

# SUMMER 2018 CLASS OFFERINGS

*Explore a New Job!*

*Improve Your Skills!*

*Learn Something New!*

Check out this  
summer's  
Youth Programs!  
See page 18!



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

# CONTINUING EDUCATION

*For a better life*

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# Dear Student,

Welcome to the Continuing Education Department at Union County College. We offer a variety of affordable, non-credit courses for both your professional development and personal enrichment.

Whether you are exploring a new career, improving your skills or looking to learn something new, Union County College has a program for you.

Classes are scheduled at times convenient for you—daytime, evenings and online—and take place in several Union County locations. With industry certifications in a variety of fields including Bookkeeping, Childcare, Education, Fitness, Healthcare, Information Technology, Management, Real Estate, and Uniform Construction Code, our courses provide you with the skills you need to achieve your personal and professional goals.

We've made it easier for you to browse our catalog and register by listing the majority of our personal enrichment programs for adults, youth and seniors online. Programming includes art, computers and technology, and fitness and personal wellness. Full course descriptions can be found online at [www.ucc.edu/ce](http://www.ucc.edu/ce).

If you can't find what you are looking for, contact us and let us know. We are always developing new programs and would appreciate your input and suggestions.

Sincerely,



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

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## Cisco Certified Networking Associate (CCNA) Program



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

- **This program prepares you to find a job as a network administrator, engineer, or installer.**
- **Learn to design, build and maintain local, national, and global networks.**
- **Four separate modules provide a complete range of basic through advanced networking concepts.**
- **Complete all four semesters and you will be prepared to sit for the CCNA (Cisco Certified Networking Associate) and CompTIA Network exams.**

**See page 5 for more details on this program.**

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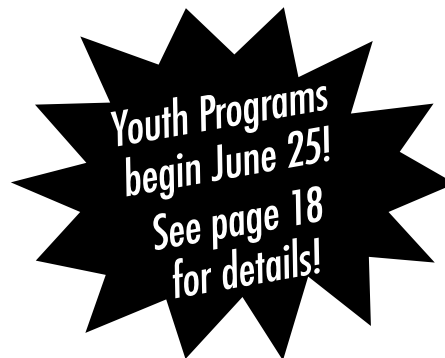
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**COMING SOON!**

## College for Teens

for Union County  
high school students

### July 9–July 26

*Program sponsored by Union County  
Board of Chosen Freeholders.*

Learn about careers in  
Criminal Justice, Healthcare  
and Transportation, Logistics  
and Distribution.

**See [www.ucc.edu/ce](http://www.ucc.edu/ce)  
for details and  
registration information.**

# Professional Development

## Business and Management

### ACCOUNTING

#### Accounting 101 (18 hrs)

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

AEFI 102 Sec 176 \$299  
Mon, Wed 7/09-7/25 6:30-9:30 p.m.  
Cranford

*Interested in classes in QuickBooks?  
Our QuickBooks courses will be offered  
in Fall 2018.*

#### 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.

## REGISTER ONLINE!

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

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

*New!*

## ASAP'S PROFESSIONAL ADMINISTRATIVE CERTIFICATION OF EXCELLENCE (PACE) (30 hrs)



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

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

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

#### Course Materials

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

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

##### Interpersonal Communication

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

##### Task and Project Management

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

#### Computer and Internet Technology

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

#### Management Skills

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

#### Program Requirements

There are no prerequisites to enroll in this program.

Benefits of enrolling in this course include:

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

AEOF 069 Sec 176 \$750  
Mon, Wed 7/23-8/22 6:30-9:30 p.m.  
Cranford

## BOOKKEEPING

### CERTIFICATE PROGRAM

#### Certified Bookkeeper

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

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

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

#### Certified Bookkeeper (75 hrs)

All six workbooks included plus exam fees.

AEBU 005 Sec 196 \$1,250  
 Mon, Wed, Thu 6/04-8/06 6:00-9:00 p.m.  
 (no class 7/2, 7/4 & 7/5)  
 Cranford

## BUSINESS

#### Business and Professional Writing (12 hrs)

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

AEEN 054 Sec 116 \$169  
 Mon 7/09-8/13 6:30-8:30 p.m.  
 Cranford

## HUMAN RESOURCES

### CERTIFICATE PROGRAM

#### Human Resource Management

*American Management Association  
 University Partner*

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

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

#### Required Courses: (80 hrs)

- AEBU 045—Fundamentals of Human Resources Management (16 hrs)
- AEBU 264—Communication Skills for Managers (16 hrs)
- AEBU 046—Succession Planning: Developing Leaders from Within (16 hrs)
- AEBU 265—Performance Management (16 hrs)
- AEBU 274—Recruiting, Interviewing, and Selecting Employees (16 hrs)

Courses may be taken in any order.

#### Fundamentals of Human Resources (16 hrs)

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.

AEBU 045 Sec 146 \$329  
 Thu 6/14-8/09 6:00-8:00 p.m.  
 (no class 7/5)  
 Cranford

#### Performance Management (16 hrs)

Effective managers of a performance management system encourage employees to align their contributions to the goals, values, and initiatives of the organization. This course will present you with a clear model to follow to plan, monitor, analyze and maintain a satisfying process of performance improvement. You will learn how to identify and remedy performance gaps; document

performance; and implement specified, measurable, accountable and realistic guidelines. Book included.

AEBU 265 Sec 148 \$329  
 Thu 6/14-8/09 8:10-10:10 p.m.  
 (no class 7/5)  
 Cranford

## Child Care

### CERTIFICATE PROGRAM

#### The Child Development Associate (CDA)

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

#### Required Courses (120 hrs):

- AEDU A81—Child Care: The Foundations Part 1 (30 hrs)
- AEDU B81—Child Care: The Foundations Part 2 (30 hrs)
- AEDU A82—Professional Practices Part 1 (30 hrs)
- AEDU B82—Professional Practices Part 2 (30 hrs)

#### Additional Course:

- AEDU 183—CDA Portfolio Preparation (30 hrs)

#### Child Care: Professional Practices (30 hrs each part)

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

Part 1  
 AEDU A82 Sec 186 \$225  
 Tue, Thu 7/24-8/23 6:00-9:00 p.m.  
 Cranford

Part 2  
 AEDU B82 Sec 186 \$225  
 Tue, Thu 8/28-9/27 6:00-9:00 p.m.  
 Cranford

# Commercial Driver Training

## Smith & Solomon Commercial Driver Training

To obtain a commercial driver's license, you are required to pass a written permit test and a driver road test. This class includes one week of classroom instruction and three weeks of yard and road training in preparation for these tests. Instruction covers general knowledge, air brakes, combination vehicles, hazardous materials, tankers and doubles and triples. A passenger endorsement is offered for those wishing to drive a bus. Prerequisites include passing a D.O.T. physical and drug screen, and fingerprinting for bus candidates. All students must be over 18 years of age.

### Schedule for All Courses:

#### Full Time Day

Mon-Thu 7:00 a.m.-5:30 p.m.

#### Part Time Nights

Mon-Wed 5:00-10:00 p.m.

#### Part Time Weekends

Sat & Sun 7:00 a.m.-4:30 p.m.

Instruction Materials include: NJ Department of Transportation Commercial Driver Manual, Video tapes by Career Publishing Inc. Vocational & Applied Technology, Trucking: National Safety Council Prep Course; Video & Test

For a schedule of class days, times and fees contact: Smith & Solomon Commercial Driver Training 1701 Lower Rd. Linden, NJ 07036 Phone (908) 474-1589 • Fax (908) 474-1599

- New classes start every Monday depending on enrollment
- Student must be 18 years of age (21 years to drive state to state)
- Bus students must: be 21 years of age, Pass a Federal D.O.T. Physical Exam Be a Licensed Automobile Driver, Have an acceptable driving record, Read and Write English
- Tuition does not include DOT physical and drug screen fees

### CDL A-Tractor Trailer Driving

Completion of this course and successful completion of the New Jersey Motor Vehicle Commission's permit and road test will entitle you to drive Tractor Trailers and Straight trucks throughout the United States. In order to cross state lines, you must be 21 years of age.

AEDR 011 Sec 01A, Full Time	\$3,995
AEDR 011 Sec 01B, Part Time	\$3,995

## Continuing Education Part-Time Instructors Needed!

- Accounting/QuickBooks
- Microsoft Word
- Microsoft Excel
- Microsoft Powerpoint
- Microsoft Access
- Project Management
- Patient Care Technician
- 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

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

### CDL B-Straight Truck Training

Completion of this course and successful completion of the New Jersey Motor Vehicle Commission's permit and road test will entitle you to drive Straight trucks throughout the United States. In order to cross state lines, you must be 21 years of age.

