

Workforce Development & **CAREER EDUCATION**

**IGNITE
YOUR PASSION!!**



- **Continuing EDUCATION**
- **Professional DEVELOPMENT**
- **Grant OPPORTUNITIES**
- **Business SOLUTIONS**



**UNION
COLLEGE**
of Union County, NJ



Fall 2023 | www.ucc.edu/ce

Programs offered in-person, hybrid, or remote live

CRANFORD | ELIZABETH | PLAINFIELD | SCOTCH PLAINS

Educational opportunities await you!!

Welcome to Union College of Union County, New Jersey Continuing Education and Workforce Development. With the changing season comes a perfect opportunity to embark on a new journey of personal and professional growth. At Union College, we understand the importance of lifelong learning!!

Employers value employees who continue to improve their skills and knowledge, and we have many educational opportunities available. Hybrid classes, 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 have carefully curated a diverse range of programs designed to cater to your interests and meet your evolving educational needs. Our industry

experts are committed to delivering engaging and interactive sessions that will inspire and empower you.

We invite you to browse our fall catalog for a full look at instructor-led programs by our 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, science, and more. Our goal is to provide you with a rewarding experience that leaves you enriched, enlightened, and equipped with practical tools to thrive in today's fast-paced environment.



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.

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

CCNA 1 - Introduction to Networks

AECO A75 Sec 100E - Hybrid/Plainfield
T, Th, 10/3 - 12/14, 6 - 9 pm, \$949

For more Information Technology and Computer Training programs, see page 8.

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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 Rd.
Scotch Plains, NJ 07076-2977

CONTACT INFORMATION

Continuing Education
908-709-7600

Industry-Business Institute
908-965-5116

Center for Economic and Workforce Development
908-659-5114

Workforce Innovation Business Center
908-965-2992



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

FAST • EASY • CONVENIENT

REGISTER ONLINE!



www.ucc.edu/ceregister

SEE PAGE 32 FOR INSTRUCTIONS

Senior Scholars

Sponsored by the Union County Board of County Commissioners



UNION COUNTY
We're Connected to You!

Senior Scholar programs will be offered online and in-person. Registration opens for Senior Scholar classes on **Monday, September 18**. For a complete listing of programs and to register, go to: <https://www.ucc.edu/ce/senior-programs>

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

Accounting Technician

Microsoft Office Specialist Excel Certification, Intuit QuickBooks Certification, Certiport 16

Certified Bookkeeper

American Institute of Professional Bookkeepers..... 4

Google Project Management Certificate

..... 4

Human Resources Management

American Management Association Certificate..... 5

Hospitality

Guest Service Gold Certification, American Hotel and Lodging Educational Institute 6

PMP Certification and Exam Preparation

Project Management Professional (PMP) Project Management Institute 5

Fitness

Personal Trainer National Certification

Certified Personal Trainer World Instructor Training Schools (W.I.T.S.)..... 6

Education

Child Development Associate

NJ Child Development Associate Credential Council for Professional Recognition 7

Healthcare

Bloodborne Pathogen Certification

BloodBorne Pathogens Certification American Health and Safety Institute (AHSI) 22

BLS CPR Certification

BLS CPR Certification American Heart Association (AHA) 22

Certified Medical Assistant

National Healthcareer Association 17

EKG Technician

Certified EKG Technician National Healthcareer Association 24

Emergency Medical Technician-Basic

Emergency Medical Technician-Basic State of NJ 22

Heart Saver First Aid / CPR / AED Certification

American Red Cross 22

Medical Coding Specialist

Certified Professional Coder American Association of Professional Coders (AAPC) 25

Patient Care Technician

Certified Patient Care Technician National Healthcare Association 23

Pharmacy Technician

Pharmacy Technician Certification Board 23

Phlebotomy Technician

Certified Phlebotomy Technician National Healthcare Association 24

Information Technology and Computer Training

Cisco Certified Networking Associate (CCNA)

Cisco Certified Networking Associate Cisco Systems Inc. Inside front cover

CompTIA Network+ Certification

CompTIA Network+ Certified Professional CompTIA 8

CompTIA A+ Core 1 Hardware

CompTIA A+ Certified Professional CompTIA 8

CompTIA A+ Core 2 Software

CompTIA A+ Certified Professional CompTIA 8

Google Data Analytics Certificate

..... 8

Google IT Support Certificate

..... 8

Real Estate

Real Estate

Real Estate Sales Associate NJ Real Estate Commission 14

Transportation, Logistics, and Distribution

SCPRO Fundamentals Certification

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) 16 and 28

Uniform Construction Code

Building Inspector R.C.S., I.C.S. and H.H.S., Electrical Inspector I.C.S. and H.H.S., Elevator Inspector, Fire Inspector I.C.S. and H.H.S., Subcode Official, Construction Official, Plumbing Inspector, ICS and HHS, and Technical Assistant NJ Department of Community Affairs 26

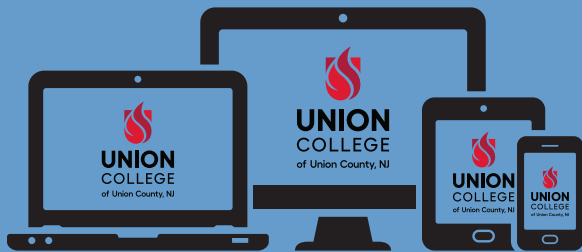


PROGRAMS...
will be offered in-person, hybrid or remote live. Please check your schedule once registered as program delivery formats may change.



For flexibility, consider an online course which can be taken anytime, anywhere!

We offer affordable online classes and certificate programs taught by expert instructors. Programs are designed to provide the workforce skills necessary to enter a new field or advance your current career.



For the full list of online courses offered, visit:

careertraining.ed2go.com/ucc

www.ed2go.com/ucc

www.yougotclass.org/index.cfm/ucc

Get Your High School Diploma!

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



For additional information on the GED test, email GED@ucc.edu

Union College Non-Credit Division is SEEKING PART-TIME INSTRUCTORS



We offer a variety of affordable, non-credit courses for professional development and industry credential attainment.

Instructors are needed for traditional and online teaching as well as corporate training programs, supply chain management, ESL, workplace readiness, and continuing education professional development and personal enrichment programs.

For further information about instructor opportunities please contact:

Dr. Lisa Hiscano, Executive Director
Continuing Education and Workforce Development
hiscano@ucc.edu

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.

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. (18 hrs.)

AECO 347 Sec 070E - Scotch Plains
M, W, 10/2 - 10/18, 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.)

AECO 348 Sec 070E - Scotch Plains
M, W, 10/23 - 11/8, 6:30 - 9:30 pm, \$329

Accounting Technician

The Accounting Technician program prepares you for an entry level position in the accounting field.

Earn the following industry certifications: Microsoft Office Specialist Excel Certification, Certiport, and Intuit QuickBooks Certification, Certiport. (315 hrs.)

Fall 2023 - Elizabeth
M, T, W, Th, 8:30 am - 2:00 pm, \$4,325



BOOKKEEPING

Certified Bookkeeper

CERTIFICATE PROGRAM



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

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

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

AEBU 005 Sec 100E - Hybrid/Scotch Plains
W, Th, 10/18 - 1/24/2024, 7 - 10 pm, \$1,350
In-person sessions: 10/18 - 10/20 and 1/22 - 1/24/2024
(No class 11/22 - 11/23, 12/27 - 12/28)

GOOGLE PROJECT MANAGEMENT CERTIFICATE

Google Career Certificates

The Google Project Management Certificate is designed to prepare learners for roles in project management.

