

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

# Socially Distanced Workforce Development & Career Education

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



**Spring 2021**  
*[www.ucc.edu/ce](http://www.ucc.edu/ce)*

*ALL CLASSES OFFERED THROUGH REMOTE INSTRUCTION*

# Spring Offers Growth!

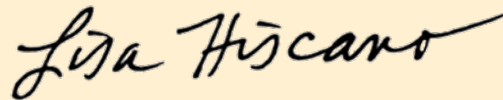
Welcome to Union County College Continuing Education and Workforce Development. 2020 has been a year of challenges. With the New Year upon us, the spring season is all about growth, and this spring we encourage you to grow with us! Investing in yourself is a sure way to grow your current skill set and enhance your career. Employers value employees who continue to enhance their skills and knowledge, and we have many opportunities available. Remote-live instruction, self-paced on-line programs, and opportunities to earn industry-valued credentials are waiting for you in this brochure!

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

Interested in learning something new? We invite you to browse our catalog for a full look at instructor-led programs by our professional experts and self-paced independent, online courses through [www.ed2go.com/ucc/](http://www.ed2go.com/ucc/) and [www.UGotClass.com/ucc](http://www.UGotClass.com/ucc). Class schedules include evenings, daytime and Saturdays. Programming includes business, education, computers and technology, fitness, healthcare, languages and science and more.

Review our offerings, talk to our staff. We can help you choose the right path and the right program for your journey.

We look forward to working with you this spring!



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

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

## Become a Certified Project Manager



### PMP® Exam Preparation

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

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

Benefits of PMP® certification:

- Earn a higher salary and a prestigious global certification
- Build skills and knowledge that are transferable between industries, market segments and geographic locations.
- Prove your project management knowledge, commitment, and experience.
- Join a global network of over 774,000 PMP credential holders.

### Why Enroll in This Course?

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

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

AEBU 176 086 Remote Live  
T, Th, 3/16-4/29, (no class 3/23 & 3/25) 6:30-9:30 pm, \$1,395

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Learn online with scheduled class times through a computer or tablet

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**Program Locations**

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

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

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

**Contact Information:**

**Continuing Education**  
908-709-7600

**Industry-Business Institute**  
908-965-2359

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

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



# Industry Certifications

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

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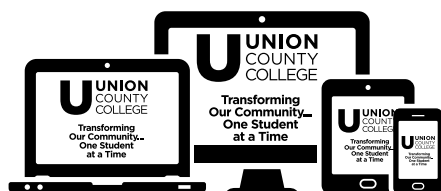
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### CERTIFICATIONS IN THE FOLLOWING:

Supply Chain Management Principles, Customer Service, Inventory Management, Demand Planning, Transportation Operations, Manufacturing and Service Operations, and Supply Management and Procurement.

*Council for Supply Chain Management Professionals (SCMP)*

Certified Customs Specialist, Certified Export Specialist,  
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**REGISTER ONLINE!**

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

*It's Convenient*

**[www.ucc.edu/ce](http://www.ucc.edu/ce)**

## Non-Credit Program Staff

**Lisa Hiscano, Ed.D.**  
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 Assistant Director,  
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 Interim Director, Center for  
 Economic and Workforce  
 Development

**Denise Petrosky**  
 Training Operations Manager,  
 Industry-Business Institute

**Isaias Rivera**  
 Center Director, Union County  
 Workforce Innovation  
 Business Center

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

### Continuing Education

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

### Industry-Business Institute

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



## Center for Economic and Workforce Development

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

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

## BUSINESS AND MANAGEMENT

### ACCOUNTING

#### Continuing Education Credits for Accountants

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

#### Accounting 101

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

*AEFI 102 Sec 060 Remote Live  
S, 2/20-4/10, 9:30am-12:30pm  
(no class 3/27 & 4/3) \$329*

#### Introduction to QuickBooks

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

*AECO 347 Sec 060 Remote Live  
S, 4/17-5/22, 9:30 am-12:30 pm, \$329*

#### Intermediate QuickBooks

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

*AECO 348 Sec 076 Remote Live  
M, W, 5/24-6/14, 6:30-9:30pm, \$329*

#### Accounting Technician

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

*Spring 2021 start Remote Live  
M, T, W, Th, 12 pm-5 pm, \$4,325  
See page 16 for details.*

#### Administrative Assistant

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

*Spring 2021 start Remote Live  
M, T, W, Th, 12 pm-5 pm, \$4,075  
See page 16 for details.*

### ADMINISTRATIVE PROFESSIONAL



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

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

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

#### Benefits of PACE Certification:

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



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

##### Interpersonal Communication

- Persuasion
- Written Communications
- Confidentiality
- Self-promotion

##### Task and Project Management

- Time management strategies
- Event and meeting management
- Travel management
- Workspace management

##### Computer and Internet Technology

- Critical hardware, software, operating systems
- Productivity tools
- Online research
- Security and network computing

##### Management Skills

- Vision, mission and values
- Leadership
- Staff relations
- Managing teams
- Decision making

##### Course Materials

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

*AEOF 069 Sec 076 Remote Live  
M, W 3/29-4/28, 6:30-9:30 pm, \$750*

## BUSINESS AND MANAGEMENT

### BOOKKEEPING



CERTIFICATE PROGRAM

#### Certified Bookkeeper

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

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

AEBU 005 Sec 096 Remote Live  
W, Th, 3/31-6/23, 7-10 pm, \$1,350



### HUMAN RESOURCE MANAGEMENT

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

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

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

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

#### HR Law

In this course you will learn fundamental legal issues, employee relations, and factors for handling substandard job performance challenges, terminations, layoffs, etc., The class will cover the legal considerations in the hiring process. Legalities involving interviewing, final selection, performance management, progressive discipline, and termination for cause and summary. Book included (16 hrs)

AEBU 270 Sec 060 Remote Live  
S, 2/20-4/24, 9-11 am, \$329  
(no class 3/27 & 4/3)



CERTIFICATE PROGRAM

#### Compensation

In this course you will learn the basis of compensation management to serve as a primary resource as you implement new programs or improve existing ones. This course covers the basics and elements of compensation; job evaluation, competitive surveying, salary structure, pay performance, management reward systems, and other benefits. Book included (16 hrs)

AEBU 273 Sec 060 Remote Live  
S, 2/20-4/24, 11:30 am-1:30 pm, \$329  
(no class 3/27 & 4/3)

#### Communication Skills for Managers

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. (16 hrs)

AEBU 264 Sec 060 Remote Live  
S, 5/1-5/22, 9 am- 1 pm, \$329



#### Remote Live:

Learn online with scheduled class times through a computer or tablet

ALL CLASSES OFFERED THROUGH REMOTE INSTRUCTION

# Career Development

## GRANT SUPPORTED CAREER TRAINING *All classes are held Remote Live.*

### CAREER TRAINING AT NO COST TO NEW JERSEY EMPLOYEES JANUARY – MAY 2021

Grant funding is not available to government entity employees.  
See alternate registration below.

To register for grant-supported training,  
visit <https://form.jotform.com/IBlatUCC/NJBIAregistration>

If you are an employee of a government agency, or unemployed, you may register for all of these courses by going to <https://form.jotform.com/IBlatUCC/NJBIAregistration> and click on the link to One-Day Skills Training. Select the section number that corresponds to the class and register instantly at <https://form.jotform.com/IBlatUCC/NJBIAregistration>. All one-day courses are \$199 each. Half-day courses are \$99.

#### SKILLS FOR ENTREPRENEURS

##### How to Run an Effective Meeting (virtual and in-person)

Whether meetings are in person or via online video platforms, they often feel like a waste of time. This program will dissect a good meeting and show participants what makes various types of meetings successful. You will learn: deciding who should attend, setting meeting objectives, setting meeting agendas, reaching agreements, listening skills, setting priorities, assigning follow up tasks and reaching consensus. Methods for using the technology to encourage participation, to set up break out rooms, to share content online will be included. (8 hrs)

*Wednesday and Friday, 3/10/2021 and 3/12/2021  
9 am - 5 pm, \$199*

##### Writing Good Content

Writing good content means hitting the mark with what your customers care about. Not what you've got to offer, but what they know (or don't know) they need. How do you create content that makes every potential client feel like you know who they are and how you can give them what they are seeking? This 4-hour class will help you to ask and find the answers to the questions that will engage your audience and bring them back for more. Whether you're writing a brochure, a press release, website content, a blog or more. (4 hrs)

*Wednesday, 3/17/2021  
9 am - 1 pm*

##### Social Media for Business

Social media applications like Facebook, Twitter and YouTube can help you get your business message out to the masses. In this course, we will look at six social media solutions: 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. (8 hrs)

*Wednesday, 3/31/2021  
9 am - 5 pm, \$199*

#### SKILLS FOR PERSONAL GROWTH

##### Personal Financial Management: Health Benefits, Social Security, 401k Value

Personal financial literacy is one of the most important skills to acquire. In this class, you will begin to develop an understanding of the benefits offered by employers and the value of these benefits for your life. Included are subjects related to healthcare benefits and plans, employer sponsored or individual (from the exchange), the long-term impact of social security, and what and how to take advantage of your employer's 401k plan and/or individual retirement accounts. Creating and maintaining a personal budget and short term and long-term plans is emphasized. (4 hrs)

*Wednesday, 4/7/2021  
9 am - 1 pm, \$99*

##### Personal Financial Management: Credit ratings, consumer loans, mortgages

Building on the first Personal Financial Management course, this session will provide vital information on how credit ratings are assigned, how to ensure yours stays adequate, what it means for consumer loans such as for automobiles, furniture, electronics. This program will discuss different types of mortgages for purchasing a home, (condo, coop, townhome, single family, etc.) (4 hrs)

