

Workforce Development & Career Education

Improve
your career
options with
Industry
Certification in
an in-demand
field!

- Continuing Education
- Professional Development
- Grant Opportunities
- Business Solutions



Fall 2022
www.ucc.edu/ce

Programs offered in a variety of formats - check schedule for details.

Fall into a new season!!

Welcome to Union College Continuing Education and Workforce Development. Fall signifies "back to school" and what better way to end the year than by expanding your knowledge, enhancing your skills and investing in yourself! New career opportunities can be just around the corner.

Employers value employees who continue to improve their skills and knowledge, and we have many opportunities available. Instructor-led, hybrid, remote-live instruction, self-paced on-line programs, and opportunities to earn industry-valued credentials are waiting for you at Union College!

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

Interested in learning something new? We invite you

to browse our catalog for a full look at programs led by professional experts and self-paced independent, online courses through www.ed2go.com/ucc/ and www.UGotClass.com/ucc. Class schedules include evenings, daytime and Saturdays.

Programming includes business, education, computers and technology, fitness, healthcare, languages, science and more. Review our offerings, talk to our staff. We can help you choose the right path and the right program for your journey. We look forward to working with you this fall!



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

Cisco Certified Networking Associate (CCNA) Program

Retooled for the latest technologies and job roles, the CCNA program at Union College will give you the foundation you need to take your career in any direction.

- Three courses and one exam covering a breadth of topics including network fundamentals, network access, IP connectivity, IP services, security fundamentals, automation and programmability.
- Demonstrate to employers that you have mastered the important key competencies needed for all networking technologies including security, automation and programmability.
- Complete all three courses and you will be prepared to sit for the CCNA (Cisco Certified Networking Associate) 7.0 exam.

CCNA 1 - Introduction to Networks
AECO A75 Sec 097E \$949

T, Th, 10/4 - 12/15, 6 - 9 pm Plainfield
(no class 11/24)



Through the NEW CCNA curriculum:

- Advance through three separate modules focused on IP foundation and security topics along with wireless, virtualization, automation and network programmability.
- Study with an in-class instructor while accessing improved course layouts, tools emphasizing hands-on practice and a new user experience with enhanced accessibility.
- Practice what you learn using Cisco Packet Tracer, a network configuration simulation tool.
- Prepare for the workplace with collaborative projects and presentations

Who should enroll in the Cisco Academy Programs

Students interested in starting or advancing their IT career. You should have basic knowledge of computers and networking, and at least an eighth-grade reading, writing, and math proficiency level. If you do not have basic computer skills it is suggested that you enroll in A+ Essentials class prior to taking the CCNA program.

Three Required Courses (200 hours total):

- AECO A75—CCNA 1, Introduction to Networks, 65 hrs, \$949
- AECO B75—CCNA 2, Switching, Routing and Wireless Essentials, 65 hrs, \$949
- AECO C75—CCNA 3, Enterprise Networking, Security and Automation 70 hrs, \$1,049

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Program Locations

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

Elizabeth Campus
40 West Jersey St.
Elizabeth NJ 07202-2314

Plainfield Campus
232 East Second St.
Plainfield, NJ 07060-1308

Scotch Plains Campus
1776 Raritan Road
Scotch Plains, NJ
07076-2977

Contact Information:

Continuing Education
908-709-7600

Industry-Business Institute
908-965-2359

Center for Economic and Workforce Development
908-659-5114

Workforce Innovation Business Center
908-965-2992

YOUTH PROGRAMS

All youth programs will be offered online for Fall 2022. For a complete listing of programs and to register, go to:
<https://www.ucc.edu/blackrocket>

SENIOR SCHOLARS

Senior Scholar programs will be offered online and in-person. Registration opens for Senior Scholar classes on Friday, September 16. For a complete listing of programs and to register, go to:
<https://www.ucc.edu/ce/senior-programs/>

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Programs...

will be offered in-person, hybrid or remote live. Please check your schedule once registered as program delivery formats may change.

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Industry Certifications

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

BUSINESS AND MANAGEMENT

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Microsoft Office Specialist Excel Certification, Intuit QuickBooks Certification, Certiport

ADMINISTRATIVE ASSISTANT 14
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CERTIFIED BOOKKEEPER 4
 Certified Bookkeeper
American Institute of Professional Bookkeepers

PMP CERTIFICATION AND EXAM PREPARATION..... 5
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Project Management Institute

UNIFORM CONSTRUCTION CODE

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EDUCATION

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International Facility Management Association (IFMA)

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American Health and Safety Institute (AHSI)

BLS CPR CERTIFICATION..... 22
 BLC CPR Certification
American Heart Association (AHA)

CPR/AED FOR PROFESSIONAL RESCUERS AND HEALTHCARE PROVIDERS 22
 Certification
American Red Cross

EKG TECHNICIAN 24
 Certified EKG Technician
National Healthcareer Association

EMERGENCY MEDICAL TECHNICIAN - BASIC..... 22
 Emergency Medical Technician Basic
State of NJ

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

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

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

PATIENT CARE TECHNICIAN 23
 Certified Patient Care Technician
National Healthcare Association

PHARMACY TECHNICIAN 23
 Pharmacy Technician Certification
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PHLEBOTOMY TECHNICIAN..... 24
 Certified Phlebotomy Technician
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INFORMATION TECHNOLOGY AND COMPUTER TRAINING

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 CompTIA A+ Certified Professional
CompTIA

COMPTIA A+ CORE 2 SOFTWARE (PRACTICAL APPLICATIONS)..... 10
 CompTIA A+ Certified Professional
CompTIA

CISCO CERTIFIED NETWORKING ASSOCIATE (CCNA)..... Inside front cover
 Cisco Certified Networking Associate
Cisco Systems Inc.

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 CompTIA Network+ Certified Professional
CompTIA

REAL ESTATE

REAL ESTATE 12
 Real Estate Sales Associate
NJ Real Estate Commission

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

NON-CREDIT PROGRAM STAFF

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Workforce Innovation
Business Center



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

Get Your High School Diploma!

Then, use it to advance your career, join the military, begin a training program or continue your education.



Union College is a state approved High School Equivalency (HiSET) Testing Center for adult learners and youth (aged 16 and over) to attain their New Jersey issued high-school diploma. Achieve your educational, career and personal goals by attaining your high school diploma.

*For more information on the HiSET test,
email hiset@ucc.edu or call 908-497-2298.*

Continuing Education

- Accounting
- Child Care
- Project Management
- Computerized Medical Billing
 - EKG
 - Phlebotomy
- Anatomy and Physiology Parts 1 and 2
 - CPT-4 Coding
- ICD-10-CM and ICD-10-PCS Coding
- GED Test Preparation in English and Spanish
 - Pharmacy Technician
 - Real Estate

Industry-Business Institute

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



Center for Economic and Workforce Development

- ESL Daytime – 9:00 am - 12:00 pm
- ESL Evenings – 5:30 – 8:30 pm

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

BUSINESS AND MANAGEMENT

ACCOUNTING

Continuing Education Credits for Accountants

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

Accounting 101

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

AEFI-102-177E *Scotch Plains*
M, W, 10/3 - 10/19
6:30 - 9:30 pm, \$329

Introduction to QuickBooks

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

AECO-347-061E *Scotch Plains*
M, W, 10/24 - 11/9, 6:30 - 9:30 pm
\$329

Intermediate QuickBooks

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

Will be offered in Spring 2023.

Accounting Technician

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

Fall 2022 *Elizabeth*
M, T, W, Th, 8:30 am - 2:00 pm,
\$4,325

See page 14 for details.

Administrative Assistant

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

Fall 2022 start *Elizabeth*
M, T, W, Th, 12 pm-5 pm, \$4,125
See page 14 for details.



BOOKKEEPING



CERTIFICATE PROGRAM

Certified Bookkeeper

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

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

AEBU 005, \$1,350
Will be offered in Spring 2023



Programs...

will be offered in-person, hybrid or remote live. Please check your schedule once registered as program delivery formats may change.

VISIT
www.ucc.edu/ceregister
to Enroll Today!

BUSINESS AND MANAGEMENT

HUMAN RESOURCE MANAGEMENT

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



CERTIFICATE PROGRAM

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

Prerequisite:

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

Required Courses:

AEBU 264–Communication Skills for Managers (16 hrs)

AEBU 269–Coaching for High Performance (16 hrs)

AEBU 270–HR Law (16 hrs)

AEBU 273–Compensation (16 hrs)

Fundamentals of Human Resources

In this course, you will develop your skills in key functional areas in Human Resource Management. Learn to recruit, select, interview, and hire more qualified employees in full compliance with federal and state laws.

