

SPRING 2018 CLASS OFFERINGS

Explore a New Job!

Improve Your Skills!

Learn Something New!



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

**CONTINUING
EDUCATION**

For a better life

Dear Student,

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

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

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

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

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

Sincerely,



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

Rahway Classes

Union County College has established a location in Rahway at the Union County Performing Arts Center at 1591 Irving Street. This facility expands our ability to bring our Continuing Education courses closer to you. **Note:** All Rahway classes are held on Thursdays.

Registration is now open for the following courses at www.ucc.edu/continuing-education/instant-enrollment.

	Course Code	Date	Time
Senior Scholars			
Flamenco Dancing	AEES 533 Sec 041	2/01–3/08	1:00–3:00 p.m.
MS Word 2016 Beginner	AECS A23 Sec 041	3/01–3/08	9:00 a.m.–12:00 p.m.
MS Word 2016 Intermediate	AECS B23 Sec 041	3/22–3/29	9:00 a.m.–12:00 p.m.
MS Excel 2016 Beginner	AECS A47 Sec 040	4/05–4/12	9:00 a.m.–12:00 p.m.
MS Excel 2016 Intermediate	AECS B47 Sec 040	4/19–4/26	9:00 a.m.–12:00 p.m.

See our website for course descriptions.

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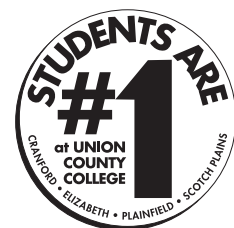
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Professional Development

Business and Management

ACCOUNTING

Accounting 101 (18 hrs)

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

AEFI 102 Sec 176 **\$299**
Mon, Wed 1/22-2/07 6:00-9:00 p.m.
Cranford

Introduction to QuickBooks 2016 Accounting (18 hrs)

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

Prerequisite: Accounting 101 or equivalent experience.

AECO 347 Sec 160 **\$299**
Sat 2/17-4/07 12:30-3:30 p.m.
(no class 3/17 & 3/31)
Cranford

Intermediate QuickBooks Accounting (18 hrs)

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

Prerequisite: Introduction to QuickBooks Accounting or equivalent experience

AECO 348 Sec 160 **\$299**
Sat 4/14-5/19 9:00 a.m.-12:00 p.m.
Cranford

New!

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



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

That's why getting PACE certified is an important step forward in your career.

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

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

Course Materials

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

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

Interpersonal Communication

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

Task and Project Management

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

Computer and Internet Technology

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

Management Skills

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

Program Requirements

There are no prerequisites to enroll in this program.

Benefits of enrolling in this course include:

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

AEOF 069 Sec 176 **\$750**
Mon, Wed 4/09-5/09 6:00-9:00 p.m.
Cranford

BOOKKEEPING

CERTIFICATE PROGRAM

Certified Bookkeeper

Program Chairperson: Cheryl Kress
(908) 347-0239

Email: kress@ucc.edu

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

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

Certified Bookkeeper (75 hrs)

All six workbooks included plus exam fees.

AEBU 005 Sec 186 **\$1,250**
Tue, Thu **2/20-5/22** **6:00-9:00 p.m.**
(no class 3/13 & 3/15)
Cranford

Continuing Education Credits for Accountants

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

REGISTER ONLINE!

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

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

BUSINESS

Business and Professional Writing (12 hrs)

Writing effectively is key to success at every level of your career. Whether you are preparing emails or complex reports, it is important to hone your message, use clear and concise language, understand your audience, and use proper grammar. Learn how to communicate with less stress and more confidence as you avoid common mistakes and add value with every communication. Students with a wide range of backgrounds attend this course to support their career goals.

AEBU 054 Sec 116 **\$169**
Mon **2/26-4/18** **6:30-8:30 p.m.**
(no class 3/12)
Cranford

Introduction to Lean Six Sigma (6 hrs)

This six-hour mini course introduces students to the basic concepts of Lean Six Sigma process improvement. It explains how Lean Speed is combined with Six Sigma Quality to deliver products and services faster, better and cheaper, resulting in increased customer satisfaction and higher profit. Students learn the basic tools used within the DMAIC (Define—Measure—Analyze—Improve—Control) methodology such as Process Mapping, Cause and Effect Diagrams, 5S Housekeeping, Kaizen and Fool Proofing, to name just a few. Students will see examples of successful Lean Six Sigma Projects. This course can be taken as a standalone course or as a lead in to the Six Sigma Green Belt Course.

AEBU 013 Sec 176 **\$95**
Mon, Wed **3/19-3/21** **6:30-9:30 p.m.**
Cranford

Six Sigma Green Belt Body of Knowledge (30 hrs)

This course covers the entire American Society for Quality (ASQ) Six Sigma Green Belt Body of Knowledge (SSGB BOK). (See www.asq.org.) It is taught by an ASQ Certified Six Sigma Black Belt (ASQ CSSBB) using the Quality Council of Indiana CSSGB Primer, which is provided with the course. (See www.qualitycouncil.com.) This course is designed for students preparing to take the ASQ CSSGB Exam and/or planning to apply the SSGB methodology in the work place. Students unfamiliar with Six Sigma are encouraged to take the Introduction to Lean Six Sigma mini-course first.

AEBU 015 Sec 176 **\$450**
Mon, Wed **3/26-4/25** **6:30-9:30 p.m.**
Cranford

HUMAN RESOURCES

CERTIFICATE PROGRAM

Human Resource Management

**American Management Association
University Partner**

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

The certificate in Human Resource Management consists of five courses, which may be completed in any sequence allowing you to begin or complete the certificate program at your convenience. Courses use the internationally recognized curriculum developed by the American Management Association. To earn the certificate, awarded by Union County College in cooperation with AMA, you must complete all five courses, attend all class sessions and participate in projects, class studies, and pass the assessment for each course.

Required Courses: (80 hrs)

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

Courses may be taken in any order.

Recruiting, Interviewing, and Selecting Employees (16 hrs)

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

AEBU 274 Sec 160 **\$329**
Sat **1/27-3/24** **9:00-11:00 a.m.**
(no class 3/17)
Cranford

Continuing Education Part-Time Instructors Needed!

- Accounting
- Child Care (mornings and evenings)
- Microsoft Word
- Microsoft Excel
- Microsoft Powerpoint
- Microsoft Access
- Microsoft Project
- Project Management
- Computerized Medical Billing
- EKG
- Phlebotomy
- Anatomy and Physiology Parts 1 and 2
- CPT-4 Coding
- ICD-10-CM and ICD-10-PCS Coding
- ESL
- GED Test Preparation in English and Spanish
- Pharmacy Technician—English and Spanish
- Real Estate
- Youth Programs

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

Succession Planning: Developing Leaders from Within (16 hrs)

Managing the succession of talent is a vital strategic process that minimizes gaps in leadership and enables your best people to develop the skills necessary for possible future roles. This class will provide an overview of succession planning and its importance and will explain the role of HR in setting up a succession planning system. You will also learn how to forecast future needs, develop the succession planning process, and build individual development plans. Last, you will learn effective monitoring, measuring and follow-up processes. Book included.

AEBU 046 Sec 160 \$329
Sat 1/27-3/24 11:30 a.m.-1:30 p.m.
(no class 3/17)
Cranford

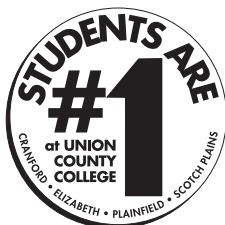
Communication Skills for Managers (16 hrs)

The ability to communicate clearly is the critical core competency for successful managers at all levels and in all industries. Whether written, or spoken, in person or via e-mail, effective communication is essential. You will learn to choose the most appropriate mode for communicating your message. You will also learn to ask the right type of question to elicit information, encourage a response, or create a relationship. This solid overview of all facets of business communication offers numerous opportunities to practice and apply your communication skills. Book included.