CERTIFICATE PROGRAM



This online, independent study program also offers weekly, instructor-supported Webex sessions to guide students to program completion. Those who complete the Google Project Management Certificate will qualify for over 100 hours of project management education that apply directly to requirements for globally recognized Project Management Institute (PMI) credentials. Students are eligible to receive an exclusive discount and take the Professional Scrum Master I (PSM) certification from Scrum.org.

Upon completion of the Google Project Management Certificate, learners will:

- Know how to manage and run Agile and traditional projects from initiation to completion.
- Possess a toolbox of templates and artifacts to manage an array of scenarios and essential elements (e.g., schedules, budgets, product requirements).
- Understand organizational structure, business process and acumen, and communication and leadership styles.

Our Project Management certificate prepares learners for in demand jobs such as:

- Project Manager
- Operations Project Manager
- Technical Program Manager
- Supply Chain Project Manager
- Project Management Analyst
- Process Manager
- Compliance Manager

AEBU 100 Sec 020E
10/2 - 1/29/2024, \$500
(No class 12/25, 12/31 and 1/15/2024)

Business and Management

PMP® CERTIFICATION

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

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

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

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 100E - Hybrid/Scotch Plains
T, 11/28 - 2/27/2024, 6:30 - 9:30 pm, \$1,395
In-person sessions: 11/28 and 2/27/2024
(No class 12/26 and 1/2/2024)

CERTIFICATE PROGRAM



HUMAN RESOURCE MANAGEMENT

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 master 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 100E - Remote Live
S, 10/14 - 12/9, 9 - 11 am, \$329 (No class 11/25)

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 100E - Remote Live
S, 10/14 - 12/9, 11:30 am - 1:30 pm, \$329 (No class 11/25)

HR Law, Compensation and Communications Skills for Managers to be offered in Spring 2024.

CAREER DEVELOPMENT

Business and Management

HUMAN RESOURCE MANAGEMENT

Diversity, Equity and Inclusion Principles and Practices - An Introduction

This interactive program is specifically designed for managers, HR professionals and employees and focuses on Diversity, Equity, and Inclusion (DEI) principles and practices. It provides an understanding of DEI concepts, best practices, and actionable strategies to cultivate a diverse, equitable and inclusive workplace. Participants will be encouraged to actively participate, share experiences, and discuss real-world scenarios. Immersive role-plays will reinforce insights gained around bias. This approach will ensure that participants learn practical tools and strategies they can immediately apply within their organizations. (8 hrs)

AEBU 050 Sec 010E - Hybrid/Scotch Plains
T, Th, 10/17 - 10/26, 6:30 - 8:30 pm, \$169

HOSPITALITY

Guest Service Gold Certification

CERTIFICATE PROGRAM



The hospitality industry is a broad category of fields within the service industry that includes hotels, restaurants, event planning, theme parks, cruise lines and travel, and tourism. A hospitality unit such as a hotel or restaurant consists of multiple groups of employees including food and beverage servers, front desk representatives, room attendants. This training prepares students for exciting careers in the hospitality industry by offering industry certifications in guest service, restaurant service, front desk representative, and/or guest room attendant.

Guest Service Gold training is focused on customer service and leads to the professional certification, "Certified Guest Service Professional". Students will learn the fundamentals of guest service including gracious hospitality, and how to take ownership and resolve guest issues. This certification builds confidence and problem-solving skills resulting in delivering a first-rate guest experience. A 30-question multiple choice exam is included at the end of the training. Students who pass with a score of 70% or greater earn the credential and receive a Certificate.

AEBU 300 Sec 010E - Scotch Plains
Th, 11/2 - 11/9, 6:30 - 9:30 pm, \$129



ENROLL TODAY!

www.ucc.edu/ceregister

Fitness



W.I.T.S. PERSONAL TRAINING CERTIFICATION

Get all the information needed to start an exciting fitness career and become a Certified Personal Trainer. Turn your fitness passion into a profession with the **ONLY IN-PERSON**, hands-on, practical skill labs in the industry!

CERTIFICATE PROGRAM



Topics will cover 15 hours of anatomy, exercise physiology, kinesiology, biomechanics, nutrition, and more. The in-person practical skill labs allow you to role-play and review essential "hands on skills" to master assessing clients, stretching, warm-ups/cool-downs, exercise analysis and programming design.

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

AEX 120 Sec 090E - Remote Live
T, Th, 10/3 - 11/2, 6:30 - 9:30 pm
Remote Live, \$729

Th, 11/9, 6:30 - 9:30 pm
Practical Review, in-person
Scotch Plains

Th, 11/16, 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.

Education

THE CHILD DEVELOPMENT ASSOCIATE (CDA)

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

CERTIFICATE PROGRAM



Prerequisites (60 hrs.)

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

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

Required Courses (60 hrs.)

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

AEDU B82-Professional Practices Part 2 (30 hrs.)

Underneath required courses, please add

Additional Courses (60 hrs.):

AEDU 183-Child Development Associate: Portfolio Preparation (30 hrs.)

Child Care: The Foundations

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

Books required:

1. Essentials for Working with Young Children (Second Edition).
2. Essentials Workbook (Second Edition).
3. In addition, the students would need to select either Infant or Preschool CDA Competency Standards book.

CDA Council Website: <https://www.cdacouncil.org/en/>

Part 1

AEDU A81 Sec 090E - Hybrid/Scotch Plains

M, W, 11/6 - 12/6, 6 - 9 pm, \$299

Students will attend both in person and remote live sessions.

In-person classes: 11/6 and 12/6.

Remote live classes: for remainder of the program.

Part 2

AEDU B81 Sec 090E - Hybrid/Scotch Plains

M, W, 12/11 - 1/29/2024, 6 - 9 pm, \$299

(No class: 12/25, 12/27, 1/1/2024, 1/3/2024 and 1/15/2024)

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

In-person classes: 12/11 and 1/29/2024.

Remote live classes: for remainder of the program.

Child Development Associate CDA 2.0 Portfolio Preparation

If you have completed over half of your 240 hours of childcare 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 2024.



FAST • EASY • CONVENIENT

REGISTER
ONLINE!



www.ucc.edu/ceregister

SEE PAGE 32 FOR
INSTRUCTIONS

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 A17 Sec 080E – Hybrid/Scotch Plains
M, W, 10/2 – 11/13, 6:30 – 9:30 pm, \$1,059



CERTIFICATE PROGRAM



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).

CERTIFICATE PROGRAM



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 010E – Hybrid/Scotch Plains
T, Th, 10/3 – 11/14, 6:30 – 9:30 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 020E – Hybrid/Scotch Plains
T, Th, 11/28 – 1/16/2024, 6:30 – 9:30 pm, \$1,059
(No class 12/26 and 12/28)

ENROLL TODAY!

www.ucc.edu/ceregister

GOOGLE IT SUPPORT CERTIFICATE

Google Career Certificates

CERTIFICATE PROGRAM



The Google IT Support certificate is a 15-week, online, independent study program designed to prepare beginner learners for entry-level jobs in IT support. Weekly instructor-led Webex meetings assist students to program completion.