Perform job analysis and prepare job descriptions that lay the groundwork for developing performance appraisal forms. The skills you hone in this class will improve your ability to develop a cost-effective, competitive compensation and benefits program that will substantially reduce employee turnover. Book included. (16 hrs)

AEBU 045 Sec 062E Remote Live
S, 10/8 - 12/3, 9-11 am, \$329
(no class 11/26)

Coaching for High Performance

In this course you will learn how to coach employees to ensure maximum performance, motivation and retention. Following a seven-step coaching process, communicate performance expectations, assess employee skill levels, establish the purpose of coaching, and agree on a coaching contract.

You will practice critical skills needed to conduct coaching conversations, adapt ones coaching style to fit changing situations, and create a coaching plan, use coaching skills to motivate and retain employees, enhance team performance, and handle difficult coaching situations with insight and skill. Book included. (16 hrs)

AEBU 269 Sec 061E Remote Live
S, 10/8 - 12/3, 11:30 am-1:30 pm, \$329
(no class 11/26)

HR Law Compensation Communication Skills for Managers

All three to be offered in Spring 2023

PMP® CERTIFICATION



CERTIFICATE PROGRAM

Establish yourself as a globally-recognized project manager by earning the most sought-after credential in the profession: Project Management Professional (PMP)®.

PMP certification is a proven way to enhance your resume, elevate your career potential, and boost your earnings.

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

Why Enroll in This Course?

If you're looking for an expert to lead your PMP exam preparation, interpret the content, and answer your questions, we can help! Our intensive, 12 week program combines live instruction with The CertWise® Learning System for PMP® Exam Preparation to expand and test your knowledge in areas critical for project management career success.

Our instructors focus on the most current PMP Exam Content Outline (ECO) to help you prepare for the exam, and our structured classroom environment accelerates learning and improves retention. You'll be prepared for the certification exam and more effective in your project management role.

Benefits of PMP® certification

- Earn a higher salary: According to PMI, PMP® credential holders in the US earn 25% more than those without a PMP certification.
- Earn a prestigious certification recognized around the globe.
- Build skills and knowledge that are transferable between industries, market segments and geographic locations.
- Gain an advantage over non-certified project managers.
- Prove your project management knowledge, commitment, and experience.
- Join a global network of over 1,000,000 PMP credential holders.
- Prepare for class and the exam with The CertWise® Learning System for PMP® Exam Preparation, included in tuition. You will have access to the online study tools for an entire year.
- Discuss topics and network with peers from a variety of industries.
- Stay on track to complete your PMP studies with our structured learning environment.
- Meet the 35 hour project management education prerequisite for the PMP Exam.

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

Interactive Online Study Tools including pre-test evaluation, SmartStudy™ to help build a customized study plan, quizzes, flashcards, Glossary, PMP practice exam, progress reports to track your scores and a resource center providing test-taking tips, feedback links and more.

AEBU 176 Sec 087E Hybrid/Scotch Plains
T, 10/4 - 12/20, 6:30 - 9:30 pm, \$1,395

EDUCATION

THE CHILD DEVELOPMENT ASSOCIATE (CDA)



CERTIFICATE PROGRAM

The Child Development Associate (CDA), a national credentialing program, is a competency-based credential, and New Jersey licensing regulation recognizes the CDA credential as equal to the Group Teacher title. This 150-hour certificate program may be used toward the educational requirements for the CDA. Part 1 of each course must be taken before Part 2.

Prerequisite (60 hrs)

AEDU A81–Child Care: The Foundations Part 1 (30 hrs)

AEDU B81–Child Care: The Foundations Part 2 (30 hrs)

Required Courses (90 hrs)

AEDU A82–Child Care Professional Practices Part 1 (30 hrs)

AEDU B82–Professional Practices Part 2 (30 hrs)

AEDU 183–CDA Portfolio Preparation (30 hrs)

Child Care: Professional Practices

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. (30 hrs each part)

Books required:

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

Essentials for Working with Young Children- Second Edition

Workbook--- Essentials Workbook (Second Edition)

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

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

Part 1

AEDU A81 087E Hybrid/Scotch Plains

T, Th, 10/4 - 11/3, 6-9 pm, \$250

Students will attend both in person and remote live classes. In person classes 10/4, 10/6, 10/11, 11/1, 11/3. Remote live 10/13, 10/18, 10/20, 10/25, 10/27.

Part 2

AEDU B81 087E Hybrid/Scotch Plains

T, Th, 11/15 - 12/15, 6-9 pm, \$250

(no class 11/24)

Students will attend both in-person and remote live sessions.

In person 11/15, 11/17, 12/13, 12/15

Remote live 11/22, 11/29, 12/1, 12/6, 12/7, 12/8

Child Development Associate CDA 2.0 Portfolio Preparation

If you have completed over half of your 240 hours of child care work experience required for the CDA certification, this class will assist you in completing the new requirements needed for your Professional Portfolio which include The Resource Collection, Reflective Statements of Competence and the Professional Philosophy Statement. Students will need to order their Pre-School, Infant/Toddler or Family Competency Standards Books from www.cdacouncil.org. Please allow three weeks to receive your book. (30 hrs)

Please note: Students must have access to a computer with MS Word and have basic knowledge of computers, e-mail, and attaching Microsoft Word files.

Will be offered in Summer 2023

AEDU 183

NPTNJ ALTERNATE ROUTE TEACHER PREPARATION

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

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



CERTIFICATE PROGRAM

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

The entire New Pathways Program (Semesters 1-4) is now online and offered ONLY at New Jersey City University (NJCU):

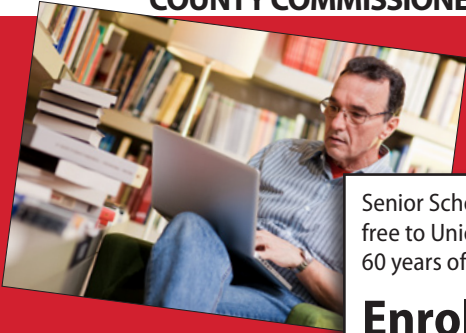
<https://www.njcu.edu/academics/professional-education-and-lifelong-learning/new-pathways-teaching-nj>

please contact 908-709-7600 or email coned@ucc.edu.

FITNESS CAREERS

Senior Scholars

SPONSORED BY THE UNION COUNTY BOARD OF COUNTY COMMISSIONERS



Senior Scholars courses are free to Union County residents 60 years of age or older.

Enrollment begins Friday, September 16

We are pleased to announce **EASY self-enrollment is now available through our new registration platform.**

If you are interested in registering:



VISIT www.ucc.edu/ceregister to Enroll Today!



REGISTER ONLINE!

It's Fast! It's Easy!

It's Convenient

www.ucc.edu/ceregister

**REGISTRATION INSTRUCTIONS
SEE PAGE 32**



PERSONAL TRAINER CERTIFICATION



CERTIFICATE PROGRAM

Our NCCA Accredited Personal Trainer certification ensures you have the industry recognition necessary to succeed. We offer the right way to become a successful Certified Personal Trainer with the option to complete an employer internship that can walk you into jobs! Our challenging course is for you if you want LIVE instruction with in-depth, hands-on practical lab to master the essential career skills & knowledge. Get the information to start an exciting fitness career. Key topics like biomechanics, equipment usage, exercise physiology, fitness testing & health assessment, role-playing drills on assessing clients, programming, performing proper

exercises, and presentation skills will be discussed. We include a workbook and access to online study tools to help you take the Certified Personal Trainer exams.

This course will be taught live through Zoom, with in-person review session and testing.

*AEEX 120 Sec 087E
T, 9/20 - 11/1, 6:30 - 9:30 pm
Remote Live \$729*

*T, 10/25 - 6:30 - 9:30 pm,
Practical Review, in person
Scotch Plains*

*T, 11/1, 6:30 - 9:30 pm,
Certification testing in person,
Scotch Plains*



Programs...

will be offered in-person, hybrid or remote live. Please check your schedule once registered as program delivery formats may change.

INFORMATION TECHNOLOGY AND COMPUTER TRAINING

COMPTIA NETWORK +



CompTIA Network + Certification

Are you looking to enter the ever-changing IT field? Consider a CompTIA Network+ certification which validates the technical skills needed to securely establish, maintain and troubleshoot the essential networks that businesses rely on. Companies such as Apple, Canon, Dell and Ricoh recommend this course for their networking technicians.

This course prepares students to sit for the Network+ exam N10-008 and covers the following areas of emphasis: IP addressing and connecting networks, wireless standards and technologies, network availability, securing and hardening networks and troubleshooting. Voucher included (40 hrs)

AECO A52 - \$1,059
Will be offered in Spring 2023



CompTIA A+ Core Series 1 and 2



CompTIA A+ validates the skills required to install and configure end-user devices and software; connect devices to networks; perform basic cybersecurity mitigations; troubleshoot common problems to diagnose and resolve issues; and demonstrate basic knowledge of scripting, the cloud, and virtualization. The CompTIA A+ Core Series requires candidates to pass two exams: Core 1 – Hardware (220-1101) –and Core 2 – Software (220-1102).

