CONTINUING EDUCATION
SUMMER 2016
...for a better life

Explore a New Job
Improve Your Skills
Learn Something New

www.ucc.edu/noncredit ★ Register Online!

Senior and Youth Programs
Online registration now available!

Cursos en Español

Union County College
Transforming Our Community... One Student at a Time
Dear Student,

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

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

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

We’ve made it easier for you to browse our catalog and register by listing the majority of our personal enrichment programs for adults, youths and seniors online. Programming includes art, computers and technology, fitness and personal wellness and an array of workshops for individuals returning to the workplace. Full course descriptions can be found online at www.ucc.edu/nonCredit.

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

Sincerely,

Lisa Raudelunas Hiscano, Ed.D., MBA
Director, Continuing and Professional Education

New Rahway Location!

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

Registration is now open for the following courses at www.ucc.edu/noncredit

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## CONTINUING EDUCATION
### SUMMER 2016

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Certificate Programs at Union County College

More than 40 certificate programs offered!

If you are interested in finding a new job, advancing your career, or achieving your professional goals, consider a non-credit certificate program. These certificate programs include courses that provide a strong foundation in a particular area. Programs are developed with the guidance of subject matter experts and practicing professionals. Most certificate programs can be completed in less than one year and can help improve your job prospects. Choose courses to fit your personal schedule. Please note prerequisites for specific courses. Required courses can be taken in any order, unless otherwise noted.

Requirements:
- Register for the appropriate courses (See individual certificate programs for course requirements).
- Meet the attendance requirement (minimum 70% for most courses unless otherwise stated).
- Complete all assignments.
- Pass all courses (letter, percentage, or Pass/Fail grade)
- Take at least one course per semester until you have met your program’s requirements.

To Receive a Certificate:
- Meet the requirements above.
- Complete the Certificate Program form after you have completed all your course requirements and electives. The certificate program form is available in the Continuing Education Office.
- At the completion of the program, notify the department in writing, listing your courses by code, title, and start date, so that we may issue you a certificate of completion.

Job Search Assistance
If you successfully complete a certificate program, you will be eligible to participate in the career workshops offered on page 11, free of charge.

You may also use the services offered by the Union County College Career Services Center. See page 16 for details.

Career Preparation Certificate Programs
- Administrative Assistant
- American Sign Language
- Appliance Repair Basics
- Certified Bookkeeper
- Child Development Associate (CDA)
- EKG Technician
- Electronics Technician
- Emergency Medical Technician (EMT), Basic
- Event Planning
- Facilities Management Professional
- Fiber Optics
- Floral Design
- Graphic Arts
- Human Resource Management
- Interior Design
- Lean Six Sigma
- Management
- Medical Billing and Coding Professional
- Medical Transcription
- Mobile Marketing
- Patient Care Technician
- Personal Trainer National Certification
- Pet Business
- Pharmacy Technician
- Phlebotomy Technician
- PMP Exam Prep
- Practical Accounting
- Project Management
- Real Estate Sales
- Substitute Teacher Specialist
- U.S. Customs Broker Test Preparation

Computer Certificate Programs
- A+ Hardware and Software
- Cisco Certified Networking Associate (CCNA)
- Cisco Certified Networking Professional (CCNP)
- CCNA Security
- CompTIA Network+
- Data Science (formerly SQL New
- Microsoft Office Professional 2013 Beginner Level
- Microsoft Office Professional 2013 Intermediate Level
- Microsoft Office Professional 2013 Advanced Level
- Microsoft Project 2013
BUSINESS AND MANAGEMENT
ACCOUNTING

CERTIFICATE PROGRAM

Practical Accounting
Program Chairperson: Frank D’Antonio
(908) 272-5601
Email: dantonio@ucc.edu
Learn modern business financial practices, the foundations for understanding, processing and communicating financial data, to prepare for entrance to the field of accounting or to update your existing accounting skills. This class introduces the financial language of business, the language organizations rely upon to track all financial transactions and conduct business. Accounting is one of the largest growing occupations where jobs are expected to grow continually in the near future.

You must have experience in beginning Excel in order to take these courses or you must take the beginning Excel course.

Required Courses: (72 hrs)
• AEFI 101–Practical Accounting (18 hrs)
• AECO 060–Computerized Accounting Records (18 hrs)
• AECO 343–Introduction to QuickBooks 2013 Accounting (18 hrs)
• AEFI 150–Fundamentals of Federal Taxation (18 hrs)

Electives: select one: (14, 15 or 18 hrs)
• AECO A47 & AECO B47–Excel 2013, Beginner & Intermediate (14 hrs)
• AECO A22 & AECO B22–Access 2013, Beginner & Intermediate (14 hrs)
• AECO 061–Introduction to Payroll Accounting (18 hrs)
• AEFI 152–Fundamentals of New Jersey Taxation (15 hrs)
• AECO 345–Intermediate QuickBooks 2013 Accounting (18 hrs)

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

AEFI 101 Sec 176 $249
Mon, Wed 7/11-7/27 6:00-9:00 p.m.
Cranford

Computerized Accounting Records (18 hrs)
Computerized tools for tracking the keeping of accounting records are essential to the modern accountant. You will learn how to manage and maintain a chart of accounts, post transactions, maintain A/P and A/R records, create reports and exchange data between programs. You will also learn how to use automated checkbooks, bank reconciliation and tools for tracking investments.

AECO 060 Sec 176 $249
Mon, Wed 8/01-8/17 6:00-9:00 p.m.
Cranford

Introduction to QuickBooks 2013 Accounting (18 hrs)
This introductory course will teach you the basic capabilities of QuickBooks, such as how to navigate through the QuickBooks Pro interface, create a company file and the basics of setting up accounts. You will learn the must-know basic QuickBooks features that every business owner should know including tracking inventory, sales tax, working with employees, and using QuickBooks business financial reports.

AECO 343
Will be offered Fall 2016

Intermediate QuickBooks Accounting (18 hrs)
To expose students to the more advanced functions in QuickBooks, a case study based on a typical small business is used in all sessions. These functions include setting up a company, security protection, backing up business information, user information and their accounting functions, automatic functions to create and operate a general ledger, invoice register, accounts payables, employee payroll functions, cash control and bank reconciliation. Learn how QuickBooks can help manage a business from tracking all transactions such as purchase orders, inventory, invoices, receipts, and statements. As you master the advanced functions in QuickBooks, you will also learn how to deal with tricky situations, troubleshoot complicated entries and generate advanced financial accounting reports.

Prerequisite: Introduction to QuickBooks Accounting or equivalent experience recommended

AECO 345
Will be offered Fall 2016

Introduction to Payroll Accounting (18 hrs)
This introductory course is designed to teach you to compute various payroll transactions manually and automatically with the use of computer applications. You will perform payroll calculations pertaining to employee’s wages, withholdings for income tax, unemployment compensation, social security, general deductions and additions. This class will create your understanding and knowledge of tax and employment forms, and you will learn to track payroll records and use reports to determine payroll needs.

AECO 061
Will be offered Fall 2016
**Continuing Education Part-Time Instructors Needed!**

- Accounting
- Child Care (mornings and evenings)
- Computerized Medical Billing
- EKG
- Phlebotomy
- Anatomy and Physiology Part 1 and 2
- CPT-4 Coding
- ICD-10-CM and ICD-10-PCS Coding
- Pharmacology
- Art
- ESL
- Event Planning
- Floral Design
- GED Test Preparation in English and Spanish
- Pharmacy Technician—English and Spanish
- Photography
- Real Estate
- Youth Programs

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

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**ADMINISTRATIVE ASSISTANT**

**CERTIFICATE PROGRAM**

**Administrative Assistant**

Program Chairperson: Wilma Hurwitz
Email: hurwitz@ucc.edu

This certificate program is for you if you are seeking a new career in administrative management support or if you are an experienced administrative professional seeking to enrich your skills.

**Required Course:**
- AEOF 068—Administrative Assistant (24 hrs)

**Electives:** (Select any combination of these courses totaling 14 hrs or 18 hrs)
- AECO A24 & AECO B24—Microsoft Word 2013, Beginner & Intermediate (14 hrs)
- AECO A47 & AECO B47—Excel 2013, Beginner & Intermediate (14 hrs)
- AECO A22 & AECO B22—Access 2013, Beginner & Intermediate (14 hrs)
- AECO 343—Introduction to QuickBooks 2013 Accounting (18 hrs)

**Administrative Assistant (24 hrs)**

AEOF 068 Sec 116  $320
Mon, 7/11-8/29  6:00-9:00 p.m.
Cranford

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**BOOKKEEPING**

**CERTIFICATE PROGRAM**

**Certified Bookkeeper**

Program Chairperson: Cheryl Kress
(908) 347-0239
Email: kress@ucc.edu

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

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

**Certified Bookkeeper (75 hrs)**

All six workbooks included plus exam fees.

AEBU 005 Sec 196  $1,250
Mon, Wed, Thu, 6/06-8/08  6:00-9:00 p.m.
(no class 7/4, 7/06 & 7/07)
Cranford
Do YOU want to…

…get your TASC/GED?
…brush up on basic skills?
…become a US Citizen?
…take ESL classes to learn English?
…prepare for a NEW career?

Classes at the Center for Economic & Workforce Development Can Help You Reach Your Goals!

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

Union County College is a GED Test Center!

GED Testing Center Site:
Union County College Elizabeth Campus
Lessner Building, 40 West Jersey Street, Elizabeth, NJ 07202

For information please call (908) 659-5154 or email us at CEWD-GEDTest@ucc.edu or contact Joan Rodney at (908) 965-6006

Coming Soon—Check Our Website for Details!

EARN THE MUST-HAVE CREDENTIAL FOR FACILITY PROFESSIONALS

Enroll in FMP® Courses at Union County College!

IFMA’s Facility Management Professional (FMP) is the must-have credential for facility professionals to enhance and demonstrate knowledge of the core FM topics deemed critical by global employers. It has helped thousands of FM professionals expand their knowledge and build practical skills to advance their careers and impact the efficiency of their facilities.
BUSINESS

Change Management

Stop Dreaming about Being a Leader and Be a Leader (1.5 hrs)
Were you recently assigned to a leadership position and do not know how to lead? Do you want to be a leader but afraid of taking risks? Through this hands-on workshop, attendees will learn the skill sets needed to lead a group of people. You will discover your personal leadership style and understand how to develop it based on the needs of the individuals who report to you and/or the situations that occur at work. Attendees will be equipped with key career advice that is often kept from young professionals which is crucial in becoming an effective leader.

AEBU 515 Sec 136 $25
Wed 7/20 6:30-8:00 p.m.
Cranford

Lean Six Sigma

CERTIFICATE PROGRAM

Lean Six Sigma
Program Chairperson: Ed May
(973) 761-1774; Email: may@ucc.edu
www.mayplewoodconsulting.com

Ed May is an ASQ Certified Six Sigma Black Belt
Lean Six Sigma is the key to your success in today’s competitive world. Six Sigma Green Belts and Black Belts work on process improvement teams using the DMAIC approach: DEFINE, MEASURE, ANALYZE, IMPROVE, CONTROL. Union County College’s Six Sigma courses give you the knowledge, skills and experience needed to use Lean Six Sigma methods and tools, and will help you advance towards Six Sigma Certification. These courses are based on the American Society for Quality Six Sigma Bodies of Knowledge, and are taught by an ASQ Certified Six Sigma Black Belt.

The Six Sigma Certificate Program starts with the Introduction to Lean Six Sigma, which is followed by the Green Belt and Black Belt Courses. Graduates of the Green Belt and Black Belt courses receive a Union County College Certificate for each course successfully completed. Students may be eligible to sit for the ASQ CSSGB and CSSGB Exams (see www.asq.org for information on applying to ASQ for Certification).

Note: You may take any of the three Six Sigma courses on a stand-alone basis, or move progressively through the certificate program. Not all courses are offered every semester.

Courses:
• AEBU 013—Introduction to Lean Six Sigma (6 hrs)
• AEBU 017—Six Sigma Green Belt (60 hrs)
• AEBU 028—Six Sigma Bridge to Black Belt (36 hrs)

Introduction to Lean Six Sigma (6 hrs)
Lean Six Sigma is helping local organizations improve processes, increase customer satisfaction, and improve the bottom line. In this course, you will learn about the American Society for Quality Green Belt, Black Belt, Master Black Belt and Lean Bodies of Knowledge. You will be taught many of the basic tools using the DMAIC (Define–Measure–Analyze–Improve–Control) methodology, along with Lean Thinking. You will see examples of successful Lean Six Sigma Projects. You leave the mini-course with a White Belt Level Body of Knowledge.

