UNION COUNTY COLLEGE

Transforming Our Community... One Student at a Time

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

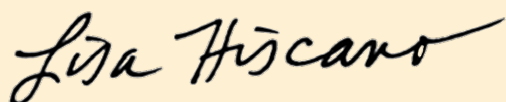## Workforce Development &
Career Education

Register Online!

Fall 2019
www.ucc.edu/ce

Welcome to Union County College Workforce Development and Career Education Programs!

Our fall 2019 offerings include exciting continuing education, business solutions, professional development and personal enrichment programs. Whether you are exploring a new career, improving your workplace skills or looking to learn something new this fall, Union County College has the program for you. Workforce development grant opportunities are also available.

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

Enjoy your fall with Union County College!

Lisa Hiscano

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

Position yourself for a big career move with PMP® Certification

Become a Certified Project Manager

PMP® Exam Preparation

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

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

Benefits of PMP® certification:

• Earn a higher salary and a prestigious global certification

• Build skills and knowledge that are transferable between industries, market segments and geographic locations.

• Prove your project management knowledge, commitment, and experience.

• Join a global network of over 774,000 PMP credential holders.

Why Enroll in This Course?

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

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

AEBU 176 186   Cranford
T, Th, 10/8-11/14, 6:30-9:30 pm, $1,395

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Program Locations

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

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

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

Scotch Plains
1700 Raritan Rd.
Scotch Plains, NJ 07076
(908) 709-7000

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

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

Contact Information:

Continuing Education
908-709-7600

Industry-Business Institute
908-527-7207

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

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

Industry Certifications

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

INFORMATION TECHNOLOGY AND COMPUTER TRAINING

REAL ESTATE

TRANSPORTATION, LOGISTICS AND DISTRIBUTION

REGISTER ONLINE!

It's Fast! It's Easy!

It's Convenient

www.ucc.edu/ce

BUSINESS AND MANAGEMENT

ACCOUNTING

Continuing Education Credits for Accountants

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

Accounting 101

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

AEFI 102 Sec 176   Cranford
M, W, 9/23-10/09, 6:30-9:30 pm, $329

Introduction to Quickbooks Accounting

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

AECO 347 Sec 160   Cranford
S, 10/12-11/16, 12:30-3:30 pm, $329

Intermediate Quickbooks Accounting

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

AECO 348 Sec 176 Cranford
M, W, 11/18-12/9, 6:30-9:30 pm, $329

Accounting Technician

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

September 2019 start.   Elizabeth
M , T, W, Th, 12 pm-5:00 pm, $4,325

See page 14 for details.

ADMINISTRATIVE PROFESSIONAL

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

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

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

Benefits of PACE Certification:

CERTIFICATE PROGRAM

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

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

Interpersonal Communication
• Persuasion
• Written Communications
• Confidentiality
• Self-promotion

Task and Project Management
• Time management strategies
• Event and meeting management
• Travel management
• Workspace management

Computer and Internet Technology
• Critical hardware, software, operating systems
• Productivity tools
• Online research
• Security and network computing

Management Skills
• Vision, mission and values
• Leadership
• Staff relations
• Managing teams
• Decision making

Course Materials

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

AEOF 069 Sec 176   Cranford
M, W 10/28-12/2 6:30-9:30 pm, $750
(no class 11/27)

BUSINESS AND MANAGEMENT

Administrative Assistant

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

October 2019 start.   Elizabeth M , T, W, Th, 12 pm-5:00 pm, $4,075

See page 14 for details.

BOOKKEEPING

Certified Bookkeeper

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

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

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

AEBU 005 Sec 186   Cranford T, Th, 10/15-1/21, 7-10 pm, $1,350 (no class 11/28, 12/24, 12/26 & 12/31)

BUSINESS

Business and Professional Writing

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. (12 hrs)

AEEN 054 Sec 116   Cranford M, 10/21-11/25, 6:30-8:30 pm, $169

HUMAN RESOURCE MANAGEMENT

Updated for Fall 2019!

CERTIFICATE PROGRAM

*Earn a certificate in **Human Resource Management** from Union County College and the AMA University Certificate Program*

To earn the revised certificate, awarded by Union County College in cooperation with AMA, you must complete all five courses, attend all class sessions and participate in projects, class studies, and pass the assessment for each course. Courses use the internationally recognized self-study curriculum developed by the AMA. (80 hrs)

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

Required Courses: AEBU 264–Communication Skills for Managers (16 hrs) AEBU 269–Coaching for High Performance (16 hrs) AEBU 270–HR Law (16 hrs) AEBU 273–Compensation (16 hrs)

Fundamentals of Human Resources

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

AEBU 045 Sec 160   S, 9/28-11/6, 9-11am, $329   Cranford

Coaching for High Performance

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

AEBU 269 Sec 160   S, 9/28-11/16, 11:30 am-1:30 pm, $329   Cranford

HR Law
Offered in Spring 2020

Compensation
Offered in Spring 2020

Communication Skills for Managers
Offered in Spring 2020

BUSINESS AND MANAGEMENT

PMP® CERTIFICATION

CERTIFICATE PROGRAM

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

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

Benefits of PMP® certification

• Earn a higher salary: According to PMI®, PMP credential holders can earn upward of US $20,000* more annually than non-credentialed jobholders.

• Earn a prestigious certification recognized around the globe.

• Build skills and knowledge that are transferable between industries, market segments and geographic locations.

• Gain an advantage over non-certified project managers.

• Prove your project management knowledge, commitment, and experience.

• Join a global network of over 774,000 PMP credential holders.

• Course materials align with the PMBOK® Guide–Sixth Edition and updated PMP exam content.

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

Why Enroll in This Course?

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

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

• Learn the entire PMBOK® Guide–Sixth Edition with our experienced and certified PMP instructors.

• Prepare for class and the exam with The CertWise® Learning System for PMP® Exam Preparation, included in tuition. You will have access to the online study tools for an entire year.

• Discuss topics and network with peers from a variety of industries.

• Stay on track to complete your PMP studies with our structured learning environment.

• Meet the 35 hour project management education prerequisite for the PMP Exam.

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

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

AEBU 176 186   Cranford
T, Th, 10/8-11/14, 6:30-9:30 pm, $1,395

CHILD CARE

THE CHILD DEVELOPMENT ASSOCIATE (CDA)

CERTIFICATE PROGRAM

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

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

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

Additional Course
AEDU 183–CDA Portfolio Preparation (30 hrs)

Child Care: The Foundations

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

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

Essentials for Working with Young Children- Second Edition

Workbook--- Essentials Workbook (Second Edition)
In addition the students would need to select either Infant or Preschool or Family Child Care version of the book..