CompTIA A+ Core 1 – Hardware

This course prepares students to sit for the CompTIA A+ Core 1 - Hardware exam 220-1101 and covers the following topics: installing motherboards, connectors and systems devices, troubleshooting, hardware, printing and mobile devices, configuring and supporting network services and summarizing virtualization and cloud concepts. Voucher included. (40 hrs)

AECO A50 Sec 001E Hybrid
T, Th, 10/11- 11/22, 6 – 9 pm, \$1,059

CompTIA A+ Core 2 – Software

This course prepares students to sit for the CompTIA A+ Core 2 – Software exam 220-1102 and covers the following topics: configuring, managing and supporting windows networking, identifying OS types and features, managing Linux and macOS, managing security settings and network security, supporting mobile software, using support and scripting tools and implementing operational procedures. Voucher included. (40 hrs)

AECO A51 Sec 011E Hybrid
T, Th, 11/29 – 1/17/2023, 6 - 9 pm, \$1,059
(no class 12/27 – 12/29)

CYBERFORENSICS

Introduction to Cyberforensics - Non-Credit Certificate



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

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

To earn a certificate of completion the following three courses must be completely satisfactorily. Students need to enroll in Linux Fundamentals (AECO 039) as their first course.

AECO 039
Linux Fundamentals (CST 135)

AECO 040
Digital Forensics Essentials (CST 170)

AECO 054
Principles of Cybersecurity (CST 210)

Books can be purchased from the College bookstore.

Linux Fundamentals (CST 135)

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

AECO 039 Sec 276E, \$649
M/W, 9/7 - 12/23, 7:45 - 9:15 pm, Cranford

Digital Forensics Essentials (CST 170)

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

AECO 040 Sec 010E \$879
T, Th, 9/7 - 12/23, 5:05 - 7:00 pm, Elizabeth

Principles of Cybersecurity (CST 210)

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

AECO 041 Sec 010E, \$879
M/W/F, 9/7 - 12/23, 9:05 - 10:00 am, Cranford

INFORMATION TECHNOLOGY AND COMPUTER TRAINING



MICROSOFT OFFICE SOFTWARE

Microsoft Word Beginner

Microsoft® Word is designed to help you move smoothly through the task of creating professional-looking documents. In this course, you'll learn how to use Word to create, edit simple documents; format documents; add design elements and layout options; and proof documents. (7 hrs)

Book included.

AECO A27 Sec 187E Scotch Plains
M,W, 10/24 - 10/26, 6:00 - 9:30 pm,
\$169

Microsoft Word Intermediate

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

Prerequisite: Word Beginner

Book included.

AECO B27 Sec 187E Scotch Plains
M, W, 11/7 - 11/9, 6:00 - 9:30 pm, \$169

Microsoft Word Advanced

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

Prerequisite: Word Beginner and Intermediate

Book included.

AECO C27 Sec 187E Scotch Plains
M, W, 11/14 - 11/16, 6:00 - 9:30 pm
\$169

Microsoft Excel Beginner

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

Book included.

AECO A48 Sec 177E Scotch Plains
T, Th, 11/1 - 11/3 6:00 - 9:30 pm, \$169

Microsoft Excel Intermediate

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

Prerequisite: Excel Beginner or equivalent knowledge

Book included.

AECO B48 Sec 177E Scotch Plains
T, Th, 11/8 - 11/10, 6:00 - 9:30 pm, \$169

Microsoft Excel Advanced

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

Prerequisite: Excel Beginner and Intermediate or equivalent knowledge

Book included.

AECO C48 Sec 177E Scotch Plains
T, Th, 11/15 - 11/17, 6:00 - 9:30 pm,
\$169

Microsoft PowerPoint Beginner

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

Book included.

AECO A72 Sec 077E Scotch Plains
T, Th, 11/29 - 12/1, 6:00 - 9:30 pm, \$169

VISIT
www.ucc.edu/ceregister
to Enroll Today!

Cisco Certified Networking Associate (CCNA) 7.0



Are you looking to get ahead or to find a new job in the ever-changing IT industry? The Cisco Networking Academy Program at Union College will prepare you to take the **revised, globally-recognized, CCNA 7.0 Certification**. The CCNA program offers comprehensive associate-level training and certification focused on the solutions and technologies you need to implement and administer a broad range of modern networking and IT infrastructure. If you complete all three semesters, you will be prepared to sit for the CCNA (Cisco Certified Networking Associate) 200-301 certification exam. *See inside front cover for details.*

Career Development

GRANT-SUPPORTED TRAINING PROGRAMS

Our grant-supported training programs are offered through a grant from the New Jersey Department of Labor and Workforce Development, the NJ Community College Consortium (NJCCC) and the NJ Business and Industry Association (NJBIA). Employees who work for New Jersey non-governmental businesses may participate in grant-funded training for FREE. If you do not qualify for grant-supported training and wish to enroll as a paying student, please contact us at ibi@ucc.edu.

All in-person courses are offered at our Scotch Plains campus.

Are you interested in one of the topics listed below that you would like us to deliver to your team? We will work side by side with you to customize training solutions and deliver them with professional experts, high-quality materials, flexible schedule and a location that works for you and your team – your workplace, our campuses or remote live.



INDUSTRY-BUSINESS
INSTITUTE

WORKPLACE ESSENTIALS

Communication Styles

In this workshop, you will learn essential skills to help you know what to say and how to say it in any situation. Learn skills that help you communicate with diplomacy, tact and confidence. Master body language, understand personality styles, manage emotions and build rapport to strengthen relationships for positive outcomes. (8 hrs)

F, 9/23, – 8:30 am – 5:00 pm, Scotch Plains

Business Writing Fundamentals

Various business writing techniques are necessary in today's workplace, and this workshop teaches them all. Participants will achieve competency in areas of basic grammar essentials, sentence and paragraph structuring, punctuation, capitalization, number usage, and abbreviations, as pertaining to business usage. They will also master the principles and techniques of writing business letters and memoranda, short reports, and proposals. (8 hrs)

F, 12/9, 8:30 am – 5:00 pm, Scotch Plains

Problem Solving Essentials

This class teaches the participant the effective skills necessary for customer-focused problem solving and how to effectively manage stress. The skills include proper inquiry by formulating and asking the proper questions, identifying and clarifying the goal, evaluating potential actions and selecting the best action decision in a calm and objective manner. (8 hrs)

W/F, 9/28 - 9/30, 8:30 am – 12:30 pm, Scotch Plains

LEADERSHIP AND MANAGEMENT

Time Management Techniques

This class is designed to teach participants how to establish clear work priorities to manage and achieve multiple work objectives and goals successfully and efficiently. (8 hrs)

W, 10/5 - 10/12, 8:30 am – 12:30 pm, Scotch Plains

Essential Supervisory Skills

This class will prepare front line workers to assume leadership roles in various departments across the organization. They will learn how their roles will change, about management's expectations for new leaders, how to better understand their responsibilities in this new role, the importance of clear and direct communication, strategies for dealing with and diffusing conflict, how to give feedback and offer constructive criticism, how to deal with difficult employees and more. (8 hrs)

W, 10/26, 8:30 am – 5:00 pm, Scotch Plains

Customer Service for Managers

In this program, participants discuss and practice the principles of effective internal and external customer service. The course is designed to build skills in listening, probing and questioning, dealing with difficult customers, resolving conflict and diffusing tempers, and maintaining positive and professional behavior.