AEBU 264 Sec 160 \$329
Sat 4/7-5/12 9:00-11:45 a.m.
Cranford

Continuing Education Credits for Accountants

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



Child Care

CERTIFICATE PROGRAM

The Child Development Associate (CDA)

If you would like to develop skills as a child care-giver, this certificate program will prepare you to be a true child care professional and can give you the option of working with others in a child care facility or establishing your own business. 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 program is offered in both English and Spanish. This 120-hour certificate program may be used toward the educational requirements for the CDA. Courses may be taken in any order. Part 1 of each course must be taken before Part 2. Four required courses, 120 hours total.

Required Courses (120 hrs):

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

Additional Course:

- AEDU 183—CDA Portfolio Preparation (30 hrs)

Child Care: Professional Practices (30 hrs each part)

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

Part 1
AEDU A82 Sec 185 \$225
Tue, Thu 1/02-2/01 5:30-8:30 p.m.
Cranford

Part 2
AEDU B82 Sec 185 \$225
Tue, Thu 2/06-3/08 5:30-8:30 p.m.
Cranford

Child Care: The Foundations (30 hrs each part)

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

Part 1
AEDU A81 Sec 185 \$225
Tue, Thu 3/20-4/19 5:30-8:30 p.m.
Cranford

Part 2
AEDU B81 Sec 185 \$225
Tue, Thu 4/24-5/24 5:30-8:30 p.m.
Cranford

Child Development Associate CDA 2.0 Professional Portfolio (30 hrs)

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

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

This class is taught by a Council Certified Professional Development Specialist.

AEDU 183 Sec 135 \$225
Wed 2/21-5/2 5:30-8:30 p.m.
(no class 3/14)
Cranford

Commercial Driver Training

Smith & Solomon Commercial Driver Training

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

Schedule for All Courses:

Full Time Day
Mon-Thu 7:00 a.m.-5:30 p.m.
Part Time Nights
Mon-Wed 5:00-10:00 p.m.
Part Time Weekends
Sat & Sun 7:00 a.m.-4:30 p.m.

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

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

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

CDL A-Tractor Trailer Driving

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

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

CDL B-Straight Truck Training

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

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

CDL B with Passenger Endorsement Bus Training

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

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

CDL A Plus Passenger Endorsement Tractor Trailer and Bus Training

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

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



Do YOU need to...

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

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

We are here to help YOU build your CAREER

Occupational Training Programs:

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

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

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

Union County College is a TASC Test Center!

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

Computer Training

GRAPHIC ARTS

Adobe Illustrator CC (30 hrs)

You will learn the finer points of the software of choice for illustration and vector graphics creation. This class develops your familiarity with Illustrator's creative tools and menu options; in it you will create simple and complex paths, objects and creative combinations using both type and images.

AEGA 378 Sec 186 \$450
Tue, Thu 3/06-4/12 6:00-9:00 p.m.
(no class 3/13 & 3/15)
Cranford

Adobe InDesign CC (30 hrs)

Adobe InDesign sets new standards for layout and design, from basic page setup and type formatting to advanced graphic and type effects. Learn the basic concepts of desktop publishing, as well as some rich new features, including enhanced transparency and amazing typographical controls.

AEGA 373 Sec 136 \$450
Tue, Thu 4/17-5/17 6:00-9:00 p.m.
Cranford

The Industry-Business Institute at UCC Needs Part-Time Instructors!

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

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

Cisco Certified Networking Associate (CCNA) Program



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

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

See page 8 for more details on this program.

INFORMATION TECHNOLOGY

A+ Service Technician

A+ HARDWARE (ESSENTIALS) CERTIFICATE (63 HRS)



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

AECO A15 Sec 186 \$885
Tue, Thu 1/30-4/17 6:00-9:00 p.m.
(no class 3/13 & 3/15)
Cranford

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



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

AECO B15 Sec 186 \$849
Tue, Thu 4/24-6/28 6:00-9:00 p.m.
Cranford

Cisco Networking

CISCO CERTIFIED NETWORKING ASSOCIATE (CCNA)

Regional Cisco Networking Academy



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

- State-of-the-art computer lab designed specifically for Cisco training and a practice lab area for hands-on instruction
- Program design to provide you the time needed to master course information and practice the skills learned in class to help pass the required examinations
- Quality instruction at affordable pricing

Who should enroll in the Cisco Networking Academy Programs?

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

Required Courses: Four courses (280 hrs total)

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

AECO B74 Sec 196 (Semester 2; 70 hrs)

Wed 2/07-4/25 6:30-10:00 p.m.

and Sat 2/10-4/21 8:30 a.m.-12:00 p.m.

(no class 3/14, 3/17 & 3/31)

Cranford

CompTIA Network +

COMPTIA NETWORK + CERTIFICATION (80.5 HRS)



Do you want to enter the growing IT field but have no or little prior knowledge of network technology? This class is ideal if you have little networking experience and will

prepare you to sit for the CompTIA Network + certification exam. Many companies such as Dell, HP, Ricoh, Sharp and Xerox recommend or require CompTIA Network+ for their networking technicians. If you take this course and pass the Network + certification exam you will be prepared for jobs such as network administrator, network installer, help desk technician, or IT cable installer. Several topics covered will include network basics, network-to-network communications, network security, wireless networking standards, and others.

AECO A17 Sec 176

Mon, Wed 2/26-5/21

(no class 3/12 & 3/14)

Cranford

\$985

6:00-9:30 p.m.

REGISTER ONLINE!

It's Fast! It's Easy!

It's Convenient

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



Don't Miss Out!

Classes fill quickly, so

Register Early

for upcoming courses!

MICROSOFT OFFICE SOFTWARE

Microsoft Windows 10 (7 hrs)

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

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

AECO A26 Sec 176 \$149
Mon, Wed 2/05-2/07 6:30-10:00 p.m.
Cranford

Microsoft Word Beginner (7 hrs)

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

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

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

AECO A27 Sec 186 \$149
Tue, Thu 2/13-2/15 6:30-10:00 p.m.
Cranford

Microsoft Word Intermediate (7 hrs)

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

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

Prerequisite: Word Beginner.

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

AECO B27 Sec 186 \$149
Tue, Thu 2/20-2/22 6:30-10:00 p.m.
Cranford



Visit the CAREER SERVICES CENTER at Union County College!

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

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

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

Microsoft Word Advanced (7 hrs)

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

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

Prerequisite: Word Beginner and Intermediate

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

AECO C27 Sec 186 \$149
Tue, Thu 2/27-3/1 6:30-10:00 p.m.
Cranford

Microsoft Excel Beginner (7 hrs)

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

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

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

AECO A48 Sec 176 \$149
Mon, Wed 3/05-3/07 6:30-10:00 p.m.
Cranford

Microsoft Excel Intermediate (7 hrs)

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

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

Prerequisite: Excel Beginner or equivalent knowledge.

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

AECO B48 Sec 176 \$149
Mon, Wed 3/19-3/21 6:30-10:00 p.m.
Cranford



Microsoft Excel Advanced (7 hrs)

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

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

Prerequisite: Excel Beginner and Intermediate or equivalent knowledge.

