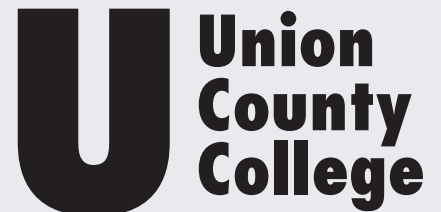


Register
Online



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

Continuing Education

FOR A BETTER LIFE

- ADMINISTRATIVE PROFESSIONAL
- PMP EXAM PREPARATION
- CISCO CERTIFIED NETWORKING ASSOCIATE (CCNA)
- PHARMACY TECHNICIAN



**SPRING 2019
CLASS
OFFERINGS**



Explore a New Job!



Improve Your Skills!



Learn Something New!



Facility Management Professional (FMP®)

Earn the Must-Have Credential in Facility Management

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.

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

Who Should Enroll?

This 15-week, 60-hour professional development program is designed for:

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

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

Course Materials

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

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

What Will You Learn?

Course 1: Operations and Maintenance

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

Course 2: Project Management

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

Course 3: Finance and Business

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

Course 4: Leadership and Strategy

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

For information, call (908) 709-7600.

AEBU 029 Sec 125	\$ 2,395
Tue	2/19-6/4
5:30-9:30 pm	Cranford
(no class 3/12)	



Policies and Requirements

FMP Policies

There are no prerequisites to enroll in this program. By enrolling in this course, you'll benefit from:

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

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

FMP Credential Requirements

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

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

TABLE OF CONTENTS

Program Locations

Cranford Campus

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

Elizabeth Campus

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

Plainfield Campus

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

Scotch Plains

1700 Raritan Rd.
Scotch Plains, NJ 07076
(908) 709-7000

Reeves-Reed Arboretum

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

Union County Performing Arts Center

1591 Irving Street
Rahway, NJ 07065
(732) 574-1435

Contact Information:

Continuing Education Main Number

908-709-7600

Industry-Business Institute

908-527-7207

Center for Economic and Workforce Development

908-659-5114

Non-Credit Program Staff

Lisa Hiscano, Ed.D.

Executive Director,
Continuing Education and
Workforce Development

Joanne Kula

Assistant Director,
Continuing Education

Annette Castro

Office Manager/Coordinator,
Continuing Education

Michelle Douglass

Secretary, Continuing Education

Maritza Batista

Program Coordinator,
WFNJ, Center for Economic and
Workforce Development

Nancy Burke

Marketing and Business Development,
Industry-Business Institute

Marlene Loff

Interim Director, Center for Economic
and Workforce Development

Susana Mateo

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

Denise Petrosky

Training Operations Manager,
Industry-Business Institute

Isaias Rivera

Center Director, Union County
Workforce Innovation
Business Center

PROFESSIONAL DEVELOPMENT 2

Business and Management..... 2

Accounting
Administrative Professional
Bookkeeping
Business & Professional Writing
Child Care
Human Resource Management
PMP Exam Preparation
Real Estate

Construction 9

Uniform Construction Code

Cursos en Español..... 25

Cuidado de Niños
GED (preparación)
Programas de Computadora

Education 8

NPTNJ Alternate Route
Teacher Preparation
Online Teaching Certification

Facility Management.....15

Fitness Careers..... 8

Functional Flexibility
Nutrition Concepts for Success
Personal Trainer
National Certification

Healthcare Careers10

CPR Classes
EKG Technician
Emergency Medical Technician
Medical Billing and Coding Professional
Patient Care Technician
Pharmacy Technician
Phlebotomy Technician

Information Technology and Computer Training 5

A+ Service Technician
Cisco Networking
CompTIA Network +
Graphic Design
Intro to App Development with Swift
Microsoft Office Software
Social Media and Special Interest Classes

Test Preparation15

GED Preparation

Transportation, Logistics and Distribution14

Introduction to Logistics
Inventory Management
Supply Chain Management and Procurement
Supply Chain Management Principles

ENGLISH AS A SECOND LANGUAGE 20-21

GENERAL INFORMATION 26

INDUSTRY-BUSINESS INSTITUTE 18 & 24

LEISURE AND PERSONAL DEVELOPMENT17

Art
Fitness
Floral Design
Foreign Language
Music
Personal Finance
Photography
Special Interest

SENIOR SCHOLARS 22

Art - 60+
Computers/Technology
Dance
Finance
Fitness - 60+
Language
Special Interest

WORKFORCE DEVELOPMENT 19

YOUTH PROGRAMS 16

Math
Python Programmers (Black Rocket)
SAT Test Prep
Writing



PROFESSIONAL DEVELOPMENT

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 (18 hrs)

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

AEFI 102 Sec 176 \$329
Mon, Wed 2/20-3/18
6:30-9:30 pm Cranford
(no class 3/11 & 3/13)

New! Introduction to QuickBooks 2016 Accounting (18 hrs)

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

AECO 347 Sec 160 \$329
Sat 3/23-5/4
12:30-3:30 pm Cranford
(no class 4/20)

Intermediate QuickBooks Accounting (18 hrs)



CERTIFICATE PROGRAM

To expose students to the more advanced functions in QuickBooks, a case study based on a typical small business is used in all sessions. These functions include setting up a company, security protection, backing up business information, user information and their accounting functions, automatic functions to create and operate a general ledger, invoice register, accounts payables, employee payroll functions, cash control and bank reconciliation.

Learn how QuickBooks can help manage a business through tracking of all transactions such as purchase orders, inventory, invoices, receipts, and statements.

Prerequisite: Introduction to QuickBooks Accounting or equivalent experience

AECO 348 Sec 176 \$329
Mon, Wed 5/6-5/29
6:30-9:30 pm Cranford
(no class 5/22 & 5/27)

BOOKKEEPING

Certified Bookkeeper (75 hrs)

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

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

All six workbooks included plus exam fees.

AEBU 005 Sec 186 \$1,350
Tue, Thu 2/19-5/21
6-9 pm Cranford
(no class 3/12 & 3/14)

Business and Professional Writing (12 hrs)

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

AEEN 054 Sec 116 \$169
Mon 2/25-4/8
6:30-8:30 pm Cranford
(no class 3/11)



BUSINESS AND MANAGEMENT

ADMINISTRATIVE PROFESSIONAL

New!



CERTIFICATE PROGRAM



American Society of Administrative Professionals Professional Administrative Certification of Excellence (PACE) (30 hrs)

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

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

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

Course Materials

- A digital copy of the comprehensive Pace Study Guide
- On-demand training videos for each Proficiency Module
- Sample PACE exam questions
- The online 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

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

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

Task and Project Management

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

Computer and Internet Technology

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

Management Skills

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

Benefits of enrolling in this course include:

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

AEOF 069 Sec 176 \$750
Mon, Wed 3/18-4/17
6:30-9:30 pm Cranford

HUMAN RESOURCE MANAGEMENT (80 HRS)



CERTIFICATE PROGRAM

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

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

Prerequisite:

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

Required Courses: (64 hrs)

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

Succession Planning: Developing Leaders from Within (16 hrs)

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

AEBU 046 Sec 160 \$329
Sat 2/2-3/30
9-11 am Cranford
(no class 3/16)

Performance Management (16 hrs)

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

AEBU 265 Sec 160 \$329
Sat 2/2-3/30
11:30 am- 1:30 pm Cranford
(no class 3/16)

Communication Skills for Managers (16 hrs)

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

AEBU 264 Sec 160 \$329
Sat 4/6-5/18
9-11:45 am Cranford
(no class 4/20)

PROFESSIONAL DEVELOPMENT

PMP® EXAM PREPARATION

New! Position yourself for a big career move with PMP® Certification (36 hrs)

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: 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.