- Upon completion of the Google IT Support Certificate, students will:
- Understand the core concepts to all IT Support jobs, including troubleshooting, customer service, networking, system administration, operating systems, and security.
- Know how to assemble a computer, write effective support documentation, route paths and subnets, manage device software, and more.
- Dive into working with Linux, Cloud Computing, and Command-Line Interfaces.

Our IT Support Certificate prepares learners for in-demand jobs such as:

- Technical Support Specialist
- Data Center Technician
- IT Support Specialist
- IT Helpdesk Technician
- IT Manager
- IT Administrator
- Network Administrator

AECO 100 Sec 020E
8/28 – 12/11, \$500 (No class 9/4)

GOOGLE DATA ANALYTICS CERTIFICATE

Google Career Certificates

CERTIFICATE PROGRAM



The Google Data Analytics Certificate is a 15 week, hands-on, online, independent study program designed to prepare beginner learners for entry-level jobs in data analysis. The program was developed by Google and covers the fundamentals of data analysis, including the collection, transformation, and organization of data in order to draw conclusions, make predictions, and drive informed decision making. Weekly instructor-led Webex meetings assist students to program completion.

Upon completion of the Data Analytics Certificate, learners will:

- Have working knowledge of essential data analysis platforms (Excel, SQL, Tableau, R) and when to use them in the data lifecycle.
- Understand how to translate a business question into a data analysis exercise, including transforming, visualizing, and modeling data.
- Know how to distill findings into actionable takeaways.
- Have a capstone project completed, to be shared on their résumé.

Our Data Analytics Certificate prepares learners for in-demand jobs such as:

- Finance Analyst
- Operations Analyst
- Business Performance Analyst
- Marketing Analyst
- Health-Care Analyst
- Human Resources Analyst
- SQL Server Database Administrator

AEBU 101 Sec 020E
9/25 – 1/22/2024, \$500 (No class 1/15)

Information Technology and Computer Training

MICROSOFT OFFICE SOFTWARE

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 180E – Scotch Plains
T, Th, 10/10 – 10/12,
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 180E – Scotch Plains
T, Th, 11/7 – 11/9,
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 180E – Scotch Plains
T, Th, 12/5 – 12/7,
6:00 – 9:30 pm, \$169

Microsoft Excel Suite (Beginner through Advanced)

By signing up for this suite of programs, students receive a discounted price. With classes scheduled on a monthly basis, students are able to learn Excel Beginner through Advanced and apply their learning in their day-to-day environment before moving on to the next level.

All textbooks are included.

AECO 200 Sec 010E
T, Th, 10/10 – 10/12
T, Th, 11/7 – 11/9
T, Th, 12/5 – 12/7
6:00 – 9:30 pm, \$399

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 080E – Scotch Plains
T, Th, 10/24 – 10/26,
6:00 – 9:30 pm, \$169



Looking for
instructor-led or self-
paced computer classes?



For details, visit
www.ed2go.com/ucc

CISCO

Networking
Academy

For the Cisco Certified Networking Associate (CCNA) program, see inside front cover.

Cannabis Training



The cannabis industry is growing at an unprecedented rate and the demand for skilled professionals is higher than ever. As the industry continues to expand, new

opportunities are emerging in fields such as cultivation, retail, extraction, product development, and more. Joining the cannabis industry means being part of a movement that's changing lives and creating positive change. Plus, with a wide range of positions available, from entry-level to executive roles, there's a place for everyone in this rapidly growing industry.

To become an in-demand cannabis professional, it's important to have the right education and training. By investing in your education, you'll gain the knowledge and skills needed to thrive in this dynamic industry and advance your career to the next level. Don't miss your chance to be a part of the cannabis industry's growth and secure a promising future – take the first step today and start your journey towards a rewarding career in cannabis through our self-paced programs listed below.

Cannabis Cultivation Specialist Certificate

Get empowered with the knowledge and skills needed to become a respected and in-demand cannabis cultivation professional. Our 9-week online certificate program offers a comprehensive understanding of the cannabis industry and cultivation best practices. The program features a diverse range of learning resources, including engaging video lectures, informative readings, and interactive e-learning modules that equip you with the requisite skills and knowledge to excel in the thriving cannabis cultivation industry. Upon completion, you'll have the credibility and knowledge necessary to establish a successful career in cannabis cultivation, work in indoor or outdoor grow operations, or even launch your own cultivation business.

Online \$850 – To register: <https://union.cannabisstudiesonline.com>

Cannabis Retail Specialist Certificate

Get equipped with the knowledge and skills needed to become a successful, in-demand cannabis retail professional. Delivered through a blend of engaging video lectures, comprehensive readings, and interactive e-learning modules, our 9-week online certificate program is exclusively taught by distinguished industry experts and operators. This program is designed to equip you with the fundamental knowledge of the cannabis supply chain, as well as the essential skills to succeed in the dynamic cannabis retail environment.

Online \$850 – To register: <https://union.cannabisstudiesonline.com>

Cannabis Extraction and Product Development Specialist Certificate

Get the knowledge and credibility needed to pursue a career in cannabis extraction, developing and manufacturing cannabis products, or even starting your own cannabis brand. Our 9-week online certificate program, aims to empower you with the knowledge and skills necessary to become a highly-regarded and sought-after cannabis professional. With a focus on developing and manufacturing various cannabis products, including edibles, tinctures, and topicals, this program provides a comprehensive understanding of the cannabis supply chain and foundational skills required to excel in the industry.

Online \$850 – To register: <https://union.cannabisstudiesonline.com>



NJ Cannabis Certification

...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.

AEBU 004 Sec 090E - Remote Live
M, 9/18 - 10/16, 6 - 9 pm, \$500

Visit: www.ucc.edu/cannabistraining

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
908-659-5116
or **ibi@ucc.edu**

Visit us at
www.ucc.edu/ibi

 **UNION**
COLLEGE
of Union County, NJ

INDUSTRY-BUSINESS
INSTITUTE

Funded Training Programs

These training programs are offered through funding from the New Jersey Department of Labor and Workforce Development, and the NJ Community College Consortium (NJCCC).

Employees who work for New Jersey non-governmental businesses may participate in training for FREE. If you do not qualify 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.

WORKPLACE ESSENTIALS

Communication in the Workplace

This course will introduce the importance of good verbal/non-verbal communication skills in the workplace. Upon completion, participants will understand how personal communication impacts how others receive/interpret information; understand common barriers to effective communications including non-verbal actions and jargon; apply the basic principles of effective communication when communicating with supervisors, co-workers and customers, become effective participants in workplace meetings, organize information and present complete thoughts, understand the basic rules of grammar (verbal), understand the importance of tone, avoid repetitive use of words/redundancies, avoid jargon/slang/clichés, avoid excessive wordiness and negative language. (8 hrs)

IBCM 300 Sec 004E
M, W, 11/6 – 11/8, 1:00 – 5:00 pm
Scotch Plains

Writing for Results: Business Writing Essentials

In this class, you will learn strategies and tips for producing clear, concise business communication to not only inform but also to drive your audience

to desired action. Specific topics to be covered include: the basics of structuring business communication; how business communication differs from other forms of communication; email etiquette and approaches to achieve desired results; tailoring your writing to a specific audience; common grammatical, punctuation, and usage errors to watch for and avoid and strategies for communicating certain topics, including praise, discipline and change. (4 hrs)

IBWR 200 Sec 003E
T, 9/12, 8:30 am – 12:30 pm
Scotch Plains

Creative Problem Solving and Decision Making

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.)