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

Part 1
AEDU A81 Sec 186   Cranford
T, Th, 10/8-11/7, 6-9 pm, $250

Part 2
AEDU B81 Sec 186   Cranford
T, Th, 11/12-12/17, 6-9 pm, $250, (no class 11/28)

EDUCATION

NPTNJ ALTERNATE ROUTE TEACHER PREPARATION

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

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

CERTIFICATE 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   Cranford
T, Th, 10/8-11/7, 6-9pm, $395

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

REAL ESTATE

Principles of Real Estate

Consider the real estate market as a means to change careers or seek additional income. If you are new to this field, you must meet the requirements for the state examination and you must work as a sales associate within one year of completing the course and passing the exam. Topics include property interest, mortgages, deeds, title closing, liens real estate law and ethics, agency relationships and real estate calculations. This 75-hour course meets the Real Estate Commission requirements for the N.J sales/licensing examination. Once you pass the state exam you must maintain an active license at a real estate office within a one-year period or you will have to repeat the course and test (there are no exceptions). Textbook included in course fee. (75 hrs)

AERL 101 Sec 476   Scotch Plains
M, W, 9/23-12/18, 6:30-9:30 pm, $495, (no class 11/27)
(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.

FITNESS CAREERS

PERSONAL TRAINER NATIONAL CERTIFICATION

CERTIFICATE PROGRAM

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 World Instructoe Training Schools (W.I.T.S.) 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. (36 hrs)

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

AEEX 120 Sec 186   Cranford
T, Th 10/22-12/5 6:30-9:30 pm, $649
(no class 10/31 & 11/28)

Exercise Program

Explore exercise modifications for people with specific health concerns such as hypertension, heart disease, diabetes, osteoporosis, and more. Many are living with chronic diseases or conditions but have received clearance from their physician to participate in a non-clinical exercise program. This six hour lecture/workshop reviews selected common chronic diseases, and shows how to design safe and effective exercise programs for these individuals. Co-sponsored with World Instructor Training Schools (W.I.T.S.) and provides 6 CEUs. (6 hrs)

AEEX 121 Sec 160   Cranford
S, 9/28, 9 am-4 pm, $135

NUTRITION SPECIALIST CERTIFICATION

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

CERTIFICATE PROGRAM

AEEX 123 Sec 160   Cranford
S 10/26-11/16, 9am-4pm, $570

INFORMATION TECHNOLOGY AND COMPUTER TRAINING

COMPTIA NETWORK +

CERTIFICATE PROGRAM

CompTIA Network + Certification

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

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

AECO A17 Sec 176   Cranford
M, W, 10/7-1/27/20, 6:30-9:30 pm, $985
(no class 11/27, 12/23, 12/25, 12/30, 1/1/20 & 1/20/20)

CERTIFICATE PROGRAM

A+ Hardware (Essentials) Certificate

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

AECO A15 Sec 186   Cranford
T, Th, 10/8-12/19, 6-9pm, $889
(no class 11/28)

CERTIFICATE PROGRAM

A+ Software (Practical Applications) Certificate

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

AECO B15 Sec 186   Cranford
Will be offered Spring 2020

APP DEVELOPMENT

New! Intro to App Development with Swift

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

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

AECO 038 196   Cranford
T, Th, 10/1-1/23/20, 6:30-9:30 pm, $1,080
(no class 11/28, 12/24, 12/26, & 12/31)

App Development with Swift: Part 1&2

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

App Development with Swift: Part 1
AECO B38 194 $1,080
Will be offered Spring 2020

App Development with Swift: Part 2
AECO C38 194 $1,080
Will be offered Spring 2020

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

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

Cisco Certified Networking Associate (CCNA)

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 (Cisco Certified Networking Associate) Routing and Switching Exam.   *See inside back cover for details.*

INFORMATION TECHNOLOGY AND COMPUTER TRAINING

MICROSOFT OFFICE SOFTWARE

Computerized Office Skills

CERTIFICATE PROGRAM

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

October 2019 start   Elizabeth
M, T, W, Th, 12-5 pm, $4,075

See page 14 for program details.

Microsoft Word Beginner

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

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

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

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

AECO A27 Sec 186   Cranford
T, Th 10/8-10/10, 6:30-10 pm, $149

Microsoft Word Intermediate

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

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

Prerequisite: Word Beginner

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

AECO B27 Sec 186   Cranford
T, Th 10/15-10/17, 6:30-10 pm, $149

Microsoft Word Advanced

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

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

Prerequisite: Word Beginner and Intermediate

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

AECO C27 Sec 186   Cranford
T, Th 10/22-10/24, 6:30-10 pm, $149

Microsoft Excel Beginner

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

You will learn to:
• Perform calculations.
• Modify and format a worksheet.
• Print and manage workbooks.

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

AECO A48 Sec 176   Cranford
M, W 10/28-10/30, 6:30-10 pm, $149

Microsoft Excel Intermediate

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

Learn to:
• Work with functions and lists.
• Analyze and visualize data with charts.
• Use PivotTables and Pivot Charts.

Prerequisite: Excel Beginner or equivalent knowledge

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

AECO B48 Sec 176   Cranford
M, W 11/4-11/6, 6:30-10 pm, $149

Microsoft Excel Advanced

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

You will:
• Work with multiple worksheets and workbooks.
• Use Lookup functions and formula auditing
• Automate workbook functionality.
• Forecast data.

Prerequisite: Excel Beginner and Intermediate or equivalent knowledge

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

AECO C48 Sec 176   Cranford
M, W 11/11-11/13, 6:30-10 pm, $149

Microsoft PowerPoint Beginner

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

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

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

AECO A72 Sec 176   Cranford
M, W 11/18-11/20, 6:30-10 pm, $149

INFORMATION TECHNOLOGY AND COMPUTER TRAINING

CYBERFORENSICS

Classes run September – December 2019

Introduction to Cyberforensics

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

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

To earn a certificate of completion the following three courses must be completed satisfactorily. Students need to enroll in Linux Fundamentals (AECO 039 Sec 275) as their first course. Principles of Cybersecurity will also be offered in the Spring 2020 semester.

AECO 039 Sec 275 Linux Fundamentals

AECO 040 Sec 287 Digital Forensics Essentials

AECO 054 Sec 275 Principles of Cybersecurity

Books can be purchased from the College bookstore.

Linux Fundamentals

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

AECO 039 Sec 275　　　　Elizabeth
M, W, 7:10–8:30 pm, $649

Digital Forensics Essentials

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

AECO 040 Sec 287　　　　Elizabeth
T, Th, 5:05–7:00 pm, $879

Principles of Cybersecurity

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

AECO 054 Sec 275　　　　Elizabeth
M, W, 4:10–5:30 pm, $649

SOCIAL MEDIA MARKETING

Social Media Marketing for Business

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

AEEN 041 Sec 160　　　　Cranford
S, 10/26-11/2, 12-3 pm, $129

GED TEST PREPARATION

GED Preparation

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

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

AETP 124 Sec 277　　　　Elizabeth
M, W, 10/21-1/29/20, 7-9 pm, $329 (no class 11/27, 12/23, 12/25, 12/30, 1/1/20)

For GED Preparación and other courses in Spanish, see page 18.

WORKFORCE TRAINING

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

U UNION COUNTY COLLEGE
INDUSTRY-BUSINESS INSTITUTE

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

We:

- Are business focused, business friendly and business minded.

- Work side by side with clients to customize training solutions and deliver them with expert instructors, high-quality materials and flexible scheduling.