F, 10/21, 8:30 am – 5:00 pm, Scotch Plains

GRANT-SUPPORTED TRAINING PROGRAMS



Conflict Resolution

The next step in your personal development and training as a supervisor includes skills in resolving conflict, whether it be interpersonal between clients and employees, employees and management, or interdepartmental expectations. In this workshop, conflicts can be in-the-moment or long-term, interpersonal or between organizations. Learn to identify the source of conflict, diffuse conflict, negotiate conflict and resolve it for all parties. (6 hrs)

T, Th, 11/8 – 11/10, 6 – 9 pm, Remote Live

21st Century Workplace (Emotional Intelligence)

Business professionals who understand the connection between emotions and actions and apply EI skills to maximize effectiveness have an advantage in any organization. In this workshop, participants will explore EI, discuss behavioral styles, identify ways to increase the ability to communicate, collaborate and connect with co-workers, including subordinates, peers and managers. (6hrs)

T, Th, 12/6 – 12/8, 6 – 9 pm, Remote Live

SOFTWARE SKILLS

Google Drive

Google drive is a cloud-based file storage and synchronization service that allows you to save files online and access them anywhere. Drive allows you to upload files, edit them online, create folders and sub-folders, share them so others can view, edit and collaborate with you. Learn all the information you need to know to be successful in Drive. (4 hrs)

T, Th, 11/29 – 12/1, 7 – 9 pm, Remote Live

MS Excel Level 1

Participants will learn to create and edit basic MS Excel spreadsheets and workbooks. Create a basic spreadsheet by using MS Excel, perform calculations in an Excel spreadsheet, modify an Excel spreadsheet, format a spreadsheet, print the content of an Excel workbook, and manage an Excel workbook. (8 hrs)

F, 10/14, 8:30 am – 5:00 pm, Scotch Plains

MS Excel Level 2

Participants will organize table data, present data as charts, and enhance the look and appeal of workbooks by adding graphical objects in MS Excel. Use advanced formulas, organize spreadsheet and table data using various techniques, create and modify charts, analyze data using PivotTables, Slicers, and PivotCharts, insert and modify graphic objects in a spreadsheet, and customize and enhance workbooks and the MS Excel environment. (8 hrs)

F, 11/4, 8:30 am – 5:00 pm, Scotch Plains

MS Word Level 1

Participants will 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. (8 hrs)

W, 11/16, 8:30 am – 5:00 pm, Scotch Plains

MS PowerPoint Level 1

Participants will learn to 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. (8 hrs)

W, 12/7, 8:30 am – 5:00 pm, Scotch Plains

*Please contact
Denise Petrosky at
petrosky@ucc.edu to
participate in one of these
programs or bring one to
your workplace staff.*

REAL ESTATE

TEST PREPARATION

GED Exam Preparation - *Boost your test taking skills!*

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

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

*AETP 124 Sec 078E Hybrid/Elizabeth
T, Th, 9/27- 12/22, 7 - 9 pm, \$329*

*In person sessions - 9/27, 9/29, 10/4, 10/6, 10/11, 10/20, 10/25, 10/27,
11/1, 11/3, 11/17, 11/22, 11/29, 12/1, 12/6, 12/13.*

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

Get Your High School Diploma!

Then, use it to advance your career, join the military, begin a training program or continue your education.



Union College is a state approved High School Equivalency (HiSET) Testing Center for adult learners and youth (aged 16 and over) to attain their New Jersey issued high-school diploma. Achieve your educational, career and personal goals by attaining your high school diploma.

*For more information on the HiSET test,
email hiset@ucc.edu or call 908-497-2298.*

REAL ESTATE

Principles of Real Estate

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

AERL 101 Sec 077E

*Hybrid - in-person classes held in Scotch Plains
M, W, 9/26 - 12/21, 6:30 - 9:30 pm, \$525*

*In person classes - 9/26, 9/28, 12/19, 12/21
(no class 11/23)*

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

NJ Real Estate License Continuing Education Workshop

This 12-hour continuing education workshop fulfills the full education requirements for renewal of a New Jersey real estate license. The package consists of the following four courses:

Code of Ethics - Review the National Association of REALTORS® Code of Ethics and its application in real world situations. This course satisfies the National Association of REALTORS® 2022-2024 ethics requirement. (Ethics - 3 hrs). Fair Housing (NJ) - The essential Fair Housing regulations every real estate professional needs to know. (Fair Housing - 3 hrs). Preventing Identity Theft - Protect yourself and your clients from the ever-growing threat of identity theft. (Elective - 3 hrs). Healthy Home Fundamentals - Addresses common health concerns in housing such as lead, mold, carbon monoxide, and allergens. (Elective - 3 hrs).

*AERL 157 Sec 020E Remote Live
T, Th, 10/25 - 11/3, 6 - 9 pm, \$95*

VISIT
www.ucc.edu/ceregister
to Enroll Today!

THE CENTER FOR ECONOMIC AND WORKFORCE DEVELOPMENT

OPPORTUNITIES AND PROGRAMS FOR UNEMPLOYED, UNDEREMPLOYED OR DISLOCATED WORKERS

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

The Center for Economic and Workforce Development (CEWD) provides training and support services to help the unemployed

See Workforce Development programs on pages 14 - 15 for details.

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

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

UNION COUNTY WORKFORCE INNOVATION BUSINESS CENTER

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

The WIBC provides training and career coaching to individuals preparing to enter the workforce and explore new careers. We assist businesses in training, recruiting and hiring qualified employees through job fairs, job postings, pre-screening job candidate pools and our On the Job Training program.



A Service of the Union County Board of County Commissioners

UNION COUNTY
We're Connected to You!

FOR MORE INFORMATION OR TO CONTACT THE WIBC, CALL (908) 965-2992 OR EMAIL ISAIAS.RIVERA@UCC.EDU

Workforce Development Programs

EARN INDUSTRY-VALUED CREDENTIALS IN OUR SHORT-TERM

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

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



Accounting Technician



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

Total Hours: 315 hours
Program Cost: \$4,325
Location: Elizabeth
Program Schedule:
Monday-Thursday, 12 - 5 pm
Fall 2022 start

Administrative Assistant



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

Total Hours: 315 hours
Program Cost: \$4,105
Location: Elizabeth
Program Schedule:
Monday-Thursday, 12-5 pm
Fall 2022 start

Fundamentals of Supply Chain Management Program



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

Total Hours: 180 hours
Location: Elizabeth
8:30 am-2 pm

Program Cost: \$4,000
Program Schedule: Monday-Thursday,
Fall 2022 start

Certified Nurse Aide (CNA) with First Aid and CPR



The 90-hour lecture, laboratory, and clinical CNA program prepares the student to care for residents in long term care, sub-acute rehabilitation facilities, and some hospitals. This course is approved by the NJ Department of Health (DOH) and complies with regulations and standards of the Nurse Aide Training and Competency Evaluation Program (NATCEP). The program requires 50 hours of lecture/laboratory and 40 hours of clinical rotation in a long term care facility. After successful completion of this course, the student is eligible to

take the NJ Certified Nursing Assistant Examinations (skills test and computer written examination). First Aid and CPR will be taught in 15 hours of the total program hours. Tuition includes textbooks and certification/testing fees.

Total Hours: 105 hours
Cost of Program: \$2,500
Location: Plainfield
Call for Fall 2022 schedule

Eligibility Requirements for grant funding include:

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

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

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

TRAINING PROGRAMS

Patient Care Technician

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



CERTIFICATE PROGRAM

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

*Total Hours: 312 hours
Program Cost: \$4,954
Location: Elizabeth
Program Schedule:
Monday-Thursday, 8:30 am-2 pm
Fall 2022 start*



Get Your High School Diploma!

Then, use it to advance your career, join the military, begin a training program or continue your education.



Union College is a state approved High School Equivalency (HiSET) Testing Center for adult learners and youth (aged 16 and over) to attain their New Jersey issued high-school diploma. Achieve your educational, career and personal goals by attaining your high school diploma.

For more information on the HiSET test, email hiset@ucc.edu or call 908-497-2298.

English as a Second Language

LEARN TO SPEAK ENGLISH

Learn English through a combination of listening, speaking, reading and writing classes. Classes are available for students at all levels. Students in the ESL program improve their English to meet their job, academic, and life goals. After placement testing, students enter an appropriate ESL level of instruction depending on their abilities. The placement test is available on all three campuses throughout the year.

To get started:

1. Complete a College application online at www.ucc.edu or in person at College One Stop Centers.
2. After you apply, you will receive a College ID number and then take an ESL Placement test in person or online. For testing information, go to www.ucc.edu/testing and click on Make ESL Testing Appointment.
3. After you have tested, register for courses.
4. If you place into a Level 1 or 2 course, the cost is \$270 per course. There are three required courses per level for a total of \$810 per level.

Elizabeth Campus Classes

Call 908-659-5114 for questions/registration

Plainfield Campus Classes

Call 908-412-3557 for questions/registration



ESL Beginner Program - Level 1

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

Prerequisite: College ESL Placement test.

