield
T,Th, 9/3 - 12/17

Skills: Th, 8:30 am - 3:30 pm

Remote Live Lecture:

Th, 5:40 - 7:00 pm, \$1,500

AEHL 100 Sec 360 Plainfield
S, 9/7 - 12/17 (one Sunday, 9/27),

Skills: 8:30 am - 3:30 pm

Remote Live Lecture:

M, 7:10 - 10:30 pm, \$1,500

AEHL 100 Sec 346 Plainfield
T,W,Th, 9/2 - 12/17

Skills: T,Th 6:15 - 9:30 pm

Remote live lecture

W, 5:40 - 8:30 pm

HEALTHCARE CAREERS

PATIENT CARE TECHNICIAN



CERTIFICATE PROGRAM

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

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

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

Prerequisites

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

Required Courses

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

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

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

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)

Fall 2020 start. Call for details. Conducted remotely
M, T, W, Th, 8:30 am-2:00 pm, \$4,954

See page 19 for details.



PHARMACY TECHNICIAN



CERTIFICATE PROGRAM

The Pharmacy Technician plays a key role in the allied health field. Working under the supervision of a Licensed

Pharmacist, Pharmacy Technicians assist in dispensing prescriptions in both retail and private pharmacies. Pharmacy Technicians speak with customers to acquire information, count tablets and measure amounts of medications for prescriptions, package and label prescriptions, and handle insurance issues. To become a Pharmacy Technician, one must possess a high school diploma or equivalent, have a strong mathematical background, and pass a criminal background check. Most states require some sort of formal training. Some states and employers may also require their Pharmacy Technicians to acquire national certification. (120 hrs)

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

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

Pharmacy Technician Certification Board—Additional study material is also recommended to prepare for the PTCB examination. Please contact PTCB at 877-782-2888 or www.ptcb.org for more information.

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

Required Course

AEHL 955 Sec 076 Remote Live
M, W, 10/5-3/8/21, 6:30-9:30 pm, \$1,500
(no class 11/25, 12/28, 12/30, 1/18, & 2/15)

HEALTHCARE CAREERS

EKG TECHNICIAN PROGRAM



CERTIFICATE PROGRAM

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

Prerequisite

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

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

Required Courses

- AEHL 147–EKG Technician (48 hrs)

Recommended Elective

- AEHL 959–Basic Certifications Package (16 hrs)

Part I: Anatomy and Physiology

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

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

AEHL 111 Sec 060 Remote Live
S, 9/26-12/19, 9 am-12 pm, \$395
(no class 11/28)

Part II: Anatomy and Physiology

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

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

Prerequisite: AEHL 111 - Part 1: Anatomy and Physiology

AEHL A11
Will be offered Spring 2021

EKG Technician

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

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

AEHL 147 Sec 076 Remote Live
M, W, 9/28-11/18, 6-9 pm, \$450
(no class 11/25)

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)

Program requirements

- Textbook required for first class; available at College bookstore.
- Students must wear scrubs and closed-toe shoes in class.

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 Sec 086 Remote Live
T, Th, 9/29-1/27/21, 6-9 pm, \$900
(no class 11/26, 11/24, 11/29 & 12/31)

Note: Not all courses are offered every semester.

MEDICAL BILLING AND CODING



MEDICAL BILLING SPECIALIST

The Medical Billing Specialist program provides students with skills and knowledge to begin a medical billing career. Earn the following industry certifications: Certified Professional Biller (CPB), American Association of Professional Coders. (315 hrs)

*Fall 2020 start
Call for details. Conducted remotely
M, T, W, Th, 4:30-9:30 pm, \$4,810*

See page 19 for details

ALLIED HEALTH COURSE WAIVER PROCEDURES

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

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

MEDICAL BILLING AND CODING PROFESSIONAL



CERTIFICATE PROGRAM

Medical Billing and Coding Specialists organize and manage health information data by ensuring its quality, accuracy, accessibility and security in both paper and electronic systems. They utilize coding languages to categorize various diseases and treatments and may also review billing and insurance claim files and recommend them for approval or further investigation, subsequently providing information to ensure accurate insurance reimbursement. This program teaches the required coding languages to become a Medical Billing and Coding Specialist. Students will learn both diagnostic (ICD-10) and procedural coding (CPT-4), in addition to anatomy and physiology, procedural terminology, and medical billing.

