Register Online!

Workforce Development & Career Education

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

Spring 2020
www.ucc.edu/ce
Welcome to Union County College Workforce Development and Career Education Programs!

Our spring 2020 offerings include exciting continuing education, business solutions, professional development and personal enrichment programs. Whether you are exploring a new career, improving your workplace skills or looking to learn something new this spring, Union County College has the program for you. Workforce development grant opportunities are also available.

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

Enjoy your spring with Union County College!

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

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**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 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 176 186 Cranford**

T, Th, 3/17-4/23, 6:30-9:30 pm, $1,395
CAREER DEVELOPMENT ........................................... 4

Business and Management ........................................... 4
   Accounting
   Administrative Professional
   Bookkeeping
   Human Resource Management
   Introduction to Grant Writing
   Introduction to Quickbooks Accounting
   Intermediate Quickbooks Accounting
   PMP Exam Preparation

Child Care ............................................................. 8
   Child Development Associate Certification

Construction ............................................................ 28
   Uniform Construction Code

Education ............................................................... 9
   NPTNJ Alternate Route Teacher Preparation

Facility Management .................................................. 26

Fitness Careers ......................................................... 9
   Functional Flexibility
   Nutrition Concepts
   Personal Trainer National Certification

Healthcare Careers .................................................... 22
   CPR Classes
   EKG Technician
   Emergency Medical Technician
   Intro to Cannabis
   Medical Billing and Coding Professional
   Medical Marijuana
   Patient Care Technician
   Pharmacy Technician
   Phlebotomy Technician

Information Technology and Computer Training ................. 10
   A+ Service Technician
   Cisco Networking
   CompTIA Network +
   Intro to App Development with Swift
   Microsoft Office Software
   Social Media Marketing

Leadership Training .................................................... 6

Marketing ..................................................................... 31

Real Estate .................................................................. 12

Test Preparation .......................................................... 12
   GED Preparation

Transportation, Logistics and Distribution ............................ 27
   CIFFA Freight Forwarding
   Inventory Management
   Supply Chain Management

CURSOS EN ESPAÑOL ................................................ 20
   Cuido de Niños
   GED (preparación)
   Programas de Computadora

ENGLISH AS A SECOND LANGUAGE ............................... 18

GENERAL INFORMATION ........................................... 34

INDUSTRY CERTIFICATIONS ....................................... 2

INDUSTRY-BUSINESS INSTITUTE ................................. 13

LEISURE AND PERSONAL DEVELOPMENT ........................ 30
   Art
   E-Commerce and Marketing
   Fitness
   Foreign Language
   Interior Design
   Power Civics
   Reading & Writing
   Reiki Certification
   Social Media

ONLINE LEARNING ..................................................... 21

SENIOR SCHOLARS ................................................... 32
   Art - 60+
   Computers/Technology
   Dance
   Finance
   Fitness - 60+
   Language
   Special Interest

WORKFORCE DEVELOPMENT ...................................... 16

YOUTH PROGRAMS ................................................... 29
   Algebra Review
   Middle School Math Review
   Java Script Developer Jam (Black Rocket)
   You Tube Content Creators (Black Rocket)
   SAT Test Prep
   Writing

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

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

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

Scotch Plains
   1700 Raritan Rd.
   Scotch Plains, NJ 07076
   (908) 709-7600

Reeves-Reed Arboretum
   165 Hobart Ave.
   Summit, NJ 07901
   (908) 273-8787 Ext. 15

Union County Performing Arts Center
   1591 Irving Street
   Rahway, NJ 07065
   (732) 574-1435

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.

### BUSINESS AND MANAGEMENT

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Certification Details</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCOUNTING TECHNICIAN</td>
<td>Microsoft Office Specialist Excel Certification, Intuit QuickBooks, Certiport</td>
<td>16</td>
</tr>
<tr>
<td>ADMINISTRATIVE ASSISTANT</td>
<td>Microsoft Office Specialist Excel 2016, Microsoft Office, Certiport</td>
<td>16</td>
</tr>
<tr>
<td>ADMINISTRATIVE PROFESSIONAL</td>
<td>Professional Administrative Certification of Excellence (PACE), American Society</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>of Administrative Professionals</td>
<td></td>
</tr>
<tr>
<td>ASQ SIX SIGMA GREEN BELT</td>
<td>Six Sigma Green Belt, American Society for Quality</td>
<td>8</td>
</tr>
<tr>
<td>CERTIFIED BOOKKEEPER</td>
<td>Certified Bookkeeper, American Institute of Professional Bookkeepers</td>
<td>5</td>
</tr>
<tr>
<td>COMPUTERIZED ACCOUNTING</td>
<td>QuickBooks Certified User, MOS Excel, Certiport</td>
<td>4</td>
</tr>
<tr>
<td>COMPUTERIZED OFFICE SKILLS CERTIFICATION</td>
<td>Microsoft Office Specialist Word and Excel, Certiport</td>
<td>11</td>
</tr>
<tr>
<td>PMP CERTIFICATION AND EXAM PREPARATION</td>
<td>Project Management Professional (PMP), Project Management Institute</td>
<td>8</td>
</tr>
</tbody>
</table>

### EDUCATION

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Certification Details</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHILD DEVELOPMENT ASSOCIATE</td>
<td>NJ Child Development Associate Credential, Council for Professional Recognition</td>
<td>8</td>
</tr>
<tr>
<td>NPTNJ ALTERNATE ROUTE TEACHER PREPARATION</td>
<td>Certificate of Eligibility, NJ Department of Education</td>
<td>9</td>
</tr>
</tbody>
</table>

### FACILITY MANAGEMENT

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Certification Details</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>FACILITY MANAGEMENT PROFESSIONAL</td>
<td>Facility Management Professional Credential, International Facility Management</td>
<td>26</td>
</tr>
<tr>
<td></td>
<td>Association (IFMA)</td>
<td></td>
</tr>
</tbody>
</table>

### FITNESS CAREERS

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Certification Details</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>PERSONAL TRAINER NATIONAL CERTIFICATION</td>
<td>Certified Personal Trainer, World Instructor Training Schools (W.I.T.S.)</td>
<td>9</td>
</tr>
</tbody>
</table>

### HEALTHCARE

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Certification Details</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLOODBORNE PATHOGENS CERTIFICATION</td>
<td>BloodBorne Pathogens Certification, American Health and Safety Institute (AHSI)</td>
<td>22</td>
</tr>
<tr>
<td>BLS CPR CERTIFICATION</td>
<td>BLC CPR Certification, American Heart Association (AHA)</td>
<td>22</td>
</tr>
<tr>
<td>CPR/AED FOR PROFESSIONAL RESCUERS AND HEALTHCARE PROVIDERS</td>
<td>Certification, American Red Cross</td>
<td>22</td>
</tr>
<tr>
<td>EKG TECHNICIAN</td>
<td>Certified EKG Technician, National Healthcare Association</td>
<td>24</td>
</tr>
<tr>
<td>EMERGENCY MEDICAL TECHNICIAN - BASIC</td>
<td>Emergency Medical Technician Basic, State of NJ</td>
<td>22</td>
</tr>
</tbody>
</table>
Industry Certifications