*Friday, 4/9/2021  
9 am - 1 pm, \$99*

##### Public Speaking Session 1

The number one greatest fear most Americans have is of public speaking. Eliminating the emotional anxiety around this and channeling your nerves into a positive energy is a skill you will learn in this program. In addition, you will learn the principles and practices and focus you need for successful presentations: Preparation, understanding your audience, speaking directly to your audience and listening to what they care about. This is the first session in a series. Add to what you learn here with Public Speaking Session 2: Storytelling, using content to illustrate your points, the importance of preparation and practice, and unself-conscious body language. (4 hrs)

*Wednesday, 2/17/2021  
9 am - 1 pm, \$99*

##### Public Speaking Session 2

This program will build on what you experienced and mastered in Public Speaking Session 1. Public speaking is essentially storytelling and persuasion, and you will learn the principles of appealing to your audience through fact/evidence, emotion/sympathy, their sense of what is right or wrong. From there, you will develop the knowledge you will need to sequence/organize your material to create curiosity about your topic and then fill the audience's 'need to know' by using effective content in delivering your message. (4 hrs)

*Wednesday, 2/24/2021  
9 am - 1 pm, \$99*



## GRANT SUPPORTED CAREER TRAINING *All classes are held Remote Live.*

### SKILLS FOR MANAGEMENT (MANAGERS)

#### Ensuring a Diverse and Inclusive Workplace

More than ever, a workplace is a diverse collection of individuals proud of who they are: their gender, their sexual orientation, their religion, their ethnic background, and all the other components that make an individual unique. One of the challenges for workplace leaders is how to help these diverse individuals work as a team. We all know what happens to organizations that don't have effective teamwork: they fail. And, failing to embrace diversity can also have serious legal costs for corporations. This workshop will give you ways to celebrate diversity in the workplace while bringing individuals together. (4 hrs)

Friday, 4/16/2021  
9 am - 1 pm, \$99

#### Employee Handbooks: Diversity and Anti-Harassment

To create a diverse and a harassment-free workplace, training is necessary and so are the enduring resources to ensure employees adhere to the rules, law and culture you want to implement. This course teaches you to create, communicate and deliver expectations and procedures in an employee handbook. (4 hrs)

Friday, 4/23/2021  
9 am - 1 pm, \$99

#### Customer Service Skills

This course is designed around six critical elements of customer service that, when the company and its people live them, brings to life a customer-service culture that outdoes the competition. Demonstrate a customer service approach. Understand how your own behavior affects the behavior of others. Demonstrate confidence and skill as a problem solver. Apply techniques to deal with difficult customers. Measuring effectiveness of your customer service skills. Make a choice to provide customer service. You will internalize the values of customer service, make them a part of your work ethic and through example share them with your team. (4 hrs)

Wednesday, 1/20/2021  
9 am - 1 pm, \$99

#### Project Management

In today's business environment you are often expected to take on extra assignments to get the job done well, under budget, and on time. This workshop will familiarize participants with the basic understanding of project management, while introducing some easy-to-use tools that can be employed to help you and your team complete projects on time, within budget and meet quality specifications and stakeholder

expectations. Participants will be introduced to the five essential project management body of knowledge (PMBOK) principles, project management process groups and the essential activities that must be performed in each process group. (8 hrs)

Friday, 4/30/2021  
9 am - 1 pm, \$99

#### Problem Solving

Obstacles to success are found in the everyday challenges we face in the workplace. This course will teach you to identify and characterize problems, to accept and assign responsibility and to assume the required authority to offer solutions with excellent outcomes for all involved. Learn to break down the essential elements that create obstacles and use teamwork, knowledge and leadership traits to solve them. (4 hrs)

Friday, 1/22/2021  
9 am - 1 pm, \$99

### TECHNOLOGY SKILLS

#### MS Excel Level 1

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. (8 hrs)

Wednesday and Friday,  
1/13/2021 - 1/15/2021  
9 am - 5 pm, \$199

and PivotCharts; insert and modify graphic objects in a worksheet; and customize and enhance workbooks and the MS Excel environment. (8 hrs)

Wednesday - Friday,  
1/27/2021 - 1/29/2021  
9 am - 5 pm, \$199

#### MS Excel Level 2

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,

#### Pivot Tables for Data Analytics

Prerequisite: Experience working with Excel. This course will introduce individuals to pivot tables, a tool that allows you to summarize and analyze large quantities of data quickly and easily. Learn

how to create pivot charts from the pivot table for a dynamic graphic representation. (4 hrs)

Friday, 2/12/2021  
9 am - 1 pm, \$99



## BUSINESS AND MANAGEMENT

### PMP® CERTIFICATION



#### CERTIFICATE PROGRAM

Establish yourself as a globally-recognized project manager by earning the most sought-after credential in the profession: Project

Management Professional (PMP)®. PMP certification is a proven way to enhance your resume, elevate your career potential, and boost your earnings.

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

#### Why Enroll in This Course?

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

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

#### Benefits of PMP® certification

- Earn a higher salary: According to PMI®, PMP credential holders can earn upward of US \$20,000\* more annually than non-credentialed jobholders.
- Earn a prestigious certification recognized around the globe.
- Build skills and knowledge that are transferable between industries, market segments and geographic locations.
- Gain an advantage over non-certified project managers.
- Prove your project management knowledge, commitment, and experience.
- Join a global network of over 774,000 PMP credential holders.
- Course materials align with the PMBOK® Guide–Sixth Edition and updated PMP exam content.
- Learn more about PMP certification, prerequisites and exam at [www.pmi.org](http://www.pmi.org).
- Learn the entire PMBOK® Guide–Sixth Edition with our experienced and certified PMP instructors.
- Prepare for class and the exam with The CertWise® Learning System for PMP® Exam Preparation, included in tuition. You will have access to the online study tools for an entire year.
- Discuss topics and network with peers from a variety of industries.
- Stay on track to complete your PMP studies with our structured learning environment.
- Meet the 35 hour project management education prerequisite for the PMP Exam.

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

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

*AEBU 176 Sec 086 Remote Live  
T, Th, 3/16-4/29, 6:30-9:30 pm, \$1,395  
(no class 3/23 & 3/25)*

### Introduction to Lean Six Sigma

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. (6 hrs)

*AEBU 013 Sec 086 Remote Live  
T, Th, 2/23 - 2/25, 6:30-9:30 pm, \$95*

### Six Sigma Green Belt Body of Knowledge



#### CERTIFICATE PROGRAM

This course covers the entire American Society for Quality (ASQ) Six Sigma Green Belt Body of Knowledge (SSGB BOK). (See [www.asq.org](http://www.asq.org).) It is taught by an ASQ Certified Six Sigma Black Belt (ASQ CSSBB) using the Quality Council of Indiana CSSGB Primer. Students can purchase the textbook at [www.qualitycouncil.com](http://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. (30 hrs)

*AEBU 015 Sec 086 Remote Live  
T, Th, 3/2 - 4/8, 6:30-9:30 pm, \$750  
(no class 3/23 & 3/25)*

### THE CHILD DEVELOPMENT ASSOCIATE (CDA)



#### CERTIFICATE PROGRAM

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

#### Prerequisite (60 hrs)

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

#### Required Courses (60 hrs)

*AEDU A82–Child Care Professional Practices Part 1 (30 hrs)  
AEDU B82–Professional Practices Part 2 (30 hrs)*

#### Additional Course

*AEDU 183–CDA Portfolio Preparation (30 hrs)*

### Child Care: Professional Practices

Become more knowledgeable and better qualified as a child-care professional. Learn all about a quality child care program from scheduling, room arrangement, positive guidance, field trip procedures, curriculum, observation and assessment. Learn how to get parents involved and build children's self-esteem. (30 hrs each part)

#### Part 1

*AEDU A82 Sec 186 Remote Live  
T, Th, 2/16 - 3/18, 6-9 pm, \$250*

#### Part 2

*AEDU B82 Sec 186 Remote Live  
T, Th, 3/30 - 4/29, 6-9 pm, \$250*

## EDUCATION



### NPTNJ ALTERNATE ROUTE TEACHER PREPARATION

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

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

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.

The entire New Pathways Program (Semesters 1-4) is now online and offered ONLY at New Jersey City University (NJCU): <https://www.njcu.edu/academic/new-pathways-teaching-nj-nptnj/masters-programs>

*AEDU 144 Sec 186 Cranford  
T, Th, 2/16-3/18, 6-9 pm, \$395*

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



CERTIFICATE PROGRAM

## FITNESS CAREERS

### PERSONAL TRAINER NATIONAL CERTIFICATION



CERTIFICATE PROGRAM

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

Included in this course is a student workbook and access to online student study tools to take the World Instructor Training Schools (W.I.T.S.) Certified Personal Trainer exams.

You can work right after passing the exams with proof of CPR/AED to obtain your Level 1 Certified Personal Trainer. (36 hrs)

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

*AEEEX 120 Sec 086 Remote Live  
T, Th, 2/16-3/25, 6:30-9:30 pm \$649*

### NUTRITION SPECIALIST CERTIFICATION



CERTIFICATE PROGRAM

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

This nutrition certification course will enable you to implement successful strategies for effective nutritional guidance. It will cover the essentials

*AEEEX 123 Sec 086 Remote Live  
S, 3/6-3/27, 9 am-4 pm, \$669*



### Remote Live:

Learn online with scheduled class times through a computer or tablet

## INFORMATION TECHNOLOGY AND COMPUTER TRAINING

### COMPTIA NETWORK +



#### CompTIA Network + Certification

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

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

AECO A17 Sec 076 Remote Live  
M, W, 2/22-6/2, 6-9 pm, \$985  
(no class 3/22, 3/24 & 5/31)



#### A+ Hardware (Essentials) Certificate

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

AECO A15 Sec 086 Remote Live  
T, Th, 2/23-5/11, 6-9 pm, \$889  
(no class 3/23 & 3/25)



#### A+ Software (Practical Applications) Certificate

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

AECO B15  
Will be offered Summer 2021.