This program requires you to have a high school diploma or the equivalent prior to enrolling. Also

Anatomy and Medical Terminology for Billers and Coders

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

*AEHL 135 Sec 086 Remote Live
T, Th, 10/13-12/8, 6-9 pm, \$625
(no class 11/26)*

highly recommended are basic secretarial skills, minimum typing of 35 wpm and basic computer knowledge and basic math skills.

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

Prerequisite

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

Required Courses

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

NOTE: Not all courses are offered every semester.

Understanding Medical Insurance/HIPAA

This class introduces the student to the processes of medical insurance billing, Topics include HIPAA, managed care systems, private insurance, medical costs and reimbursement. The instructor leads discussions on medical billing basics, health insurance claim forms, claims submission and the reimbursement process. Procedural coding is briefly discussed. This course is taught through lecture and practice exercises. (50 hrs)

Prerequisite: Anatomy and Medical Terminology for Billers and Coders.

Program requirements: Textbook required for first day of class; available at the college bookstore.

*AEHL 137
Will be offered Spring 2021*

FACILITY MANAGEMENT

UPCOMING CLASS - SPRING 2021



Earn the Must-Have Credential in Facility Management

IFMA's Facility Management Professional (FMP®) Credential

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

THE IFMA FMP CREDENTIAL PROGRAM teaches the knowledge and skills demanded by today's facility management employers, as defined by the IFMA global job task analysis. Learn from experienced instructors in a structured learning environment with opportunities to build your peer network and increase your professional standing.

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

Course 1: Operations and Maintenance

Course 2: Project Management

Course 3: Finance and Business

Course 4: Leadership and Strategy

Instructor: Dennis Kowal, AIA, LEED AP, FMP®, SFP

If you are an early to mid-career facility management practitioner, transitioning into the profession, or a supplier to the industry, by enrolling in Union County College's IFMA FMP Credential Program®, you will improve your knowledge, enhance your skills, gain immediate credibility with employers, clients, and peers, and have access to everything you need to earn the FMP credential.

The four courses are presented in a convenient, adult-friendly format and all course materials and final assessment exams are included in the tuition cost. With the help of our expert instructors and the comprehensive print materials, you will explore the topics deemed critical by employers and practitioners worldwide.

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



Course Materials

The IFMA FMP Credential Program curriculum was developed by a team of global industry experts to teach the knowledge and skills demanded by today's facility management employers, as defined by the IFMA global job task analysis. These materials include:

- Printed and e-version course materials
- Interactive online study tools
- Online FMP final assessments

Program Requirements

There are no prerequisites to enroll in this program.

By enrolling in this course, you'll benefit from:

- Experienced instructors who present the IFMA FMP Credential Program materials in an easy-to-understand format.
- A structured learning environment to keep you on schedule.
- Opportunity to build your peer network.

- Course fees often qualify for tuition reimbursement.
- Up to 7.8 IFMA-issued continuing education units (CEUs) and 60 general CE hours for LEED credential maintenance for successful completion of the four courses.

Note: No additional FMP final exam is required. After passing the three FMP final assessments with a score of 75% or higher, the FMP application (with fee) must be submitted to IFMA.

FMP Credential Requirements

The IFMA FMP Credential Program materials include online FMP final assessments. To earn the FMP credential, you must pass each of the four FMP final assessments with a score of 75% or higher. Once completed, you must submit an FMP application and pay an application fee (information at www.ifma.org) to IFMA to validate your credential.



IFMATM
International Facility Management Association

AEBU 029 Sec 125 Remote Live
Tue, 2/16 - 6/15, 5:30 - 9:30 pm

\$2,395

TRANSPORTATION, LOGISTICS AND DISTRIBUTION

Ideally situated near the ports of Newark and Elizabeth, Union County College offers specific training developed in partnership with the Transportation, Logistics and Distribution (TLD) industry. One in every ten jobs in New Jersey is in the TLD sector. Our programs aim to qualify our students for these jobs.

All programs require individual study time in addition to online classroom work. Online materials to reinforce classroom contents, certification exam costs and student manuals are included in the cost of each course.

CERTIFIED CUSTOMS SPECIALIST

The National Customs Brokers and Freight Forwarders Association of America (NCBFAA) Certified Customs Specialist (CCS) Certification Program assists trade professionals in the import industry to become experts in current import regulations. The CCS course covers fundamental points of the importation process and delves into practical, relevant subject matter not generally tested on the Customs licensing exam. This six-month, self-paced, online program consists of 23 modules, checkpoint quizzes, and a cumulative, proctored final exam. Students are required to provide their own proctor.