FIRST AID CERTIFICATION ................................................................. 22
First Aid Certification
American Health and Safety Institute (AHSI)

HEART SAVER AID / CPR / AED .................................................... 22
Certification
American Red Cross

MEDICAL BILLING AND CODING PROFESSIONAL ....................... 25
Certified Professional Coder
American Health Information Management Association (AHIMA);
American Association of Professional Coders (AAPC)

MEDICAL BILLING SPECIALIST .................................................... 17
Certified Professional Biller (CPB)
American Association of Professional Coders (AAPC)

PATIENT CARE TECHNICIAN ....................................................... 23
Certified Patient Care Technician
National Healthcare Association

PHARMACY TECHNICIAN ............................................................. 23
Pharmacy Technician Certification
Pharmacy Technician Certification Board

PHLEBOTOMY TECHNICIAN .......................................................... 24
Certified Phlebotomy Technician
National Healthcare Association

NETWORK+ SERVICE TECHNICIAN ............................................. 10
CompTIA Network+ Certified Professional
CompTIA

See Business and Management

REAL ESTATE

REAL ESTATE .................................................................................. 12
Real Estate Sales Associate
NJ Real Estate Commission

TRANSPORTATION, LOGISTICS AND DISTRIBUTION

SCPRO FUNDAMENTALS CERTIFICATION .................................. 27
CERTIFICATIONS IN THE FOLLOWING:
Supply Chain Management Principles, Customer Service,
Inventory Management, Demand Planning, Transportation
Operations, Manufacturing and Service Operations, and Supply
Management and Procurement.
Council for Supply Chain Management Professionals (SCMP)

CIFFA CERTIFICATE IN INTERNATIONAL FREIGHT FORWARDING ........................................... 27

INFORMATION TECHNOLOGY AND COMPUTER TRAINING

A+ HARDWARE (ESSENTIALS) ....................................................... 10
CompTIA A+ Certified Professional
CompTIA

A+ SOFTWARE (PRACTICAL APPLICATIONS) ................................. 10
CompTIA A+ Certified Professional
CompTIA

APP DEVELOPMENT WITH SWIFT ............................................. 10
App Development with Swift Level 1 and
Level 2 Certifications
Apple

CISCO CERTIFIED NETWORKING ASSOCIATE (CCNA) ............ 10
Cisco Certified Networking Associate
Cisco Systems Inc.

REGISTER ONLINE!
It’s Fast! It’s Easy!
It’s Convenient
www.ucc.edu/ce
Career Development

BUSINESS AND MANAGEMENT

ACCOUNTING

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

Accounting 101
In this course, you will learn the basic elements of accounting in an overview of practices and functions for recording business transactions. The focus is on a general knowledge of modern business practices and includes terminology, journals, ledgers, registers, banking, billing and invoicing. You will use accounting forms, understand current developments in accounting and build an understanding of accounting for partnerships and corporations. Textbook required. (18 hrs)

AEFI 102 Sec 176 Cranford M, W, 2/3-2/24, 6:30-9:30 pm, $329
(no class 2/17)

Introduction to QuickBooks
This course, using both lecture and laboratory practice, introduces participants to the basic accounting capabilities of the QuickBooks Online program. Participants will learn how to effectively use essential QuickBooks features that are needed for every small and mid-size business including applying accounting principles to QuickBooks, setting up a chart of accounts for a newly created business, building customer and vendor lists, completing bank reconciliations and gaining competency in accounts receivable and accounts payable issues. (18 hrs)

AEFI 348 Sec 160 Cranford 5, 4/25-5/30, 9:30 am-12:30 pm, $329
(no class 3/14 & 4/11)

Intermediate QuickBooks
To expose students to the more advanced functions in QuickBooks online, a case study based on a typical small business is used in all sessions. Will review introduction material such as setting up a company, setting up products & services, vendors, user information and bank activity feeds. Learn how QuickBooks online can help manage a business through tracking of all transactions such as purchase orders, inventory, invoices, receipts, payroll, sales tax liability and filing options, and internal financial statement preparation. Prerequisite: Introduction to QuickBooks Online, Accounting 101 or equivalent experience. (18 hrs)

AECO 348 Sec 160 Cranford 5, S, 4/25-5/30, 9:30 am-12:30 pm, $329

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

Spring 2020 start Elizabeth M, T, W, Th, 12 pm-5 pm, $4,325
See page 16 for details.

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)

Spring 2020 start Elizabeth M, T, W, Th, 12 pm-5 pm, $4,075
See page 16 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

AEFO 069 Sec 176 Cranford M, W 3/16-4/22, 6:30-9:30 pm, $750
(no class 4/8 & 4/15)

CERTIFICATE PROGRAM

Course and Program Materials
See page 16 for details.
New! Introduction to Grant Writing: Getting the Money Your Organization Needs

The Proposal Writing course is designed for students who hope to enter the profession of proposal writing. This course will give the novice a working knowledge of the procedures involved in the proposal writing process. (12 hrs)

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

AEBU 005 Sec 196 Cranford W, Th, 3/18-6/11, 7-10 pm, $1,350 (no class 5/20)

New! HR Law

In this course you will learn fundamental legal issues, employee relations, and factors for handling substandard job performance challenges, terminations, layoffs, etc. The class will cover the legal considerations in the hiring process. Legalities involving interviewing, final selection, performance management, progressive discipline, and termination for cause and summary. Book included (16 hrs)

AEBU 270 Sec 160 Cranford S, 2/8-4/18, 9-11 am, $329 (no class 2/15 & 3/14)

New! Compensation

In this course you will learn the basis of compensation management to serve as a primary resource as you implement new programs or improve existing ones. This course covers the basics and elements of compensation: job evaluation, competitive surveying, salary structure, pay performance, management reward systems, and other benefits. Book included (16 hrs)

AEBU 273 Sec 160 Cranford S, 2/8-4/18, 11:30 am-1:30 pm, $329 (no class 2/15 & 3/14)

Communication Skills for Managers

The ability to communicate clearly is the critical core competency for successful managers at all levels and in all industries. Whether written, or spoken, in person or via e-mail, effective communication is essential. You will learn to choose the most appropriate mode for communicating your message. You will also learn to ask the right type of question to elicit information, encourage a response, or create a relationship. This solid overview of all facets of business communication offers numerous opportunities to practice and apply your communication skills. Book included. (16 hrs)

AEBU 264 Sec 160 Cranford S, 4/25-5/30, 9 am-12 pm, $329 (no class 5/23)
LEADERSHIP TRAINING  All classes are held at our Elizabeth Campus.

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. All classes held at Cranford Campus.

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, February 5, 2020
8 am to 12 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, February 12, 2020
8 am-12 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, February 19, 2020
8 am-12 pm, $95
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, February 26, 2020
8 am-12 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, March 4, 2020
8 am-12 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, March 11, 2020
8 am-12 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, March 18, 2020
8 am-12 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, March 25, 2020
8 am-12 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, April 1, 2020
8 am-12 pm, $95
PMP® CERTIFICATION

CERTIFICATE PROGRAM

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

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

Why Enroll in This Course?