Required Courses:

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

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

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

ESL Intermediate Program - Level 2

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

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

Required Courses:

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

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

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

FALL 2022 AND SPRING 2023 COURSE OFFERINGS • LEVEL 1 AND 2

Course Code	Course Name	Program	Start Date	End Date	Meeting Days	Start Time	End Time
ELIZABETH CAMPUS - LEVEL 1							
PCA 012	Grammar And Writing Level 1	CIN 212 (1)	9/12/22	10/5/22	MTWR	9:00 AM	12:00 PM
PCA 009	Reading And Vocabulary Level 1	CIN 212 (1)	10/17/22	11/9/22	MTWR	9:00 AM	12:00 PM
PCA 014	Listening And Conversation Level 1	CIN 212 (1)	11/28/22	1/5/23	MTWR	9:00 AM	12:00 PM
PCA 012	Grammar And Writing Level 1	CIN 212 (2)	9/26/22	10/20/22	MTWR	9:00 AM	12:00 PM
PCA 009	Reading And Vocabulary Level 1	CIN 212 (2)	10/31/22	11/28/22	MTWR	9:00 AM	12:00 PM
PCA 014	Listening And Conversation Level 1	CIN 212 (2)	12/12/22	1/23/23	MTWR	9:00 AM	12:00 PM
PCA 012	Grammar And Writing Level 1	CIN 212	9/12/22	10/5/22	MTWR	5:30 PM	8:30 PM
PCA 009	Reading And Vocabulary Level 1	CIN 212	10/17/22	11/9/22	MTWR	5:30 PM	8:30 PM
PCA 014	Listening And Conversation Level 1	CIN 212	11/28/22	1/5/23	MTWR	5:30 PM	8:30 PM
ELIZABETH CAMPUS - LEVEL 2							
PCA 036	Grammar And Writing Level 2	CIN 217 (1)	9/12/22	10/5/22	MTWR	5:30 PM	8:30 PM
PCA 034	Reading And Vocabulary Level 2	CIN 217 (1)	10/17/22	11/9/22	MTWR	5:30 PM	8:30 PM
PCA 041	Listening And Conversation Level 2	CIN 217 (1)	11/28/22	1/5/23	MTWR	5:30 PM	8:30 PM
PCA 036	Grammar And Writing Level 2	CIN 217 (2)	9/12/22	10/5/22	MTWR	5:30 PM	8:30 PM
PCA 034	Reading And Vocabulary Level 2	CIN 217 (2)	10/17/22	11/9/22	MTWR	5:30 PM	8:30 PM
PCA 041	Listening And Conversation Level 2	CIN 217 (2)	11/28/22	1/5/23	MTWR	5:30 PM	8:30 PM
PCA 036	Grammar And Writing Level 2	CIN 217	1/17/23	2/9/23	MTWR	9:00 AM	12:00 PM
PCA 034	Reading And Vocabulary Level 2	CIN 217	2/21/23	3/16/23	MTWR	9:00 AM	12:00 PM
PCA 041	Listening And Conversation Level 2	CIN 217	3/27/23	4/26/23	MTWR	9:00 AM	12:00 PM
PCA 036	Grammar And Writing Level 2	CIN 217	2/6/23	3/2/23	MTWR	9:00 AM	12:00 PM
PCA 034	Reading And Vocabulary Level 2	CIN 217	3/13/23	4/5/23	MTWR	9:00 AM	12:00 PM
PCA 041	Listening And Conversation Level 2	CIN 217	4/17/23	5/10/23	MTWR	9:00 AM	12:00 PM
PLAINFIELD CAMPUS - LEVEL 1							
PCA 012	Grammar And Writing Level 1	CIN 212	TBA	TBA	MTWR	9:00 AM	12:00 PM
PCA 009	Reading And Vocabulary Level 1	CIN 212	TBA	TBA	MTWR	9:00 AM	12:00 PM
PCA 014	Listening And Conversation Level 1	CIN 212	TBA	TBA	MTWR	9:00 AM	12:00 PM
PCA 012	Grammar And Writing Level 1	CIN 212	9/27/22	11/15/22	TR	5:30 PM	8:30 PM
PCA 009	Reading And Vocabulary Level 1	CIN 212	11/17/22	1/24/23	TR	5:30 PM	8:30 PM
PCA 014	Listening And Conversation Level 1	CIN 212	1/26/23	3/16/23	TR	5:30 PM	8:30 PM
PLAINFIELD CAMPUS - LEVEL 2							
PCA 036	Grammar And Writing Level 2	CIN 217	3/21/23	5/16/23	TR	5:30 PM	8:30 PM
PCA 034	Reading And Vocabulary Level 2	CIN 217	5/18/23	7/6/23	TR	5:30 PM	8:30 PM
PCA 041	Listening And Conversation Level 2	CIN 217	7/11/23	8/29/23	TR	5:30 PM	8:30 PM

PARA INFORMACIÓN GENERAL, VISITE WWW.UCC.EDU



CUIDADO DE NIÑOS

Cuidado de Niños

Directora del Programa:

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

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

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

Requisitos previos

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

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

Cursos requeridos

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

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

AEDE 083 - Preparación del Portafolio CDA (30 hrs)

Este certificado de 150 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.

Cuidado de Niños: Los Fundamentos

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

Parte 1

AEDE A81 087E

Programa Híbrido/Elizabeth

Lun, Mier, 10/3 - 11/2, 6 - 9 pm, \$250

AEDE A81 Sec 088E

Programa Híbrido/Scotch Plains

Mar, Jue, 11/8 - 12/13, 6-9 pm, \$250

(no clase 11/24)

Parte 2

AEDE B81 087E

Programa/Híbrido/Elizabeth

Lun, Mier, 11/7 - 12/12, 6 - 9 pm, \$250

(no clase 11/23)

AEDE B81 Sec 088E

Programa Híbrido Scotch Plains

Mar, Jue, 1/3 - 2/2/2023, 6-9 pm, \$250

Preparación del Portafolio CDA

Este curso le proveerá con la información necesaria para organizar su "Portafolio CDA." Debe de haber completado las 480 horas de experiencia. Se requiere tener buena alfabetización y ortografía. Aprenderá a construir las seis composiciones requeridas por el Concilio. Le proveeremos con información sobre cómo recopilar documentaciones requeridas. También, le proveeremos información del examen oral y escrito para cumplir con todos los requisitos para otorgar la certificación CDA.

AEDE 083 037E Elizabeth

Sab, 10/8 - 12/17, 9:30 am - 12:30 pm

\$250

(no clase 11/26)

GED (PREPARACIÓN)

Preparación para GED

Mejore sus habilidades para tomar exámenes! Desarrolle un programa de estudio confiable para las cuatro áreas requeridas para obtener su GED: Razonamiento a través de las artes del lenguaje; Razonamiento matemático; Ciencias; y estudios sociales. Debe estar preparado para trabajar en casa y en la clase. Aprenda estrategias para maximizar sus posibilidades de éxito (48 hrs).

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 Cranford Union College. (48 hrs)

AETE 124 Sec 087E

Programa Híbrido/Cranford

Lun, Jue, 9/19 - 12/15, 6:30 - 8:30 pm,

\$329

Clases presenciales 9/19 - 10/27

(no clase 11/24)

Union College
Self Paced

Online Learning

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

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

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

Career training programs include:

Graphic Arts and Design

- Video Game Design and Development
- Web Design

Business

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

Computer Applications

- Android App Developer
- Microsoft Application Certification

Computer Programming

- Java Programmer
- Python Developer

Health and Fitness

- Certified Medical Transcriptionist
- Medical Interpreter

Hospitality

- Corporate Event Planner
- Retail Customer Service Skills Training

Information Technology

- CompTIA Certification

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

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

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

Instructor-led short courses include:

Accounting and Finance

- Accounting Fundamentals

Business

- Business Software
- Business Writing

College Readiness

- GED, SAT/ACT and GRE Test Prep

Computer Applications

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

Design and Composition

- Digital Photography
- Graphic Design
- Web Design

Healthcare and Medical

- Alternative Medicine
- Health Information Technology

- Ethics, Law and Compliance

Personal Development

- Languages
- Arts

- Job Search

- Personal Enrichment

Writing and Publishing

- Business Writing
- Creative Writing
- Grant Writing

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

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

BUSINESS AND MANAGEMENT



NJ Cannabis Certification

NJ Cannabis CERTIFIED™ is the best way to learn the dispensary technician skills and find the job you are looking for in the New Jersey cannabis industry.

- The program is divided into five modules and is taught live on Zoom.
- Classes are run live from 6:00 - 9:00 pm and are recorded and posted, along with all other class materials via password protected access.
- Completion of the course requires attendance during live instruction and completion of a final 25 question quiz at the end of the class.
- Students who complete the requirements will receive a certificate of completion.

Each module focuses on a topic related to working in the cannabis industry – cannabis cultivation, manufacturing, and dispensing. Taught by industry professionals who will prepare you with the basic training needed to work in a medical cannabis dispensary.

Tailored to New Jersey's medical marijuana program, this 15-hour class teaches the human body's endocannabinoid system, the basics of cultivation and cultivars, an introduction to processing, products available in New Jersey and elsewhere, and the ins and out of working in a New Jersey medical cannabis dispensary and how to assist New Jersey medical marijuana program patients that have qualifying conditions.

Learn about:

- Cannabis law and regs including the specific rules in New Jersey
- The human body's endocannabinoid system
- The basics of cultivation, cannabis taxonomy and terminology including cultivars and chemotypes
- An introduction to processing of manufactured cannabis products
- Dispensary training

Requirements:

- Students must be at least 18 years old to register for the class.
- Most employment will require you to be 21 years old and pass a background check.

