Socially Distanced Workforce Development & Career Education

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

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

UNION COUNTY COLLEGE

Transforming Our Community... One Student at a Time

Spring 2022

www.ucc.edu/ce

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

Spring into a new season! !

Welcome to Union County College Continuing Education and Workforce Development. Another year of challenges is behind us, and we look to the New Year with optimism and a renewed sense of rejuvenation and growth! This spring we encourage you to grow with us! Enhance your skills and career opportunities by investing in yourself! Employers value employees who continue to improve their skills and knowledge, and we have many opportunities available. Remote-live instruction, self-paced on-line programs, and opportunities to earn industry-valued credentials are waiting for you at Union County College!

Are you unemployed? Enhance your employability through our workforce development and professional training opportunities. Check our Workforce Development pages for our occupational training opportunities. Interested in learning something new? We invite you to browse our spring catalog for a full look at instructor-led programs by our professional experts and self-paced independent, online courses through www.ed2go.com/ucc/ and www.UGotClass.com/ucc. Class schedules include evenings, daytime and Saturdays.

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

Lisa Hiscano

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

Cisco Certified Networking Associate (CCNA) Program

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

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

CCNA 1 - Introduction to Networks
AECO A75 Sec 096E $949

W, 3/23 - 6/1, 6:30 - 10 pm
S, 4/16 - 5/21, 8:30 - 12:00 pm
(no class 4/16)

Through the NEW CCNA curriculum:

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

Who should enroll in the Cisco Academy Programs

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

Three Required Courses (200 hours total):

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

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YOUTH PROGRAMS

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

SENIOR SCHOLARS

Senior Scholar programs will be offered online and in-person.

Registration opens for Senior Scholar classes on Monday, February 7.
For a complete listing of programs and to register, go to:
https://www.ucc.edu/ce/senior-programs/

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Program Locations

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

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

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

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

Contact Information:

Continuing Education
908-709-7600

Industry-Business Institute
908-965-2359

Center for Economic and Workforce Development
908-659-5114

Workforce Innovation Business Center
908-965-6037

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Industry Certifications

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

BUSINESS AND MANAGEMENT

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Microsoft Office Specialist Excel Certification, Intuit QuickBooks Certification, Certiport

ADMINISTRATIVE ASSISTANT 14
Microsoft Office Specialist Excel 2016, Microsoft Office Certiport

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Project Management Professional (PMP)
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National Healthcareer Association

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Emergency Medical Technician Basic
State of NJ

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First Aid Certification
American Health and Safety Institute (AHSI)

HEART SAVER AID / CPR / AED..... 22
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MEDICAL BILLING AND CODING PROFESSIONAL 25
Certified Professional Coder
American Health Information Management Association (AHIMA); American Association of Professional Coders (AAPC)

PATIENT CARE TECHNICIAN 23
Certified Patient Care Technician
National Healthcare Association

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Pharmacy Technician Certification Board

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CompTIA

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

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Cisco Certified Networking Associate
Cisco Systems Inc.

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CompTIA Network+ Certified Professional
CompTIA

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

NON-CREDIT PROGRAM STAFF

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Industry-Business Institute

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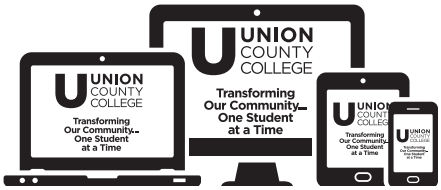
Center Director, Union County
Workforce Innovation
Business Center



REGISTER ONLINE!

It's Fast! It's Easy!

It's Convenient

www.ucc.edu/ce

REGISTRATION INSTRUCTIONS SEE PAGE 32

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

Continuing Education

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

Industry-Business Institute

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

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Center for Economic and Workforce Development

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

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

BUSINESS AND MANAGEMENT

ACCOUNTING

Continuing Education Credits for Accountants

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

Accounting 101

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

AEFI 102 Sec 176E Cranford
M,W, 4/18 - 5/4
6:30 - 9:30 pm, $329

Introduction to QuickBooks

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

AECO 347 Sec 060E Cranford
M, W, 5/9 - 5/25, 6:30 - 9:30 pm
$329

Intermediate QuickBooks

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

Will be offered in Summer 2022.

Accounting Technician

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

Spring 2022 Elizabeth
M , T, W, Th, 8:30 am - 2:00 pm,
$4,325
See page 14 for details.

Administrative Assistant

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

Spring 2022 start Elizabeth
M , T, W, Th, 12 pm-5 pm, $4,075
See page 14 for details.

BOOKKEEPING

CERTIFICATE PROGRAM

Certified Bookkeeper

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

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

AEBU 005 Sec 096E Hybrid/Cranford
W, Th, 3/23 – 6/23
7 - 10 pm, $1,350

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

Click Here to Enroll Today!

BUSINESS AND MANAGEMENT

HUMAN RESOURCE MANAGEMENT

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

CERTIFICATE PROGRAM

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

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

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

HR Law

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

AEBU 270 Sec 060E Remote Live
S, 2/19-3/26, 9-11 am, $329
(no class 3/19)

Compensation

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

AEBU 273 Sec 060E Remote Live
S, 2/19- 3/26, 11:30 am-1:30 pm, $329
(no class 3/19)

Communication Skills for Managers

The ability to communicate clearly is the critical core competency for successful managers at all levels and in all industries. Whether written, or spoken, in person or via e-mail, effective communication is essential. You will learn to choose the most appropriate mode for communicating your message. You will also learn to ask the right type of question to elicit information, encourage a response, or create a relationship. This solid overview of all facets of business communication offers numerous opportunities to practice and apply your communication skills. Book included. (16 hrs)

AEBU 264 Sec 060 Remote Live
S, 4/2 - 5/14, 9 am- 11 am, $329

PMP® CERTIFICATION

CERTIFICATE PROGRAM

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

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

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

Why Enroll in This Course?