AEBU 013 Sec 296 $75
Mon, Thu 6/13-6/16 6:00-9:00 p.m.
Elizabeth

Six Sigma Green Belt (60 hrs)
Six Sigma Quality is key to success in today’s competitive world. Green Belt employees spend part of their time on process improvement teams. These teams use the DMAIC approach: DEFINE, MEASURE, ANALYZE, IMPROVE, CONTROL. This course gives you the knowledge, skills and experience needed to belong to— or lead—a Lean Six Sigma Process Improvement Team, as a Green Belt. This course references the American Society for Quality Six Sigma Green Belt Body of Knowledge, and is taught by an ASQ Certified Six Sigma Black Belt. The course incorporates a team project employing basic Lean Six Sigma tools and statistical techniques. Graduates receive a Union County College Certificate, Six Sigma Project Affidavit, and may be eligible to sit for the ASQ CSSGB Exam (www.asq.org). Course AEBU 016 196 “Introduction to Six Sigma” and AEBU 014 Sec 196 “Introduction to Lean Thinking” are suggested prerequisites. Note: The price for the Six Sigma Green Belt Course does not include the primer, which may be purchased separately. (www.qualitycouncil.com)

AEBU 017 Sec 296 $800
Mon, Thu 6/20-8/29 6:00-9:00 p.m.
(no class 7/04)
Elizabeth
**Six Sigma Bridge to Black Belt (36 hrs)**

This 36-hour course bridges the “gap” between the American Society for Quality Six Sigma Green Belt Body of Knowledge and the American Society for Quality Black Belt Body of Knowledge (www.asq.org). This course is for students who already understand the American Society for Quality Six Sigma Green Belt Body of Knowledge. Six Sigma Green Belt knowledge is a pre-requisite. This course will help students develop a broader and deeper understanding of Six Sigma. This course takes students to the Black Belt level. This course covers all of the ASQ Six Sigma content in the Black Belt Body of Knowledge that is not in the Green Belt Body of Knowledge. Upon completion of this course, students will receive a UCC CE Certificate. The price for the Six Sigma Black Belt Course does not include the Six Sigma Black Belt Primer which may be purchased separately at www.qualitycouncil.com.

Note: This not a project course. Students seeking a Six Sigma Project Affidavit should take the Six Sigma Green Belt course.

AEBU 028
*Will be offered Fall 2016*

**COMMUNICATION SKILLS FOR EMPLOYEES AND MANAGERS**

**Business and Professional Writing (16 hrs)**

Written communication skills are essential for success in any profession whether you email, text, blog, or write reports, letters or articles/papers. Knowing your audience and organizing and presenting your information is a skill that requires practice. This course will cover proper word usage, punctuation, subject-verb agreement, eliminating unnecessary words, sentence and paragraph structure, word placement and readability. You will engage with hands-on writing exercises and grammatical exercises in an interactive, non-judgmental environment. Students with a wide range of abilities, backgrounds and education levels attend this class.

AEBU 054 Sec 126
*Will be offered Fall 2016*

**No Nerves Public Speaking (10 hrs)**

Public speaking is a big fear for many people. However, through learned techniques and practice, you can learn to speak in front of an audience with confidence and poise. This class is great for anyone who has ever been asked to make a presentation, give a speech, accept an award or even deliver a eulogy. Topics covered include techniques to overcome fears of public speaking, voice control pacing, speech development, practicing methods, eye contact, presentation skills, how to respond to questions, and more. This course will also teach you about the importance of breathing, articulating, outlining and organizing, utilizing visual aids, and engaging the audience.

AEBU 0047
*Will be offered Fall 2016*

**HUMAN RESOURCES**

**CERTIFICATE PROGRAM**

**Human Resource Management**

**American Management Association University Partner**

**Program Chairperson: Fatimha Banks**

Email: fatimha@icloud.com

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

**Required Courses: (80 hrs)**

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

Courses may be taken in any order.

**Fundamentals of Human Resources (16 hrs)**

In this course, you will develop your skills in key functional areas in Human Resource Management: Employment, Legislation, Compensation, Benefits, Performance Management, Employee Relations, Training and Development, and Human Resources Management Systems. Learn to recruit, select, interview, and hire more qualified employees in full compliance with federal and state laws. You will learn to perform job analysis and prepare job descriptions that lay the groundwork for developing performance appraisal forms. The skills you hone in this class will improve your ability to develop a cost-effective, competitive compensation and benefits program that will substantially reduce employee turnover. Book included.

AEBU 045 Sec 146
*Will be offered Fall 2016*

**Performance Management (16 hrs)**

If you are an effective manager of a performance management system, it is essential that you encourage employees to perform at their best and align their contributions to the goals, values, and initiatives of your organization. This course will present you with a clear model to follow to plan, monitor, analyze and maintain a satisfying process of performance improvement. You will learn how to identify and remedy performance gaps; document performance; and implement specified, measurable, accountable and realistic guidelines. Book included.

AEBU 265 Sec 148
*Will be offered Fall 2016*

**Succession Planning: Developing Leaders from Within (16 hrs)**

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

AEBU 046
*Will be offered Fall 2016*
The ability to communicate clearly is the critical core competency for successful managers at all levels and in all industries. Whether written, or spoken, in person or via e-mail, effective communication is essential. You will learn to choose the most appropriate mode for communicating your message. You will also learn to ask the right type of question to elicit information, encourage a response, or create a relationship. This solid overview of all facets of business communication offers numerous opportunities to practice and apply your communication skills. Book included.

AEBU 264
Will be offered Fall 2016

Leadership Skills for Managers (16 hrs)
Leadership success depends on developing and using the skills that move organizations and people forward. This course will help you develop leadership skills and teach you how to manage change and diversity to create a productive group. You’ll learn how to provide direction, lead by example, build teams, focus on continuous improvement, and develop the essential attitudes and skills of a successful leader. Book included.

AEBU 021
Will be offered Fall 2016

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

AEBU 264
Will be offered Fall 2016

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.
How to Manage Conflict in the Organization (16 hrs)
This course will equip you with the strategies, tactics and insights you need to gain control of challenging conflict situations. Discover how to spot potential interpersonal conflicts and defuse them before they flare up. Understand how, when, where and why to apply the five key conflict-resolution approaches (avoiding, accommodating, compromising, forcing, and collaborating). Book included.

AEBU 022 Sec 136 $299
Wed 6/08-8/03 6:00-8:00 p.m.
(no class 7/06)
Cranford

A Manager’s Guide to Human Behavior (16 hrs)
In this course you will learn how to interact successfully with others, motivate your employees and co-workers to excel, communicate in sensitive, non-threatening ways, and conduct performance reviews that help you identify problem areas, resolve conflicts, promote improvement and manage change in a positive, productive way. Book included.

AEBU 023 Sec 138 $299
Wed 6/08-8/03 8:10-10:10 p.m.
(no class 7/06)
Cranford

Social Media Marketing for Business (3 hrs)
Social media applications like Facebook, Twitter and YouTube can help you get your business message out to the masses. In this course, we will look at six social media solutions: Facebook, Twitter, YouTube, blogging, Flickr and LinkedIn. We will explore examples where individuals, non-profits and businesses successfully used these tools to make new connections with fans and customers. We will also develop a plan for your business to incorporate targeted social media solutions and how to measure the impact these tools will make over time.

AEEN 041 Sec 147 $55
Thu 7/14 7:00-10:00 p.m.
Cranford

MOBILE MARKETING

Mobile Marketing: Online Certificate through UGotClass

Through this online certificate program, you will learn how mobile marketing can increase your capabilities to retain current customers and gain new ones. Find out about location-based marketing, mobile payments, QR codes, applications, and mobile coupons.

You will also get step-by-step instructions on how non-technical users can build, deploy and market smartphone applications across Android, iPhone and Blackberry platforms. Finally, acquire the knowledge needed to implement a mobile marketing plan for your organization. Find out about proximity marketing, mobile marketing metrics, and developing a mobile marketing campaign.

To receive a certificate you must take all three classes. These classes are offered online through a partnership between Union County College and UGotClass, a division of The Learning Resource Network (LERN). Each class is available online for one month. You must register on or before the sign-up date for each class.

Required courses:
- Introduction to Mobile Marketing ($195)
- Creating Cell Phone Apps for Your Business (non-technical course), ($245)
- Advanced Mobile Marketing ($245)

Sign up for all three classes at once and receive the discounted price of $595 for all three, a savings of $90!

AEBU 243 Sec 096
7/05-7/29 Online

Advanced Mobile Marketing
Acquire the knowledge needed to implement a mobile marketing plan for your organization. Learn about proximity marketing, mobile marketing metrics, and developing a mobile marketing campaign. Discover how to promote your app on the web, build a landing page for your app, and track your application usage. You will leave this course with the knowledge to implement a mobile marketing plan for your organization and monitor its success. You can register until 8/01. One-month course.

AEBU 244 Sec 096 $245
8/01-8/26 Online

908-709-7600 • WWW.UCC.EDU/NONCREDIT • TO REGISTER, SEE CENTER PAGE C-4
PROJECT MANAGEMENT

CERTIFICATE PROGRAM

Project Management
Program Chair: Darin Wright
Email: dwright@heuristiclearning.com

An effective project manager meets deadlines, stays within budget, coordinates diverse groups of people and tasks, solves problems and achieves results. This Project Management certificate program teaches you the tools you need to successfully manage any type of project regardless of scope or industry—from single marketing/advertising campaigns to multiple information technology projects. You will manage more efficiently and effectively. All instructors are working professionals and experts with experience applying project management principles to real projects.

Note: Not all courses are offered every term.

Prerequisites: (36 hrs)
- AEBU 170—Introduction to Project Management (18 hrs)
- AEBU 171—Project Integration and Scope Management (18 hrs)

Required Courses: (78 hrs)
- AEBU 172—Project Leadership and Communication Management (18 hrs)
- AEBU 173—Project Time and Cost Management (18 hrs)
- AEBU 174—Project Risk and Procurement Management (18 hrs)
- AEBU 175—Project Quality and Stakeholder Management (18 hrs)
- AECO A34—Microsoft Project 2013 (6 hrs)

Book included in course fee.

Introduction to Successful Project Management (18 hrs)
Gain a solid understanding of project management methods that work well with simple, short projects, or longer, more complex ones. This introductory course provides an overview of the essential topics of project management on the types of projects encountered in many businesses. Built around the best practices currently used in today’s business environment, this class teaches the key elements of the project lifecycle, and fundamental topics, techniques and tools necessary to manage each lifecycle stage.

AEBU 170
Will be offered Fall 2016

Project Integration and Scope Management (18 hrs)
This course will enable you to effectively manage the scope and requirements of a project. As part of the Triple Constraints, Scope is often the most challenging part of the constraints to manage. In this class you will participate in group exercises that will enable you to learn the skills needed to properly manage the Scope of a project. Prerequisites: Introduction to Successful Project Management should be taken prior to this class.

AEBU 171
Will be offered Fall 2016

Project Leadership and Communications Management (18 hrs)
This course covers three key components related to the human resource aspect of project management: Leadership, Staffing and Communication.

Leadership: Learn project leadership principles that cultivate a project spirit and vision to inspire the project team.

Staffing: Learn about acquiring the proper human resources and the process required to make the most effective use of those people. You will gain an understanding of the following major processes related to human resource management: Organizational Planning, Staff Acquisition, and Team Development.

Communications: Learn about the processes associated with Project Communications Management that ensure timely and appropriate generation, collection, dissemination, storage, and ultimate disposition of project information. Gain an understanding of the following major processes related to project communications management: Communications Planning, Information Distribution, Performance Reporting, and Administrative Closure.

AEBU 172
Will be offered Fall 2016

Project Time and Cost Management (18 hrs)
This course covers the principals that guide effective project time and cost management. Students will learn the theoretical and practical approaches to completing projects on time and within budget.

Project Time Management: Learn the processes required to ensure timely completion of any project including the major processes: Activity Definition, Activity Sequencing, Activity Duration Estimating, Schedule Development, and Schedule Control. Gain an understanding of process integration and dependency which relates to how processes interact with each other and with processes in the other knowledge areas.

Project Cost Management: This segment of the course covers the processes required to ensure that the project is completed within the approved budget. Students will learn about the following major processes related to cost management: Resource Planning, Cost Estimating, Cost Budgeting, Cost Control. Students will gain an understanding of process integration and dependency which relates to how processes interact with each other and with processes in the other knowledge areas.

AEBU 173
Will be offered Fall 2016

Project Risk and Procurement Management (18 hrs)
This course covers the systematic process of identifying, analyzing, and responding to project risks. You will learn about maximizing the probability and consequences of positive events and minimizing that of adverse events to project objectives. You will gain an understanding of the following major processes in managing project risk: Risk Management Planning, Risk Identification, Quantitative Risk Analysis, Qualitative Risk Analysis, Risk Response Planning, and Risk Monitoring and Control.

AEBU 174 Sec 126 $349
Tue 6/14-7/19 6:00-9:00 p.m.
Cranford

Project Quality and Stakeholder Management (18 hrs)
This course covers processes required to ensure that the project will satisfy the needs for which it was undertaken. This includes “all activities of the overall management function that determine the quality policy, objectives, and responsibilities and implements them by means such as quality planning, quality assurance, quality control, and quality improvement within the quality system.” You will gain an understanding of the following major processes related to project quality management: Quality Planning, Quality Assurance, and Quality Control.

AEBU 175 Sec 126 $349
Tue 7/26-8/30 6:00-9:00 p.m.
Cranford

Register Online!
It’s fast! It’s easy! It’s convenient!
No need to wait in long lines or mail in your registration form. Sign up for classes from any computer anytime, anywhere!