AEDR 012 Sec 01A, Full Time	\$3,050
AEDR 012 Sec 01B, Part Time	\$3,050

### CDL B with Passenger Endorsement Bus Training

Completion of this course and successful completion of the New Jersey Motor Vehicle Commission's permit and road test will entitle you to drive a bus throughout the United States. In order to cross state lines, you must be 21 years of age.

AEDR 013 Sec 01A, Full Time	\$3,050
AEDR 013 Sec 01B, Part Time	\$3,050

### CDL A Plus Passenger Endorsement Tractor Trailer and Bus Training

This course combines the CDL A Tractor Trailer course and CDL B with passenger endorsement, in one curriculum. After completion of this course and successful completion of the New Jersey Motor Vehicle Commission's permit and road test you will be entitled to drive both a Tractor Trailer and Bus as outlined above. You must be 21 years of age.

AEDR 014 Sec 01A, Full Time	\$4,550
AEDR 014 Sec 01B, Part Time	\$4,550

## Computer Training

### GRAPHIC ARTS

*We have a great Graphic Arts program! Check back for our Fall 2018 offerings.*

### INFORMATION TECHNOLOGY

#### A+ Service Technician



*We are a CompTIA Authorized Academy. A+ Hardware*

*Essentials and A+ Software Practical Applications will be offered in Fall 2018.*



## Cisco Networking

### CISCO CERTIFIED NETWORKING ASSOCIATE (CCNA)

#### Cisco Academy



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

Through the CCNA curriculum:

- Develop a working knowledge of routing, switching, network applications, protocols, and services.
- Study with an instructor in the classroom, access expert content online including built-in quizzes and tests.
- Practice what you learn using Cisco Packet Tracer, a network configuration simulation tool.
- Prepare for the workplace with collaborative projects and presentations.

#### Who should enroll in the Cisco Academy Programs?

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

#### Required Courses: Four courses (280 hrs total)

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

#### AECO A74 Sec 176 (Semester 1; 70 hrs)

Mon, Wed 6/18-8/29 6:30-10:00 p.m.  
(no class 7/02 & 7/04)  
Cranford

#### AECO B74 Sec 196 (Semester 3; 70 hrs)

Wed 8/22-10/31 6:30-10:00 p.m.  
Sat 8/25-10/27 8:30 a.m.-12:00 p.m.  
(no class 9/01)  
Cranford

## MICROSOFT OFFICE SOFTWARE

#### Microsoft Windows 10 (7 hrs)

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

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

AECO A26 Sec 176 \$149  
Mon, Wed 6/11-6/13 6:30-10:00 p.m.  
Cranford

#### Microsoft Word Beginner (7 hrs)

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

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

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

AECO A27 Sec 186 \$149  
Tue, Thu 6/26-6/28 6:30-10:00 p.m.  
Cranford

#### Microsoft Word Intermediate (7 hrs)

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

- Organize content using tables and charts.
- Customize formats using styles and themes.
- Insert content using quick parts.
- Use templates to automate document formatting.
- Control the flow of a document.
- Simplify and manage long documents.

**Prerequisite: Word Beginner.**

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

AECO B27 Sec 186 \$149  
Tue, Thu 7/10-7/12 6:30-10:00 p.m.  
Cranford

## CompTIA Network +

### COMPTIA NETWORK + CERTIFICATION (80.5 HRS)



Do you want to enter the growing IT field but have no or little prior knowledge of network technology? This class is ideal if you have little networking experience and will prepare you to sit for the CompTIA Network + certification exam. Many companies such as Dell, HP, Ricoh, Sharp and Xerox recommend or require CompTIA Network+ for their networking technicians. If you take this course and pass the Network + certification exam you will be prepared for jobs such as network administrator, network installer, help desk technician, or IT cable installer. Several topics covered will include network basics, network-to-network communications, network security, wireless networking standards, and others.

AECO A17 Sec 186 \$985  
Tue, Thu 7/10-9/25 6:00-9:30 p.m.  
Cranford

## Do YOU need to...

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

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

We are here to help YOU build your CAREER

---

### Occupational Training Programs:

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

These occupational training programs are offered to **NJ One Stop Career Center eligible participants** (i.e. WIOA, TRA, and DVRS participants) or to individuals who wish to pay. The Center delivers **in demand** occupational instruction which leads to **industry-valued** credentials and our job developers work with students throughout the training to help them obtain employment. For information call Mr. Christopher Gore at **(908) 659-5166**, or email CEWD-Recruiting at **CEWD-Recruiting@ucc.edu**

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

### Union County College is a TASC Test Center!

**TASC Testing Center Site:** Union County College Elizabeth Campus • Lessner Building • 40 West Jersey Street • Elizabeth, NJ 07202. For information please call **(908) 659-5154** or email us at **CEWD-GEDTest@ucc.edu** or contact Joan Rodney at **(908) 965-6006**.



## INDUSTRY-BUSINESS INSTITUTE

*Where  
Education and  
Business  
Partner and Prosper*

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

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

### Microsoft Word Advanced (7 hrs)

Word includes advanced image manipulation tools, collaboration features, cross-referencing and linking tools, entry forms and data collection, security features, and tools to automate document production. You will learn to:

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

**Prerequisite: Word Beginner and Intermediate**

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

AECO C27 Sec 186 \$149  
Tue, Thu 7/17-7/19 6:30-10:00 p.m.  
Cranford

### Microsoft Excel Beginner (7 hrs)

This course aims to provide you with a foundation for Excel knowledge and skills, which you can build upon to eventually become an expert in data manipulation. You will learn to:

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

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

AECO A48 Sec 176 \$149  
Mon, Wed 6/18-6/20 6:30-10:00 p.m.  
Cranford

### Microsoft Excel Intermediate (7 hrs)

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

- Work with functions.
- Work with lists.
- Analyze data.
- Visualize data with charts.
- Use PivotTables and Pivot Charts.

**Prerequisite: Excel Beginner or equivalent knowledge.**

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

AECO B48 Sec 176 \$149  
Mon, Wed 6/25-6/27 6:30-10:00 p.m.  
Cranford

### Microsoft Excel Advanced (7 hrs)

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

- Work with multiple worksheets and workbooks.
- Use Lookup functions and formula auditing
- Share and protect workbooks.
- Automate workbook functionality.
- Create sparklines and map data.
- Forecast data.

**Prerequisite: Excel Beginner and Intermediate or equivalent knowledge.**

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

AECO C48 Sec 176 \$149  
Mon, Wed 7/09-7/11 6:30-10:00 p.m.  
Cranford

### Microsoft PowerPoint Beginner (7 hrs)

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

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

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

AECO A72 Sec 176 \$149  
Mon, Wed 8/06-8/08 6:30-10:00 p.m.  
Cranford

## The Industry-Business Institute at Union County College Needs Part-Time Instructors!

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

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

### Microsoft Access Beginner (7 hrs)

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

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

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

AECO A25 Sec 186 \$149  
Tue, Thu 8/14-8/16 6:30-10:00 p.m.  
Cranford

### Microsoft Access Intermediate (7 hrs)

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

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

**Prerequisite: Microsoft Access Beginner or equivalent.**

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

AECO B25 Sec 186 \$149  
Tue, Thu 8/21-8/23 6:30-10:00 p.m.  
Cranford

## Microsoft Access Advanced (7 hrs)

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

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

**Prerequisite: Microsoft Access Beginner, Intermediate, or equivalent.**

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

AEEO C25 Sec 186 \$149  
Tue, Thu 8/28-8/30 6:30-10:00 p.m.  
Cranford

## SOCIAL MEDIA AND SPECIAL INTEREST CLASSES

### Social Media Marketing for Business (6 hrs)

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

AEEN 041 Sec 147 \$129  
Thu 7/26-8/02 7:00-10:00 p.m.  
Cranford

## Construction

### UNIFORM CONSTRUCTION CODE EDUCATION PROGRAM 2018

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

- Brookdale Community College  
732-224-2813 • [www.brookdalecc.edu/construction](http://www.brookdalecc.edu/construction)
- Mercer County College  
609-570-3311 • [www.mccc.edu](http://www.mccc.edu)
- Middlesex County College  
732-906-2556 • [www.middlesexcc.edu](http://www.middlesexcc.edu)
- Union County College  
908-709-7600 • [www.ucc.edu](http://www.ucc.edu)

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

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

**For a complete list of the courses offered statewide, see the DCA website at: [www.state.nj.us/dca/divisions/codes/forms/pdf\\_licensing/ucc\\_c\\_grid.pdf](http://www.state.nj.us/dca/divisions/codes/forms/pdf_licensing/ucc_c_grid.pdf)**

COMING SOON!

