

Transforming Our Community...
One Student at a Time

Continuing Education

FOR A BETTER LIFE

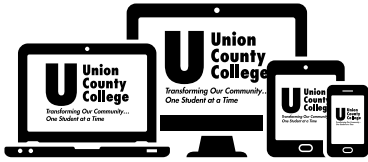
FALL 2018
CLASS OFFERINGS



- *Explore a New Job!*
- *Improve Your Skills!*
- *Learn Something New!*



- Administrative Professional
- PMP Exam Preparation
- Cisco Certified Networking Associate (CCNA)
- Pharmacy Technician



REGISTER ONLINE!

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

www.ucc.edu/continuing-education/instant-enrollment



CLOSED

Don't Miss Out!
Classes fill quickly, so
Register Early
for upcoming courses!

Cisco Certified Networking Associate (CCNA) Program



Upgrade your job and demonstrate important key network competencies to employers through the CCNA program at Union County College.

- This program prepares you to find a job as a network administrator, engineer, or installer.
- Learn to design, build and maintain local, national, and global networks.

- Four separate modules provide a complete range of basic through advanced networking concepts.
- Complete all four semesters and you will be prepared to sit for the CCNA (Cisco Certified Networking Associate) and CompTIA Network exams.

See page 7 for more details on this program.

Prepare to Become a Nationally Certified Healthcare Professional!

In today's economy the job outlook for many healthcare professions remains strong. Several of these certification courses **can be completed in less than a year**. Union County College offers classes for:



- EKG Technician
- Emergency Medical Technician (EMT)
- Medical Billing and Coding
- Patient Care Technician
- Pharmacy Technician
- Phlebotomy Technician

Opportunities to sit for certification exams are available to students who complete their program of study

See the Allied Health section for details on pages 12–15.

Continuing Education and The Industry-Business Institute at Union County College Needs Part-Time Instructors!

Continuing Education

- Accounting
- Child Care (mornings and evenings)
- Microsoft Word
- Microsoft Excel
- Microsoft Powerpoint
- Microsoft Access
- Microsoft Project
- 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

Industry-Business Institute

- ESL
- GED Test Preparation in English and Spanish
- Pharmacy Technician—English and Spanish
- Real Estate
- Youth Programs
- 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

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

Table of Contents for Fall 2018

PROFESSIONAL DEVELOPMENT

Business and Management	2
Accounting.....	2
Administrative Professional.....	2
Bookkeeping.....	3
Business.....	3
Human Resources.....	4
Child Care	5
Center for Economic & Workforce Development	6
Computer Training	5
Graphic Arts.....	5
Information Technology.....	5
A+ Service Technician.....	5
Cisco Networking.....	7
CompTIA Network +.....	7
Microsoft Office Software.....	7
Social Media and Special Interest Classes.....	8
Construction	9
Uniform Construction Code.....	9
Education	11
NPTNJ Alternate Route Teacher Preparation.....	11
Introduction to Teaching: 50-Hour Pre-Service.....	11
Online Teaching Certification.....	11
ESL (English as a Second Language) ...	3, 10
Fitness Careers	11
Personal Trainer National Certification.....	11
Nutrition Specialist Certification.....	11
Healthcare Careers	12
CPR Classes.....	12
EKG Technician.....	12
Emergency Medical Technician.....	13
Medical Billing and Coding Professional.....	13
Patient Care Technician.....	14
Phlebotomy Technician.....	15
Pharmacy Technician.....	15
Real Estate	15
Transportation, Logistics, and Distribution	16
Logistics.....	16
Supply Chain Management.....	16

LEISURE AND

PERSONAL DEVELOPMENT

Fitness	17
Foreign Language	17
Music	17
Personal Finance	17
Special Interest	17

TEST PREPARATION

GED Preparation Courses	18
Praxis	18

YOUTH PROGRAMS

Python Programmers (Black Rocket)	18
Math	18
Test Prep	18
Writing	18

SENIOR SCHOLARS PROGRAM

Art • 60+	19
Computers/Technology	19
Dance	19
Fitness • 60+	19
Special Interest	19

CURSOS EN ESPAÑOL

Programas de Computadora	20
Cuidado de Niños	20
GED (preparación)	20

GENERAL INFORMATION..... C-1

INDUSTRY-BUSINESS INSTITUTE..... C-3

REGISTRATION FORM..... C-4



Visit the
CAREER SERVICES CENTER
at Union County College!

Located on the first floor of the Kellogg Building at the Elizabeth Campus, the Career Services Center provides services for:

- Career Development
- Career Counseling and Coaching
- Career Interest Testing
- Job Posting
- Job Placement
- Internships/Externships
- Resume Writing
- Job Interview Coaching
- Small Business Development
- Customized Job Training

The Career Services Center was developed from a partnership of Union County College, the County of Union, the City of Elizabeth, the Union County Workforce Development Board (WDB), the Greater Elizabeth Chamber of Commerce (GECC), the Elizabeth Development Company, and the UCEDC.



Professional Development

Business and Management

ACCOUNTING

Accounting 101 (18 hrs)

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.

AEFI 102 Sec 176 \$329
Mon, Wed 9/24-10/10 6:30-9:30 pm
Cranford

Introduction to QuickBooks 2016 Accounting (18 hrs)

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

AECO 347 Sec 160 \$329
Sat 10/13-11/17 12:30-3:30 pm
Cranford

Intermediate QuickBooks Accounting (18 hrs)

To expose students to the more advanced functions in QuickBooks, a case study based on a typical small business is used in all sessions. These functions include setting up a company, security protection, backing up business information, user information and their accounting functions, automatic functions to create and operate a general ledger, invoice register, accounts payables, employee payroll functions, cash control and bank reconciliation.

Learn how QuickBooks can help manage a business through tracking of all transactions such as purchase orders, inventory, invoices, receipts, and statements.

Prerequisite: Introduction to QuickBooks Accounting or equivalent experience

AECO 348 Sec 176 \$329
Mon, Wed 11/26-12/12 6:30-9:30 pm
Cranford

ADMINISTRATIVE PROFESSIONAL CERTIFICATE PROGRAM

New!

American Society of Administrative Professionals Professional Administrative Certification of Excellence (PACE) (30 hrs)



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.

PACE is an accreditation that tests the breadth of your professional knowledge and qualifies you to proudly place the PACE designation after your signature.

The four 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.

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 exam 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

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

Interpersonal Communication

- Working with others
- Persuasion and influence
- Written Communications
- Confidentiality and Ethics
- Self-promotion

Task and Project Management

- Module overview—task vs. project
- Task processing strategies
- Time management
- Event and meeting management
- Travel management
- Email management
- Workspace management

Computer and Internet Technology

- Digital Literacy for Professional Administrators
- Understanding hardware, software, operating systems
- Business productivity tools
- Digital research
- Business digital communication
- Security and the connected computer

Management Skills

- Vision, mission and values
- Leadership
- Getting to know your staff
- Managing teams
- Supervision
- Performance Management
- Critical thinking, problem solving and decision making

Program Requirements

There are no prerequisites to enroll in this program.

Benefits of enrolling in this course include:

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

AEOF 069 Sec 176 \$750
Mon, Wed 10/29-12/3 6:30-9:30 pm
(no class 11/21)
Cranford

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.

BOOKKEEPING

CERTIFICATE PROGRAM

Certified Bookkeeper

Program Chairperson: Cheryl Kress
(908) 347-0239
Email: kress@ucc.edu

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

Prerequisite: High School Diploma or equivalent. Some bookkeeping experience necessary.

Certified Bookkeeper (75 hrs)

All six workbooks included plus exam fees.

AEBU 005 Sec 186		\$1,350
Tue, Thu	9/18-12/13	6-9 pm
(no class 11/22)		
Cranford		

BUSINESS

Business and Professional Writing (12 hrs)

Writing effectively is key to success at every level of your career. Whether you are preparing emails or complex reports, it is important to hone your message, use clear and concise language, understand your audience, and use proper grammar. Students with a wide range of backgrounds attend this course to support their career goals.

AEEU 054 Sec 116		\$169
Mon	10/15-11/19	6:30-8:30 pm
Cranford		

UNION COUNTY COLLEGE • CENTER FOR ECONOMIC AND WORKFORCE DEVELOPMENT

LEARN ENGLISH

2018-2019 Course Offerings • Cranford

(For Elizabeth and Plainfield classes, please see page 10.)

Learn to speak English fluently through a combination of listening, speaking, reading and writing classes. Take the College's ESL Placement Test, and then bring your referral to register for **Level 1** or **Level 2** classes.

To get started:

1. Complete a College application in person at the College One Stop Centers or online at www.ucc.edu
2. 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
3. After you have tested, come in and register for courses

CLASSES FILL QUICKLY! Register early to get the schedule you want!

Cost is \$270 per course/three required courses per level/\$810 total cost per level
Call 908-709-7600 for questions/registration

FALL 2018/SPRING 2019

These classes are held two days a week at the times listed below.