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

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

Benefits of PMP® certification

- Earn a higher salary: According to PMI®, PMP credential holders can earn upward of US $20,000* more annually than non-credentialed jobholders.
- Earn a prestigious certification recognized around the globe.
- Build skills and knowledge that are transferable between industries, market segments and geographic locations.
- Gain an advantage over non-certified project managers.
- Prove your project management knowledge, commitment, and experience.
- Join a global network of over 774,000 PMP credential holders.
- Course materials align with the PMBOK® Guide–Sixth Edition and updated PMP exam content.
- Learn more about PMP certification, prerequisites and exam at www.PMI.org.
- 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 086E Hybrid/Scotch Plains
T, 4/12 - 6/28, 6:30 - 9:30 pm, $1,395

LEADERSHIP TRAINING *All classes will be held Remote Live for Spring 2022.*

Welcome to the Executive Leadership Series at Union County College

All careers start at the beginning, of course, and so does our Executive Leadership Series. Courses are designed to start with the basics and build, as assignments and responsibilities grow with your role in your organization. We invite you to step in at the most appropriate level (Basic, Supervisory or Emerging) creating a strong foundation with the basics and building from there.

BASIC TRAINING LEVEL

This level is designed to introduce essential workforce skills in navigating the workplace as you begin your career. Strong customer service, verbal communication and problem-solving skills will help you with your interaction with external customers/clients, and your internal customers with whom you interact everyday on behalf of your clients – your co-workers in other departments, supervisors and vendors.

Customer Service Skills Training

This course is designed around six critical elements of customer service that, when the company and its people live them, brings to life a customer service culture that outdoes the competition. You will internalize the values of customer service, make them a part of your work ethic and through example share them with your team.

Specific learning objectives include:

- Demonstrate a customer service approach
- Understand how your own behavior affects the behavior of others
- Demonstrate confidence and skill as a problem solver
- Apply techniques to deal with difficult customers
- Measure effectiveness of your customer service skills
- Make a choice to provide customer service

Wednesday, February 16
9 am - 1 pm, $95

Communication Styles

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

Wednesday, February 23
9 am - 1 pm, $95

Problem Solving

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

Wednesday, March 2
9 am - 1 pm, $95

Please contact Lisa Hiscano at hiscano@ucc.edu to participate in one of these programs or bring one to your workplace staff.

LEADERSHIP TRAINING

All classes will be held Remote Live for Spring 2022.

SUPERVISORY LEVEL

This level is for that first step into a supervisory or management role. Have you been promoted? Are you a first-time supervisor? How do you demonstrate your ability to lead your former peers and gain the respect you will need to successfully meet your personal and professional goals and responsibilities? This series of workshops will provide a roadmap toward success.

Supervisory Skills

Level I – In this workshop, you will learn how to navigate the step up from line employee to supervisor. Now is the time to receive training and guidance for best practices and tools to become a professional supervisor with self-awareness, confidence, and the communications skills to motivate your subordinates to trust you and to follow your lead.

Wednesday, March 23
9 am - 1 pm, $95

Conflict Resolution

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

Wednesday, March 30
9 am - 1 pm, $95

Customer Service Management

In this workshop, students will learn how to delegate responsibility for customer satisfaction, give subordinates the authority to make decisions that create good customer service relations between your organization and your clients, know when and how to create a customer service culture and objective within your organization.

Wednesday, April 6
9 am - 1 pm, $95

EMERGING LEADERSHIP ACADEMY

Welcome to the third level of professional Leadership Academy. Since you emerged as a leader you have successfully demonstrated the qualities needed at the middle and executive layers of management. Now is time to fine-tune your skills in leading your team, inspiring higher performance, improving results. Technical skill and personal leadership merge at this level and higher expectations require greater focus on personal and behavioral leadership acumen. These courses will help you accomplish this.

Personal Leadership

Congratulations! You've been placed in the role of leader. What does that mean to your team? In this workshop, you will explore the qualities, behaviors, skills and tools to become the manager/executive everyone wants to work for. Develop self-awareness, communicate attentively with your team and increase employee engagement and satisfaction in the workplace. Learn the importance of attitude, professional behavior and your personal contribution toward production and meeting and/or exceeding company goals.

Wednesday, April 20
9 am - 1 pm, $95

21st Century Workplace (Emotional Intelligence)

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

Wednesday, April 27
9 am - 1 pm, $95

Coaching and Mentoring for Performance

Inspiring someone to be their best is no easy task. Just how do you manage for optimum performance and create a motivating environment that encourages people to go beyond their best? This workshop will teach participants effective ways of achieving those tasks, including tools to help employees set and achieve goals.; a three-phase model that will help participants prepare employees for peak performance, activate their inner motivation, and evaluate their skills; motivational tools and techniques; and coaching methods and skills.

Wednesday, May 4
9 am - 1 pm, $95

Please contact Lisa Hiscano at hiscano@ucc.edu to participate in one of these programs or bring one to your workplace staff.