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.

- 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 160 **\$1,395**
Sat **3/2-4/13** **9 am-3:30 pm** **Cranford**
(no class 3/16)

REAL ESTATE

Principals of Real Estate (75 hrs)



CERTIFICATE PROGRAM

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.



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.

AERL 101 Sec 476 **\$495** **Mon, Wed** **2/11-5/15**
6:30-9:30 pm **Scotch Plains**
(no class 3/11 & 3/13) (in the Police Academy, first floor Lecture Hall)

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

CHILD CARE



CERTIFICATE PROGRAM

The Child Development Associate (CDA)

The Child Development Associate (CDA), a national credentialing program, is a competency-based credential, and New Jersey licensing regulation recognizes the CDA credential as equal to the Group Teacher title. This 120-hour certificate program may be used toward the educational requirements for the CDA. 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 (30 hrs each part)

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



Part 1		Part 2	
AEDU A82 Sec 186	\$250	AEDU B82 Sec 186	\$250
Tue, Thu	2/5-3/7	Tue, Thu	3/19-4/18
6-9 pm	Cranford	6-9 pm	Cranford

For these classes in Spanish, see page 25.

INFORMATION TECHNOLOGY AND COMPUTER TRAINING

COMPTIA NETWORK +



CERTIFICATE PROGRAM

CompTIA Network + Certification (80.5 hrs)



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

AECO A17 Sec 176 \$985 Mon, Wed 2/25-6/10
6:30-9:30 pm Cranford
(no class 3/11, 3/13, 5/22 & 5/27)

A+ Hardware (Essentials) Certificate (63 hrs)



CERTIFICATE PROGRAM

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

AECO A15 Sec 186 \$885
Tue, Thu 2/19-5/7
6-9 pm Cranford
(no class 3/12 & 3/14)

A+ Software (Practical Applications) Certificate (59 hrs)



CERTIFICATE PROGRAM

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

AECO B15 Sec 186 \$849
Tue, Thu 5/14-7/25
6-9 pm Cranford
(no class 7/2 & 7/4)



INFORMATION TECHNOLOGY

New! Intro to App Development with Swift (90 hrs)

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

Future programs will include:

App Development with Swift Part 1 and Part 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.

AECO 038 Sec 186 \$1,080 Tue, Thu 2/5-5/23
6:30-9:30 pm Cranford (no class 3/12 & 3/14)



Networking
Academy

Cisco Certified Networking Associate (CCNA)

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

See inside back cover for details.

PROFESSIONAL DEVELOPMENT

INFORMATION TECHNOLOGY AND COMPUTER TRAINING

GRAPHIC DESIGN

Adobe InDesign (30 hrs)

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

AEGA 373 Sec 186 \$450
Tue, Thu 2/26-4/4
6-9 pm Cranford
(no class 3/12 & 3/14)

Adobe Illustrator (30 hrs)

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

AEGA 378 Sec 186 \$450
Tue, Thu 4/9-5/9
6-9 pm Cranford



SOCIAL MEDIA

Social Media Marketing for Business (6 hrs)

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

AEEN 041 Sec 160 \$129
Sat 3/2-3/9
12-3 pm Cranford

MICROSOFT OFFICE SOFTWARE

Microsoft Windows 10 (7 hrs)

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

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

AEEO A26 Sec 176 \$149
Mon, Wed 2/25-2/27
6:30-10 pm Cranford

Microsoft Word Beginner (7 hrs)

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

Learn to:

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

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

AEEO A27 Sec 186 \$149
Tue, Thu 3/5-3/7
6:30-10 pm Cranford

Microsoft Word Intermediate (7 hrs)

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

Learn to:

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

Prerequisite: Word Beginner

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

AEEO B27 Sec 186 \$149
Tue, Thu 3/19-3/21
6:30-10 pm Cranford

Microsoft Word Advanced (7 hrs)

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

Learn to:

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

Prerequisite: Word Beginner and Intermediate

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

AEEO C27 Sec 186 \$149
Tue, Thu 3/26-3/28
6:30-10 pm Cranford



INFORMATION TECHNOLOGY AND COMPUTER TRAINING

MICROSOFT OFFICE SOFTWARE

Microsoft Excel Beginner (7 hrs)

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

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

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

AECO A48 Sec 176 \$149
Mon, Wed 4/1-4/3
6:30-10 pm Cranford

Microsoft Excel Intermediate (7 hrs)

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

Learn to:

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

Prerequisite: Excel Beginner or equivalent knowledge

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

AECO B48 Sec 176 \$149
Mon, Wed 4/8-4/10
6:30-10 pm Cranford

Microsoft Excel Advanced (7 hrs)

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

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

Prerequisite: Excel Beginner and Intermediate or equivalent knowledge

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

AECO C48 Sec 176 \$149
Mon, Wed 4/15-4/17
6:30-10 pm Cranford

Microsoft PowerPoint Beginner (7 hrs)

Gain the ability to organize your content, enhance it with high-impact visuals, and deliver it with a punch. You will:

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

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

AECO A72 Sec 176 \$149
Mon, Wed 4/22-4/24
6:30-10 pm Cranford

Microsoft Access Beginner (7 hrs)

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

Learn to:

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

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

AECO A25 Sec 160 \$149
Sat 4/6-4/13
9 am-12:30 pm Cranford

Microsoft Access Intermediate (7 hrs)

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

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

Prerequisite: Microsoft Access Beginner or equivalent

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

AECO B25 Sec 160 \$149
Sat 4/27-5/4
9 am-12:30 pm Cranford

Microsoft Access Advanced (7 hrs)

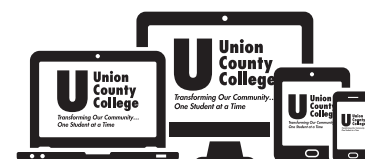
Learn advanced Access features such as database management, advanced form design, packaging a database, encrypting a database, preparing a database for multi-user access, and more. Knowledge of these features separate database professionals from the casual database users or occasional designers. This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

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

Prerequisite: Microsoft Access Beginner, Intermediate, or equivalent

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

AECO C25 Sec 160 \$149
Sat 5/11-5/18
9 am-12:30 pm Cranford



REGISTER ONLINE!

It's Fast! It's Easy!

It's Convenient

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

PROFESSIONAL DEVELOPMENT

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.

AEDU 144 Sec 186 \$395 Tue, Thu 2/5-4/2 6-8 pm
Cranford (no class 3/12 & 3/14)

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

ONLINE TEACHING

Online Teaching Course (15 hrs)

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

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

For more information, please call 908-497-4363.

CLOSED

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

FITNESS CAREERS

PERSONAL TRAINER NATIONAL CERTIFICATION (36 HRS)



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 Certified Personal Trainer exams.