- *Expand knowledge.*
- *Gain in-depth insight into every aspect of import logistics management.*
- *National professional recognition.*
- *Peers, staff, customers, and leaders all value the CCS designation.*

Key Topics: The importation of goods, licensing requirements and agency agreements, The U.S. Harmonized Tariff Classification System, Tariff treatments and trade agreements, Valuation and Classification, Informed Compliance, Assessment of Duties, Marking of Imported Goods, Drawback and refunds, Special Requirements, Anti-dumping and Countervailing Duties, Foreign Trade Zones, and Record keeping.

Course Code: AEBU 030

Tuition: \$1,299

Number of In-class Hours: 75

Course includes and requires independent student work with online materials outside of classroom Exam Fee included. Retake exam fee: \$25



CERTIFICATE PROGRAM

CERTIFIED EXPORT SPECIALIST

The NCBFAA Certified Export Specialist (CES) certification program helps trade professionals become knowledgeable in current regulations. This one-year, instructor-led online course has an online proctored final exam. Perfect for Individuals working in the forwarding industry interested in expanding their fundamental knowledge.

- *Expand your knowledge of export procedures*
- *Keep current with recent changes affecting the export industry*
- *Gain recognition and increase stature among colleagues and clients*

Key topics: Export Control Basics, Regulations, Destination Country Controls, State Department– ITAR, Office of Foreign Assets and Control, Other Government Agencies, Census, Record keeping, Security, Payment Terms, Bookings, Air Freight, Bills of Lading, , Marine Cargo Insurance, Licenses, ECCN Classification, Anti-Boycott Regulations, Drug Enforcement Agency, Violations, Quotations, Letters of Credit, NVOCC, AES/EEI, Documentation, Carnet, and Federal Maritime Commission Regulations.

Course Code: AEBU 031

Tuition: \$2,500

Number of In-class Hours: 150

Course includes and requires independent student work with online materials outside of classroom Exam Fee included. Retake exam fee: \$25

CSCMP – SUPPLY CHAIN MANAGEMENT PROGRAM

This program leads to certification by the **Council of Supply Chain Management Professionals (CSCMP)** in any or all eight (8)



CERTIFICATE PROGRAM

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.

Supply Chain Management (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 \$450 and includes the exam. For complete program details and course descriptions, <https://www.ucc.edu/continuing-and-professional-education-and-workforce-development/supply-chain-management-curriculum-cscmp-certification/>

- Supply Chain Management Principles.
- Warehousing Operations
- Transportation Operations
- Customer Services Operations
- Demand Planning
- Manufacturing & Service Operations
- Inventory Management
- Supply Management & Procurement

Fundamentals of Supply Chain Management Program

The Fundamentals of Supply Chain Management program provides you with the fundamentals of the transportation, logistics and distribution industry sector. Earn the following industry certifications: SCPro Fundamentals (CSCMP) Certificates in: Supply Chain Management Principles, Warehousing Operations, Transportation Operations, and Customer Service Operations.

Total Hours: 180 hours

Program Cost: \$4,000

Conducted remotely

Program Schedule: Monday – Thursday,

8:30 am – 2:00 pm,

Fall 2020 start.

Call for details (908) 527-7207.



CONTACT US AT 908-527-7207 OR IBI@UCC.EDU

UNIFORM CONSTRUCTION CODE

ALL CLASSES OFFERED
THROUGH REMOTE INSTRUCTION

These classes are for general contractors who are looking to advance their careers and become New Jersey State Inspectors for local municipalities. They are open to anyone with an interest in construction and mandatory for those desiring licensure in building, electrical, elevator, fire protection, plumbing; and administrative licensure in sub code official, construction official, and technical assistance. The courses focus on technical needs for contractors, estimators, architects, engineers, and government officials as they relate to the design, construction, and maintenance of building structures. Courses are approved for licensure by the New Jersey Department of Community Affairs (DCA) pursuant to NJAC 5:23-5.20 and must be taken in the proper sequence (RCS-ICS-HHS). Licensing application packets and related inquiries should be directed to the DCA Licensing Unit at 609-984-7834. It is recommended to review this packet before undertaking a course. Students who successfully complete a course and apply for licensing may be refunded up to 75% of tuition by submitting a license number or log number to the college they attend. (Information provided in class.)

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

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

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

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

Learning platform: Canvas

Building Inspector H.H.S.