IBPR 100 Sec 009E
M, W, 11/6 – 11/8,
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. (4 hrs.)

IBTM 200 Sec 003E
T, 9/12, 1:00 – 5:00 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.)

IBSV 100 Sec 006E
W, F, 9/20 – 9/22,
8:30 am – 12:30 pm
Scotch Plains

Improving the Customer Experience

This course is designed to improve the customer experience by clearly defining customer service, explaining the difference between external and internal customers, recognizing that service delivery is an individual response value, understanding how your own behavior impacts the behavior of others, developing more confidence and skill as a problem-solver, understanding the importance of 'tone', communicating more assertively and effectively. (4 hrs)

IBCS 110 Sec 040E
M, 12/4, 1:00 – 5:00 pm
Scotch Plains



INDUSTRY-BUSINESS INSTITUTE

Funded Training Programs

Conflict Resolution: Getting Along in the Workplace

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. (4 hrs.)

IBCF 300 Sec 008E
M, 12/4, 8:30 am - 12:30 pm
Scotch Plains

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. (3 hrs.)

IBCM 302 Sec 002E
W, 11/15, 6 - 9 pm
Remote Live

Diversity, Equity, and Inclusion: Building Inclusive Cultures

This workshop focuses on Diversity, Equity, and Inclusion (DEI) principles and practices. It provides a rapid understanding of DEI concepts, best practices, and actionable strategies to cultivate an inclusive environment. Participants will be encouraged to actively participate, share experiences and discuss real-world scenarios. (4 hrs)

IBDV 100 Sec 010E
T, 11/7 - 11/14, 7 - 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. (3 hrs.)

IBCO A70 Sec 002E
W, 10/18, 6:30 - 9:30 pm
Remote Live

Excel for Beginners

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.)

IBCO A21 Sec 040E
T, Th, 9/26 - 9/28,
8:30 am - 12:30 pm
Scotch Plains

Excel Intermediate

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 Pivot Charts, insert and modify graphic objects in a spreadsheet, and customize and enhance workbooks and the MS Excel environment. (8 hrs.)

IBCO B20 Sec 006E
W, F, 10/11 - 10/13,
8:30 am - 12:30 pm
Scotch Plains

MS Word for Beginners

This introductory course outlines the basic operations of Microsoft Word. Upon completion, students will be able to: create a document, enter text, save, print, open and close files, insert and delete, find, replace and format text, apply attributes, indent paragraphs and adjust spacing and other popular functions. (4 hrs)

IBCO A10 Sec 006E
W, 11/1, 8:30 am - 12:30 pm
Scotch Plains

PowerPoint for Beginners

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. (4 hrs)

IBCO A30 Sec 003E
W, 11/1, 1:00 - 5:00 pm
Scotch Plains



Please contact Katrina James-Pellam at katrina.james-pellam@ucc.edu to participate in one of these programs or bring one to your workplace staff.

Real Estate

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 NJ 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 080E - Hybrid/Scotch Plains
M, W, 9/25 - 12/18, 6:30 - 9:30 pm, \$525

In person classes held at Scotch Plains campus: 9/26 - 9/28 and 12/16 - 12/18

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 002E - Remote Live
T, Th, 10/31 - 11/9, 6 - 9 pm, \$95



PROGRAMS...

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



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 100E - Hybrid/Elizabeth
M, W, 10/2 - 12/20, 6:30 - 8:30 pm, \$329

Para mas información sobre preparación para el GED y otros cursos en español ver página 20.

ENERGY

Energy Efficiency: Building Performance Institute (BPI) Training Program Opportunity - Fall 2023

Elizabethtown Gas (ETG) is partnering with Build Green Maine to offer three residential energy efficiency training initiatives. All training courses will be offered at no cost to participants and will be fully funded by the Elizabethtown Gas Workforce Development (WFD) program. Training programs include Building Science Principles (BSP), Building Analyst Technician (BAT) and Building Analyst Professional (BAP) Certification Training.

We are excited to offer these free courses in an effort to both upskill employees already in the Energy Efficiency industry as well as to bolster the local workforce and support New Jersey's clean energy future. Take advantage of ETG's WFD program to become an industry expert as the energy efficiency industry continues to rapidly expand.

For additional information go to www.elizabethtowngas.com/WFD, call 908-965-6037 to contact Isaias Rivera, Director Workplace Innovation Business Center, or apply directly to Elizabethtown Gas at <https://forms.office.com/r/xadaxYbFXN>

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 and the

See Workforce Development programs on pages 16-17 for details.

underemployed to be better positioned to enter and compete in today's workforce as well as to develop lifelong learning skills. We offer adult literacy, ESL and occupational training programs to over 1,000 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 **cwcd-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 affiliate career services operator 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.



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**

Earn Industry-Valued Credentials in Our Short-Term Training Programs

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

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



Accounting Technician

CERTIFICATE PROGRAM



The Accounting Technician program prepares you for an entry level position in the accounting field. This program will provide instruction in financial language, preparation of accounts, journals, ledgers, and financial statements, Microsoft Excel, and QuickBooks. All areas of instruction will include the use of computerized accounting software. Topics include: Accounting Basics; Microsoft Excel; and QuickBooks.

Upon successful completion of program requirements, you will be able to sit for the following industry certification exams: Microsoft Office Specialist Excel Certification, Certiport, and Intuit QuickBooks Certification, Certiport.

Total Hours: 315 hours

Program Cost: \$4,325

Location: Elizabeth

Schedule: Monday - Thursday, 8:30 am - 2:00 pm

Fall 2023 start

Eligibility Requirements for Grant Funding includes:

- 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 908-965-2992
or isaias.rivera@ucc.edu**

Essentials of Supply Chain Management Program

CERTIFICATE PROGRAM



The Fundamentals of Supply Chain Management program provides you with the fundamentals of the transportation, logistics and distribution industry sector. Learn about warehousing, transportation and customer service operations, supply management and procurement, demand planning, manufacturing and service operations, and inventory management. This program provides the entry level student with the knowledge to obtain an entry level job in the industry or an experienced individual with other industry experience the opportunity to apply their former work experience with a layer of new industry credentials to the TLD industry sector.

Upon successful completion of program requirements, you will be able to sit for the following industry certification exams: SCPro Fundamentals (CSCMP) Certificates in: Supply Chain Management Principles, Inventory Management, Transportation Operations, and Customer Service Operations.

Total Hours: 180 hours

Program Cost: \$4,000

Location: Elizabeth

Schedule: Monday - Thursday, 8:30 am - 2:00 pm

Fall 2023 start

Patient Care Technician

CERTIFICATE PROGRAM



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

Upon successful completion of program requirements, you will be able to sit for the following industry certification exams: National Certified EKG Technician (CET), NHA; National Certified Phlebotomy Technician (CPCT), NHA; National Certified Patient Care Technician (CPCT), NHA.

Total Hours: 312 hours

Program Cost: \$4,950

Location: Elizabeth

Schedule: Monday - Thursday, 8:30 am - 2:00 pm

Fall 2023 start

Earn Industry-Valued Credentials in Our Short-Term Training Programs

CERTIFIED MEDICAL ASSISTANT

The Medical Assistant Certificate program prepares the student for a career in the field of Medical Assisting. A Medical Assistant performs routine administrative and clinical tasks under the supervision of a physician, other health practitioner, or office manager.