For more details, visit:
www.ucc.edu/noncredit/instantenrollment.aspx
CAREER WORKSHOPS

Tips for Rejoining the Workforce (3 hrs)
Have you left the career force and now want to “get back into the swing of things” with a paycheck? This course will educate you about the next steps to take as you look for a job and consider new opportunities. Learn how to conduct a career assessment and determine what kind of job and lifestyle will work for you and your family. This class will cover how to show confidence about your “time off”, how being a caretaker helps you to be a productive employee, how to get comfortable talking about the “gap” on your resume, and how to dress for success.

AEC 122 Sec 116 $35
Mon 6/20 6:30-9:30 p.m.
Cranford

Using Social Media in Your Job Search (3 hrs)
Social media now plays a critical role in the job search process. Many companies use platforms such as LinkedIn, Facebook, Twitter and others to search for talent. It is essential to develop a strong online presence. If you’re wondering where to start, this is the perfect workshop for you! Learn about how to develop a positive online presence using LinkedIn, Twitter and Facebook to get noticed by potential employers. Discover how to use social media to research potential employers and learn how to join and follow relevant social media groups and forums.

AEEN 046 Sec 146 $35
Thu 7/21 6:00-9:00 p.m.
Cranford

Make Your Resume Work for You (2 hrs)
This class will teach you how to create a clear and concise resume with a balance of marketability and accuracy. You will learn tips for making your resume ‘scannable’ for computerized screening and emailing by employers. And the dos and don’ts of good editing practices, layout, and professional printing strategies will help you put the polish on your final draft. Employment seekers of all backgrounds and educational levels are welcome.

AEC 120 Sec 117 $29
Mon 6/06 7:00-9:00 p.m.
Cranford

Developing Confidence for the Job Interview (2 hrs)
The job interview is your opportunity to market yourself for employment. Preparation for this key step in the road to employment is essential and begins with this class. In it, you will learn to refine your presentation for optimal impact. Included are lessons on the importance of networking, preliminary research, handling “trick” questions, types of questions you need to ask, and negotiating salary.

AEC 111 Sec 160 $29
Mon 6/13 7:00-9:00 p.m.
Cranford

The Industry-Business Institute at UCC Needs Part-Time Instructors!
- MS Office 2010 and 2013 Suite, English and Spanish
- Change Management
- Customer Service Management
- Supervisory Training
- Team Building
- Operations Management
- Problem Solving
- English as a Second Language
- Business Communications
- Technical Writing
- TLD Logistics (experienced in logistics, warehousing, and supply chain management)
- Job Search and Workplace Readiness
- Spanish for the Workplace

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

Surviving the Job Search in the 21st Century (8 hrs)
This four-session workshop is designed for individuals who are currently underemployed or contemplating a career move. Topics include: the job search in the 21st Century—steps involved, the hidden job market, networking, resources and agencies, written communications including resumes and cover letters, types of interviews and how to ace them and navigating salary negotiations.

AEC 115 Sec 147 $129
Thu 7/14-8/04 7:00-9:00 p.m.
Cranford

New
CHILD CARE

CERTIFICATE PROGRAM

The Child Development Associate (CDA)

Program Chairperson: Sherry Elsasser
(908) 709-7600
Email: Elsasser@ucc.edu

If you would like to develop skills as a child care-giver, this certificate program will prepare you to be a true child care professional and can give you the option of working with others in a child care facility or establishing your own business. The Child Development Associate (CDA), a national credentialing program, is a competency-based credential, and New Jersey licensing regulation recognizes the CDA credential as equal to the Group Teacher title. This program is offered in both English and Spanish. This 120-hour certificate program may be used toward the educational requirements for the CDA. Courses may be taken in any order. Part 1 of each course must be taken before Part 2. Four required courses, 120 hours total.

Required Courses (120 hrs):

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

Additional Course:

- AEDU 183–CDA Portfolio Preparation (30 hrs)

Child Care: The Foundations (30 hrs each part)

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

Will be offered Fall 2016

Child Care: Professional Practices (30 hrs each part)

Become more knowledgeable and better qualified as a child-care professional. Learn all about a Quality child care program from scheduling, room arrangement, positive guidance, curriculum, observation and assessment. Learn how to get parents involved and build children’s self-esteem. Field trip procedures and resume writing are also covered.

Will be offered Spring 2017

Child Development Associate CDA 2.0 Professional Portfolio (30 hrs)

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

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

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

AEDU 183 Sec 125  $195
Tue 6/07-8/16  5:00-8:00 p.m.
(no class 7/05)
Cranford

COMMERCIAL DRIVER TRAINING

Smith & Solomon Commercial Driver Training

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

Schedule for All Courses:

Full Time Day
Mon-Thu  7:00 a.m.-5:30 p.m.

Part Time Nights
Mon-Wed  5:00-10:00 p.m.

Part Time Weekends
Sat & Sun  7:00 a.m.-4:30 p.m.

Instruction Materials include:


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

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

CDL A-Tractor Trailer Driving

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

AEDR 011 Sec 01A, Full Time  $3,995
AEDR 011 Sec 01B, Part Time  $3,995
CDL B-Straight Truck Training
Completion of this course and successful completion of the New Jersey Motor Vehicle Commission’s permit and road test will entitle you to drive Straight trucks throughout the United States. In order to cross state lines, you must be 21 years of age.

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

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

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

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

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

Industry-Business Institute
Basic Computer Skills Training
Business owners and managers! Bring our instructors to your workplace to bolster your employee’s basic computer skills and raise your productivity to new levels. We’ll customize any of our course offerings. We’ll fund them through workforce grants from NJDOLWD. Contact us to learn how: (908) 965-2359 or ibi@ucc.edu.

COMPUTER TRAINING

COMPUTER FUNDAMENTALS FOR THE BEGINNER

Keyboarding (12 hrs)
Keyboarding is the one skill needed for all computer training. This course is designed to help you master the keyboard and improve your keyboarding speed while testing your skills with computer-based software.

AECO 010 Sec 170 $139
Mon, Wed 6/06-6/22 9:00-11:00 a.m.
Cranford

Computers for Beginners (10 hrs)
This foundation course exposes you to key terms, system hardware and a variety of software packages. It is intended for those with little or no experience but a desire to get started.

AECO 020 Sec 186 $109
Tue, Thu 6/28-7/12 6:00-8:00 p.m.
Cranford

Microsoft Windows 7 (7 hrs)
See how to navigate this new operating system from Microsoft. Learn how to navigate around the Windows 7 operating system, Customizing Windows 7 desktop, Aero graphical environment, gadget, concepts of file management folders, file types, using the internet, learning common tools and programs, working with external devices USB, configuring account, securing your system, and hard disk management and housekeeping are explored. Prerequisite: Computers for Beginners recommended.

AECO A21 Sec 180 $129
Tue, Thu 8/02-8/04 6:30-10:00 p.m.
Cranford

FINANCIAL SOFTWARE

Computerized Accounting Records
(18 hrs)
AECO 060 Sec 176
For description, see page 3

Introduction to QuickBooks 2013 Accounting
(18 hrs)
AECO 343 Sec 160
For description, see page 3

Intermediate QuickBooks Accounting
(18 hrs)
AECO 345 Sec 160
For description, see page 3

GRAPHIC ARTS

CERTIFICATE PROGRAM

Graphic Arts
Program chair: Sara Bontempo
Email: bontempo@ucc.edu
This program will provide you with a solid, practical overview of the industry and the skills and knowledge required to succeed in this field. Classes provide hands-on experience to learn the leading industry software applications. This program is ideal for those who are interested in design, such as a graphic designer or other communications specialist.

- AEGA 110-Mac OS X (3 hrs)
- AEGA 210-Design Principles (15 hrs)
- AEGA 376-Photoshop (30 hrs)
- AEGA 378-Illustrator (30 hrs)
- AEGA 373-InDesign (30 hrs)
Mac OS X (3 hrs)
In this class, you will learn the Mac OS X interface basics, including how to set up and use the Dock as well as file management for a more efficient production environment. Mac OS X is a must know for anyone entering the world of graphic arts and printing. You will also get acquainted with Union County College’s lab, industry standard terminology and basic hardware and software through hands-on exercises.

AEGA 110 Sec 126 $52
Tue 6/07 6:00-9:00 p.m.
Cranford

Design Principles (15 hrs)
This course will introduce students to the creative world of visual communication and broaden your understanding of graphic design for both print and web media. Learn basic design principles, including typography, color, shape, texture, balance, printer/web processes and limitations, as well as how to quote jobs and interact with clients.

AEGA 210 Sec 196 $225
Tue, Wed 6/14-6/28 6:00-9:00 p.m.
Cranford

Adobe InDesign CC (30 hrs)
Adobe InDesign sets new standards for layout and design, from basic page setup and type formatting to advanced graphic and type effects. Learn the basic concepts of desktop publishing, as well as some rich new features, including enhanced transparency and amazing typographical controls. Prerequisite: Mac OS X.

AEGA 373 Sec 122 $450
Tue 7/05-9/06 2:00-5:00 p.m.
Cranford

Adobe Photoshop CC (30 hrs)
Students will learn the world standard image editing software for print, multimedia and web graphics. Learn the basic tools and techniques of pixel-based graphic creation, compositing, image enhancement and manipulation. Become familiar with Photoshop’s tools, palettes, layers, menu options and keyboard shortcuts. Prerequisite: Mac OS X.

AEGA 376 Sec 126 $450
Tue 7/05-9/06 6:00-9:00 p.m.
Cranford

Adobe Illustrator CC (30 hrs)
You will learn the finer points of the software of choice for illustration and vector graphics creation. This class develops your familiarity with Illustrator’s creative tools and menu options; in it you will create simple and complex paths, objects and creative combinations using both type and images. Prerequisite: Mac OS X. $450

AEGA 378 Sec 136 $450
Wed 7/06-9/07 6:00-9:00 p.m.
Cranford

Getting Started in Google Drive (3 hrs)
Google Drive is a suite of products that lets you create online documents, work on them in real time with other people, and store your documents and your other files—all online, and all for free. This three-hour class will teach you how to get started using Google Drive, how you can collaborate with colleagues or friends, store and access your documents online, and about other features that will help you work more efficiently. Students taking this class must have a basic knowledge of computers and some experience setting up files.

AECO 029 Sec 116 $45
Mon 8/29 6:00-9:00 p.m.
Cranford

Cisco Introduction to CyberSecurity (24 hrs)
Training a cybersecurity workforce is a national priority for many countries, and the demand for cybersecurity professionals has grown three times faster than any other job role in information and communications technology.

There are many opportunities for career growth in this field. As people become increasingly dependent on networks to store their personal, financial, and business data, there’s greater incentive for cybercriminals to steal or manipulate that data. The world needs people who are trained to proactively mitigate and address these threats.

Introduction to Cybersecurity is delivered through the Cisco NetSpace® learning environment in English. Instructor-led course through the same process used for other NetAcad™ courses.

In this course you will learn: The Cybersecurity Industry; Malware and How to Protect Yourself; Overview of Cybersecurity in Finance and Telecommunications; Cisco Security Solutions; Defending Against Global Threats; Strategic and Architectural Cybersecurity Planning; Vulnerabilities and Solutions

AECO 317
Will be offered Fall 2016

INFORMATION TECHNOLOGY

CyberSafe (6 hrs)
CyberSAFE allows organizations to increase their security posture quickly and with minimal investment by ensuring that end-users are equipped with the knowledge necessary to be good stewards of their organizations’ data.

This course is designed for non-technical end-users of computers, mobile devices, networks, and the Internet, enabling employees of any organization to use technology more securely to minimize digital risks.

Students will identify many of the common risks involved in using conventional end-user technology, as well as ways to use it safely, to protect themselves and their organizations from those risks.

This course is designed to prepare students for the Certified CyberSAFE credential. Students can obtain their Certified CyberSAFE certificate by completing the Certified CyberSAFE credential process on the CyberSafe-Cert.com platform after completing this training.

AECO 316
Will be offered Fall 2016

WHERE
Education and Business
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• Prepare your employees for challenges in today’s global economy with customized training programs.
• We’re Business Friendly, Business Focused and Business Minded
Cisco Networking

**Regional Cisco Networking Academy**

Program Chairperson: William Kornecki  
(908) 497-4329; Email: kornecki@ucc.edu

Cisco Certified Networking Associate (CCNA)

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

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

Who should enroll in the Cisco Networking Academy Programs?

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

**Required Courses:** Four courses (280 hrs total)

- **AECO A74-CCNA 1**, Introduction to Networks, 70 hrs, $849
- **AECO B74-CCNA 2**, Routing and Switching Essentials, 70 hrs, $849
- **AECO C74-CCNA 3**, Scaling Networks, 70 hrs, $849
- **AECO D74-CCNA 4**, Connecting Networks, 70 hrs, $849

**AECO A80-CCNA Test Prep for ICND1 640-822 and ICND2 640-816**

Prepare to take the ICND1 100-101 (CCENT Certification & Part 1 of CCNA Certification) which is covered in Semester 1 and Semester 2 of the CCNA R&S course. There will be an intensive hands-on 32-hour workshop at the end of Semester 2. There will also be an intensive hands on 32 hour workshop at the end of Semester 4 to prepare you for the ICND2 201-101 (CCNA Certification) covered in Semester 3 and 4. This is a preparatory course for anyone who knows the material and is preparing to take the ICND 1 and ICND 2.