## College for Teens

for Union County high school students

**July 9–July 26**

*Program sponsored by Union County Board of Chosen Freeholders.*

Learn about careers in Criminal Justice, Healthcare and Transportation, Logistics and Distribution.

See [www.ucc.edu/ce](http://www.ucc.edu/ce) for details and registration information.

### Subcode Official (45 hrs)

Prepare to work as a Subcode Official. Learn the duties of the Subcode Official as they pertain to administration and legal aspects of the code enforcement.

Prerequisite: Students must already have a technical license (i.e., R.C.S., I.C.S., H.H.S.)

AEIC 562 Sec 176 \$ 525  
Mon, Wed 7/16-9/05 6:00-9:00 p.m.  
(no class 9/03)  
Cranford

### Electrical Inspector H.H.S. (45 hrs)

This course covers system design, electrical service design and sizing, branch circuit and feeder design, appliance and motor circuits, plan review and field inspection, systematic plans analysis, material requirements, installation methods, basic inspection, report writing, violation notices, inspection and recordkeeping, Uniform Construction Code organization and content, and electrical subcode.

Prerequisite: Successful completion of Electrical Inspector I.C.S.

AEIC 311 Sec 186 \$525  
Tue, Thu 7/10-8/28 6:00-9:00 p.m.  
Cranford

# Education

## NPTNJ ALTERNATE ROUTE TEACHER PREPARATION

*New!*

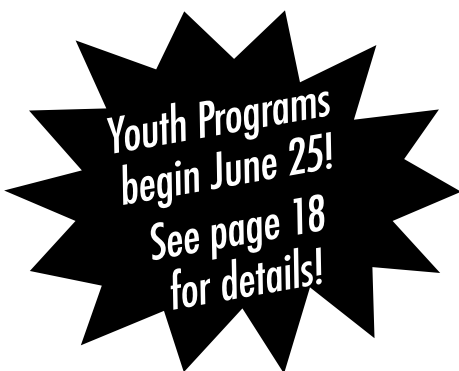
### Introduction to Teaching: 50-Hour Pre-Service Component for the New Pathways to Teaching in New Jersey, Alternate Route Program

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

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

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

AEDU 144 Sec 186 \$295  
 Tue, Thu 6/12-7/17 6:00-8:00 p.m.  
 (no class 7/03)  
 Cranford



Visit the **CAREER SERVICES CENTER** at Union County College!

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

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

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

*New!*

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

For more information, please contact Annette Castro at 908-709-7601 or email [castro@ucc.edu](mailto:castro@ucc.edu).

### Praxis Examination Review available for Elementary Education

Please see page 17 for this class, in the test prep section of the brochure.

## ONLINE TEACHING

### ONLINE TEACHING COURSE (15 HRS)

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

**Email: [beth.ritter-guth@ucc.edu](mailto:beth.ritter-guth@ucc.edu)**

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

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

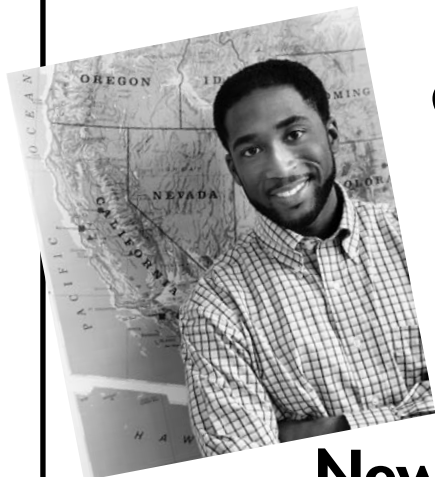
## REGISTER ONLINE!

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

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



# Follow this path to become a



NEW PATHWAYS TO TEACHING IN NEW JERSEY



## New Jersey Certified Teacher!

Whether you are

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

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



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

### **NPTNJ is a Partnership with New Jersey City University**

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

### **What are the Requirements to Apply?**

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

### **For More Information:**

Refer to the student handbook online at [www.ucc.edu/ce/NPTNJ](http://www.ucc.edu/ce/NPTNJ) for complete details.

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



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

## Fitness Careers

### PERSONAL TRAINER NATIONAL CERTIFICATION (36 HRS)

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

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

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

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

AEEX 120 Sec 186 \$599  
Tue, Thu 7/17-8/23 6:30-9:30 p.m.  
Cranford

## TRAINING CLASSES FOR PERSONAL TRAINERS AND GENERAL PUBLIC

*New!*

### Functional Flexibility (3 hrs)

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

AEEX 124 Sec 186 \$89  
Tue 8/28 6:30-9:30 p.m.  
Cranford

## Healthcare Careers

### ALLIED HEALTH COURSE WAIVER PROCEDURES

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

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

### Basic Certifications Package (16 hrs)

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

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

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

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

AEHL 959 Sec 140 \$299  
Mon 6/11 6:00-10:00 p.m.  
Wed, Thu 6/20-6/21 6:00-10:00 p.m.  
and  
Mon 6/25 6:00-10:00 p.m.  
Cranford

## CPR CLASSES

### CPR, FIRST AID, AND AED CERTIFICATION COURSES

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

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

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

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

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

AEHL 962 Sec 116 \$129  
Mon 6/11 6:00-10:00 p.m.  
Cranford

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

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

AEHL 961 Sec 116 \$129  
Mon 7/09 6:00-10:00 p.m.  
Cranford

## EKG TECHNICIAN

### EKG TECHNICIAN PROGRAM (116 HRS)

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

**Prerequisite:**

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

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

**Required Courses:**

- AEHL 147—EKG Technician (48 hrs)

**Recommended Elective**

- AEHL 959—Basic Certifications Package (16 hrs)

### Part I: Anatomy and Physiology (36 hrs)

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

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

AEHL 111 Sec 276 \$395  
 Mon Wed 6/25-8/08 6:00-9:00 p.m.  
 (no class 7/02 & 7/04)  
 Elizabeth

### EKG Technician (48 hrs)

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

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

AEHL 147 Sec 276 \$450  
 Mon, Wed 6/04-8/01 6:00-9:00 p.m.  
 (no class 7/02 & 7/04)  
 Elizabeth

### Basic Certifications Package (16 hrs)

See page 11 for course description.

## EMERGENCY MEDICAL TECHNICIAN

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

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

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

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

Cost: \$1,350 **OR** NJ Training Fund Certificate of Eligibility (for eligible First Aid Squad volunteers).  
 Prerequisite: Current CPR/certification at the healthcare/professional level by the American Heart Association, American Red Cross, or the National Safety Council.

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

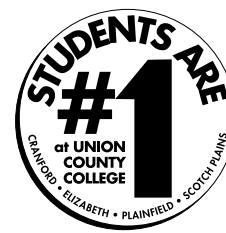
This course is held in the Plainfield Annex.

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

Mandatory Orientation		
Thu	5/17	6:00-8:00 p.m.
Plainfield, Rm 111		
AEHL 100 Sec 390		\$1,350
Tue, Thu, Fri	5/25-7/05	8:30 a.m.-5:00 p.m.
Plainfield		
AEHL 100 Sec 39A		\$1,350
Mon, Wed	5/30-8/01	8:30 a.m.-5:00 p.m.
Plainfield		

**REGISTER ONLINE!**  
 It's Fast! It's Easy!  
 It's Convenient  
[www.ucc.edu/  
 continuing-education/  
 instant-enrollment](http://www.ucc.edu/continuing-education/instant-enrollment)

Youth Programs  
 begin June 25!  
 See page 18  
 for details!



Continued on page 13

# General Information for Summer 2018

For more information about our programs, visit our website at [www.ucc.edu/ce](http://www.ucc.edu/ce)

The latest program brochures will be posted.

To register online, visit: [www.ucc.edu/continuing-education/instant-enrollment](http://www.ucc.edu/continuing-education/instant-enrollment)

## Registration

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

## ONLINE

**For all students**, this is the fastest and most convenient way to register. Visit: [www.ucc.edu/continuing-education/instant-enrollment/](http://www.ucc.edu/continuing-education/instant-enrollment/).