This course satisfies the educational requirement for licensure as a Building Inspector HHS (Hazardous and High-Rise Structure). Instruction focuses on technical competency in design analysis, materials and standards, and methods for securing compliance in advanced structural systems, advanced fire protection systems, and advanced mechanical systems as applied to class I and all other structures established in Subchapter 3 of the New Jersey Uniform Construction Code (NJAC 5:23-3). (60 hrs)

AEIC 302 086, T, Th, 11/3-12/29, 6:30-10:30 pm, (no class 11/26) \$675

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 311 Sec 086
T, Th, 9/29-11/17, 6:00-9:00 pm, \$525

Fire Inspector H.H.S.

This program is prepares the students to obtain the licensing in the Fire Protection discipline of the NJ UCC, after they have completed Fire Protection ICS program. Course work includes the building use groups, types of construction, height and area, fire protection systems and means of egress. Students will learn when the building codes require such systems and equipment in new renovated structures along with the standards for systems installations and acceptance testing, course textbook information is provided the first day of class. (60 hrs)

AEIC 191 Sec 076
M, W 10/26-12/16, 6:30 - 10:30 pm
(no class 11/25) \$675

Construction Official

Prepare to work as a Construction Official. The Construction Official is the chief administrator of a

local code enforcing agency who establishes and enforces the agency policies to assure compliance with the Uniform Construction Code. This course reviews the duties and responsibilities of the Construction Official. Topic areas include: Administration, Legal Methods of Code Enforcement, Legislation, and Sub-Code. Prerequisite: Students must already have a Subcode Official license to enroll. (45 hrs)

AEIC 561 086
6:30-10:30 pm, \$575
Call for details.

New! Technical Assistant Certification Program

This is designed for 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 and 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 086
T, Th, 10/20 - 12/10,
6:00-9:00 pm, \$575

The community colleges listed below offer a regional schedule of classes for Uniform Construction Code training. For a complete list of the courses offered statewide, see the DCA website at: www.state.nj.us/dca/divisions/codes/forms/pdf_licensing/ucc_c_grid.pdf

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		9/8 - 12/8/2020	2/2 - 4/8/2021	9/2 - 2/16/2020	1/6 - 4/14/2021			1/5 - 4/5/2021	10/6 - 11/24/2020		1/5 - 3/23/2021	9/9 - 11/24/2020	
Mercer County College 609-570-3311 www.mccc.edu	9/20- 12/11/2020				9/6 - 2/13/2020								
Middlesex County College 732-906-2556 www.middlesexcc.edu	9/9 - 12/21/2020	9/15 - 12/10/2020				9/29- 2/20/2021		10/22- 2/05/2020			10/27- 12/19/2020	10/22- 12/5/2020	9/19- 11/14/2020
Union County College 908-709-7600 www.ucc.edu			11/3 - 12/29/2020		9/29 - 11/17/20								10/20- 12/10/2020

AGES 11-17



All classes offered through remote instruction.



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

NEW! Coding Academy

Calling all future coders, programmers, & designers! Explore a series of coding languages like HTML, CSS, JavaScript, and Python through introductory projects and design challenges. Get started on your coding journey and become the next coding prodigy! Projects will be available on a Black Rocket website to share with friends and family. Ages 8-11 and 11-14

*Compatible with MAC, Windows, and Chromebook. *\$10 license fee per student with this class

AEKE 055 Sec 060
S, 9/26 – 10/31, 9:30 – 11:30 am, \$159

AEKE 055 Sec 06A
S, 9/26 – 10/31, 12 – 2:00 pm, \$159

AEKE 055 SEC 074
M, W, 11/2 – 12/9, 4 – 5:30 pm, \$159
(no class 11/23 & 11/25)

AEKE 055 Sec 06B
S, 11/7 – 12/19, 9:30 – 11:30 am, \$159
(no class 11/28)

AEKE 055 Sec 06C
S, 11/7 – 12/19, 12 – 2:00 pm, \$159
(no class 11/28)

NEW! Minecraft® Redstone Engineers

Take the next step beyond simply “playing” Minecraft and become a true Redstone engineer. Expand your Redstone knowledge by constructing your own carnival with a variety of mini-games, roller coasters, and attractions powered by Redstone. Learn how to use Command and Structure blocks to incorporate them into your builds. Activate your skills and take your Minecraft structures to the next level! Students must own a Java version of Minecraft to take this class. Tablet, phone, and game console versions of Minecraft are not compatible. Ages 8-11 and 11-14

*Compatible with MAC and Windows OS only. Purchase Minecraft Java Edition

AEKE 009 Sec 084
T, Th, 11/3 – 12/10, 4 – 5:30 pm, \$149
(no class 11/24 & 11/26)

ROBLOX® Makers

Unlock the power of ROBLOX® Studio, the world creation tool used by real-world ROBLOX® developers! Learn how to build 3D models and create an adventure in your ROBLOX® world. Bring characters to life with unique animations you design. Student-created projects will be available on a password protected Black Rocket website to share with friends and family. Ages: 8-11 and 11-14

*Compatible with MAC and Windows OS only.