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

AECO C48 Sec 176 \$149
Mon, Wed 3/26-3/28 6:30-10:00 p.m.
Cranford

Microsoft PowerPoint Beginner (7 hrs)

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

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

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

AECO A72 Sec 176 \$149
Mon, Wed 4/02-4/04 6:30-10:00 p.m.
Cranford

Microsoft Access Beginner (7 hrs)

Access is a versatile tool. You can use it as a personal data management tool (for your use alone), or you can use it as a construction set to develop applications for an entire department or organization. In this course, you will use Access to manage your data, including creating a new database; constructing tables; designing forms and reports; and creating queries to join, filter, and sort data. In this course, you will:

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

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

AECO A25 Sec 186 \$149
Tue, Thu 4/10-4/12 6:30-10:00 p.m.
Cranford

Microsoft Access Intermediate (7 hrs)

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

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

Prerequisite: Microsoft Access Beginner or equivalent.

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

AECO B25 Sec 186 \$149
Tue, Thu 4/17-4/19 6:30-10:00 p.m.
Cranford

Microsoft Access Advanced (7 hrs)

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

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

Prerequisite: Microsoft Access Beginner, Intermediate, or equivalent.

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

AECO C25 Sec 186 \$149
Tue, Thu 4/24-4/26 6:30-10:00 p.m.
Cranford

INDUSTRY-BUSINESS INSTITUTE

*Where
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Business
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- Prepare your employees for challenges in today's global economy with customized training programs
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40 WEST JERSEY STREET
ELIZABETH NJ 07202
908-965-2358/908-709-6048
WWW.UCC.EDU/
INDUSTRY-BUSINESS-INSTITUTE

SOCIAL MEDIA AND SPECIAL INTEREST CLASSES

Social Media Marketing for Business (6 hrs)

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

AEEN 041 Sec 160 \$129
Sat 3/03-3/10 12:00-3:00 p.m.
Cranford

Construction

UNIFORM CONSTRUCTION CODE EDUCATION PROGRAM 2017–2018

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

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

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

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

The chart below lists the courses offered for Fall 2017 and Spring 2018. For specific information, visit the respective college's website listed in the chart.

College	Building			Electrical		Fire Protection		Plumbing		Elevator	Administrative		
	RCS	ICS	HHS	ICS	HHS	ICS	HHS	ICS	HHS	HHS	SO	CO	TA
Brookdale Community College 732-224-2813 www.brookdalecc.edu/construction		3/13/18			1/10/18			1/2/18			1/3/18		
Mercer County College 609-570-3311 www.mccc.edu		1/22/18	4/3/18										
Middlesex County College 732-906-2556	2/5/18	2/20/18					3/10/18		4/9/18		1/30/18		
Union County College 908-709-7600 www.ucc.edu	3/6/18			2/6/18		2/26/18						2/5/18	
Ocean County College 732-255-0404 www.ocean.edu							2/8/18						2/8/18
Bergen County College 201-447-7488 x4 www.bergen.edu							2/20/18			2/19/18			

*May be offered in a hybrid format with online instruction and limited in-person class meetings.

For a complete list of the courses offered statewide, see the DCA website at:

www.state.nj.us/dca/divisions/codes/forms/pdf_licensing/ucc_c_grid.pdf



Building Inspector RCS (90 hrs)

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

AEIC 102 Sec 186 \$795
Tue, Thu 3/06-6/21 6:00-9:00 p.m.
(no class 3/13 & 3/15)
Cranford

Construction Official (45 hrs)

Prepare to work as a Construction Official. The Construction Official is the chief administrator of a local code enforcing agency who establishes and enforces the agency policies to assure compliance with the Uniform Construction Code. This course reviews the duties and responsibilities of the Construction Official and the class is divided into four main areas: Administration, Legal Methods of Code Enforcement, Legislation, and Sub-Code. Prerequisite: Students must already have a Subcode Official license to enroll.

AEIC 562 Sec 176 \$525
Mon, Wed 2/05-4/04 6:00-9:00 p.m.
(no class 2/19, 3/12 & 3/14)
Cranford

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

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

AEIC 211 Sec 186 \$650
Tue, Thu 2/06-4/19 6:00-9:00 p.m.
(no class 3/13 & 3/15)
Cranford

Fire Inspector ICS (120 hrs)

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

AEIC 191 Sec 176 \$1,050
Mon, Wed 2/26-8/01 6:00-9:00 p.m.
(no class 3/12, 3/14, 5/23, 5/28, 7/02 & 7/04)
Cranford

Education

NPTNJ ALTERNATE ROUTE TEACHER PREPARATION

New!

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

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

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

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

AEDU 144 Sec 186 \$295
Tue, Thu 2/06-3/08 6:00-8:00 p.m.
Cranford

New!

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

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

Praxis Examination Review available for Elementary Education

Please see page 21 for this class, in the test prep section of the brochure.

ONLINE TEACHING

ONLINE TEACHING COURSE (15 HRS)

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

Email: beth.ritter-guth@ucc.edu

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

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

REGISTER ONLINE!

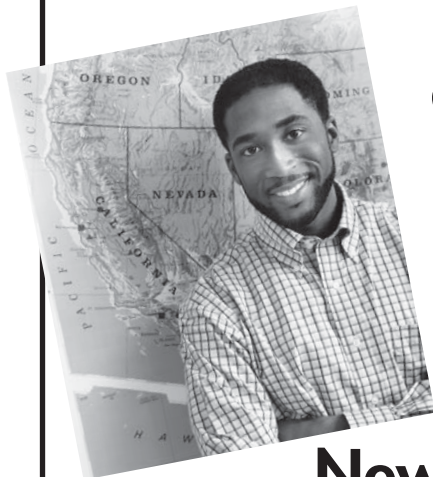
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instant-enrollment](http://www.ucc.edu/continuing-education/instant-enrollment)**

Don't Miss Out!

**Classes fill quickly, so
Register Early
for upcoming courses!**

Follow this path to become a



NEW PATHWAYS TO TEACHING IN NEW JERSEY



New Jersey Certified Teacher!

Whether you are

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

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



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

NPTNJ is a Partnership with New Jersey City University

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

What are the Requirements to Apply?

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

For More Information:

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

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



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

New!

Facility Management

FACILITY MANAGEMENT PROFESSIONAL (FMP®)

Earn the Must-Have Credential in Facility Management

IFMA's Facility Management Professional (FMP®) Credential

Instructor: Leo Somma, MBA, CFM, SFP®, FMP®



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

Who Should Enroll?

This 60-hour professional development program is designed for:

- Facility management practitioners looking to increase their depth-of-knowledge in the foundational FM topics deemed critical by employers. Individuals who are transitioning into the FM profession.
- Related-industry practitioners such as architects, designers and safety engineers.
- Facility-related product and service providers.
- Students entering the profession from colleges, universities, certificate or technical programs.
- LEED Professionals seeking general CE hours for credential maintenance.

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

Course Materials

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

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

What Will You Learn?

Course 1: Operations and Maintenance

- Introduction to Operations and Maintenance
- Assess Facility Needs
- Manage/Oversee Operations and Maintenance of Building, Systems and Equipment
- Manage/Oversee Occupant Services
- Select the Best Resources
- Measure and Optimize Operations and Maintenance Performance

Course 2: Project Management

- Introduction to Project Management
- Define Projects
- Plan Projects
- Manage and Oversee Projects
- Close Projects

Course 3: Finance and Business

- Finance and Business in the Facility Organization
- Financial Management of the Facility Organization
- Procurement in the Facility Organization
- Contracts in the Facility Organization

Course 4: Leadership and Strategy

- Plan Strategically
- Lead and Manage the Facility Organization
- Provide Leadership to the Entire Organization

Policies and Requirements

Program Requirements

There are no prerequisites to enroll in this program.

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

- Experienced instructors who present the IFMA FMP Credential Program materials in an easy-to-understand format.
- A structured learning environment to keep you on schedule.
- Opportunity to build your peer network.
- Course fees often qualify for tuition reimbursement.
- Up to 7.8 IFMA-issued continuing education units (CEUs) and 60 general CE hours for LEED credential maintenance for successful completion of the four courses.