ESL Beginner Program • CIN 212 • Level 1 Beginner

Grammar & Writing (45 hrs) 9/11/2018 to 10/30/2018
Tue & Thu 6:30-9:30 pm PCA 012-567-999-1

Reading & Vocabulary (45 hrs) 11/6/2018 to 1/8/2019
Tue & Thu 6:30-9:30 pm PCA 009-567-999-1

Listening & Conversation (45 hrs) 1/15/2019 to 3/5/2019
Tue & Thu 6:30-9:30 pm PCA 014-567-999-1

ESL Intermediate Program • CIN 217 Level 2 Intermediate

Grammar & Writing (45 hrs) 9/11/2018 to 10/30/2018
Tue & Thu 6:30-9:30 pm PCA 036-567-999-1

Reading & Vocabulary (45 hrs) 11/6/2018 to 1/8/2019
Tue & Thu 6:30-9:30 pm PCA 034-567-999-1

Listening & Conversation (45 hrs) 1/15/2019 to 3/5/2019
Tue & Thu 6:30-9:30 pm PCA 041-567-999-1

These classes are held Saturdays at the times listed below.

ESL Beginner Program • CIN 212 • Level 1 Beginner

Grammar & Writing (45 hrs) 9/8/2018 to 1/5/2019
Sat 9 am-12 pm PCA 012-954-999-2

Reading & Vocabulary (45 hrs) 1/12/2019 to 5/4/2019
Sat 9 am-12 pm PCA 009-954-999-2

Listening & Conversation (45 hrs) To be offered Fall 2019
Sat 9 am-12 pm PCA 014-954-999-2

ESL Intermediate Program • CIN 217 Level 2 Intermediate

Grammar & Writing (45 hrs) 9/8/2018 to 1/5/2019
Sat 9 am-12 pm PCA 036-954-999-2

Reading & Vocabulary (45 hrs) 1/12/2019 to 5/4/2019
Sat 9 am-12 pm PCA 034-954-999-2

Listening & Conversation (45 hrs) To be offered Fall 2019
Sat 9 am-12 pm PCA 041-954-999-2

New!

PMP® Exam Preparation

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

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

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

Benefits of PMP® certification

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

Learn more about PMP certification, prerequisites and exam at www.PMI.org.

Why Enroll in This Course?

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

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

- Learn the entire PMBOK® Guide—Sixth Edition with our experienced and certified PMP instructors.
- Prepare for class and the exam with The CertWise® Learning System for PMP® Exam Preparation, included in tuition. You will have access to the online study tools for an entire year.
- Discuss topics and network with peers from a variety of industries.
- Stay on track to complete your PMP studies with our structured learning environment.
- Meet the 35-hour project management education prerequisite for the PMP Exam.
- Comprehensive Reading Materials provide an in-depth exploration of the five knowledge domains tested on the PMP exam and include a glossary of key PMP terminology and progress check questions.
- Interactive Online Study Tools including pre-test evaluation, chapter quizzes, flashcards, post-test, PMP practice exam, progress reports to track your scores and a resource center providing test-taking tips, feedback links and more.

AEBU 176 Sec 160		\$1,395
Sat	10/27-12/8	9 am-3:30 pm
(no class 11/24)		
Cranford		

HUMAN RESOURCES

CERTIFICATE PROGRAM

Human Resource Management

**American Management Association
University Partner**

**Program Chairperson: Fatimha Banks
Email: fatimha@icloud.com**

Courses use the internationally recognized curriculum developed by the American Management Association. To earn the certificate, awarded by Union County College in cooperation with AMA, you must complete all five courses, attend all class sessions and participate in projects, class studies, and pass the assessment for each course.

Prerequisite:

- AEBU 045—Fundamentals of Human Resources Management (16 hrs)

Required Courses: (64 hrs)

- AEBU 264—Communication Skills for Managers (16 hrs)
- AEBU 046—Succession Planning: Developing Leaders from Within (16 hrs)
- AEBU 265—Performance Management (16 hrs)
- AEBU 274—Recruiting, Interviewing, and Selecting Employees (16 hrs)

Fundamentals of Human Resources (16 hrs)

In this course, you will develop your skills in key functional areas in Human Resource Management: Employment, Legislation, Compensation, Benefits, Performance Management, Employee Relations, Training and Development, and Human Resources Management Systems. Learn to recruit, select, interview, and hire more qualified employees in full compliance with federal and state laws. You will learn to perform job analysis and prepare job descriptions that lay the groundwork for developing performance appraisal forms. The skills you hone in this class will improve your ability to develop a cost-effective, competitive compensation and benefits program that will substantially reduce employee turnover. Book included.

AEBU 045 Sec 160		\$329
Sat	9/29-11/17	9-11 am
Cranford		

CLOSED

Don't Miss Out!
Classes fill quickly, so
Register Early
for upcoming courses!

Recruiting, Interviewing, and Selecting Employees (16 hrs)

This course will take you step-by-step through the employee selection process, from recruitment through hiring, with actionable advice for improving your interviewing skills and more. Some of the topics covered in this class include recruitment challenges, loyalty and commitment, outsourcing, applicant expectations, electronic recruitment, interview preparation, stages of the interview, legal factors, questions to avoid, releasing and obtaining reference information, background checks, and compliance and procedures selection. Book included.

AEBU 274 Sec 160 \$329
 Sat 9/29-11/17 11:30 am -1:30 pm
 Cranford

Communication Skills for Managers (16 hrs)

Will be offered Spring 2019

Succession Planning: Developing Leaders from Within (16 hrs)

Will be offered Spring 2019

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—Professional Practices Part 1 (30 hrs)
- AEDU B82—Professional Practices Part 2 (30 hrs)

Additional Course:

- AEDU 183—CDA Portfolio Preparation (30 hrs)

Child Care: The Foundations (30 hrs each part)

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

Books required:

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

Workbook—Essentials Workbook (Second Edition)

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

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

Part 1

AEDU A81 Sec 186 \$250
 Tue, Thu 10/9-11/8 6-9 pm
 Cranford

Part 2

AEDU B81 Sec 186 \$250
 Tue, Thu 11/13-12/18 6-9 pm
 (no class 11/22)
 Cranford

Computer Training

GRAPHIC ARTS

Adobe Photoshop (30 hrs)

Students will learn the world standard image editing software for print, multimedia and web graphics. Learn the basic tools and techniques of pixel-based graphic creation, compositing, image enhancement and manipulation. Become familiar with Photoshop's tools, palettes, layers, menu options and keyboard shortcuts.

AEGA 376 Sec 186 \$450
 Tue, Thu 10/16-11/15 6-9 pm
 Cranford

INFORMATION TECHNOLOGY

A+ Service Technician

A+ HARDWARE (ESSENTIALS) CERTIFICATE (63 HRS)



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)

AECO A15 Sec 186 \$885
 Tue, Thu 10/9-12/20 6-9 pm
 (no class 11/22)
 Cranford

A+ SOFTWARE (PRACTICAL APPLICATIONS) CERTIFICATE (59 HRS)

Will be offered Spring 2019

INDUSTRY-BUSINESS INSTITUTE

Where
Education and Business
 Partner and Prosper

- Prepare your employees for challenges in today's global economy with customized training programs
- We're Business-Friendly, Business-Focused and Business-Minded

40 WEST JERSEY STREET
 ELIZABETH NJ 07202
 908-965-2359/908-527-7207
 WWW.UCC.EDU/
 INDUSTRY-BUSINESS-INSTITUTE

Do YOU need to...

- ...prepare for a NEW career?
- ...improve your basic reading or math skills?
- ...earn your high school diploma?
- ...improve your English proficiency?
- ...enter a job training program or college?
- ...prepare to become a US citizen?
- ...find a job?

Then the
**Center for Economic &
Workforce Development**
can help you!

We are here to help YOU build your CAREER

Occupational Training Programs:

- Medical Billing Specialist
- Medical Coding Specialist
- Accounting Technician
- Essentials of Supply Chain Management
- Office Skills
- Welding Technician
- Administrative Assistant

These occupational training programs are offered to **NJ One Stop Career Center eligible participants** (i.e. WIOA, TRA, and DVRS participants) or to individuals who wish to pay. The Center delivers **in demand** occupational instruction which leads to **industry-valued** credentials and our job developers work with students throughout the training to help them obtain employment. For information call Ms. Roneice Smith at **(908) 965-2353**, or email CEWD-Recruiting at **CEWD-Recruiting@ucc.edu**

Union County College CEWD offers courses in **Basic Skills, ESL** and **ESL Civics** to US citizens and eligible US residents. Some of these programs are available through funds awarded by the State Department of Labor. Classes are offered on the Elizabeth Campus and on the Plainfield Campus. For information on the classes in Elizabeth please call **(908) 659-5114** and in Plainfield please call **(908) 412-3557**.

Union County College is a TASC Test Center!

TASC Testing Center Site: Union County College Elizabeth Campus • Lessner Building • 40 West Jersey Street • Elizabeth, NJ 07202. For information please call **(908) 659-5154** or email us at **CEWD-GEDTest@ucc.edu**.