Clinical skills include obtaining all vital signs, including blood pressure using Aneroid BP cuffs, assisting with the primary physical exam and other specialty exams, preparing patients for minor surgical procedures, providing patient education, administering injectable medications as directed by a physician, using phlebotomy techniques, and assisting in the collection of laboratory specimens.

Administrative skills include coordinating and scheduling patient appointments, receiving and processing patients in the office, preparing and maintaining patient records. Professional development will be embedded throughout all courses within the program. HIPAA and OSHA guidelines will be reviewed. This course also includes BLS/CPR training and upon completion of written and practicum, the student will receive a certification from the American Heart Association. The student will also complete 112 hours of clinical internship, at a location determined by the Instructional team. Upon successful completion of the courses, the student will prepare to test for the Certified EKG Technician, Certified Phlebotomy Technician, and the Certified Clinical Medical Assistant Certification, credentialed by the National Healthcareer Association.

- Computers for the Medical Office
- Medical Terminology
- Anatomy & Physiology
- Vitals
- Medical Assisting 1
- Medical Assisting 2
- Professional Office Procedures
- Medical Assisting 3
- Medical Assisting 4
- BLS
- Billing & Coding
- Electronic Medical Records
- Clinical Internship
- Credential Review

Total Hours: 508 hours instruction & skills 112 hours clinical skills

Program Cost: \$6,000

Clinical Internship Cost: Prerequisite CMA program completion

Location: Plainfield

Schedule: Monday - Thursday, 8:30 am - 2:00 pm

Fall 2023 start

For additional information about this program, please contact monique.brathwaite@ucc.edu

CERTIFICATE PROGRAM



Get Your High School Diploma!

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



For additional information on the GED test, email GED@ucc.edu



ENROLL TODAY!

www.ucc.edu/ceregister

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 \$350 per course. There are three required courses per level for a total of \$1,050 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.

Contact us at 908-659-5114 or [cwg-recruiting@ucc.edu](mailto:cwd-recruiting@ucc.edu)

ENGLISH AS A SECOND LANGUAGE

Course Offerings • Courses Must be Taken in Sequence

Semester	Course Code	Course Name	Program	Level	Start Date	End Date	Meeting Days	Start Time	End Time
ELIZABETH CAMPUS									
FA23	PCA 012	Grammar and Writing	CIN 212	L1	9/11/23	10/4/23	MTWR	5:30 PM	8:30 PM
FA23	PCA 009	Reading and Vocabulary	CIN 212	L1	10/16/23	11/8/23	MTWR	5:30 PM	8:30 PM
FA23	PCA 014	Listening and Conversation	CIN 212	L1	11/13/23	12/11/23	MTWR	5:30 PM	8:30 PM
FA23	PCA 012	Grammar and Writing	CIN 212	L1	9/25/23	10/19/23	MTWR	9:00 AM	12:00 PM
FA23	PCA 009	Reading and Vocabulary	CIN 212	L1	10/30/23	11/27/23	MTWR	9:00 AM	12:00 PM
FA23	PCA 014	Listening and Conversation	CIN 212	L1	12/4/23	1/10/24	MTWR	9:00 AM	12:00 PM
FA23	PCA 012	Grammar and Writing	CIN 212	L1	9/25/23	10/19/23	MTWR	6:00 PM	9:00 PM
FA23	PCA 009	Reading and Vocabulary	CIN 212	L1	10/30/23	11/27/23	MTWR	6:00 PM	9:00 PM
FA23	PCA 014	Listening and Conversation	CIN 212	L1	12/4/23	1/10/24	MTWR	6:00 PM	9:00 PM
FA23	PCA 036	Grammar and Writing	CIN 217	L2	9/11/23	10/4/23	MTWR	9:00 AM	12:00 PM
FA23	PCA 034	Reading and Vocabulary	CIN 217	L2	10/16/23	11/8/23	MTWR	9:00 AM	12:00 PM
FA23	PCA 041	Listening and Conversation	CIN 217	L2	11/13/23	12/11/23	MTWR	9:00 AM	12:00 PM
FA23	PCA 036	Grammar and Writing	CIN 217	L2	9/11/23	10/4/23	MTWR	5:30 PM	8:30 PM
FA23	PCA 034	Reading and Vocabulary	CIN 217	L2	10/16/23	11/8/23	MTWR	5:30 PM	8:30 PM
FA23	PCA 041	Listening and Conversation	CIN 217	L2	11/13/23	12/11/23	MTWR	5:30 PM	8:30 PM
FA23	PCA 036	Grammar and Writing	CIN 217	L2	9/11/23	10/4/23	MTWR	5:30 PM	8:30 PM
FA23	PCA 034	Reading and Vocabulary	CIN 217	L2	10/16/23	11/8/23	MTWR	5:30 PM	8:30 PM
FA23	PCA 041	Listening and Conversation	CIN 217	L2	11/13/23	12/11/23	MTWR	5:30 PM	8:30 PM
FA23	PCA 036	Grammar and Writing	CIN 217	L2	9/25/23	10/19/23	MTWR	9:00 AM	12:00 PM
FA23	PCA 034	Reading and Vocabulary	CIN 217	L2	10/30/23	11/27/23	MTWR	9:00 AM	12:00 PM
FA23	PCA 041	Listening and Conversation	CIN 217	L2	12/4/23	1/10/24	MTWR	9:00 AM	12:00 PM
PLAINFIELD CAMPUS									
FA23	PCA 012	Grammar and Writing	CIN 212	L1	9/12/23	10/31/23	TR	5:30 PM	8:30 PM
FA23	PCA 009	Reading and Vocabulary	CIN 212	L1	11/7/23	1/11/24	TR	5:30 PM	8:30 PM
SP24	PCA 014	Listening and Conversation	CIN 212	L1	1/16/24	3/5/24	TR	5:30 PM	8:30 PM
SP24	PCA 036	Grammar and Writing	CIN 217	L2	3/12/24	4/30/24	TR	5:30 PM	8:30 PM
SP24	PCA 034	Reading and Vocabulary	CIN 217	L2	5/7/24	6/25/24	TR	5:30 PM	8:30 PM
SU24	PCA 041	Listening and Conversation	CIN 217	L2	7/9/24	8/27/24	TR	5:30 PM	8:30 PM

Schedule subject to change

Contact us at **908-659-5114** or [cwg-recruiting@ucc.edu](mailto:cwd-recruiting@ucc.edu)

Para Información General, Visite www.ucc.edu



CUIDADO DE NIÑOS

Cuidado de Niños

¿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.

CERTIFICATE PROGRAM



Libros requeridos

1. Fundamentos para trabajar con niños pequeños - Segunda edición
2. Cuaderno de ejercicios de Fundamentos - Segunda edición
3. Normas de Competencia CDA®

CDA Council Website: <https://www.cdacouncil.org/es/>

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.)

Curso adicional

AEDE 083-Preparación del Portafolio CDA (30 hrs.)