EDUCATION

THE CHILD DEVELOPMENT ASSOCIATE (CDA)

CERTIFICATE PROGRAM

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

Prerequisite (60 hrs)

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

Required Courses (90 hrs)

AEDU A82–Child Care Professional Practices Part 1 (30 hrs)
AEDU B82–Professional Practices Part 2 (30 hrs)
AEDU 183–CDA Portfolio Preparation (30 hrs)

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

Child Care: Professional Practices

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

Books required:

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

Essentials for Working with Young Children- Second Edition

Workbook--- Essentials Workbook (Second Edition)

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

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

Part 1
AEDU A82 Sec 186E Cranford
T, Th, 2/15 - 3/24, 6-9 pm, $250
(no class 3/15 - 3/17)

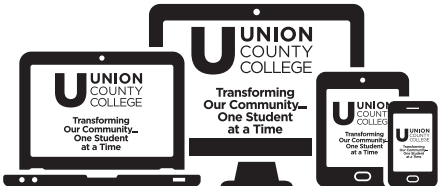
Part 2
AEDU B82 Sec 186E Cranford
T, Th, 3/29 - 4/28, 6-9 pm, $250

Child Development Associate CDA 2.0 Portfolio Preparation

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

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

AEDU 183 Sec 136E Cranford
T, Th, 5/3 - 6/2, 6-9 pm, $250



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It's Fast! It's Easy!

It's Convenient

www.ucc.edu/ce

REGISTRATION INSTRUCTIONS SEE PAGE 32

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

CERTIFICATE PROGRAM

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

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

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

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

For more information, please contact 908-709-7600 or email coned@ucc.edu.

FITNESS CAREERS

PERSONAL TRAINER CERTIFICATION – REMOTE LIVE ONLINE

CERTIFICATE PROGRAM

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

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

AEEX 120 Sec 086E
T, Th, 2/22 - 3/24, 6:30 - 9:30 pm
Remote Live $729

Th, 3/31 - 6:30 - 9:30 pm,
Practical Review, in person Cranford

Th, 4/7, 6:30 - 9:30 pm,
Certification testing in person, Cranford

NUTRITION SPECIALIST CERTIFICATION

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

CERTIFICATE PROGRAM

AEEX 123 Sec 086E
Will be offered in Summer 2022

INFORMATION TECHNOLOGY AND COMPUTER TRAINING

COMPTIA NETWORK +

CERTIFICATE PROGRAM

CompTIA AUTHORIZED ACADEMY

CompTIA Network + Certification

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

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

AECO A17 Sec 076E
M, W, 2/28 - 6/8, 6 - 9 pm, $985 Remote Live
(no class 3/16, 3/16 and 5/30)

CERTIFICATE PROGRAM

A+ Hardware (Essentials) Certificate

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

AECO A15 Sec 086E Hybrid
T, Th, 2/22 - 5/10, 6-9pm, $889

CERTIFICATE PROGRAM

A+ Software (Practical Applications) Certificate

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

AECO B15

Will be offered Summer 2022.

CYBERFORENSICS

Introduction to Cyberforensics - Non-Credit Certificate

CERTIFICATE PROGRAM

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

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

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

AECO 039 Sec 275E
Linux Fundamentals (CST 135)

AECO 040 Sec 292E
Digital Forensics Essentials (CST 170)

AECO 054 Sec 275E
Principles of Cybersecurity (CST 210)

Books can be purchased from the College bookstore.

Linux Fundamentals (CST 135)

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

AECO 039 Sec 275E, $649
Will be offered Fall 2022

Digital Forensics Essentials (CST 170)

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

AECO 040 Sec 292E, $879
Will be offered Fall 2022

Principles of Cyber-security (CST 210)

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

AECO 040 Sec 272E, $879
M/W/F, 1/24 - 5/17, 11:15 am - 12:10 pm
Cranford

INFORMATION TECHNOLOGY AND COMPUTER TRAINING

Click Here to Enroll Today!

MICROSOFT OFFICE SOFTWARE

Microsoft Word Beginner

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

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

AECO A27 Sec 086E Cranford
M,W, 5/2 - 5/4, 6:00 - 9:30 pm, $159

Microsoft Word Intermediate

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

Prerequisite: Word Beginner

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

AECO B27 Sec 086E Cranford
M, W, 5/9 - 5/11, 6:00 - 9:30 pm, $159

Microsoft Word Advanced

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

Prerequisite: Word Beginner and Intermediate

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

AECO C27 Sec 086E Cranford
M, W, 5/16 - 5/18, 6:00 - 9:30 pm $159

Microsoft Excel Beginner

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

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

AECO A48 Sec 176E Cranford
T, Th, 3/22 - 3/24, 6:00 - 9:30 pm, $159

AECO A48 Sec 076E Scotch Plains
W, 2/16, 9:00 am - 5:00 pm, $159

Microsoft Excel Intermediate

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

Prerequisite: Excel Beginner or equivalent knowledge

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

AECO B48 Sec 176E Cranford
T, Th, 3/29 - 3/31, 6:00 - 9:30 pm, $159

AECO B48 Sec 076E Scotch Plains
W, 2/23, 9:00 am - 5:00 pm, $159

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

Cisco Certified Networking Associate (CCNA) 7.0

Cisco Networking Academy

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

COMPUTER TRAINING

Microsoft Excel Advanced

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

Prerequisite: Excel Beginner and Intermediate or equivalent knowledge

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

AECO C48 Sec 176E Cranford
T, Th, 4/5 - 4/7, 6:00 - 9:30 pm, $159

AECO C48 Sec 076E Scotch Plains
W, 3/2, 9:00 am - 5:00 pm

Microsoft PowerPoint Beginner

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

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

AECO A72 Sec 076E Cranford
T, Th, 4/19 - 4/21, 6:00 - 9:30 pm, $159

REAL ESTATE

REAL ESTATE

Principles of Real Estate

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

AERL 101 Sec 076E
Hybrid - in-person classes held in Scotch Plains
M, W, 2/28 - 6/1, 6:30 - 9:30 pm, $495
(no class 3/16, 3/17 and 5/30)

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.