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.

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-certified 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.

• 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 Sec 176 Cranford T, Th, 3/17-4/23, 6:30-9:30 pm, $1,395

Introduction to Lean Six Sigma

This six-hour mini course introduces students to the basic concepts of Lean Six Sigma process improvement. It 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, to name just a few. Students will see examples of successful Lean Six Sigma Projects. This course can be taken as a standalone course or as a lead in to the Six Sigma Green Belt Course. (6 hrs)

AEBU 013 Sec 176 Cranford T, Th, 5/5-5/7, 6:30-9:30 pm, $95

Six Sigma Green Belt Body of Knowledge

CERTIFICATE PROGRAM

This course covers the entire American Society for Quality (ASQ) Six Sigma Green Belt Body of Knowledge (SSGB BOK). (See www.asq.org.) It is taught by an ASQ Certified Six Sigma Black Belt (ASQ CSSBB) using the Quality Council of Indiana CSSGB Primer. Students can purchase the textbook 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 Cranford T, Th, 5/12-6/11, 6:30-9:30 pm, $750

CHILD CARE

CERTIFICATE PROGRAM

THE CHILD DEVELOPMENT ASSOCIATE (CDA)

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: Professional Practices

Become more knowledgeable and better qualified as a child-care professional. Learn about a quality child care program from scheduling, room arrangement, positive guidance, field trip procedures, curriculum, observation and assessment. Learn how to get parents involved and build children’s self-esteem. (30 hrs each part)

Part 1 AEDU A82 Sec 186 Cranford T, Th, 2/11-3/19, 6-9 pm, $250 (no class 3/10 & 3/12)

Part 2 AEDU B82 Sec 186 Cranford T, Th, 3/24-4/23, 6-9 pm, $250

CHILD DEVELOPMENT

BUSINESS AND MANAGEMENT

AEDU 183—CDA Portfolio Preparation (30 hrs)
**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.

The entire New Pathways Program (Semesters 1-4) is now online and offered ONLY at New Jersey City University (NJCU): [https://www.njcu.edu/academic/new-pathways-teaching-nj-nptnj/masters-programs](https://www.njcu.edu/academic/new-pathways-teaching-nj-nptnj/masters-programs)

**AEDU 144 Sec 186 Cranford**
T, Th, 2/11-3/19, 6-9 pm, $395
(No class 3/10 & 3/12)

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

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**Nutrition Concepts**

Maximize your success as a personal trainer by helping clients with their nutritional needs. This course is valuable for anyone wanting to learn more about nutrition. Learn how to develop optimal ratios of carbs, fat and protein, how to analyze food labels, and help clients change eating patterns. Explore nutritional needs of athletes and the effect of diet on aging. Co-sponsored with World Instructor Training Schools (W.I.T.S.) and provides 6 CEUs. Please bring calculator to class. (6 hrs)

**AEEX 122 Sec 186 Cranford**
T, Th, 3/31-4/2, 6:30-9:30 pm

**Functional Flexibility**

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

**AEEX 124 Sec 146, Cranford**
Th, 4/9, 6:30-9:30 pm

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908-709-7600 • WWW.UCC.EDU/CE • FOR REGISTRATION FORM SEE PAGE 36
**INFORMATION TECHNOLOGY AND COMPUTER TRAINING**

### COMPATIA NETWORK+

**CompTIA Network + Certification**

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

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

**AECO A17 Sec 176 Cranford**
M, W, 2/24-6/8, 6-9 pm, $985

**Cisco Certified Networking Associate (CCNA) 7.0**

Are you looking to get ahead or to find a new job in the ever-changing IT industry? The Cisco Networking Academy 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. If you complete all three semesters, you will be prepared to sit for the CCNA (Cisco Certified Networking Associate) 200-301 certification exam. See inside back cover for details.

### 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 038 196 Cranford**
T, Th, 2/18-6/4, 6:30-9:30 pm, $1,080
(no class 3/10 & 3/12)

**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**
Will be offered Summer 2020

**App Development with Swift: Part 2**

**AECO C38 194**
Will be offered Summer 2020

**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.

### 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)

**Will be offered Summer 2020.**

**AECO B15 Sec 186 Cranford**
T, Th, 2/11-4/23, 6-9pm, $849
(no class 3/10 & 3/12)

### A+ Software (Practical Applications) Certificate

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

**AECO B15 Sec 186 Cranford**
T, Th, 2/11-4/23, 6-9pm, $849
(no class 3/10 & 3/12)
Career Development

INFORMATION TECHNOLOGY AND COMPUTER TRAINING

CYBERFORENSICS

Introduction to Cyberforensics - Non-credit Certificate

The following classes run January 22-May 14, 2020.

Linux Fundamentals (CST 135)

This course provides an introduction to the Linux operating system and its applicability to digital forensics. Topics include Linux scripting, installation, configuration, boot loaders, mounting drives and images, process control, user and group administration, file system administration and management, as well as setting up a secure Linux login environment. 3 lecture hours per week. (45 hrs)
AECO 039 Sec 275  Elizabeth M, W, 5:05-7:00 pm, $649

Digital Forensics Essentials (CST 170)

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 292  Elizabeth M, W, F, 2:25-3:35 pm, $879

Principles of Cybersecurity (CST 210)

This course introduces the student to the field of cybersecurity. It presents a comprehensive survey of the breadth of cybersecurity. This includes local host, network, web, and databases that are prone to attack. The student will focus on the identification of security threats and countermeasures that can be taken to make these systems more secure. Students will also learn about the legal, compliance, ethical and professional issues in cybersecurity. (45 hrs)
AECO 054 Sec 275  Elizabeth T–Th, 5:40-7:00 pm, $649

MICROSOFT OFFICE SOFTWARE

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. (315 hours)
Spring 2020 start  Elizabeth M, T, W, Th, 12-5 pm, $4,075

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
Book available at Union County College bookstore; must be purchased prior to the class.
AECO B27 Sec 186  Cranford T, Th, 3/24-3/26, 6:30-10 pm, $149

Microsoft Word Advanced

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

Learn to:
• Create custom graphic elements.
• Collaborate on documents.
• Create and manipulate forms.
• Create macros to automate tasks.

Prerequisite: Word Beginner and Intermediate
Book available at Union County College bookstore; must be purchased prior to the class.
AECO C27 Sec 186  Cranford T, 3/31-4/2, 6:30-10 pm, $149
Microsoft Excel Beginner
This course aims to provide you with a foundation for Excel knowledge and skills, which you can build upon to eventually become an expert in data manipulation. (7 hrs)
You will learn to:
• Perform calculations.
• Modify and format a worksheet.
• Print and manage workbooks.

Book available at Union County College bookstore; must be purchased prior to the class.
AECO A48 Sec 176 Cranford
M, W, 4/6-4/8, 6:30-10 pm, $149

Microsoft Excel Intermediate
This course builds upon the foundational knowledge presented in the Microsoft® Office Excel®: Beginner course and will help start you down the road to creating advanced workbooks and worksheets that can help deepen your understanding of organizational intelligence. (7 hrs)
Learn to:
• Work with functions and lists.
• Analyze and visualize data with charts.
• Use PivotTables and Pivot Charts.