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

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

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 Sec 090E
Programa Híbrido/Scotch Plains
Mar, Jue, 10/10 - 11/9, 6-9 pm
\$299

AEDE A81 Sec 091E
Programa Híbrido/Elizabeth
Lun, Mie, 11/20 - 12/20, 6-9 pm
\$299

Parte 2

AEDE B81 Sec 091E
Programa Híbrido/Scotch Plains
Mar, Jue, 11/14 - 12/19, 6-9 pm
\$299 (No clase 11/23)

AEDE B81 Sec 092E
Programa Híbrido/Elizabeth
Lun, Mie, 1/8 - 2/12/2024, 6-9 pm
\$299 (No clase 1/15)

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

Se ofrecerá en la primavera del 2024

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 100E
Programa Híbrido/Cranford
Lun, Jue, 10/2 - 12/21
(No clase 11/23)
6:30-8:30 pm, \$329



Online Learning

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- All materials included
- Prepare for certification
- Student advisors

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- Certified Information Systems Security Professional
- Clinical Dental Assistant
- Freight Broker/Agent Training
- Medical Billing and Coding
- Residential Electrician
- Microsoft Excel 2019 Certification Training
- Teacher's Aide with ParaPro Prep
- Veterinary Assistant

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- Discussion Areas
- Monthly start sessions
- Expert Instructor

Categories include:

- Accounting and Finance
- Business
- College Readiness
- Computer Applications
- Design and Composition
- Healthcare and Medical
- Language and Arts
- Personal Development
- Teaching and Education
- Technology

Visit our website
to find a course!

ed2go.com/ucc



UNION
COLLEGE
of Union County, NJ

Healthcare

Basic Certifications Package

CERTIFICATE PROGRAM



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

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

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

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

AEHL 959 Sec 150E – Scotch Plains M, W, 11/6 – 11/15, 6 – 10 pm, \$299



CPR FIRST AID and AED CERTIFICATION COURSES

BLS for Healthcare Providers-Classroom (AHA)

CERTIFICATE PROGRAM



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

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

AEHL 962 Sec 120E – Scotch Plains M, 11/6, 6 – 10 pm, \$129

Heart Saver CPR/AED Course (AHA)

CERTIFICATE PROGRAM



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

AEHL 961 Sec 120E – Scotch Plains M, 10/23, 6 – 10 pm, \$129

EMERGENCY MEDICAL TECHNICIAN-BASIC

CERTIFICATE PROGRAM



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

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

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

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, 8/16, 1-4 pm or 6-9 pm, Health Sciences Building, 225 Roosevelt Street, 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 130E – \$1,500
T, Th, 9/6 – 12/20

Lecture: T, Th, 3:30 – 5:00 pm
Skills: Th, 8:30 am – 3:30 pm
Plainfield Campus

AEHL 100 Sec 120E – \$1,500
T, W, Th, 9/6 – 12/20

Lecture: W, 5:30 – 8:30 pm
Skills: T, Th, 6:15 – 9:30 pm
Plainfield Campus

AEHL 100 Sec 140E – \$1,500
M, S, 9/6 – 12/20

Lecture: M, 5:30 – 8:30 pm
Skills: S, 8:30 am – 3:30 pm
Plainfield Campus

Healthcare

PATIENT CARE TECHNICIAN

The Patient Care Technician Assistant plays a key role in the any allied health care facility. Patient Care Technicians are authorized to administer basic medical care to patients. Multi-skilled Patient Care Technicians will provide quality care to patients by assisting with ADLs (activities of daily living), taking vital signs, assisting with medical examinations and treatment. Additional responsibilities of the PCT may include EKG and phlebotomy. Workplaces 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

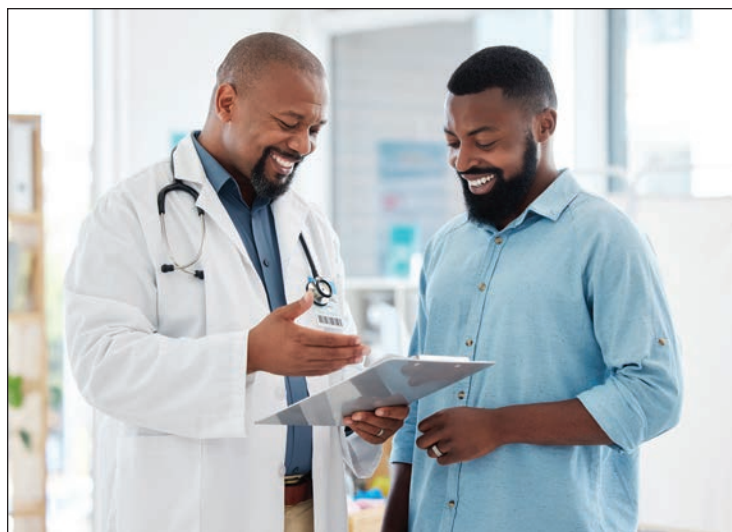
The Patient Care Technician plays a key role in any health care facility. Earn the following industry certifications: National Certified EKG Technician (CET), NHA; National Certified Phlebotomy Technician (CPCT), NHA; National Certified Patient Care Technician (CPCT), NHA. (312 hrs.)

M, T, W, Th, 8:30 am - 2:00 pm, \$4,950 - Elizabeth Campus
Fall 2023 start

See page 16 for details.

ENROLL TODAY!

www.ucc.edu/ceregister



PHARMACY TECHNICIAN

The Pharmacy Technician plays a key role in the allied health field. Working under the supervision of a Licensed Pharmacist, Pharmacy Technicians assist in dispensing prescriptions in both retail and private pharmacies. Pharmacy Technicians speak with customers to acquire information, count tablets and measure amounts of medications for prescriptions, package and label prescriptions, and handle insurance issues. To become a Pharmacy Technician, 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 110E - Remote Live
T, Th, 10/3 - 2/13/2024
(No class 11/23, 12/26 and 12/28)
5:30 - 9:30 pm, \$2,200

Healthcare

EKG TECHNICIAN PROGRAM

CERTIFICATE PROGRAM



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

Prerequisites

- 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 080E - Elizabeth M, W, 10/2 - 11/8, 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 and the EKG Technician Certificate students and should be taken in conjunction with those courses. (32 hrs.)

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

Prerequisite: AEHL 111 - Part 1: Anatomy and Physiology

AEHL A11 Sec 080E - Elizabeth M, W, 11/13 - 12/18, 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 2024.

PHLEBOTOMY TECHNICIAN

CERTIFICATE PROGRAM



Phlebotomists are medical professionals who gather blood samples from patients for correct diagnosis and treatment.

Many phlebotomists work in hospitals, medical practices, or other healthcare facilities. As a student, you will be required to perform 30 successful venipunctures and 10 successful capillary sticks prior to program completion. Upon completion of this program, you will be eligible to sit for the National Healthcareer Association (NHA) Phlebotomy Technician Certification Examination.

Prerequisites

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

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

Required Courses

- AEHL 146-Phlebotomy Technician (90 hrs.)

Recommended Elective

- AEHL 959-Basic Certifications Package (16 hrs.)

Program requirements

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

Phlebotomy Technician

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

AEHL 146, \$900

Will be offered Spring 2024.

Note: Not all courses are offered every semester.

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



Healthcare

MEDICAL CODING SPECIALIST

CERTIFICATE PROGRAM



Medical 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.

The student will learn principles of medical coding related to the three main code books: CPT®, ICD-10-CM Code Set and HCPCS Level II. This course is recommended for anyone who is preparing for a career in medical coding for a physician's office and strongly recommended for anyone who is preparing for AAPC's CPC certification examination.

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.