**Note:** This class is not currently being offered but if you are interested, contact William Kornecki (908) 497-4329, Email: kornecki@ucc.edu. If enough students are interested, special arrangements can be made to offer this course.

- **AECO A80-CCNA Test Prep for ICND1 (40 hrs)**
- **AECO A80-CCNA Test Prep for ICND1 (40 hrs)**
Program Chairperson: William Kornecki
(908) 497-4329; Email: kornecki@ucc.edu

The CCNA Security course provides training for individuals who want to enhance their CCNA-level skill set and help meet the growing demand for network security professionals. Students develop an in-depth, theoretical understanding of network security principles as well as the tools and configurations available. The curriculum provides an introduction to the core security concepts and skills needed for the installation, troubleshooting, and monitoring of network devices to maintain the integrity, confidentiality, and availability of data and devices. CCNA Security is a hands-on, career-oriented e-learning solution with an emphasis on practical experience to help students develop specialized security skills to advance their careers. The curriculum helps prepare students for entry-level security career opportunities Implementing Cisco IOS Network Security (LLNS) certification exam (640-554) leading to the Cisco CCNA Security certification.

Note: This class is not currently being offered but if you are interested, contact William Kornecki (908) 497-4329, Email: kornecki@ucc.edu. If enough students are interested, special arrangements can be made to offer this course.

CCNP • Cisco Certified Networking Professional

The Implementing Cisco IP Routing (ROUTE 642-902) exam will certify that the successful candidate has the knowledge and skills necessary to use advanced IP addressing and routing in implementing scalable and secure Cisco ISR routers connected to LANs and WANs. The exam also covers configuration of secure routing solutions to support branch offices and mobile workers. The SWITCH 642-813 exam will certify that the successful candidate has important knowledge and skills necessary to plan, configure and verify the implementation of complex enterprise switching solutions using Cisco's Campus Enterprise Architecture. The SWITCH exam also covers secure integration of VLANs, VLANs, voice and video into campus networks. The TSHEET 642-832 exam will certify that the successful candidate has important knowledge and skills necessary to (1) plan and perform regular maintenance on complex enterprise routed and switched networks and (2) use technology-based practices and a systematic ITIL-compliant approach to perform network troubleshooting.

Note: These classes are not currently being offered but if you are interested, contact program chairman William Kornecki (908) 497-4329, Email: kornecki@ucc.edu. If enough students are interested, special arrangements can be made to offer these courses.

Required Courses: (294 hrs)
- AECO A78–CCNP1, Advanced Routing (98 hrs)
- AECO B78–CCNP2, Remote Access (98 hrs)
- AECO C78–CCNP3, Multilayer Switching (98 hrs)
MICROSOFT OFFICE SOFTWARE

Microsoft Office Professional 2013 Beginner Level (34 hrs)
This Beginner series includes thirty-four hours of instruction recommended for those who wish to get an intensive introduction to computers and learn the basics of some of the most popular computer applications used today. This series is designed to take someone unfamiliar with computers through the basics of Windows, word processing, spreadsheets, database management and desktop presentations.

Required courses included in Beginner series are:
- Windows 7–AECO A21
- Microsoft Word Beginner–AECO A24
- Microsoft Excel Beginner–AECO A47
- Microsoft Access, Beginner–AECO A22
- Microsoft PowerPoint Beginner–AECO A71

For course descriptions, dates, and times see pages 17–18.

Microsoft Office Professional 2013 Intermediate Level (34 hrs)
The Intermediate series is recommended for those who wish to build on the introductory concepts. Intermediate concepts included are described under individual course descriptions in brochure. Prerequisite: Microsoft Office Professional 2013 Beginner Level.

Required Classes in Intermediate Series are:
- Microsoft Word Intermediate–AECO B24
- Microsoft Excel Intermediate–AECO B47
- Microsoft PowerPoint Intermediate–AECO B71
- Microsoft Access Intermediate–AECO B22

Electives (choose 1 for a total of 6 hours)
- Microsoft Project Part 1–AECO A35
- Microsoft Visio Beginner–AECO A87

For course descriptions, dates, and times see page 17–18.

Microsoft Office Professional 2013 Advanced Level (34 hrs)
The Advanced series is recommended for those who wish to build on the introductory and intermediate concepts and learn the advanced concepts of the Microsoft Office Suite. Prerequisite: Microsoft Office Professional 2013 Beginner and Intermediate Level.

Required Classes in Advanced Series are:
- Microsoft Word Advanced–AECO C24
- Microsoft Excel Advanced–AECO C47
- Microsoft Access Advanced–AECO C22

Electives (choose 2 for a total of 14 hours)
- Microsoft PowerPoint Intermediate–AECO B71
- Microsoft Visio Beginner–AECO A87
- Microsoft Visio Advanced–AECO C87

For course descriptions, see page 17–18.

Prepare for Your Next Job by Getting IT Certified!
Union County College is an official partner of CompTIA and is a Regional Cisco Networking Academy. Get one of these industry IT certifications to help demonstrate you have the right skills to get hired.

See pages 14–16 for more details.

Microsoft Word 2013 (7 hrs)
Become familiar with this popular word processing software package. Please bring a flash drive to save your files.

Beginner. Teaches you the different parts and functions of the Word interface, navigation and selection techniques, editing and formatting text, creating and using tables, page layout, proofing, web features, printing documents, and inserting graphic objects.

Intermediate. Covers working with Tables and Charts, navigation and selection techniques, styles, sections and columns, inserting images and graphic elements, controlling text flow, templates, mail merge, labels and envelopes, using macros. Prerequisite: Word 2013 Beginner.

Advanced. Learn collaborating on documents, reference marks and notes, cross-reference, bookmarks, hyperlinks, footnotes, how to create forms, working with long documents, creating master documents, and securing a document. Prerequisite: Word 2013 Beginner and Intermediate

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

Beginner (7 hrs)
AECO A24 Sec 110 $129
Mon 6/27 8:30 a.m.–4:00 p.m.
Cranford

Intermediate (7 hrs)
AECO B24 Sec 186 $129
Tue, Thu 7/19-7/21 6:30-10:00 p.m.
Cranford

Advanced (7 hrs)
AECO C24 Sec 186 $129
Tue, Thu 8/16-8/18 6:30-10:00 p.m.
Cranford
Microsoft Excel 2013 (7 hrs)
Microsoft Windows XP, 7 or equivalent recommended. Please bring a flash drive to save your files.

Beginner. Teaches you the excel interface and how to navigate through it, entering and editing data, performing calculations creating formulas, inserting functions, modifying a worksheet, formatting worksheets, printing, and how to manage large workbooks.

Intermediate. Covers using multiple worksheets, advanced formatting, apply ranges, using functions to analyze data, using lists and tables, sorting and filtering, creating charts, working with pivot tables and charts, styles and themes, inserting graphics. Prerequisite: Excel 2013 Beginner or equivalent knowledge.

Advanced. Covers automating worksheets macros, conditional formatting, auditing worksheets, analyzing and presenting data, working with multiple workbooks, exporting and importing data, logical and statistical functions, lookups and database tables. Prerequisite: Excel 2013 Beginner and Intermediate or equivalent knowledge.

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Location</th>
<th>Time</th>
<th>Fee</th>
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</thead>
<tbody>
<tr>
<td>AE CO A47 Sec 176</td>
<td>Cranford</td>
<td>Mon, Wed</td>
<td>$129</td>
</tr>
<tr>
<td>Intermediate (7 hrs)</td>
<td>AE CO B47 Sec 110</td>
<td>Mon</td>
<td>$129</td>
</tr>
<tr>
<td>Advanced (7 hrs)</td>
<td>AE CO C47 Sec 110</td>
<td>Mon</td>
<td>$129</td>
</tr>
<tr>
<td>AE CO C47 Sec 176</td>
<td></td>
<td>6/20-6/22</td>
<td>6:30-10:00 p.m.</td>
</tr>
<tr>
<td>AE CO A7 1 Sec 176</td>
<td></td>
<td>7/11</td>
<td>8:30 a.m.-4:00 p.m</td>
</tr>
<tr>
<td>AE CO B7 1 Sec 176</td>
<td></td>
<td>8/15-8/17</td>
<td>6:30-10:00 p.m.</td>
</tr>
<tr>
<td>Microsoft Access 2013 (7 hrs)</td>
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</tbody>
</table>

Covers automating worksheets macros, conditional formatting, auditing worksheets, analyzing and presenting data, working with multiple workbooks, exporting and importing data, logical and statistical functions, lookups and database tables. Prerequisite: Excel 2013 Beginner or equivalent.

Beginner. In this course, explore database concepts and plan and design a simple database. Learn about creating tables, finding, editing and organizing records, setting field properties, creating and using queries, creating forms, and working with reports.

Intermediate. This course builds on the skills taught in Access 2013 Beginner. Learn how to design a relational database, joining tables, organizing data, Lookup fields and sub datasheets, sharing data across applications, mail merge, advance reporting. Prerequisite: Microsoft Access Beginner or equivalent.

Advanced. Covers advanced form design, data validation, create macros, Advanced database management, create crosstab, parameter, and action queries, import, export, and link database objects, password protect and encrypt databases, set Access options and properties. Prerequisite: Microsoft Access Beginner, Intermediate, or equivalent.

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

<table>
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<tr>
<th>Course</th>
<th>Location</th>
<th>Time</th>
<th>Fee</th>
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<tr>
<td>AE CO A35 Sec 186</td>
<td>Cranford</td>
<td>Mon, Wed</td>
<td>$129</td>
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<tr>
<td>Part 2 (7 hrs)</td>
<td>AE CO B35 Sec 186</td>
<td>Mon, Wed</td>
<td>$129</td>
</tr>
<tr>
<td>AE CO A22 Sec 186</td>
<td></td>
<td>8/09-8/11</td>
<td>6:30-10:00 p.m.</td>
</tr>
<tr>
<td>AE CO B22 Sec 186</td>
<td></td>
<td>8/23-8/25</td>
<td>6:30-10:00 p.m.</td>
</tr>
<tr>
<td>AE CO C22 Sec 186</td>
<td></td>
<td>8/30-9/01</td>
<td>6:30-10:00 p.m.</td>
</tr>
<tr>
<td>Microsoft Visio Beginner (6 hrs)</td>
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</tbody>
</table>

Visio is an application that adds power to your data by creating visual, graphical relationships. Learn how to use diagram-specific shapes to represent objects, actions and ideas to create professional looking flowcharts, business process diagrams, network diagrams, organizational charts, timelines and calendars, and floor plans. To save your files, please bring a flash drive.

<table>
<thead>
<tr>
<th>Course</th>
<th>Location</th>
<th>Time</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>AE CO A87 Sec 186</td>
<td>Cranford</td>
<td>Tue, Thu</td>
<td>$125</td>
</tr>
<tr>
<td>AE CO C87 Sec 186</td>
<td></td>
<td>8/30-9/01</td>
<td>7:00-10:00 p.m.</td>
</tr>
<tr>
<td>Microsoft Visio Advanced (6 hrs)</td>
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</table>

Expand the capabilities of Visio you learned in the Beginner course and learn how to work with colors, advanced custom shape design, business diagrams, network diagrams, software and database diagrams, templates, and how to export Visio to other applications. Prerequisite: Microsoft Visio Beginner or equivalent experience.

<table>
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<tr>
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<th>Time</th>
<th>Fee</th>
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</thead>
<tbody>
<tr>
<td>AE CO A87 Sec 186</td>
<td>Cranford</td>
<td>Tue, Thu</td>
<td>$125</td>
</tr>
<tr>
<td>AE CO C87 Sec 186</td>
<td></td>
<td>8/30-9/01</td>
<td>7:00-10:00 p.m.</td>
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</tbody>
</table>
Microsoft Excel 2013: Data Analysis with Pivot Tables (6 hrs)
The need to analyze data and gain actionable insight is greater than ever. You already have experience working with Excel and creating basic PivotTables to summarize data. However, Excel is capable of doing so much more. Being able to harness the power of advanced PivotTable features and create Pivot Charts will help you to gain a competitive edge. You will not only be able to summarize data for analysis but also organize the data in a way that can be meaningfully presented to others, leading to data driven business decisions that have a better chance for success.

AE CO 147 Sec 181 $125
Tue, Thu 7/26-7/28 1:00-4:00 p.m.
Cranford

PROGRAMMING

Python (12 hrs)
Python is an interpreted, object-oriented programming language, popular because of its clear syntax and readability. Through this introductory course, the student will be able to write nontrivial Python programs dealing with a wide variety of subject matter domains. Students are expected to be familiar with standard computer operations (e.g., cut & paste, email attachments, etc.).

AE CO 032
Will be offered Fall 2016

C++ (12 hrs)
C++ is one of the benchmark languages used by programmers. In this course students will learn class construction, operator overloading, virtual functions, and templates. Inheritance, and extendible libraries. Object-oriented concepts will be presented in the context of the C++ language. Students are expected to be familiar with standard computer operations (e.g., cut & paste, email attachments, etc.).