AEKE 038 Sec 084
T, Th, 9/29 – 10/29, 4 – 5:30 pm, \$149

AEKE 038 Sec 060
S, 11/7 – 12/19, 9:30 – 11:30 am, \$149
(no class 11/28)

AEKE 038 Sec 06A
S, 11/7 – 12/19, 12 – 2:00 pm, \$149
(no class 11/28)

YouTube® Content Creators

Find your voice and leave your mark on the world! Whether you are six or sixty, it's time to start a career as the next YouTube star. Explore the variety of content and personalities that exist on YouTube and how to find your own niche. Learn the Dos and Don'ts of the platform and how to practice good digital citizenship. Develop your on-camera presence, your own channel branding, and professional editing skills. Take home a plan for launching your own channel with the content created in class! Student projects will be available on a password protected Black Rocket website to share with friends and family. Ages 8-11 and 11-14

*A webcam is required for this course. *Compatible with MAC and Windows OS only.

AEKE 048 Sec 074
M, W, 9/28 – 10/28, 4 – 5:30 pm, \$149

AEKE 048 Sec 060
S, 9/26 – 10/31, 9:30 – 11:30 am, \$149

AEKE 048 Sec 06A
S, 9/26 – 10/31, 12 – 2:00 pm, \$149

Middle School Math Review

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

AGES 11-13
AEKE 117 Sec 060
S, 10/3-11/21, 8:50-10:20am, \$275



Algebra Review

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

AGES 14+
AEKD 115 Sec 060
S, 10/3-11/21, 10:30am-12pm, \$275

Better Thinker, Better Writer, Better Grades

This course will help you improve your critical thinking and strengthen your writing skills when reading literature and writing school essays. Learn strategies that will help you get better grades, while also improving your ability to understand, discuss and write about the literature you read throughout the school year. (12 hrs)

AGES 11-13
AEKE 022 Sec 060
S, 10/3-11/21, 10-11:30am, \$275

Leisure and Personal Development

LIFELONG LEARNING ENRICHES YOUR LIFE

New! Strengthen and Lengthen Barre

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

AEEX 099 161 Remote Live
S, 9/21-11/23, 1-1:30 pm, \$69
(no class 10/19, 10/26)

Fiction Writer's Workshop

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

AEEN 015 Sec 137 Remote Live
W, 10/2-11/-20, 7-9 pm, \$189



Spanish

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

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

Spanish 1
AEAL A10 Sec 037 Remote Live
W, 9/30-11/4, 7-9:30 pm, \$159

Spanish 2
AELA B10 Sec 037 Remote Live
W, 11/11-12/23, 7-9:30 pm, \$159
(no class 11/25)

CLOSED

Don't Miss Out!

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

Digital Skills to Work from Home

AEBU 410 Sec 060 Remote Live
S, 10/3-11/7, 10:30 am - 12:30pm,
\$169

Remote work has become a necessity in 2020. Join us and learn digital skills to optimize your skillset for today's workforce. Attendees will learn new skills to add to their resume when pursuing remote work. We will be reviewing the best ways for automation, project management digital tools, email optimization, entry level cloud computing and Excel integration with all. Also digital content distribution will be reviewed. Including content types: eBooks, Infographics, Case Studies, Interviews, Podcasts, Webinars, Blogs. Instructor: Rajeeyah Madinah (10 hrs)

Ecommerce Online Business

AEBU 409 Sec 036 Remote Live
W, 10/14-11/11, 6:30-8:30pm, \$169

This program is for anyone with an interest in online business, E-Commerce, eBooks, Podcasts, Blogging, Apps, Amazon, Retail, etc. We will discuss how to create, operate, manage and grow an online business. Attendees will become familiar with how to leverage their social media marketing to dominate the online business platforms of Amazon, Shopify, Etsy, and eBay. Instructor: Rajeeyah Madinah (10 hrs)