Cisco Networking

CISCO CERTIFIED NETWORKING ASSOCIATE (CCNA)

Cisco Academy



Are you looking to get ahead or to find a new job in the fast-growing IT industry as a network administrator, WAN Administrator, engineer, or installer? The Cisco Academy Program at Union County College will prepare you to take the new CCNA 5.0 Certification which is recognized worldwide in the IT networking industry. This coursework will teach you how to design, build and maintain local, national, and global networks. The CCNA curriculum includes four separate modules and provides a complete range of basic through advanced networking concepts. If you complete all four semesters, you will be prepared to sit for the CCNA 5.0 (Cisco Certified Networking Associate) and CompTIA Network exams.

Through the CCNA curriculum:

- Develop a working knowledge of routing, switching, network applications, protocols, and services.
- Study with an instructor in the classroom, access expert content online including built-in quizzes and tests.
- 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.

Required Courses

Four courses (280 hrs total)

- AECO A74—CCNA 1, Introduction to Networks, 70 hrs, \$949
- AECO B74—CCNA 2, Routing and Switching Essentials, 70 hrs, \$949
- AECO C74—CCNA 3, Scaling Networks, 70 hrs, \$949
- AECO D74—CCNA 4, Connecting Networks, 70 hrs, \$949

AECO A74 Sec 176 (Semester 1; 70 hrs) Mon, Wed 10/1-12/10 (no class 11/21) Cranford	6:30-10 pm	AECO D74 Sec 196 (Semester 3; 70 hrs) Sat 11/3-1/26/2019 (no class 11/24,12/22, & 12/29) and Wed 11/7-1/23/2019 (no class 11/21 & 12/26) Cranford	8:30 am-12 pm 6:30-10 pm
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CompTIA Network +

COMPTIA NETWORK + CERTIFICATION (80.5 HRS)

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.

Will be offered Spring 2019

MICROSOFT OFFICE SOFTWARE

Microsoft Windows 10 (7 hrs)

See how to navigate the latest operating system from Microsoft. Learn how to navigate around the Windows 10 operating system, customize the Windows 10 environment, learn file and folder management, access the internet using Microsoft Edge, install and remove printers and peripheral devices and use security features.

Book available at Union County College bookstore; must be purchased prior to the first class.

AECO A26 Sec 176		\$149
Mon, Wed	10/1-10/3	6:30-10 pm
Cranford		

Microsoft Word Beginner (7 hrs)

Microsoft® Word is designed to help you move smoothly through the task of creating professional-looking documents. In this course, you'll learn how to use Word to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents. In this course, you will:

- Format text and paragraphs.
- Perform repetitive operations efficiently using tools such as Find and Replace, Format Painter, and Styles.
- Enhance lists by sorting, renumbering, and customizing list styles.
- Create and format tables.
- Format the overall appearance of a page.

Book available at Union County College bookstore; must be purchased prior to the class.

AECO A27 Sec 186		\$149
Tue, Thu	10/9-10/11	6:30-10 pm
Cranford		

Microsoft Word Intermediate (7 hrs)

Creating professional-looking documents and implementing time-saving features such as document templates and automated mailings helps you and your organization reduce expenses. In this class, you will:

- Organize content using tables and charts.
- Customize formats using styles and themes.
- Insert content using quick parts.
- Use templates to automate document formatting.
- Control the flow of a document.
- 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		\$149
Tue, Thu	10/16-10/18	6:30-10 pm
Cranford		

Professional Development

Microsoft Word Advanced (7 hrs)

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. You will learn to:

- Create custom graphic elements.
- Collaborate on documents.
- Secure a document.
- 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 \$149
Tue, Thu 10/23-10/25 6:30-10 pm
Cranford

Microsoft Excel Beginner (7 hrs)

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. You will learn to:

- Perform calculations.
- Modify a worksheet.
- Format a worksheet.
- Print workbooks.
- Manage workbooks.

Book available at Union County College bookstore; must be purchased prior to the class.

AECO A48 Sec 176 \$149
Mon, Wed 10/29-10/31 6:30-10 pm
Cranford

Microsoft Excel Intermediate (7 hrs)

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. In this course you will:

- Work with functions.
- Work with lists.
- Analyze data.
- 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 \$149
Mon, Wed 11/5-11/7 6:30-10 pm
Cranford

Microsoft Excel Advanced (7 hrs)

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. You will:

- Work with multiple worksheets and workbooks.
- Use Lookup functions and formula auditing.

- Share and protect workbooks.
- Automate workbook functionality.
- Create sparklines and map data.
- 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 \$149
Mon, Wed 11/12-11/14 6:30-10 pm
Cranford

Microsoft PowerPoint Beginner (7 hrs)

By learning how to use the vast array of features and functionality contained within PowerPoint, you will gain the ability to organize your content, enhance it with high-impact visuals, and deliver it with a punch. You will:

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

Book available at Union County College bookstore; must be purchased prior to the class.

AECO A72 Sec 176 \$149
Mon, Wed 11/26-11/28 6:30-10 pm
Cranford

Microsoft Access Beginner (7 hrs)

Access is a versatile tool. You can use it as a personal data management tool, or you can use it as a construction set to develop applications for an entire department or organization. In this course, you will:

- Create a simple database, and customize Access configuration options.
- Organize and manage data stored within Access tables.
- Use queries to join, sort, and filter data from different tables.
- Use forms to more easily view, access, and input data.
- Create and format custom reports.

Book available at Union County College bookstore; must be purchased prior to the class.

AECO A25 Sec 160 \$149
Sat 10/6-10/13 9 am-12:30 pm
Cranford

Microsoft Access Intermediate (7 hrs)

In this course, you will expand your knowledge of relational database design, write advanced queries, structure existing data, validate data entered into a database, and customize reports.

- Join tables to retrieve data from unrelated tables.
- Use advanced queries to manipulate your data.
- Organize a database for efficiency and performance, and to maintain data integrity.
- Customize reports to organize the displayed information and produce specific print layouts.

Prerequisite: Microsoft Access Beginner or equivalent.

Book available at Union County College bookstore; must be purchased prior to the class.

AECO B25 Sec 160 \$149
Sat 10/20-10/27 9 am-12:30 pm
Cranford

Microsoft Access Advanced (7 hrs)

Learn advanced Access features such as database management, advanced form design, packaging a database, encrypting a database, preparing a database for multi-user access, and more. Knowledge of these features separate database professionals from the casual database users or occasional designers. This training rounds out your Access education and provides you with marketable job skills.

- Customize a form layout to improve usability and efficiency of data entry.
- Share data across applications.
- Use macros to improve user interface design.
- Use VBA to enhance tasks.
- Organize data into appropriate tables to ensure data dependency and minimize redundancy.
- Lock down and prepare a database for distribution to multiple users.
- Create and modify a database switchboard and set the startup options.

Prerequisite: Microsoft Access Beginner, Intermediate, or equivalent.

Book available at Union County College bookstore; must be purchased prior to the class.

AECO C25 Sec 160 \$149
Sat 11/3-11/10 9 am-12:30 pm
Cranford

SOCIAL MEDIA AND SPECIAL INTEREST CLASSES

Social Media Marketing for Business (6 hrs)

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.

AEEN 041 Sec 160 \$129
Sat 10/27-11/3 12-3 pm
Cranford

Construction

UNIFORM CONSTRUCTION CODE EDUCATION PROGRAM 2018

The community colleges listed below offer a regional schedule of classes for Uniform Construction Code training:

- Brookdale Community College
- Mercer County College
- Middlesex County College
- Union County College

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 licensure may be **refunded up to 75% of tuition** by submitting a license number or log number to the college they attend. (Information provided in class.)

Textbooks: The Uniform Construction Code Act and Regulations (Blue Book) is a required text if you are taking the administrative courses of the Uniform Construction Code Courses. Additional textbooks may be required depending upon the specific course. Call the Publications Office at 609-984-0040 or order online at www.state.nj.us/dca/divisions/codes/forms/pubs_subs_orderform.pdf

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

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

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

Building Inspector I.C.S. (75 hrs)

This 75-hour hybrid program provides students with the educational information on building code requirements for medium-sized industrial and commercial structures. It covers building construction, foundation design, wood and steel frame construction, fire resistance rating, requirements for building subcode, testing materials and uniform construction code.

Prerequisite: Successful completion of Building Inspector R.C.S.

AEIC 202 Sec 196		\$785
In-person sessions		
Sat	9/15	8 am-2 pm
Thu	11/8	6:30-9:30 pm
Cranford		
Online sessions		
Tue, Thu	9/18-11/6	6:30-10:30 pm

Fire Inspector I.C.S. (120 hrs)

This 120-hour hybrid program is designed to prepare students to obtain the licensing in the Fire Protection discipline of the NJ UCC. Course work includes the building use groups, types of construction, height and area, fire protection systems and means of egress. Students will learn when the building codes require such systems and equipment in new renovated structures along with the standards for systems installations and acceptance testing, course textbook information is provided the first day of class.