- Consult with your team and offer workforce training solutions for business planning, growth, change and increased profitability.

- Offer comprehensive cost-effective training packages.

Customized Training Solutions include:

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

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

UNION COUNTY COLLEGE
INDUSTRY-BUSINESS INSTITUTE

Grant-Funded Classes for Employees of New Jersey Businesses

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

Register at www.ucc.edu/ibigrant

NJBIA FALL 2019 OPEN ENROLLMENT 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.

All classes meet 8:30 am–5:00 pm (8 hours with break)

Call us for details on how you can customize a program for your workplace at 908-527-7207 or email ibi@ucc.edu.

Day	Date	Class	Campus
Wednesday	9/11/2019	Excel 1	Cranford
Friday	9/20/2019	Word 1	Elizabeth
Wednesday	9/25/2019	Excel 2	Cranford
Friday	10/4/2019	Word 2	Elizabeth
Wednesday	10/9/2019	PowerPoint 1	Cranford
Friday	10/18/2019	Excel 1	Elizabeth
Wednesday	10/23/2019	PowerPoint 2	Cranford
Friday	11/1/2019	Excel 2	Elizabeth
Wednesday	11/6/2019	Word 1	Cranford
Friday	11/15/2019	Outlook	Elizabeth
Wednesday	11/20/2019	Word 2	Cranford
Wednesday	12/4/2019	Access	Cranford
Friday	12/13/2019	Word 1	Elizabeth
Wednesday	12/18/2019	Outlook	Cranford

Written Communications

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

Verbal Communications

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

Customer Service

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

Additional grant-funded programs include:

- English as a Second Language
- Spanish for the Workplace

NJBIA FALL 2019 SEMESTER OPEN ENROLLMENT SOFT SKILLS CLASSES CRANFORD CAMPUS

All Classes Three Consecutive Tuesdays, 8:30 am - 12:30 pm

Dates	Class
9/10 - 9/17 - 9/24	Written Communications
10/8 - 10/15 - 10/22	Verbal Communications
11/5 - 11/12 - 11/19	Customer Service

Contact us for complete program information at 908-527-7207 or ibi@ucc.edu

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

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

The Center for Economic and Workforce Development (CEWD) provides training and support services to help the unemployed and the underemployed to be better positioned to enter and compete in today's workforce as well as to develop lifelong learning skills. We offer a wide variety of programs and courses to over 4,000 adults each year. The Center's model includes standardized assessment, student support services, occupation-related basic skills instruction, and occupational training and job placement services. In keeping Union County College's commitment to provide access to education for all, instruction is scheduled during the evenings, weekends and daytime hours so that adults can choose a schedule most convenient for themselves and their lifestyles.

See Workforce Development programs on page 14 for details.

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

Union County Workforce Innovation Business Center

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

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

UNION COUNTY
Workforce Development Board
MEANS BUSINESS

A Service of the Union County Board of Chosen Freeholders
UNION COUNTY
We're Connected to You!

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

Workforce Development Programs

EARN INDUSTRY-VALUED CREDENTIALS IN OUR SHORT-TERM TRAINING PROGRAMS

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

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

Accounting Technician

CERTIFICATE PROGRAM

The Accounting Technician program prepares you for an entry level position in the accounting field. This program will provide instruction in financial language, preparation of accounts, journals, ledgers, and financial statements, Microsoft Excel and QuickBooks. All areas of instruction will include the use of computerized accounting software. Topics include: Accounting Basics; Microsoft Excel; and QuickBooks. *Upon successful completion of program requirements, you will be able to sit for the following industry certification exams: Microsoft Office Specialist Excel Certification, Certiport, and Intuit QuickBooks Certification, Certiport.*

Total Hours: 315 hours
Program Cost: $4,325
Location: Elizabeth Campus
Program Schedule: Monday – Thursday, 12:00– 5:00 pm, September 2019 start.

Administrative Assistant

CERTIFICATE PROGRAM

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

Total Hours: 315 hours
Program Cost: $4,105
Location: Elizabeth Campus
Program Schedule: Monday – Thursday, 12:00 – 5:00 pm, September 2019 start.

Computerized Office Skills

CERTIFICATE PROGRAM

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

Total Hours: 315 hours
Program Cost: $4,075
Location: Elizabeth Campus
Program Schedule: Monday – Thursday, 12:00 – 5:00 pm, October 2019 start.

Fundamentals of Supply Chain Management Program

CERTIFICATE PROGRAM

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

Total Hours: 180 hours
Program Cost: $4,000
Location: Elizabeth Campus
Program Schedule: Monday – Thursday, 8:30 am – 2:00 pm, October 2019 start.

Patient Care Technician

CERTIFICATE PROGRAM

The Patient Care Technician plays a key role in any health care facility. Patient Care Technicians are authorized to administer basic medical care to patients. Multi-skilled Patient Care Technicians will provide quality care to patients by assisting with ADLs (activities of daily living), taking vital signs, assisting with medical examinations and treatment. Additional responsibilities of the PCT may include EKG and phlebotomy. In this course students will learn collaboration and patient management processes, body mechanics, vital signs, ambulatory care and patient positioning for treatment and rehabilitation. Topics include: Anatomy and Physiology; EKG Technician; Phlebotomy Technician (CPT); Bloodborne Pathogens; BLS CPR; First Aid; Pharmacology and Drug Interaction; and Patient Care Technician. *Upon successful completion of program requirements, you will be able to sit for the following industry certification exams: National Certified EKG Technician (CET), NHA; National Certified Phlebotomy Technician (CPCT), NHA; National Certified Patient Care Technician (CPCT), NHA*

Total Hours: 312 hours
Program Cost: $ 4,954
Location: Elizabeth Campus
Program Schedule: Monday-Thursday, 8:30 am-2:00 pm, September 2019 start.

Medical Billing Specialist

CERTIFICATE PROGRAM

The Medical Billing Specialist program provides students with skills and knowledge to begin a medical billing career. You will learn how to submit claims compliant with government regulations and private payer policies, how to follow-up on claim statuses, resolve claim denials, submit appeals, post payments and adjustments, and manage collections. Topics include: Medical Terminology; an introduction to various types of insurance plans; knowledge in applying payer policy, Local Coverage Determinations (LCDs), and National Coverage Determinations (NCDs) for successful claim submissions; Knowledge of CPT, ICD-10-CM, and HCPCS Level II coding guidelines; Knowledge of navigation of healthcare industry rules and regulations, including HIPAA, False Claims Act, Fair Debt Collections Act, and Stark Law; An understanding of the life cycle of a medical billing claim and how to improve the revenue cycle; and Training in effective claim follow-up, patient follow-up, and denial resolution. *Upon successful completion of program requirements, you will be able to sit for the following industry certification exams: Certified Professional Biller (CPB), American Association of Professional Coders*

Total Hours: 315 hours
Cost of Program: $4,810
Location: Elizabeth Campus
Program Schedule: Monday – Thursday, 4:30 to 9:30 pm, October 2019 start.

Eligibility Requirements for grant funding include:

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

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

Or, contact us at 908-659-5114 or cewd-recruiting@ucc.edu.