## WALK-IN

**Visit our Cranford Campus**, MacKay Library, 1033 Springfield Ave, Cranford, Monday and Tuesday 8:00 a.m.–6:00 p.m.; Wednesday and Thursday 8:00 a.m.–5:15 p.m.; Friday, Saturday and Sunday closed.

## MAIL-IN

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

### Continuing Education Union County College

1033 Springfield Avenue  
Cranford, NJ 07016

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

## FAX-IN

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

## PHONE IN

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

## Tuition and Fees

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

## Class Cancellation

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

## Withdrawals and Refunds

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

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

## Veterans Refund Policy

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

## Name Changes or Change of Address

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

## Parking

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

## Inclement Weather/ Emergency Closing

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

## Nondiscrimination

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

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

### Complaints

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

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

### Student Accommodation Requests

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

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

### Employee, Guest, and Visitor Accommodation Requests

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

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

For further information please consult Union County College's Public Annual Notification at [www.ucc.edu](http://www.ucc.edu).

## Campus Locations

### Cranford Campus

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

### Elizabeth Campus

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

### Plainfield Campus

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

## 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 Director, WFNJ,  
Center for Economic and Workforce  
Development*

### Nancy Burke

*Marketing and Business Development,  
Industry-Business Institute*

### Christopher Gore

*CEWD Program Coordinator  
Center for Economic and Workforce  
Development*

### Marlene Loff

*Interim Director  
Center for Economic and Workforce  
Development*

### Susana Mateo

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

### Denise Petrosky

*Training Operations Manager,  
Industry-Business Institute*

### Madeline Velez

*Secretary, Industry-Business Institute*

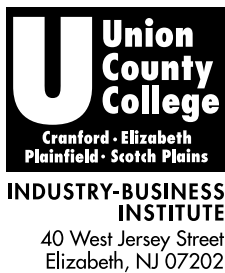
## Contact Information:

Continuing Education Main Number  
908-709-7600

Industry-Business Institute  
908-965-2358

Center for Economic and  
Workforce Development  
908-659-5114





# Classes for Employees of New Jersey Businesses

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

## Summer 2018 Computer Skills Classes

### MS Excel Level 1 (8 hours)

Create and edit basic MS Excel worksheets and workbooks. Create a basic worksheet; perform calculations in a worksheet; modify and format a worksheet; print the contents of and manage a workbook.

### MS Excel Level 2 (8 hours)

Organize table data, present data as charts, and enhance the look and appeal of workbooks by adding graphical objects. Use advanced formulas; organize worksheet and table data using various techniques; create and modify charts; analyze data using PivotTables, Slicers, and PivotCharts; insert and modify graphic objects in a worksheet; and customize and enhance workbooks and the MS Excel environment.

### MS Excel Level 3 (8 hours)

Further build on the skills acquired in the Basic and Intermediate courses. Work with advanced functions and formulas, lookup functions such as VLOOKUP, MATCH, and INDEX. Learn about data validation and advanced data filtering, apply advanced chart formatting options, and create more complex charts. Work with Pivot Tables and Pivot Charts, export and import data, and query external databases. The analytical features of Excel, such as Goal Seek, and how to create scenarios are covered, as well as macros and VBA code.

### MS Word Level 1 (8 hours)

Create a basic Word document; edit a document; format text; format paragraphs; insert a table; insert special characters and graphical objects; control the page setup and appearance of a Word document; and proofread documents for accuracy using MS Word.

### MS Word Level 2 (8 hours)

Manage lists; customize tables and charts; customize the formatting of a document using styles and themes; modify pictures in a document; create customized graphic elements; insert content using Quick Parts; control text flow; use templates to automate document creation; use the mail merge function and use macros to automate common tasks.

### MS PowerPoint (8 hours)

Create and save presentations and slides, add shapes and objects to slides, use tables and charts in presentations and use templates and themes. Word Art, Clip Art, inserting and adjusting pictures, slide shows, transitions and timing, speaker notes, running and printing presentations are also covered.

### MS Access Level 1 (8 hours)

Learn the basic operations of the Microsoft Access database program to perform day-to-day responsibilities and become more productive at work. Fundamental knowledge and techniques needed to use more complex Access features such as maintaining databases and using programming techniques that enhance Access applications are covered.

Our classes can be brought to your premises for ten or more employees in the same class. Our mobile computer lab makes this convenient for our clients.

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

*All classes meet 8:30 a.m.–5:00 p.m. (8 hours with break)*

Class Name	Date	Campus
MS Excel Level 1	Wed, 6/06	Cranford
MS Excel Level 1	Thu, 7/19	Elizabeth
MS Excel Level 2	Wed, 6/20	Cranford
MS Excel Level 2	Thu, 8/09	Elizabeth
MS Excel Level 3	Thu, 8/23	Elizabeth
MS Word Level 1	Thu, 6/14	Elizabeth
MS Word Level 1	Wed, 7/25	Cranford
MS Word Level 2	Wed, 8/15	Cranford
MS Access Level 1	Thu, 6/28	Elizabeth
MS PowerPoint	Wed, 7/11	Cranford

Contact us for complete program information

Phone 908-965-2359

Email [ibi@ucc.edu](mailto:ibi@ucc.edu)

Please print clearly and complete all sections

**STUDENT DATA**

\_\_\_\_\_  
 Last Name First Name MI

\_\_\_\_\_  
 Street Address (including apartment number) ( )

\_\_\_\_\_  
 City/Town State Zip Telephone  Home  Work  Cell

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

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

**CAMPUS PARKING**

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

\_\_\_\_\_  
 License Plate Number State

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

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

**Sex:**  Male  Female

**Ethnicity:**  Hispanic  Non Hispanic  
 Declined to Identify

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

**COURSE SELECTIONS AND FEES**

Please enter your course selections

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

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

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



**NOTICES**

Students are responsible for being aware of and following the Code of Conduct found in the Union County College Student Handbook, available at [www.ucc.edu/go/handbook](http://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.

## MEDICAL BILLING AND CODING PROFESSIONAL

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

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

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

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

#### Prerequisite:

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

#### Required Courses:

- AEHL 136—ICD-10-CM and ICD-10-PCS Coding (60 hrs)
- AEHL 137—Understanding Medical Insurance/HIPAA (50 hrs)
- AEHL 138—CPT-4 Coding (40 hrs)
- AECO A61—Computerized Medical Billing (MediSoft v.18 Software) (30 hrs)

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

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

This class will introduce the student to the structure and function of the human body for all course work in the Medical Billing and Coding field. Anatomy is a prerequisite for all of the courses in the Medical Billing and Coding Professional Certificate Program. Medical Terminology including medical root words, prefixes, suffixes, abbreviations and definitions of all body systems will be covered. Program requirements: Textbooks required for first day of class; available at College Bookstore.

AEHL 135 Sec 286 \$625  
 Tue, Thu 6/19-8/21 6:00-9:00 p.m.  
 (no class 7/03 & 7/05)  
 Elizabeth

### Understanding Medical Insurance/ HIPAA (50 hrs)

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

Prerequisite: Anatomy and Medical Terminology for Billers and Coders.

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

AEHL 137 Sec 286 \$625  
 Tue, Thu 8/28-10/23 6:00-9:00 p.m.  
 Elizabeth

## PATIENT CARE TECHNICIAN

### PATIENT CARE TECHNICIAN CERTIFICATE (317 HRS)

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

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

#### Prerequisites:

- AEHL 111—Part I: Anatomy and Physiology (36 hrs)
- AEHL A11—Part II: Anatomy and Physiology (32 hrs)
- AEHL 147—EKG Technician (48 hrs)
- AEHL 146—Phlebotomy Technician (90 hrs)
- AEHL 133—Medical Office Procedures (20 hrs)
- AEHL 134—Pharmacology and Drug Interaction (15 hrs)
- AEHL 959—Basic Certifications Package (16 hrs)

#### Required Courses:

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

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

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



## Classes for Personal Trainers!

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

We also offer a Personal Trainer National Certification class.

For more information, see page 11.



### Medical Office Procedures (20 hrs)

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

Prerequisite: Anatomy and Physiology Parts I and II

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

AEHL 133 Sec 286 \$250  
 Tue, Thu 6/19-7/26 6:00-8:00 p.m.  
 (no class 7/03 & 7/05)  
 Elizabeth

### Pharmacology and Drug Interaction (15 hrs)

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

Prerequisite: Anatomy and Physiology Part I and Part II.