TEST PREPARATION

GED Preparation - *Boost your test taking skills!*

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

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

AETP 124 Sec 077E Hybrid
M, W, 3/28 - 6/15, 7 - 9 pm, $329

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

Click Here to Enroll Today!

THE CENTER FOR ECONOMIC AND WORKFORCE DEVELOPMENT

OPPORTUNITIES AND PROGRAMS FOR UNEMPLOYED, UNDEREMPLOYED OR DISLOCATED WORKERS

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

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

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

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

UNION COUNTY WORKFORCE INNOVATION BUSINESS CENTER

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

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

UNION COUNTY Workforce Development Board MEANS BUSINESS

A Service of the Union County Board of County Commissioners

UNION COUNTY *We're Connected to You!*

TO CONTACT THE WIBC, CALL 908-965-6037 OR EMAIL ISAIAS.RIVERA@UCC.EDU

Workforce Development Programs

EARN INDUSTRY-VALUED CREDENTIALS IN OUR SHORT-TERM

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

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

Accounting Technician

CERTIFICATE PROGRAM

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

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

Administrative Assistant

CERTIFICATE PROGRAM

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

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

IC3 Digital Literacy Certification

CERTIFICATE PROGRAM

Digital Literacy is critical for the workplace. IC3 certification is a global benchmark for basic computer literacy and provides the knowledge needed for an individual to step into the workforce fully confident to use a computer during their workday. The program is a stackable credential pathway of Computing Fundamentals, Living Online and Key Applications that includes concepts and skills that apply to many career pathways. Seven literacy domains are covered, including: technology basics, digital citizenship, information management, content creation, communication, collaboration, and safety and security. Students will have advanced understanding of digital literacy and the technical foundation needed to succeed in a technology-based world.

This IC3 Global Standard 6 (GS6) training program allows students to demonstrate their ability to select and use the appropriate research, productivity, collaboration, communications tools to find reliable information, create content, communicate safely, and identify credibility and bias in modern digital environments. This program has been structured to address current computing concepts, including cloud and mobile technologies, align closely with educational requirements and ensure learners of all ages can validate their understanding of Digital Literacy.

To validate the student's knowledge, there is a comprehensive set of stackable credentials across seven digital literacy domains. It comprises three exams, each with certification, that validate a better understanding at the basic, intermediate, and advanced levels.

Total Hours: 105 hours
Program Cost: $2,000
Location: Elizabeth Campus
Program Schedule: Monday – Thursday, 12-5 pm
Spring 2022 start

Fundamentals of Supply Chain Management Program

CERTIFICATE PROGRAM

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

Total Hours: 180 hours
Program Cost: $4,000
Location: Elizabeth Campus
Program Schedule: Monday-Thursday, 8:30 am-2 pm
Spring 2022 start

WORKFORCE DEVELOPMENT PROGRAMS — CONTACT US AT 908-659-5114 OR CEWD-RECRUITING@UCC.EDU

TRAINING PROGRAMS

Certified Nurse Aide (CNA) with First Aid and CPR

CERTIFICATE PROGRAM

The 90-hour lecture, laboratory, and clinical CNA program prepares the student to care for residents in long term care, sub-acute rehabilitation facilities, and some hospitals. This course is approved by the NJ Department of Health (DOH) and complies with regulations and standards of the Nurse Aide Training and Competency Evaluation Program (NATCEP). The program requires 50 hours of lecture/laboratory and 40 hours of clinical rotation in a long term care facility. After successful completion of this course, the student is eligible to take the NJ Certified Nursing Assistant Examinations (skills test and computer written examination). First Aid and CPR will be taught in 15 hours of the total program hours. Tuition includes textbooks and certification/testing fees.

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

Patient Care Technician

CERTIFICATE PROGRAM

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

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

Eligibility Requirements for grant funding include:

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

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

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

WORKFORCE DEVELOPMENT PROGRAMS — CONTACT US AT 908-659-5114 OR CEWD-RECRUITING@UCC.EDU

English as a Second Language

LEARN TO SPEAK ENGLISH

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

To get started:

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

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

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

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

ESL Beginner Program - Level 1

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

Prerequisite: College ESL Placement test.

Required Courses:

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

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

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

ESL Intermediate Program - Level 2

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

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

Required Courses:

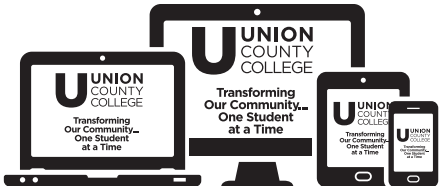
PCA 034 **Reading & Vocabulary** Students will learn to recognize topics, get meaning from context and read stories and text passages. Students will review and reinforce the concepts presented through the use of ESL software and reading, writing, listening, and speaking activities.