Class Schedule:

AEBU 004 030E Remote Live
M, 9/12 - 10/10, 6 - 9 pm \$500



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It's Convenient

www.ucc.edu/ceregister

**REGISTRATION INSTRUCTIONS
SEE PAGE 32**



YOUR WORKFORCE TRAINING RESOURCE

**Our customized training solutions get results.
We think strategically, and offer competitive pricing.**

- *We work side by side with you to customize training solutions and deliver them with expert instructors, high-quality materials and flexible scheduling.*
- *We consult with your team to offer workforce training solutions for business planning, growth, change and increased profitability.*

Learn more...
Contact us at
908-965-2359 or ibi@ucc.edu
Visit us at: www.ucc.edu/ibi



HEALTHCARE CAREERS

Basic Certifications Package



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

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

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

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

AEHL 959 Sec 141E Scotch Plains
M, W, 10/17 - 10/26, 6-10 pm, \$299



CPR FIRST AID, AND AED CERTIFICATION COURSES

Union 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)



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

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

AEHL 962 Sec 117E Scotch Plains
M, 10/17, 6-10 pm \$129

Heart Saver CPR/AED Course (AHA)



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

AEHL 961 Sec 117E Scotch Plains
M, 11/14, 6-10 pm, \$129

EMERGENCY MEDICAL TECHNICIAN-BASIC



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

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

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

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

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

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

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

Mandatory Orientations:
Wednesday, 1/19/2022, 6 pm – 9pm
or Thursday, 1/20/2022, 4pm – 7pm,
Room 116, Plainfield. Students must be registered to attend an orientation session.

The EMT program is 150 class hours + additional coursework. The College offers three EMT sections:

AEHL 100 Sec 013E \$1,500
T,Th, 9/7 - 12/23
Lecture: T,Th, 3:30 - 5:00 pm
Skills: Th, 8:30 am - 3:30 pm
Plainfield Campus

AEHL 100 Sec 011E \$1,500
T,W,Th, 9/7 - 12/23
Lecture: W, 5:30 - 8:30 pm
Skills: T,Th, 6:15 - 9:30 pm
Plainfield Campus

AEHL 100 Sec 012E \$1,500
M, S, 9/7 - 12/23
Lecture: M, 5:30 - 8:30 pm
Skills: S, 8:30 am - 3:30 pm
Plainfield Campus

HEALTHCARE CAREERS

PATIENT CARE TECHNICIAN



CERTIFICATE PROGRAM

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

Patient Care Technicians are

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

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

Prerequisites

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

Required Courses

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

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

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

Patient Care Technician – Short Term Intensive Program

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

M, T, W, Th, 8:30 am-2 pm, \$4,954
Fall 2022 start

Elizabeth Campus

See page 15 for details.

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to Enroll Today!



PHARMACY TECHNICIAN



CERTIFICATE PROGRAM

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

Technicians assist in dispensing prescriptions in both retail and private pharmacies. Pharmacy Technicians speak with customers to acquire information, count tablets and measure amounts of medications for prescriptions, package and label prescriptions, and handle insurance issues. To become a Pharmacy Technician, you need 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.

This course will prepare you to enter the field and take the Pharmacy Technician Certification Board exam. Course content includes medications (classification, storage, side effects of, and more); federal and state requirements; patient safety and quality assurance; order entry and processing.

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—Union College is approved as a PTCB-Recognized Education/Training Program.

Students who complete the program (or are within 60 days of completing) are eligible to apply to take the Pharmacy Technician Certification Exam (PTCE) to earn their PTCB CPhT credential.

Additional study material is also recommended to prepare for the PTCB examination. Please contact PTCB at www.ptcb.org for more information.

NJ Licensing—To register as Pharmacy Technician in the State of New Jersey, go to the following website, <https://www.njconsumeraffairs.gov/phar/Pages/applications.aspx>

Eligibility requirements: High school diploma or equivalent, CASAS 8th grade math and criminal background test required for employment.

AEHL 955 Sec 096E Remote Live
T, Th, 9/27 - 2/7/2023
5:30 – 9:30 pm, \$2,200
(no class 11/24, 12/27 and 12/29)



HEALTHCARE CAREERS

EKG TECHNICIAN PROGRAM



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

Prerequisite

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

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

Required Courses

- AEHL 147–EKG Technician (48 hrs)

Recommended Elective

- AEHL 959–Basic Certifications Package (16 hrs)

Part I: Anatomy and Physiology

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

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

AEHL 111 Sec 077E Elizabeth
M, W, 10/3 - 11/9, 6-9 pm, \$395

Part II: Anatomy and Physiology

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

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

Prerequisite: AEHL 111 - Part I: Anatomy and Physiology

AEHL A11 Sec 061E Elizabeth
M, W, 11/14 - 12/14, 6-9 pm, \$395

EKG Technician

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

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

AEHL 147, \$450
Will be offered Spring 2023

PHLEBOTOMY TECHNICIAN



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

Prerequisites

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

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

Required Courses

- AEHL 146–Phlebotomy Technician (90 hrs)

Recommended Elective

- AEHL 959–Basic Certifications Package (16 hrs)

Program requirements

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

An icon showing a person sitting at a desk with a computer monitor, with a speech bubble above them.

Programs...
will be offered in-person,
hybrid or remote live.
Please check your schedule
once registered as program
delivery formats may change.

Phlebotomy Technician

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

AEHL 146, \$900
Will be offered Spring 2023

Note: Not all courses are offered every semester.

MEDICAL BILLING AND CODING



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.



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**REGISTRATION INSTRUCTIONS
SEE PAGE 32**

MEDICAL BILLING AND CODING PROFESSIONAL



CERTIFICATE PROGRAM

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

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

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

Prerequisite

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

Required Courses

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

NOTE: Not all courses are offered every semester.

Anatomy and Medical Terminology for Billers and Coders

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

AEHL 135 Sec 087E Elizabeth/Hybrid T, Th, 11/1 - 12/22, 6 - 9 pm, \$625 (no class 11/24)

Understanding Medical Insurance/ HIPAA

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

Prerequisite: Anatomy and Medical Terminology for Billers and Coders.

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

AEHL 137 Sec 087E Elizabeth/Hybrid T/Th, 1/3 - 2/23, 6 - 9 pm, \$625

UNIFORM CONSTRUCTION CODE



These classes are for general contractors who are looking to advance their careers and become New Jersey State Inspectors for local municipalities. The courses 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 100% of tuition by submitting a license number or log number to the college they attend. (Information provided in class.)

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

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

For specific information, visit the respective college's website. Licensing will no longer supply texts for the administrative classes (Subcode official, Construction Official and Technical Assistant). Students can download resource materials for those classes at http://www.nj.gov/dca/divisions/codes/offices/ucc_college_resources.html

Participate in these courses through a combination of in-person and online sessions. See specific dates and times listed below. In-person sessions are held on the Cranford campus.

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

Learning platform: Canvas or Webex

Building Inspector, I.C.S.

This program covers building construction, foundation design, wood and steel frame construction, fire resistance rating, requirements for building subcode,

testing materials and uniform construction code. Prerequisite: Successful completion of Building Inspector R.C.S. (75 hrs)

AEIC 202 Sec 177E Remote Live M,W, 9/19 - 12/14, 5:30 - 8:30 pm, \$845

Subcode Official

Prepares inspectors for the administrative license of Subcode Official. Topics include procedures and forms for permit applications, stop construction orders, variations, notices of violations, emergencies, legal aspects of code enforcement, related legislation and record keeping. All students are required to have a technical license in their field of expertise. (45 hrs)

AEIC 562 Sec 088E Remote Live T, Th, 11/15 - 1/12/2023, 6 - 9 pm \$595

Fire Inspector, H.H.S.

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

AEIC 191 Sec 187E Remote Live T, Th, 10/18 - 1/5/2023, \$645 (no class 11/24, 12/22, 12/27 and 12/29)

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Electrical Inspector, H.H.S.

This course covers: system design, electrical service design and

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

AEIC 211 Sec 187E Remote Live T, Th, 9/20 - 11/8, 6 - 9 pm, \$595

Plumbing Inspector, I.C.S.