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

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

AEEX 120 Sec 160 \$599
Sat 1/12-2/16
9 am-4 pm Cranford

TRAINING CLASSES FOR PERSONAL TRAINERS AND GENERAL PUBLIC

Nutrition Concepts for Success (6 hrs)

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

AEEX 122 Sec 186 \$135 Tue, Thu 4/2-4/4 6:30-9:30 pm
Cranford

Functional Flexibility (3 hrs)

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

AEEX 124 Sec 126 \$89 Tue 4/16 6:30-9:30 pm
Cranford

UNIFORM CONSTRUCTION CODE EDUCATION PROGRAM 2019

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

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

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

For a complete list of the courses offered statewide, see the DCA website at:
www.state.nj.us/dca/divisions/codes/forms/pdf_licensing/ucc_c_grid.pdf

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*

Building Inspector I.C.S. (75 hrs) – Hybrid

This 75-hour hybrid program covers building construction, foundation design, wood and steel frame construction, fire resistance rating, requirements for building subcode, testing materials and uniform construction code. Prerequisite: Successful completion of Building Inspector R.C.S.

AEIC 202 Sec 196 \$785

In person sessions

Sat 1/26
8 am – 2 pm Cranford
Tue 4/23
6:30 – 9:30 pm Cranford

Online Sessions

Tue, Thu 1/29-4/18
6:30 – 9:30 pm
(no class 3/12 & 3/14)

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

This 45-hour course covers: system design, electrical service design and sizing, branch circuit and feeder design, appliance and motor circuits, plan review and field inspection, systematic plans analysis, material requirements, installation methods, basic inspection, report writing, violation notices, inspection and recordkeeping, Uniform Construction Code organization and content, electrical subcode and other related ICS.

AEIC 311 Sec 186 \$525
Tue, Thu 6-9 pm
Cranford 3/19-5/7

Fire Inspector H.H.S. (60 hrs) – Hybrid

This 60-hour hybrid program is designed to prepare the 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.

AEIC 191 Sec 196 \$650

In person sessions

Sat 2/9
8 am – 2 pm Cranford
Mon 4/22
6-9 pm Cranford

Online Sessions

Mon, Wed 2/11-4/17
6-9 pm
(no class 2/18, 3/11 & 3/13)

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

College	Building			Electrical		Fire Protection		Plumbing		Administrative		
	RCS	ICS	HHS	ICS	HHS	ICS	HHS	ICS	HHS	SO	CO	TA
Brookdale Community College 732-224-2813 www.brookdalecc.edu		3/12/19			1/9/19			1/8/19		1/9/19		
Mercer County College 609-570-3311 www.mccc.edu		Hybrid 1/15/19	Hybrid 4/2/19									
Middlesex County College 732-906-2556 www.middlesexcc.edu	2/4/19	2/19/19	3/4/19				Hybrid 3/9/19		4/1/19	1/29/19		3/2/19
Union County College 908-709-7600 www.ucc.edu		Hybrid 1/26/19			3/19/19		Hybrid 2/9/19					

PROFESSIONAL DEVELOPMENT

HEALTHCARE CAREERS

Basic Certifications Package (16 hrs)



CERTIFICATE PROGRAM

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

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

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

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

AEHL 959 Sec 140 \$299
Mon 3/18
6-10 pm
Wed, Thu 3/20-3/21
6-10 pm
and
Mon 3/25
6-10 pm Cranford



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.



CERTIFICATE PROGRAM

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

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

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

CPR FIRST AID, AND AED CERTIFICATION COURSES

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



CERTIFICATE PROGRAM

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

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

AEHL 962 Sec 116 \$129
Mon 3/18
6-10 pm Cranford

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



CERTIFICATE PROGRAM

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

AEHL 961 Sec 116 \$129
Mon 4/8
6-10 pm Cranford

EMERGENCY MEDICAL TECHNICIAN-BASIC (220 HRS)



CERTIFICATE PROGRAM

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

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

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

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 Orientation

Wed 1/16
6-8 pm Plainfield
Rm 111

The College offers three EMT sections:

AEHL 100 Sec 386 \$1,500
Tue, Thu 1/22-5/9
6:30-10:30 pm Plainfield

AEHL 100 Sec 340 \$1,500
Thu 1/24-5/9
8:30 am-5 pm Plainfield

AEHL 100 Sec 360 \$1,500
Sat 1/26-5/11
8:30 am-5 pm Plainfield

HEALTHCARE CAREERS



PHARMACY TECHNICIAN (120 HRS)



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.

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 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.

Required Course

AEHL 955 Sec 276 \$1,500 Mon, Wed 2/11-7/29 6:30-9:30 pm
(no class 2/18, 2/25, 2/27, 3/11, 3/13, 5/22, 5/27, 7/1 & 7/3) Elizabeth

PATIENT CARE TECHNICIAN



CERTIFICATE PROGRAM

Patient Care Technician Certificate (297 hrs)

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

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

Prerequisites

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

Required Courses

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

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

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

PROFESSIONAL DEVELOPMENT

HEALTHCARE CAREERS

EKG TECHNICIAN PROGRAM (116 HRS)



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.

Prerequisite

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

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

Required Courses

- AEHL 147–EKG Technician (48 hrs)

Recommended Elective

- AEHL 959–Basic Certifications Package (16 hrs)

Part I: Anatomy and Physiology (36 hrs)

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

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

AEHL 111 Sec 276 \$395
Mon Wed 2/20-4/8
6-9 pm Elizabeth
(no class 2/18, 3/11 & 3/13)

EKG Technician (48 hrs)

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

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

AEHL 147 Sec 276 \$450
Mon, Wed 2/20-4/22
6-9 pm Elizabeth
(no class 3/11 & 3/13)

PHLEBOTOMY TECHNICIAN PROGRAM (158 HRS)



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.

Prerequisite

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

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

Part II: Anatomy and Physiology can be taken before or concurrently.

Required Courses

- AEHL 146–Phlebotomy Technician (90 hrs)

Recommended Elective

- AEHL 959–Basic Certifications Package (16 hrs)

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

Students must wear scrubs and closed-toe shoes in class.

Phlebotomy Technician (90 hrs)

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

AEHL 146 Sec 286 \$900
Tue, Thu 2/26-6/13
6-9 pm Elizabeth
(no class 3/12 & 3/14)

Part I: Anatomy and Physiology (36 hrs)

Basic Certifications Package (16 hrs)

See page 10 for course description.

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 AND CODING

MEDICAL BILLING AND CODING PROFESSIONAL (230 HRS)



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.

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.

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

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

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

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

AECO A61 Sec 260 \$375
Sat 2/23-5/11
9 am-12 pm Elizabeth
(no class 3/16 & 4/20)



CPT-4 Coding (40 hrs)

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

Prerequisite: Anatomy and Medical Terminology for Billers and Coders

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

AEHL 138 Sec 286 \$480
Tue, Thu 4/2-5/14
6-9 pm
and
Thursday 5/16
6-7 pm Elizabeth

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

Facilities administering healthcare will be required, as of October 1, 2014, to update their coding procedures to ICD-10-CM and ICD-10-PCS medical coding. ICD 10 medical coding will properly record medical conditions, diagnosis, treatment and recovery of patients. This course is taught through lecture and practical exercises.