SEO and Email Marketing

AECO 408 Sec 061 Remote Live
S, 10/3-10/31, 1-3 pm, \$169

This program is for anyone interested in learning how to rank on Google. Business owners will become empowered by learning the best ways to create their own powerhouse, organic email list and maximize their presence with Google and text message marketing. Instructor: Rajeeyah Madinah (10 hrs)

Instagram Business Marketing

AECO 407 Sec 016 Remote Live
M, 10/5-11/2, 6:30-8:30 pm, \$169

Join us for a FUN program on Instagram marketing! Learn to optimize your Instagram account as well as integrate it with Google to bring traffic directly to your business. We will discuss the steps to create a marketing strategy and content distribution that leads the right audience to your business. During this program attendees will become familiar with the best ways to optimize their Instagram account, build a brand for themselves and monetize every post. Join us and learn actionable steps that you can apply right away for your business. All industries welcomed! Instructor: Rajeeyah Madinah (10 hrs)



Sponsored by the Union County Board of Chosen Freeholders

This program is funded by the Union County Board of Chosen Freeholders for Union County residents who are at least 60 years old.

All classes are remote live.

ART • 60+

Materials list for all art classes will be sent to participants upon registration.

Pastel

Develop your creative eye and refine your technique to create vibrant, rich compositions. This class is for students who have a basic understanding of this medium. Come ready with ideas (original photo, 5"x7" or larger landscape, still life or abstract) or a "work in progress" to the first class. (9 hrs)

AEAS 007 Sec 010
M, 10/5-11/9, 9:30 am - 11 am

Beginner Drawing

Learn how to "see like an artist" while exploring the basic elements of art including line, form, shading and composition. Develop your skill and learn different drawing techniques to create artwork with individual style. Supply list can be picked up at the office of Continuing Education. Please bring all supplies to the first class. (9 hrs)

AEAS 001 Sec 030
W, 10/7-11/11, 9:30 - 11 am

Mixed Media

Experiment with paint, textural materials, decorative papers and found objects to create beautiful and unique works of art. Supply list can be picked up at the office of Continuing Education. Please bring all supplies to the first class. Materials fee of \$10. Payable to instructor at first class. (9 hr)

AEAS 058 Sec 140 Cranford
Th, 10/8 - 11/12, 12:00-1:30 pm

COMPUTERS/ TECHNOLOGY

Everything Seniors Want to Know about Computers

(8 hrs)
AECS 030 040
T, Th, 10/6-10/8,
11 am - 1 pm and 3 - 5 pm

Introduction to Social Media

(8 hrs)
AECS 005 080
F, 9/25 - 10/30, 10 - 11:30 am

Social Media II

(8 hrs)
AECS A05 080
F, 11/3 - 12/15, 10 - 11:30 am

Microsoft Windows 10

(8 hrs)
AECS A22 Sec 080
T, Th, 10/13-10/15,
11 am - 1 pm and 3-5 pm

MS Word 2016 Beginner

(8 hrs)
AECS A23 Sec 080
T, Th, 10/20-10/22,
11 am-1pm and 3-5 pm

MS Word 2016 Intermediate

(8 hrs)
AECS B23 Sec 080
T, Th, 10/27-10/29,
11 am-1 pm and 3-5 pm

MS Excel 2016 Beginner

(8 hrs)
AECS A47 Sec 080
T, Th, 11/3-11/5,
11 am - 1 pm and 3 - 5 pm

MS Excel 2016 Intermediate

(8 hrs)
AECS B47 Sec 080
T, Th, 11/10-11/12,
11 am -1 pm and 3-5 pm

DANCE

Zumba (8 hrs)

AEES 531 Sec 010
M, 9/28-11/16, 10:30-11:30 am

Strengthen and Lengthen Barre (8 hrs)

AEES 535 Sec 010
M, 9/28-11/16, 12 - 1 pm

FITNESS • 60+

Tai Chi (12 hrs)

AEES 091 Sec 080
T, Th, 9/22-10/29, 10-11 am

AEES 091 Sec 08A
T, Th 11/3-12/15. 10-11 am
(no class 11/26)

SPECIAL INTEREST

Knit and Crochet for Beginners and Beyond

(9 hrs)
AEAS 020 Sec 020
T, 9/29-11/3, 10:30 am-12 pm
AEAS 020 Sec 09A
T, 11/10-12/15, 10:30 am - 12 pm

Conversational Spanish 1

(15 hrs)
AEES 010 Sec 160
S, 9/26-10/31, 10-12:30 pm

Conversational Spanish 2

(15 hrs)
AEES B10 Sec 160
S, 11/7-12/19, 10-12:30 pm
(no class 11/28)

America Comes Through: Inspiring Stories of Everyday Heroes

(1 hr)
In difficult times, individuals have a way of doing the impossible.