### APP DEVELOPMENT

#### New! Intro to App Development with Swift

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

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

AECO 038 196 Remote Live  
T, Th, 2/16-6/3, 6:30-9:30 pm, \$1,080  
(no class 3/23 & 3/25)

#### App Development with Swift: Part 1&2

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

##### App Development with Swift: Part 1

AECO B38 194 \$1,080  
Will be offered Summer 2021

##### App Development with Swift: Part 2

AECO C38 194 \$1,080  
Will be offered Summer 2021

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

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

### Cisco Certified Networking Associate (CCNA) 7.0



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

## INFORMATION TECHNOLOGY AND COMPUTER TRAINING

### CYBERFORENSICS

#### Introduction to Cyberforensics - Non-Credit Certificate



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

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

To earn a certificate of completion the following three courses must be completely satisfactorily. Students need to enroll in Linux Fundamentals (AECO 039 Sec 275) as their first course.

AECO 039 Sec 275  
Linux Fundamentals (CST 135)

AECO 040 Sec 292  
Digital Forensics Essentials (CST 170)

AECO 054 Sec 275  
Principles of Cybersecurity (CST 210)

*Books can be purchased from the College bookstore.*

The following classes will run Fall 2021:

#### Linux Fundamentals (CST 135)

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

AECO 039 Sec 275, \$649

#### Digital Forensics Essentials (CST 170)

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

AECO 040 Sec 292, \$879

#### Principles of Cybersecurity (CST 210)

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

AECO 040 Sec 292, \$879

### MICROSOFT OFFICE SOFTWARE

#### Computerized Office Skills



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

Spring 2021 Remote Live  
M, T, W, Th, 12-5 pm, \$4,075

See page 14 for program details.

#### Microsoft Word Beginner

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

**Learn to:**

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

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

AECO A27 Sec 086 Remote Live  
T, Th, 3/16-3/18, 6:30-10 pm, \$159

AECO A27 Sec 186 Cranford  
T, Thu, 3/30-4/1, 6:30 - 10 pm, \$159

#### Microsoft Word Intermediate

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

**Learn to:**

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

*Prerequisite: Word Beginner*

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

AECO B27 Sec 086 Remote Live  
T, Th, 3/30-4/1, 6:30-10 pm, \$159

AECO B27 Sec 186 Cranford  
T, Th, 4/6-4/8, 6:30 - 10 pm, \$159

#### Microsoft Word Advanced

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

**Learn to:**

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

*Prerequisite: Word Beginner and Intermediate*

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

AECO C27 Sec 086 Remote Live  
T, Th, 4/6-4/8, 6:30-10 pm, \$159

AECO C27 Sec 186 Cranford  
T, Th, 4/13-4/15 6:30 - 10 pm, \$159

## COMPUTER TRAINING

### Microsoft Excel Beginner

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

You will learn to:

- Perform calculations.
- Modify and format a worksheet.
- Print and manage workbooks.

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

AECO A48 Sec 076 Remote Live  
M, W, 4/5-4/7, 6:30-10 pm, \$159

AECO A48 Sec 176 Cranford  
M, W, 3/29-3/31, 6:30 - 10 pm, \$159

### Microsoft Excel Intermediate

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

*Learn to:*

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

*Prerequisite: Excel Beginner or equivalent knowledge*

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

AECO B48 Sec 076 Remote Live  
M, W, 4/12-4/14, 6:30-10 pm, \$159

AECO B48 Sec 176 Cranford  
M, W, 4/5-4/7, 6:30 - 10 pm \$159

### Microsoft Excel Advanced

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

You will:

- Work with multiple worksheets and workbooks.
- Use Lookup functions and formula auditing
- Automate workbook functionality.
- Forecast data.

*Prerequisite: Excel Beginner and Intermediate or equivalent knowledge*

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

AECO C48 Sec 076 Remote Live  
M, W, 4/19-4/21, 6:30-10 pm, \$159

AECO C48 Sec 176 Cranford  
M, W, 4/12-4/14, 6:30-10 pm \$159

### Microsoft PowerPoint Beginner

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

You will:

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

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

AECO A72 Sec 076 Remote Live  
M, W, 4/26-4/28, 6:30-10 pm, \$159

## REAL ESTATE

### REAL ESTATE

### Principles of Real Estate

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

AERL 101 Sec 076 Remote Live  
M, W, 2/22-5/24, 6:30-9:30 pm, \$495, (no class 3/22 & 3/24)

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

### SOCIAL MEDIA MARKETING

### Social Media Marketing for Business

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

AEEN 041 Sec 060 Remote Live  
S, 3/13-3/20, 12-3 pm, \$129

### TEST PREPARATION

### GED Preparation - Boost your test taking skills!

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

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

AETP 124 Sec 077 Remote Live  
M, W, 2/22-5/19, 7-9 pm, \$329 (no class 3/22 & 3/24)

*For GED Preparación and other courses in Spanish see page 19.*

## THE CENTER FOR ECONOMIC AND WORKFORCE DEVELOPMENT

### OPPORTUNITIES AND PROGRAMS FOR UNEMPLOYED, UNDEREMPLOYED OR DISLOCATED WORKERS

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

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

*See Workforce Development programs on pages 14 & 15 for details.*

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

**FOR ADDITIONAL INFORMATION REGARDING THESE WORKFORCE DEVELOPMENT PROGRAMS, PLEASE CONTACT 908-659-5114 OR EMAIL US AT [CEWD-RECRUITING@UCC.EDU](mailto:CEWD-RECRUITING@UCC.EDU)**

## UNION COUNTY WORKFORCE INNOVATION BUSINESS CENTER

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

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



A Service of the Union County Board of Chosen Freeholders

**UNION COUNTY**  
*We're Connected to You!*

**TO CONTACT THE WIBC, CALL 908-965-6037 OR EMAIL [ISAIAS.RIVERA@UCC.EDU](mailto:ISAIAS.RIVERA@UCC.EDU)**

# Workforce Development Programs

## EARN INDUSTRY-VALUED CREDENTIALS IN OUR SHORT-TERM

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

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

### Accounting Technician



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

Total Hours: 315 hours  
Program Cost: \$4,325  
Location: Remote Live  
Program Schedule:  
Monday-Thursday, 12-5 pm  
Spring 2021 start

### Administrative Assistant



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

Total Hours: 315 hours  
Program Cost: \$4,105  
Location: Remote Live  
Program Schedule:  
Monday-Thursday, 12-5 pm  
Spring 2021 start



### Computerized Office Skills



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

Total Hours: 315 hours  
Program Cost: \$4,075  
Location: Remote Live  
Program Schedule:  
Monday-Thursday, 12-5 pm  
Spring 2021 start

### Fundamentals of Supply Chain Management Program



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

Total Hours: 180 hours  
Program Cost: \$4,000  
Location: Remote Live  
Program Schedule:  
Monday-Thursday, 8:30 am-2 pm  
Spring 2021 start



### Remote Live:

Learn online with scheduled class times through a computer or tablet

### IC3 Digital Literacy Certification Training Program Coming Soon!

See online brochure for more information.



# Workforce Development Programs

## TRAINING PROGRAMS

### Medical Billing Specialist



CERTIFICATE PROGRAM

The Medical Billing Specialist program provides students with skills and knowledge to begin a medical billing career. You will learn how to submit claims compliant with government regulations and private payer policies, how to follow-up on claim statuses, resolve claim denials, submit appeals, post payments and adjustments, and manage collections. Topics include: Medical Terminology; an introduction to various types of insurance plans; knowledge in applying payer policy, Local Coverage Determinations (LCDs), and National Coverage Determinations (NCDs) for successful claim

submissions; Knowledge of CPT, ICD-10-CM, and HCPCS Level II coding guidelines; Knowledge of navigation of healthcare industry rules and regulations, including HIPAA, False Claims Act, Fair Debt Collections Act, and Stark Law; An understanding of the life cycle of a medical billing claim and how to improve the revenue cycle; and Training in effective claim follow-up, patient follow-up, and denial resolution. **Upon successful completion of program requirements, you will be able to sit for the following industry certification exams: Certified Professional Biller (CPB), American Association of Professional Coders**

Total Hours: 315 hours

Cost of Program: \$4,810

Location: Remote Live

Program Schedule:

Monday-Thursday, 4:30-9:30 pm

Spring 2021 start



### Patient Care Technician



CERTIFICATE PROGRAM

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

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

Total Hours: 312 hours

Program Cost: \$ 4,954

Location: Remote Live

Program Schedule:

Monday-Thursday, 8:30 am-2 pm

Spring 2021 start



### Eligibility Requirements for grant funding include:

• Unemployed or Underemployed

• Collecting UI Benefits or Recently Expired

• Age 18 or older  
• HS Diploma or GED

• NJ Resident

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

**Or, contact us at 908-659-5114 or [cewd-recruiting@ucc.edu](mailto:cewd-recruiting@ucc.edu).**

**WORKFORCE DEVELOPMENT PROGRAMS — CONTACT US AT 908-659-5114 OR [CEWD-RECRUITING@UCC.EDU](mailto:CEWD-RECRUITING@UCC.EDU)**

# English as a Second Language

## LEARN TO SPEAK ENGLISH

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

### To get started:

1. Complete a College application online at [www.ucc.edu](http://www.ucc.edu) or in person at College One Stop Centers.
2. After you apply, you will receive a College ID number and then take an ESL Placement test in person or online. For testing information, go to [www.ucc.edu/testing](http://www.ucc.edu/testing) and click on Make ESL Testing Appointment.
3. After you have tested, register for courses.