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

FMP Credential Requirements

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

AEBU 029 Sec 125

Tue
Cranford

2/20-6/05

\$ 2,395

5:30-9:30 p.m.

Sessions held on 3/20 and 3/28 will be online.

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

Fitness Careers

PERSONAL TRAINER NATIONAL CERTIFICATION (36 HRS)

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

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

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

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

AEEX 120 Sec 160 \$599
Sat 1/13-2/17 9:00 a.m.-4:00 p.m.
Cranford

TRAINING CLASSES FOR PERSONAL TRAINERS

Attention personal trainers! Check out these classes to grow your client base and provide you with additional knowledge to help your clients.

Nutrition Concepts for Success (6 hrs)

Maximize your success as a personal trainer by helping clients with their nutritional needs. This course is valuable for anyone wanting to learn more about nutrition. Learn how to develop optimal ratios of carbs, fat and protein, how to analyze food labels, and help clients change eating patterns. Explore nutritional needs of athletes and the effect of diet on aging. Co-sponsored with World Instructor Training Schools (W.I.T.S.) and provides 6 CEUs. Please bring calculator to class.

AEEX 122 Sec 186 \$135
Tue, Thu 4/03-4/05 6:30-9:30 p.m.
Cranford

Healthcare Careers

ALLIED HEALTH COURSE WAIVER PROCEDURES

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

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

Basic Certifications Package (16 hrs)

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

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

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

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

AEHL 959 Sec 140 \$299
Mon 3/05 6:00-10:00 p.m.
Wed, Thu 3/21-3/22 6:00-10:00 p.m.
and
Mon 3/26 6:00-10:00 p.m.
Cranford

CPR CLASSES

CPR, FIRST AID, AND AED CERTIFICATION COURSES

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

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

BLS for Healthcare Providers—Classroom (American Heart Association) (4 hrs)

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

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

AEHL 962 Sec 116 \$129
Mon 3/05 6:00-10:00 p.m.
Cranford

Heart Saver CPR/AED Course (American Heart Association) (4 hrs)

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

AEHL 961 Sec 116 \$129
Mon 4/09 6:00-10:00 p.m.
Cranford

EKG TECHNICIAN

EKG TECHNICIAN PROGRAM (116 HRS)

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

Prerequisite:

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

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

Required Courses:

- AEHL 147—EKG Technician (48 hrs)

Recommended Elective

- AEHL 959—Basic Certifications Package (16 hrs)

Part I: Anatomy and Physiology (36 hrs)

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

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

AEHL 111 Sec 276 \$395
Mon, Wed 2/05-3/26 6:00-9:00 p.m.
(no class 2/19, 3/12 & 3/14)
Elizabeth

EKG Technician (48 hrs)

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

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

AEHL 147 Sec 276 \$450
Mon, Wed 2/21-4/23 6:00-9:00 p.m.
(no class 3/12 & 3/14)
Elizabeth

Basic Certifications Package (16 hrs)

See page 15 for course description.

EMERGENCY MEDICAL TECHNICIAN

EMERGENCY MEDICAL TECHNICIAN—BASIC (220 HRS)

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

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

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

Cost: \$1,350 **OR** NJ Training Fund Certificate of Eligibility (for eligible First Aid Squad volunteers).

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

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

This course is held in the Plainfield Annex.

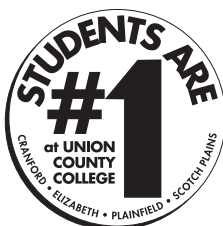
Please note: Students need to have access to a computer for online assignments.

Mandatory Orientation			
Wed	1/11		6:00-8:00 p.m.
Plainfield, Rm 111			
AEHL 100 Sec 360			\$1,350
Sat	1/27-5/12	8:30 a.m.-5:00 p.m.	
Plainfield			
AEHL 100 Sec 340			\$1,350
Thu	1/25-5/10	8:30 a.m.-5:00 p.m.	
Plainfield			
AEHL 100 Sec 386			\$1,350
Tue, Thu	1/23-5/10	6:15-10:30 p.m.	
Plainfield			

REGISTER ONLINE!

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

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



Continued on page 17,
following the
General Information/
Registration Form
center section

General Information for Spring 2018

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

The latest program brochures will be posted.

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

Registration

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

ONLINE

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

WALK-IN

Visit our Cranford Campus, MacKay Library, 1033 Springfield Ave, Cranford, Monday and Tuesday 8:30 a.m.–6:00 p.m.; Wednesday and Thursday 8:30 a.m.–5:00 p.m.; Friday 8:30 a.m.–4:30 p.m.

Visit our Elizabeth Campus, 40 West Jersey Street, Kellogg Building, 5th Floor. Go to www.ucc.edu/continuing-education/ for office hours.

MAIL-IN

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

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

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

FAX-IN

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

PHONE IN

Call (908) 709-7600 in Cranford; in Elizabeth call (908) 527-7258. Phones tend to be busy, especially the first few weeks of each semester. **Be sure you know what course(s) you wish to register for before calling so we can provide the best assistance.**

Tuition and Fees

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

Class Cancellation

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

Withdrawals and Refunds

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

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

Veterans Refund Policy

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

Name Changes or Change of Address

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

Parking

Tuition does not include parking. You will need to purchase a Parking hang tag that permits you to park in designated lots on campus. Handicapped parking is available. Parking tags in Cranford cost \$10 per semester regardless of the number of times the course will meet. After a registration receipt has been issued, it **MUST** be presented with valid vehicle registration at the Public Safety Office in Cranford (room N-31). Tags may be obtained weekdays from 8:30 a.m. to 6:30 p.m. Tags are **NOT** mailed. You will be ticketed if you do not have a tag visible in your vehicle. If you are taking more than 30 hours of classes in Elizabeth, parking tags can be purchased for \$65 per semester. Otherwise, ample public parking is available in the J. Christian Bollwage Parking Garage at Caldwell Place and Elizabethtown Plaza.

Inclement Weather/ Emergency Closing

In case Union County College cancels or delays operations due to weather or other emergencies, the Department of College Relations will inform the following media of the closing:

Radio—1010 WINS (AM) radio or log on to www.1010wins.com

Television—WCBS TV News Channel 2

When an Emergency Closing is declared, an announcement will be displayed prominently on the Union County College homepage:

www.ucc.edu

Nondiscrimination

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

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

Complaints

Mr. Vincent Lotano, Equal Employment Opportunity/Affirmative Action Officer, Title IX Coordinator, MacDonald Hall, Room A-219; 908-709-7046; vincent.lotano@ucc.edu

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

Student Accommodation Requests

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

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

Employee, Guest, and Visitor Accommodation Requests

Mr. Vincent Lotano, Director of Human Resources, Section 504 Administrator and ADA Coordinator, MacDonald Hall, Room A-219; 908-709-7046; vincent.lotano@ucc.edu

All requests for accommodations from Union County College employees, guests, and visitors, pursuant to Section 504 or the ADA, should be directed to Mr. Lotano, the Section 504 Administrator and ADA Coordinator. All

matters, other than student accommodation requests and complaints, also may be directed to Mr. Lotano.

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

Campus Locations

Cranford Campus

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

Elizabeth Campus

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

Plainfield Campus

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

Scotch Plains Campus

1700 Raritan Rd.
Scotch Plains, NJ 07076
(908) 889-2400

Union County Workforce Innovation Business Center

Jersey Gardens Mall
651 Kapkowski Road
Elizabeth, NJ 07201
(908) 355-4444

Reeves-Reed Arboretum

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

Non-Credit Program Staff

Lisa Hiscano, Ed.D.