Prerequisite: Excel Beginner or equivalent knowledge

Book available at Union County College bookstore; must be purchased prior to the class.
AECO B48 Sec 176 Cranford
M, W, 4/13-4/15, 6:30-10 pm, $149

Microsoft Excel Advanced
The more you learn about how to get Excel to do the hard work for you, the more you’ll be able to focus on getting the answers you need from the vast amounts of data your organization generates (7 hrs).
You will:
• Work with multiple worksheets and workbooks.
• Use Lookup functions and formula auditing
• Automate workbook functionality.
• Forecast data.

Prerequisite: Excel Beginner and Intermediate or equivalent knowledge

Book available at Union County College bookstore; must be purchased prior to the class.
AECO C48 Sec 176 Cranford
M, W, 4/20-4/22, 6:30-10 pm, $149

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 476 Scotch Plains
M, W, 2/10-5/13, 6:30-9:30 pm, $495, (no class 2/17, 3/9 & 3/11) (in the Police Academy, first floor Lecture Hall)

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.

Social Media Marketing
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: 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)

AEEEN 041 Sec 160 Cranford
S, 3/21-3/28, 12-3 pm, $129

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

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

AETP 124 Sec 277 Elizabeth
M, W, 3/16-6/10, 7-9 pm, $329 (no class 5/20 & 5/25)

For GED Preparación and other courses in Spanish see page 20.
WORKFORCE TRAINING  The Industry Business Institute is your number one resource in Union County.

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
Grant-Funded Classes for Employees of New Jersey Businesses

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

SOFT SKILLS TRAINING

Customer Service
In this course, participants learn the critical elements of customer service. Topics covered include: recognizing that service delivery is an individual response value, understanding how an individual’s behavior impacts the behavior of others, developing more confidence and skill as a problem solver, communicating assertively and effectively and making customer service a team approach. (12 hrs)

English as a Second Language Level I
Level I is designed for students who are literate in their native tongues and have some fluency in using the Roman alphabet to associate sounds with symbols, are typically unable to formulate complete sentences in English, are knowledgeable of individual words or phrases, but unable to express basic thoughts. Additional levels build on this basic foundation of English knowledge. (40 hrs)

Written Communications
Various business writing techniques are necessary in today’s workplace, and this course teaches them all. Program participants will achieve competency in areas of basic grammar essentials, sentence and paragraph structuring, punctuation, capitalization, number usage, and abbreviations, as pertaining to business usage. They will also master the principles and techniques of writing business letters, emails, memoranda, short reports, and proposals.

Verbal Communications
Participants will learn about and apply the basic elements of the communication process, select communication styles to ensure clarity with others and develop a personal list of tips and techniques to continue improvement of both external and internal communications. Topics include: active listening, non-verbal communications, “personality” protocols, effective language use and understanding of why communications break down, and how to avoid pitfalls. (8 hrs)

Spanish in the Workplace 1 & 2
These are 40-hour programs customized to assist non-Spanish speakers to communicate effectively with Spanish speaking staff. For supervisors, customer service employees, line workers and management, this program provides essential basic vocabulary and workplace phrasing for success in the multi-lingual workplace. (40 hrs each)

Register at www.ucc.edu/ibigrant

NJBIA SPRING 2020 OPEN ENROLLMENT COMPUTER SKILLS CLASSES

All classes meet 8:30 am–5:00 pm (8 hours with break)
Our classes can be brought to your premises for ten or more employees in the same class. Our mobile computer lab makes this convenient for our clients.
Call us for details on how you can customize a program for your workplace at 908-527-7207 or email ibi@ucc.edu.

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Contact us for complete program information at 908-527-7207 or ibi@ucc.edu
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 pages 16 & 17 for details.

FOR ADDITIONAL INFORMATION REGARDING THESE WORKFORCE DEVELOPMENT PROGRAMS, PLEASE CONTACT 908-659-5114 OR EMAIL US AT CEWD-RECRUITING@UCC.EDU

Union County Workforce Innovation Business Center

The Workforce Innovation Business Center (WIBC) at our Elizabeth campus is a Union County American Job Center 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.

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
- **Location:** Elizabeth Campus
- **Program Schedule:** Monday-Thursday, 12-5 pm
- **Spring 2020 start**

**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 exams:** 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
- **Location:** Elizabeth Campus
- **Program Schedule:** Monday-Thursday, 12-5 pm
- **Spring 2020 start**

**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 exams:** Microsoft Office Specialist Word Certification, Certiport and Microsoft Office Specialist Excel Certification, Certiport.

- **Total Hours:** 315 hours
- **Program Cost:** $4,075
- **Location:** Elizabeth Campus
- **Program Schedule:** Monday-Thursday, 12-5 pm
- **Spring 2020 start**

**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, Inventory Management, Transportation Operations, and Customer Service Operations.

- **Total Hours:** 180 hours
- **Program Cost:** $4,000
- **Location:** Elizabeth Campus
- **Program Schedule:** Monday-Thursday, 8:30 am-2 pm
- **Spring 2020 start**

WORKFORCE DEVELOPMENT PROGRAMS — CONTACT US AT 908-659-5114 OR CEWD-RECRUITING@UCC.EDU
Medical Billing Specialist

CERTIFICATE PROGRAM

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  
Location: Elizabeth Campus  
Program Schedule: Monday-Thursday, 4:30-9:30 pm  
Spring 2020 start

Patient Care Technician

CERTIFICATE PROGRAM

The Patient Care Technician plays a key role in any health care facility. Patient Care Technicians are authorized to administer basic medical care to patients. Multi-skilled Patient Care Technicians will provide quality care to patients by assisting with ADLs (activities of daily living), taking vital signs, assisting with medical examinations and treatment. Additional responsibilities of the PCT may include EKG and phlebotomy. In this course students will learn collaboration and patient management processes, body mechanics, vital signs, ambulatory care and patient positioning for treatment and rehabilitation. Topics include: Anatomy and Physiology; EKG Technician; Phlebotomy Technician (CPT); 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  
Location: Elizabeth Campus  
Program Schedule: Monday-Thursday, 8:30 am-2 pm  
Spring 2020 start

Eligibility Requirements for grant funding include:

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

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

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

- To get started: Complete a College application in person at a College One Stop Center or online at www.ucc.edu
- After you apply, you will receive a College ID number to come in for an ESL Placement Test. For testing hours, go to www.ucc.edu/testing
- After you have tested, come in and register for courses

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

ESL Beginner Program - Level 1 - CIN 212

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 - CIN 217

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.