Covers systems design, inspection methods and public health requirements pursuant to the Uniform Construction Code. (120 hours)

AEIC 131 Sec 077E Remote Live \$1,295 M, W, 8/29 - 12/14, 5:30 - 9:30 pm

Technical Assistant Certification Program

This 45-hour certification for Technical Assistants to Construction Officials is designed for the individuals working in a municipal building department, or contractors and their staff wanting to understand the construction permit process as required by the State. It provides an understanding of the Uniform Construction Code as it relates to permit processing. This course covers: UCC Law, Regulations, Administration, UCC Standard Blue Form, Blue Print Reading, Reporting & time management and Technical Problem Solving and Conflict Resolution, and critical thinking. Book is included in this class. (45 hrs)

AEIC 465 Sec 087E Remote Live
T, Th, 10/18 - 12/8, 6 - 9 pm, \$595
(no class 11/24)



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

College	Building			Electrical		Fire Protection		Plumbing		Elevator	Administrative		
	RCS	ICS	HHS	ICS	HHS	ICS	HHS	ICS	HHS		SO	CO	TA
Brookdale Community College 732-224-2394 www.brookdaleecc.edu			9/13-11/12	9/7-12/21		9/6-1/31/23			10/4-11/22	12/7-3/8/23	9/12-12/19		9/20-11/8
Mercer County College 609-570-3311 www.mccc.edu	9/13-12/1			9/19-11/28		9/6-12/20		9/6-12/22					
Middlesex College 732-906-2556 www.middlesexcc.edu	9/7-12/19	9/13-12/8				9/7-2/16/23		10/4-1/31/23			10/3-11/6	10/25-12/8	9/28-11/16
Union College 908-709-7600 www.ucc.edu		Remote Live 9/19-12/14		Remote Live 2/21-5/4/23	Remote Live 9/20-11/8		Remote Live 10/18-1/5/23				Remote Live 11/15-1/12/23		Remote Live 10/18-12/8



Programs...

will be offered in-person, hybrid or remote live. Please check your schedule once registered as program delivery formats may change.

SUPPLY CHAIN MANAGEMENT

SUPPLY CHAIN MANAGEMENT PROGRAM

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



CERTIFICATE PROGRAM

subjects. Each is a 40-hour course and requires study time outside the classroom for success on the exams. Courses below include the SCPro exam, student manual and online supporting study materials.

Supply Chain Management - SCPro Fundamentals CSCMP Certification

Success in the transportation, logistics and distribution (TLD) sector requires an understanding of eight different areas that impact the movement, costing, and stocking of goods. For entry level or mid-level employees in this industry, the SCPro Fundamentals of Supply Chain certification from the Council of Supply Chain Management Professionals (CSCMP) gives you the essential knowledge to succeed. Investing in yourself with this training proves to your current or future employer that you've got the essential knowledge and drive for a career in this growing sector.

We are offering training and testing this fall through online, self-paced instruction in each of these 8 essential areas. Courses require approximately 40 hours of study each. Successful participants who pass the exam will earn important industry recognized credentials in their choice from 8 areas. The fee for each course is \$260 and includes the on campus certification exam.

Supply Chain Management Principles

Supply chain management is one of the fastest growing fields today. It is also expansive, as there are many functions and roles within it. Key elements of this course include the definition of supply chain and the various flows within supply chain (i.e., customer service, manufacturing and service operations, order management, procurement and supply management, demand planning, inventory management, warehousing operations, and transportation operations). It also includes an explanation of how the supply chain supports organizations' strategic and financial goals. AEBU 155 Sec 001E - \$260

Customer Service Operations

Customer service agents, order management associates, and associates in other supply chain domains should understand the importance and extent of customer service and order management processes, techniques, and terminology that support order fulfillment and management. Key elements of this course include the elements of the order process, customer relationship management, management of challenging customers, effective customer communications, returns and reverse logistics, and performance metrics. AEBU 158 Sec 001E- \$260

Transportation Operations

Transporting goods often requires multiple modes of transportation; the combination of modes can vary depending on cost, values, dimensions, weights, frequencies, time-definite delivery requirements, and other special requirements (e.g., hazardous or refrigerated cargoes). Key elements



of this certification track include: modes of transportation, transportation technology, company roles and operations within the transportation field, the impact of transportation on the overall economy, sustainability in transportation, and how the field is evolving to meet future needs. AEBU 157 Sec 001E - \$260

Warehousing Operations

Warehousing Operations encompasses the processes, procedures, tools, and equipment within a warehouse facility as enablers for an efficient, effective, and comprehensive supply chain. Warehouses do not operate as stand-alone facilities but function to varying degrees with Inventory Management, Transportation Operations, Demand Planning, Procurement, Manufacturing, and Customer Service functions. The charter, mission, and goals developed by an organization will dictate the role of the supply chain to meet those objectives. This role will further define the requirements for warehousing operations ranging from a simple, single storage facility to a total distribution or fulfillment network.

Key elements of this certification track include: an overview of warehousing, the role of warehousing in the supply chain, facility configuration, storage and handling techniques, performance metrics, customer service considerations, and safety concerns across various types of distribution facilities. AEBU 156 Sec 001E- \$260

Demand Planning

The effective anticipation, planning, and management of demand are key factors in the success of any organization. Companies are increasingly looking to provide improved customer service levels at reduced costs. It is important for supply chain professionals to understand demand planning and management. Key elements of this course include: key aspects of demand planning, interaction between demand and order management, demand planning principles, demand planning tools and techniques, communication and management of demand, and contemporary approaches to demand planning and management. AEBU 159 Sec 001E-\$260

REGISTER AT WWW.UCC.EDU/CEREGISTER

Inventory Management

Inventory management is critical to the overall success of the supply chain. Therefore, it is important that all supply chain professionals have at least a basic understanding of the role, cost, and benefit of inventories. Key elements of this course include: the importance and use of inventory in the supply chain, introduction to the different types of inventory, techniques for effectively managing and controlling inventory levels, the relationship between forecasting and inventory management, and financial impacts of inventory investments. AEBU 161 Sec 001E - \$260

Supply Management and Procurement

Procurement and purchasing associates, sourcing analysts, supplier managers, and associates in other supply chain domains should understand the importance and complexities of global supply management and procurement processes. Key elements of this course include: strategic, tactical and operational procurement; procurement organization structures; legal and regulatory considerations; the interaction of procurement organizations with the rest of the supply chain; and typical difficulties encountered in procurement processes. AEBU 162 Sec 001E - \$260

Manufacturing and Service Operations

Operations departments focus on the conversion of materials to products and services. A major focus of operations is to ensure lean and efficient flow. Key elements of this course include: the role of manufacturing and service operations, linking market requirements and the selection of manufacturing processes, facility location strategies, facility layouts, the importance of production planning and control in synchronizing operations, the importance of quality management and performance measurement, and the role of emerging technologies in operations. AEBU 160 Sec 001E - \$260

Follow this path to become a 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.

New Pathways is a 15-year partnership between New Jersey City University and many of the New Jersey Community Colleges that is regulated and approved by the N.J. Department of Education.

The NJCU New Pathways Alternate Route Program provides a process for individuals who already hold a bachelor's degree (or higher) to become licensed teachers. The program includes 400 hours (24 credits) of education courses that are taken during candidates' first two years of teaching.



For More Information:

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

If you have questions about NPTNJ after reading the student handbook, contact (908) 709-7600 or coned@ucc.edu

General Information

CLASSES FILL QUICKLY, SO REGISTER EARLY FOR UPCOMING COURSES!

Registration

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

Online

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

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.

you do not have a tag visible in your vehicle. If you are taking classes in Elizabeth, parking tags can be purchased for \$65. Otherwise, ample public parking is available in the J. Christian Bollwage Parking Garage at Caldwell Place and Elizabethtown Plaza.



Programs...
will be offered in-person, hybrid or remote live. Please check your schedule once registered as program delivery formats may change.

Veterans Refund Policy

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

Parking

Tuition does not include parking. You will need to purchase a Parking hang tag that permits you to park in designated lots on campus. Handicapped parking is available. Parking tags in Cranford cost \$10 per semester regardless of the number of times the course will meet. After a registration receipt has been issued, it MUST be presented with valid vehicle registration at the Public Safety Office in Cranford (room SD-108). Tags may be obtained weekdays from 8:30 am to 6:30 pm Tags are NOT mailed. You will be ticketed if

Inclement Weather/ Emergency Closing

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

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

Non Discrimination

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

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

Complaints

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

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

Name Changes or Change of Address

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

Student Accommodation Requests

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

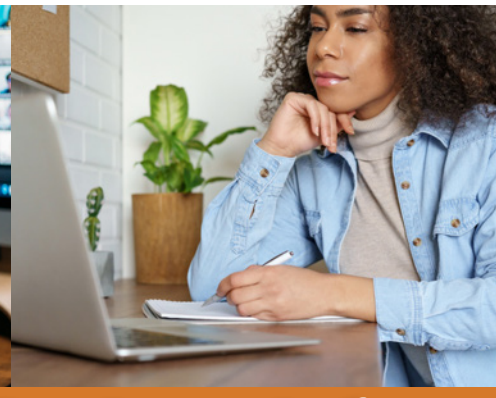
All requests for accommodations from Union College students, pursuant to Section 504 or the ADA, should be directed to Ms. Cimorelli.