Executive Director, Continuing Education and Workforce Development

Joanne Kula

Assistant Director, Continuing Education

Annette Castro

*Office Manager/Coordinator,
Continuing Education*

Michelle Douglass

Secretary, Continuing Education

Nancy Burke

*Marketing and Business Development,
Industry-Business Institute*

Denise Petrosky

*Training Operations Manager,
Industry-Business Institute*

Madeline Velez

Secretary, Industry-Business Institute

Contact Information:

Continuing Education Main Number
908-709-7600

Industry-Business Institute
908-965-2358

Center for Economic and
Workforce Development
908-659-5169

Classes for Employees of New Jersey Businesses

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

Spring 2018 Computer Skills Classes

MS Excel Level 1 (8 hours)

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

MS Excel Level 2 (8 hours)

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

MS Word Level 1 (8 hours)

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

MS Word Level 2 (8 hours)

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

MS PowerPoint (8 hours)

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

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

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

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

Class Name	Date	Campus
MS Excel Level 1	Wed, 1/17	Cranford
MS Excel Level 1	Fri, 4/06	Elizabeth
MS Excel Level 2	Wed, 2/14	Cranford
MS Excel Level 2	Fri, 5/04	Elizabeth
MS Word Level 1	Fri, 2/02	Elizabeth
MS Word Level 1	Wed, 4/18	Cranford
MS Word Level 2	Fri, 3/02	Elizabeth
MS Word Level 2	Wed, 5/16	Cranford
MS PowerPoint	Wed, 3/14	Cranford

Contact us for complete program information

Phone 908-965-2359

Email ibi@ucc.edu

Adult Registration Form

Please print clearly and complete all sections

STUDENT DATA

Last Name _____ First Name _____ MI _____

Street Address (including apartment number) _____

() _____

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

E-mail Address _____

Signature of Authorization _____

I hereby certify that the information on this form is accurate and true.

Student ID Number _____

Gender: ☐ Male ☐ Female

Date of Birth (MM/DD/YYYY) _____

CAMPUS PARKING

☐ I decline campus parking

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

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

License Plate Number _____ State _____

Year, Make and Model of Car _____

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

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

Sex: ☐ Male ☐ Female

Ethnicity: ☐ Hispanic ☐ Non Hispanic
☐ Declined to Identify

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

COURSE SELECTIONS AND FEES

Please enter your course selections

Course Code-Number	Section Number	Course Title	Start Date (MM/DD/YY)	Course Fee
OFFICE USE ONLY Pay Code _____ Amount _____ Date _____ Cashier _____			Parking Fee (if applicable) _____ Total _____	

Make checks payable to **Union County College** and mail to:

Continuing Education, Union County College, 1033 Springfield Avenue, Cranford NJ 07016-1599

Phone (908) 709-7600 • Fax (908) 709-7070 • Email coned@ucc.edu

NOTICES

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

Participants using the College Fitness Center are required to be in good physical condition without an impairment or ailment that would prevent them from engaging in active or passive exercise that would be harmful to their health, safety, comfort or physical condition. All participants should have their physician's approval to use the Fitness Center. Participants using the College Fitness Center facilities, services, programs or equipment do so at their own risk.

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



MEDICAL BILLING AND CODING PROFESSIONAL

MEDICAL BILLING AND CODING PROFESSIONAL (230 HRS)

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

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

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

Prerequisite:

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

Required Courses:

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

NOTE: Not all courses are offered every term.

Computerized Medical Billing (Med iSOFT Software) (30 hrs)

This class will introduce the student to a computerized healthcare environment using Med iSOFT Software. The course will cover basic skills in applications, HIPAA (Health Insurance, Portability and Accountability Act), electronic health record processes, security, and issues. Students will gain on-hands experience of the medical billing cycle through the use of sample patient demographics and financial data. Training modules include: entering patient information, working with patient cases, entering charge transactions, claim management features, handling patient records and transactions, and setting up appointments/scheduling.

Prerequisite: Anatomy and Medical Terminology for Billers and Coders. Computer/keyboard experience required. Minimum typing speed 35 wpm.

Textbook required for first day of class; available at Union County College bookstore.

AECO A61 Sec 260 \$375
Sat 2/03-4/21 9:00 a.m.-12:00 p.m.
(no class 3/17 & 3/31)
Elizabeth

CPT-4 Coding (40 hrs)

Procedural codes identify the various procedures and services performed for patients by healthcare providers. The use of the CPT codes allows healthcare providers to communicate effectively with insurance companies about the procedures and services provided to the patient. In this course, students will learn each section of the CPT manual, including Guidelines. Students will gain extensive practice using a series of clinical scenarios that stimulate real medical records.

Prerequisite: Anatomy and Medical Terminology for Billers and Coders

Textbooks (2) required for first day of class; available at Union County College bookstore.

AEHL 138 Sec 276		\$480
Mon, Wed	3/28-5/09	6:00-9:00 p.m.
and		
Mon	5/14	6:00-7:00 p.m.
Elizabeth		

Classes for Personal Trainers!

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

We also offer a Personal Trainer National Certification class.

For more information, see page 15.



ICD-10-CM and ICD-10-PCS Coding (60 hrs)

ICD 10 medical coding will properly record medical conditions, diagnosis, treatment and recovery of patients. This course is taught through lecture and practical exercises.

Prerequisite: Anatomy and Medical Terminology for Billers and Coders; or previous completion of ICD 9 coding.

Textbooks (3) required for first day of class; available at Union County College bookstore.

AEHL 136 Sec 286		\$750
Tue, Thu	5/22-8/02	6:00 p.m.-9:00 p.m.
(no class 7/03 & 7/05)		
Elizabeth		

PATIENT CARE TECHNICIAN

PATIENT CARE TECHNICIAN CERTIFICATE (317 HRS)

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

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

Prerequisites:

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

Required Courses:

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

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

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

Prerequisites

Part I: Anatomy and Physiology (36 hrs)

See page 16 for course description.

Basic Certifications Package (16 hrs)

See page 15 for course description.

Phlebotomy Technician (90 hrs)

See page 18 for course description.

PHLEBOTOMY TECHNICIAN

PHLEBOTOMY TECHNICIAN CERTIFICATE (158 HRS)

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

Prerequisite:

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

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

Required Courses:

- AEHL 146—Phlebotomy Technician (90 hrs)

Recommended Elective

- AEHL 959—Basic Certifications Package (16 hrs)

Program requirements:

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

Part I: Anatomy and Physiology (36 hrs)

See page 16 for course description.

Part II: Anatomy and Physiology (36 hrs)

Will be offered Summer 2018.

Basic Certifications Package (16 hrs)

See page 15 for course description.

Phlebotomy Technician (90 hrs)

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

AEHL 146 Sec 286

Tue, Thu

2/27-6/14

(no class 3/13 & 3/15)

Elizabeth

\$900

6:00-9:00 p.m.



REGISTER ONLINE!

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

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

Online Learning

ONLINE CAREER CERTIFICATE PROGRAMS

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

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

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

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

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

Online Individual Courses

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

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

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

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

Online Career Programs

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

Online General Interest Courses

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

Real Estate

PRINCIPLES OF REAL ESTATE

CERTIFICATE PROGRAM

Real Estate (75 hrs)

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

AERL 101 Sec 476 \$495
 Mon, Wed 2/05-5/09 6:30-9:30 p.m.
 (no class 2/19, 3/12 & 3/14)
 Scotch Plains campus
 (in the Police Academy, first floor Lecture Hall)

Note: Students must pass the final exam with a grade of 70% or better to receive a certificate of completion. Students will be permitted to re-take the final examination two times for a fee of \$50 each attempt and must register for 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.