AE CO 033
Will be offered Fall 2016

Java (12 hrs)
This introductory course in the Java programming language will explore Java primitive and non-primitive data types; control flow constructs built-in class libraries; object-oriented programming concepts such as classes, objects, method overloading and encapsulation. Students are expected to be familiar with standard computer operations (e.g., cut & paste, email attachments, etc.).

AE CO 034 Sec 186 $221
Tue, Thu 6/07-6/23 6:00-8:00 p.m.
Cranford

JavaScript (12 hrs)
This course introduces students to client-side JavaScript and how the language can be used to turn static HTML pages into dynamic, interactive Web pages. Students will learn the syntax of the JavaScript language and how client-side scripts interact with server-side programs. Students are expected to be familiar with standard computer operations (e.g., cut & paste, email attachments, etc.).

AE CO 035 Sec 176 $221
Mon, Wed 6/27-7/18 6:00-8:00 p.m.
(no class 7/04)
Cranford

Ruby (12 hrs)
Ruby is a powerful, flexible programming language to use in Web/Internet development, to process text, to create games, and as part of the popular Ruby on Rails Web framework. Upon completion of this class, students will be able to create artifacts relevant to their programming interests. Students are expected to be familiar with standard computer operations (e.g., cut & paste, email attachments, etc.).

AE CO 036 Sec 176 $221
Mon, Wed 7/20-8/08 6:00-8:00 p.m.
Cranford

Register Online!
It’s fast!
It’s easy!
It’s convenient!

No need to wait in long lines or mail in your registration form. Sign up for classes from any computer anytime, anywhere!

For more details, visit:
www.ucc.edu/noncredit/instantenrollment.aspx
Cisco Certified Networking Associate (CCNA) Program

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

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

See pages 15–16 in the brochure for more details on this program.

Social Media and Special Interest Classes

Social Media 101: Learn How to Use Popular Social Media Tools! (6 hrs)

Individuals are redefining their lives as a result of social media, and it's not just about Facebook anymore. There are a number of social media tools available, and this class will teach you about and how to use Facebook, Twitter, Pinterest, LinkedIn, Instagram, Diigo, Google+, and Hangouts, Ustream, Picasa, and Thing Link.

AECO 536 Sec 096 $139
Thu 7/14 7:00-10:00 p.m.
Cranford

Managing and Developing Social Media Tools (8 hrs)

Social media is an important element of our social and business fabric. Learn how to manage social media tools for schools, business, and personal use. Learn to develop simple social media tools using third party vendors. Students should have basic computing skills including the ability to save files and move folders.

AEEN 041 Sec 147 $55
Thu 7/14 7:00-10:00 p.m.
Cranford

Social Media Marketing for Business (3 hrs)

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

Social Media Certificate (11 hrs)

This certificate enables participants to leverage social media for use in public and private endeavors. Students will focus on the use of Facebook, Twitter, LinkedIn, Vine, Instagram, Flickr, and Google.

Required Courses
- AECO 536–Managing and Developing Social Media Tools (8 hrs)
- AEEN 041 Social Media Marketing for Business (3 hrs)

Register Online!

No need to wait in long lines or mail in your registration form. Sign up for classes from any computer anytime, anywhere!

For more details, visit:
www.ucc.edu/noncredit/instantenrollment.aspx

eBay: How to Sell On-Line (4 hrs)

Learn how easy it is to start offering your treasures for auction on eBay. This class will show you how to set up your personal account, post creative offerings; set auction length; to take and post digital images of your treasures; set starting bids and reserve amounts; determine and handle shipping and more. Warning! eBay has been found to be addictive, fun and profitable!

AECO 713 Sec 140
Thu 7/14 9:00 a.m.–1:00 p.m.
Cranford

$49

AECO 713 Sec 116
Mon 8/29 6:00-10:00 p.m.
Cranford

$49

Program Chairperson: Beth Ritter-Guth
(908) 497-4363
Email: beth.ritter-guth@ucc.edu
DATA SCIENCE PROFESSIONAL

CERTIFICATE PROGRAM

Data Science Professional (DSP²) (formerly SQL)

Program Chairperson: Darin Wright
Email: dwright@heuristiclearning.com

The variety, velocity and volume of data being produced by every computer, mobile device, camera, sensor, wearable technologies and every other digital device is presenting unforeseen challenges to enterprises that grapple with developing practical approaches to extract the value from this phenomenon known as “Big Data.” This new Data Science Professional Program, DSP², is designed to prepare participants to become leaders in this rapidly growing profession. DSP² is comprised of mini-certificate programs in the following disciplines: database technologies, SQL, data analytics and visualization, and Big Data technologies. Enroll in this program to learn how to access, analyze, validate and visualize data to provide valuable insights to improve the way we live and work.

Note: Not all classes offered every term.

Required Courses: (36 hrs)
• AECO 046-Data, Data Models, Database Modeling (18 hrs)
• AECO 047-DATABASE TECHNOLOGIES I (18 hrs)

Additional Required Courses to Obtain Program Certificate
Structured Query Language (SQL) Courses
• AECO 048-Level I–Data Manipulation Language (15 hrs)
• AECO 049-Level II–Data Manipulation Language (15 hrs)
• AECO 050-Level III–Data Manipulation Language (15 hrs)
• AECO 051-Level IV–Data Definition Language (15 hrs)
• AECO 052-Level V–Data Control Language (15 hrs)
• AECO 053-Level VI–Developing Stored Procedures (15 hrs)

Database Technologies Courses
• AECO 054-DATABASE TECHNOLOGIES II (18 hrs)
• AECO 055-DATABASE TECHNOLOGIES III (18 hrs)
• AECO 056-DATABASE TECHNOLOGIES IV (36 hrs)

Data Analytics
• AECO 057-Data Analytics
• AECO 058-Data and Programming Modeling
• AECO 059-Data Analysis Technologies
• AECO 062-Data Visualization Technologies
• AECO 063-Big Data Technologies

Data, Data Models, Database Modeling (18 hrs)

This course provides insight to understanding exactly what data it is, categories of data, data concepts, data types, data formats, and data relationships. Participants will learn data modeling techniques to graphically represent data and relationships; database design phases; and different database structures.

This is a prerequisite course for the Data Science Professional Program and all the mini-certificate programs.

AECO 046 Sec 136 $349
Wed 6/15-7/20 6:00-9:00 p.m.
Cranford

Database Technologies I (18 hrs)

Participants will apply what they learned in the Data Structure, Models and Management course as they begin designing and developing multi-table databases using Microsoft Access and Oracle’s MySQL.

This is a prerequisite course for the Data Science Professional Program and all the mini-certificate programs.

AECO 047 Sec 136 $349
Wed 7/27-8/31 6:00-9:00 p.m.
Cranford

New

Don’t Miss Out!

Classes fill quickly, so Register Early for upcoming courses!
CONSTRUCTION AND FIRE CODE

UNIFORM CONSTRUCTION CODE

These courses are open to anyone with an interest in construction and mandatory for those desiring licensure. Regulations of the New Jersey Uniform Construction Code require that candidates for licensure complete specified educational courses. The Continuing Education Department at Union County College has been approved by the New Jersey Department of Community Affairs (DCA) to offer these courses, which are conducted in accordance with N.I.A.C. 5:23-5.20. It is required that you take the courses in the appropriate sequence (RCS, ICS, HHS). Students with questions about licensing requirements and procedures should call the DCA at (609) 984-7834. The State of N.J. offers partial reimbursement of tuition to qualified students. The college will provide directions on the partial reimbursement in these classes.

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 text books may be required dependent 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. Allow 4-6 weeks for delivery.

As of Fall 2014, the Uniform Construction Code courses are offered on a regional basis at community colleges in New Jersey. For information regarding available courses, please visit: www.nj.gov/dca/divisions/codes/forms/pdf_licensing/ucc_c_grid.pdf

Please check with individual colleges to confirm the status of a course: www.state.nj.us/dca/divisions/codes/forms/pdf_licensing/cc_contact.pdf.

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

AEIC 561 Sec 186 $480
Tue, Thu 6/14-8/02 6:30-9:30 p.m.
Cranford

Subcode Official (45 hrs)
Prepare to work as a Subcode Official. Learn the duties of the Subcode Official as they pertain to administration and legal aspects of the code enforcement. Learn about Subcode Official duties including reviewing construction documents and building plans for sub-code compliance. Prerequisite: Students must already have a technical license (i.e., R.C.S., I.C.S., H.H.S.)

AEIC 562 Will be offered Fall 2016

Plumbing Inspector I.C.S. (120 hrs)
This course teaches you the following: system design, plan review of residential and small commercial buildings (Class I and III structures) as well as inspection methods and procedures for same; review of public health requirements, review of National Standard Plumbing Code, ICC International Mechanical Code, ICC International Fuel Gas Code, ICC International Energy Code, ICC/ANSI A117.1 edition for Barrier Free, portions of the NJ Rehabilitation Sub-Code and the mechanical portions of the ICC International Residential Code. Additional textbooks may be required and can be purchased at www.iccsafe.org

AEIC 131 Will be offered Fall 2016

Electrical Inspector I.C.S. (60 hrs)
This covers, but is not limited to: Systems Design and Plan Review and Field Inspection. Topics included are: electrical service sizing and design, branch circuit and feeder design, requirements for special fixtures, methods and devices. Text book required: 2014 NFPA 70 National Electrical Code (NEC).

AEIC 211 Sec 186 $520
Tue, Thu 6/07-8/11 6:00-9:00 p.m.
Cranford

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

AEIC 301 Will be offered Fall 2016

FIRE CODE

Fire Inspector-N.J. Uniform Fire Code (90 hrs)
Your satisfactory completion of this 90-hour N.J. Division of Fire Safety course will enable you to perform fire inspections. sit for the State Fire Inspector’s exam.

Subject areas will include fire prevention methods, fire systems, means of egress, safe storage, etc. Newly added course material will correlate the Fire Code with pertinent fire safety sections of the N.J. Construction Code.

You will meet the standards required by the State to become a certified Fire Inspector when you pass this course and the State test. The N.J. Uniform Fire Code book is required for this class. To obtain a Code book contact: Department of Community Affairs, Division of Fire Safety Publications Unit, Attn: Marylain Kemp, P.O. Box 809, Trenton, NJ 08625, 609-633-7129

Additional required text books will be announced at the first class meeting.

AEIC 190 Will be offered Fall 2016

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

AEIC 301 Will be offered Fall 2016

FIRE CODE

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Your satisfactory completion of this 90-hour N.J. Division of Fire Safety course will enable you to perform fire inspections. sit for the State Fire Inspector’s exam.

Subject areas will include fire prevention methods, fire systems, means of egress, safe storage, etc. Newly added course material will correlate the Fire Code with pertinent fire safety sections of the N.J. Construction Code.

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Additional required text books will be announced at the first class meeting.

AEIC 190 Will be offered Fall 2016

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It’s easy!
It’s convenient!
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For more details, visit:
www.ucc.edu/noncredit/instantenrollment.aspx
**FLORAL DESIGN**

**CERTIFICATE PROGRAM**

**Floral Design**

Program Chairperson: Lisa Mohn  
Email: flowerchickie2@yahoo.com  
If you would like to develop skills as a floral designer, this multi-course certificate program will prepare you for possible employment in the floral design industry. Successful completion of this certificate program can give you the option of working with others in the floral industry or establishing your own business. Introduction to Floral Design must be completed before enrolling in other Floral Design courses. A tool list will be provided the first day of class. Total cost is approximately $40. Cost of class includes fresh flowers and greens.  
Note: Not all courses offered every term.

Required Courses: (94 hrs)
- AEFD A10–Introduction to Floral Design (14 hrs)
- AEFD B10–Intermediate Floral Design (14 hrs)
- AEFD C10–Advanced Floral Design (14 hrs)
- AEFD 024–Gift Baskets, Silk Arrangements and Plant Care (12 hrs)
- AEFD 025–Wedding Designs (14 hrs)
- AEFD 030–Sympathy Arrangements (14 hrs)
- AEFD 028–Flower Shop Operation (12 hrs)

This program is offered only during Fall and Spring Semesters.

**INTERIOR DESIGN**

**CERTIFICATE PROGRAM**

**Interior Design**

Program Chairperson: Keith Johns  
Email: johns@ucc.edu  
Everyone wants to live and work in more comfortable, functional, yet beautiful spaces. The demand for interior design services has grown rapidly over the past decade. This certificate program is designed to equip you with the basic knowledge of Interior Design. You will learn how to approach clients’ needs both creatively and analytically. You will study color, lighting, material forces and other elements associated with the design industry. You will also be taught how to express ideas visually in sketches and models, as well as orally and in writing. If you are a creative, detail oriented, self-disciplined individual, then this may be the career for you.  
Note: Not all courses offered every term.

Required Courses: (124 hrs)
- AEIN 160–Introduction to Interior Design and Planning (32 hrs)
- AEIN 080–Introduction to Drafting (32 hrs)
- AEIN 061–Color and Lighting (20 hrs)
- AEIN 062–Sketching, Perspective and Rendering (20 hrs)
- AEIN 063–Materials: Fabric, Wallcovering, Flooring, Window Treatment, Accessories (20 hrs)

Courses may be taken in any order.