AEIC 190 Sec 196		\$1,050
In person sessions		
Sat	10/20	8 am-2 pm
Wed	2/6/19	6:30-9:30 pm
Cranford		
Online sessions		
Mon, Wed	10/22/18-2/4/19	6:30-10:30 pm

Electrical Inspector I.C.S. (60 hrs)

This in-person program covers Systems Design and Plan Review and Field Inspection. Topics included are: electrical service sizing and design, branch circuit and feeder design, requirements for special fixtures, methods and devices. **Text book required: 2014 NFPA 70 National Electrical Code (NEC).**

AEIC 211 Sec 196		\$650
Tue, Thu	10/2-12/11	6-9 pm
Cranford		

College	Building			Electrical		Fire Protection		Plumbing		Elevator	Administrative		
	RCS	ICS	HHS	ICS	HHS	ICS	HHS	ICS	HHS	HHS	SO	CO	TA
Brookdale Community College 732-224-2813 www.brookdalecc.edu	10/30/18								10/2/18			9/10/18	
		3/12/19			1/9/19			1/8/19				1/9/19	
Mercer County College 609-570-3311 www.mccc.edu	9/20/18				9/6/18								
Middlesex County College 732-906-2556 www.middlesexcc.edu	9/11/18	9/18/18	10/1/18			10/6/18		10/10/18				Hybrid 9/24/18	9/15/18
	2/4/19	2/19/19	3/4/19				Hybrid 3/9/19		4/1/19		1/29/19		3/2/19
Union County College 908-709-7600 www.ucc.edu		Hybrid 9/15/18		10/2/18		Hybrid 10/20/18							
			Hybrid 1/26/19		2/4/19		Hybrid 4/6/19					Hybrid 2/2/19	
Bergen County College 201-447-7466 www.bergen.edu	9/25/18	9/17/18	9/24/18	9/24/18			10/4/18	10/6/18		TBA	9/12/18	9/12/18	10/10/18
					2/19/19	2/12/19			2/6/19				
Ocean County College 732-255-0409 www.ocean.edu						9/24/18							10/2/18
							3/4/19						

UNION COUNTY COLLEGE • CENTER FOR ECONOMIC AND WORKFORCE DEVELOPMENT

LEARN ENGLISH

Fall 2018 Course Offerings Elizabeth • Plainfield

Learn to speak English fluently through a combination of listening, speaking, reading and writing classes. Take the College's ESL Placement Test, and then bring your referral to register for **Level 1** or **Level 2** classes. The College ESL Placement Test is available on both campuses.

- To get started:**
1. Complete a College application in person at the College One Stop Centers or online at www.ucc.edu
 2. 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
 3. After you have tested, come in and register for courses

All courses are held **four** days a week, **Monday through Thursday**, at the scheduled time. **CLASSES FILL QUICKLY!** Register early to get the schedule you want!

Program Description: ESL Beginner Program
Program Code: CIN 212, Level 1
Total Hours: 135
Required Courses:
 PCA 012 Grammar & Writing
 PCA 009 Reading & Vocabulary
 PCA 014 Listening & Conversation

Program Description: ESL Intermediate Program
Program Code: CIN 217, Level 2
Total Hours: 135
Required Courses:
 PCA 036 Grammar & Writing
 PCA 034 Reading & Vocabulary
 PCA 041 Listening & Conversation

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

ELIZABETH CAMPUS

908-659-5114 for questions/registration

ESL Beginner Program • CIN 212 • Level 1 Beginner

Grammar & Writing (45 hrs) 9/10/2018 to 10/3/2018
 Morning 8:30-11:30 am PCA 012-534-999-1
 Afternoon 12-3 pm PCA 012-535-999-1
 Evening 5:30-8:30 pm PCA 012-637-999-1

Reading & Vocabulary (45 hrs) 10/8/2018 to 11/1/2018
 Morning 8:30-11:30 am PCA 009-534-999-1
 Afternoon 12-3 pm PCA 009-535-999-1
 Evening 5:30-8:30 pm PCA 009-637-999-1

Listening & Conversation (45 hrs) 11/5/2018 to 12/4/2018
 Morning 8:30-11:30 am PCA 014-534-999-1
 Afternoon 12-3 pm PCA 014-535-999-1
 Evening 5:30-8:30 pm PCA 014-637-999-1

ESL Intermediate Program • CIN 217 Level 2 Intermediate

Grammar & Writing (45 hrs) 9/10/2018 to 10/3/2018
 Morning 8:30-11:30 am PCA 036-534-999-1
 Evening 6:30-9:30 pm PCA 036-647-999-1

Reading & Vocabulary (45 hrs) 10/8/2018 to 11/1/2018
 Morning 8:30-11:30 am PCA 034-534-999-1
 Evening 6:30-9:30 pm PCA 034-647-999-1

Listening & Conversation (45 hrs) 11/5/2018 to 12/4/2018
 Morning 8:30-11:30 am PCA 041-534-999-1
 Evening 6:30-9:30 pm PCA 041-647-999-1

PLAINFIELD CAMPUS

908-412-3557 for questions/registration

ESL Beginner Program • CIN 212 • Level 1 Beginner

Grammar & Writing (45 hrs) 9/10/2018 to 10/3/2018
 Morning 8:30-11:30 am PCA 012-534-999-1
 Evening 6-9 pm PCA 012-177-999-1

Reading & Vocabulary (45 hrs) 10/8/2018 to 11/1/2018
 Morning 8:30-11:30 am PCA 009-534-999-1
 Evening 6-9 pm PCA 009-177-999-1

Listening & Conversation (45 hrs) 11/5/2018 to 12/4/2018
 Morning 8:30-11:30 am PCA 014-534-999-1
 Evening 6-9 pm PCA 014-177-999-1

ESL Intermediate Program • CIN 217 Level 2 Intermediate

Grammar & Writing (45 hrs) 9/10/2018 to 10/3/2018
 Evening 6-9 pm PCA 036-177-999-1

Reading & Vocabulary (45 hrs) 10/8/2018 to 11/1/2018
 Evening 6-9 pm PCA 034-177-999-1

Listening & Conversation (45 hrs) 11/5/2018 to 12/4/2018
 Evening 6-9 pm PCA 041-177-999-1



For classes in Cranford, see page 3!

General Information for Fall 2018

For more information about our programs, visit our website at www.ucc.edu/ce

The latest program brochures will be posted.

To register online, visit: www.ucc.edu/continuing-education/instant-enrollment

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/continuing-education/instant-enrollment/.

WALK-IN

Visit our Cranford Campus, MacKay Library, 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.

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

If paying by check, checks are accepted **ONLY** three or more weeks prior to a course start date to allow for check clearance.

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.

PHONE IN

Call (908) 709-7600 in Cranford. Phones tend to be busy, especially the first few weeks of each semester.

Be sure you know what course(s) you wish to register for before calling so we can provide the best assistance.

Tuition and Fees

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

Class Cancellation

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

Withdrawals and Refunds

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

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

Veterans Refund Policy

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

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.

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 more than 30 hours of classes in Elizabeth, parking tags can be purchased for \$65 per semester. 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.

Nondiscrimination

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

Ms. Heather Cavise, MHRM, CELS, Director of Human Resources, Union County College, 1033 Springfield Avenue, Cranford, NJ 07106; 908-709-7122; heather.cavise@ucc.edu

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



Student Accommodation Requests

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

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

Employee, Guest, and Visitor Accommodation Requests

Ms. Heather Cavise, MHRM, CELS, Director of Human Resources, Union County College, 1033 Springfield Avenue, Cranford, NJ 07106; 908-709-7122; heather.cavise@ucc.edu

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

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

Program Locations**Cranford Campus**

1033 Springfield Ave.
Cranford, NJ 07016-1599
(908) 709-7000

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) 889-2400

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

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, WFNI,
Center for Economic and Workforce Development*

Nancy Burke

Marketing and Business Development, Industry-Business Institute

Marlene Loff

Interim Director, Center for Economic and Workforce Development

Susana Mateo

*Project Coordinator, New Jersey Youth Corps
Center for Economic and Workforce Development*

Denise Petrosky

Training Operations Manager, Industry-Business Institute

Isaias Rivera

*Center Director, Union County Workforce Innovation
Business Center*

Contact Information:

Continuing Education Main Number
908-709-7600

Industry-Business Institute
908-965-2358

Center for Economic and
Workforce Development
908-659-5114

INFORMACIÓN GENERAL

Para mayor información o para registrarse para las clases en español llamar al (908) 709-7600.

Registración

La Registración es fácil, pero regístrese temprano para evitar decepciones! Los cursos se llenan rápido y algunos tienen matrícula limitada. Las registraciones son aceptadas hasta que el curso comienza, si el espacio está disponible. Por favor asegúrese de proveer un número de teléfono al cual podamos contactarlo en caso de cancelación de la clase.

• **En Línea (a través del Internet).** Ya no necesita esperar en líneas o enviar su registración a través del correo. El nuevo sistema de registración en línea (a través del Internet) es fácil y conveniente. Regístrese para sus clases desde cualquier lugar a través de una computadora. Visite nuestro lugar del web para más detalles: www.ucc.edu/continuing-and-professional-education-and-workforce-development/continuing-education/instant-enrollment/

• **En Persona.** Visite nuestra página del Internet www.ucc.edu/continuing-education/instant-enrollment para información sobre nuestro horario de oficina.