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

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

SPRING 2022 COURSE OFFERINGS • LEVEL 1 AND 2

EC	PCA 012	CIN 212	GRAMMAR AND WRITING	L1	1/24/22	2/16/22	MTWR	09:00 AM - 12:00 PM
EC	PCA 009	CIN 212	READING AND VOCABULARY	L1	2/28/22	3/23/22	MTWR	09:00 AM - 12:00 PM
EC	PCA 014	CIN 212	LISTENING AND CONVERSATION	L1	4/4/22	5/4/22	MTWR	09:00 AM - 12:00 PM
EC	PCA 014	CIN 212	LISTENING AND CONVERSATION	L1	1/18/22	2/10/22	MTWR	06:30 PM - 09:30 PM
EC	PCA 012	CIN 212	GRAMMAR AND WRITING	L1	1/10/22	2/3/22	MTWR	05:30 PM - 08:30 PM
EC	PCA 009	CIN 212	READING AND VOCABULARY	L1	2/14/22	3/10/22	MTWR	05:30 PM - 08:30 PM
EC	PCA 014	CIN 212	LISTENING AND CONVERSATION	L1	3/21/22	4/13/22	MTWR	05:30 PM - 08:30 PM
EC	PCA 036	CIN 217	GRAMMAR AND WRITING	L2	1/10/22	2/3/22	MTWR	05:30 PM - 08:30 PM
EC	PCA 034	CIN 217	READING AND VOCABULARY	L2	2/14/22	3/10/22	MTWR	05:30 PM - 08:30 PM
EC	PCA 041	CIN 217	LISTENING AND CONVERSATION	L2	3/21/22	4/13/22	MTWR	05:30 PM - 08:30 PM
EC	PCA 036	CIN 217	GRAMMAR AND WRITING	L2	2/22/22	3/17/22	MTWR	06:30 PM - 09:30 PM
EC	PCA 034	CIN 217	READING AND VOCABULARY	L2	3/28/22	4/27/22	MTWR	06:30 PM - 09:30 PM
EC	PCA 041	CIN 217	LISTENING AND CONVERSATION	L2	5/9/22	6/2/22	MTWR	06:30 PM - 09:30 PM
PC	PCA 036	CIN 217	GRAMMAR AND WRITING	L2	1/10/22	2/3/22	MTWR	09:00 AM - 12:00 PM
PC	PCA 034	CIN 217	READING AND VOCABULARY	L2	2/14/22	3/10/22	MTWR	09:00 AM - 12:00 PM
PC	PCA 041	CIN 217	LISTENING AND CONVERSATION	L2	3/21/22	4/13/22	MTWR	09:00 AM - 12:00 PM



REGISTER ONLINE!

It's Fast! It's Easy!

It's Convenient

www.ucc.edu/ce

REGISTRATION INSTRUCTIONS SEE PAGE 32

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

Cursos en Español

PARA INFORMACIÓN GENERAL, VISITE WWW.UCC.EDU

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

CUIDADO DE NIÑOS

Cuidado de Niños

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

CERTIFICADO PROGRAMA

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

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

Requisitos previos

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

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

Cursos requeridos

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

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

AEDE 083 - Preparación del Portafolio CDA (30 hrs)

Este certificado de 150 horas puede ser usado para los requisitos del CDA.

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

Cuidado de Niños: Los Fundamentos

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

Parte 1

AEDE A81 Sec 086E
Programa Híbrido
Mar, Jue, 3/1 - 4/7, 6-9 pm, $250
(no clase 3/15, 3/17)

Parte 2

AEDE B81 Sec 086E
Programa Hibrido
Mar, Jue, 4/12 - 5/12 , 6-9 pm, $250

Cuidado de Niños: Prácticas Profesionales

Conviértase en un profesional del cuidado de niños instruído 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." Topicos tambien incluiran observación y registro de progreso y el comportamiento de los niños, relaciones positivas con las familias, y compromiso con el profesionalismo. (30 hrs)

Parte 1

AEDE A82 Sec 076E En Linea en Vivo
Lun, Mie, 2/28 - 4/6, 6-9 pm, $250
(no clase (3/14 - 3/16))

Parte 2

AEDE B82 Sec 076E En Linea en Vivo
Lun, Mie, 4/11 - 5/11, 6-9 pm, $250

Preparación del Portafolio CDA

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. (30 hrs)

AEDE 083 Sec 036E
Programa Híbrido
Sab, 2/19 - 5/7, 6-9 pm, $250
(no clase 3/19, 4/16)

GED (PREPARACIÓN)

Preparación para GED

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

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

AETE 124 Sec 086E Programa Híbrido
Lun, Mar, 3/28 - 6/14, 6:30 - 8:30 pm, $329

Union County College

Self Paced

Online Learning

anytime, anywhere...
just a click away!

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

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

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

Career training programs include:

Graphic Arts and Design
- Video Game Design and Development
- Web Design

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

Computer Applications
- Android App Developer
- Microsoft Application Certification

Computer Programming
- Java Programmer
- Python Developer

Health and Fitness
- Certified Medical Transcriptionist
- Medical Interpreter

Hospitality
- Corporate Event Planner
- Retail Customer Service Skills Training

Information Technology
- CompTIA Certification

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

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

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

Instructor-led short courses include:

Accounting and Finance
- Accounting Fundamentals

Business
- Business Software
- Business Writing

College Readiness
- GED, SAT/ACT and GRE Test Prep

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

Design and Composition
- Digital Photography
- Graphic Design
- Web Design

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

Personal Development
- Languages
- Arts
- Job Search
- Personal Enrichment

Writing and Publishing
- Business Writing
- Creative Writing
- Grant Writing

https://careertraining.ed2go.com/ucc

https://www.ed2go.com/ucc

BUSINESS AND MANAGEMENT

Senior Scholars

SPONSORED BY THE UNION COUNTY BOARD OF COUNTY COMMISSIONERS

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

Enrollment begins Monday, February 7.

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

If you are interested in registering:

Click Here to Enroll Today!

NJ Cannabis Certification

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

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

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

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

Learn about:

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

Requirements:

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

Class Schedule:

AEBU 004 020E *Remote Live*
M, W, 4/25 - 5/9, 6 - 9 pm *$500*

UNION COUNTY COLLEGE

INDUSTRY-BUSINESS INSTITUTE

YOUR WORKFORCE TRAINING RESOURCE

Customized training solutions that get results. We think strategically, and offer competitive pricing.