**Online Ed2Go**

*Online learning, anytime, anywhere!*

Choose from hundreds of affordable online classes taught by expert instructors. All classes start monthly and last for six sessions, and you can select days and times that are convenient for you. At the end of each class you can download proof of class completion. For a complete list of online classes and certificates, visit [www.ucc.edu/noncredit/Onlcou.aspx](http://www.ucc.edu/noncredit/Onlcou.aspx)

**Sketching, Perspective and Rendering**  
(20 hrs)

Students will learn how to communicate their ideas through basic quick sketches, free hand perspective drawing, grid method one point perspective and rendering using different media and techniques.

AEIN 062 Sec 226  
$199  
Tue 6/21-8/30 6:00-8:00 p.m.  
(no class 7/05)  
Elizabeth

**Materials: Fabric, Wallcovering, Flooring, Window Treatment, Accessories**  
(20 hrs)

Learn the different characteristics of the various textiles, wall coverings, floor materials and their application in interior spaces. Many types of window treatments and their proper application will also be discussed.

AEIN 063 Sec 228  
$199  
Tue 6/21-8/30 8:10-10:10 p.m.  
(no class 7/05)  
Elizabeth

*Don’t Miss Out!*

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

**NPTNJ ALTERNATE ROUTE TEACHER PREPARATION**

**Introduction to the Teaching Profession—24-hour Program**

Thinking about teaching for your next career? Applying for a Certificate of Eligibility? Here is your first step: New Pathways to Teaching in New Jersey is pleased to offer the “24-hour Pre-Service Program” required for alternate route candidates who apply for a Certificate of Eligibility (CE). This course is a prerequisite of the NJ Department of Education for all CE applications received after October 30, 2009.

Please note: This program is for teaching grades K-12, not for P-3. A different program is required for the P-3 CE.

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

Course content will include:
- An Overview of the Teaching Profession
- Classroom Management
- Assessment Tools
- Lesson Plans
- Learning Strategies
- Job Search Strategies for Teachers
- Diversity in the Classroom
- The Implementation of Technology
- Classroom Observations

This is a noncredit course with 20 hours of class work and a 4-hour classroom observation requirement. Upon successful completion, students will receive a certificate as required by the NJ Department of Education, which documents their program completion. The certificate must be included in their CE application packet. Please contact the bookstore at (908) 709-7619 for the books.

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<tr>
<th>Course Code</th>
<th>Section</th>
<th>Days</th>
<th>Dates</th>
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<td>240</td>
<td>Mon, Wed</td>
<td>6/06-7/13</td>
<td>6:00-8:00 p.m.</td>
<td>Cranford</td>
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<tr>
<td>AEDU 141 Sec 186</td>
<td>240</td>
<td>Tue, Thu</td>
<td>7/19-8/18</td>
<td>6:00-8:00 p.m.</td>
<td>Cranford</td>
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**Praxis Examination Review available for Elementary Education**

Please see page 39 for this class, in the test prep section of the brochure.

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**ONLINE TEACHING CERTIFICATION**

**CERTIFICATION COURSE**

Program Chairperson: Beth Ritter-Guth  
Email: beth.ritter-guth@ucc.edu

**Online Teaching Certification Course (15 hrs)**

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

**Program Information**

- **AEDU 142 Sec 096**  
  Online  
  Union County College Staff and Faculty  
  **Free**

- **AEDU 142 Sec 097**  
  Online  
  Non-Union County College Instructors  
  **$225**

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**SUBSTITUTE TEACHER SPECIALIST**

**CERTIFICATE PROGRAM**

**Substitute Teacher Specialist (18 hrs)**

This program is designed to help you understand the process of applying to a school district to obtain a substitute teacher certificate, and more importantly, to help you become a valuable and employable asset to a school district. At the same time, you will learn to help students and experience the many joys of teaching.

You will receive extensive training in the two areas most vital to a substitute teacher’s success: “Gaining the Knowledge and Confidence You Need to be a Star in the Classroom” and “Building Professional Relationships with School Administrators and Educators”. Those who should consider this certificate program include persons with 60 or more college credits or a bachelor’s degree who are non-certified but who are interested in substitute teaching; current substitute teachers; newly certified substitute teachers; and experienced teachers wanting to return to the field. The program requires completion of 18 classroom hours. Contact the Department of Continuing Education at Union County College at (908) 709-7600 or by email NPTNJ@ucc.edu.

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<tr>
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<td>7/18-8/15</td>
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<td>Cranford</td>
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For more details, visit:  
www.ucc.edu/noncredit/instantenrollment.aspx
Follow this path to become a New Jersey Certified Teacher!

Whether you are

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

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

This 11-month program (evening classes only) satisfies the 200 hours of teaching preparation coursework required of Alternate Route candidates by the New Jersey Department of Education. The courses are graduate level, and the program can be taken for credit or non-credit.

How does the program work?
The program is divided into two stages:

Stage 1 (4 credits) incorporates classroom management techniques, lesson planning and on-site classroom observations.

Stage 2 (11 credits) provides other coursework essential for the development of excellent teachers. You must secure a provisional teaching job by Stage 2 to continue in the program.

NPTNJ is a Partnership with New Jersey City University

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

What are the Requirements to Apply?

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

For More Information:
Refer to the student handbook online at www.ucc.edu/noncredit for complete details.

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

These HANDS-ON TECHNICAL PROGRAMS require no previous knowledge of electronics or electricity to enroll. Individuals considering a career change or self-employment, and those who have recently lost their job, may greatly benefit from this type of IN-DEMAND TRAINING. These programs are also a unique option for high-school graduates wanting to enter the workforce instead of pursuing a college degree in a technical major.

CERTIFICATE PROGRAM

Appliance Repair Basics (48 hrs)
Program Chairperson: Mario Santos (908) 403-0313
Email: msantos@ucc.edu

According to the latest statistics from the U.S. Dept. of Labor: “Job opportunities for home appliance repair technicians are expected to be excellent over the 2012–2022 period, with job openings continuing to outnumber jobseekers. Companies report numerous unfilled vacancies and the expected retirement of many older technicians. Employment is relatively steady and workers are rarely laid off because demand for major appliance repair services is fairly constant with a median hourly wage of $17.00+. This course explains the general operation and common failures associated with, gas and electric ranges, gas and electric clothes dryers, washing machines, dish washers, refrigerators, and microwave ovens. You will receive an overview of the general technical concepts, fundamental rules, and practical techniques and procedures needed to diagnose, troubleshoot, and repair typical malfunctions efficiently and safely. You will quickly learn to identify and test these key circuits by working with actual parts, circuits, testing equipment and schematic diagrams. Upon completion of this program, you will have acquired essential knowledge and skills that will help you understand, assemble, calibrate, test, maintain, troubleshoot and repair a wide range of electronic, electrical and electro-mechanical systems.

Required Classes:
• AEET 104-Introduction to Electronics (40 hrs)
• AEET 105-Understanding Testing Equipment & Troubleshooting (32 hrs)
• AEET 106-Troubleshooting Electronic Systems (60 hrs)

Introduction to Electronics (40 hrs)
Upon completion of this course, you will have a practical understanding of the fundamental technical laws, rules, and other concepts that affect the design, construction, installation, maintenance and troubleshooting methodology for virtually all types of electronic machines. You will also understand the general operation, typical applications, routine malfunctions, and testing procedures for the major electronic, electrical, and electro-mechanical components commonly used. You quickly learn to identify these components, on the physical hardware and on paper, by working with actual parts and their respective symbols on schematic diagrams. Basic soldering, circuit assembly, and component installation/removal techniques are also covered.

AEET 104 Sec 296 $600
Mon-Thu 7/05-7/20 6:00-10:00 p.m.
Elizabeth

Understanding Testing Equipment and Troubleshooting (32 hrs)
Upon completion of this course, you will be able to use testing equipment to measure resistance, voltage, current, time, frequency, and other important parameters. Careful attention is given to the proper use of the digital multi-meter and the oscilloscope. Several other instruments are also discussed and employed throughout this course. To further enhance your understanding of the topics discussed, you will spend considerable hands-on time building and “debugging” circuits, and performing typical live measurements on real-life circuits provided for class practice.

AEET 105 Sec 296 $600
Mon-Thu 7/25-8/04 6:00-10:00 p.m.
Elizabeth

Troubleshooting Electronic Systems (60 hrs)
Upon completion of this course, you will have a practical understanding of the operation and the typical techniques and procedures needed to diagnose, troubleshoot, and repair key circuits commonly found in a wide variety of machines. You will acquire a deeper understanding of the topics discussed by examining and building complete systems and by performing typical measurements and troubleshooting routines on DC power supplies and inverters, timing and sensing circuits, logic and microprocessor-based circuits, and other relevant real-life circuits provided for class practice.

AEET 106 Sec 296 $600
Mon-Thu 8/08-8/31 6:00-10:00 p.m.
Elizabeth

Don’t Miss Out!

Classes fill quickly, so
Register Early
for upcoming courses!

PROFESSIONAL DEVELOPMENT • ELECTRONICS AND APPLIANCE REPAIR
EVENT PLANNING

CERTIFICATE PROGRAM

Event Planning
Program Chairperson: Venetta Ellerbe
Email: vellerbe@ucc.edu
This program teaches the essential elements necessary to plan and execute meetings, conferences and other events from conception to completion. You’ll learn registration, how to work with vendors, finding and reserving the best event site, budgeting and arranging food and audio-visual equipment.

Note: Not all courses offered every term.

Prerequisite:
• AEBU 400-Introduction to Event Planning (18 hrs)

Required Courses (78 hrs):
• AEBU 401-Contracts, Budgets and Financial Management (18 hrs)
• AEBU 402-Site Inspection and Selection (12 hrs)
• AEBU 403-Registration Management (12 hrs)
• AEBU 404-Catering, Food and Beverage Planning (12 hrs)
• AEBU 405-Room Set-up and Audio Visual/Technology Needs (12 hrs)
• AEBU 406-Event Marketing (12 hrs)

Introduction to Event Planning (18 hrs)
In this introductory course you will learn the role of an event planner, the tools required for planning an event, the various types of small and large scale events, how to establish a timeline, and the information you’ll need to begin to collect from clients to plan and implement the event.

AEBU 400
Will be offered Fall 2016

Contracts, Budgets and Financial Management (18 hrs)
This course will teach you how to estimate costs, set prices and determine profits, write and customize contracts, and define a budget. You will learn the elements of a contract, not only the contract you have with the client, but the contracts you also will need with the facility, the caterer, audio/visual company, and more. Learn about the financial record keeping, taxes, permits, insurance and software to help with the job.

AEBU 401
Will be offered Fall 2016

Site Inspection and Selection (12 hrs)
You will learn about site inspections, what to look for and how to make decisions about the event site based on the event to be held, knowledge of the event budget, and the goals of the event. You’ll define a general checklist of things to look for and questions to ask of the facility manager when conducting an inspection (a site inspection check list), learn about the requirements for necessary contracts, permits and licenses, and review the various contracts you’ll likely encounter (site contract, banquet event orders, audio visual contracts, hotel contract, etc).

AEBU 402
Will be offered Fall 2016

Registration Management (12 hrs)
All events involve participants, whether they are invited guests or individuals who register to attend the event. Either way, you’ll need to manage attendance numbers to ensure you have the required space and accommodations such as food and seating depending on the event. Finally, your event may require collection of fees and you’ll learn the various ways to manage that as well.

AEBU 403
Will be offered Fall 2016

Catering, Food and Beverage Planning (12 hrs)
In this class, you will become knowledgeable about food and beverage planning which depends on the type of event, event location, and off premise or on premise catering considerations. This course focuses on effective organization for events including menu planning, food preparation, budget considerations, logistics management and contract development.

AEBU 404 Sec 176 $195
Mon, Wed 6/13-6/29 6:00-8:00 p.m.
Cranford

Room Set-up and Audio Visual/Technology Needs (12 hrs)
Room set up is planned with the event objectives in mind. Rooms for a meeting require a different setup than rooms for a party or wedding. Some events require multiple rooms each with a different setup, and some rooms will need to be re-set throughout the day depending on the event. Stages, risers, sit down meal or buffet, special guest tables, and more are all considerations. Events may also require audio visual equipment such as microphones, overhead projectors, sound systems, lighting, and more, and the event planner will need to know how to plan for these needs and cover associated costs.

AEBU 405 Sec 176 $195
Mon, Wed 7/11-7/27 6:00-8:00 p.m.
Cranford

Event Marketing (12 hrs)
Effective marketing can ensure a successful event and is often one of the initial tasks in event planning. Marketing can be in the form of an invitation, an ad in a magazine, targeted mailing or emailing, or even a billboard. Marketing is a powerful tool for any event, small or large, and this class will teach you how to build an effective marketing plan.

AEBU 406 176 $195
Mon, Wed 8/01-8/17 6:00-8:00 p.m.
Cranford

FACILITY MANAGEMENT

Coming Soon—
Check Our Website for Details!

EARN THE MUST-HAVE CREDENTIAL FOR FACILITY PROFESSIONALS

Enroll in FMP® Courses at Union County College!