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

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

AEHL 136 Sec 286 \$750
Tue, Thu 5/21-8/1
6-9 pm Elizabeth
(no class 7/2 & 7/4)

PROFESSIONAL DEVELOPMENT

TRANSPORTATION, LOGISTICS AND DISTRIBUTION

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

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

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

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

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



Introduction to Logistics (48 hrs)

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

The course will include:

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

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

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



CERTIFICATE PROGRAM

New! Supply Chain Management Principles (40 hrs)

This course defines the concept of the supply chain and all its components from raw materials extracted from the earth to retail products ready for purchase by consumers. Fundamentally, this course teaches what a supply chain is, its different functions, how a supply chain works and what kind of careers are associated with supply chain management. The principles learned provide the necessary foundation for fully comprehending the additional seven (7) certification tracks. Supply Chain Principles is a launch pad from which to rocket your learning experience into assured success in the remaining certification tracks and is recommended as a prerequisite to the other certification tracks. The Supply Chain Principles certification also stands alone as a high-level overview of supply chain management.

Successful completion and passing of the exam earns the student a SCPro Fundamentals certification in Supply Chain Management Principles from the Council of Supply Chain Management Professionals.

Program cost includes the student manual, online course resources, and the certification exam. The certification exam will be administered on Tuesday, April 30 at 6:30 pm.

AEBU 150 Sec 176 \$950
Mon, Wed 2/25-4/24
6:30-9 pm Cranford



CERTIFICATE PROGRAM

New! Inventory Management (40 hrs)

Inventory of all types flows throughout supply chains. Therefore, it is important that all supply chain professionals have an understanding of the role, costs, and benefits of inventories. This course is intended to train students in the basics of inventory management and control so that students can become effective contributors in the inventory related aspects of their roles across the various domains in supply chain management. Key elements of this track include the following: The importance and use of inventory in the supply chain, exposure to the different types of inventory, techniques for effectively managing and controlling inventory levels, the relationship between forecasting and inventory management, and the financial impacts of inventory investment. Successful completion and passing of the exam earns the student a SCPro Fundamentals certification in Inventory Management from the Council of Supply Chain Management Professionals. Includes the student manual, online course resources, and the certification exam. The certification exam will be administered on Tuesday, April 30 at 6:30 pm.

AEBU 151 Sec 186 \$950
Tue, Thu 2/26-4/25
6:30-9 pm Cranford



CERTIFICATE PROGRAM

New! Supply Chain Management and Procurement (40 hrs)

This course is intended to provide students with an understanding of the strategic sourcing, supplier management, and procurement execution processes. Key elements of this course include: Strategic, tactical and operational procurement, procurement organization structures, legal and regulatory considerations, the interactions of procurement organizations with the rest of the supply chain, and typical difficulties encountered in procurement processes. It is important to understand the basics of strategic procurement processes since procurement has become a global function. Successful completion and passing of the exam earns the student a SCPro Fundamentals certification in Supply Chain Management and Procurement from the Council of Supply Chain Management Professionals. Program includes the student manual, online course resources, and the certification exam. The certification exam will be administered on Tuesday, June 25 at 6:30 pm.

AEBU 152 Sec 176 \$950
Mon, Wed 4/29-6/24
6:30-9 pm Cranford

IFMA'S FACILITY MANAGEMENT PROFESSIONAL (FMP®) CREDENTIAL

New! Facility Management Professional (FMP®)

Earn the Must-Have Credential in Facility Management

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.

See inside front cover for complete program details.

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

Course Materials

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

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

Program Requirements

There are no prerequisites to enroll in this program.

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

- Experienced instructors who present the IFMA FMP Credential Program materials in an easy-to-understand format.
- A structured learning environment to keep you on schedule.
- Opportunity to build your peer network.

- Course fees often qualify for tuition reimbursement.
- Up to 7.8 IFMA-issued continuing education units (CEUs) and 60 general CE hours for LEED credential maintenance for successful completion of the four courses.

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

FMP Credential Requirements

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

AEBU 029 Sec 125 \$ 2,395
Tue 2/19-6/4
5:30-9:30 pm Cranford
(no class 3/12)

TEST PREPARATION



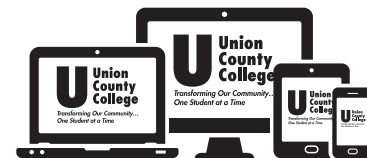
GED Preparation (48 hrs)

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

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

AETP 124 Sec 277 \$329 Mon, Wed 2/20-5/20
7-9 pm Elizabeth (no class 3/11 & 3/13)

For GED Preparación and other courses in Spanish, see page 25.



REGISTER ONLINE!

It's Fast! It's Easy!

It's Convenient

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



YOUTH PROGRAMS

PROGRAMS FOR AGES 11-17

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

There is no class on Saturday, March 16 and April 20

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

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

Ages 11-14
AEKE 011 Sec 160 \$235
Sat 3/23-4/13
9 am-12 pm Math

Middle School Math Review (12 hrs)

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

AGES 11-13
AEKE 117 Sec 160 \$275
Sat 2/23-4/27
8:50-10:20 am

Algebra Review (12 hrs)

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

AGES 14+
AEKD 115 Sec 160 \$275
Sat 2/23-4/27
10:30 am-12 pm

WRITING

Better Thinker, Better Writer, Better Grades (12 hrs)

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

Ages 11-13
AEKE 022 Sec 160 \$275
Sat 3/2-5/4
10:00-11:30 am

SAT TEST PREPARATION (12 HRS)

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

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

Ages 14+
VERBAL/READING/WRITING
AEKD 211 Sec 160 \$275
Sat 2/23-4/27
8:50-10:20 am

Ages 14+
MATH
AEKD 107 Sec 160 \$275
Sat 2/23-4/27
10:30 am-12 pm

Summer Youth Programs begin Monday, June 24 through Thursday, August 22

New programs include –
App I.O. - Make your First Multi-Player App,
Battle Royale - Make your First Fortnite® Style Video Game,
Code Breakers, eSports Apprentice: You Tube® Streamers and Gamers
and Many More!



LEISURE AND PERSONAL DEVELOPMENT

LIFELONG LEARNING ENRICHES YOUR LIFE

ART

All-Level Oil/Acrylic Painting (16 hrs)

In this class you will learn how to “see like an artist” using the basic elements of art. Refine your skills and fine-tune your technique while developing your own creative style. Have fun painting in a supportive and encouraging environment while working at your own pace. Come ready with ideas, or a “work in progress”, your painting materials, and a 16 x 20 pre-stretched canvas for the first day to start painting. Materials list can be picked up at the Office of Continuing Education.

AEAR 010 Sec 146 \$185
Thu 3/28-5/16
6:30-8:30 pm Cranford

FITNESS

New! Strengthen and Lengthen Barre (5 hrs)

This ballet-inspired low-impact workout will help improve posture, tighten and tone your glutes, thighs, arms, and flatten the tummy. Students will perform small range-of-motion exercises at high repetitions to strengthen targeted muscles and lengthen as we find stability and more flexibility throughout the class. No prior dance experience is required. All levels welcomed.