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

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

HEALTHCARE CAREERS

Basic Certifications Package

CERTIFICATE PROGRAM

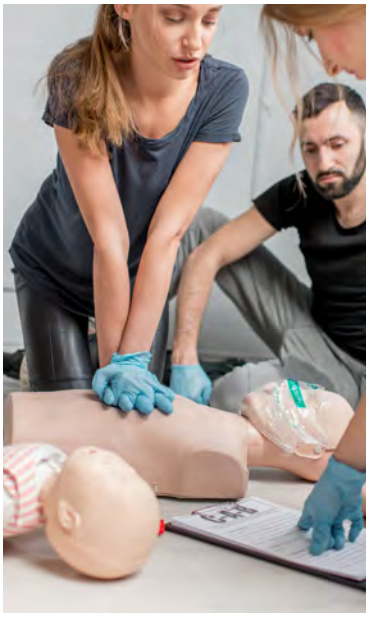
This 16-hour course is highly recommended for healthcare professionals. The class will provide the allied health student with instruction and certification in the following areas: (16 hrs)

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

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

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

AEHL 959 Sec 140E Scotch Plains
M, 3/21, 6-10 pm, $299



CPR FIRST AID, AND AED CERTIFICATION COURSES

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

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

Click Here to Enroll Today!

BLS for Healthcare Providers–Classroom (AHA)

CERTIFICATE PROGRAM

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

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

AEHL 962 Sec 116E Scotch Plains
M,3/21, 6-10 pm $129

Heart Saver CPR/AED Course (AHA)

CERTIFICATE PROGRAM

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

AEHL 961 Sec 116E Scotch Plains
M, 4/4, 6-10 pm, $129

EMERGENCY MEDICAL TECHNICIAN-BASIC

CERTIFICATE PROGRAM

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

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

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

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

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

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

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

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

AEHL 100 Sec 039E $1,500
T,Th, 1/25 - 5/17
Lecture: T,Th, 1/25, 3:30 - 5:00 pm
Skills: Th, 1/27, 8:30 am - 3:30 pm
Plainfield Campus

AEHL 100 Sec 090E $1,500
T,W,Th, 1/25 - 5/17
Lecture: W, 1/26, 5:30 - 8:30 pm
Skills: T,Th, 1/25, 6:15 - 9:30 pm
Plainfield Campus

AEHL 100 Sec 080E $1,500
M, S, 1/24 - 5/16
Lecture: M, 5:30 - 8:30 pm
Skills: S, 8:30 am - 3:30 pm
Plainfield Campus

HEALTHCARE CAREERS

PATIENT CARE TECHNICIAN

CERTIFICATE PROGRAM

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

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

Prerequisites

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

Required Courses

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

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

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

Patient Care Technician – Short Term Intensive Program

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

M, T, W, Th, 8:30 am-2 pm, $4,954 *Elizabeth Campus*
Spring 2022 start

See page 15 for details.

PHARMACY TECHNICIAN

CERTIFICATE PROGRAM

The Pharmacy Technician plays a key role in the allied health field. Working under the supervision of a Licensed Pharmacist, Pharmacy Technicians assist in dispensing prescriptions in both retail and private pharmacies. Pharmacy Technicians speak with customers to acquire information, count tablets and measure amounts of medications for prescriptions, package and label prescriptions, and handle insurance issues. To become a Pharmacy Technician, you need a high school diploma or equivalent, have a strong mathematical background, and pass a criminal background check. Most states require some sort of formal training.

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

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

Pharmacy Technician Certification Board—Union County College is approved as a PTCB-Recognized Education/Training Program. Students who complete the program (or are within 60 days of completing) are eligible to apply to take the Pharmacy Technician Certification Exam (PTCE) to earn their PTCB CPhT credential.

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

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

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

AEHL 955 Sec 076E Remote Live
T, Th, 3/1 - 6/30
5:30 – 9:30 pm, $2,200

HEALTHCARE CAREERS

EKG TECHNICIAN PROGRAM

CERTIFICATE PROGRAM

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

Prerequisite

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

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

Required Courses

- AEHL 147–EKG Technician (48 hrs)

Recommended Elective

- AEHL 959–Basic Certifications Package (16 hrs)

Part I: Anatomy and Physiology

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

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

AEHL 111 Sec 076E Remote Live
M, W, 2/28 - 4/13, 6-9 pm, $395

Part II: Anatomy and Physiology

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

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

Prerequisite: AEHL 111 - Part 1: Anatomy and Physiology

AEHL A11 Sec 060E Remote Live
M, W, 4/18 - 5/23, 6-9 pm $355

EKG Technician

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

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

AEHL 147 Sec 276E Elizabeth
M,W, 5/23 - 7/20, 6-9 pm, $450
(no class 5/31 and 7/4)

PHLEBOTOMY TECHNICIAN

CERTIFICATE PROGRAM

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

Prerequisites

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

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

Required Courses

- AEHL 146–Phlebotomy Technician (90 hrs)

Recommended Elective

- AEHL 959–Basic Certifications Package (16 hrs)

Program requirements

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

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

Phlebotomy Technician

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

AEHL 146 SEC 286E Elizabeth
T,Th, 5/24 - 9/1, 6-9 pm, $900

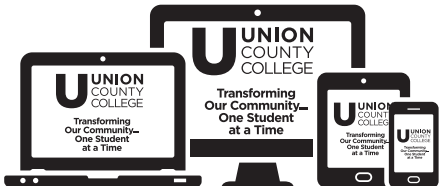
Note: Not all courses are offered every semester.

MEDICAL BILLING AND CODING

ALLIED HEALTH COURSE WAIVER PROCEDURES

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

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



REGISTER ONLINE!

It's Fast! It's Easy!