• **El pago** puede hacerse con cheque, giro postal, o tarjeta de crédito (Visa, Mastercard, American Express, Discover) Pagos en efectivo son aceptados solamente en el departamento de cuentas del estudiante (Student Accounts). Complete una registración en la oficina de Continuing Education, y luego usted será enviado a la oficina de cuentas al estudiante.

• **Por Correo** use la registración que se encuentra en este folleto. Una forma es requerida para cada persona que se registre. Fotocopias son aceptadas. Envíe su registración con cheque, giro postal a: Continuing Education, Union County College, 1033 Springfield Avenue, Cranford, NJ 07016

• **Matrícula y Honorarios.** Toda la información de matrícula y honorarios está incluida en la descripción del curso e incluye un honorario de \$10 por proceso de registración que no es reembolsable. El departamento de Continuing Education no acepta Ayuda Financiera (Financial Aid)

Retiros y reembolsos

• Para retirarse de un curso, usted debe notificar a la oficina de Continuing Education por escrito o en persona inmediatamente. Se le requerirá llenar una forma de retiro. Reembolsos (menos los \$10 por proceso de registración por curso) serán procesados de la siguiente manera:

• Con notificación por escrito recibida 5 días antes de la primera clase—100%

Mal tiempo y otras emergencias

En el caso de que Union County College cancele o retrase sus operaciones debido al mal tiempo u otras emergencias, el Departamento de Mercadeo y Comunicaciones le informará a los siguientes medios de comunicación sobre el cierre: www.ucc.edu, Facebook o Twitter



INDUSTRY-BUSINESS INSTITUTE

40 West Jersey Street
Elizabeth, NJ 07202

Classes for Employees of New Jersey Businesses

Offered through our Industry-Business Institute at our Cranford and Elizabeth Campuses

Fall 2018 Computer Skills Classes

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.

All classes meet 8:30 am–5 pm (8 hours with break)

Class Name	Date	Campus
MS Excel Level 1	Fri, 9/21	Elizabeth
MS Excel Level 1	Wed, 11/7	Cranford
MS Excel Level 2	Fri, 10/5	Elizabeth
MS Excel Level 2	Wed, 11/28	Cranford
MS Excel Level 3	Wed, 12/2	Cranford
MS Word Level 1	Wed, 9/26	Cranford
MS Word Level 1	Fri, 11/16	Elizabeth
MS Word Level 2	Wed, 10/10	Cranford
MS Word Level 2	Fri, 12/7	Elizabeth
MS PowerPoint Level 1	Wed, 9/12	Cranford
MS PowerPoint Level 1	Fri, 10/19	Elizabeth
MS PowerPoint Level 2	Fri, 11/2	Elizabeth
MS Access	Wed, 10/24	Cranford

Fall 2018 Soft Skills Classes

Customer Service (12 hours)

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.

Problem Solving (8 hours)

This course teaches the participant employees the effective skill necessary for customer focused problem solving and how to effectively handle stress. The skills include proper inquiry by formulating and asking the proper questions, identifying and clarifying the goal, evaluating potential actions and selecting the best action decision in a calm and objective manner.

Time Management (8 hours)

This course is designed to teach participants how to establish clear work priorities to successfully and efficiently manage and achieve multiple work objectives and goals.

Communications: Verbal (8 hours)

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.

All classes meet 8:30 am–12:30 pm

Class Name	Date	Campus
Customer Service	Thu, 9/6–9/20	Elizabeth
Time Management	Thu, 10/4–10/11	Elizabeth
Problem Solving	Thu, 11/1–11/8	Elizabeth
Communications:Verbal	Thu, 12/6–12/13	Elizabeth

Contact us for complete program information Phone 908-527-7207 Email ibi@ucc.edu

Please print clearly and complete all sections

STUDENT DATA

 Last Name First Name MI

 Street Address (including apartment number) ()

 City/Town State Zip Telephone Home Work Cell

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

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

CAMPUS PARKING

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

 License Plate Number State

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

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

Sex: Male Female

Ethnicity: Hispanic Non Hispanic
 Declined to Identify

Race: American Indian/Alaskan Native
 Asian
 Black/African American
 Native Hawaiian/Pacific Islander
 White
 Declined to Identify

COURSE SELECTIONS AND FEES

Please enter your course selections

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

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

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 Student Handbook, available at www.ucc.edu/go/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.

Education

NPTNJ ALTERNATE ROUTE TEACHER PREPARATION

New!

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

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

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

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

AEDU 144 Sec 186		\$295
Tue, Thu	10/9-11/29	6-8 pm
(no class 11/22)		
Cranford		

New!

Bridge Program for students who already took the Introduction to 24-Hour Pre-Service

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

Praxis Examination Review available for Elementary Education

Please see page 18 for this class, in the test prep section of the brochure.

ONLINE TEACHING

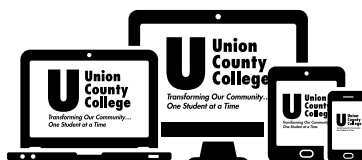
ONLINE TEACHING COURSE (15 HRS)

Program Chairperson: Beth Ritter-Guth
(908) 497-4363

Email: beth.ritter-guth@ucc.edu

Learn to teach online courses through the use of the most current distance education pedagogy. Special attention to free web technologies, alternative assessments, and data driven change will be explored. All Union County College instructors are required to complete this certification before teaching online.

AEDU 142 Sec 096	Free
Online	
Union County College Staff and Faculty	
AEDU 142 Sec 097	\$225
Online	
Non-Union County College Instructors	



REGISTER ONLINE!

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

[www.ucc.edu/continuing-education/
instant-enrollment](http://www.ucc.edu/continuing-education/instant-enrollment)

Fitness Careers

PERSONAL TRAINER NATIONAL CERTIFICATION (36 HRS)

Get all the information needed to start an exciting fitness career and become a Certified Personal Trainer. Our personal trainer course is a great way to become a successful Certified Personal Trainer with an option to complete an employer internship that can walk you into jobs! This challenging course is for candidates wanting LIVE instruction with in-depth, hands-on practical lab to master the essential career skills and knowledge. The course consists of 15 hours of lecture on key topics like biomechanics, exercise physiology, fitness testing, equipment usage, health assessment and 15 hours of hands-on practical training labs with role playing drills on assessing clients, programming, performing proper exercises, presentation skills and more.

Included in this course is a student workbook and access to online student study tools to take the Certified Personal Trainer exams.

You can work right after passing the exams with proof of CPR/AED to obtain your Level 1 Certified Personal Trainer.

Book available at Union County College bookstore. Students must purchase the textbook prior to the first day of class.

AEEEX 120 Sec 160		\$599
Sat	9/8-10/13	9 am-4 pm
Cranford		

NUTRITION SPECIALIST CERTIFICATION (24 HRS)

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

AEEEX 123 Sec 160		\$570
Sat	10/20-11/10	9 am-4 pm
Cranford		

CLOSED

Don't Miss Out!
Classes fill quickly, so
Register Early
for upcoming courses!

Healthcare Careers

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.

Basic Certifications Package (16 hrs)

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:

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

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

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

AEHL 959 Sec 140		\$299
Mon	10/15	6-10 pm
Wed, Thu	10/17-10/18	6-10 pm
and		
Mon	10/22	6-10 pm
Cranford		

CPR CLASSES

CPR, FIRST AID, AND AED CERTIFICATION COURSES

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.

BLS for Healthcare Providers—Classroom (AHA) (4 hrs)

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.

AEHL 962 Sec 116		\$129
Mon	10/15	6-10 pm
Cranford		

Heart Saver CPR/AED Course (AHA) (4 hrs)

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

AEHL 961 Sec 116		\$129
Mon	10/29	6-10 pm
Cranford		

EKG TECHNICIAN

EKG TECHNICIAN PROGRAM (116 HRS)

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.

Prerequisite

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

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

Required Courses

- AEHL 147—EKG Technician (48 hrs)

Recommended Elective

- AEHL 959—Basic Certifications Package (16 hrs)

Part I: Anatomy and Physiology (36 hrs)

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

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

AEHL 111 Sec 276		\$395
Mon Wed	10/1-11/7	6-9 pm
Elizabeth		

Part II: Anatomy and Physiology (32 hrs)

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.

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

Prerequisite: AEHL 111-Part I: Anatomy and Physiology

AEHL 111 Sec 276 \$355
 Mon, Wed 11/12-12/19 6-9 pm
 (no class 11/21)
 Elizabeth

EKG Technician (48 hrs)

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.

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 Spring 2019

Basic Certifications Package (16 hrs)

See page 12 for course description.

EMERGENCY MEDICAL TECHNICIAN**EMERGENCY MEDICAL TECHNICIAN—BASIC (220 HRS)**

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

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

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

Cost: \$1,500 **OR** NJ Training Fund Certificate of Eligibility (for eligible First Aid Squad volunteers). Prerequisite: Current CPR/certification at the healthcare/professional level by the American Heart Association, American Red Cross, or the National Safety Council.