AEVS-073 Sec 033
W, 10/7, 3 - 4:00 pm

Gotcha, Too! More Iconic Snapshots

(1 hr)
With the advent of the citizen journalist and social media, more everyday events are preserved.

AEVS 074 Sec 033
W, 10/14, 3 - 4:00 pm

If the Climate Can Change, So Can I: History, Science, and Home Remedies

(1 hr)
A simple, no-blame explanation of what happened, and the things individuals can do to help.

AEVS 075 Sec 033
W, 10/21, 3 - 4:00 pm

Lighter Than Air: The Story of Airships

(1 hr)
Jim takes us on a blimp ride and there are few experiences more majestic or whimsical.

AEVS 076 Sec 033
W, 10/28, 3 - 4:00 pm

Our Signatures: What They Tell Us and Are They Necessary?

(1 hr)
A look at the history of handwriting and its usefulness in today's world.

AEVS 077 Sec 033
W, 11/4, 3 - 4:00 pm

Paths, Trails, and Highways: Why Did the Chicken Build the Road?

(1 hr)
To get from here to there may not follow the most logical path, but there's always a reason.

AEVS 078 Sec 033
W, 11/11, 3 - 4:00 pm

CLASSES FILL QUICKLY, SO REGISTER EARLY FOR UPCOMING COURSES!

Registration

Registration is easy, but register early to avoid disappointment!! Courses fill quickly and some have limited enrollment. COURSES WITHOUT SUFFICIENT ENROLLMENT ARE CANCELLED 48 HOURS PRIOR TO THE COURSE START DATE. Registrations are accepted until a course begins, if space is available. Please be sure you provide a daytime phone number at which you can be reached in the event of a class cancellation.

Online

For all students, this is the fastest and most convenient way to register. Visit: www.ucc.edu/ce.

Phone In

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

Tuition and Fees

All tuition and fee information is listed with the course description. Please be sure you read the description and fee information carefully, as they will explain any material fees or prerequisites associated with the class. Continuing Education does not accept Financial Aid. Payment can be made by check, money order, American Express®, Visa®, MasterCard®, Discover®, or cash.

Class Cancellation

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

Withdrawals and Refunds

To withdraw from a course or seminar, you must notify the Continuing Education Office in writing or in person immediately. You will be required to fill out a withdrawal form. Refunds (minus a \$10 processing fee per course) will be made as follows:

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

Veterans Refund Policy

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

Parking

Tuition does not include parking. You will need to purchase a Parking hang tag that permits you to park in designated lots on campus. Handicapped parking is available. Parking tags in Cranford cost \$10 per semester regardless of the number of times the course will meet. After a registration receipt has been issued, it MUST be presented with valid vehicle registration at the Public Safety

Office in Cranford (room SD-108). Tags may be obtained weekdays from 8:30 am to 6:30 pm Tags are NOT mailed. You will be ticketed if you do not have a tag visible in your vehicle. If you are taking classes in Elizabeth, parking tags can be purchased for \$65. Otherwise, ample public parking is available in the J. Christian Bollwage Parking Garage at Caldwell Place and Elizabethtown Plaza.

Inclement Weather/ Emergency Closing

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

*visit our website at
www.ucc.edu/ce
for the latest information*

Non Discrimination

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

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

Complaints

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

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

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, Coordinator of Services for Students with Disabilities, Nomahegan Hall, Room N-3; 908-709-7164; karen.cimorelli@ucc.edu.

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

Employee, Guest, and Visitor Accommodation Requests

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

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

For further information please consult Union County College's Public Annual Notification at www.ucc.edu

Non-Credit Program Staff

Lisa Hiscano, Ed.D.
Executive Director,
Continuing Education and Workforce Development

Joanne Kula
Assistant Director,
Continuing Education

Annette Castro
Office Manager/Coordinator,
Continuing Education

Michelle Douglass
Secretary, Continuing Education

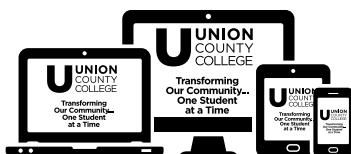
Maritza Batista
Program Coordinator,
Center for Economic and Workforce Development

Nancy Burke
Business Development,
Industry-Business Institute

Marlene Loff
Interim Director,
Center for Economic and Workforce Development

Denise Petrosky
Training Operations Manager, Industry-Business Institute

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Center Director,
Union County Workforce Innovation Business Center



REGISTER ONLINE!