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

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

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

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



### ESL Beginner Program - Level 1

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

*Prerequisite: College ESL Placement test.*

#### *Required Courses:*

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

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

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

### ESL Intermediate Program - Level 2

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

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

#### *Required Courses:*

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

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

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

## SPRING 2021 COURSE OFFERINGS

### REMOTE LIVE SPRING 2021 ELIZABETH

Level	PROG	COURSE NAME	COURSE	DAYS	START DATE	END DATE	TIME
L1	CIN 212	GRAMMAR AND WRITING	PCA 012-637	MTWR	11/2/20	12/1/20	05:30 PM - 08:30 PM
L1	CIN 212	READING AND VOCABULARY	PCA 009-637	MTWR	12/7/20	1/13/21	05:30 PM - 08:30 PM
L1	CIN 212	LISTENING AND CONVERSATION	PCA 014-637	MTWR	1/25/21	2/18/21	05:30 PM - 08:30 PM
L1	CIN 212	GRAMMAR AND WRITING	PCA 012-554	MTWR	3/22/21	4/21/21	09:00 AM - 12:00 PM
L1	CIN 212	READING AND VOCABULARY	PCA 009-55A	MTWR	5/3/21	5/26/21	09:00 AM - 12:00 PM
L1	CIN 212	LISTENING AND CONVERSATION	PCA 014-554-169-3	MTWR	6/7/21	6/30/21	09:00 AM - 12:00 PM
L1	CIN 212	GRAMMAR AND WRITING	PCA 012-637	MTWR	3/22/21	4/21/21	05:30 PM - 08:30 PM
L1	CIN 212	READING AND VOCABULARY	PCA 009-637	MTWR	5/3/21	5/26/21	05:30 PM - 08:30 PM
L1	CIN 212	LISTENING AND CONVERSATION	PCA 014-637-175-3	MTWR	6/7/21	6/30/21	05:30 PM - 08:30 PM
L2	CIN 217	GRAMMAR AND WRITING	PCA 036-637	MTWR	3/1/21	3/24/21	05:30 PM - 08:30 PM
L2	CIN 217	READING AND VOCABULARY	PCA 034-637	MTWR	4/5/21	4/28/21	05:30 PM - 08:30 PM
L2	CIN 217	LISTENING AND CONVERSATION	PCA 041-637	MTWR	5/10/21	6/3/21	05:30 PM - 08:30 PM
L2	CIN 217	GRAMMAR AND WRITING	PCA 036-554	MTWR	11/16/20	12/14/20	09:00 AM - 12:00 PM
L2	CIN 217	READING AND VOCABULARY	PCA 034-554	MTWR	1/11/21	2/4/21	09:00 AM - 12:00 PM
L2	CIN 217	LISTENING AND CONVERSATION	PCA 041-554	MTWR	2/16/21	3/11/21	09:00 AM - 12:00 PM
L2	CIN 217	GRAMMAR AND WRITING	PCA 036-637	MTWR	11/16/20	12/14/20	05:30 PM - 08:30 PM
L2	CIN 217	GRAMMAR AND WRITING	PCA 036-63A	MTWR	1/11/21	2/4/21	05:30 PM - 08:30 PM
L2	CIN 217	LISTENING AND CONVERSATION	PCA 041-63A	MTWR	2/16/21	3/11/21	05:30 PM - 08:30 PM

### REMOTE LIVE SPRING 2021 PLAINFIELD

Level	PROG	COURSE NAME	COURSE	DAYS	START DATE	END DATE	TIME
L1	CIN 212	GRAMMAR AND WRITING	PCA 012-554	MTWR	11/16/20	12/14/20	09:00 AM - 12:00 PM
L1	CIN 212	READING AND VOCABULARY	PCA 009-554	MTWR	1/11/21	2/4/21	09:00 AM - 12:00 PM
L1	CIN 212	LISTENING AND CONVERSATION	PCA 014-554	MTWR	2/16/21	3/11/21	09:00 AM - 12:00 PM



### Remote Live:

Learn online with scheduled class times through a computer or tablet

# WORKFORCE TRAINING

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



**U** UNION  
COUNTY  
COLLEGE

INDUSTRY-BUSINESS  
INSTITUTE

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

## We:

- *Are business focused, business friendly and business minded.*
- *Work side by side with clients to customize training solutions and deliver them with expert instructors, high-quality materials and flexible scheduling.*
- *Consult with your team and offer workforce training solutions for business planning, growth, change and increased profitability.*
- *Offer comprehensive cost-effective training packages.*

## Customized Training Solutions include:

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

Learn more...Contact us at 908-965-2359 or [ibi@ucc.edu](mailto:ibi@ucc.edu) • Visit us at: [www.ucc.edu/ibi](http://www.ucc.edu/ibi)

## PARA INFORMACIÓN GENERAL, VAYA WWW.UCC.EDU

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

### PROGRAMAS DE COMPUTADORA

#### Introducción a la Computación (7 hrs)

AECE 020 Sec 060 En Línea en Vivo  
Sáb, 2/20-2/27  
9:00 am-12:30 pm, \$159

### CUIDADO DE NIÑOS

#### Cuidado de Niños

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

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

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

#### Requisitos previos

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

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

#### Cursos requeridos

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

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



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

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

AEDE 083–CDA preparación del portafolio (30 hrs)

#### Cuidado de Niños: Prácticas Profesionales

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. (30 hrs)

##### Parte 1

AEDE A82 Sec 086 En Línea en Vivo  
Mar, Jue, 2/23-4/1, 6-9 pm, \$250  
(no clase 3/23 & 3/25)

##### Parte 2

AEDE B82 Sec 086 En Línea en Vivo  
Mar, Jue, 4/6-5/6, 6-9 pm, \$250

#### Cuidado de Niños: Los Fundamentos

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. (30 hrs)

##### Parte 2

AEDE B81 Sec 076 En Línea en Vivo  
Lun, Mie, 1/11-2/17, 6-9 pm, \$250  
(no clase 1/18 & 2/15)

#### CDA Portfolio Preparación

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

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

AEDE 083 Sec 036 En Línea en Vivo  
Mie, 5/12-7/14, \$250

### GED (PREPARACIÓN)

#### Preparación para GED

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

Para su conveniencia, todos los libros y materiales requeridos, están disponibles en la librería del colegio. La preparación en español para el examen de equivalencia (GED) está disponible en Elizabeth Union County College. (48 hrs)

AETE 124 Sec 086 En Línea en Vivo  
Mar, Jue, 2/16-5/13, 6:30-8:30 pm,  
\$329 (no clase 3/23 & 3/25)

## HEALTHCARE CAREERS

### Basic Certifications Package



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

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

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

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

AEHL 959 Sec 140 Cranford  
M, 3/15, 6-10 pm, \$299  
W, Th, 3/17-3/18, 6-10 pm  
M, 3/29, 6-10 pm



### CPR FIRST AID, AND AED CERTIFICATION COURSES

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

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

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



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

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

AEHL 962 Sec 116 Cranford  
M, 3/15, 6-10 pm \$129

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



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

AEHL 961 Sec 116 Cranford  
M, 4/5, 6-10 pm, \$129

### EMERGENCY MEDICAL TECHNICIAN-BASIC



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

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

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

be eligible to take the New Jersey certification exam, which is required to act as an EMT in NJ. (120 hrs)

*This course is held in the Plainfield Annex.*

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

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

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

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

*Mandatory online orientation January 19, 6-8 pm and January 21, 6-8 pm. Students must be registered to attend an orientation session.*

**The College offers three EMT sections:**

AEHL 100 Sec 340 \$1,500  
T,Th, 1/26 – 5/20

Remote Live Lecture: T, 5:30 – 8:30 pm  
Skills: Th, 8:30 am – 3:30 pm,  
Plainfield Campus  
Field Work: TBD Plainfield Campus

AEHL 100 Sec 095 \$1,500  
T,W,Th, 1/26 – 5/20

Remote Live Lecture: W, 5:30 – 8:30 pm  
Skills: T,Th, 6:15 – 9:15 pm,  
Plainfield Campus  
Field Work: TBD Plainfield Campus

AEHL 100 Sec 090 \$1,500  
M, S, 1/25 – 5/22

Remote Live Lecture: M, 7:10 – 10:0 pm  
Skills: S, 8:30 am – 3:30 pm,  
Plainfield Campus  
Field Work: TBD Plainfield Campus

## HEALTHCARE CAREERS

### PATIENT CARE TECHNICIAN



#### CERTIFICATE PROGRAM

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

Patient Care Technicians are

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

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

#### Prerequisites

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

#### Required Courses

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

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

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

### Patient Care Technician – Short Term Intensive Program

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

M, T, W, Th, 8:30 am-2 pm, \$4,954 Elizabeth Campus  
Spring 2021 start

See page 15 for details.



### PHARMACY TECHNICIAN



#### CERTIFICATE PROGRAM

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

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

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

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

**Pharmacy Technician Certification Board**—Additional study material is also recommended to prepare for the PTCB examination. Please contact PTCB at 877-782-2888 or [www.ptcb.org](http://www.ptcb.org) for more information.