SPRING 2020 COURSE OFFERINGS

<table>
<thead>
<tr>
<th>Level</th>
<th>PROG</th>
<th>COURSE NAME</th>
<th>COURSE DAYS</th>
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CONTACT US AT 908-659-5114 OR CEWD-RECRUITING@UCC.EDU
ELIZABETH CAMPUS - SPRING II (LEVEL 1)

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ELIZABETH CAMPUS - SPRING 1 (LEVEL 2)

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ELIZABETH CAMPUS - SPRING II (LEVEL 2)

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PLAINFIELD CAMPUS - SPRING I (LEVEL 1 & 2)

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Cursos en Español

Para INFORMACIÓN GENERAL, VAYA WWW.UCC.EDU

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

PROGRAMAS DE COMPUTADORA

Introducción a la Computación (7 hrs)
AECE 020 Sec 260 Elizabeth
Sáb, 3/21-3/28
8:30 am-12:00 pm, $149

Microsoft Excel Básico (7 hrs)
AECE A47 Sec 260 Elizabeth
Sáb, 4/18-4/25
8:30 am-12:00 pm, $149

Microsoft Word Básico (7 hrs)
AECE A24 Sec 260 Elizabeth
Sáb, 5/2-5/9
8:30 am-12:00 pm, $149

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
Convírtanse 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 186 Cranford
Mar, Jue, 2/11-3/19, 6-9 pm, $250
(no clase 3/10 & 3/12)

Parte 2
AEDE B81 Sec 186 Cranford
Mar, Jue, 3/24-4/23, 6-9 pm, $250

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 prepararemos 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 260 Elizabeth
Sáb, 2/1-4/25, 9:30 am-12:30 pm
$250, (no clase 2/15 & 4/11)

GED (PREPARACIÓN)

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

Para su conveniencia, todos los libros y materiales requeridos, están disponibles en la librería del colegio. La preparación en español para el examen de equivalencia (GED) está disponible en Elizabeth Union County College. (48 hrs)
AETE 124 Sec 286 Elizabeth
Mar, Jue, 2/18-5/14, 6:30-8:30 pm
$329 (no clase 3/10 & 3/12)
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

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.

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.

**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.

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

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

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

**Heart Saver CPR/AED Course (AHA)**

This class is designed for non-healthcare providers and is intended for lay-rescuers, teachers, corporate personnel, or anyone else who wants to learn important CPR and use of an AED. Heartsaver® CPR/AED is a classroom, video-based, instructor-led course that teaches adult CPR and AED use, as well as how to relieve choking in an adult. This course teaches skills with AHA’s 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)

**EMERGENCY MEDICAL TECHNICIAN-BASIC**

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

This course is designed to instruct you to the level of Emergency Medical Technician Basic (EMTB) and to introduce all the necessary skills to provide emergency medical care at a basic life support (BLS) level with an ambulance or other specialized service. Upon successful completion of this program, you will be eligible to take the New Jersey certification exam, which is required to act as an EMT in NJ. (120 hrs)

**Required text:** Emergency Care, 12th Edition by Limmer.

Book is available at the Plainfield Campus Bookstore.

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

**Mandatory Orientation**

W, 1/15, 6-8 pm, Plainfield, Rm 111

The College offers three EMT sections:

**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.
HEALTHCARE CAREERS

PATIENT CARE TECHNICIAN

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

Patient Care Technicians are authorized to administer basic medical care to patients. Multi-skilled Patient Care Technicians will provide quality care to patients by assisting with ADLs (activities of daily living), taking vital signs, assisting with medical examinations and treatment. Additional responsibilities of the PCT may include EKG and phlebotomy. 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 Phlebotomy Technician (CPCT), 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)

M, T, W, Th, 8:30 am-2 pm, $4,954 Elizabeth Campus
Spring 2020 start

See page 17 for details.

PHARMACY TECHNICIAN

The Pharmacy Technician plays a key role in the allied health field. Working under the supervision of a Licensed Pharmacist, Pharmacy Technicians assist in dispensing prescriptions in both retail and private pharmacies. Pharmacy Technicians speak with customers to acquire information, count tablets and measure amounts of medications for prescriptions, package and label prescriptions, and handle insurance issues. To become a Pharmacy Technician, 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 any national certification examination:
- National Certified EKG Technician (CET) through NHA
- National Certified Phlebotomy Technician (CPCT), 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

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 any national certification examination:
- National Certified EKG Technician (CET) through NHA
- National Certified Phlebotomy Technician (CPCT), NHA
- BLS CPR Certification through the American Heart Association (AHA)
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HEALTHCARE CAREERS

EKG TECHNICIAN 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)

Program requirements: Textbook required for first class; available at College bookstore. AEHL A11
Will be offered Summer 2020

Recommended Elective
• AEHL 959–Basic Certifications Package (16 hrs)

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. AEHL 111 - Part 1: Anatomy and Physiology

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
Will be offered Summer 2020.

PHLEBOTOMY TECHNICIAN

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.

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. AEHL 146 Sec

Will be offered Summer 2020.

Note: Not all courses are offered every semester.
Introduction to Cannabis in New Jersey

New Jersey’s Department of Health announced a Request for Applications for up to 108 new businesses to serve the state’s medical marijuana program. Interested in understanding more about the application process or how you can get involved? Or are you just curious about the program? This program will cover the current state of cannabis in New Jersey, including NJ’s Request for Applications (RFA) for medical marijuana businesses, its plans for broader legalization, and lessons NJ can learn from states with more mature cannabis markets. All members of the public, including professionals, entrepreneurs, students and local government officials, are invited to enroll and gain clarity into this rapidly changing industry. (3 hrs)

AEBU 006-146 Cranford
Th, 4/16, 6-9 pm, $59

Medical Marijuana

New Jersey is one of many states that have a medical marijuana program. So what does it treat and who can and should use it? Learn from industry experts how medical marijuana works, how it is used, how you get it, side effects, and risks. Joining our industry expert panel, facilitated by attorney Jennifer Cabrera, will be professionals including a pharmacist with almost a decade of experience working with cannabis, counseling patients and implementing community outreach programs, and a foot and ankle reconstructive surgeon who is also an investor and consultant for a cannabis startup. All members of the public, including professionals, entrepreneurs, students and local government officials, are invited to enroll and gain clarity into this rapidly changing industry. (2 hrs)

AEBU 007-146 Cranford
Th, 2/20, 6-8 pm, $49

Medical Billing and Coding

**MEDICAL BILLING AND CODING**

**MEDICAL BILLING AND CODING 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)

Spring 2020 start Elizabeth M, T, W, Th, 4:30-9:30 pm, $4,810
See page 15 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**

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

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

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

**Prerequisite**

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

**Required Courses**

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

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

**Anatomy and Medical Terminology for Billers and Coders**

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

**Program requirements:**

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

AEHL 135 Sec 286 Elizabeth T, Th, 2/4-4/2, 6-9 pm, $625 (no class 3/10 & 3/12)

AEHL 136 Sec 287 Elizabeth T, Th, 4/7-5/28, 6-9 pm, $625

**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 Sec 287 Elizabeth T, Th, 4/7-5/28, 6-9 pm, $625

908-709-7600 • WWW.UCC.EDU/CE • FOR REGISTRATION FORM SEE PAGE 36
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.
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.

On-campus programs are held in the evening and require study time in addition to classroom work. Online materials to reinforce classroom contents, certification exam costs and student manuals are included in the cost of each course.