AEEEX 099 Sec 127 \$69
Tue 2/26-5/7
7:30-8 pm Cranford
 (no class 3/12)

FLORAL DESIGN

Introduction to Floral Design (14 hrs)

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

AEFD A10 Sec 176 \$349
Mon, Wed 2/25-3/25
6:00-8:00 pm Cranford
 (no class 3/11 & 3/13)

FOREIGN LANGUAGE

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

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

Spanish 1 (15 hrs)

AELA A10 Sec 137 \$159
Wed 2/6-3/27
7-9:30 pm Cranford
 (no class 2/20 & 3/13)

Spanish 2 (15 hrs)

AELA B10 Sec 137 \$159
Wed 4/3-5/8
7-9:30 pm Cranford

MUSIC

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

Part 1 This beginning guitar class will teach students the basics of guitar playing. The class can also serve as a refresher course. Bring your own six-string acoustic guitar and picks (light, medium and heavy) to class.

Part 2 This class is for those who have recently taken beginning guitar or who have had some experience playing guitar previously. Learn new chord progressions and scales; how to read tablature and basic notation for guitar; picking and strumming techniques used in different styles of playing; and how to write your own songs..

Part 1

AEPA A10 Sec 126 \$129
Tue 1/29-3/26
6-7:30 pm Cranford
 (no class 3/12)

Part 2

AEPA B10 Sec 126 \$129
Tue 4/2-5/21
6-7:30 pm Cranford

PERSONAL FINANCE

Retirement Planning Today (9 hrs)

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

AEFI 023 Sec 136 \$79
Wed 3/20-4/3
6:30-9:30 pm Cranford
AEFI 023 Sec 446 \$79
Thu 3/21-4/4
6:30-9:30 pm Scotch Plains

PHOTOGRAPHY

New! Photography (12 hrs)

A course designed to teach students how to improve their photography skills, from understanding what makes a good composed photograph and how to expose it correctly, to using a camera more creatively, and beyond the auto mode.

AELP 120 Sec 126 \$149
Tue 4/16-5/21
6:30-8:30 pm Cranford

SPECIAL INTEREST

New! The Power of Personal Balance (18 hrs)

“Personal Balance Begets Professional Growth”

Personal balance empowers you to unleash the value you always hold, no matter your current circumstance, by connecting you with the way everything generates harmonious living. This balance-enriched course instills an environment centered on heightened levels of awareness, perception, and alignment; which allows you to reframe the way value, money, and time affect your day-to-day livelihood. Ultimately, the power is growing the amounts of value, money, and time you have, solely by maximizing how effectively you use each one.

AEFI 158 Sec 116 \$189
Mon 2/25-4/8
6:30-9:30 pm Cranford
 (no class 3/11)

CLOSED

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

Your number one resource for workforce training in Union County.



We work side by side with clients to customize training solutions and deliver them with quality instructors, excellent materials and flexible scheduling.

We:

- ◆ are business focused, business friendly and business minded.
- ◆ consult with your team and offer workforce training solutions for business planning, growth, change, and increased profitability.
- ◆ offer comprehensive cost-effective training packages.
- ◆ offer training solutions customized for your business.

Six Sigma...Supervisory Skills...Conflict Resolution...Time Management... Customer Service...Soft Skills...Leadership Skills... Computer Applications...and more

- ◆ Employ learning solutions that get results, think strategically, and deliver with competitive pricing.

Contact us at: 908-527-7207 or ibi@ucc.edu



Our grant funded training programs are offered through a grant from New Jersey Labor and Workforce Development through the New Jersey Community College Consortium for Economic and Workforce Development. Programs include MS Office applications and soft skills classes at our campuses or at your location.

Grant programs include:

Customer Service Skills...Verbal Communication in the Workplace... Business Writing...Time Management...Problem Solving...Team Building...Personal Professionalism and Business Etiquette...English as a Second Language...Spanish for the Workplace...MS Excel... MS Access... MS PowerPoint...MS Word...MS Outlook...Cloud-based Computing.

Learn more...Contact us. 908-965-2359 or ibi@ucc.edu

Visit us at: www.ucc.edu/ibi



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 One Stop Career Centers, the County of Union, the NJ Department of Labor and Workforce Development, the NJ Department of Children and Families and other organizations that support workforce development programs, Union County College has many programs with the goal of assisting people get a job, get a better job, or be more effective in your current choice of professions.

The Center for Economic and Workforce Development (CEWD) provides training and support services to help the unemployed and the 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 model includes standardized assessment, student support services, occupation-related basic skills instruction, and occupational training and job placement services. In keeping with 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.

- ❑ *Accounting Technician*
- ❑ *Administrative Assistant*
- ❑ *Computerized Office Skills*
- ❑ *Fundamentals of Supply Chain Management*
- ❑ *Medical Billing*
- ❑ *Medical Coding*
- ❑ *Patient Care Technician*
- ❑ *Pharmacy Technician*
- ❑ *Welding*

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



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

Union County Workforce Innovation Business Center

Union County College also hosts the Union County Workforce Innovation Business Center (WIBC) at our Elizabeth campus. This program was established in 2014 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 Union County's One-Stop Career Centers, and on the Freeholder Board's partnership with Union County Community 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.

ENGLISH AS A SECOND LANGUAGE

Learn English

Learn to speak English fluently through a combination of listening, speaking, reading and writing classes. Take the College's ESL Placement Test, and then bring your referral to register for Level 1 or Level 2 classes.

To get started:

Complete a College application in person at a College One Stop Center or online at www.ucc.edu

After you apply, you will receive a College ID number to come in for an ESL Placement Test. For testing hours, go to www.ucc.edu/testing

After you have tested, come in and register for courses

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

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

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

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

CLASSES FILL QUICKLY! Register early to get the schedule you want!

ESL Beginner Program (135 hrs)-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. Pre-Requisite: 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 (135 hrs)-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. Pre-Requisite: 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 2019 Course Offerings

Most courses are held four days a week, Monday through Thursday. Check schedule for details.

LEVEL 1 BEGINNER (CRANFORD CAMPUS)

CIN 212	COURSE NAME	PCA	COURSE	DAYS	START	END	TIME
	Grammar & Writing	012	012-567-999-1	Tue and Thu	3/5/2019	8/14/2019	6:30 - 9:30 pm
	Grammar & Writing	012	012-954-999-2	Sat	1/12/2019	5/4/2019	9:00 am - 12:00 pm

LEVEL 1 BEGINNER (PLAINFIELD CAMPUS)

CIN 212	COURSE NAME	PCA	COURSE	DAYS	START	END	TIME
	Grammar & Writing	012	012-554-999-1	Mon-Thu	4/5/2019	5/11/2019	9:00 am - 12:00 pm
	Grammar & Writing	012	012-177-999-1	Mon-Thu	4/5/2019	5/11/2019	6:00 - 9:00 pm
	Reading & Vocabulary	009	009-554-999-1	Mon-Thu	5/6/2019	5/30/2019	9:00 am - 12:00 pm
	Reading & Vocabulary	009	009-177-999-1	Mon-Thu	5/6/2019	5/30/2019	6:00 - 9:00 pm
	Listening & Conversation	014	014-554-999-1	Mon-Thu	6/3/2019	6/26/2019	9:00 am - 12:00 pm
	Listening & Conversation	014	014-177-999-1	Mon-Thu	6/3/2019	6/26/2019	6:00 - 9:00 pm

LEVEL 2 INTERMEDIATE (PLAINFIELD CAMPUS)