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

This course is held in the Plainfield Annex.

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

Mandatory Orientation		
Wed	8/15	6-8 pm
Plainfield, Rm 111		
AEHL 100 Sec 386		\$1,500
Tue, Thu	9/6-12/20	6:30-10:30 pm
Plainfield		
AEHL 100 Sec 340		\$1,500
Thu	9/6-12/20	8:30 am-5 pm
Plainfield		
AEHL 100 Sec 360		\$1,500
Sat	9/8-12/15	8:30 am-5 pm
Plainfield		

MEDICAL BILLING AND CODING PROFESSIONAL**MEDICAL BILLING AND CODING PROFESSIONAL (230 HRS)**

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.

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)
- AEHL A61—Computerized Medical Billing (MediSoft v.18 Software) (30 hrs)

NOTE: Not all courses are offered every term.

Anatomy and Medical Terminology for Billers and Coders (50 hrs)

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

AEHL 135 Sec 286 \$625
 Tue, Thu 9/25-11/19 6-9 pm
 Elizabeth

Understanding Medical Insurance/HIPAA (50 hrs)

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.

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 286 \$625
 Tue, Thu 11/27/18-2/5/19 6-9 pm
 (no class 12/25, 12/27 & 1/1/19)
 Elizabeth

PATIENT CARE TECHNICIAN

PATIENT CARE TECHNICIAN CERTIFICATE (317 HRS)

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:

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 133—Medical Office Procedures (20 hrs)
- AEHL 134—Pharmacology and Drug Interaction (15 hrs)
- AEHL 959—Basic Certifications Package (16 hrs)

Required Courses

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

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

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

Classes for Personal Trainers!

If you're a personal trainer who wants to expand your client base, learn more about working with special populations and how to counsel your clients on nutrition. These classes are offered in partnership with World Instructor Training Schools (W.I.T.S.). We also offer a Personal Trainer National Certification class.

For more information, see page 11.



Medical Office Procedures (20 hrs)

In this course, students will learn the skills necessary to function as an entry-level medical office assistant. Students will cover MediSoft Software in theory only. Topics of instruction will include HIPAA, electronic health records and managing health information. Students will be able to identify medical specialties and sub-specialties. Daily responsibilities of medical office assistants include keeping the office running efficiently, arranging for hospital admissions, processing claim forms, medical records, interacting with patients, managing the front desk, and patient scheduling. Students will be instructed in vital signs, pulse, temperature, respiration, and urinalysis in theory only.

Prerequisite: Anatomy and Physiology Parts I and II

Textbook required for first day of class; available at College Bookstore

AEHL 133 Sec 286 \$250
 Tue, Thu 10/9-11/8 6-8 pm
 Elizabeth

Pharmacology and Drug Interaction (15 hrs)

Students will be introduced to clinical pharmacology and pharmacological response. The effects of drugs by external factors will be discussed. Students will discuss high risk patients, genetic characteristics, allergies, drug metabolism and dose response relationships. Topics will include routes of drug administration to include oral, intravenous, subcutaneous, inhalation/intranasal, topical and rectal.

Prerequisite: Anatomy and Physiology Part I and Part II.

Textbook required for first class; available at College bookstore

AEHL 134 Sec 286 \$195
 Tue, Thu 11/13-11/29 6-9 pm
 (no class 11/22)
 Elizabeth

CLOSED

Don't Miss Out!
Classes fill quickly, so
Register Early
for upcoming courses!

PHLEBOTOMY TECHNICIAN

PHLEBOTOMY TECHNICIAN CERTIFICATE (158 HRS)

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.

Prerequisite

- 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; PartII: Anatomy and Physiology can be taken before or concurrently.

Required Courses

- AEHL 146—Phlebotomy Technician (90 hrs)

Recommended Elective

- AEHL 959—Basic Certifications Package (16 hrs)

Program requirements

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

Phlebotomy Technician (90 hrs)

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

AEHL 146 Sec 286 \$900
Tue, Thu 10/9/18-2/5/19 6-9 pm
(no class 11/22, 12/25, 12/27 & 1/1/19)
Elizabeth

Part I: Anatomy and Physiology (36 hrs)

See page 12 for course description.

Basic Certifications Package (16 hrs)

See page 12 for course description.

PHARMACY TECHNICIAN

PHARMACY TECHNICIAN (120 HRS)

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.

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

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

- Pharmacy Technician Certification Board—Additional study material is also recommended to prepare for the PTCB examination. Please contact PTCB at 877-782-2888 or www.ptcb.org for more information.
- NJ Licensing—To be eligible to be registered as Pharmacy Technician in the State of New Jersey, you must register by contacting the New Jersey Office of the Attorney General at 973-504-6450 or www.state.nj.us/org/ca/pharm/form/pharmtech.pdf.

Required Course

- AEHL 955—Pharmacy Technician (120 hours)

Pharmacy Technician (120 hrs)

Students will prepare for the PTCB examination in this 120-hour class through instruction in pharmaceutical calculations/mathematics, medical terminology, interpretations of prescriptions, dosage forms and routes of administration. The course has two objectives: to prepare you to work as a Pharmacy Technician and to help you successfully pass the PTCB examination. **Books (2) available at the Union County College Bookstore.**

AEHL 955 Sec 276 \$1,500
Mon, Wed 10/1/18-3/6/19 6:30-9:30 pm
(no class 11/21, 12/24, 12/26, 12/31, 1/21/19 & 2/18/19)
Elizabeth

Real Estate

PRINCIPLES OF REAL ESTATE

REAL ESTATE (75 HRS)

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.

AERL 101 Sec 476 \$495
Mon, Wed 9/24-12/19 6:30-9:30 pm
(no class 11/21)
Scotch Plains
(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.

UNIFORM CONSTRUCTION CODE

See course descriptions on page 9.

Transportation, Logistics and Distribution

LOGISTICS

Introduction to Logistics (48 hrs)

In this 48-hour Introduction to Logistics Program students learn math specific to the industry (including the metric system), practice their map reading skills and test their knowledge of world geography. Communications skills, customer service, team building and logistics vocabulary are all part of this curriculum. In addition, industry specific documentation such as airway bills, export forms and commercial invoices are introduced as well as MRP and TMS software.

The course will include:

- Geography
- Basic Measurement
- Interpersonal Skill Development
- Industry Specific Skills
- Logistics
- Process Flow
- Import/Export

- Inventory Principles
- Forms: Airway Bills, Invoices, Letters of Credit
- Customs, Borders and Protection Agency Regulations
- MRP and TMS Computer Software

Prerequisite: HS Diploma or GED, TABE 6th grade.

For additional information on how to enroll or bring this program to your business, please contact Nancy Burke at the Industry-Business Institute at Union County College at burke@ucc.edu or 908-527-7207.

SUPPLY CHAIN MANAGEMENT

Supply Chain Management Training

Union County College offers a Supply Chain Management Training program which was developed by a national consortium of colleges and universities. Classes are offered during daytime and evening hours and include the SCPPro™ exam.

This program, upon completion and success on the exam, leads to certification by the Council of Supply Chain Management Professionals (CSCMP) in any or all of eight (8) subjects which include: Supply Chain Management Principles; Customer Service Operations; Warehouse Operations; Transportation Operations; Demand Planning;

Inventory Management; Procurement; and Manufacturing and Service Operations. Each is a 40 hour course of classroom training led by instructors with experience in supply chain management within industry.

This training prepares the student for entry level or mid-level positions in a variety of functional business areas. The courses offer front line and management employees an additional certification for career enhancement and for increased responsibilities and advancement. On-campus classes run on an on-demand basis once our minimum number of registrants is met.

Classes can also be brought to companies for groups of employees onsite with flexible scheduling to meet the needs of the workplace. Ideally situated near the ports of Elizabeth and Newark, Union County College recognized the need for skilled workers to fill jobs. More than one (1) in every ten (10) jobs in New Jersey is in this Transportation, Logistics and Distribution sector (TLD).

For additional information on how to enroll or bring this program to your business, please contact Nancy Burke at the Industry-Business Institute at Union County College at burke@ucc.edu or 908-527-7207.



Transforming Our Community...
One Student at a Time



Serving the Transportation, Logistics and Distribution Industry

Union County College is a training partner with the TLD Talent Development Center (TDC) in New Jersey which was established through a grant from the NJDOLWD. This growing industry sector requires a highly productive workforce. New Jersey residents require training and industry-valued credentials as steps leading to economic opportunity and successful careers. The TDC creates opportunities for both.

- ◆ Our programs lead to industry-recognized credentials, including the Council of Supply Chain Management Professionals SCPPro certification.
- ◆ Individuals and businesses are encouraged to contact the TDC for information about occupational training programs for unemployed workers and in-house training for existing workers at area employers.

Contact: Lisa Hiscano, 908-965-2358 or hiscano@ucc.edu, or Nancy Burke, 908-527-7207 or burke@ucc.edu.