CIFFA CERTIFIED FREIGHT FORWARDER PROGRAM

CIFFA is the Canadian International Freight Forwarders Association. This certification program was developed by them to teach the skills needed for entry and mid-level freight forwarding positions. Union County College is their first education partner in the United States. The program is the first step in a progression toward a FIATA Diploma, an internationally recognized credential in freight forwarding.

Freight Forwarders facilitate the movement of goods around the world. This program provides a comprehensive understanding of the industry through two courses: International Transportation and Trade, and Essentials of Freight Forwarding. This program is designed to meet the education needs of two main groups: individuals new to the international transportation, trade, logistics and supply chain industries who need to acquire the skills and knowledge to make them more employable and individuals who currently work in these industries and wish to upgrade their skills and knowledge for possible career advancement. (50 hrs)

International Transportation and Trade

Introduces the student to truck, rail, air and ocean transportation and the geography over which goods move.

Essentials of Freight Forwarding

Students learn how buyers and sellers manage risk with a variety of international payment methods and cargo insurance, the knowledge of commercial documents and their completion, export packaging, cargo security, dangerous goods and alternative transport solutions. Students learn how to professionally cost and quote and offer alternative solutions to clients for the movement of goods.

Fifty (50) hours of classroom instruction, two certification exams, eBooks, online supplemental materials, all led by experts in the industry make up this learning experience. Student should be prepared to devote up to 173 hours to their preparation for the certifying exam.

Certification as an International Freight Forwarder through CIFFA (Canadian International Freight Forwarding Association) is the first step toward a FIATA Diploma (International Federation of Freight Forwarders Associations). FIATA represents an industry of approximately 40,000 forwarding and logistics firms employing around 8 to 10 million people in 150 countries.

AEHU 009 186 Cranford
T, Th, 4/21-6/25, 6:30-9 pm, $2,599

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) 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 Principles

This course teaches what a supply chain is, its different functions, how a supply chain works and what kind of careers are associated with supply chain management. The principles learned provide the necessary foundation for fully comprehending the additional seven (7) certification tracks.

Supply Chain is recommended as a prerequisite to the other certification tracks. The Supply Chain Principles certification also stands alone as a high-level overview of supply chain management.

Successful completion and passing of the exam earn the student a SCPro Fundamentals certification. (40 hrs)

Program Cost: $950

Inventory Management

This course is intended to train students in the basics of inventory management and control so that students can become effective contributors in the inventory related aspects of their roles in supply chain management.

Successful completion and passing of the exam earn the student a SCPro Fundamentals certification in Inventory Management from the Council of Supply Chain Management Professionals. (40 hrs)

Program Cost: $950

Fundamentals of Supply Chain Management Program


Total Hours: 180 hours
Program Cost: $4,000
Location: Elizabeth Campus
Program Schedule:
Monday-Thursday, 8:30 am-2 pm
Spring 2020 start

CONTACT US AT 908-527-7207 OR IBI@UCC.EDU
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 from the specific course. Call the Publications Office at 609-984-0040 or order online at www.state.nj.us/dca/divisions/codes/forms/pubs_subscriptions/orderform.pdf

For specific information, visit the respective college’s website. Participate in these courses through a combination of in-person and online sessions. See specific dates and times listed below. In-person sessions are held on the Cranford campus.

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

Learning platform: Canvas

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_subscriptions/orderform.pdf

For specific information, visit the respective college’s website. Participate in these courses through a combination of in-person and online sessions. See specific dates and times listed below. In-person sessions are held on the Cranford campus.

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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
Youth Programs

AGES 14-17

All classes take place on the Cranford campus.

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

No class 3/14 & 4/11

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)

AEKD 301 Sec 160  AGES 11-13
S, 2/22-4/25, 8-10 am-12 pm, $219

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)

AEKD 115 Sec 160  AGES 14+
S, 2/22-4/25, 8:30-10:30 am, $275

SAT Exam Preparation
Learn important test-taking strategies and prepare to take the upcoming SAT exam. Specific concepts covered include math, verbal and writing. Course price includes the SAT textbook. (12 hrs)

VERBAL/READING/WRITING
AEKD 211 Sec 160  AGES 14+
S, 2/22-4/25, 8:30-10:30 am, $275

MATH
AEKD 107 Sec 160  AGES 14+
S, 2/22-4/25, 10-12 pm, $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)

AEKD 022 Sec 160  AGES 11-13
S, 3/7-5/9, 10-11:30 am, $275

New! 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. Students will work in pairs or teams for most of the program. (12 hrs)

AEKD 303 Sec 160  AGES 11-17
S, 2/22-3/21, 9-12 am, $219

New! JavaScript Developer Jam
Learn programming tools so powerful they seem like magic! Start off by learning an array of core programming concepts with JavaScript by experimenting in a series of digital challenges. Start with programming your first animated memes, then tackle more advanced skills such as interactive 3D experiences and game creation. Projects will be available on a password protected Black Rocket website to share with friends and family. Students will work in pairs or teams for most of the program. (12 hrs)

AEKD 301 Sec 160  AGES 11-17
S, 4/18-5/9, 9 am-12 pm, $219
Leisure and Personal Development

LIFELONG LEARNING ENRICHES YOUR LIFE

All-Level Oil/Acrylic Painting
Calling all Painters! Are you ready to “dust” off your brushes if time has gone by? Now you can be inspired and let the paint fly! In this class you will learn how to “see like an artist” using the basic elements of art. Refine your skills and fine-tune your technique while developing your own creative style. Have fun painting in a supportive and encouraging environment while working at your own pace. Come ready with ideas, or a “work in progress”, your painting materials, and a 16 x 20 pre-stretched canvas for the first day to start painting. Materials list can be picked up at the office of Continuing Education. (16 hrs)

AEAR 010 Sec 146, Cranford Th, 3/26-5/14, 6:30-8:30 pm, $189

New! Voice-Overs... Now is Your Time!
In what could be the most enlightening 2 hours you’ve ever spent, this class will show you how you can actually begin using your speaking voice for commercials, films, videos, and more. Most people go about it the wrong way. In this introductory class, you will learn about a unique, outside the box way to break into this creative, fulfilling, and potentially lucrative industry. Voice-overs can be managed on your own terms, on your own turf, in your own time, and with minimal overhead! Whether you choose to pursue voice-overs part-time or full-time, this could be the game changer you’ve been looking for. (2 hrs)

AELP 032 Sec 160 Cranford S, 4/4, 10 am-12 pm, $50

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 Cranford W, 2/26-4/15, 7-9 pm, $189

New! Basics of Interior Design
This course teaches basic room design elements to a novice who is overwhelmed by his/her new home or to the homemaker who has been told that he/she has style and is now contemplating a career in design. It will discuss the finer points and details of upholstery wear ability and uses of different fabrics, goals of room traffic, and discuss several example “problem” rooms to show the process of good room designing. (16 hrs)

AEIN 064 Sec 147 Cranford Th, 2/20-4/16, 7-9 pm, $189 (no class 3/12)