Transportation, Logistics and Distribution

COMMERCIAL DRIVER TRAINING

Smith & Solomon

Commercial Driver Training

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

Courses include:

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

For course descriptions and prices please see pages 5.

LOGISTICS

Introduction to Logistics (48 hrs)

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

The course will include:

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

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

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

SUPPLY CHAIN MANAGEMENT

Supply Chain Management Training

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

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

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

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

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



Test Preparation Courses

GED Preparation Courses

GED Preparation (48 hrs)

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

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

AETP 124 Sec 277 \$329
 Mon, Wed 2/21-5/21 7:00-9:00 p.m.
 (no class 3/12 & 3/14)
 Elizabeth

Praxis

PRAXIS II PREPARATION


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

Praxis: Elementary Education Content Knowledge (30 hrs)

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

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

AETP 164 Sec 276 \$450
 Mon, Wed 1/29-3/05 6:00-9:00 p.m.
 Elizabeth



TAACCCT-NJPREP GRANT

Interested in a career in healthcare? The TAACCCT-NJPREP Grant at Union County College provides access to skills training in healthcare for eligible adults. Are you currently working in the healthcare field? You can build on your experience and gain nationally recognized certifications to earn a higher salary.

Certificate Programs offered include:

- Pharmacy Technician
- EKG Technician*
- Phlebotomy Technician*

TAACCCT-NJPREP does not cover the cost of textbooks, medical supplies, certification fees, parking fees or uniforms. Training is provided by the Department of Continuing and Professional Education at Union County College.

TAACCCT-NJPREP Eligibility Requirements:

- U.S. Citizen
- Adult over age of 18
- No Criminal Record
- Minimum 7th Grade Proficiency on the TABE in Reading and Math

* Anatomy and Physiology prerequisite required for EKG and Phlebotomy Certificates

No Previous Healthcare Experience Required!

Contact Mary Malangone, Grant Services Generalist, at 908-412-3556
TAACCCT-NJPREP Office • Union County College
Email: mary.malangone@ucc.edu

The Trade Adjustment Assistance Community College and Career Training (TAACCCT) grant is funded through the United States Department of Labor. TAACCCT is available at Union County College through its partnership with The New Jersey Health Professions Pathways to Regional Excellence Project (NJ-PREP). NJ-PREP is a consortium of 12 community colleges, over 20 employers, and 10 local WIBs in the State of New Jersey to create pathways to new careers in healthcare.



Leisure and Personal Development

Art

All-Level Oil/Acrylic Painting (16 hrs)

Calling all Painters! Are you ready to "dust" off your brushes if time has gone by? Now you can be inspired and let the paint fly! Refine your skills and fine-tune your technique while developing your own creative style. Have fun painting in a supportive and encouraging environment while working at your own pace. Come ready with ideas (original photo, 5"x7" or larger—landscape, still life or abstract) or a "work in progress" and your painting supplies to the first class. Supply list can be picked up at the office of Continuing Education.

AEAR 010 Sec 146 \$185
 Thu 3/22-5/10 6:30-8:30 p.m.
 Cranford

CPR

CERTIFICATION COURSES

Need CPR or First Aid Certification? Is your current certification about to expire? Look no further, Union County College now offers American Heart Association's courses for health care providers and/or anyone in the community looking to learn this life saving skill. Upon successful course completion of the Heart Saver or BLS Health Care provider course, participants will receive certification that is valid for two years.

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

BLS for Healthcare Providers— Classroom (American Heart Association) (4 hrs)

See page 15 for course details

Heart Saver CPR/AED Course (American Heart Association) (4 hrs)

See page 15 for course details

Fitness

Zumba Toning (10 hrs)

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

Partner not necessary. Please wear sneakers.

AEEEX 531 Sec 116 \$109
 Mon 2/26-5/07 6:30-7:30 p.m.
 (no class 3/12)
 Cranford

Abdominal/Core Strengthening (5 hrs)

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

AEEEX 532 Sec 117 \$59
 Mon 2/26-5/07 7:30-8:00 p.m.
 (no class 3/12)
 Cranford

Floral Design

Introduction to Floral Design (14 hrs)

In this course, you will study the different flower varieties and their availability, care and handling. Hands-on work will include wiring and taping flowers, container preparation, basic greening, flower placement and bow making techniques. The elements and principles of design will be emphasized. Students will be required to purchase tools for this program. A tool list will be provided the first day of class. Total cost is approximately \$40. Cost of class includes fresh flowers and greens

AEFD A10 Sec 176 \$349
 Mon, Wed 2/26-3/26 6:00-8:00 p.m.
 (no class 3/12 & 3/14)
 Cranford

Foreign Language

LEVEL 1 CLASSES

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

LEVEL 2 CLASSES

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

Spanish 1 (15 hrs)

AELA A10 Sec 137 \$159
 Wed 2/21-4/04 7:00-9:30 p.m.
 (no class 3/14)
 Cranford

Spanish 2 (15 hrs)

AELA B10 Sec 137 \$159
 Wed 4/11-5/16 7:00-9:30 p.m.
 Cranford

REGISTER ONLINE!

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

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

Music

Guitar: Part 2 (12 hrs)

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

AEPA B10 Sec 126 \$129
 Tue 2/06-4/03 6:00-7:30 p.m.
 (no class 3/13)

Personal Finance

Retirement Planning Today (9 hrs)

You've worked hard to provide for your family and save for your future. Now, there is a course that teaches how to keep more of what you earn and make your money work harder for you. Whether you are just beginning to develop a retirement plan or rapidly approaching retirement, you should enroll in this course. You will learn how to define long-term goals and return from the class with practical information you can apply immediately. This course includes a 225-page illustrated textbook. Class sizes are limited so register today.

AEFI 023 Sec 446 \$79
 Thu 2/22-3/08 6:30-9:30 p.m.
 Scotch Plains (Police Academy)

AEFI 023 Sec 160 \$79
 Sat 2/24-3/10 9:00 a.m.-12:00 p.m.
 Cranford



Senior Scholar Program

You must be 60 years of age or older to enroll in these courses, which are free to Union County residents.

You must register in person for these courses at either the Continuing Education Office in Cranford, 1033 Springfield Avenue, or at the Kellogg Building on the Elizabeth Campus, 40 West Jersey Street, 5th Fl.

REGISTER NOW!

Early enrollment is encouraged due to limited class availability. If you do not show up for the first class, you will be dropped from the class. To provide more people the opportunity to take advantage of this program, registration is limited to four courses per person until **February 9**.

PLEASE be prepared to show proof of age and residency.

Art • 60+

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

Fees for materials are extra

Portraiture (9 hrs)

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

AEAS 104 Sec 111
Mon 3/26-4/30 1:00-2:30 p.m.
Cranford

Intermediate Watercolor (9 hrs)

If you enjoy drawing in pencil and have some skill with watercolor, this class will take you to the next step! Create vibrancy and texture by layering colors, varying pressure. Draw from life, and see demonstrations. Focus on composition. Use water to mix colors.

AEAS B14 Sec 112
Mon 3/26-4/30 2:45-4:15 p.m.
Cranford

Colored Pencils (9 hrs)

Study drawing with bright pencils that give both line and hue. Using still life objects we observe the basic geometric shapes: sphere, cylinder, and cube finding them everywhere. Layering and mixing our colors on the page, building form and intensity as we draw and design on our paper surface. Draw from life, photographs and occasionally outdoors.

AEAS 008 Sec 021
Tue 3/27-5/01 1:00-2:30 p.m.
Reeves-Reid Arboretum

Beginning Watercolor (9 hrs)

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

AEAS 010 Sec 022
Tues 3/27-5/01 2:45-4:15 p.m.
Reeves-Reid Arboretum

Beginner Drawing (9 hrs)

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

AEAS 001 Sec 130
Wed 3/28-5/02 11:00 a.m.-12:30 p.m.
Cranford

New!