CIN 217	COURSE NAME	PCA	COURSE	DAYS	START	END	TIME
	Grammar & Writing	036	036-554-999-1	Mon-Thu	1/7/2019	1/31/2019	9:00 am - 12:00 pm
	Grammar & Writing	036	036-177-999-1	Mon-Thu	1/7/2019	1/31/2019	6:00 - 9:00 pm
	Reading & Vocabulary	034	034-554-999-1	Mon-Thu	2/4/2019	2/28/2019	9:00 am - 12:00 pm
	Reading & Vocabulary	034	034-177-999-1	Mon-Thu	2/4/2019	2/28/2019	6:00 - 9:00 pm
	Listening & Conversation	041	041-554-999-1	Mon-Thu	3/4/2019	3/27/2019	9:00 am - 12:00 pm
	Listening & Conversation	041	041-177-999-1	Mon-Thu	3/4/2019	3/27/2019	6:00 - 9:00 pm

ENGLISH AS A SECOND LANGUAGE

LEVEL 1 BEGINNER (ELIZABETH CAMPUS)

CIN 212	COURSE NAME	PCA	COURSE	DAYS	START	END	TIME
	Grammar & Writing	012	012-534-999-1	Mon-Thu	1/7/19	1/31/19	8:30 - 11:30 am
	Grammar & Writing	012	012-647-999-1	Mon-Thu	1/7/19	1/31/19	6:30 - 9:30 pm
	Reading & Vocabulary	009	009-534-999-1	Mon-Thu	2/4/19	2/28/19	8:30 - 11:30 am
	Reading & Vocabulary	009	009-647-999-1	Mon-Thu	2/4/19	2/28/19	6:30 - 9:30 pm
	Listening & Conversation	014	014-534-999-1	Mon-Thu	3/4/19	3/27/19	8:30 - 11:30 am
	Listening & Conversation	014	014-647-999-1	Mon-Thu	3/4/19	3/27/19	6:30 - 9:30 pm

LEVEL 2 INTERMEDIATE (ELIZABETH CAMPUS)

CIN-217	COURSE NAME	PCA	COURSE	DAYS	START	END	TIME
	Grammar & Writing	036	036-534-999-1	Mon-Thu	1/7/19	1/31/19	8:30 - 11:30 am
	Grammar & Writing	036	036-535-999-1	Mon-Thu	1/7/19	1/31/19	12:00 - 3:00 pm
	Grammar & Writing	036	036-637-999-1	Mon-Thu	1/7/19	1/31/19	5:30 - 8:30 pm
	Reading & Vocabulary	034	034-534-999-1	Mon-Thu	2/4/19	2/28/19	8:30 - 11:30 am
	Reading & Vocabulary	034	034-535-999-1	Mon-Thu	2/4/19	2/28/19	12:00 - 3:00 pm
	Reading & Vocabulary	034	034-637-999-1	Mon-Thu	2/4/19	2/28/19	5:30 - 8:30 pm
	Listening & Conversation	041	041-534-999-1	Mon-Thu	3/4/19	3/27/19	8:30 - 11:30 am
	Listening & Conversation	041	041-535-999-1	Mon-Thu	3/4/19	3/27/19	12:00 - 3:00 pm
	Listening & Conversation	041	041-637-999-1	Mon-Thu	3/4/19	3/27/19	5:30 - 8:30 pm

LEVEL 1 BEGINNER (ELIZABETH CAMPUS)

CIN-212	COURSE NAME	PCA	COURSE	DAYS	START	END	TIME
	Grammar & Writing	012	012-534-999-1	Mon-Thu	4/1/19	5/1/19	8:30 - 11:30 am
	Grammar & Writing	012	012-535-999-1	Mon-Thu	4/1/19	5/1/19	12:00 - 3:00 pm
	Grammar & Writing	012	012-637-999-1	Mon-Thu	4/1/19	5/1/19	5:30 - 8:30 pm
	Reading & Vocabulary	009	009-534-999-1	Mon-Thu	5/6/19	5/30/19	8:30 - 11:30 am
	Reading & Vocabulary	009	009-535-999-1	Mon-Thu	5/6/19	5/30/19	12:00 - 3:00 pm
	Reading & Vocabulary	009	009-637-999-1	Mon-Thu	5/6/19	5/30/19	5:30 - 8:30 pm
	Listening & Conversation	014	014-534-999-1	Mon-Thu	6/3/19	6/26/19	8:30 - 11:30 am
	Listening & Conversation	014	014-535-999-1	Mon-Thu	6/3/19	6/26/19	12:00 - 3:00 pm
	Listening & Conversation	014	014-637-999-1	Mon-Thu	6/3/19	6/26/19	5:30 - 8:30 pm

LEVEL 2 INTERMEDIATE (ELIZABETH CAMPUS)

CIN 217	COURSE NAME	PCA	COURSE	DAYS	START	END	TIME
	Grammar & Writing	036	036-534-999-1	Mon-Thu	4/1/19	5/1/19	8:30 - 11:30 am
	Grammar & Writing	036	036-647-999-1	Mon-Thu	4/1/19	5/1/19	6:30 - 9:30 pm
	Reading & Vocabulary	034	034-534-999-1	Mon-Thu	5/6/19	2/28/19	8:30 - 11:30 am
	Reading & Vocabulary	034	034-647-999-1	Mon-Thu	5/6/19	2/28/19	6:30 - 9:30 pm
	Listening & Conversation	041	041-534-999-1	Mon-Thu	6/3/19	6/26/19	8:30 - 11:30 am
	Listening & Conversation	041	041-647-999-1	Mon-Thu	6/3/19	6/26/19	6:30 - 9:30 pm

SENIOR SCHOLARS

SPONSORED BY THE UNION COUNTY BOARD OF CHOSEN FREEHOLDERS



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

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

This program is funded by the Union County Board of Chosen Freeholders for Union County residents who are at least 60 years old. Register online at www.ucc.edu/continuing-education/instant-enrollment or in-person at the Continuing Education office at 1033 Springfield Avenue, Cranford campus.

Register Now!

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

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.

Portraiture (9 hrs)

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

AEAS 104 Sec 111
Mon 3/25-4/29
1-2:30 pm Cranford

Colored Pencils (9 hrs)

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

AEAS 008 Sec 112
Mon 3/25-4/29
2:45-4:15 pm Cranford

Beginning Watercolor (9 hrs)

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

AEAS 010 Sec 021
Tues 3/26-4/30
1-2:30 pm
Reeves-Reid Arboretum

Intermediate Watercolor (9 hrs)

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

AEAS B14 Sec 022
Tues 3/26-4/30
2:45-4:15 pm
Reeves-Reid Arboretum

Beginner Drawing (9 hrs)

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

AEAS 001 Sec 130
Wed 4/10-5/15
11 am-12:30 pm Cranford

New! Drawing II (10 hrs)

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

AEAS 003 Sec 130
Wed 4/10-5/15
12:45-2:15 pm Cranford

Pastel (9 hrs)

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

AEAS 007 Sec 141
Thu 4/18-5/23
1:00-2:30 pm Cranford

Mixed Media (9 hours)

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

AEAS 058 Sec 142
Thu 4/11-5/16
2:30-4 pm Cranford

Beginner Sculpture (9 hrs)

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

AEAS 012 Sec 142
Thu 4/18-5/23
2:45-4:15 pm Cranford

Beginner Acrylic Painting (12 hrs)