English as a Second Language

LEARN TO SPEAK ENGLISH

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

• To get started: Complete a College application in person at a College One Stop Center or online at www.ucc.edu

• After you apply, you will receive a College ID number to come in for an ESL Placement Test. For testing hours, go to www.ucc.edu/testing

• After you have tested, come in and register for courses

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

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

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

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

ESL Beginner Program - Level 1

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

Prerequisite: College ESL Placement test.

Required Courses:

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

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

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

ESL Intermediate Program - Level 2

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

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

Required Courses:

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

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

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

LEVEL I BEGINNER (CRANFORD CAMPUS)									
Fy	Campus	Level	Program	Course Name	Course	Days	Start Date	End Date	Time
19/20	CR	L1	CIN 212	GRAMMAR AND WRITING	PCA 012-567-132-2	TR	9/10/2019	10/29/2019	06:30 PM - 09:30 PM
19/20	CR	L1	CIN 212	GRAMMAR AND WRITING	PCA 012-954-133-2	S	9/14/2019	11/7/2019	09:00 AM - 12:00 P
LEVEL I BEGINNER (ELIZABETH CAMPUS)									
19/20	EC	L1	CIN 212	GRAMMAR AND WRITING	PCA 012-534-120-2	MTWR	9/3/2019	9/26/2019	08:30 AM - 11:30 AM
19/20	EC	L1	CIN 212	GRAMMAR AND WRITING	PCA 012-637-140-2	MTWR	9/3/2019	9/26/2019	05:30 PM - 08:30 PM
19/20	EC	L1	CIN 212	GRAMMAR AND WRITING	PCA 012-534-126-2	MTWR	10/7/2019	10/31/2019	08:30 AM - 11:30 AM
19/20	EC	L1	CIN 212	GRAMMAR AND WRITING	PCA 012-637-134-2	MTWR	10/7/2019	10/31/2019	05:30 PM - 08:30 PM
19/20	EC	L1	CIN 212	READING AND VOCABULARY	PCA 009-534-121-2	MTWR	9/30/2019	10/24/2019	08:30 AM - 11:30 AM
19/20	EC	L1	CIN 212	READING AND VOCABULARY	PCA 009-637-141-2	MTWR	9/30/2019	10/24/2019	05:30 PM - 08:30 PM

FALL 2019 COURSE OFFERINGS

Fy	Campus	Level	Program	Course Name	Course	Days	Start Date	End Date	Time
19/20	EC	L1	CIN 212	READING AND VOCABULARY	PCA 009-534-127-2	MTWR	11/4/2019	12/3/2019	08:30 AM - 11:30 AM
19/20	EC	L1	CIN 212	READING AND VOCABULARY	PCA 009-637-135-2	MTWR	11/4/2019	12/3/2019	05:30 PM - 08:30 PM
19/20	EC	L1	CIN 212	LISTENING AND CONVERSATION	PCA 014-534-107-1	MTWR	9/9/2019	10/2/2019	08:30 AM - 11:30 AM
19/20	EC	L1	CIN 212	LISTENING AND CONVERSATION	PCA 014-534-122-2	MTWR	10/28/2019	11/21/2019	08:30 AM - 11:30 AM
19/20	EC	L1	CIN 212	LISTENING AND CONVERSATION	PCA 014-637-142-2	MTWR	10/28/2019	11/21/2019	05:30 PM - 08:30 PM
19/20	EC	L1	CIN 212	LISTENING AND CONVERSATION	PCA 014-534-128-2	MTWR	12/9/2019	1/14/2020	08:30 AM - 11:30 AM
19/20	EC	L1	CIN 212	LISTENING AND CONVERSATION	PCA 014-637-136-2	MTWR	12/9/2019	1/14/2020	05:30 PM - 08:30 PM
LEVEL II INTERMEDIATE (ELIZABETH CAMPUS)									
19/20	EC	L2	CIN 217	GRAMMAR AND WRITING	PCA 036-534-123-2	MTWR	9/3/2019	9/26/2019	08:30 AM - 11:30 AM
19/20	EC	L2	CIN 217	GRAMMAR AND WRITING	PCA 036-647-143-2	MTWR	9/3/2019	9/26/2019	06:30 PM - 09:30 PM
19/20	EC	L2	CIN 217	GRAMMAR AND WRITING	PCA 036-534-129-2	MTWR	10/7/2019	10/31/2019	08:30 AM - 11:30 AM
19/20	EC	L2	CIN 217	GRAMMAR AND WRITING	PCA 036-647-137-2	MTWR	10/7/2019	10/31/2019	06:30 PM - 09:30 PM
19/20	EC	L2	CIN 217	READING AND VOCABULARY	PCA 034-534-124-2	MTWR	9/30/2019	10/24/2019	08:30 AM - 11:30 AM
19/20	EC	L2	CIN 217	READING AND VOCABULARY	PCA 034-647-144-2	MTWR	9/30/2019	10/24/2019	06:30 PM - 09:30 PM
19/20	EC	L2	CIN 217	READING AND VOCABULARY	PCA 034-534-130-2	MTWR	11/4/2019	12/3/2019	08:30 AM - 11:30 AM
19/20	EC	L2	CIN 217	READING AND VOCABULARY	PCA 034-647-138-2	MTWR	11/4/2019	12/3/2019	06:30 PM - 09:30 PM
19/20	EC	L2	CIN 217	LISTENING AND CONVERSATION	PCA 041-637-112-1	MTWR	9/3/2019	9/26/2019	05:30 PM - 08:30 PM
19/20	EC	L2	CIN 217	LISTENING AND CONVERSATION	PCA 041-534-108-1	MTWR	9/9/2019	10/2/2019	08:30 AM - 11:30 AM
19/20	EC	L2	CIN 217	LISTENING AND CONVERSATION	PCA 041-535-109-1	MTWR	9/9/2019	10/2/2019	12:00 PM - 03:00 PM
19/20	EC	L2	CIN 217	LISTENING AND CONVERSATION	PCA 041-534-125-2	MTWR	10/28/2019	11/21/2019	08:30 AM - 11:30 AM
19/20	EC	L2	CIN 217	LISTENING AND CONVERSATION	PCA 041-647-145-2	MTWR	10/28/2019	11/21/2019	06:30 PM - 09:30 PM
19/20	EC	L2	CIN 217	LISTENING AND CONVERSATION	PCA 041-534-131-2	MTWR	12/9/2019	1/14/2020	08:30 AM - 11:30 AM
19/20	EC	L2	CIN 217	LISTENING AND CONVERSATION	PCA 041-647-139-2	MTWR	12/9/2019	1/14/2020	06:30 PM - 09:30 PM
LEVEL I BEGINNER (ELIZABETH CAMPUS)									
19/20	EC	L1	CIN 212	GRAMMAR AND WRITING	PCA 012-974-156-2	SA SU	9/7/2019	10/26/2019	09:00 AM - 12:00 PM 09:30 AM -12:30 PM
19/20	EC	L1	CIN 212	GRAMMAR AND WRITING	PCA 012-975-157-2	SA SU	9/7/2019	10/26/2019	12:30 PM - 03:30 PM 01:00 PM -04:00 PM
LEVEL I BEGINNER (PLAINFIELD CAMPUS)									
19/20	PC	L1	CIN 212	GRAMMAR AND WRITING	PCA 012-554-146-2	MTWR	11/4/2019	12/3/2019	09:00 AM - 12:00 PM
19/20	PC	L1	CIN 212	GRAMMAR AND WRITING	PCA 012-177-149-2	MTWR	11/4/2019	12/3/2019	06:00 PM - 09:00 PM
19/20	PC	L1	CIN 212	READING AND VOCABULARY	PCA 009-554-147-2	MTWR	12/9/2019	1/14/2020	09:00 AM - 12:00 PM
19/20	PC	L1	CIN 212	READING AND VOCABULARY	PCA 009-177-150-2	MTWR	12/9/2019	1/14/2020	06:00 PM - 09:00 PM
19/20	PC	L1	CIN 212	LISTENING AND CONVERSATION	PCA 014-554-148-2	MTWR	1/21/2020	2/13/2020	09:00 AM - 12:00 PM
19/20	PC	L1	CIN 212	LISTENING AND CONVERSATION	PCA 014-177-151-2	MTWR	1/21/2020	2/13/2020	06:00 PM - 09:00 PM