Textbook required for first class; available at College bookstore

AEHL 134 Sec 286 \$195  
 Tue, Thu 7/31-8/14 6:00-9:00 p.m.  
 Elizabeth

## PHLEBOTOMY TECHNICIAN

### PHLEBOTOMY TECHNICIAN CERTIFICATE (158 HRS)

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

#### Prerequisite:

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

**Note:** Part I: Anatomy and Physiology must be taken before the main Phlebotomy Technician class; 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 (90 hrs)

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

AEHL 146 Sec 286 \$900  
 Tue, Thu 6/19-10/04 6:00-9:00pm  
 (no class 7/03 & 7/05)  
 Elizabeth

### Part I: Anatomy and Physiology (36 hrs)

See page 12 for course description.

### Basic Certifications Package (16 hrs)

See page 11 for course description.

COMING SOON!

## College for Teens

for Union County high school students

**July 9–July 26**

Program sponsored by Union County Board of Chosen Freeholders.

Learn about careers in Criminal Justice, Healthcare and Transportation, Logistics and Distribution.

See [www.ucc.edu/ce](http://www.ucc.edu/ce) for details and registration information.

## PHARMACY TECHNICIAN

### PHARMACY TECHNICIAN (120 HRS)

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

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

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

- Pharmacy Technician Certification Board—Additional study material is also recommended to prepare for the PTCB examination. Please contact PTCB at 877-782-2888 or [www.ptcb.org](http://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](http://www.state.nj.us/org/ca/pharm/form/pharmtech.pdf).

#### Required Course:

- AEHL 955—Pharmacy Technician (120 hours)

### Pharmacy Technician (120 hrs)

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

**Books (2) available at the Union County College Bookstore.**

AEHL 955 Sec 276 \$1,500  
 Mon, Wed 6/25-12/05 6:30-9:30 p.m.  
 (no class 7/02, 7/04, 7/16, 7/18, 9/03, 9/10, 9/19 & 11/21)  
 Elizabeth

## Online Learning

### ONLINE CAREER CERTIFICATE PROGRAMS

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

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

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

The following online certificate program courses are offered under the following categories:

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

### Online Individual Courses

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

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

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

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

### Online Career Programs

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

### Online General Interest Courses

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

## Real Estate

*Looking for our Real Estate classes? They will be offered in Fall 2018.*

## Transportation, Logistics and Distribution

### COMMERCIAL DRIVER TRAINING

#### Smith & Solomon

#### Commercial Driver Training

To obtain a commercial drivers license, you are required to pass a written permit test and a driver road test. This class will include one week of classroom instruction and three weeks of yard and road training in preparation for these tests. Instruction covers general knowledge, air brakes, combination vehicles, hazardous materials, tankers and doubles and triples. A passenger endorsement is offered for those wishing to drive a bus. Prerequisites include passing a D.O.T. physical and drug screen, and fingerprinting for bus candidates. All students must be over 18 years of age.

Courses include:

- CDL A-Tractor Trailer Driving
- CDL B-Straight Truck Training
- CDL B with Passenger Endorsement–Bus Training
- CDL A Plus Passenger Endorsement–Tractor Trailer and Bus Training

For course descriptions and prices please see pages 4.

## LOGISTICS

### Introduction to Logistics (48 hrs)

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

The course will include:

- Geography
- Basic Measurement
- Interpersonal Skill Development
- Industry Specific Skills
- Logistics
- Process Flow
- Import/Export
- Inventory Principles
- Forms: Airway Bills, Invoices, Letters of Credit
- Customs, Borders and Protection Agency Regulations
- MRP and TMS Computer Software

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

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

## SUPPLY CHAIN MANAGEMENT

### Supply Chain Management Training

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

This program, upon completion and success on the exam, leads to certification by the Council of Supply Chain Management Professionals (CSCMP) in any or all of eight (8) subjects which include: Supply Chain Management Principles; Customer Service Operations; Warehouse Operations; Transportation Operations; Demand Planning; Inventory Management; Procurement; and Manufacturing and Service Operations. Each is a 40 hour course of classroom training led by instructors with experience in supply chain management within industry.

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

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

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



# Test Preparation Courses

## GED Preparation Courses

### GED Preparation (48 hrs)

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

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

AETP 124 Sec 277		\$329
Mon, Wed	6/11-/9/10	7:00-9:00 p.m.
(no class 7/02 & 7/04)		
Elizabeth		

## Praxis

### PRAXIS II PREPARATION

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

### Praxis: Elementary Education Content Knowledge (30 hrs)

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

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

AETP 164 Sec 276		\$450
Mon, Wed	7/09-8/08	6:00-9:00 p.m.
Elizabeth		

# Leisure and Personal Development

## Fitness

### Zumba Toning (10 hrs)

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

Partner not necessary. Please wear sneakers.

AEEEX 531 Sec 116		\$109
Mon	6/04-8/13	6:30-7:30 p.m.
(no class 7/02)		
Cranford		

### Abdominal/Core Strengthening (5 hrs)

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

AEEEX 532 Sec 117		\$59
Mon	6/04-8/13	7:30-8:00 p.m.
(no class 7/02)		
Cranford		

## Foreign Language

### LEVEL 1 CLASSES

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

### LEVEL 2 CLASSES

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

### Spanish 1 (15 hrs)

AELA A10 Sec 137		\$159
Wed	6/06-7/18	7:00-9:30 p.m.
(no class 7/04)		
Cranford		

### Spanish 2 (15 hrs)

AELA B10 Sec 137		\$159
Wed	7/25-8/29	7:00-9:30 p.m.
Cranford		

## Music

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

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

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

Part 1		\$129
AEPA A10 Sec 126		
Tue	6/05-7/31	6:00-7:30 p.m.
(no class 7/03)		
Cranford		

Part 2		\$129
AEPA B10 Sec 126		
Tue	8/07-9/25	6:00-7:30 p.m.
Cranford		



# Youth Programs for Summer 2018

Classes are for youths ages 11–17. All classes take place on the Cranford campus.

**Schedule:** Classes take place Monday through Thursday, but will not be held **July 2–5**.

**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.

## Arts and Photography

### Introduction to Musical Theater (24 hrs)

Ever wanted to be in Broadway show? Do you love the feeling of being on stage? Whether you're an aspiring actor or looking to try something new, this performance oriented class will provide an exciting and energetic introduction to Musical Theatre. Students will receive instruction in voice, acting, dance and improvisation. The class will culminate in a musical performance directed by a musical theatre professional!

Ages 11-13  
AEKE 024 Sec 190 \$275  
Mon-Thu 7/30-8/9 9:00 a.m.-12:00 p.m.

### The Artist Within: Drawing & Sketching (12 hrs)

Develop your drawing skills through a variety of assignments: wild life, landscapes, and portraits. Explore different styles: abstract, realism and impressionism.

**Materials to be purchased by student prior to first day of class: 11"x 14" sketchpad, pencils and 24-pack of pastels.**

Ages 11-13  
AEKE 002 Sec 190 \$205  
Mon-Thu 6/25-6/28 9:00 a.m.-12:00 p.m.

Ages 14+  
AEKD 002 Sec 191 \$205  
Mon-Thu 6/25-6/28 1:00-4:00 p.m.

### Design Your Own Comic Book (24 hrs)

Learn about developing characters, structuring a story, designing the visual layout and developing eye-catching covers. **Materials needed: 11"x14" spiral sketchpad, pencils: H, 2H, B, 2B, color pencils, erasers and 24-pack of markers.**

Ages 11–13  
AEKE 505 Sec 190 \$275  
Mon-Thu 7/23-8/02 9:00 a.m.-12:00 p.m.

## IMMA PHOTOGRAPHY

We are pleased to partner with Imma Photography to deliver photography classes that will introduce students to this art medium.

### Photography Art Camp (24 hrs)

Students will learn how to improve their photography skills, understand what makes a good photography and using a camera beyond auto-mode. At the conclusion of this course student will have an appreciation of photography, with an understanding of theory and concepts about this art form.

AGES 11-13  
AEKE 007 Sec 190 \$400  
Mon-Thu 7/09-7/19 9:00 a.m.-12:00 p.m.

AGES 14+  
AEKD 007 Sec 191 \$400  
Mon-Thu 7/09-7/19 1:00 p.m.-4:00 p.m.