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

AEAS 156 Sec 144
Thu 4/11-5/16
4:15-6:15 pm Cranford

COMPUTERS/ TECHNOLOGY

Microsoft Windows 10 (6 hrs)

AECS A22 Sec 110
Mon 2/4-2/11
9 am-12 pm Cranford

Everything Seniors Want to Know about Computers (9 hrs)

AECS 030 Sec 141
Thu 2/28-4/1
1-3 pm Cranford
(no class 3/14)

Introduction to Social Media (9 hrs)

AECS 005 Sec 160
Sat 4/6-5/18
10-11:30 am Cranford
(no class 4/20)

MS Word 2016 (6 hrs)

Beginner
AECS A23 Sec 170
Mon, Wed 2/25-2/27
9 am-12 pm Cranford

AECS A23 Sec 041
Thu 2/28-3/7
1-3 pm Rahway

Intermediate
AECS B23 Sec 170
Mon, Wed 3/4-3/6
9 am-12 pm Cranford

AECS B23 Sec 041
Thu 3/21-3/28
1-3 pm Rahway

MS Excel 2016 (6 hrs)

Beginner
AECS A47 Sec 180
Tue, Thu 3/19-3/21
9 am-12 pm Cranford

Beginner
AECS A47 Sec 041
Thu 4/4-4/11
1-4 pm Rahway

Intermediate
AECS B47 Sec 180
Tue, Thu 3/26-3/28
9 am-12 pm Cranford

AECS B47 Sec 041
Thu 4/18-4/25
1-4 pm Rahway

MS PowerPoint (6 hrs)

Beginner
AECS A71 Sec 180
Tue, Thu 4/30-5/2
9 am-12 pm Cranford

DANCE

Flamenco Dance (12 hrs)

AEES 533 Sec 041
Tue 4/9-5/14
1:30-3:30 pm Rahway

New! Strengthen and Lengthen Barre (8 hrs)

AEES 535 Sec 111
Mon 3/25-5/13
1-2 pm Cranford
Please bring your yoga mats

Zumba (6 hrs)

AEES 531 Sec 110
Mon 3/25-4/29
10:30-11:30 am Cranford
Please bring your yoga mats

FINANCE

Preventing Investor Fraud (2 hrs)

AEVS 047 Sec 140
Thu 3/21
10 am-12 pm Cranford

S.S. Strategies for Retirement (2 hrs)

AEVS 060 Sec 140
Thu 3/28
10 am-12 pm Cranford

FITNESS • 60+

Yoga (6 hrs)

Wear loose clothing, and bring a mat or blanket.

Part 1
AEES 080 Sec 130
Wed 3/20-4/24
9-10 am Cranford

Part 2
AEES 080 Sec 13A
Wed 5/1-6/5
9-10 am Cranford

LANGUAGE

Conversational Spanish 1 (15 hrs)

AECS 010 Sec 160
Sat 2/9-3/23
10 am-12:30 pm Cranford
(no class 3/16)

Conversational Spanish 2 (15 hrs)

AECS B10 Sec 160
Sat 3/30-5/11
10 am-12:30 pm Cranford
(no class 4/20)

Conversational Spanish 3 (15 hrs)

AECS C10 Sec 126
Tue 2/19-4/2
6:30-9 pm Cranford
(no class 3/12)

SPECIAL INTEREST

New! The Beatles from Liverpool to Abbey Road (10 hrs)

This course will follow in the footsteps of The Beatles as they embark on their historic journey starting from their early days as a cover band in Liverpool and Hamburg, into the excitement of Beatlemania, including concert performances and films, through their creative ground breaking studio albums (Rubber Soul, Revolver, Sgt. Pepper's Lonely Hearts Club Band) to the formation of Apple Corps and finally to their remarkable final recordings at Abbey Road Studios. Coming full circle, we will explore the highlights of each individual's post Beatles work.

AEVS 061 Sec 112
Mon 3/4-4/8
2-4 pm Cranford

Knit and Crochet for Beginners and Beyond (9 hrs)

AEAS 020 Sec 120
Tue 4/16-5/21
10:30 am-12 pm Cranford

New! iPhone Workshop (9 hrs)

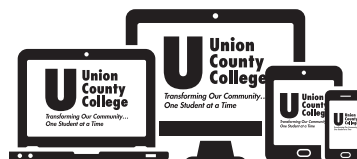
Explore the benefits of individual iPhone apps such as "Find My Friends", maps, podcasts, mail, health, camera, calendar, stocks and more. Good for beginners and those with some proficiency. Make using the iPhone more effective and FUN!

AECS 007 Sec 130
Wed 2/27-4/10
9-10:30 am Cranford
(no class 3/13)

Digital Photography Basics (10 hrs)

Make your photos from SNAPSHOTS into GREAT SHOTS! You will receive instruction and insight that goes beyond the camera manual to create better images and get them ready for print. Classroom discussion, in-class demonstrations and guided photowalks will reinforce principles and aesthetics of photography. Please bring digital camera (SMP or better), fully-charged battery, NEW 2 GB-8GB memory card, CAMERA MANUAL, USB memory card reader and USB/FLASH DRIVE to class.

AEAS 048 Sec 132
Wed 4/10-5/8
2:30-4:30 pm Cranford



REGISTER ONLINE!

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

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



INDUSTRY-BUSINESS INSTITUTE

Grant-Funded Classes for Employees of New Jersey Businesses

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

*Contact us for complete program information
Phone 908-527-7207
Email ibi@ucc.edu*

Spring 2019 Computer Skills Classes

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

All classes meet 8:30 am–5 pm (8 hours with break)

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

Day	Date	Class	Campus
Wednesday	1/16	Excel 1	Cranford
Friday	1/25	Word 1	Elizabeth
Wednesday	1/30	Excel 2	Cranford
Friday	2/8	Word 2	Elizabeth
Wednesday	2/13	Excel 3	Cranford
Friday	2/22	Excel 1	Elizabeth
Wednesday	2/27	Access 1	Cranford
Friday	3/8	Excel 2	Elizabeth
Wednesday	3/13	Word 1	Cranford
Friday	3/22	Powerpoint 1	Elizabeth
Wednesday	3/27	Word 2	Cranford
Friday	4/5	PowerPoint 2	Elizabeth
Wednesday	4/10	Excel 1	Cranford
Wednesday	4/24	Excel 2	Cranford
Friday	5/3	Outlook	Elizabeth
Wednesday	5/8	Excel 3	Cranford
Friday	5/17	Access 1	Elizabeth

MS Excel Level 1 (8 hours)

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

MS Excel Level 2 (8 hours)

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

MS Excel Level 3 (8 hours)

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

MS Word Level 1 (8 hours)

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

MS Word Level 2 (8 hours)

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

MS PowerPoint Level 1 (8 hours)

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

MS PowerPoint Level 2 (8 hours)

Learn to create custom slide templates, modify the handout master, add SmartArt graphics, special effects, customize a slide show, add multi-media elements, collaborate on a presentation and secure and distribute a presentation as well as publish to other file formats.

MS Access Level 1 (8 hours)

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

MS Outlook (8 hours)

This class will introduce participants to the proper use of e-mail as a job-related tool including sending clear messages, receiving, replying and deleting messages, disposing of junk mail and sending and opening fine attachments.

PARA INFORMACIÓN GENERAL, VAYA A LA PÁGINA 27.