College Novel: Literary Review
This course will provide an in-depth literary discussion of the 2019-2020 college novel, If Cats Disappeared from the World, by Genki Kawamura. The class will engage in discussion based on the themes of the text, including but not limited to, social and cultural mores, issues of ethics and faith, and universal questions about death and dying. Participants should have read the text prior to the class meeting and be prepared to share insights, interrogate the text through close reading and analysis, and participate in evocative discussion. (2 hours)

AEEN 019 Sec 147 Cranford Th, 4/2, 7-9 pm, $29

Yoga
This is a basic Hatha yoga class, suitable for anyone. The practice of yoga can positively affect the health of the body and calm the mind. This class emphasizes yoga as a total health system and can help manage symptoms related to stress such as tension headaches, soreness in the neck or back, or trouble sleeping. The relaxation techniques can be mastered in a short time and put into use whenever necessary. Wear loose clothing, and if desired, bring a mat and a yoga blanket. (6 hrs)

AEEX A80 Sec 147 Cranford Th, 2/20-4/2, 7-8 pm, $79 (no class 3/12)
Leisure and Personal Development

New! SEO and Email Marketing
This presentation is for anyone interested in learning how to rank on Google, and maximize their business using search engine optimization, email and text message marketing. 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. Rajeeyah Madinah, Ecommerce Instructor (10 hrs)

AECO 408 Sec 126 Cranford T, 3/24-4/21, 6:30-8:30 pm, $169

New! E-Commerce for Business
This program is for anyone with an interest in online business can benefit from the tools discussed in this program. We will discuss how to create, operate, manage and grow an online business. This program is beneficial to all industries. Attendees will become familiar with how to leverage their social media marketing to dominate the online business platforms of Amazon, Shopify, Etsy, and eBay. Rajeeyah Madinah, Ecommerce Instructor (10 hrs)

AEBU 409 Sec 136 Cranford W, 3/18-4/15, 6:30-8:30 pm, $169

New! Instagram Marketing Techniques
Join us for a FUN program on Instagram marketing! Learn how 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 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. It’s a known fact that building a brand following on Instagram increases revenue for your business fast. Join us and receive actionable steps that you can apply right away for your business. All industries welcomed! Rajeeyah Madinah, Ecommerce Instructor (10 hrs)

AECO 407 Sec 116 Cranford M, 3/16-4/13, 6:30-8:30 pm, $169

New! Reiki Level I and II – Self-Empowerment and Healing Certification Course
Students will learn the principles of reiki and biofield healing, practice and become comfortable working with energy, become empowered in managing their own energy and receive attunements to Reiki energy. Upon completion, students will be certified in Usui Reiki Level 1 and 2 and able to give treatments. (6 hrs)

AEEX 081 Sec 126 Cranford T, 3/17-3/31, 6:30-8:30 pm, $129

New! Power Civics
Power Civics is designed to teach students about new citizen powers that go beyond voting and how they can play a new role as “public citizens” in our 21st century democracy.

New citizen rights enacted at the onset of the 21st century, coupled with technological advances, give citizens the power to participate in their city governments’ problem-solving and decision-making process. Teaching students where and how they can bring their solutions to bear, and how they can share their solutions with other cities across the country, will have a positive impact and expand the problem-solving of our communities and our country.

Developed by experienced practitioners in local government in partnership with professors who are experts in the emerging discipline of “beyond the ballot” civic power, this course prepares citizens to take leadership positions in their communities that do not require them to run for public office.

This course will be offered in Spring 2020. Call (908) 709-7600 for details!
This program is funded by the Union County Board of Chosen Freeholders for Union County residents who are at least 60 years old. Register online at www.uc.edu/continuing-education/instant-enrollment or in-person at the Continuing Education office at 1033 Springfield Avenue, Cranford campus.

Register Now!
Early enrollment is encouraged due to limited class availability. If you do not show up for the first class, you will be dropped from the class. To provide more people the opportunity to take advantage of this program, registration is limited to four courses per person until February 7.

All classes held in Cranford unless otherwise noted.

**ART • 60+**

Materials list for all art classes can be picked up at the Continuing Education Office at registration. Please bring all materials to the first class. Fees for materials are extra.

**Portraiture**
Six weeks of study in drawing the human head, focusing on shape proportions, establishing the features and showing character by studying master drawings and ourselves as models. (9 hrs)

AEAS 104 Sec 111
M, 3/23-4/27, 1-2:30 pm

**Colored Pencils**
Study drawing with bright pencils that give both line and hue. Using still life objects we observe the basic geometric shapes: sphere, cylinder, and cube finding them everywhere. Layering and mixing our colors on the page, building form and intensity as we draw and design on our paper surface. Draw from life, photographs and occasionally outdoors. (9 hrs)

AEAS 008 Sec 112
M, 3/23-4/27, 2-4:45-4:15 pm

**Beginning Watercolor**
Enjoy watercolors by using brushes to make lines and texture and mixing colors at the beautiful Reeves-Reed Arboretum, Summit. Draw lightly in pencil. Discover spontaneity by letting the water do the work, and allow your style to emerge. (9 hrs)

AEAS 010 Sec 021
Reeves-Reed Arboretum
T, 3/24-4/28, 1-2:30 pm

**Intermediate Watercolor**
If you enjoy drawing in pencil and have some skill with watercolor, this class will take you to the next step! Create vibrancy and texture by layering colors, varying pressure. Draw from life and see demonstrations. Focus on composition. Use water to mix colors. (9 hrs)

AEAS B14 Sec 022
Reeves-Reid Arboretum
T, 3/24-4/28, 2:45-4:15 pm

**Watercolor**
Have some skill with watercolor, this class will take you to the next step! Create vibrancy and texture by layering colors, varying pressure. Draw from life and see demonstrations. Focus on composition. Use water to mix colors. (9 hrs)

AEAS 007 Sec 141
Th, 3/26-4/30, 1-2:30 pm

**Beginner Watercolor**
Learn 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 130
W, 4/8-5/13, 11 am-12:30 pm

**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 130
W, 4/8-5/13, 11 am-12:30 pm

**Drawing II – Refining your Skills**
Refine your skills, experiment with new techniques and develop your individual style to achieve more sophisticated drawings. We will expand on the fundamentals of drawing including proportional relationships, value contrasts, texture and composition to gain a greater understanding of this medium. A supply list is available at the Continuing Education Office.