Drawing II (9 hrs)

We will expand on the fundamentals of drawing including proportional relationships, contrast of value, texture and composition to gain a greater understanding of this medium. Refine your skills, experiment with new techniques and develop your individual style to achieve more sophisticated drawings. Supply list can be picked up at the office of Continuing Education. Please bring all supplies to the first class. Prerequisite: Beginner Drawing

AEAS 003 Sec 130
Wed 3/28-5/02 12:45 p.m.-2:15 p.m.
Cranford

Pastel (9 hrs)

Develop your creative eye and refine your technique to create vibrant, rich compositions. This class is for students who have a basic understanding of this medium. Come ready with ideas (original photo, 5"x7" or larger—landscape, still life or abstract) or a "work in progress" to the first class. We will also have an in-class workshop with seasonal still-life subject matter during the session. Supply list can be picked up at the office of Continuing Education. Please bring all supplies to the first class.

AEAS 007 Sec 140
Thu 3/29-5/03 11:00 a.m.-12:30 p.m.
Cranford

Beginner Sculpture (9 hrs)

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

AEAS 012 Sec 140
Thu 3/29-5/03 12:45 – 2:15 p.m.
Cranford

Mixed Media (9 hours)

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

AEAS 058 Sec 142
Thu 3/29-5/03 2:30-4:00 p.m.
Cranford

New!

Beginner Acrylic Painting (12 hrs)

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

AEAS 156 Sec 144
Thu 3/29-5/03 4:15-6:15 p.m.
Cranford

Computers/Technology

Mac OS X (6 hrs)

AECS 110 Sec 184
Tue, Wed, Thu 2/27-3/01 4:30-6:30 p.m.
Cranford

Introduction to Social Media (9 hrs)

AECS 005 Sec 160
Sat 4/07-5/12 10:00-11:30 a.m.
Cranford

Everything Seniors Want to Know about Computers (12 hrs)

AECS 030 Sec 141
Thu 3/01-4/12 1:00-3:00 p.m.
(no class 3/15)
Cranford

Intro to iPad & iPhone (9 hrs)

AECS 006 Sec 124
Tue 2/27-4/10 4:30-6:00 p.m.
(no class 3/13)
Cranford

AECS 006 Sec 12A
Tue 4/17-5/22 4:30-6:00 p.m.
Cranford

Microsoft Windows 10 (6 hrs)

Part I
AECS A22 Sec 110
Mon 2/05-2/26 9:00-11:00 a.m.
(no class 2/19)
Cranford

AECS A22 Sec 190
Mon, Tue, Wed 3/19-3/21 9:00-11:00 a.m.
Cranford

MS Word 2016 (6 hrs)

Beginner
AECS A23 Sec 170
Mon, Wed 3/26-3/28 9:00 a.m.-12:00 p.m.
Cranford

AECS A23 Sec 040
Thu 3/01-3/08 9:00 a.m.-12:00 p.m..
Rahway

Intermediate
AECS B23 Sec 170
Mon, Wed 4/02-4/04 9:00 a.m.-12:00 p.m.
Cranford

AECS B23 Sec 040
Thu 3/22-3/29 9:00 a.m.-12:00 p.m.
Rahway

MS PowerPoint 2016 (6 hrs)

Beginner
AECS A71 Sec 181
Tue, Thu 4/17-4/19 1:00-4:00 p.m.
Cranford

MS Excel 2016 (6 hrs)

Beginner
AECS A47 Sec 180
Tue, Thu 4/24-4/26 9:00 a.m.-12:00 p.m.
Cranford

AECS A47 Sec 040
Thu 4/05-4/12 9:00 a.m.-12:00 p.m.
Rahway

Intermediate
AECS B47 Sec 180
Tue, Thu 5/01-5/03 9:00 a.m.-12:00 p.m.
Cranford

AECS B47 Sec 040
Thu 4/19-4/26 9:00 a.m.-12:00 p.m.
Rahway

Dance

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

New!

Flamenco Dance (12 hrs)

AEES 533 Sec 041
Thu 2/01-3/08 1:00-3:00 p.m.
Rahway

Zumba Gold (4.5 hrs)

AEES 531 Sec 140
Thu 2/01-3/08 11:45 a.m.-12:30 p.m.
Cranford

Beginner Country/Western Line Dancing (6 hrs)

Wear sneakers only; no boots.

AEES 250 Sec 151
Fri 4/06-5/11 1:15-2:15 p.m.
Cranford



Fitness • 60+

Yoga (6 hrs)

Wear loose clothing, and bring a mat or blanket.

Part 1		
AEES 080 Sec 130		
Wed	2/21-4/04	9:00-10:00 a.m.
(no class 3/14)		
Cranford		
Part 2		
AEES 080 Sec 13A		
Wed	4/11-5/16	9:00-10:00 a.m.
Cranford		

Photography

Digital Photography Basics (10 hrs)

Make your photos from SNAPSHOTS into GREAT SHOTS! You will receive instruction and insight that goes beyond the camera manual to create better images and get them ready for print. Classroom discussion, in-class demonstrations and guided photowalks will reinforce principles and aesthetics of photography.

Please bring digital camera (5MP or better), fully-charged battery, NEW 2 GB–8GB memory card, CAMERA MANUAL, USB memory card reader and USB/FLASH DRIVE to class.

AEAS 048 Sec 132		
Wed	3/28-4/25	2:45-4:45 p.m.
Cranford		

Special Interest

Knit and Crochet for Beginners and Beyond (9 hrs)

AEAS 020 Sec 120		
Tue	2/20-4/03	10:30 a.m.-12:00 p.m.
(no class 3/13)		
Cranford		
AEAS 020 Sec 12A		
Tue	4/10-5/15	10:30 a.m.-12:00 p.m.
Cranford		

Conversational Spanish 1 (15 hrs)

AEAS 010 Sec 160		
Sat	2/03-3/10	10:00-12:30 p.m.
Cranford		

Conversational Spanish 2 (15 hrs)

AEAS 010 Sec 160		
Sat	4/07-5/12	10:00-12:30 p.m.
Cranford		

Conversational Spanish 3 (15 hrs)

Only for students who have taken Conversational Spanish 1 and 2.

AEAS 010 Sec 110		
Mon	2/05-3/26	6:30-9:00 p.m.
(no class 2/19 & 3/12)		
Cranford		

Buying and Selling on eBay (3 hrs)

AECS 713 Sec 120		
Tue	4/03	10:00 a.m.-1:00 p.m.
Cranford		

Tax Savings Strategies for Retirement and Beyond (2 hrs)

AEVS 049 Sec 120		
Tue	2/13	10:00 a.m.-12:00 p.m.
Cranford		

S.S. Strategies for Retirement (2 hrs)

AEVS 060 Sec 140		
Thu	3/08	10:00 a.m.-12:00 p.m.
Cranford		

REGISTER ONLINE!

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

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

Don't Miss Out!

*Classes fill quickly, so
Register Early
for upcoming courses!*



Youth Programs for Spring 2018

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

Schedule: Classes take place on Saturdays. No classes will run on **March 17** and **March 31**.

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



New!

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

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

Ages 11-13/14+
 AEKD 011 Sec 160 \$235
 Sat 2/24-3/24 9:00 a.m.-12:00 p.m.

Language

New!

Spanish (12 hrs)

This course will introduce students to the basics of the Spanish language. The learning objectives are achieved by focusing on the four key areas of foreign language study: listening, speaking, reading, and writing. By the end of this course, students will master common vocabulary terms and phrases, learn grammar patterns, and participate in simple conversations.