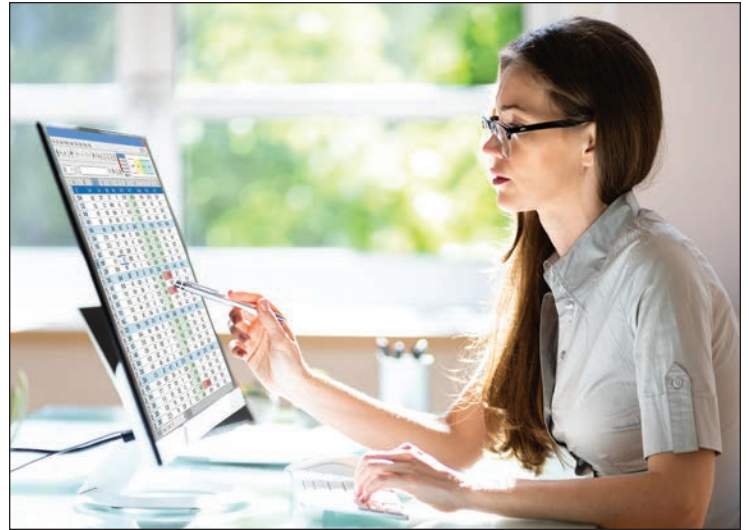
For additional information about this program, contact Monique Brathwaite at monique.brathwaite@ucc.edu

The program will begin with introducing the student to the structure and function of the human body. Medical Terminology including medical root words, prefixes, suffixes, abbreviations and definitions of all body systems will be covered.

Then you will cover the business of Medicine, review of Anatomy, overview of ICD-10-CM, applying the ICD-10-CM Guidelines, accurate ICD-10-CM Coding, introduction to CPT® HCPCS Level II, and Modifiers, Integumentary System, Musculoskeletal System, Respiratory and Cardiovascular Systems, Hemic & Lymphatic Systems, Mediastinum, Diaphragm and Digestive System, Urinary System and Male Genital System, Female Reproductive System and Maternity Care and Delivery, Endocrine and Nervous Systems, Special Senses (Ocular and Auditory), Anesthesia, Radiology, Pathology and Laboratory, Evaluation and Management services, Medicine and Final Exam. (135 hrs.)

Upon completion, students will be eligible to test for the AAPC's Certified Professional Coder (CPC) certification examination.

AEHL 136 Sec 100E – Remote Live
T, Th, 9/26 – 3/21/2024
6 – 9 pm, \$2,800
(No class 11/23, 12/19, 12/21, 12/26, 12/28, 1/2/2024 and 1/4/2024)



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 or equivalent. PLEASE DO NOT SEND ANY OF YOUR ORIGINAL DOCUMENTS. Scan and email documents to **coned@ucc.edu**.

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SEE PAGE 32 FOR INSTRUCTIONS

Uniform Construction Code



These classes are for general contractors and others 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. Through a grant funded by the Department of Community Affairs, individuals who successfully complete a course and apply for licensure may be refunded up to 100% of tuition fee. Funding is limited. 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 https://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 180E - Remote Live
T, Th, 9/26 - 12/21, 5:30 - 8:30 pm,
\$845 (No class 11/23)

Electrical Inspector, I.C.S.

This course has been designed to meet the State's educational program requirements to become licensed as a New Jersey ICS electrical inspector [N.J.A.C. 5:23- 5.20(g)]. The course provides the State-required 60 hours of classroom instruction and deals with the electrical inspector's administrative, plan review and inspection requirements for class II and III structures. Topics included are electrical service sizing and design, branch circuit and feeder design, requirements for special fixtures, methods, and devices. Textbook required: NFPA 70-National Electrical Code (NEC). (60 hrs.)

AEIC 311 Sec 190E - Remote Live
T, Th, 10/26 - 1/11/2024, 6 - 9 pm,
\$675

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 190E - Remote Live
T, Th, 9/5 - 10/24, 6 - 9 pm
\$595

Fire Inspector, I.C.S.

This 120-hour online program is designed to prepare students to obtain the licensing in the Fire Protection discipline of the NJ UCC. Course work includes the building use groups, types of construction, height and area, fire protection systems and means of egress.

Students will learn when the building codes require such systems and equipment in new renovated structures along with the standards for systems installations and acceptance testing, course textbook information is provided the first day of class. (120 hrs.)

AEIC 190 Sec 200E - Remote Live
T, Th, 10/2 - 1/23/2024, 6 - 10 pm
\$1,250
(No class 11/23, 12/26 and 12/28)

Plumbing Inspector, I.C.S.

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

AEIC 131 Sec 030E - Remote Live
M, W, 10/23 - 3/13/2024, 6 - 10 pm
\$1,295
(No class 12/18 - 1/15/2024,
2/19/2024)

Uniform Construction Code

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 090E - Remote Live
T, Th, 10/17 - 12/7, 6 - 9 pm
\$595
(No class 11/23)



The community colleges of New Jersey offer a regional schedule of classes for Uniform Construction Code training.

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.brookdalecc.edu													
Mercer County College 609-570-3311 www.mccc.edu													
Middlesex College 732-906-2556 www.middlesexcc.edu													
Union College 908-709-7600 www.ucc.edu		Remote Live 9/26 - 12/21		Remote Live 10/26 - 1/11/24	Remote Live 9/5 - 10/24		Remote Live 10/2 - 1/23/24	Remote Live 10/23 - 3/13/24					Remote Live 10/17 - 12/7

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




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

CERTIFICATE PROGRAM



Supply Chain Management - 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 003E - \$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 003E - \$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 003E - \$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 003E - \$260



ENROLL TODAY!
www.ucc.edu/ceregister

Supply Chain Management

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 003E - \$260

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 003E - \$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 003E - \$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 003E - \$260



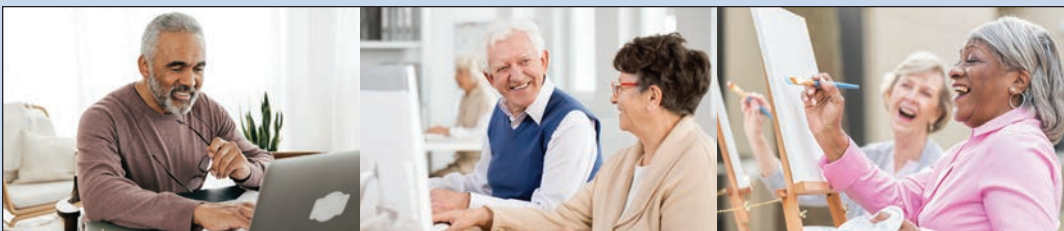
Senior Scholars



Sponsored by the Union County Board of County Commissioners

UNION COUNTY
We're Connected to You!

Senior Scholar programs will be offered online and in-person.
Registration opens for Senior Scholar classes on **Monday, September 18.**



For a complete listing of programs and to register, go to:
<https://www.ucc.edu/ce/senior-programs>



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 and email address 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, American Express®, Visa®, MasterCard®, or Discover®.

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 email or phone 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 immediately at coned@ucc.edu. Refunds will be made as follows:

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

Veterans Refund Policy

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

Parking

Tuition does not include parking. You will need to purchase a Parking hang tag that permits you to park in designated lots on campus.

Handicapped parking is available.