PARA INFORMACIÓN GENERAL, VAYA WWW.UCC.EDU

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

PROGRAMAS DE COMPUTADORA

Introducción a la Computación (7 hrs)

AECE 020 Sec 260   *Elizabeth*
Sáb, 10/12-10/19
8:30 a.m.-12:00 pm   *$149*

Ventanas 10 (7 hrs)

AECE A22 Sec 260   *Elizabeth*
Sáb, 10/26-11/2
8:30 a.m.-12:00 pm   *$149*

Microsoft Word 2016, Básico (7 hrs)

AECE A24 Sec 260   *Elizabeth*
Sáb, 11/9-11/16
8:30 a.m.-12:00 pm   *$149*

CUIDADO DE NIÑOS

Cuidado de Niños

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

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

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

Requisitos previos

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

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

Cursos requeridos

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

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

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

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

AEDE 083–CDA preparación del portafolio (30 hrs)

Cuidado de Niños: Los Fundamentos

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

Parte 1

AEDE A81 Sec 276   *Elizabeth*
Lun, Mié, 10/7-11/6, 6-9 pm, $250

AEDE A81 Sec 186   *Cranford*
Mar, Jue 10/8-11/7, 6-9 pm, $250

Parte 2

AEDE B81 Sec 276   *Elizabeth*
Lun, Mié, 11/11-12/16, 6-9 pm, $250 (no clase 11/27)

AEDE B81 Sec 186   *Cranford*
Mar, Jue, 11/12-12/17, 6-9 pm, $250 (no clase 11/28)

Activo o Hiperactivo

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. (20 hrs)

AEDE 197 Sec 226   *Elizabeth*
Mar, 9/17-11/19, 6-8 pm, $225

CDA Portfolio Preparación

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

de haber completado las 480 horas de experiencia profesional en un centro de aprendizaje o jardín antes de participar en este curso. Además, debe tener buena alfabetización y ortografía. El requisito educacional de 120 horas para obtener su CDA puede satisfacerse al completar nuestro programa de certificado "Children's Care-Giver." Usted aprenderá a construir las seis composiciones requeridas para la evaluación del Concilio. También le proveeremos con

información sobre cómo recopilar documentaciones adicionales requeridas para el portafolio. Finalmente lo prepararemos para el examen oral y escrito dado por un representante del concilio de CDA. En "Union County College" lo preparamos para cumplir con todos los requisitos del Concilio para poder solicitar el examen. El Concilio de Washington, D.C. después de recibir su solicitud la examinará y ellos le otorgarán la certificación CDA. (30 hrs)

AEDE 083 Sec 136   *Cranford*
Mié, 9/18-11/20, 6-9 pm $250

AEDE 083 Sec 260   *Elizabeth*
Sáb, 10/5-12/14, 9:30 am-12:30 pm $250, (no clase 11/30)

GED (PREPARACIÓN)

Aumente sus habilidades y desarrolle un programa fiable de estudio en las 4 areas 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. (48 hrs)

AETE 124 Sec 260   *Elizabeth*
S, 9/21/19-3/28/20, 9:30-11:30 am, $329 (no clase 11/30, 12/21, 12/28 & 3/14)

AETE 124 Sec 286   *Elizabeth*
Mar, Jue, 9/24-12/17, 6:30-8:30 pm, $329 (no classe 11/28)

REGÍSTRESE EN LINEA (a través del Internet)

¡Fácil y conveniente!

www.ucc.edu/ce

Union County College

Online Learning

anytime, anywhere... just a click away!
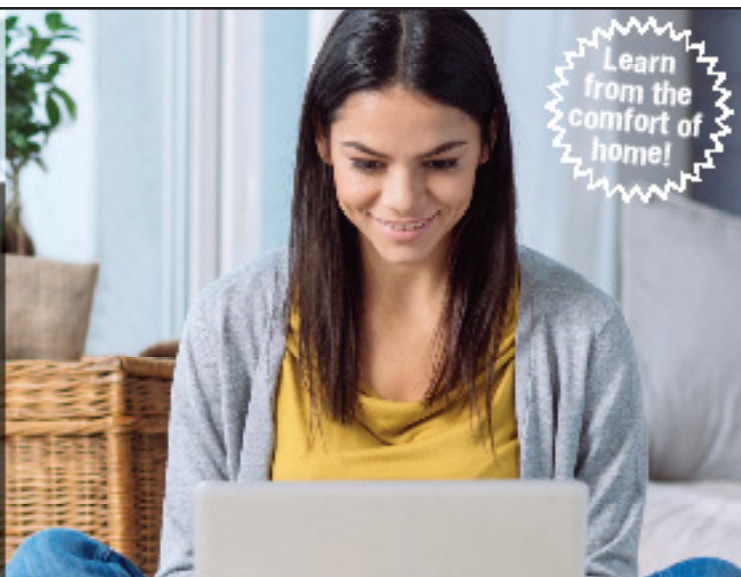
Our online learning programs are offered in partnership with Education to Go.