Ages 11–13
 AEKE 207 Sec 160 \$235
 Sat 2/24-4/28 8:50-10:20 a.m.

Math

Middle School Math Review (12 hrs)

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

Ages 11–13
 AEKE 117 Sec 160 \$235
 Sat 2/24-4/28 8:50 a.m.-10:20 a.m.

Algebra Review (12 hrs)

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

Ages 14+
 AEKD 115 Sec 160 \$235
 Sat 2/24-4/28 10:30 a.m.-12:00 p.m.

Test Prep

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

SAT (12 hrs)

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

Ages 14+
 VERBAL/READING/Writing
 AEKD 211 Sec 160 \$235
 Sat 2/24 - 4/28 8:50-10:20 a.m.

Ages 14+
 MATH
 AEKD 107 Sec 160 \$235
 Sat 2/24-4/28 10:30 a.m.-12:00 p.m.

Writing

New!

Better Reader and Writer:

Reading/Writing Review (24 hrs)

Strengthen your skills in reading literature and writing school essays. Learn how to become a more insightful and analytical reader/writer as the course presents a focus on: reading/discussing/writing about literature and literary terms. Short stories, poems and excerpts from several Shakespearean plays will be covered.

Ages 11–13
 AEKE 206 Sec 160 \$275
 Sat 2/24-4/28 9:00 a.m.-12:00 p.m.



Youth Programs Registration Form

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

STUDENT DATA

Last Name _____	First Name _____	MI _____
Street Address (including apartment number) _____		
City/Town _____	State _____ Zip _____	Home Telephone _____
Student ID Number _____	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth (MM/DD/YYYY) _____

PARENT/GUARDIAN DATA

Last Name _____	First Name _____	MI _____
Street Address (including apartment number) _____		
City/Town _____	State _____ Zip _____	Phone <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell
E-mail Address _____		

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

- Sex:** ☐ Male ☐ Female
- Ethnicity:** ☐ Hispanic ☐ Non Hispanic
☐ Declined to Identify
- Race:** ☐ American Indian/Alaskan Native
☐ Asian
☐ Black/African American
☐ Native Hawaiian/Pacific Islander
☐ White
☐ Declined to Identify

CAMPUS PARKING

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

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

COURSE SELECTIONS AND FEES (Please enter your course selections)

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

OFFICE USE ONLY	Pay Code _____ Amount _____ Date _____ Cashier _____	Parking Fee (if applicable) Total
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Make checks payable to **Union County College**. Register in person or mail to:
 Continuing Education, Union County College, 1033 Springfield Avenue, Cranford NJ 07016-1599
 Phone (908) 709-7600 • Fax (908) 709-7070 • Email coned@ucc.edu



☒ I am financially responsible for all program costs for _____
 Student's Name

Your Name _____	Address _____	Telephone _____
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Note: Students are responsible for being aware of and following the Code of Conduct found in the Union County College Student Handbook, available at www.ucc.edu/documents/admissions-aid/student-handbook/2016-2017_Student_Handbook.pdf

Have questions about Union County College Youth Programs? Email us at youthprograms@ucc.edu

Youth Programs Information and Permission Form

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

Please print clearly and complete all sections

STUDENT INFORMATION

Full Name: _____
Last First Middle Initial

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

Home Phone (with area code): _____

PARENT/GUARDIAN CONTACT INFORMATION

Name: _____

Preferred Phone: _____ Alternate Phone: _____

EMERGENCY CONTACT INFORMATION

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

Name _____ Relationship _____ Phone # _____

Name _____ Relationship _____ Phone # _____

Doctor's Name _____ Phone _____

Medical Insurance Co _____ Policy # _____

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

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

I, _____, the legal
parent/guardian of the above named Youth Programs participant, will:

CHOOSE **ONLY ONE** OF THE FOLLOWING THREE OPTIONS

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

Name: _____ Phone: _____

Name: _____ Phone: _____

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

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

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

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

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

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

Parent/Guardian name (print)

Parent/Guardian Signature

Date

Cursos en Español

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

Registración

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

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

Retiros y reembolsos:

- Para retirarse de un curso, usted debe notificar a la oficina de Continuing Education por escrito o en persona inmediatamente. Se le requerirá llenar una forma de retiro. Reembolsos (menos los \$10 por proceso de registración por curso) serán procesados de la siguiente manera:
- Con notificación por escrito recibida 5 días antes de la primera clase—100%

Mal tiempo y otras emergencias:

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

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

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

Programas de Computadora

Introducción a la Computación (8 hrs)

AECE 020 Sec 260		\$149
Sáb	2/24-3/03	8:30 a.m.-12:30 p.m.
Elizabeth		

Ventanas 10 (8 hrs)

AECE A22 Sec 260		\$149
Sáb	4/07-4/14	8:30 a.m.-12:30 p.m.
Elizabeth		

Microsoft Word 2016, Básico (8 hrs)

AECE A24 Sec 260		\$149
Sáb	4/21-4/28	8:30 a.m.-12:30 p.m.
Elizabeth		

Cuidado de Niños

CUIDADO DE NIÑOS

Directora del Programa: Nilda Gaud
(908) 380-8483;

Email: Gaud@ucc.edu

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

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

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

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

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



Cuidado de Niños: Los Fundamentos (30 hrs)

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

Parte 1		
AEDE A81 Sec 186		\$225
Mar, Jue	1/2-2/1	6:00-9:00 p.m.
Cranford		
AEDE A81 Sec 276		\$225
Lun, Mié	3/28-4/30	6:00-9:00 p.m.
Elizabeth		
Parte 2		
AEDE B81 Sec 186		\$225
Mar, Jue	2/6-3/8	6:00-9:00 p.m.
Cranford		
AEDE B81 Sec 276		\$225
Lun, Mié	5/2-6/11	6:00-9:00 p.m.
(no class 5/23 & 5/28)		
Elizabeth		

Cuidado de Niños: Practicas Profesionales (30 hrs)

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

Parte 1		
AEDE A82 Sec 276		\$225
Lun, Mié	1/03-2/07	6:00-9:00 p.m.
(no class 1/15)		
Elizabeth		
AEDE A82 Sec 186		\$225
Mar, Jue	3/20-4/19	6:00-9:00 p.m.
Cranford		
Parte 2		
AEDE B82 Sec 276		\$225
Lun, Mié	2/12-3/26	6:00-9:00 p.m.
(no class 2/19, 3/12 & 3/14)		
Elizabeth		
AEDE B82 Sec 186		\$225
Mar, Jue	4/24-5/24	6:00-9:00 p.m.
Cranford		

Activo o Hiperactivo (20 hrs)

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

AEDE 197 Sec 226		\$185
Mar	1/23-4/03	6:00-8:00 p.m.
(no class 3/13)		
Elizabeth		

CDA Portfolio Preparación (30 hrs)

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

AEDE 083 Sec 260		\$225
Sáb	3/03-5/19	9:30 a.m.-12:30 p.m.
(no class 3/17 & 3/31)		
Elizabeth		
AEDE 083 Sec 136		\$225
Mié	3/07-5/16	6:00-9:00 p.m.
(no class 3/14)		
Cranford		

GED (Preparación)

GED (48 hrs)

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

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

AETE 124 Sec 270		\$329
Lun, Mié	2/26-5/23	9:30-11:30 a.m.
(no class 3/12 & 3/14)		
Elizabeth		
AETE 124 Sec 286		\$329
Mar, Jue	2/27-5/24	6:30-8:30 p.m.
(no class 3/13 & 3/15)		
Elizabeth		

**Regístrese en Línea
(a través del Internet)**

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



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

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

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

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



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



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

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

Prepare to Become a Nationally Certified Healthcare Professional!

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



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

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

See the Allied Health section for details on pages 15–18.



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

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