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

Inclement Weather/ Emergency Closing

In case Union 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
Director of Disability Support Services and Veterans Affairs
Student Development Building, SD-115
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

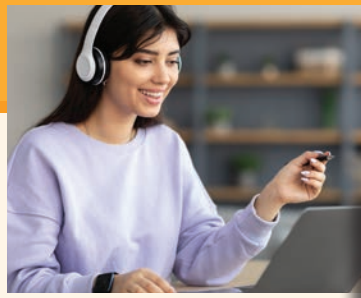
All requests for accommodations from Union College employees, guests, and visitors, pursuant to Section 504 or the ADA, should be directed to Mr. Lotano, the Section 504 Administrator and ADA Director. All matters, other than student accommodation requests and complaints, also may be directed to Mr.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

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



PROGRAMS...

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



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 5**.

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

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

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

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

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

Diversity, Equity and Inclusion Certificate

75% of the world's major conflicts have a cultural dimension. The United Nations reports that creative and cultural industries (CCI) generate annual revenues of US\$ 2,250 billion and nearly 30 million jobs worldwide, employing more people aged 15 to 29 than any other sector. To improve diversity, achieve equity, and foster inclusion one must be intentional, consistent, and courageous. This online certificate program focuses on improving cultural competence and encourages continuous learning. Students will gain a better understanding of DEI. \$495

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

Management Certificate

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

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

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

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

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 ENROLL – VISIT
www.ucc.edu/ceregister

To Register for Continuing Education Classes:

- 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:

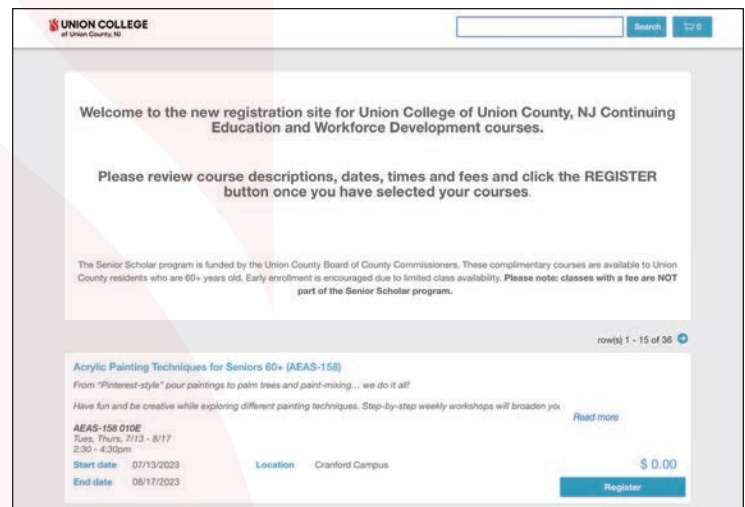
- Click the 'New Account' Button.
- Complete the Required Fields (*) – First Name, Last Name, Email Address > 'New Account'.
- Click the Terms and Conditions box > 'Next'.
- Required Fields (*) – Choose a 'Username' which is your Email Address.
- Create a 'Password' and 'Confirm' it.
- Security question Reminder, Answer and Confirm Answer > 'Next'.
- Complete the Address Details Required Fields (*) > 'Next'.
- You may see an address verification – Click 'Use Suggested'.
- Curriculum Summary > 'Next'
- Payment Screen Summary > 'Next'
- You will be directed to the Payment screen – input your credit card information > 'Continue'
- Payment billing summary – provide all information > 'Continue'
- Payment confirmation (save/print) > 'Continue'
- Your payment has been processed.
- 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.



**Scan with your
SmartPhone**
for easy, secure
online enrollment.



UNION COLLEGE
of Union County, NJ

Welcome to the new registration site for Union College of Union County, NJ Continuing Education and Workforce Development courses.

Please review course descriptions, dates, times and fees and click the REGISTER button once you have selected your courses.

The Senior Scholar program is funded by the Union County Board of County Commissioners. These complimentary courses are available to Union County residents who are 60+ years old. Early enrollment is encouraged due to limited class availability. Please note: classes with a fee are NOT part of the Senior Scholar program.

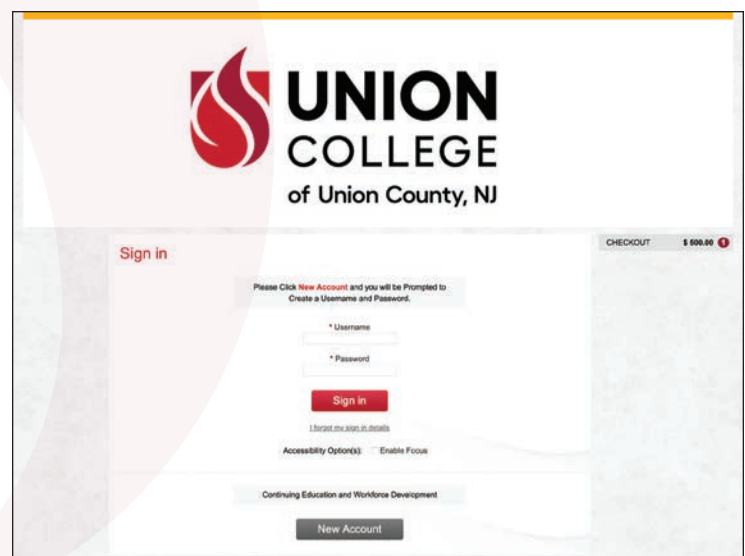
row(s) 1 - 15 of 36

Acrylic Painting Techniques for Seniors 60+ (AEAS-158)
From "Pinterest-style" pour paintings to palm trees and paint-mixing... we do it all!
Have fun and be creative while exploring different painting techniques. Step-by-step weekly workshops will broaden you. [Read more](#)

AEAS-158 010E
Days: Thurs, 7/13 - 8/17
2:30 - 4:30pm

Start date: 07/13/2023 Location: Cranford Campus \$ 0.00
End date: 08/17/2023

[Register](#)



UNION COLLEGE
of Union County, NJ

Sign in

CHECKOUT \$ 600.00

Please Click **New Account** and you will be Prompted to Create a Username and Password.

* Username
* Password

[Sign in](#)

[I forgot my sign in details](#)

Accessibility Option(s): Enable Focus

Continuing Education and Workforce Development

[New Account](#)

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

Union College of Union County, New Jersey will offer three Google Career Certificate programs this fall: Project Management, IT Support, and Data Analytics.

Each 15-week certificate program prepares you for in-demand, entry-level roles through online, independent study.

Weekly, virtual, instructor-supported sessions will guide you to program completion.

For more details on Google Career Certificate programs, see pages 4 and 8.



PROJECT MANAGEMENT



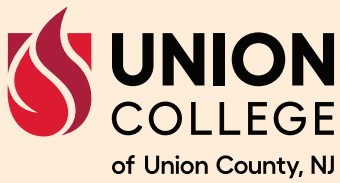
IT SUPPORT



DATA ANALYTICS



Google Career Certificates



1033 Springfield Avenue
Cranford, NJ 07016

Dated Material



GAIN JOB SKILLS TO THRIVE IN THE CANNABIS INDUSTRY

As the cannabis industry continues to expand, Union College of Union County, NJ has partnered with Green Flower, a leader in cannabis education, to offer in-demand, self-paced training programs focusing on cultivation, retail, extraction, product development, and more. Learn the skills you need to be a part of a fast-evolving industry.

100% Online | 9 Weeks | Begin Anytime



For more details on Cannabis Training programs, see page 10.