It's Convenient

www.ucc.edu/ce

REGISTRATION INSTRUCTIONS SEE PAGE 30

MEDICAL BILLING AND CODING PROFESSIONAL

CERTIFICATE PROGRAM

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

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

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

Prerequisite

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

Required Courses

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

NOTE: Not all courses are offered every semester.

Anatomy and Medical Terminology for Billers and Coders

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

AEHL 135 Sec 086E Remote Live
T, Th, 2/15 - 4/14, 6 - 9 pm, $625

Understanding Medical Insurance/ HIPAA

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

Prerequisite: Anatomy and Medical Terminology for Billers and Coders.

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

AEHL 137 Sec 086E
Will be offered Summer 2022

UNIFORM CONSTRUCTION CODE

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

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

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

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

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

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

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

Learning platform: Canvas or Webex

Building Inspector R.C.S.

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

AEIC 102 Sec 176E Remote Live
M/W, 3/7 - 6/27, 5:30-8:30 pm, $925
(no class 3/15 - 3/17)

Construction Official

Prepare to work as a Construction Official. The construction Official is the chief administrator of a local code enforcing agency who establishes and enforces the agency policies to assure compliance with the Uniform Construction Code. This course reviews the duties and responsibilities of the Construction Official. Topic areas include: Administration, Legal Methods of Code Enforcement, Legislation, and Sub-Code. Prerequisite: Students must already have a Subcode Official license to enroll. (45 hrs)

AEIC 561 Sec 186E Remote Live
T, Th, 2/15 - 4/12, 6:30 - 10:30 pm, $575
(no class 3/15 - 3/17)

Click Here to Enroll Today!

Electrical Inspector I.C.S.

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

AEIC 311 Sec 186E Remote Live
T, Th, 2/22 - 5/5, 6-9 pm, $650
(no class 3/15 and 3/17)

Fire Inspector H.H.S.

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

AEIC 191 SEC 196E Remote Live
T/Th, 4/26 - 6/30 6-9 pm, $650

Plumbing Inspector, I.C.S.

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

AEIC 131 Sec 076E Remote Live
$1,250
Call for dates (908) 709-7600.

Technical Assistant Certification Program

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

AEHL 465 Sec 086E Remote Live
T, Th, 3/29 - 5/17, 6-9 pm, $575

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

College	Building			Electrical		Fire Protection		Plumbing		Elevator	Administrative		
	RCS	ICS	HHS	ICS	HHS	ICS	HHS	ICS	HHS		SO	CO	TA
Brookdale Community College 732-224-2394 www.brookdalecc.edu		2/3- 4/28			1/4 -4/20		2/22 -5/3	1/4-4/14				1/5-4/13	2/8-3/29
Mercer County College 609-570-3311 www.mccc.edu		1/18-3/22	3/29-5/17		1/24-3/14								
Middlesex County College 732-906-2556 www.middlesexcc.edu	2/8-5/18	2/8-5/2	5/23-8/3				3/8-5/10		3/12-5/21		2/10-3/24	3/31-5/12	2/12-4/9
Union County College **908-709-7600** **www.ucc.edu**	**3/7-6/27**			**2/22-5/5**			**4/26-6/30**					**2/15-4/12**	**3/29-5/17**

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

SUPPLY CHAIN MANAGEMENT

SUPPLY CHAIN MANAGEMENT PROGRAM

CERTIFICATE PROGRAM

This program leads to certification by the **Council of Supply Chain Management Professionals (CSCMP)** in any or all eight (8) subjects. Each is a 40-hour course and requires study time outside the classroom for success on the exams. Courses below include the SCPro exam, student manual and online supporting study materials.

Supply Chain Management - SCPro Fundamentals CSCMP Certification

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

We are offering training and testing this fall through online, self-paced instruction in each of these 8 essential areas. Courses require approximately 40 hours of study each. Successful participants who pass the exam will earn important industry recognized credentials in their choice from 8 areas. The fee for each course is $200 and includes the exam. For complete program details and course descriptions, https://www.ucc.edu/continuing-and-professional-education-and-workforce-development/supply-chain-management-curriculum-cscmp-certification/

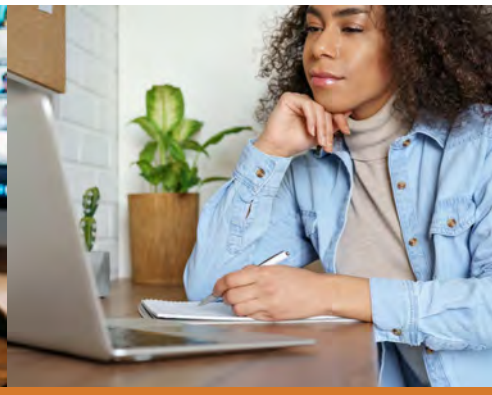
- Supply Chain Management Principles - AEBU 155 Sec 010E
- Warehousing Operations - AEBU 156 Sec 010E
- Transportation Operations - AEBU 157 Sec 010E
- Customer Services Operations - AEBU 158 Sec 010E
- Demand Planning - AEBU 159 Sec 010E
- Manufacturing & Service Operations - AEBU 160 Sec 010E
- Inventory Management - AEBU 161 Sec 010E
- Supply Management & Procurement - AEBU 162 Sec 010E

Fundamentals of Supply Chain Management Program

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

Total Hours: 180 hours
Program Cost: $4,000
Location: Elizabeth Campus
Program Schedule: Monday - Thursday,
8:30 am - 2:00 pm,
Spring 2022 start

CONTACT US AT IBI@UCC.EDU



Upgrade your skills – be ready for new opportunities!