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

PROGRAMAS DE COMPUTADORA

Introducción a la Computación (8 hrs)

AECE 020 Sec 260 \$149
Sáb 3/2-3/9
8:30 am-12:30 pm Elizabeth

Ventanas 10 (8 hrs)

AECE A22 Sec 260 \$149
Sáb 3/23-3/30
8:30 am-12:30 pm Elizabeth

Microsoft Word 2016, Básico (8 hrs)

AECE A24 Sec 260 \$149
Sáb 4/6-4/13
8:30 am-12:30 pm Elizabeth

CUIDADO DE NIÑOS

Cuidado de Niños

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

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

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 (60 hrs)

- AEDE A81-Cuidado de Niños: Los Fundamentos-Parte 1 (30 hrs)
- AEDE B81-Cuidado de Niños: Los Fundamentos-Parte 2 (30 hrs)

Cursos requeridos (60 hrs)

- AEDE A82-Cuidado de Niños: Prácticas Profesionales-Parte 1 (30 hrs)
- AEDE B82-Cuidado de Niños: Prácticas Profesionales-Parte 2 (30 hrs)

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

- Los cursos tienen que ser tomados en orden. La parte 1 debe ser tomada antes de la parte 2.
- AEDE 083-CDA preparación del portafolio (30 hrs)

Cuidado de Niños: Practicas Profesionales (30 hrs)

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

Parte 1

AEDE A82 Sec 276 \$250
Lun, Mié 2/4-3/18
6-9 pm Elizabeth
(no class 2/18)

AEDE A82 Sec 186 \$250
Mar, Jue 2/5-3/7
6-9 pm Cranford

Parte 2

AEDE B82 Sec 276 \$250
Lun, Mié 3/20-4/22
6-9 pm Elizabeth

AEDE B82 Sec 186 \$250
Mar, Jue 3/19-4/18
6-9 pm Cranford

Activo o Hiperactivo (20 hrs)

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

AEDE 197 Sec 226 \$225
Mar 4/2-6/4
6-8 pm Elizabeth

CDA Portfolio Preparación (30 hrs)

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

Finalmente lo prepararemos para el examen oral y escrito dado por un representante del concilio de CDA. En "Union County College" lo preparamos para cumplir con todos los requisitos del Concilio para poder solicitar el examen. El Concilio de Washington, D.C. después de recibir su solicitud la examinará y ellos le otorgarán la certificación CDA.

AEDE 083 Sec 136 \$250
Mié 4/17-6/26
6-9 pm Cranford
(no class 5/22)

AEDE 083 Sec 260 \$250
Sáb 3/2-5/18
9:30 am-12:30 pm Elizabeth
(no class 3/16 & 4/20)

GED (PREPARACIÓN)

GED (48 hrs)

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

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

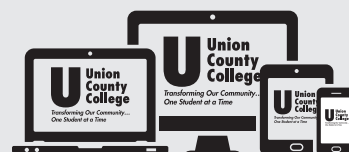
AETE 124 Sec 270 \$329
Lun, Mié 2/20-5/20
9:30-11:30 am Elizabeth
(no clase 3/11 & 3/13)

AETE 124 Sec 286 \$329
Mar, Jue 2/19-5/16
6:30-8:30 pm Elizabeth
(no clase 3/12 & 3/14)

REGÍSTRESE EN LINEA
(a través del Internet)

¡Fácil y conveniente!

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



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/continuing-education/instant-enrollment/.

Walk-In

Visit our Cranford Campus
MacDonald Hall, 1st Floor
1033 Springfield Ave, Cranford

Monday and Tuesday
8:30 am–6 pm; Wednesday and
Thursday 8:30 am–5 pm;
Friday 8:30 am–4:30 pm.

MAIL-IN

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

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

FAX-IN

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

PHONE IN

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

Tuition and Fees

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

Class Cancellation

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

Withdrawals and Refunds

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

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

Veterans Refund Policy

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

Name Changes or Change of Address

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

Parking

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

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

Nondiscrimination

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

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

Complaints

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

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

Student Accommodation Requests

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

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

Employee, Guest, and Visitor Accommodation Requests

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

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

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

Información general

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

Registración

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

• En Línea (a través del Internet). Ya no necesita esperar en líneas o enviar su registración a través del correo. El nuevo sistema de registración en línea (a través del Internet) es fácil y conveniente. Regístrese para sus clases desde cualquier lugar a través de una computadora. Visite nuestro lugar del web para más detalles: www.ucc.edu/continuing-and-professional-education-and-workforce-development/continuing-education/instant-enrollment/

• En Persona. Visite nuestra página del Internet www.ucc.edu/continuing-education/instant-enrollment para información sobre nuestro horario de oficina.

• El pago puede hacerse con cheque, giro postal, o tarjeta de crédito (Visa, Mastercard, American Express, Discover) Pagos en efectivo son aceptados solamente en el departamento de cuentas del estudiante (Student Accounts).

Complete una registración en la oficina de Continuing Education, y luego usted será enviado a la oficina de cuentas al estudiante.

• Por Correo use la registración que se encuentra en este folleto. Una forma es requerida para cada persona que se registre. Fotocopias son aceptadas. Envíe su registración con cheque, giro postal a: Continuing Education, Union County College, 1033 Springfield Avenue, Cranford, NJ 07016

• Matrícula y Honorarios. Toda la información de matrícula y honorarios está incluida en la descripción del curso e incluye un honorario de \$10 por proceso de registración que no es reembolsable. El departamento de Continuing Education no acepta Ayuda Financiera (Financial Aid)

Retiros y reembolsos

• Para retirarse de un curso, usted debe notificar a la oficina de Continuing Education por escrito o en persona inmediatamente. Se le requerirá llenar una forma de retiro. Reembolsos (menos los \$10 por proceso de registración por curso) serán procesados de la siguiente manera:

• Con notificación por escrito recibida 5 días antes de la primera clase—100%

Mal tiempo y otras emergencias

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

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

Continuing Education

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

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



CERRADO

¡ No te lo pierdas!

*Las clases se llenan
rápidamente,*

Regístrese temprano

para los próximos cursos!

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

ADULT REGISTRATION FORM

Please print clearly and complete all sections

STUDENT DATA

Last Name _____ First Name _____ MI _____

Street Address (including apartment number) _____
()

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

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

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

CAMPUS PARKING

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

License Plate Number _____ State _____

Year, Make and Model of Car _____

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

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

Sex: ☐ Male ☐ Female

Ethnicity: ☐ Hispanic ☐ Non Hispanic
☐ Declined to Identify

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

COURSE SELECTIONS AND FEES

Please enter your course selections

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

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

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

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

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



NOTICES

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

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



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

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

Cisco Academy

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

Through the CCNA curriculum:

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

Who should enroll in the Cisco Academy Programs?

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

Required Courses

Four courses (280 hrs total)

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

AECO A74 Sec 176

CCNA 1 (70 hrs)

Mon, Wed

3/4-5/15

6:30-10 pm

Cranford

(no class 3/11 & 3/13)

CCNA 2 will be offered in Summer 2019.

Position yourself for a big career move with PMP® Certification



New! Become a Certified Project Manager

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.

- 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.

See page 4 for details.

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: 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.

AEBU 176 Sec 160 \$1,395
Sat 3/2-4/13 9 am-3:30 pm Cranford
(no class 3/16)