Leisure and Personal Development

Art

All-Level Oil/Acrylic Painting (16 hrs)

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.

AEAR 010 Sec 146 \$185
 Thu 9/27-11/15 6:45-8:45 pm
 Cranford

Fitness

Zumba Toning (10 hrs)

Zumba is a dance inspired, total body, fat burning workout that fuses Latin rhythms and easy to follow moves. Zumba Toning adds resistance with the use of light weights to tone target areas, resulting in a fun, one-of-a-kind, exhilarating fitness experience that helps participants achieve long term benefits in their overall health.

Partner not necessary. Please wear sneakers.

AEEEX 531 Sec 116 \$109
 Mon 10/1-12/3 6:30-7:30 pm
 Cranford

Abdominal/Core Strengthening (5 hrs)

This class is specifically designed to target those hard to beat belly bulges and unwelcome muffin tops. The exercises will concentrate on strengthening the entire core, from shoulders to hips and everything in between. The result will be better posture, balance and core strength. All fitness levels are welcome.

AEEEX 532 Sec 117 \$59
 Mon 10/1-12/3 7:30-8 pm
 Cranford

Foreign Language

LEVEL 1 CLASSES

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

LEVEL 2 CLASSES

After a basic review of the first level, level 2 classes will teach more advanced dialogue and grammar. Class activities include interactive exercises, role-playing, and exposure to customs, holidays, and cuisine. Viewing a movie with subtitles may also be presented in class.

Spanish 1 (15 hrs)

AELA A10 Sec 137 \$159
 Wed 9/19-10/24 7-9:30 pm
 Cranford

Spanish 2 (15 hrs)

AELA B10 Sec 137 \$159
 Wed 10/31-12/12 7-9:30 pm
 (no class 11/21)
 Cranford

Music

Guitar: Part 1 and 2 (12 hrs each part)

Part 1 This beginning guitar class will teach students the basics of guitar playing. The class can also serve as a refresher course. Bring your own six-string acoustic guitar and picks (light, medium and heavy) to class. Other materials will be assigned. Register early, enrollment limited to 15 students.

Part 2 This class is for those who have recently taken beginning guitar or who have had some experience playing guitar previously. It offers a relaxed environment, small class size and a joyful exploration of the instrument with an opportunity to advance at your own pace. Learn new chord progressions and scales; how to read tablature and basic notation for guitar; picking and strumming techniques used in different styles of playing; and how to write your own songs. Register early, class size is limited.

Part 1
 AEPA A10 Sec 126 \$129
 Tue 10/2-11/20 6-7:30 pm
 Cranford

Part 2
 AEPA B10 Sec 126 \$129
 Tue 11/27-1/29/19 6-7:30 pm
 (no class 12/25 & 1/1/19)
 Cranford

Personal Finance

Retirement Planning Today (9 hrs)

You've worked hard to provide for your family and save for your future. Now, there is a course that teaches how to keep more of what you earn and make your money work harder for you. Whether you are just beginning to develop a retirement plan or rapidly approaching retirement, you should enroll in this course. You will learn how to define long-term goals and return from the class with practical information you

can apply immediately. This course includes a 225-page illustrated textbook. Class sizes are limited so register today.

AEF 023 Sec 136 \$79
 Wed 10/17-10/31 6:30-9:30 pm
 Cranford

AEFI 023 Sec 446 \$79
 Thu 10/18-11/1 6:30-9:30 pm
 Scotch Plains

Special Interest

New!

Photography (12 hrs)

A course designed to teach students how to improve their photography skills, from understanding what makes a good composed photograph and how to expose it correctly, to using a camera more creatively, and beyond the auto mode.

AELP 120 Sec 126 \$149
 Tue 10/2-11/6 6:30-8:30 pm
 Cranford

New!

The Beatles from Liverpool to Abbey Road (20 hrs)

This course will follow in the footsteps of The Beatles as they embark on their historic journey starting from their early days as a cover band in Liverpool and Hamburg, into the excitement of Beatlemania, including concert performances and films, through their creative ground breaking studio albums (*Rubber Soul, Revolver, Sgt. Pepper's Lonely Hearts Club Band*) to the formation of Apple Corps and finally to their remarkable final recordings at Abbey Road Studios. Coming full circle, we will explore the highlights of each individual's post Beatles work.

AELP 121 Sec 147 \$129
 Thu 10/4-12/13 7-9 pm
 (no class 11/22)
 Cranford

New!

The Power of Personal Balance—Personal Balance Begets Professional Growth (18 hrs)

Open your eyes! See how valuable you can be when you expand beyond the financial perspective. It becomes infinitely more when you are aware of the way everything is. Aligning with what is available to you, what you have, and what you can give, allows you to raise your value (grow). Immeasurable growth comes as you maintain a life-long practice of sustained balance to all the value inputs, holdings, and outputs you are experiencing. A balance-enriched personal lifestyle through heightened levels of awareness, alignment, and perception generates harmonious value so that you can maximize growth.

AEFI 158 Sec 116 \$189
 Mon 10/29-12/3 6:30-9:30 pm
 Cranford

Test Preparation Courses

GED Preparation

GED Preparation (48 hrs)

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

For your convenience, all books and required materials are available at the college bookstore. (908) 709-7619

AETP 124 Sec 277		\$329
Mon, Wed	9/24-12/17	7-9 pm
(no class 11/21)		
Elizabeth		

Praxis

PRAXIS II PREPARATION

The Praxis Series is designed to be used in connection with other criteria by state authorities for the purpose of licensing education professionals. Subject Assessments measure candidates' knowledge of the subjects they will teach, as well as instructional strategies and skills. For those who have been away from the academic environment, or would simply like to sharpen their skills, test preparation assistance is also available for mathematics and science.

Praxis: Elementary Education Content Knowledge (30 hrs)

This course is designed to prepare prospective elementary school teachers for the Praxis II requirement. This course will focus on the four content areas addressed in the Elementary Education Content Knowledge Exam, Reading/Language, Mathematics, Social Studies and Science. Participants will also benefit from the test-taking skills workshop which will guide students on how to analyze test questions and develop proven test-taking strategies.

Book available at Union County College bookstore; must be purchased prior to the class.

AETP 164 Sec 286		\$450
Tue, Thu	10/1-11/1	6-9 pm
Elizabeth		

Youth Programs for Fall 2018

Classes are for youths ages 11–17. 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.



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

New!

Python Programmers: Make Your Own Multiplayer Game! (12 hrs)

Youtube, Google, Instagram and Spotify—what do they have in common? They were created with Python. Learn how to code with Python and create your first multi-player adventure game. Each lesson takes you step-by-step to start you on a programming path that will let you challenge friends with fun a game you built from start to finish.

Ages 11-14		\$235
AEKE 011 Sec 160		
Sat	10/13-11/3	9 am-12 pm

Math

Middle School Math Review (12 hrs)

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.

AGES 11–13		\$275
AEKE 117 Sec 160		
Sat	9/29-11/17	8:50-10:20 am

Algebra Review (12 hrs)

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.

AGES 14+		\$275
AEKD 115 Sec 160		
Sat	9/29-11/17	10:30 am-12 pm

Test Prep

Get a jump on test taking strategies and fundamentals that will enhance your abilities and help improve test scores. All courses are taught by NJ Certified Teachers.

SAT (12 hrs)

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.

Ages 14+		\$275
VERBAL/READING/Writing		
AEKD 211 Sec 160		
Sat	9/29-11/17	8:50-10:20 pm

Ages 14+		\$275
MATH		
AEKD 107 Sec 160		
Sat	9/29-11/17	10:30 am-12 pm

Writing

Better Thinker, Better Writer, Better Grades (12 hrs)

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.

Ages 11-13		\$275
AEKE 022 Sec 160		
Sat	9/29-11/17	8:50-10:20 am

Union County Board of Chosen Freeholders Senior Scholar Program

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.ucc.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 **October 5**.

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.

Portraiture (9 hrs)

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.

AEAS 104 Sec 111
Mon 10/1-11/5 1-2:30 pm
Cranford

Beginning Watercolor (9 hrs)

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.

AEAS 010 Sec 022
Tues 10/2-11/6 2:45-4:15 pm
Reeves-Reed Arboretum

Beginner Drawing (9 hrs)

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.

AEAS 001 Sec 130
Wed 11/7-12/19 11 am-12:30 pm
(no class 11/21)
Cranford

Beginner Sculpture (9 hrs)

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.

AEAS 012 Sec 130
Wed 11/7-12/19 12:45-2:15 pm
(no class 11/21)
Cranford

Beginner Acrylic Painting (12 hrs)

Learn the foundation of painting, explore various techniques, develop your own style, be bold and have fun in a supportive and encouraging environment. Come ready with ideas (original photo, 5"x7" or larger—landscape, still life or abstract) and your painting supplies to the first class. Supply list can be picked up at the office of Continuing Education.