**BLACK ROCKET**  
Launch Your Creativity

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

### New! ROBLOX® Makers-Coders- Entrepreneurs! (12 hrs)

Discover how to code in the Lua language while playing and designing worlds in ROBLOX®, an online universe where you can create anything you dream of. This new class combines game design concepts, coding, and fun! Young entrepreneurs will also learn how to navigate Roblox's fast growing marketplace to publish their games. Student-created games will be available on a password protected Black Rocket website to share with friends and family. Students will work in pairs or teams for most of the program.

Ages 11-13  
AEKE 010 Sec 190 \$205  
Mon-Thu 6/25-6/28 9:00 a.m.-12:00 p.m.

### Video Game Animation (12 hrs)

Take your game design skills to the next level by creating and animating your own character sprites, objects, and backgrounds. Start with a name, develop the character's personality, signature moves, special powers, and a story line. Finish with a fully animated character to be used in your very own game. Students do not need any prior experience in game design, animation, or sketching. Student-created games will be available on a password protected Black Rocket

website to share with friends and family. Games are only compatible on PC computers; Mac versions can be created after the program for \$15.00 conversion fee. Students will work in pairs or teams for most of the program. Returning students can create more advanced projects that build on previous years.

Ages 14-17  
AEKD 514 Sec 191 \$205  
Mon-Thu 6/25-6/28 1:00-4:00 p.m.

### Virtual Reality: The Future is Now (12 hrs)

Embark on an EPIC adventure in virtual reality! In this cutting edge class, you will learn the foundations of VR design by creating your own *virtual* worlds, exploring simulated environments, and crafting memorable 3D experiences. At the end of the week, take home your first cardboard VR headset to show friends and family the new worlds you created. VR projects can be viewed on a website or a mobile device. Students do not need a mobile device to take the class, but to use the VR headset at home a camper will need access to an Android or Apple mobile device. Students will work in pairs or teams and VR Games will be available on a password protected Black Rocket website to share with friends and family. **There is an additional \$19 lab fee for the VR headset.**

Ages 11-13  
AEKE 008 Sec 190 \$260  
Mon-Thu 7/09-7/12 9:00 a.m.-12:00 p.m.

Ages 14-17  
AEKD 008 Sec 191 \$260  
Mon-Thu 7/09-7/12 1:00-4:00 p.m.

### Code Breakers (12 hrs)

Calling all future coders, programmers, and designers! Learn the basics of coding languages like HTML, JavaScript, and CSS through a series of web projects and design challenges each day and be on your way to becoming the next tech star! Whether you want to be the next Mark Zuckerberg or the high school student who just made one million dollars for programming in his bedroom, this course has the essentials you need to begin your journey. Projects will be available on a Black Rocket website to share with friends and family. Students will work in pairs or teams for most of the program. Returning students can create more advanced projects that build on previous years.

Ages 11-13  
AEKE 305 Sec 190 \$205  
Mon-Thu 7/16-7/19 9:00 a.m.-12:00 p.m.

Ages 14-17  
AEKD 305 Sec 191 \$205  
Mon-Thu 7/16-7/19 1:00-4:00 p.m.



**New!**

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

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

Ages 11-13  
AEKE 011 Sec 190 \$205  
Mon-Thu 7/23-7/26 9:00 a.m.-12:00 p.m

Ages 14-17  
AEKD 011 Sec 191 \$205  
Mon-Thu 7/23-7/26 1:00-4:00 p.m.

**App Attack!**

Take the first steps into the world of mobile app design and customize your own game app! Using a specialized app and game development tool, students will explore the world of web-based (HTML5) mobile apps. In addition to learning the basics of mobile app design and game development, you will also see firsthand how the world of App publishing functions. Student-created apps will be accessible on a private site and can be played on any mobile device or computer. Publishing to App Stores not included. **No prior experience is necessary and students do not need to own a smartphone or tablet to take the class.** Students will work in pairs or teams for most of the program. Returning students can create more advanced projects that build on previous years.

Ages 11-13  
AEKE 816 Sec 190 \$205  
Mon-Thu 7/30-8/02 9:00 a.m.-12:00 p.m

Ages 14-17  
AEKD 816 Sec 191 \$205  
Mon-Thu 7/30-8/02 1:00-4:00 p.m.

**Updated!**

**Make Your First 3D Video Game! (12 hrs)**

In this Black Rocket classic, you will go well beyond the limitations of the traditional 2D game design classes and create an immersive 3D world. Students will learn the physics behind 3D games, explore beginner event scripting, level design, controlling the flow of gameplay, and storytelling. **Student created games will be available on a password protected Black Rocket website to share with friends and family.** Students will work in pairs or teams for most of the program.

Ages 11-13  
AEKE 946 Sec 190 \$205  
Mon-Thu 8/06-8/09 9:00 a.m.-12:00 p.m.

**New!**

**Advanced 3D Video Game with Unity (12 hrs)**

Are you ready to take your game design skills to another level? With Unity, an industry grade design software,

aspiring game designers will learn level editing, 3D modeling, intermediate event scripting, and the impact of game play on user experience. Student-created games will be available on a password protected Black Rocket website to share with friends and family. Students will work in pairs or teams for most of the program.

Ages 14-17  
AEKD 016 Sec 191 \$205  
Mon-Thu 8/06-8/09 1:00-4:00 p.m.

**New!**

**Advanced Robotics (12 hrs)**

During this class your team will learn to program a robot to overcome daily class challenges using visual and text based programming. You will see firsthand how your program translates into action as you attempt to control your robot sensors and maneuver around obstacles. With your teammate, you will apply different coding concepts while using the scientific method to formulate, observe, experiment, test, and modify your robot. Students will work in pairs or teams for most of the program.

Ages 11-13  
AEKE 031 Sec 190 \$205  
Mon-Thu 8/13-8/16 9:00 a.m.-12:00 p.m.

Ages 14-17  
AEKD 031 Sec 191 \$205  
Mon-Thu 8/13-8/16 1:00-4:00 p.m.

**New!**

**App.IO: Make Your First Multiplayer App! (12 hrs)**

The hottest new Apps are IO apps! If your child likes to play Agar.io or Slither.io they will love this class! Become the creator of the next viral web app and share with family and friends! In this class you will explore the most popular IO apps, design your own multiplayer experience, and learn how to code your own. Students will work in pairs or teams for most of the program.

Ages 11-13  
AEKE 032 Sec 190 \$205  
Mon-Thu 8/20-8/23 9:00 a.m.-12:00 p.m.

Ages 14-17  
AEKD 032 Sec 191 \$205  
Mon-Thu 8/20-8/23 1:00-4:00 p.m.

**Math**

**Middle School Math Review (24 hrs)**

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

AGES 11-13  
AEKE 117 Sec 190 \$275  
Mon-Thu 7/23-8/02 9:00 a.m.-12:00 p.m.

**Algebra Review (24 hrs)**

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

AGES 14+  
AEKD 115 Sec 191 \$275  
Mon-Thu 7/23-8/2 1:00-4:00 p.m.



**New!**

**Fashion Sewing (12 hrs)**

Learn to sew step-by-step on a full-size sewing machine! Earn your “driver’s license” during the first day of camp where you will master threading the machine and sewing straight or curved seams safely. Follow the entire sewing process from reading a pattern and cutting fabric to constructing and finishing your garment. Create your own top, shorts, skirt or accessory while working with cotton or cotton-type fabrics in fun prints. Friendly Fashion Works instructors will guide beginner or returning students step-by-step, assigning no more than two students to a machine. Enjoy lessons that will inspire creativity, critical thinking and collaboration!

**Supply list provided upon registration.**

Ages 11-13  
AEKE 040 Sec 190 \$205  
Mon-Thu 7/09-7/12 9:00 a.m.-12:00 p.m

AEKE 040 Sec 19A \$205  
Mon-Thu 7/23-7/26 9:00 a.m.-12:00 p.m.

**New!**

**Spa Science Lab (12 hrs)**

Beauty buffs and science kids, join Fashion Works to dig into handmade spa products! Scoop up science know-how on chemical reactions and more as you make fizzing bath bombs and glittery glycerin soaps in custom colors. Learn about the physiology of skin through the creation of your own luxurious lip balm or moisturizers. Design a set of spa accessories perfect for everyday use and enjoy fun experiments in a positive social environment. Fashion Works spa-inspired camp delivers an age-appropriate intro to chemistry and biology in a fun, hands-on way! Ingredients used are all-natural and nontoxic. **Supply list provided upon registration. Please bring all supplies on first day of class.**

Ages 11-13  
AEKE 041 Sec 190 \$205  
Mon-Thu 7/16-7/19 9:00 a.m.-12:00 p.m.