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

#### Required Course

AEHL 955 Sec 076 Remote Live  
M, W, 3/29-8/18, 6:30-9:30 pm, \$1,500  
(no class 5/31 & 7/5)

## HEALTHCARE CAREERS

### EKG TECHNICIAN PROGRAM



CERTIFICATE PROGRAM

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

#### Prerequisite

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

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

#### Required Courses

- AEHL 147–EKG Technician (48 hrs)

#### Recommended Elective

- AEHL 959–Basic Certifications Package (16 hrs)

### Part I: Anatomy and Physiology

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

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

AEHL 111 Sec 076      Remote Live  
M, W, 2/22-4/7, 6-9 pm, \$395  
(no class 3/22 & 3/24)

### Part II: Anatomy and Physiology

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

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

**Prerequisite: AEHL 111 - Part I: Anatomy and Physiology**  
AEHL A11 Sec 060      Remote Live  
S, 2/27-5/22, 9am-12 pm, \$355  
(no class 3/27, & 4/3)

### EKG Technician

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

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

AEHL 147 Sec 276      Elizabeth  
M, W, 5/24-7/21, 6-9 pm, \$450  
(no class 5/31 & 7/5)

### PHLEBOTOMY TECHNICIAN



CERTIFICATE PROGRAM

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

#### Prerequisites

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

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

#### Required Courses

- AEHL 146–Phlebotomy Technician (90 hrs)

#### Recommended Elective

- AEHL 959–Basic Certifications Package (16 hrs)

#### Program requirements

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

### Phlebotomy Technician

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

AEHL 146 Sec 286      Elizabeth  
T, Th 5/25-9/2, 6-9 pm, \$900

*Note: Not all courses are offered every semester.*



### Remote Live:

Learn online with scheduled class times through a computer or tablet



## MEDICAL BILLING AND CODING



### ALLIED HEALTH COURSE WAIVER PROCEDURES

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

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

### MEDICAL BILLING SPECIALIST

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

*Spring 2021 start* *Elizabeth*  
*M, T, W, Th, 4:30-9:30 pm, \$4,810*

*See page 15 for details*

### MEDICAL BILLING AND CODING PROFESSIONAL



**CERTIFICATE PROGRAM**

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

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

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

#### Prerequisite

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

#### Required Courses

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

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

### Understanding Medical Insurance/ HIPAA

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

Prerequisite: Anatomy and Medical Terminology for Billers and Coders.

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

*AEHL 137 Sec 086* *Remote Live*  
*T, Th, 2/16-4/20, 6-9 pm, \$625*  
*(no class 3/23 & 3/25)*

### 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.

*AEHL 138 Sec 086* *Remote Live*  
*T, Th, 4/27-6/17, 6-8:30 pm, \$480*

## FACILITY MANAGEMENT

*Earn the Must-Have Credential in Facility Management*

Starts  
February  
16

# IFMA'S FACILITY MANAGEMENT PROFESSIONAL (FMP®) CREDENTIAL

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

**THE IFMA FMP CREDENTIAL PROGRAM** teaches the knowledge and skills demanded by today's facility management employers, as defined by the IFMA global job task analysis.

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

The IFMA FMP Credential Program materials include online FMP final assessments.

**Course 1: Operations and Maintenance**

**Course 2: Project Management**

**Course 3: Finance and Business**

**Course 4: Leadership and Strategy**

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

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

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

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



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 four 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](http://www.ifma.org)) to IFMA to validate your credential.

### *Course Materials*

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

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

### *Program Requirements*

There are no prerequisites to enroll in this program.

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

- Experienced instructors who present the IFMA FMP Credential Program materials in an easy-to-understand format.
- A structured learning environment



**IFMA**<sup>TM</sup>  
International Facility Management Association

AEBU 029 Sec 025      Remote Live  
Tue, 2/16-6/1, 5:30-9:30 pm, \$2,395 (no class 3/23)

## TRANSPORTATION, LOGISTICS AND DISTRIBUTION

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

All programs require individual study time in addition to online classroom work. Online materials to reinforce classroom contents, certification exam costs and student manuals are included in the cost of each course.

### CERTIFIED CUSTOMS SPECIALIST

**The National Customs Brokers and Freight Forwarders Association of America (NCBFAA) Certified Customs Specialist (CCS) Certification Program assists trade professionals in the import industry to become experts in current import regulations.** The CCS course covers fundamental points of the importation process and delves into practical, relevant subject matter not generally tested on the Customs licensing exam. This six-month, self-paced, online program consists of 23 modules, checkpoint quizzes, and a cumulative, proctored final exam. Students are required to provide their own proctor.

- *Expand knowledge.*
- *Gain in-depth insight into every aspect of import logistics management.*
- *National professional recognition.*
- *Peers, staff, customers, and leaders all value the CCS designation.*

Key Topics: The importation of goods, licensing requirements and agency agreements, The U.S. Harmonized Tariff Classification System, Tariff treatments and trade agreements, Valuation and Classification, Informed Compliance, Assessment of Duties, Marking of Imported Goods, Drawback and refunds, Special Requirements, Anti-dumping and Countervailing Duties, Foreign Trade Zones, and Record keeping.

Course Code: AEBU 030

Tuition: \$1,299

Number of In-class Hours: 75

Course includes and requires

independent student work with online materials outside of classroom

Exam Fee included. Retake exam fee: \$25



### CERTIFIED EXPORT SPECIALIST

**The NCBFAA Certified Export Specialist (CES) certification program helps trade professionals become knowledgeable in current regulations.** This one-year, instructor-led online course has an online proctored final exam. Perfect for Individuals working in the forwarding industry interested in expanding their fundamental knowledge.

- *Expand your knowledge of export procedures*
- *Keep current with recent changes affecting the export industry*
- *Gain recognition and increase stature among colleagues and clients*

Key topics: Export Control Basics, Regulations, Destination Country Controls, State Department– ITAR, Office of Foreign Assets and Control, Other Government Agencies, Census, Record keeping, Security, Payment Terms, Bookings, Air Freight, Bills of Lading, , Marine Cargo Insurance, Licenses, ECCN Classification, Anti-Boycott Regulations, Drug Enforcement Agency, Violations, Quotations, Letters of Credit, NVOCC, AES/EEL, Documentation, Carnet, and Federal Maritime Commission Regulations.

Course Code: AEBU 031

Tuition: \$2,500

Number of In-class Hours: 150

Course includes and requires independent student work with online materials outside of classroom

Exam Fee included. Retake exam fee: \$25

### CSCMP – SUPPLY CHAIN MANAGEMENT PROGRAM

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



**CERTIFICATE PROGRAM**

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

### Supply Chain Management (CSCMP Certification)

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

We are offering training and testing this fall through online, self-paced instruction in each of these 8 essential areas. Courses require approximately 40 hours of study each. Successful participants who pass the exam will earn important industry recognized credentials in their choice from 8 areas. The fee for each course is \$450 and includes the exam. For complete program details and course descriptions, <https://www.ucc.edu/continuing-and-professional-education-and-workforce-development/supply-chain-management-curriculum-cscmp-certification/>

- Supply Chain Management Principles
- Warehousing Operations
- Transportation Operations
- Customer Services Operations
- Demand Planning
- Manufacturing & Service Operations
- Inventory Management
- Supply Management & Procurement

### Fundamentals of Supply Chain Management Program

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

Total Hours: 180 hours

Program Cost: \$4,000

Conducted remotely

Program Schedule: Monday - Thursday,

8:30 am - 2:00 pm,

Spring 2021 start



CONTACT US AT [IBI@UCC.EDU](mailto:IBI@UCC.EDU)

## UNIFORM CONSTRUCTION CODE



These classes are for general contractors who are looking to advance their careers and become New Jersey State Inspectors for local municipalities. They are open to anyone with an interest in construction and mandatory for those desiring licensure in building, electrical, elevator, fire protection, plumbing; and administrative licensure in sub code official, construction official, and technical assistance.

The courses focus on technical needs for contractors, estimators, architects, engineers, and government officials as they relate to the design, construction, and maintenance of building structures. Courses are approved for licensure by the New Jersey Department of Community Affairs (DCA) pursuant to NJAC 5:23-5.20 and must be taken in the proper sequence (RCS-ICS-HHS). Licensing application packets and related inquiries should be directed to the DCA Licensing Unit at 609-984-7834.

It is recommended to review this packet before undertaking a course. Students who successfully complete a course and apply for licensing may be refunded up to 100% of tuition by submitting a license number or log number to the college they attend. (Information provided in class.)