Please bring all supplies to the first class. Prerequisite: Beginner Drawing (9 hrs)

AEAS 003 Sec 130
W, 4/8-5/13, 12:45-2:15 pm

**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. We will also have an in-class workshop on seasonal still-life subject matter during the session. Supply list can be picked up at the office Continuing Education. Please bring all supplies to the first class. (9 hrs)

AEAS 156 Sec 142
Th, 4/9-5/14, 2-4 pm

**Intermediate Painting**
Explore the basic techniques of hand-building with clay and other materials to create functional and sculptural works of art: Supply list can be picked up at the office of Continuing Education. Please bring all supplies to the first class. Clay fee of $10. Payable to instructor at first class. (9 hrs)

AEAS 012 Sec 142
Th, 3/26-4/30, 2:45 – 4:15 pm

**Mixed Media**
Experiment with paint, textural materials, decorative papers and found objects to create beautiful mixed media. A supply list can be picked up at the office of Continuing Education. Please bring all supplies to the first class. (9 hrs)

AEAS 085 Sec 140
Th, 4/9-5/14, 12:00-1:30 pm

**Beginner Acrylic Painting**
Learn 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 007 Sec 141
Th, 3/26-4/30, 1-2:30 pm

**Beginner Sculpture**
Explore the basic techniques of hand-building with clay and other materials to create functional and sculptural works of art: Supply list can be picked up at the office of Continuing Education. Please bring all supplies to the first class. Clay fee of $10. Payable to instructor at first class. (9 hrs)

AEAS 012 Sec 142
Th, 3/26-4/30, 2:45 – 4:15 pm

**Intermediate Acrylic Painting**
Explore the basic techniques of hand-building with clay and other materials to create functional and sculptural works of art: Supply list can be picked up at the office of Continuing Education. Please bring all supplies to the first class. Clay fee of $10. Payable to instructor at first class. (9 hrs)

AEAS 085 Sec 140
Th, 4/9-5/14, 12:00-1:30 pm

**MS Word Beginner**
Ms Word Beginner (6 hrs)
AECS A22 Sec 110
M, 2/3-2/10, 9 am-12 pm

**Everything Seniors Want to Know about Computers**
(12hrs)
AECS 030 Sec 141
Th, 2/27-4/9, 1-3 pm
(no class 3/12)

**MS Word Intermediate**
(6 hrs)
AECS A23 Sec 170
M, W, 2/24-2/26, 9 am-12 pm
AECS A23 Sec 17A
M, W, 3/16-3/18, 9 am – 12pm

**MS Excel Beginner**
(6 hrs)
AECS A47 Sec 180
T, Th, 3/17-3/19, 9 am-12 pm
AECS A47 Sec 18A
T, Th, 3/31-4/2, 9 am -12 pm
Senior Scholars

MS Excel Intermediate
(6 hrs)
AEC 547 Sec 180
T, Th, 3/24-3/26, 9 am-12 pm
AEC 547 Sec 18A
T, Th, 4/7-4/9, 9 am -12 pm

Introduction to Social Media (9 hrs)
AEC 005 Sec 160
S, 4/4-5/16, 10-11:30 am
(no class 4/11)

PowerPoint Beginner
(6 hrs)
AEC A71 Sec 180
T, Th, 5/5-5/7 , 9 am-12 pm

DANCE

Please Note: In order to avoid damage to the Fitness Center Dance Studio flooring, participants are required to wear sneakers when using the Fitness Center and Dance Studio.

Flamenco Dance (12 hrs)
AEC 533 Sec 021 Rahway
T, 3/31-5/5, 1:30-3:30 pm

Zumba (6 hrs)
AEC 531 Sec 110
M, 3/23-4/27 , 10:30-11:30 am

FITNESS 60+

Strengthen and Lengthen Barre (8 hrs)
AEC 535 Sec 111
M, 3/23-5/11, 1-2 pm
Please bring your yoga mats

Yoga
Wear loose clothing and bring a mat or blanket. (6 hrs)
Part 1:
AEC 080 Sec 150
F, 2/21-4/3, 9-10 am
(no class 3/13)
Part 2:
AEC 080 Sec 15A
F, 4/17-5/22, 9-10 am

SPECIAL INTEREST

New! Tai Chi
Tai chi is an ancient Chinese tradition that, today, is practiced as a graceful form of exercise. It involves a series of movements performed in a slow, focused manner and accompanied by deep breathing. Each posture flows into the next without pause, ensuring that your body is in constant motion. Benefits of Tai Chi include: lower blood pressure, decreased joint pain, enhanced quality of sleep and the immune system and reduces risk of falling. (6 hrs)
AEC 091 Sec 140
Cranford
Th, 3/19-4/30, 10-11 am
(no class 4/9)

Digital Photography Basics
Make your photos from SNAPSHOTS into GREAT SHOTS! You will receive instruction and insight that goes beyond the camera manual to create better images and get them ready for print. Classroom discussion, in-class demonstrations and guided photowalks will reinforce principles and aesthetics of photography. Please bring digital camera (5MP or better), fully-charged battery, NEW 2 GB–8GB memory card, CAMERA MANUAL, USB memory card reader and USB/flash drive to class. (10 hrs)
AEC 048 Sec 144
Th, 4/9-5/14, 4:15-6:15 pm

FINANCE

Preventing Investor Fraud (2 hrs)
AEC 047 Sec 140
Th, 3/19, 10 am-12 pm

S.S. Strategies for Retirement (2 hrs)
AEC 060 Sec 140
Th, 3/26, 10 am-12 pm

Spanish 1 (15 hrs)
AEC 010 Sec 160
S, 2/8-3/28, 10-12:30 pm
(no class 2/15 & 3/14)

Spanish 2 (15 hrs)
AEC 010 Sec 160
S, 4/4-5/16, 10-12:30 pm
(no class 4/11)

Spanish 3 (15 hrs)
AEC 010 Sec 160
S, 5/4-6/14, 10-12:30 pm
(no class 5/11)

Knit and Crochet for Beginners and Beyond (9 hrs)
AEC 020 Sec 120
T, 4/14-5/19, 10:30 am-12 pm

Beatles “From Liverpool to Abbey Road” Part 2 (10 hrs)
AEC 020 Sec 120
T, 4/14-5/19, 10:30 am-12 pm

New! Medicare 101
Are you currently enrolled in Medicare? Will you be turning 65 over the next year or two? Learn about how and when to enroll, when you can make changes, and the insurance options available to you. Review and compare Medicare Parts A, B, C and D. Explore and evaluate Original Medicare, Medicare Supplement Insurance, Prescription Drug Plans and Medicare Advantage Plans. This program will simplify the choices you need to make, help you become more well-informed and explain what Medicare means for you! (2 hrs)
AEC 062 Sec 160
S, 3/21, 11 am-1 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.

Walk-In
Visit our Cranford Campus
MacDonald Hall, 1st Floor
1033 Springfield Ave, Cranford
Monday and Tuesday 8:30 am–6 pm; Wednesday and Thursday 8:30 am–5 pm; Friday 8:30 am–4:30 pm.

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

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

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

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

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

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

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

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

Veterans Refund Policy
In the event that veterans or their eligible persons sponsored as students under Chapters 30, 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 07016
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.
Our Non-Credit Departments at Union County College are recruiting for Part-Time Instructors!

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

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

Center for Economic and Workforce Development
- ESL Daytime – 8:30 am – 2:00 pm
- ESL Evenings – 5:30 – 9:30 pm

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
- Isaias Rivera
  Center Director, Union County Workforce Innovation Business Center

REGISTER ONLINE!
It’s Fast! It’s Easy!
It’s Convenient
www.ucc.edu/ce

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

COURSE SELECTIONS AND FEES

Please enter your course selections

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<th>Section Number</th>
<th>Course Title</th>
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Office Use Only

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

NOTICES

Students are responsible for being aware of and following the Code of Conduct found in the Union County College 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

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.

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.

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
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.

See page 26 for more details.