## Super Science

We are pleased to partner with Super Science to deliver hands-on workshops designed to be both fun and educational.

### Chemical Wizardy (12 hrs)

Get ready for a fun-filled “magical” laboratory experience Harry Potter style. Enjoy making Flubber, Silly Putty, Super Hi-Bounce balls, and more. Have fun making light inside of a glow bottle, a mushroom monster, play dough, Glowing Goo, and even a tie-dye style shirt. We will create atomic worm polymers and lava lamp-like blobs. We will also demonstrate the Big Bang Cannon, Diet Coke and Mentos Geyser, Magic Genie in the bottle, and more. All campers will take home a mini-chemistry kit and recipe booklet. **Please bring a 100% white cotton T- shirt to the second class.**

AGES 11-13  
AEKE 026 Sec 190 \$205  
Mon-Thu 7/9-7/12 9:00 a.m.-12:00 p.m.

### Junior Physicians (12 hrs)

Discover the anatomy of the world’s most complicated system—the human body! In this program, kids will find out what it’s like to journey through the human body. Explore the science behind blood, bones, how a model of the human body works, and more. Participants will test for blood types, make a map of their tongue, perform simulated heart and brain surgery, and more.

AGES 11-13  
AEKE 027 Sec 190 \$205  
Mon-Thu 7/16-7/19 9:00 a.m.-12:00 p.m.

### CSI: Crime Scene Investigation (12 hrs)

Become a Super Science Sleuth! Learn about forensics, crime scene investigations, and crime lab chemistry as you perform experiments designed to show you just how those tricky cases are solved. Search for evidence, gather clues, and discover how science can help solve a mystery! Dust for and classify fingerprints, analyze hand writing, test for blood type and DNA using simulated blood, and use “Glow Blood” to see where humans can’t see. Examine hair and clothing fibers, practice chemistry to identify mystery substances, and much more.

AGES 11-13  
AEKE 028 Sec 190 \$205  
Mon-Thu 7/23-7/26 9:00 a.m.-12:00 p.m.

### STEM Challenges (12hrs)

In this engineering camp, you will have fun integrating Science, Technology, Engineering, and Mathematics by designing and building a wide range of gadgets, inventive machines, towers, crazy contraptions, and more. Projects include: The Great Tower Challenge, the Standing Cup Pyramid Challenge, Egg Drop Challenge, Wooden Coaster Challenge, Structural Engineering Challenge, Magnificent Marble Machine, and a host of other fun contests designed to bring out the engineer in you!

AGES 11-13  
AEKE 029 Sec 190 \$205  
Mon-Thu 7/30-8/02 9:00 a.m.-12:00 p.m.

### New!

### Motorized Lego (12 hrs)

All Lego, all machines, most-motorized. Lego enthusiasts, have fun building and designing a wide variety of machines and mechanisms that will help to solve everyday problems! Each day our students will be given one or more real-world or simulated problems. Students will then design and construct solutions to these problems using a wide assortment of motorized Lego mechanisms. At the same time, students will learn about machines, gears, robotics, forces and motion, physics concepts, and more. Have fun working with a team, solving real-world problems, and building a wide assortment of unique Lego projects! **All students will take home a Lego project designed and made in class.**

Ages 11-13  
AEKE 033 Sec 190 \$205  
Mon-Thu 8/06-8/09 9:00 a.m.-12:00 p.m.

### New!

### Oceanography (12 hrs)

Come and explore the vastness of the ocean from sandy shore to unexplored abyss in Super Science for Kid’s brand-new oceanography class. Students in this class will engage in multiple scientific disciplines ranging from ecology and anatomy to geology and chemistry. STEM challenges will include creating your first submersible and designing the perfect plankton. Round out a course that offers students a challenge that is both fun and educational.

AGES 11-13  
AEKE 034 Sec 190 \$205  
Mon-Thu 8/13-8/16 9:00 a.m.-12:00 p.m.

## Test Prep

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

### SAT (24 hrs)

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

Ages 14+  
VERBAL/READING/Writing  
AEKD 211 Sec 19A \$375  
Mon-Thu 7/23-8/16 1:00-2:30 p.m.

Ages 14+  
MATH  
AEKD 107 Sec 19A \$375  
Mon-Thu 7/23-8/16 2:40-4:10 p.m.

## Writing

### The Writer Within: Creative Writing (24 hrs)

Develop your skills as creative writer. Learn how to create interesting plots, characters and dynamic conflicts. Whether you enjoy writing short stories, poetry or planning to write a novel, this course will help you hone those creative writing skills. Students will also learn how to e-publish, find a publisher and enter writing contests.

AGES 11-13  
AEKE 236 Sec 190 \$275  
Mon-Thu 7/09-7/19 9:00 a.m.-12:00 p.m.

AGES 14+  
AEKD 236 Sec 191 \$275  
Mon-Thu 7/09-7/19 1:00-4:00 p.m.

### Better Thinker, Better Writer, Better Grades (24 hrs)

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

AGES 11-13  
AEKE 022 Sec 190 \$275  
Mon-Thu 8/06-8/16 9:00 a.m.-12:00 p.m.

AGES 14+  
AEKD 022 Sec 191 \$275  
Mon-Thu 8/06-8/16 1:00-4:00 p.m.

The Youth Programs Permission Slip (next page) **must** be completed and returned with this registration form. Print clearly and complete all sections.

**STUDENT DATA**

\_\_\_\_\_  
 Last Name First Name MI

\_\_\_\_\_  
 Street Address (including apartment number) ( )

\_\_\_\_\_  
 City/Town State Zip Home Telephone

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

**PARENT/GUARDIAN DATA**

\_\_\_\_\_  
 Last Name First Name MI

\_\_\_\_\_  
 Street Address (including apartment number)

\_\_\_\_\_  
 City/Town State Zip Phone  Home  Work  Cell

\_\_\_\_\_  
 E-mail Address

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

**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)

\_\_\_\_\_  
 License Plate Number State Year, Make and Model of Car

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

**COURSE SELECTIONS AND FEES** (Please enter your course selections)

Course Code-Number	Section Number	Course Title	Start Date (MM/DD/YY)	Course Fee			
<table border="1"> <tr> <td rowspan="2"><b>OFFICE USE ONLY</b></td> <td>Pay Code _____ Amount _____</td> </tr> <tr> <td>Date _____ Cashier _____</td> </tr> </table>			<b>OFFICE USE ONLY</b>	Pay Code _____ Amount _____	Date _____ Cashier _____	Parking Fee (if applicable)	
<b>OFFICE USE ONLY</b>	Pay Code _____ Amount _____						
	Date _____ Cashier _____						
			<b>Total</b>				

Make checks payable to **Union County College**. Register in person or 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



I am financially responsible for all program costs for \_\_\_\_\_  
 Student's Name

\_\_\_\_\_  
 Your Name Address Telephone

Note: 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/documents/admissions-aid/student-handbook/2016-2017\\_Student\\_Handbook.pdf](http://www.ucc.edu/documents/admissions-aid/student-handbook/2016-2017_Student_Handbook.pdf)

Have questions about Union County College Youth Programs? Email us at [youthprograms@ucc.edu](mailto:youthprograms@ucc.edu)

All Youth Program participants **MUST** have this form completed by a parent or guardian.

Please print clearly and complete all sections

## STUDENT INFORMATION

Full Name: \_\_\_\_\_  
Last First Middle Initial

Child's Age: \_\_\_\_\_ Current Grade (for Summer students, grade entering in upcoming Fall) \_\_\_\_\_

Home Phone (with area code): \_\_\_\_\_

## PARENT/GUARDIAN CONTACT INFORMATION

Name: \_\_\_\_\_

Preferred Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

## EMERGENCY CONTACT INFORMATION

If I am not available, I hereby designate the following person(s) to be contacted in an emergency:

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone # \_\_\_\_\_

Doctor's Name \_\_\_\_\_ Phone \_\_\_\_\_

Medical Insurance Co \_\_\_\_\_ Policy # \_\_\_\_\_

The above named child has the following food allergy(ies) and/or medical condition:

\_\_\_\_\_

***I understand it is the responsibility of the parent/guardian to notify program staff of any change in the above information.***

I, \_\_\_\_\_, the legal parent/guardian of the above named Youth Programs participant, will:  
 CHOOSE **ONLY ONE** OF THE FOLLOWING THREE OPTIONS

- Pick up my child at the conclusion of his/her scheduled course(s) in the designated location on the Union County College Cranford Campus
- Permit the following individuals to pick up my child at the conclusion of his/her scheduled course(s) in the designated location on the Union County College Cranford Campus. **No one other than the named persons below will be permitted to pick up your child.**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

- Permit my child to leave the campus unattended by Program or College staff at the conclusion of his/her scheduled course(s) on a daily basis.