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

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

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

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

**Learning platform:** Canvas

### Elevator Inspector H.H.S.

Elevator Inspector inspects, adjusts, and maintains installed freight and passenger elevators and escalators to meet specifications and safety codes. Course topics include inspection, testing, rules and regulations for elevators, escalators, lifts, and other lifting and elevator equipment. In addition, the course will focus on planning and review of inspection techniques. Prerequisites: Seven years related experience. (90 hrs)

AEIC 192 Sec 076 Remote Live  
M, W, 3/29 - 7/14, 6-9 pm, \$925  
No class 5/31 and 7/5

### Building Inspector R.C.S.

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

AEIC 102 176 Remote Live  
M/W, 2/22 - 6/9,  
5:30-8:30 pm, \$925

### Electrical Inspector I.C.S.

This course has been designed to meet the State's educational program requirements to become licensed as a New Jersey ICS electrical inspector [N.J.A.C. 5:23-5.20(g)]. The course provides the State-required 60 hours of classroom instruction and deals with the electrical inspector's administrative, plan review and inspection requirements for class II and III structures. Topics included are: electrical service sizing and design, branch circuit and feeder design, requirements for special fixtures, methods and devices. Text book required: NFPA 70 - National Electrical Code (NEC) 2017. (60 hrs)

AEIC 211 Sec 186 Remote Live  
T, Th, 3/30-6/3, 6-9pm, \$650

### Fire Inspector H.H.S.

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

AEIC 191 Sec 196 Remote Live  
T/Th, 2/9-5/27, 6-9 pm, \$650

### New! Technical Assistant Certification Program

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

AEIC 465 Sec 086 Remote Live  
T, Th, 3/30-5/18, 6-9 pm, \$575

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

College	Building			Electrical		Fire Protection		Plumbing		Elevator	Administrative		
	RCS	ICS	HHS	ICS	HHS	ICS	HHS	ICS	HHS	HHS	SO	CO	TA
Brookdale Community College 732-224-2394 <a href="http://www.brookdalecc.edu">www.brookdalecc.edu</a>	1/14/2021-6/17/2021		2/2/2021-5/11/2021		1/6/2021-4/14/2021			1/5/2021-4/15/2021	3/29/2021-7/14/2021		1/5/2021-3/23/2021		2/3/2021-3/18/2021
Mercer County College 609-570-3311 <a href="http://www.mccc.edu">www.mccc.edu</a>	MERCER COUNTY COLLEGE SCHEDULE TO BE DETERMINED - VISIT <a href="http://www.state.nj.us/dca/divisions/codes/forms/pdf_licensing/ucc_c_grid.pdf">www.state.nj.us/dca/divisions/codes/forms/pdf_licensing/ucc_c_grid.pdf</a> FOR INFORMATION												
Middlesex County College 732-906-2556 <a href="http://www.middlesexcc.edu">www.middlesexcc.edu</a>	2/1/2021-5/12/2021	2/9/2021-4/29/2021	5/24/2021-7/28/2021				3/9/2021-5/13/2021		4/7/2021-5/26/2021		2/9/2021-3/27/2021	3/30/2021-5/15/2021	2/6/2021-4/10/2021
Union County College 908-709-7600 <a href="http://www.ucc.edu">www.ucc.edu</a>	2/22/2021-6/9/2021			3/30/2021-6/3/2021			2/9/2021-5/27/2021			3/29/2021-7/14/2021			3/30/2021-5/18/2021



NEW PATHWAYS TO TEACHING IN NEW JERSEY

## Follow this path to become a New Jersey Certified Teacher!

Whether you are

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

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



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

The NJCU New Pathways Alternate Route Program provides a process for individuals who already hold a bachelor's degree (or higher) to become licensed teachers. The program includes 400 hours (24 credits) of education courses that are taken during candidates' first two years of teaching. NPTNJ credit option students earn 15 graduate credits from NJCU. 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.
- Starting January 2021 candidates must have a contract teaching position to begin Semester 1.

### For More Information:

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

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



Transforming Our Community... One Student at a Time

# Leisure and Personal Development

## LIFELONG LEARNING ENRICHES YOUR LIFE

### Fiction Writer's Workshop

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

*AEEEN 015 Sec 137 Cranford*  
*W, 3/31-5/19, 7-9 pm, \$189*

### New! Basics of Interior Design

This course teaches basic room design elements to a novice who is overwhelmed by his/her new home or to the homemaker who has been told that he/she has style and is now contemplating a career in design. It will discuss the finer points and details of upholstery wear ability and uses of different fabrics, goals of room traffic, and discuss several example "problem" rooms to show the process of good room designing. (16 hrs)

*AEIN 064 Sec 147 Cranford*  
*Th, 4/29-6/17, 7-9 pm, \$189*

### Spanish

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

**Level 2 classes** will teach more advanced dialogue and grammar. Class activities include interactive exercises, role-playing, and exposure to customs, holidays, and cuisine. (15 hrs)

*Spanish 1*  
*AELA A10 Sec 037 Remote Live*  
*W, 3/3-4/14, 7-9:30 pm, \$159*  
*(no class 3/24)*

*Spanish 2*  
*AELA B10 Sec 037 Remote Live*  
*W, 4/21-5/26, 7-9:30 pm, \$159*

### New! Instagram Marketing Techniques

Join us for a FUN program on Instagram marketing! Learn how to optimize your Instagram account as well as integrate it with Google to bring traffic directly to your business. We will discuss the steps to create a marketing strategy that leads the right audience to your business. During this program, attendees will become familiar with the best ways to optimize their Instagram account, build a brand for themselves and monetize every post. It's a known fact that building a brand following on Instagram increases revenue for your business fast. Join us and receive actionable steps that you can apply right away for your business. All industries welcomed! Rajeeyah Madinah, Ecommerce Instructor (10 hrs)

*AECO 407 Sec 016 Remote Live*  
*M, 3/29-4/26, 6:30-8:30 pm, \$169*

### New! SEO and Email Marketing

This presentation is for anyone interested in learning how to rank on Google, and maximize their business using search engine optimization, email and text message marketing. Business owners will become empowered by learning the best ways to create their own powerhouse, organic email list and maximize their presence with Google and text message marketing. Rajeeyah Madinah, Ecommerce Instructor (10 hrs)

*AECO 408 Sec 026 Remote Live*  
*T, 3/30-4/27, 6:30-8:30 pm, \$169*



### New! Reiki Level I and II – Self-Empowerment and Healing Certification Course



Students will learn the principles of reiki and biofield healing, practice and become comfortable working with energy, become empowered in managing their own energy and receive attunements to Reiki energy. Upon completion, students will be certified in Usui Reiki Level 1 and 2 and able to give treatments. (6 hrs)

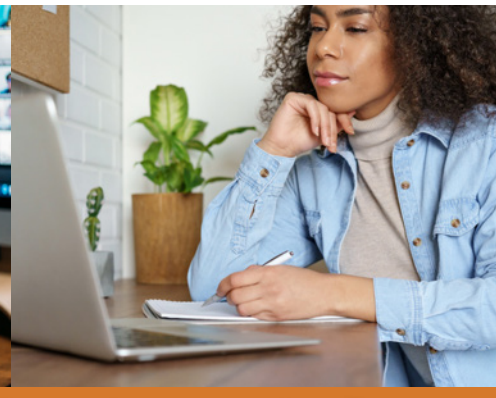
*AEEEX 081 Sec 126 Cranford*  
*T, 4/27-5/11, 6:30-8:30 pm, \$129*

### New! E-Commerce for Business

This program is for anyone with an interest in online business can benefit from the tools discussed in this program. We will discuss how to create, operate, manage and grow an online business. This program is beneficial to all industries. Attendees will become familiar with how to leverage their social media marketing to dominate the online business platforms of Amazon, Shopify, Etsy, and eBay. Rajeeyah Madinah, Ecommerce Instructor (10 hrs)

*AEBU 409 Sec 036 Remote Live*  
*W, 3/31-4/28, 6:30-8:30 pm, \$169*

**CLOSED**  
**Don't Miss Out!**  
**Classes fill quickly, so**  
**Register Early**  
**for upcoming courses!**



*Upgrade your skills – be ready for new opportunities!*

## Online Courses Skills for the 21st Century

In partnership with UGotClass these online certificate programs (taught by subject matter experts) are designed to fit your schedule, enhance your career knowledge and expand your professional horizons. The following certificate programs will be offered this spring beginning February 1 - April 30 and April 5 - July 2.

### Certificate in Data Analysis

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

### Certificate in Project Management

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

### Social Media for Business Certificate

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

### Digital Marketing Certificate

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

### Accounting and Finance for Non-Financial Managers Certificate

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

### Management Certificate

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

### Supervisory Leadership Certificate

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

### Six Sigma Green Belt Certificate

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

### Spanish For Medical Professionals

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

### Certificate in Business Writing

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

### New! Hot! Coding Certificate

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

### New! Hot! Graphic Design Software Essentials Certificate

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

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

# Youth Programs

## AGES 8-17

### Middle School Math Review

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

AEKE 117 Sec 160 AGES 11-13  
S, 2/20-4/24, 8:50-10:20 am, \$275

### Algebra Review

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

AEKD 115 Sec 160 AGES 14+  
S, 2/20-4/24, 8:50-10:20 am, \$275

### SAT Exam Preparation

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

### VERBAL/READING/WRITING

AEKD 211 Sec 160 Ages 14+  
S, 2/20-4/24, 8:50-10:20 am, \$275

### MATH

AEKD 107 Sec 160 Ages 14+  
S, 2/20-4/24, 10:30 am-12 pm, \$275

### Better Thinker, Better Writer, Better Grades

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

AEKE 022 Sec 160 Ages 11-13  
S, 3/6-5/8, 10-11:30 am, \$275

### The Writer Within: Creative Writing

Develop your skills as a creative writer. Learn how to create interesting plots, characters and dynamic conflicts. Whether you enjoy writing short stories, poetry or planning to write a novel, this course will help you hone those creative writing skills. Students will also learn how to e-publish, find a publisher and enter writing contests. Ages 11-14. (16 hrs)

AEKE 235 Sec 060  
S, 3/13 - 5/1, 10:00 - 11:30 am, \$289

No class on  
3/27 & 4/3



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

### Code Your Own Adventure! Interactive Storytelling

Watch as the characters in your imagination come to life in this unique course that blends classic storytelling with animation techniques and coding. Start with a concept, design the characters, and choose not just one ending, but many! Learn how to create your own text-based adventure games with variables, conditional logic, images, HTML, CSS, and Twine scripting syntax. Student projects will be available on a password protected Black Rocket website to share with friends and family. Ages: 8-14. \*Compatible with MAC, Windows and Chrome OS.