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

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

Career training programs include:

Graphic Arts and Design
- Video Game Design and Development
- Web Design

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

Computer Applications
- Android App Developer
- Microsoft Application Certification

Computer Programming
- Java Programmer
- Python Developer

Health and Fitness
- Certified Medical Transcriptionist
- Medical Interpreter

Hospitality
- Corporate Event Planner
- Retail Customer Service Skills Training

Information Technology
- CompTIA Certification

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

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

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

Instructor-led short courses include:

Accounting and Finance
- Accounting Fundamentals

Business
- Business Software
- Business Writing

College Readiness
- GED, SAT/ACT and GRE Test Prep

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

Design and Composition
- Digital Photography
- Graphic Design
- Web Design

Healthcare and Medical
- Alternative Medicine
- Health Information Technology
- Ethics, Law and Compliance

Personal Development
- Languages
- Arts
- Job Search
- Personal Enrichment

Writing and Publishing
- Business Writing
- Creative Writing
- Grant Writing

https://careertraining.ed2go.com/ucc

https://www.ed2go.com/ucc

HEALTHCARE CAREERS

Basic Certifications Package

CERTIFICATE PROGRAM

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

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

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

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

AEHL 959 Sec 140   Cranford
M, 10/14, 6-10 pm, $299
W, Th, 10/16-10/17, 6-10 pm
M, 10/21, 6-10 pm

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)

CERTIFICATE PROGRAM

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

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

AEHL 962 Sec 116   Cranford
M, 10/14, 6-10 pm $129

Heart Saver CPR/AED Course (AHA)

CERTIFICATE PROGRAM

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

AEHL 961 Sec 116   Cranford
M, 10/28, 6-10 pm, $129

EMERGENCY MEDICAL TECHNICIAN-BASIC

CERTIFICATE PROGRAM

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

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

This course is designed to instruct you to the level of Emergency Medical Technician Basic (EMTB) and to introduce all the necessary skills to provide emergency medical care at a basic life support (BLS) level with an ambulance or other specialized service. Upon successful completion of this program, you will be eligible to take the New Jersey certification exam, which is required to act as an EMT in NJ. (220 hrs)

This course is held in the Plainfield Annex.

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

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

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

Book is available at the Plainfield Campus Bookstore.

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

Mandatory Orientation
W, 8/15, 6-8 pm, Plainfield, Rm 111

The College offers three EMT sections:

AEHL 100 Sec 340   Plainfield
Th, 9/5-12/19, 8:30am-5pm, $1,500

AEHL 100 Sec 360   Plainfield
S, 9/7-12/14, 8:30am-5pm, $1,500

AEHL 100 Sec 346   Plainfield
Th, 9/5-12/19 6:30-10:30pm, $1,500

HEALTHCARE CAREERS

PATIENT CARE TECHNICIAN

CERTIFICATE PROGRAM

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

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

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

Required Courses
• Patient Care Technician Part I (30 hrs)
• Patient Care Technician Part II (30 hrs)

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

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

Patient Care Technician – Short Term Intensive Program

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

September 2019 start.   *Elizabeth Campus*
M, T, W, Th, 8:30 am-2:00 pm, $4,954

See page 15 for details.

PHARMACY TECHNICIAN

CERTIFICATE PROGRAM

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

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

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

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

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

Required Course

AEHL 955 Sec 276   *Elizabeth*
M, W, 10/7-3/23/20, 6:30-9:30 pm, $1,500
(no class 11/27, 12/23, 12/25, 12/30, 1/1/20, 1/20, 2/17, 3/9, & 3/11)

Career Development

HEALTHCARE CAREERS

EKG TECHNICIAN PROGRAM

CERTIFICATE PROGRAM

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

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

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

Required Courses
• AEHL 147–EKG Technician (48 hrs)

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

Part I: Anatomy and Physiology

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

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

AEHL 111 Sec 260   Elizabeth
S, 9/21-12/14, 9 am-12 pm, $395
(no class 11/30)

Part II: Anatomy and Physiology

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

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

Prerequisite: AEHL 111 - Part 1: Anatomy and Physiology

AEHL A11
Will be offered Spring 2020

EKG Technician

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

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

AEHL 147 Sec 276   Elizabeth
M, W, 10/21-12/16, 6-9 pm, $450
(no class 11/27)

PHLEBOTOMY TECHNICIAN

CERTIFICATE PROGRAM

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

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

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

Required Courses
• AEHL 146–Phlebotomy Technician (90 hrs)

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

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

Phlebotomy Technician

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

AEHL 146 Sec 286   Elizabeth
T, Th, 10/8-1/30/20, 6-9 pm, $900
(no class 11/28, 12/24, 12/26,& 12/31)

Note: Not all courses are offered every semester.

MEDICAL BILLING AND CODING

Introduction to Cannabis in New Jersey

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

AEBU 006-146 *Cranford*
Th, 11/7, 6 - 9 pm, $59

Medical Marijuana

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

AEBU 007-146 *Cranford*
Th, 9/19, 6- 8 pm, $49

MEDICAL BILLING SPECIALIST

CERTIFICATE PROGRAM

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

October 2019 start. *Elizabeth*
M, T, W, Th, 4:30-9:30 pm, $4,810
See page 15 for details

ALLIED HEALTH COURSE WAIVER PROCEDURES

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

1. An email addressed to coned@ucc.edu requesting a course waiver for a specific course.

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

MEDICAL BILLING AND CODING PROFESSIONAL

CERTIFICATE PROGRAM

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

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

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

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

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

NOTE: Not all courses are offered every semester.

Anatomy and Medical Terminology for Billers and Coders

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

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

AEHL 135 Sec 286 *Elizabeth*
T, Th, 10/15-12/12, 6-9 pm, $625
(no class 11/28)

Understanding Medical Insurance/HIPAA

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

Prerequisite: Anatomy and Medical Terminology for Billers and Coders.

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

AEHL 137
Will be offered Spring 2020

FACILITY MANAGEMENT

Spring 2020

Earn the Must-Have Credential in Facility Management

IFMA's Facility Management Professional (FMP®) Credential

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

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

Course 1: Operations and Maintenance
Course 2: Project Management
Course 3: Finance and Business
Course 4: Leadership and Strategy

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

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

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

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

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

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

Program Requirements
There are no prerequisites to enroll in this program.

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

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

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

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

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

AEBU 029 Sec 125   Cranford
Tue, 2/18/20-6/2/20, 5:30-9:30 pm, $2,395 (no class 3/10)

TRANSPORTATION, LOGISTICS AND DISTRIBUTION

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

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

CIFFA CERTIFIED FREIGHT FORWARDER PROGRAM

Coming Soon!

CERTIFICATE PROGRAM

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

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

International Transportation and Trade

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

Essentials of Freight Forwarding

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

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

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

CSCMP – SUPPLY CHAIN MANAGEMENT PROGRAM

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

CERTIFICATE PROGRAM

Supply Chain Management Principles

This course teaches what a supply chain is, its different functions, how a supply chain works and what kind of careers are associated with supply chain management. The principles learned provide the necessary foundation for fully comprehending the additional seven (7) certification tracks. Supply Chain is recommended as a prerequisite to the other certification tracks. The Supply Chain Principles certification also stands alone as a high-level overview of supply chain management.

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

Inventory Management

This course is intended to train students in the basics of inventory management and control so that students can become effective contributors in the inventory related aspects of their roles in supply chain management. Successful completion and passing of the exam earn the student a SCPro Fundamentals certification in Inventory Management from the Council of Supply Chain Management Professionals. (40 hrs)

Supply Management and Procurement

This course is intended to provide students with an understanding of the strategic sourcing, supplier management, procurement execution processes and legal and regulatory considerations. It is important to understand the basics of strategic procurement processes since procurement has become a global function. Successful completion and passing of the exam earn the student a SCPro Fundamentals certification. (40 hrs)

Fundamentals of Supply Chain Management Program

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

Total Hours: 180 hours
Program Cost: $4,000
Location: Elizabeth Campus
Program Schedule: Monday – Thursday,
8:30 am – 2:00 pm,
October 2019 start.