Employee, Guest, and Visitor Accommodation Requests

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

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

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



Upgrade your skills – be ready for new opportunities!

Online Courses Skills for the 21st Century

In partnership with UGotClass these online certificate programs (taught by subject matter experts) are designed to fit your schedule, enhance your career knowledge and expand your professional horizons. The following certificate programs will be offered this fall beginning **September 6**.

Certificate in Data Analysis

Data Analysis is quickly becoming one of the most sought-after skills in the workplace. Companies have vast amounts of data, but it is rare to have someone with the ability to analyze that data to see trends and make predictions. Add a whole new skill set to your portfolio and make a big difference in the success of your organization by acquiring data analysis skills. \$495

Certificate in Project Management

Project management provides visibility of project health to the business and the customer. Through continuous monitoring, early detection of variations to plan, schedule, and budget can be communicated to stakeholders for quick resolution, including project cancellation. \$495

Social Media for Business Certificate

Get in on this exciting and growing way to communicate, market and serve your customers and clients. From Facebook to Twitter, blogging, YouTube, LinkedIn, and more, discover the new principles of communication that apply across all networks, how these social networks work and the uses for your organization. \$495

Digital Marketing Certificate

Earn a fundamental yet advanced introduction to eMarketing, including improving email promotions, analyzing your web site traffic, doing search engine optimization, and how to successfully employ online advertising. \$495

Accounting and Finance for Non-Financial Managers Certificate

Every successful person in the workplace utilizes financial information to aid effective decision making. The Certificate in Accounting and Finance for Non-Financial Managers explains the financial concepts and accounting processes used in most businesses and will provide practical techniques that will increase your effectiveness. \$495

Management Certificate

Discover the keys to effectively managing your employees. Find out how to create clear expectations, engage and motivate employees, and increase your effectiveness. \$595

Supervisory Leadership Certificate

Ensuring the efficiency of your team is the key to your success and is your most important responsibility. Learn about effective delegation, performance management, writing performance reviews, the supervisor's role and responsibilities, and strategies for improving your overall effectiveness as a leader. \$395

Six Sigma Green Belt Certificate

LERN's Green Belt training teaches participants problem-solving skills, using the DMAIC (Define, Measure, Analyze, Improve and Control) model. After completing this challenging course, Six Sigma Green Belts serve their organizations as a trained specialist able to work on projects that benefit the organization. \$495

Spanish For Medical Professionals

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

Certificate in Business Writing

Discover the keys to successful writing for the workplace and enhance your career by improving this critical communication skill. Begin with understanding the format, construction, editing and proofreading skills and successful techniques of writing good business reports and proposals. \$495

New! Hot! Coding Certificate

Coding has become a core skill that bolsters one's chances of becoming a higher value to organizations. Begin by getting introduced to the basics of computer programming and acquire all the basics of HTML and CSS. You will learn the relationship between these two industry-standard web page coding languages and the step by step process of hand coding and building web pages. \$595

New! Hot! Graphic Design Software Essentials Certificate

Learn how to use Adobe Illustrator to draw shapes and design logos, flyers, posters, banners, business cards or any other vector graphics for print or web. Adobe InDesign allows you to create simple to complex multi-page documents such as brochures, flyers, books and magazines. Use Adobe Photoshop to effectively work with selection and editing tools, layers, and masks to edit, retouch and enhance existing images or create your own composite digital artwork. Access to the Adobe software tools required. \$545

To Register: Visit <http://www.yougotclass.org/index.cfm/Ucc>

Adult Registration Information

EASY self-enrollment is now available through our NEW registration platform.

EARLY ENROLLMENT IS ENCOURAGED AS CLASSES FILL QUICKLY.

To Register for Continuing Education classes:

**VISIT
www.ucc.edu/ceregister
to Enroll Today!**

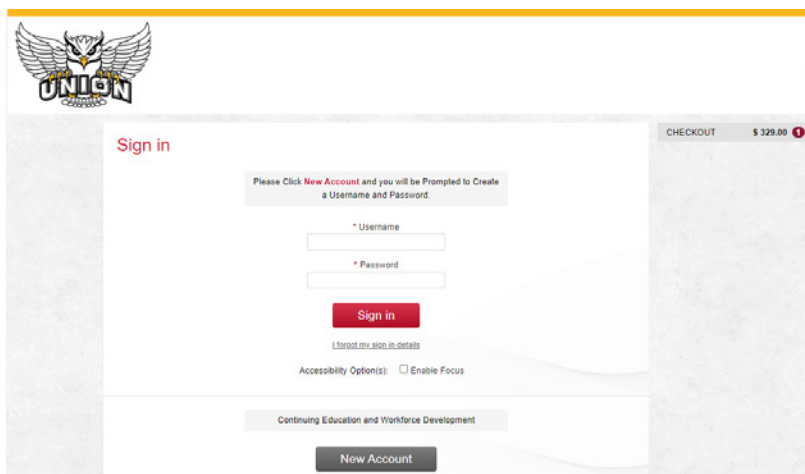
- You will be directed to the 'Register for Classes' site. Note: Your Shopping Cart will be empty
- Select 'Register' for a class. When the 'Register' button is clicked the shopping Cart at the top will include that class. Note: You may register for multiple classes.
- When you have completed the 'Registration' > click the 'Shopping Cart' to check out. The class will appear in the cart with the scheduled dates.
- Select 'Checkout.' Once the 'Checkout' is complete, you will be directed to the Sign-in Page.
- You MUST CREATE a 'New Account'

Setting up a New Account:

- Click the 'New Account' Button
- Complete the Required Fields (*) - First Name, Last Name, Email Address > 'New Account'
- Click the Terms and Conditions box > 'Next'
- Required Fields (*) - Choose a 'Username' which is your Email Address
- Create a 'Password' and 'Confirm' it
- Security question Reminder, Answer and Confirm Answer > 'Next'
- Complete the Address Details Required Fields (*) > 'Next'
- You may see an address verification - Click 'Use Suggested'
- Review personal details and select the form was completed accurately box > 'Submit'

Registration is now Complete – this page can be printed and an email will be forwarded to you with the course details.

Please note: courses are offered in a variety of formats – in-person, hybrid (in-person and online) and remote live. Check brochure listing for details and be sure to check your confirmation email as formats may change.



COURSES WITHOUT SUFFICIENT ENROLLMENT ARE CANCELLED 48 HOURS PRIOR TO THE COURSE START DATE!



**STARTS
2/21/2023**

**REGISTER EARLY TO
SECURE YOUR SPACE
IN THIS ONCE A YEAR
COURSE!**



Course Materials include:

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

Program Requirements

There are no prerequisites to enroll in this program.

What is the Value of the FMP® Credential?

- Gain a competitive advantage and improve your job performance through education and recognition.
- Build practical skills you can apply to your job immediately, resulting in cost-savings and added value to your organization.
- Learn from an accomplished professional in the facilities management industry.
- Earn professional credibility and recognition from current and potential employers, clients, work teams and peers.
- Earn LEED Maintenance CE credits: LEED Professionals can earn 60 general continuing education hours upon completion of the full FMP program or 15 hours per individual course.
- Earn IFMA-issued CEUs

FMP Credential Requirements

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

*AEBU 029 Sec 026E Hybrid/Scotch Plains
Class starts 2/21/2023
5:30 -9:30 pm
\$2,495*

Earn the Must-Have Credential in Facility Management

IFMA'S FACILITY MANAGEMENT PROFESSIONAL (FMP®) CREDENTIAL

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

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

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

The four courses are presented in a convenient, adult-friendly format and all course materials and final assessment exams are included in the tuition cost.

Course 1: Operations and Maintenance

Course 2: Project Management

Course 3: Finance and Business

Course 4: Leadership and Strategy

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

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





1033 Springfield Avenue
Cranford NJ 07016

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

Become a Certified Project Manager

PMP® Exam Preparation

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

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

Benefits of PMP® certification:

- Earn a higher salary and a prestigious global certification
- Build skills and knowledge that are transferable between industries, market segments and geographic locations.
- Prove your project management knowledge, commitment, and experience.
- Join a global network of more than 1,000,000 PMP credential holders.



Why Enroll in This Course?

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

Our instructors focus on the most current PMP Exam Content Outline (ECO) to help you prepare for the exam, and our structured classroom environment accelerates learning and improves retention. You'll be better prepared for the updated certification exam and more effective in your project management role.

*AEBU 176 Sec 087E Hybrid/Scotch Plains
T, 10/4 - 12/20, 6:30 - 9:30 pm, \$1,395
In person classes 10/4 and 12/20.
Remainder of classes through Canvas.*