AEAS 156 Sec 145
Thu 9/27-11/15 5-6:30 pm
Cranford

Computers/ Technology

Introduction to Social Media (9 hrs)

AECS 005 Sec 160
Sat 10/13-11/17 10-11:30 am
Cranford

Microsoft Windows 10 (6 hrs)

AECS A22 Sec 110
Mon 10/15-10/22 9 am-12 pm
Cranford

MS Word 2016 (6 hrs)

Beginner
AECS A23 Sec 170
Mon, Wed 11/26-11/28 9 am-12 pm
Cranford

Intermediate
AECS B23 Sec 170
Mon, Wed 12/3-12/5 9 am-12 pm
Cranford

MS Excel 2016 (6 hrs)

Beginner
AECS A47 Sec 180
Tue, Thu 12/4-12/6 9 am-12 pm
Cranford

Intermediate
AECS B47 Sec 180
Tue, Thu 12/11-12/13 9 am-12 pm
Cranford

MS PowerPoint (6 hrs)

Beginner
AECS A71 Sec 180
Tue, Thu 10/30-11/1 9 am-12 pm
Cranford

Dance

Flamenco Dance (12 hrs)

AEES 533 Sec 041
Thu 10/11-11/15 1-3 pm
Rahway

Fitness • 60+

Yoga (6 hrs)

Wear loose clothing, and bring a mat or blanket.

Part 1
AEES 080 Sec 130
Wed 9/26-10/31 9-10 am
Cranford

Part 2
AEES 080 Sec 13A
Wed 11/7-12/19 9-10 am
(no class 11/21)
Cranford

Special Interest

Knit and Crochet for Beginners and Beyond (9 hrs)

AEAS 020 Sec 120
Tue 10/30-12/4 10:30 am-12 pm
Cranford

Conversational Spanish 1 (15 hrs)

AELS 010 Sec 160
Sat 9/22-10/27 10 am-12:30 pm
Cranford

Conversational Spanish 2 (15 hrs)

AELS B10 Sec 160
Sat 11/3-12/15 10 am-12:30 pm
(no class 11/24)
Cranford

New!

Beatles "From Liverpool to Abbey Road" (10 hrs)

AEVS 061 Sec 132
Wed 10/17-11/14 2-4 pm
Cranford

Cursos en Español

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

Para información general, vaya a la página C-1.

Programas de Computadora

Introducción a la Computación (8 hrs)

AECE 020 Sec 260 \$149
Sáb 10/13-10/20 8:30 am-12:30 pm
Elizabeth

Ventanas 10 (8 hrs)

AECE A22 Sec 260 \$149
Sáb 10/27-11/3 8:30 am-12:30 pm
Elizabeth

Microsoft Word 2016, Básico (8 hrs)

AECE A24 Sec 260 \$149
Sáb 11/10-11/17 8:30 am-12:30 pm
Elizabeth

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.

Requisitos previos (60 hrs)

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

Cursos requeridos (60 hrs)

- 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 (30 hrs)

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

Parte 1

AEDE A81 Sec 276 \$250
Lun, Mié 10/1-10/31 6-9 pm
Elizabeth

AEDE A81 Sec 186 \$250
Mar, Jue 10/2-11/1 6-9 pm
Cranford

Parte 2

AEDE B81 Sec 276 \$250
Lun, Mié 11/5-12/10 6-9 pm
(no clase 11/21)
Elizabeth

AEDE B81 Sec 186 \$250
Mar, Jue 11/6-12/11 6-9 pm
(no clase 11/22)
Cranford

Activo o Hiperactivo (20 hrs)

Este curso se aplica a preescolar y este curso presenta estrategias para interactuar con niños en edad escolar y ayudar a los niños cuyos niveles de actividad son excesivas. Identificación de rasgos de niños alertas activos y técnicas de orientación positiva. Los estudiantes aprenderán razones detrás de comportamientos problemáticos de los niños, mediante el examen de las características de los niños activos y aquellos que están etiquetados como ADD o ADHD. Los estudiantes aprenderán a reconocer y apreciar cualidades únicas de cada niño, maneras de interactuar en forma útil con niños cuyos comportamientos son difíciles y maneras de proporcionar el amor, afirmación y aceptación que estos niños necesitan. Este curso es para estudiantes que están tomando CDA o han tomado CDA.

AEDE 197 Sec 226 \$225
Mar 9/18-11/20 6-8 pm
Elizabeth



REGÍSTRESE EN LINEA
(a través del Internet)
¡Fácil y conveniente!
[www.ucc.edu/continuing-education/
instant-enrollment](http://www.ucc.edu/continuing-education/instant-enrollment)

CDA Portafolio Preparación (30 hrs)

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

AEDE 083 Sec 136 \$250
Mié 9/26-12/5 6-9 pm
(no clase 11/21)
Cranford

AEDE 083 Sec 260 \$250
Sáb 9/29-12/8 9:30 am-12:30 pm
(no clase 11/24)
Elizabeth

GED (Preparación)

GED (48 hrs)

Aumente sus habilidades y desarrolle un programa fiable de estudio en las 4 áreas requeridas para obtener su GED: Razonamiento a través de Artes del lenguaje; matemáticas razonamiento; 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.

AETE 124 Sec 270 \$329
Lun, Mié 9/24-12/17 9:30-11:30 am
(no clase 11/21)
Elizabeth

AETE 124 Sec 286 \$329
Mar, Jue 9/25-12/18 6:30-8:30 pm
(no clase 11/22)
Elizabeth



Online Career Certificate Programs

Learn from YOUR computer, on YOUR schedule, with the convenience of anytime, anywhere learning! More than a hundred certificate programs are offered in partnership with Gatlin Education Services. Online open enrollment programs are convenient and provide the professional skills required for many in-demand occupations.

These online certificate programs provide an effective web-based learning experience. Each program includes a set of lessons and evaluations; grades are a combination of the instructor/mentor's evaluation of students' work and computer-graded tests.

Inquire, investigate and register online at:
<https://careertraining.ed2go.com/ucc/>

Online certificate program courses are offered under these categories:

- Healthcare and Fitness
- Business and Professionals
- IT and Software Development
- Media and Design
- Hospitality and Gaming
- Skilled Trades and Industrial
- Sustainable Energy and Going Green

Online Individual Courses

Enroll today in one of these interactive, online classes. Courses are six weeks long, and are delivered in an online, interactive format, via your own Internet service provider. Two lessons are posted each week, Wednesday and Friday, in an online classroom for a total of twelve lessons.

You don't have to be online when the lessons are posted. You can access your online classroom 24 hours a day and complete your assignments and ask questions from the convenience of your home or office.

General prerequisites for all online courses are: Experience using and access to e-mail and the Internet, an e-mail address, Windows 7 or, 2010, 2013 MX, or XP. For specific course requirements, visit www.ed2go.com/UCC.

Register and pay online at www.ed2go.com/UCC. Be sure to include your correct e-mail address when registering. For additional information, call 908-709-7600.

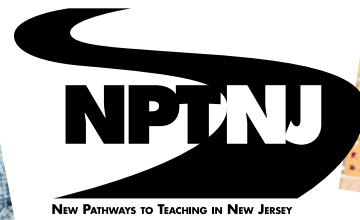
Online Career Programs

- Accounting
- Personal Finance and Investments
- Business Communication
- Computers
- General Business Skills
- Grant Writing
- Management and Leadership
- Nonprofit
- Project Management
- Sales and Marketing
- Start Your Own Business
- Digital Photography
- Web Design
- Health Care and Medical

Online General Interest Courses

- Arts
- Creative Writing
- Languages
- Publishing
- LSAT Preparation
- Teaching and Education
- Technology
- Writing and Publishing

Follow this path to become a



NEW PATHWAYS TO TEACHING IN NEW JERSEY



New Jersey Certified Teacher!

Whether you are

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



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

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

NPTNJ is a Partnership with New Jersey City University

NPTNJ credit option students earn 15 graduate credits from New Jersey City University. There are several graduate degree program options at NJCU that will accept from 12 to 15 of the graduate credits earned through NPTNJ course work. The program may also be taken on a non-credit basis for certification only.

What are the Requirements to Apply?

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

For More Information:

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

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



Transforming Our Community...
One Student at a Time



The Continuing Education program at Union County College thanks the Union County Board of Chosen Freeholders for their support of many programs.

These programs provide valuable education services and enrichment classes for Union County residents.



*Earn the Must-Have Credential
in Facility Management*

IFMA's Facility Management Professional (FMP®) Credential

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.

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. Course materials and assessment exams are included in the tuition cost.

Course 1: Operations and Maintenance Course 3: Finance and Business
Course 2: Project Management 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. Course fees often qualify for tuition reimbursement, and up to 7.8 IFMA-issued continuing education units (CEUs) and 60 general CE hours are available for LEED credential maintenance after successful completion of all four courses.

The IFMA FMP Credential Program materials include online FMP final assessments. To earn the FMP credential, you must pass each of the four FMP final assessments with a score of 75 percent or higher.

Coming Spring 2019! For information, call (908) 709-7600.

AEBU 029 Sec 125 \$ 2,395
Tue 2/19/2019-6/4/2019 5:30-9:30 pm
(no class 3/12)
Cranford