UNIFORM CONSTRUCTION CODE

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

Textbooks: The Uniform Construction Code Act and

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

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

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 R.C.S. - Hybrid

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

In person sessions
AEIC 102 176   Cranford
S, 10/5, 8:00 am-2:00 pm, $785

Online Sessions
M, W, 10/7-12/23, 6:30-10:30 pm

Electrical Inspector H.H.S.

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

AEIC 311 Sec 186   Cranford
T, Th, 10/8-11/26, 6:00-9:00 pm, $525

Fire Inspector H.H.S. – Hybrid

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

In person sessions
AEIC 191 Sec 196   Cranford
S, 9/7, 8:00 am-2:00 pm, $650

Online Sessions
T, Th, 9/10-10/24, 6:30-10:30 pm

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

College	Building			Electrical		Fire Protection		Plumbing		*Elevator*	Administrative		
	RCS	ICS	HHS	ICS	HHS	ICS	HHS	ICS	HHS		SO	CO	TA
Brookdale Community College 732-224-2813 www.brookdalecc.edu	2/4/20		9/17/19	9/5/19				1/7/20	10/1/19		1/7/20	9/9/19	
Mercer County College 609-570-3311 www.mccc.edu	9/10/19			9/4/19		9/4/19							
Middlesex County College 732-906-2556 www.middlesexcc.edu	Hybrid 9/16/19 Hybrid 2/3/20	Hybrid 9/17/19 Hybrid 2/11/20	10/2/19 3/2/20			Hybrid 9/28/19	Hybrid 3/7/20	9/30/19	4/1/20		9/24/19 2/4/20	3/31/20	9/14/19 2/1/20
Union County College 908-709-7600 www.ucc.edu	**Hybrid 10/5/19**	**Hybrid 1/11/20**		10/8/19	1/14/20	**Hybrid 2/8/20**	**Hybrid 9/7/19**				**Hybrid Summer 2020**	**Hybrid Summer 2020**	

AGES 14-17

All classes take place on the Cranford campus.

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

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.

Python Programmers: Make Your Own Multiplayer Game!

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 a fun game you built from start to finish. (12 hrs)

Ages 11-14
AEKE 011 Sec 160
S, 10/5-10/26 9am-12pm, $209

Middle School Math Review

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

AGES 11–13
AEKE 117 Sec 160
S, 10/5-11/23, 8:50-10:20am, $275

Algebra Review

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

AGES 14+
AEKD 115 Sec 160
S, 10/5-11/23, 10:30am-12pm, $275

SAT Exam Preparation

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

VERBAL/READING/ WRITING

Ages 14+
AEKD 211 Sec 160
S, 10/5-11/23, 8:50-10:20 am, $275

MATH

Ages 14+
AEKD 107 Sec 160
S, 10/5-11/23, 10:30 am-12pm, $275

Better Thinker, Better Writer, Better Grades

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

Ages 11-13
AEKE 022 Sec 160
S, 10/5-11/23,10-11:30am, $275

Leisure and Personal Development

LIFELONG LEARNING ENRICHES YOUR LIFE

All-Level Oil/Acrylic Painting

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

AEAR 010 Sec 146, *Cranford*
Th, 9/26-11/14, 6:30-8:30 pm, $185

New! Strengthen and Lengthen Barre

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

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

Yoga

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

AEEX A80 Sec 147 *Cranford*
Th, 10/10-11/14, 7-8 pm, $79

New! CIZE® Live Beachbody Best

Made famous by superstar celebrity trainer, Shaun-T, this hip-hop inspired dance fitness program will have you sweating and smiling the whole way through! Whether you want to learn the hottest new dance routine or simply move to the beat of the music, CIZE® LIVE will have you burnin' up the dance floor—and burning off the calories. You'll feel the beat and contagious energy, and you'll sweat as you learn the hottest dance routines step-by-step! No prior dance experience is required. All levels welcomed. (8 hrs)

AEEX 098 Sec 161 *Cranford*
S, 9/21-11/23, 1-1:30 pm, $119
(no class 10/19, 10/26)

New! The Sixties - The American Pop Rock Era

This two-part course explores the many artists who created innovative musical landscapes that captivated a generation and whose influence in popular culture endures five decades later. From the remarkable Brill Building songwriters to the artistic masterworks of Bob Dylan, from Phil Spector's Wall of Sound to the California magic of Brian Wilson and The Beach Boys. Additionally, we will explore the folk rock of Simon & Garfunkel and The Byrds, to the psychedelic sounds of Jimi Hendrix to the pop/soul of Motown to the many incredible bands as well as the infamous rock festivals (Monterey and Woodstock) that defined this most remarkable era. (10 hrs)

AELP 003 Sec 118 *Cranford*
M, 9/23 – 11/25, 6:30 – 8:30 pm, $169

CLOSED

Don't Miss Out!

Classes fill quickly, so
Register Early
for upcoming courses!

Fiction Writer's Workshop

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

AEEN 015 Sec 137 *Cranford*
W, 10/2-11/-20, 7-9 pm, $189

College Novel: Literary Review

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

AEEN 019 Sec 147 *Cranford*
Th, 10/24, 7-9 pm, $29

New! Basics of Interior Design

This course teaches basic room design elements to a novice who is overwhelmed by his/her new home or to the homemaker who has been told that he/she has style and is now contemplating a career in design. It will discuss the finer points and details of upholstery wear ability and uses of different fabrics, goals of room traffic, and discuss several example "problem" rooms to show the process of good room designing. (32 hrs)

AEIN 064 Sec 187 *Cranford*
T, Th, 10/1-11/21, 7- 9 pm, $189

Spanish

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

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

Spanish 1
AELA A10 Sec 137 *Cranford*
W, 9/18-10/23, 7-9:30 pm, $159

Spanish 2
AELA B10 Sec 137 *Cranford*
W, 10/30-12/11, 7-9:30 pm, $159
(no class 11/27)

Sponsored by the Union County Board of Chosen Freeholders

This program is funded by the Union County Board of Chosen Freeholders for Union County residents who are at least 60 years old. 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 3.