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

www.ucc.edu/ce

Our Non-Credit Departments at Union County College are recruiting for Part-Time Instructors!

Continuing Education

- Accounting
- Anatomy and Physiology Parts 1 and 2
- Child Care (mornings and evenings)
- CPT-4 Coding
- Microsoft Word
- ICD-10-CM and ICD-10-PCS Coding
- Microsoft Excel
- GED Test Preparation in English and Spanish
- Microsoft Powerpoint
- Pharmacy Technician—English and Spanish
- Project Management
- Real Estate
- Computerized Medical Billing
- Youth Programs
- EKG
- Phlebotomy

Industry-Business Institute

- MS Office Suite, English/Spanish
- Business Communications
- Change Management
- Technical Writing
- Customer Service Management
- TLD Logistics (experienced in logistics, warehousing, and supply chain management)
- Supervisory Training
- Job Search and Workplace Readiness
- Team Building
- SAP Technologies
- Operations Management
- Spanish for the Workplace
- Problem Solving
- ESL

Center for Economic and Workforce Development

- ESL Daytime – 8:30 am – 2:00 pm
- ESL Evenings – 5:30 – 9:30 pm



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

Adult Registration Form

Please print clearly and complete all sections

STUDENT INFORMATION

Last Name _____ First Name _____ MI _____

Street Address (including apartment number) _____
(_____)

City/Town _____ State _____ Zip _____ Telephone Home Work Cell

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

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

CAMPUS PARKING

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

License Plate Number _____ State _____

Year, Make and Model of Car _____

You must pick up your parking permit at the Public Safety Office, at which time you will be required to show a current vehicle registration.

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

- Sex:** Male Female
- Ethnicity:** Hispanic Non Hispanic
 Declined to Identify
- Race:** American Indian/Alaskan Native
 Asian
 Black/African American
 Native Hawaiian/Pacific Islander
 White
 Declined to Identify

COURSE SELECTIONS AND FEES

Please enter your course selections

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

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

Continuing Education, Union County College, 1033 Springfield Avenue, Cranford NJ 07016-1599
Phone (908) 709-7600 • (908) 709-7601 • (908) 709-7606 • Email coned@ucc.edu



NOTICES

Students are responsible for being aware of and following the Code of Conduct found in the Union County College Handbook, available at: <https://www.ucc.edu/campus-life/student-handbook/>

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

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



Cisco Certified Networking Associate (CCNA) Program

Networking Academy

- Newly retooled for the latest technologies and job roles, the CCNA program at Union County College will give you the foundation you need to take your career in any direction.
- Three courses and one exam covering a breath 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.



*Introducing
the New
Foundational
CCNA
program*

Cisco Networking Academy

Are you looking to get ahead or break into the ever-changing IT industry? Software, networking, and infrastructure are growing more and more interconnected every day. To move forward in the ever-changing technology landscape, you need to know the latest networking technologies plus security, automation, and programmability. The Cisco Networking Academy (CCNA) Program at Union County College will prepare you to take the **newly revised, globally-recognized, CCNA 7.0 Certification**. The Cisco CCNA program offers comprehensive associate-level training and certification focused on the solutions and technologies you need to implement and administer a broad range of modern networking and IT infrastructure.

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

CCNA 1 - Introduction to Networks
AECO A75 Sec 096 Remote Live
W, 10/7 - 12/16 (no class 11/25), 6:30-10 pm
S, 10/10 - 12/12 (no class 11/28), 8:30 am-12 pm

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, \$1049



Transforming
Our Community...
One Student
at a Time

1033 Springfield Avenue
Cranford NJ 07016

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Earn the Must-Have Credential in Facility Management



IFMA's Facility Management Professional (FMP®) Credential

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

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

Course 1: Operations and Maintenance

Course 2: Project Management

Course 3: Finance and Business

Course 4: Leadership and Strategy



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

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



AEBU 029 Sec 125 Remote Live
Tue, 2/16 - 6/15, 5:30 - 9:30 pm
\$2,395