AEKD 053 Sec 074  
M, W, 3/1 - 3/24, 4 - 5:30 pm, \$149

AEKD 053 Sec 084  
T, Th, 3/2 - 3/25, 4 - 5:30 pm, \$149

### eSports Apprentice - Streamers and Gamers

Whether you want to be the next pro gamer, streamer, or gamecaster this course will teach you the basics to get started! No longer just a hobby, eSports is the fastest-growing career for the next generation. Over 400 million people watched YouTube videos and Twitch streams of video game competitions this year alone! In this course, students will develop game-play skills and compete using Black Rocket's eSports games and apps, learn how to produce commentary for live tournaments, use professional streaming software, and most importantly practice online safety. Student recordings will be available on a password protected website to share with friends and family. Videos will not be broadcast publicly but will be shared with all students in the class. Ages: 8-14

\*A webcam is required for this course. Software is compatible with MAC and Windows OS only.

AEKD 012 Sec 074  
M, W, 4/12 - 5/5, 4 - 5:30 pm, \$149



ALL CLASSES OFFERED  
THROUGH REMOTE INSTRUCTION



## AGES 8-17

### UPDATED!

#### Minecraft® Modders

Customize your own Minecraft world and mod the classic game in this one of a kind class. Learn scripting and logic statements as you create your first mods. Students will create a wide variety of new elements, gameplay mechanics, and world generating mods to change the way you play Minecraft. Projects will be available on a password protected Black Rocket website to share with friends and family. Students must own a Java version of Minecraft to take this class. Tablet, phone, and game console versions of Minecraft are not compatible. Returning students can create more advanced projects that build on previous years. Ages: 8-14

*\*Compatible with MAC and Windows OS only. Purchase Minecraft Java Edition*

AEKD 306 Sec 091  
M, T, W, Th, 3/29 - 4/1  
1:30 - 4:30 pm, \$149

AEKD 306 Sec 09A  
M, T, W, Th, 4/5 - 4/8  
9:30 am - 12:30 pm, \$149

AEKD 306 Sec 084  
T, Th, 4/13 - 5/6  
4 - 5:30 pm, \$149



**ALL CLASSES OFFERED  
THROUGH REMOTE INSTRUCTION**

### NEW!

#### Young Authors

Children at this age have an unlimited supply of imagination and ideas. The goal is to show children just how much fun creative thinking can be if they let their imagination soar. Students will develop their own story from start to finish, ending with their own published soft cover book. Learn plot development, character creation, review literary techniques, and self-expression activities, including illustration, dialogue, and more. Typing support provided. Ages 8-10 and 11 - 14

*\*Compatible with MAC, Windows and Chrome OS.*

AEKE 057 Sec 060 Ages 8 - 10  
S, 1/9 - 2/13  
10 am - 12 pm, \$199

AEKE 057 Sec 074 Ages 8-10  
M, W, 1/11 - 2/3  
4 - 5:30 pm, \$199

AEKD 057 SEC 060 Ages 11-14  
S, 1/9 - 2/13  
1 - 3 pm, \$199

AEKD 057 Sec 074 Ages 11-14  
T, Th, 1/12 - 2/4  
4 - 5:30 pm, \$199

### Virtual Reality: The Future is Now

Embark on an EPIC adventure in virtual reality! In this cutting-edge class, you will learn the foundations of VR design by creating your own virtual worlds, exploring simulated environments, and crafting memorable 3D experiences. A cardboard VR headset is optional for this course. Students may order one from blackrocket.com/store, take the class without a headset, or use any headset that works with a mobile phone. VR projects will be available on a password protected Black Rocket website to share with friends and family. Ages 8 - 14

*\*Compatible with MAC, Windows and Chrome OS.*

AEKD 008 Sec 060  
S, 1/23 - 2/27  
9:30 - 11:30 am, \$149

AEKD 008 Sec 06A  
S, 1/23 - 2/27  
12 - 2 pm, \$149

AEKD 008 Sec 074  
M, W, 1/25 - 2/22  
4 - 5:30 pm, \$149

AEKD 008 Sec 084  
T, Th, 1/26 - 2/18  
4 - 5:30 pm, \$149

### ROBLOX® Makers

Unlock the power of ROBLOX® Studio, the world creation tool used by real-world ROBLOX® developers! Learn how to build 3D models and create an adventure in your ROBLOX® world. Bring characters to life with unique animations you design. Student-created projects will be available on a password protected Black Rocket website to share with friends and family. Ages: 8-14.

*\*Compatible with MAC and Windows OS only.*

AEKD 038 Sec 060  
S, 3/6 - 4/10, 9:30 - 11:30 am, \$149

AEKD 038 Sec 06A  
S, 3/6 - 4/10, 12 - 2 pm, \$149

### NEW!

#### YouTube® FX Masters

In the digital age, nothing is impossible! Become a master of illusion by learning the techniques used by Hollywood masters to create FX magic. Whether you want to enhance your YouTube videos or create a cool scene to amaze your friends; this class teaches the tools you need. Experiment with visual effects as you learn the dynamics of camera angles, editing, graphic layering, and sound effects. Then watch as your new creations take your channel content to the next level! Student projects are available on a password protected Black Rocket website to share with friends and family. Ages 8-14.

*\*A webcam is required. Compatible with MAC and Windows OS only and requires a 64-bit operating system.*

AEKD 018 Sec 090  
M, T, W, Th, 3/29 - 4/1  
9:30 am - 12:30 pm, \$149

AEKD 018 Sec 091  
M, T, W, Th, 4/5 - 4/8  
1:30 - 4:30 pm, \$149

## SPONSORED BY THE UNION COUNTY BOARD OF COUNTY COMMISSIONERS

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

All classes are Remote Live.



### 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.

#### Beginning Watercolor

The class will provide students with a foundational understanding in watercolor painting techniques as well as the principles of color theory and two-dimensional composition.

AEAS 010  
Dates TBA

#### Beginner Drawing (14 hrs)

Drawing is a skill based on eye-hand coordination and the basis for all art. An interest in art, not talent, is the most important tool for learning. Fundamentals including contour line, shape, shading and perspective will all be addressed while working from life. Students will receive individual attention based on their level. Bring a 5B pencil, eraser and newsprint pad to the first class.

AEAS 001 Sec 030  
W, 1/20 - 3/3, 9:30 - 11:30 am

#### Intermediate Drawing (14 hrs)

This class is designed for those with past drawing experience who would like to expand or refresh their drawing skills. Demonstrations, discussions and critiques will focus on refining values, composition, perspective and edge quality. A variety of subject matter will be utilized to inspire each student to discover their unique drawing style and interests. Students will work at their own level and will be encouraged to initiate their own personal drawing projects by the conclusion of the course. Bring a newsprint pad, eraser and 5B pencil to the first class.

AEAS 003 Sec 030  
W, 3/17 - 5/5, 9:30 - 11:30 am  
(no class 3/24)

#### Pastel Beginner (14 hrs)

Enjoy the pure, vibrant color of soft pastel. Explore techniques such as layered color mixing, mark making techniques and deciding when and how to blend color. Gain a solid foundation of composition, color and values through a variety of subject matter. Each student will be encouraged to discover their own unique, artistic voice in a supportive and creative atmosphere.

Background in drawing preferred.

AEAS 007 010  
M, 1/25 - 3/15, 9:30 - 11:30 am  
(no class 2/15)

#### Intermediate Pastels (14 hrs)

Take your pastels to the next level! This class will include weekly demonstrations, discussion and critiques focusing on nuanced, layered color mixing, creating an expanded range of mark making and blending techniques as well as developing compelling and creative compositions. Subject matter including still life and portraiture will be explored in this class. Students will be encouraged to initiate their own personal projects by the conclusion of the course. Previous experience in both drawing and pastel are preferred. Bring a newsprint pad and pastels to the first class.

AEAS B07 Sec 010  
M, 3/29 - 5/10, 9:30 - 11:30 am

#### Mixed Media

The class will explore approaches to mixed-media processes, focusing on collage and painting. Students will be exposed to several techniques, and will be guided through two main projects, each of which allows for individualized direction.

AEAS 058  
Dates TBA

### COMPUTERS/ TECHNOLOGY

#### Everything Seniors Want to Know about Computers

AECS 030 Sec 080  
T, Th, 2/2 - 2/4,  
11 am - 1 pm and 3 - 5 pm

#### Windows 10

AECS A22 Sec 080  
T, Th, 2/9 - 2/11,  
11 am - 1 pm and 3 - 5 pm

#### Word Beginner (8 hrs)

AECS A23 Sec 080  
T, Th, 3/9 - 3/11,  
11 am - 1 pm and 3 - 5 pm

#### Word Intermediate (8 hrs)

AECS B23 Sec 080  
T, Th, 3/16 - 3/18,  
11 am - 1 pm and 3 - 5 pm

#### Excel Beginner (8 hrs)

AECS A47 Sec 080  
T, Th, 4/13 - 4/15,  
11 am - 1 pm and 3 - 5 pm

#### Excel Intermediate (8 hrs)

AECS B47 Sec 080  
T, Th, 4/20 - 4/22,  
11 am - 1 pm and 3 - 5 pm

#### PowerPoint Beginner (8 hrs)

AECS A71 Sec 080  
T, Th, 2/16 - 2/18,  
11 am - 1 pm and 3 - 5 pm

## Google Apps (8 hrs)

You get so much more than email when you create a Google Account! Google apps are either free, or if you need a professional version, you can purchase a G-Suite subscription. In this course you will learn about the free and paid plans, Google Drive, Google Docs, Google Sheets, Google Photos and more, all of which are available across multiple devices and operating systems.