Online Courses Skills for the 21st Century

In partnership with UGotClass these online certificate programs (taught by subject matter experts) are designed to fit your schedule, enhance your career knowledge and expand your professional horizons. The following certificate programs will be offered this spring beginning February 7 - April 29.

Certificate in Data Analysis

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

Certificate in Project Management

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

Social Media for Business Certificate

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

Digital Marketing Certificate

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

Accounting and Finance for Non-Financial Managers Certificate

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

Management Certificate

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

Supervisory Leadership Certificate

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

Six Sigma Green Belt Certificate

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

Spanish For Medical Professionals

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

Certificate in Business Writing

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

New! Hot! Coding Certificate

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

New! Hot! Graphic Design Software Essentials Certificate

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

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

General Information

CLASSES FILL QUICKLY, SO REGISTER EARLY FOR UPCOMING COURSES!

Registration

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

Online

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

Tuition and Fees

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

Class Cancellation

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

Withdrawals and Refunds

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

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

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

Veterans Refund Policy

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

Parking

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

Non Discrimination

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

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

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

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

Name Changes or Change of Address

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

Student Accommodation Requests

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

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

Employee, Guest, and Visitor Accommodation Requests

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

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

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

Follow this path to become a New Jersey Certified Teacher!

NJCU
NEW JERSEY CITY UNIVERSITY

NEW PATHWAYS
TO TEACHING IN NJ

Whether you are

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

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

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

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

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

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

What are the Requirements to Apply?

- Minimum of a Bachelor's degree from an accredited institution with a major in or closely related to the intended teaching field.
- Minimum GPA of 3.0 in undergraduate studies or the highest degree earned.
- A passing score on the Praxis II content area exam in the field in which you intend to teach.
- Certificate of Eligibility issued by the state of NJ.
- Starting January 2021 candidates must have a contract teaching position to begin Semester 1.

For More Information:

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

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

UNION COUNTY COLLEGE

Transforming Our Community... One Student at a Time

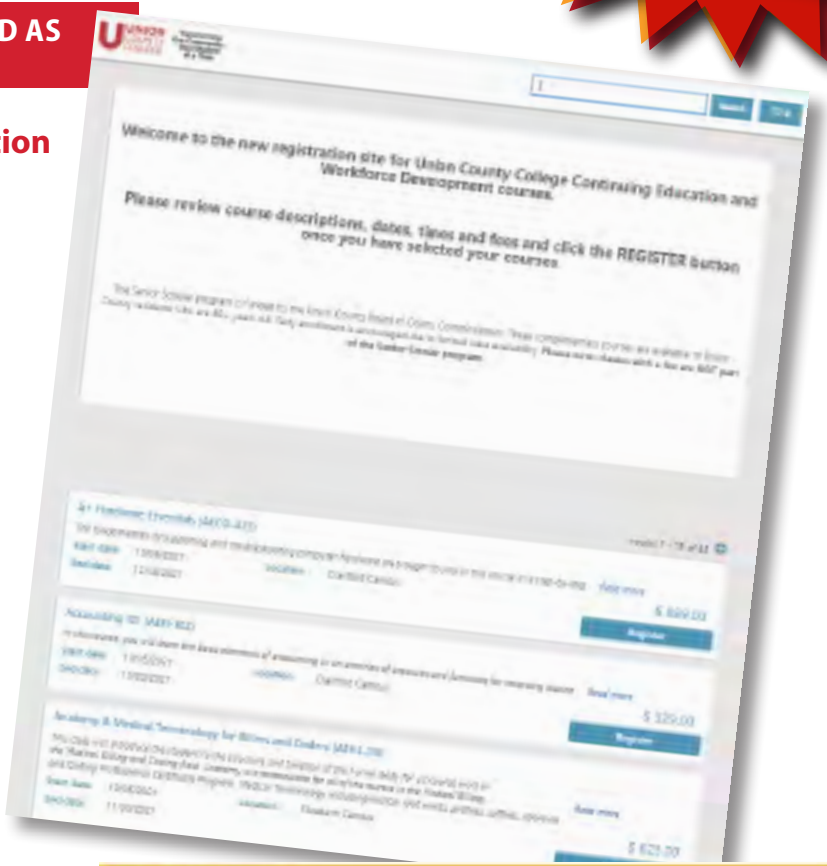
Adult Registration Information

Our new online registration system is now OPEN

Visit www.ucc.edu/ce for easy, secure online enrollment.

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

EARLY ENROLLMENT IS ENCOURAGED AS CLASSES FILL QUICKLY.



To Register for Continuing Education classes, click here:

Click Here to Enroll Today!

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

Setting up a New Account:

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

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

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

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

Earn the Must-Have Credential in Facility Management

IFMA'S FACILITY MANAGEMENT PROFESSIONAL (FMP®) CREDENTIAL

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

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

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

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

Course 1: Operations and Maintenance
Course 2: Project Management
Course 3: Finance and Business
Course 4: Leadership and Strategy

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

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

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

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

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

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 four FMP final assessments with a score of 75% or higher, the FMP application (with fee) must be submitted to IFMA.

FMP Credential Requirements

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

AEBU 029 Sec 025E Remote Live
Tue, 2/22 - 6/7/22
5:30-9:30 pm, $2,395 (no class 3/15)

UNION COUNTY COLLEGE

Transforming Our Community... One Student at a Time

1033 Springfield Avenue
Cranford NJ 07016

Dated material

Position yourself for a big career move with PMP® Certification

Become a Certified Project Manager

PMP® Exam Preparation

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

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

Benefits of PMP® certification:

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

Why Enroll in This Course?

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

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

AEBU 176 Sec 086E Hybrid/Scotch Plains
T, 4/12 - 6/28, 6:30 - 9:30 pm, $1,395