ART • 60+

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

Portraiture

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

AEAS 104 Sec 111　　　　Cranford
M, 9/30-11/4, 1-2:30 pm

Beginner Sculpture

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

AEAS 012 Sec 112　　　　Cranford
M, 9/30-11/4, 2:45 – 4:15 pm,

Beginning Watercolor

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

AEAS 010 Sec 022
Reeves-Reid Arboretum
T, 10/1-11/5, 2:45-4:15 pm

Beginner Drawing

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

AEAS 001 Sec 130　　　　Cranford
W, 9/25-10/30, 11 am-12:30 pm

Drawing II

Refine your skills, experiment with new techniques and develop your individual style to achieve more sophisticated drawings. We will expand on the fundamentals of drawing including proportional relationships, value contrasts, texture and composition to gain a greater understanding of this medium. A supply list is available at the Continuing Education Office. Please bring all supplies to the first class. Prerequisite: Beginner Drawing (9 hrs)

AEAS 003 Sec 130　　　　Cranford
W, 9/25-10/30, 12:45-2:15 pm

Mixed Media

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

AEAS 058 Sec 140　　　　Cranford
Th, 9/26-10/31, 12:00-1:30 pm

Beginner Acrylic Painting

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. (12 hrs)

AEAS 156 Sec 141　　　　Cranford
Th, 9/26-10/31　　　　1:45-3:45 pm

COMPUTERS/TECHNOLOGY

Introduction to Social Media (9 hrs)

AECS 005 Sec 160　　　　Cranford
S, 10/12-11/116, 10-11:30 am

Microsoft Windows 10 (6 hrs)

AECS A22 Sec 110　　　　Cranford
M, 10/14-10/21, 9 am-12 pm

MS Word 2016 Beginner (6 hrs)

AECS A23 Sec 170　　　　Cranford
M, W, 11/4-11/6, 9 am-12 pm

MS Excel 2016 Beginner (6 hrs)

AECS A47 Sec 180　　　　Cranford
T, Th 11/12-11/14, 9 am-12 pm

DANCE

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

Flamenco Dance
(12 hrs)
AEES 533 Sec 021　　　　Rahway
Th, 10/10-11/14, 1-3 pm

FITNESS • 60+

Yoga

Wear loose clothing, and bring a mat or blanket. (6 hrs)

Part 1: AEES 080 Sec 130　　Cranford
W, 9/25-10/30, 9-10 am

Part 2: AEES 080 Sec 13A　Cranford
W, 11/6-12/18, 9-10 am (no class 11/27)

SPECIAL INTEREST

College Novel: A Literary Review

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

AEVS 051 Sec 142　　　　Cranford
Th, 11/21, 2-4 pm

Knit and Crochet for Beginners and Beyond
(9 hrs)
AEAS 020 Sec 120　　　　Cranford
T, 10/29-12/3, 10:30 am-12 pm

Conversational Spanish 1
(15 hrs)
AELS 010 Sec 160　　　　Cranford
S, 9/21-10/26, 10-12:30 pm

Conversational Spanish 2
(15 hrs)
AELS B10 Sec 160　　　　Cranford
S, 11/2-12/14, 10-12:30 pm
(no class 11/30)

Beatles "From Liverpool to Abbey Road" *(10 hrs)*
AEVS 061 Sec 112　　Cranford
M, 9/23-10/21, 2-4 pm

General Information

CLASSES FILL QUICKLY, SO REGISTER EARLY FOR UPCOMING COURSES!

Registration

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

Online

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

Walk-In

Visit our Cranford Campus
MacDonald Hall , 1st Floor
1033 Springfield Ave, Cranford

Monday and Tuesday
8:30 am–6 pm; Wednesday and Thursday 8:30 am–5 pm;
Friday 8:30 am–4:30 pm.

Fax-In

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

Mail-In

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

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

Phone In

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

Tuition and Fees

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

Class Cancellation

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

Withdrawals and Refunds

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

• With written notification received five days prior to the first class session—100%

• Refunds are not issued for online courses.

• Schedule changes must be requested in writing.

Veterans Refund Policy

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

Parking

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

Inclement Weather/Emergency Closing

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

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

Non Discrimination

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

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

Complaints

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

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

Name Changes or Change of Address

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

Student Accommodation Requests

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

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

Employee, Guest, and Visitor Accommodation Requests

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

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

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

Non-Credit Program Staff

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

Joanne Kula
Assistant Director, Continuing Education

Annette Castro
Office Manager/Coordinator, Continuing Education

Michelle Douglass
Secretary, Continuing Education

Maritza Batista
Program Coordinator, Center for Economic and Workforce Development

Nancy Burke
Business Development, Industry-Business Institute

Marlene Loff
Interim Director, Center for Economic and Workforce Development

Denise Petrosky
Training Operations Manager, Industry-Business Institute

Isaias Rivera
Center Director, Union County Workforce Innovation Business Center

REGISTER ONLINE!

It's Fast!   It's Easy!

It's Convenient

www.ucc.edu/ce

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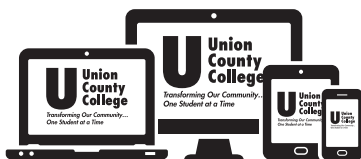
Continuing Education

- Accounting
- Child Care (mornings and evenings)
- Microsoft Word
- Microsoft Excel
- Microsoft Powerpoint
- 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
- GED Test Preparation in English and Spanish
- Pharmacy Technician— English and Spanish
- Real Estate
- Youth Programs

Industry-Business Institute

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

Center for Economic and Workforce Development

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

STUDENTS ARE #1 at UNION COUNTY COLLEGE CRANFORD • ELIZABETH • PLAINFIELD • SCOTCH PLAINS

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

Adult Registration Form

Please print clearly and complete all sections

STUDENT INFORMATION

_____

Last Name   First Name   MI

_____

Street Address (including apartment number)

                                                                   (   )

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

_____

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

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

CAMPUS PARKING

☐ I decline campus parking

☐ I wish to have a permit for parking in Cranford
    *(Complete the information below and add **$10 parking fee**)*

☐ I wish to have a permit for parking in Elizabeth
    *(Complete the information below and add **$65 parking fee**)*

_____   _____

License Plate Number   State

_____

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

> The following questions are required by the U.S. Department of Health, Education, and Welfare, Title VI of the Civil Rights Act. Completion is voluntary.
>
> **Sex:**   ☐ Male   ☐ Female
>
> **Ethnicity:** ☐ Hispanic   ☐ Non Hispanic
>   ☐ Declined to Identify
>
> **Race:**   ☐ American Indian/Alaskan Native
>   ☐ Asian
>   ☐ Black/African American
>   ☐ Native Hawaiian/Pacific Islander
>   ☐ White
>   ☐ Declined to Identify

COURSE SELECTIONS AND FEES

Please enter your course selections

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

OFFICE USE ONLY	Pay Code_____ Amount_____ Date _____ Cashier _____	**Parking Fee** *(if applicable)*	
		Total	

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
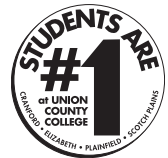
NOTICES

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.

Cisco Certified Networking Associate (CCNA) Program

CISCO

Networking Academy

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 modules and you will be prepared to sit for the CCNA (Cisco Certified Networking Associate) Routing and Switching exam.

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 modules, you will be prepared to sit for the CCNA (Cisco Certified Networking Associate) Routing and Switching exam.

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 C74 Sec 196   Cranford
CCNA 3 (70 hrs)
W, S, 11/6-2/1/20, 6:30-10 pm, 8:30 am-12:00 pm
(no class 11/27, 11/30, 12/21, 12/25, 12/28 & 1/1/20)

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

1033 Springfield Avenue
Cranford NJ 07016

Dated material

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*Spring
2020*

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*AEBU 029 Sec 125   Cranford
T, 2/18-6/2/20, 5:30-9:30 pm, $2,395*