IFMA’s Facility Management Professional (FMP) is the must-have credential for facility professionals to enhance and demonstrate knowledge of the core FM topics deemed critical by global employers. It has helped thousands of FM professionals expand their knowledge and build practical skills to advance their careers and impact the efficiency of their facilities.

Do You Need ServSafe Certification?
A ServSafe certification class will be offered this fall.
See page 35 for details.

908-709-7600 • WWW.UCC.EDU/NONCREDIT • TO REGISTER, SEE CENTER PAGE C-4

PROFESSIONAL DEVELOPMENT • EVENT PLANNING/FACILITY MANAGEMENT
FIBER OPTICS

Certified Fiber Optics Technician (CFOT) Course (24 hrs)
This introductory fiber optic tech course is for those interested in becoming a Certified Fiber Optic Technician (CFOT). This course introduces the student to industry standards governing FTTD (Fiber to the Desk), FTTH (Fiber to the Home), and Distribution Cabling. Students will learn how to identify fiber types, recognize various connectors used in fiber installation; and install, terminate, splice, and properly test installed fiber cable to existing standards. Course fee includes study materials, exam fees, Text Book, and CD. Note: The CFOT test sanctioned by the FOA (Fiber Optics Association) is given and graded on the final class day.
AECO 310
Will be offered Fall 2016

Certified Fiber Optics Specialist in Testing and Maintenance (CFOS/T) (16 hrs)
This two-day program is designed to offer advanced training to anyone involved with the testing and maintenance of fiber optics networks. This 85% hands-on comprehensive program explains the variety of testing standards, equipment and technological approaches used in fiber network testing and splicing and how to choose among them. Subject matter includes a detailed study of ANSI/TIA/EIA-526-(7)A, OTDR fundamentals and uses, OTDR vs. Insertion Loss Testing, Return Loss Testing, and Attenuation testing using the Power Source and Light Meter.
Prerequisite: Student must have taken and passed the Basic CFO T Exam prior to registering for this course.
AECO 311
Will be offered Fall 2016

Certified Fiber Optic Specialist Outside Plant (CFOS/O) (16 hrs)
This course introduces the student to industry standards governing the installation, testing, and troubleshooting of Outside Plant (OSP) fiber optics cable. Proper Mid-Span Access procedures will be demonstrated during class. Students will learn how to properly identify OSP fiber cabling types, recognize various outside plant closures used in OSP fiber installation, install, prepare, terminate, splice, and properly test and troubleshoot installed OSP fiber cable to existing standards. Course fee includes study materials, textbook, CD, and exams and one-year membership to the FOA. Note: Program prepares the student to take the Fiber Optics Specialist Outside Plant (OSP) Certification Exam (Written and Hands-On) given at the end of class.
Prerequisite: CFOT Course or another Formal Fiber Optics Training Course within preceding six months.
AECO 315
Will be offered Fall 2016

FITNESS CAREERS

CERTIFICATE PROGRAM

Personal Trainer National Certification (36 hrs)
Program Chairperson: Greg Mahadeen
(732) 695-1649
Email: mahadeen@ucc.edu
Start a new career by becoming a certified personal trainer. This class prepares you for the national certification exam. This combination lecture and hands-on program prepares you to work one-on-one with clients. Core topics include: anatomy, exercise physiology, nutrition, muscular strength and endurance, flexibility, cardio respiratory fitness, musculoskeletal injuries, weight control, health screening, motivation, teaching techniques and more. This course is taught over a five-week period for better retention and skill competency. The World Instructor Training Schools (W.I.T.S.) national certification exam is held on the sixth week. Career opportunities exist in fitness centers, gyms, spas, or start your own business. You will also complete a 30-hour post course internship upon successful completion of certification exam. Proof of CPR recommended for certification and may be taken before, during or after the course. (See page 30 for CPR classes offered at the college.)
Call 1-888-330-9487 to purchase textbook.
AEEX 120 Sec 186
$480
Tue, Thu 7/19-8/25 6:30-9:30 p.m.
Cranford

TRAINING CLASSES FOR PERSONAL TRAINERS

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

Nutrition Concepts for Success (6 hrs)
Maximize your success as a personal trainer by helping clients with their nutritional needs. This course is valuable for anyone wanting to learn more about nutrition. Learn how to develop optimal ratios of carbs, fat and protein, how to analyze food labels, and help clients change eating patterns. Explore nutritional needs of athletes and the effect of diet on aging. Co-sponsored with World Instructor Training Schools (W.I.T.S.) and provides 6 CEUs. Please bring calculator to class.
AEEX 122 Sec 186
$135
Mon, Wed 6/27-6/29 6:30-9:30 p.m.
Cranford

Exercise Program Design for Special Populations (6 hrs)
Many fitness professionals are now working with clients living with chronic diseases or conditions but who have clearance from their physician to participate in a non-clinical exercise program. Explore modifications for clients with specific health concerns such as hypertension, heart disease, diabetes, osteoporosis, and more. This six hour lecture/workshop reviews selected common chronic diseases and shows how to design safe and effective exercise programs for these clients. Co-sponsored with World Instructor Training Schools (W.I.T.S.) and provides 6 CEUs.
AEEX 121
Will be offered Fall 2016

Continued on page 29, following the General Information/Registration Form
GENERAL INFORMATION—SUMMER 2016

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

The latest program brochures will be posted.

To register online, visit: www.ucc.edu/noncredit/instantenrollment.aspx.

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
This is the fastest and most convenient way to register. Visit: www.ucc.edu/noncredit/instantenrollment.aspx.

WALK-IN
Visit our Cranford Campus, MacKay Library, 1033 Springfield Avenue, Monday and Tuesday 8:00 a.m.–7:00 p.m.; Wednesday and Thursday 8:00 a.m.–5:15 p.m.; Friday and Saturday closed.

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

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

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

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

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

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

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

SENIOR SCHOLARS PROGRAM
This program is offered in the Fall and Spring and is free for Union County Seniors (60+).

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

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

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

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

NAME CHANGES OR CHANGE OF ADDRESS
Students should contact the office in writing as soon as possible regarding any changes of address or phone number. For NAME CHANGES, students MUST visit the Registrars’ Office.
PARKING
Tuition does not include parking. You will need to purchase a Parking hang tag that permits you to park in designated lots on campus. Handicapped parking is available. Parking tags in Cranford cost $10 per semester regardless of the number of times the course will meet. After a registration receipt has been issued, it MUST be presented with valid vehicle registration at the Public Safety Office in Cranford (room N-31). Tags may be obtained weekdays from 8:30 a.m. to 6:30 p.m. Tags are NOT mailed. You will be ticketed if you do not have a tag visible in your vehicle. If you are taking more than 30 hours of classes in Elizabeth, parking tags can be purchased for $65 per semester. Otherwise, ample public parking is available in the J. Christian Bollwage Parking Garage at Caldwell Place and Elizabethtown Plaza.

INCLEMENT WEATHER/EMERGENCY CLOSING
In case Union County College cancels or delays operations due to weather or other emergencies, the Department of College Relations will inform the following media of the closing:
Radio—1010 WINS (AM) radio or log on to www.1010wins.com
Television—WCBS TV News Channel 2
When an Emergency Closing is declared, an announcement will be displayed prominently on the Union County College homepage: www.ucc.edu
Check www.ucc.edu/noncredit for updates.

CAMPUS LOCATIONS
Cranford Campus
1033 Springfield Ave.
Cranford, NJ 07016-1599
(908) 709-7000
Elizabeth Campus
40 West Jersey St.
Elizabeth NJ 07202-2314
(908) 965-6000

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

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

Union County Workforce Innovation Business Center
Jersey Gardens Mall
651 Kapkowski Road
Elizabeth, NJ 07201
(908) 355-4444

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

Union County Performing Arts Center
1591 Irving Street
Rahway, NJ 07065
(732) 574-1435

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
Dr. Raul M. Sanchez, Equal Employment Opportunity/Affirmative Action Officer, Title IX Coordinator, MacDonald Hall, Room A-107; 908-709-7179; raul.sanchez@ucc.edu
All complaints of discrimination, including those concerning Title IX, Section 504, and the ADA should be directed to Dr. Sanchez.

Student Accommodation Requests
Ms. Karen Cimorelli, Coordinator of Services for Students with Disabilities, Nomahagan Hall, Room N-3; 908-709-7164; karen.cimorelli@ucc.edu
All requests for accommodations from Union County College students, pursuant to Section 504 or the ADA, should be directed to Ms. Cimorelli.

Employee, Guest, and Visitor Accommodation Requests
Mr. Vincent Lotano, Director of Human Resources, Section 504 Administrator and ADA Coordinator, MacDonald Hall, Room A-219; 908-709-7046; vincent.lotano@ucc.edu
All requests for accommodations from Union County College employees, guests, and visitors, pursuant to Section 504 or the ADA, should be directed to Mr. Lotano, the Section 504 Administrator and ADA Coordinator. All matters, other than student accommodation requests and complaints, also may be directed to Mr. Lotano.

For further information please consult Union County College’s Public Annual Notification at www.ucc.edu/about/PublicAnnualNotificationND.aspx

Non-Credit Program Staff
Lisa Hiscano, Ed.D.
Director, Continuing and Professional Education

Shirley Hollie-Davis
Assistant Dean, Center for Economic and Workforce Development

Joanne Kula
Assistant Director, Continuing Education

Annette Castro
Office Manager/Coordinator, Continuing Education

Chavon Blount
Coordinator, Youth and Adult Programs

Nancy Burke
Marketing and Business Development, Industry Business Institute

Lori Fragoso
Allied Health Programs

Denise Petrosky
Training Operations Manager, Industry-Business Institute

Michelle Douglass
Secretary

Tiwanna Ellerbe
Secretary

Nicoleen Jones
Secretary

Madeline Velez
Secretary

Jennifer Camacho
Data Entry Clerk

Contact Information:
Continuing Education Main Number
908-709-7600
Industry-Business Institute
908-965-2358
Center for Economic and Workforce Development
908-659-5169
Classes for Employees of New Jersey Businesses

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

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

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

Summer 2016 Computer Skills Classes
All classes meet 8:30 a.m.–5:00 p.m. (8 hours with break)

<table>
<thead>
<tr>
<th>Class Name</th>
<th>Date</th>
<th>Campus</th>
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<tbody>
<tr>
<td>MS Excel 1</td>
<td>Wed, 7/6</td>
<td>Cranford</td>
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<tr>
<td>MS Excel 2</td>
<td>Wed, 7/20</td>
<td>Cranford</td>
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<tr>
<td>MS Word 1</td>
<td>Thu, 7/14</td>
<td>Elizabeth</td>
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<td>MS Word 1</td>
<td>Thu, 8/11</td>
<td>Elizabeth</td>
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<td>MS Word 2</td>
<td>Thu, 7/28</td>
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<td>Thu, 8/25</td>
<td>Elizabeth</td>
</tr>
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<td>MS PowerPoint 1</td>
<td>Wed, 8/3</td>
<td>Cranford</td>
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<tr>
<td>MS PowerPoint 2</td>
<td>Wed, 8/17</td>
<td>Cranford</td>
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Summer 2016 Soft Skills Classes
All classes meet 8:30 a.m.–12:30 p.m.

Verbal Communication Skills (12 Hours)
This workshop helps participants understand the impact that their communication skills have on other people. Participants will explore how improving these skills can make it easier for them to get along in the workplace, and in life.

Written Communication Skills (12 hours)
This course is designed to assist customer service and other employees to better respond to quality complaints through the written word. Participants will learn how to identify important points in their writing and that of others, how to present a negative decision and related thought processes, and clearly document such information. E-mail “netiquette” will be emphasized through which students learn how to write to internal and external customers in a way that generates the most desired results. The course will be presented with a multicultural understanding in mind.

Customer Service (12 hours)
In this course, participants learn the critical elements of customer service. Topics covered include: recognizing that service delivery is an individual response value, understanding how an individual’s behavior impacts the behavior of others, developing more confidence and skill as a problem-solver, communicating assertively and effectively and making customer service a team approach.

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<thead>
<tr>
<th>Class Name</th>
<th>Date</th>
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<tbody>
<tr>
<td>Customer Service</td>
<td>Thu, 7/07-7/21</td>
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<td>Written Communications</td>
<td>Thu, 8/04-8/18</td>
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Contact us for complete program information
Phone 908-965-2359
Email ibi@ucc.edu
ADULT REGISTRATION FORM

Please print clearly and complete all sections

STUDENT DATA

Last Name
First Name
MI

Street Address (including apartment number)

City/Town
State
Zip
Telephone

□ Home  □ Work  □ Cell

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

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

CAMPUS PARKING

□ I decline campus parking

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

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

License Plate Number
State
Year, Make and Model of Car

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

COURSE SELECTIONS AND FEES

Please enter your course selections

<table>
<thead>
<tr>
<th>Course Code-Number</th>
<th>Section Number</th>
<th>Course Title</th>
<th>Start Date (MM/DD/YY)</th>
<th>Course Fee</th>
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OFFICE USE ONLY

Pay Code
Amount

Date
Cashier

Parking Fee (if applicable)

Total

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

NOTICES

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

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

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

ALLIED HEALTH COURSE WAIVER PROCEDURES
Students may apply for a course waiver to fulfill part of the curriculum program requirements if they have taken a course or have prior work experience which led to certification or licensure. This can be done through submission of documentation and evidence of certification/licensure. Students must submit the following documentation:

1. An email addressed to the Program Chairperson 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. PLEASE DO NOT SEND ANY OF YOUR ORIGINAL DOCUMENTS. Scan and email documents to Program Chairperson.