AECS 040 Sec 080  
T, Th, 4/27 - 4/29,  
11 am - 1 pm and 3 - 5 pm

## Introduction to Social Media (9 hrs)

AECS 005 Sec 050  
F, 2/5 - 3/12, 11:00 am - 12:30 pm

## Social Media II (9 hrs)

AECS A05 Sec 050  
F, 4/9 - 5/14, 11:00 am - 12:30 pm

## DANCE

## Zumba (16 hrs)

AEES 531, Sec 112  
M, 1/25-5/24, 2-3 pm  
(no class 2/15 & 3/22)

## FITNESS

## Chair/Barre (12 hrs)

AEES 536 Sec 070  
M, W, 2/1-3/15, 12-1 pm  
(no class 2/15)

AEES 536 Sec 07A  
M, W, 3/29-5/5, 12-1 pm

## Tai Chi (18 hrs)

AEES 091 Sec 080  
T, Th, 1/12 - 3/11, 10 - 11 am

AEES 091 Sec 08A  
T, Th, 3/30 - 5/27, 10 - 11 am



ALL CLASSES OFFERED  
THROUGH REMOTE INSTRUCTION

## Yoga (16 hrs)

AEES 080 Sec 090  
M, F, 1/11 - 3/12, 10 - 11 am  
(no class 1/18 & 2/15)

AEES 080 Sec 09A  
M, F, 3/29-5/24, 10 - 11 am  
(no class 4/2)

## SPECIAL INTEREST

## Conversational Spanish I (15 hrs)

AEES 010 Sec 060  
S, 1/23 - 3/6, 10:00 am - 12:30 pm  
(no class 2/13)

## Conversational Spanish II (15 hrs)

AEES B10 Sec 060  
S, 3/13 - 5/1, 10:00 am - 12:30 pm  
(no class 3/27 & 4/3)

## Knit & Crochet for Beginner and Beyond (15 hrs)

AEAS 020 Sec 020  
T, 1/12 - 3/16, 10:30 am - 12:00 pm

AEAS 020 Sec 02A  
T, Th, 3/30 - 5/25,  
10:30 am - 12:00 pm

## The Sixties: The American Pop Era (20 hr)

This ten-week course will focus on the many innovative artists that created new sounds that captivated a generation, and whose influence endures five decades later. From the remarkable Brill Building songwriting teams to the art of Bob Dylan, from The Wrecking Crew studio musicians to the California magic of Brian Wilson & The Beach Boys, from Motown to The Monkees and many other artists. Our journey will examine folk rock (Simon & Garfunkel), pop/soul (Sly and Family Stone), psychedelic rock (The Doors) and the rock festivals that defined the era.

AEVS 086 Sec 052  
F, 1/15 - 3/19, 2 - 4 pm

## The Beatles Next ... The Solo Years (16 hrs)

This eight-week course will follow in the footsteps of The Beatles story as they embark on their post-Beatles-solo careers. Our journey will start with John Lennon from his peace and political activism to his Plastic Ono Band and solo recordings. We will explore the extraordinary career of the multi-instrumentalist Paul McCartney as he becomes the most successful composer of the modern age from his Wings and solo recordings to his world-wide sold out performances. Our journey with George Harrison will include his solo catalog, his music and film productions. We will end with the greatest 'backbeat' drummer of all time - we will survey Ringo Starr's career as a musician, singer, songwriter and actor.

AEVS 087 Sec 052  
F, 4/9 - 5/28, 2 - 4 pm

## The Writer Within: Creative Writing (8 hrs)

Have a story to tell? This workshop will help you develop your story, characters and plot into a cohesive work. Learn how to develop an outline, as well as information about self-publishing. Come prepared to write and share your work and turn your ideas into a finished project.

AEVS 089 Sec 041  
Th, 3/11 - 5/6, 1:30 - 2:30 pm  
(no class 3/25)

## Emotional Wellness (9 hrs)

This workshop lead by Diane Lang will be held every other Thursday and cover the following topics: Living with Uncertainty, Stop the Panic and Anxiety, How to Deal with Change and Triumph Over Loss, Releasing Anger and Finding Forgiveness, Declutter your Life and Reduce Stress, and Positive Psychology: Finding your Happiness.

AEVS 088 Sec 043  
Class will meet every other Thursday  
Th, 1/21, 2/4, 2/18, 3/4, 3/18, & 4/1,  
3-4:30 pm

# General Information

## CLASSES FILL QUICKLY, SO REGISTER EARLY FOR UPCOMING COURSES!

### Registration

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

### Online

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

### Phone In

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

### Tuition and Fees

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

### Class Cancellation

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

### Withdrawals and Refunds

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

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

### Veterans Refund Policy

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

### Parking

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

from 8:30 am to 6:30 pm Tags are NOT mailed. You will be ticketed if you do not have a tag visible in your vehicle. If you are taking classes in Elizabeth, parking tags can be purchased for \$65. Otherwise, ample public parking is available in the J. Christian Bollwage Parking Garage at Caldwell Place and Elizabethtown Plaza.

### Inclement Weather/ Emergency Closing

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

*visit our website at  
[www.ucc.edu/ce](http://www.ucc.edu/ce)  
for the latest information*

### Non Discrimination

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

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

#### Complaints

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

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

### Name Changes or Change of Address

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

### Student Accommodation Requests

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

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

### Employee, Guest, and Visitor Accommodation Requests

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

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

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



### Remote Live:

Learn online with scheduled class times through a computer or tablet

Union County College

*Self Paced*

# Online Learning

anytime, anywhere...  
just a click away!



Learn from the comfort of home!

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

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

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

## Career training programs include:

### Graphic Arts and Design

- Video Game Design and Development
- Web Design

### Business

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

### Computer Applications

- Android App Developer
- Microsoft Application Certification

### Computer Programming

- Java Programmer
- Python Developer

### Health and Fitness

- Certified Medical Transcriptionist
- Medical Interpreter

### Hospitality

- Corporate Event Planner
- Retail Customer Service Skills Training

### Information Technology

- CompTIA Certification

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

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

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

## Instructor-led short courses include:

### Accounting and Finance

- Accounting Fundamentals

### Business

- Business Software
- Business Writing

### College Readiness

- GED, SAT/ACT and GRE Test Prep

### Computer Applications

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

### Design and Composition

- Digital Photography
- Graphic Design
- Web Design

### Healthcare and Medical

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

### Personal Development

- Languages
- Arts
- Job Search
- Personal Enrichment

### Writing and Publishing

- Business Writing
- Creative Writing
- Grant Writing

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

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

# Adult Registration Form

Please print clearly and complete all sections

## STUDENT INFORMATION

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

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

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

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

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

### CAMPUS PARKING

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

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

Year, Make and Model of Car \_\_\_\_\_

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

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

**Sex:**  Male  Female

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

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

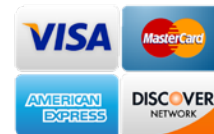
### COURSE SELECTIONS AND FEES

Please enter your course selections

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

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

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



### NOTICES

Students are responsible for being aware of and following the Code of Conduct found in the Union County College Handbook, available at: <https://www.ucc.edu/campus-life/student-handbook/>

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

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



# Cisco Certified Networking Associate (CCNA) Program

## Networking Academy

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

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



**Introducing the New Foundational CCNA program**

## Cisco Networking Academy

Are you looking to get ahead or break into the ever-changing IT industry? Software, networking, and infrastructure are growing more and more interconnected every day. To move forward in the ever-changing technology landscape, you need to know the latest networking technologies plus security, automation, and programmability. The Cisco Networking Academy (CCNA) Program at Union County College will prepare you to take the newly revised, globally-recognized, CCNA 7.0 Certification. The Cisco CCNA program offers comprehensive associate-level training and certification focused on the solutions and technologies you need to implement and administer a broad range of modern networking and IT infrastructure.

### Through the NEW CCNA curriculum:

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

### Who should enroll in the Cisco Academy Programs

Students interested in starting or advancing their 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.

### CCNA 1 - Introduction to Networks AECO A75 Sec 096, \$949

W, 3/17-6/2, 6:30-10:00 pm  
(no class 3/24)

Remote Live

S, 3/20-5/22, 8:30 am-12:00 pm  
(no class 3/27 & 4/3)

Remote Live

### Three Required Courses (200 hours total):

- AECO A75—CCNA 1, Introduction to Networks, 65 hrs, \$949
- AECO B75—CCNA 2, Switching, Routing and Wireless Essentials, 65 hrs, \$949
- AECO C75—CCNA 3, Enterprise Networking, Security and Automation 70 hrs, \$1049

**Dated material**

## *Earn the Must-Have Credential in Facility Management*

**Class  
Starts  
February  
16**

# **IFMA's Facility Management Professional (FMP®) Credential**

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

**THE IFMA FMP CREDENTIAL PROGRAM** teaches the knowledge and skills demanded by today's facility management employers, as defined by the IFMA global job task analysis.

Course 1: Operations and Maintenance

Course 2: Project Management

Course 3: Finance and Business

Course 4: Leadership and Strategy

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

The IFMA FMP Credential Program materials include online FMP final assessments.

*See page 24 for more details.*



AEBU 029 Sec 025      Remote Live  
T, 2/16-6/1  
(no class 3/23) 5:30-9:30 pm, \$2,395