*Check this option if you are permitting your child to walk home, ride his or her bike home, take the bus, etc. No supervision is provided and no responsibility for your child is assumed once he or she is dismissed from his or her last class. Your child will not be permitted to remain on College property or in any campus building if this option is checked. I expressly release the College and its agents from any liability that may result from my child's use of individual transportation as authorized above.*

**The Parent or Guardian acknowledges that he or she has read, understands and approves the following statements:**

- I give consent for photographs and/or videos of my child to be used solely for UCC promotional and/or public information purposes.
- I fully understand that I am releasing the College and its agents and employees of all liability including but not limited to injuries, damages or loss, related to any aspect of my child's participating in the Youth program.
- I understand that the College is not responsible for lost, stolen or damaged property.

- I understand that in an emergency I will be contacted as soon as possible at the above phone number(s). If I am not available, I have provided an alternate contact above.
- Should my child require immediate medical attention, I consent to any such treatment, including but not limited to, transport and treatment at a hospital facility. I fully understand I am legally responsible for any medical expenses for costs of said treatment.
- College personnel are not permitted to hold or be responsible for administering any medication.
- I understand the College may suspend or terminate my child from the program for any reason that is deemed harmful or disruptive to the other participants or for other just cause. Refunds will not be granted if a child is suspended or terminated.

**I have read, understand, and agree to the foregoing information.** I authorize Union County College staff to take whatever measures are in their estimation, deemed necessary, especially in the event of an emergency. The undersigned, on his/her behalf and on behalf of the named participant, releases Union County College, its directors, officers, employees and agents from all claims and liability to the undersigned or named child and each of their personal representatives, assigns, heirs and next of kin for any loss or damage, and any claim on account of injury to the person or property of the undersigned or named child.

\_\_\_\_\_  
Parent/Guardian name (print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

# Cursos en Español

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

## Registración

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

- **En Línea (a través del Internet).** Ya no necesita esperar en líneas o enviar su registración a través del correo. El nuevo sistema de registración en línea (a través del Internet) es fácil y conveniente. Regístrese para sus clases desde cualquier lugar a través de una computadora. Visite nuestro lugar del web para más detalles: [www.ucc.edu/continuing-and-professional-education-and-workforce-development/continuing-education/instant-enrollment/](http://www.ucc.edu/continuing-and-professional-education-and-workforce-development/continuing-education/instant-enrollment/)
  - **En Persona.** Visite nuestra página del Internet [www.ucc.edu/continuing-education/instant-enrollment](http://www.ucc.edu/continuing-education/instant-enrollment) para información sobre nuestro horario de oficina.
  - **El pago** puede hacerse con cheque, giro postal, o tarjeta de crédito (Visa, Mastercard, American Express, Discover) Pagos en efectivo son aceptados solamente en el departamento de cuentas del estudiante (Student Accounts). Complete una registración en la oficina de Continuing Education, y luego usted será enviado a la oficina de cuentas al estudiante.
  - **Por Correo** use la registración que se encuentra en este folleto. Una forma es requerida para cada persona que se registre. Fotocopias son aceptadas. Envíe su registración con cheque, giro postal a: Continuing Education, Union County College 1033 Springfield Avenue, Cranford, NJ 07016
  - **Matrícula y Honorarios:** Toda la información de matrícula y honorarios está incluida en la descripción del curso e incluye un honorario de \$10 por proceso de registración que no es reembolsable. El departamento de Continuing Education no acepta Ayuda Financiera (Financial Aid)
- ## Retiros y reembolsos:
- Para retirarse de un curso, usted debe notificar a la oficina de Continuing Education por escrito o en persona inmediatamente. Se le requerirá llenar una forma de retiro. Reembolsos (menos los \$10 por proceso de registración por curso) serán procesados de la siguiente manera:
  - Con notificación por escrito recibida 5 días antes de la primera clase—100%

## Mal tiempo y otras emergencias:

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

- Radio 1010WINS (am) o entre a [www.1010wins.com](http://www.1010wins.com)
- El canal 2—WCBS TV News

Cuando un cierre de emergencia sea declarado, un anuncio será mostrado prominentemente en la página de web de Union County College.

## Cuidado de Niños

Estos cursos se ofrecerán otoño 2018

### CUIDADO DE NIÑOS

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

- AEDE A81—Cuidado de Niños:  
Los Fundamentos—Parte 1 (30 hrs)
- AEDE B81—Cuidado de Niños:  
Los Fundamentos—Parte 2 (30 hrs)
- AEDE A82—Cuidado de Niños:  
Prácticas Profesionales—Parte 1 (30 hrs)
- AEDE B82—Cuidado de Niños:  
Prácticas Profesionales—Parte 2 (30 hrs)

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

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

- AEDE O83—CDA preparación del portafolio (30 hrs)

## Cuidado de Niños: Practicas Profesionales (30 hrs)

Conviértase en un profesional del cuidado de niños instruido y mejor capacitado. Prepárese para una posición de supervisión en este repaso del medio ambiente de un centro de cuidado de niños el cual cubre las pautas para los manuales del estado, procedimientos para establecer un centro de cuidado de niños, técnicas para la entrevista y cómo preparar su "resume." Tópicos también incluirán observación y registro de progreso y el comportamiento de los niños, relaciones positivas con las familias, y compromiso con el profesionalismo

AEDE A82 Sec 276		\$225
Lun, Mié	7/09-8/08	6:00-9:00 p.m.
Elizabeth		
AEDE B82 Sec 276		\$225
Lun, Mié	8/13-9/17	6:00-9:00 p.m.
(no clase 9/3)		
Elizabeth		

## GED (Preparación)

### GED (48 hrs)

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

Para su conveniencia, todos los libros y materiales requeridos, están disponibles en la librería del colegio. La preparación en español para el examen de equivalencia (GED) está disponible en Elizabeth Union County College.

AETE 124 Sec 270		\$329
Lun, Mié	6/04-8/29	9:30-11:30 a.m.
(no clase 7/02 & 7/04)		
Elizabeth		
AETE 124 Sec 286		\$329
Mar, Jue	6/05-8/30	6:30-8:30 p.m.
(no clase 7/03 & 7/05)		
Elizabeth		



## Serving the Transportation, Logistics and Distribution Industry with programs leading to Industry-Recognized credentials.



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

**Employer-driven partnerships are the key ingredient to the success of this endeavor. How does this work? Two ways.**

- ◆ Resources are dedicated to partner employers for training of employees at entry-level or mid-career.
- ◆ Resources are dedicated to the training of displaced and unemployed workers seeking to enter this industry to start or to continue careers.
- ◆ Training in Supply Chain Management, Project Management, CDL-A license, OSHA and other knowledge and skills specific to the Transportation, Logistics and Distribution sector is available.
- ◆ Our programs lead to industry-recognized credentials, including the Council of Supply Chain Management Professionals SCPro certification.

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*Uniquely located in the hub of the TLD sector, near the ports and airport, Union County College has worked closely with business leaders and experts to develop curriculum as part of a nationwide consortium of colleges and universities. The college has been offering training in Supply Chain Management through a LINCS grant from the U.S. Department of Labor since 2014 and continues to serve employers in the state. Union County College has formed partnerships with industry-recognized training providers in this sector to deliver high quality training for our clients.*



**Contact: Lisa Hiscano, 908-965-2358 or [hiscano@ucc.edu](mailto:hiscano@ucc.edu), or Nancy Burke, 908-527-7207 or [burke@ucc.edu](mailto:burke@ucc.edu).**



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

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

## Prepare to Become a Nationally Certified Healthcare Professional!

In today's economy the job outlook for many healthcare professions remains strong and **several programs can be completed in less than a year.** Union County College offers classes for:



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

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

**See the Allied Health section for details on pages 11–15.**



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One Student at a Time*

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