Spanish for Healthcare Providers (16 hrs)
Proper communication is mandatory to properly assist and assess the patient’s needs. This course will provide the student with the basics of the Spanish language, as well as provide the necessary vocabulary to comprehend and maintain short conversations with patients. Completion of this course will increase work productivity and patient satisfaction. Highly recommended.

AEHL 963 Sec 116
Mon 6/06-8/01 6:30-8:30 p.m.
(no class 7/04)
Cranford

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

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

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

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

AEHL 959 Sec 140
Thu 6/16 9:00 a.m.-4:00 p.m.
and
Thu 6/30 9:00 a.m.-4:00 p.m.
Cranford

Don’t Miss Out!

Classes fill quickly, so
Register Early
for upcoming courses!
CPR CLASSES

CPR, FIRST AID, AND AED CERTIFICATION COURSES

Program Chairperson: Michael Azzarello
Email: info@lifetrainingllc.com

Union County College now offers American Heart Association’s courses for healthcare 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.

Training for Life is a training site of LifeForce USA’s BLS multi-region community training center for the American Heart Association.

Heart Saver CPR/AED Course (American Heart Association) (4 hrs)
This class is designed for non-healthcare providers and is intended for lay-rescuers, teachers, corporate personnel, or anyone else who wants to learn important CPR and use of an AED. Heartsaver® CPR AED is a classroom, video-based, instructor-led course that teaches adult CPR and AED use, as well as how to relieve choking in an adult. This course teaches skills with AHA’s 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.

BLS for Healthcare Providers—Classroom (American Heart Association) (4 hrs)
This program combines discussion, video, and hands-on training for healthcare professionals who need to know how to perform CPR, as well as other lifesaving skills, in a wide variety of in-hospital and out-of-hospital settings.

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

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

EKG TECHNICIAN

CERTIFICATE PROGRAM

EKG Technician Certificate (116 hrs)
Program Chairperson: Lori Fragoso
908-709-7452
Email: lori.fragoso@ucc.edu

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

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

Required courses:
• AEHL 147–EKG Technician (48 hrs.)

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

Recommended Elective:
• AEHL 959–Basic Certifications Package (16 hrs)
Part II: Anatomy and Physiology (32 hrs)
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.

Program requirements: Textbook required for first class; available at College Bookstore.
Prerequisite: AEHL 111-Part I: Anatomy and Physiology
AEHL A11 Sec 276 $355
Mon, Wed 7/25-8/29 6:00-9:00 p.m.
Elizabeth

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

Program requirements: Textbook required for first class; available at College Bookstore. EKG Calipers are recommended; available at College Bookstore. Students must wear scrubs and closed-toe shoes in class.
AEHL 147 Sec 286 $450
Tue, Thu 7/26-9/15 6:00-9:00 p.m.
Elizabeth

Basic Certifications Package (16 hrs)
See page 29 for course description.

EMERGENCY MEDICAL TECHNICIAN

CERTIFICATE PROGRAM

Emergency Medical Technician—Basic (220 hrs)
Program Chairperson: Laurie Sheldon
Email: sheldon@ucc.edu
This program meets the requirements of the National Highway and Transportation Emergency Medical Technician Safety Administration’s Emergency Medical Technician—Basic: National Standard Curriculum.
This course is designed to instruct you to the level of Emergency Medical Technician Basic (EMTB) and to introduce all the necessary skills to provide emergency medical care at a basic life support (BLS) level with an ambulance or other specialized service. Upon successful completion of this program, you will be eligible to take the New Jersey certification exam, which is required to act as an EMT in NJ.
Cost: $1,350 OR NJ Training Fund Certificate of Eligibility (for eligible First Aid Squad volunteers). Prerequisite: Current CPR/certification at the healthcare/professional level by the American Heart Association, American Red Cross, or the National Safety Council.
Required text: Emergency Care, 12th Edition by Limmer. Book is available at the Plainfield Campus Bookstore. This course is held in the Plainfield Annex.
All sections have an additional 2 mandatory Sunday classes offsite as well as 23 offsite clinical hours.
Please note: Students need to have access to a computer for online assignments.

Mandatory Orientation for all classes:
Tue 5/17 6:00-8:00 p.m.
or
Thu 6/23 6:00-8:00 p.m.
Plainfield Rm 111
AEHL 100 Sec 376 $1,350
Mon, Wed 5/31-8/04 8:30 a.m.-5:00 p.m.
Plainfield
AEHL 100 Sec 390 $1,350
Tue, Thu, Fri 5/31-7/07 8:30 a.m.-5:00 p.m.
Plainfield
AEHL 100 Sec 39A $1,350
Mon, Tue, Thu 7/12-8/18 8:30 a.m.-5:00 p.m.
Plainfield

MEDICAL BILLING AND CODING PROFESSIONAL

CERTIFICATE PROGRAM

FEATURED ICD-10

Medical Billing and Coding Professional (230 hrs)
Chairperson: Lori Fragoso
908-709-7452;
Email: lori.fragoso@ucc.edu
Medical Billing and Coding Specialists organize and manage health information data by ensuring its quality, accuracy, accessibility and security in both paper and electronic systems. They utilize coding languages to categorize various diseases and treatments and may also review billing and insurance claim files and recommend them for approval or further investigation, subsequently providing information to ensure accurate insurance reimbursement. This program teaches the required coding languages to become a Medical Billing and Coding Specialist. Students will learn both diagnostic (ICD-10) and procedural coding (CPT-4), in addition to anatomy and physiology, procedural terminology, and medical billing.
This program requires you to have a high school diploma or the equivalent prior to enrolling. Also highly recommended are basic secretarial skills, minimum typing of 35 wpm and basic computer knowledge and basic math skills.
Students are advised to contact the American Health Information Management Association (AHIMA) and/or the American Association of Professional Coders (AAPC) with regard to certification information after completion of this program.
Prerequisite:
• AEHL 135–Anatomy and Medical Terminology for Billers and Coders (50 hrs)
Required Courses:
• AEHL 136–ICD-10-CM and ICD-10-PCS Coding (60 hrs)
• AEHL 137–Understanding Medical Insurance/HIPAA (50 hrs)
• AEHL 138–CPT-4 Coding (40 hrs)
• AEHL 139–Computerized Medical Billing (Medisoft v. 18 Software) (30 hrs)
NOTE: Not all courses are offered every term.
Anatomy and Medical Terminology for
Billers and Coders (50 hrs)

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. Program requirements: Textbooks required for first day of class; available at College Bookstore.

AEHL 135 Sec 286  $625
Tue, Thu  6/14-8/11  6:00-9:00 p.m.
(no class 7/05 & 7/07)
Elizabeth

Understanding Medical Insurance/HIPAA (50 hrs)

This class will introduce the student to the processes of medical insurance billing. Topics will include HIPAA, managed care systems, private insurance, medical costs and reimbursement. The instructor will lead 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 lectures and practical exercises.

Prerequisite: Anatomy and Medical Terminology for Billers and Coders.

Program requirements: Textbook required for first day of class; available at College Bookstore.

AEHL 136 Sec 286  $625
Mon, Wed  6/13-8/10  6:00-9:00 p.m.
(no class 7/04)
Elizabeth

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

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

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

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

AEHL 137 Sec 286  $750
Tue, Thu  7/05-9/22  6:00-9:00 p.m.
(no class 8/30, 9/01, 9/06 & 9/08)
Elizabeth

CPT-4 Coding (40 hrs)

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

Prerequisite: Anatomy and Medical Terminology for Billers and Coders

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

AEHL 138  Will be offered Fall 2016

Computerized Medical Billing
(Medisoft Software) (30 hours)

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

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

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

AECO A61  Will be offered Fall 2016

Part I: Anatomy and Physiology (36 hrs)

See page 30 for course description.

Part II: Anatomy and Physiology (32 hrs)

See page 31 for course description.

EKG Technician (48 hrs)

See page 30 for course description.

Phlebotomy Technician (90 hrs)

See pages 34 for course description.
MEDICAL TRANSCRIPTION

Medical Transcription A to Z
(Online course)

Program Chairperson: Deborah Burns
Email: info@medtranscription.com

Medical transcriptionists listen to voice recordings that physicians and other health professionals provide and convert them into written reports. They interpret medical terminology and abbreviations in preparing patients’ medical histories, discharge summaries, and other documents. The documents they produce become part of a patient’s permanent file. Medical transcriptionists must be familiar with medical terminology, anatomy and physiology, diagnostic procedures, pharmacology, and treatment assessments.

This in-depth on-line training program provides the student with the essential tools to become a medical transcriptionist in the allied health field. This program is open entry/open exit. Students may begin at any time. There is no time limit for completion, however, by completing 10 hours a week with a typing speed of 60 wpm, it is achievable to complete the program in approximately 9 months. Cost of the program includes material, worksheets and CDs. Students are required to separately purchase three medical reference manuals and have access to a computer with word processing software, a CD player or use of a foot pedal. (Refunds are only provided within three working days after the student receives the program.)

AEHL 311 Sec 090 $1,250
Online

PATIENT CARE TECHNICIAN

Patient Care Technician Certificate (317 hrs)

Program Chairperson: Lori Fragoso
908-709-7452; Email: lori.fragoso@ucc.edu

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

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

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

Required Courses:
• Patient Care Technician Part I (30 hrs)
• Patient Care Technician Part II (30 hrs)

At the conclusion of the “Patient Care Technician Certificate Program” the student will have the opportunity to take exams to obtain the following certifications (additional study material is recommended to prepare for any national certification examination):
• National Certified EKG Technician (CET) through NHA
• National Certified PHL Technician (CPT) through NHA
• National Certified Medical Administrative Assistant (CMAA) through NHA
• BLS CPR Certification through the American Heart Association (AHA)
• First Aid Certification through the American Health and Safety Institute (AHSI)
• BloodBorne Pathogens Certification through the American Health and Safety Institute (AHSI)
• National Certified Patient Care Technician (CPCT) through NHA
Pharmacy Technician (120 hrs)

Program Chairperson: Jay Horowitz
Email: horowitzrx@aol.com
The Pharmacy Technician plays a key role in the allied health field. Working under the supervision of a Licensed Pharmacist, Pharmacy Technicians assist in dispensing prescriptions in both retail and private pharmacies. Pharmacy Technicians speak with customers to acquire information, count tablets and measure amounts of medications for prescriptions, package and label prescriptions, and handle insurance issues. To become a Pharmacy Technician, one must possess a high school diploma or equivalent, have a strong mathematical background, and pass a criminal background check. Most states require some sort of formal training. Some states and employers may also require their Pharmacy Technicians to acquire national certification.

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

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

- Pharmacy Technician Certification Board—Additional study material is also recommended to prepare for the PTCB examination. Please contact PTCB at 877-782-2888 or www.ptcb.org for more information.
- NJ Licensing—To be eligible to be registered as Pharmacy Technician in the State of New Jersey, you must register by contacting the New Jersey Office of the Attorney General at 973-504-6450 or www.state.nj.us/org/ca/pharm/form/pharmtech.pdf.

Required Course:
- AEHL 955–Pharmacy Technician (120 hours)

Phlebotomy Technician (120 hrs)

Students will prepare for the PTCB examination in this 120-hour class through instruction in pharmaceutical calculations/mathematics, medical terminology, interpretations of prescriptions, dosage forms and routes of administration. The course has two objectives: to prepare you to work as a Pharmacy Technician and to help you successfully pass the PTCB examination. Books (2) available at the Union County College Bookstore.

AEHL 955 Sec 286 $1,500
Tue, Thu 6/21-12/13 6:30-9:00 p.m.
(no class 7/05, 7/07 & 11/24)
Elizabeth

Pharmacology and Drug Interaction (15 hrs)

Students will be introduced to clinical pharmacology and pharmacological response. The effects of drugs by external factors will be discussed. Students will discuss high risk patients, genetic characteristics, allergies, drug metabolism and dose response relationships. Topics will include routes of drug administration to include oral, intravenous, subcutaneous, inhalation/intranasal, topical and rectal.

Prerequisite: Anatomy and Physiology Parts I and II.

Program Requirements: Textbook required for first day of class; available at College bookstore.

AEHL 133 Sec 276 $250
Mon, Wed 7/11-8/10 6:00-8:00 p.m.
Elizabeth

Program Chairperson: Jay Horowitz
Email: horowitzrx@aol.com

Part I: Anatomy and Physiology (36 hrs)
See page 30 for course description.

Part II: Anatomy and Physiology (32 hrs)
See page 31 for course description.

Basic Certifications Package (16 hrs)
See page 29 for course description.

EKG Technician (48 hrs)
See page 30 for course description.

Medical Office Procedures (20 hrs)
See page 34 for course description.

Phlebotomy Technician (90 hrs)
See page 34 for course description.

Pharmacist, one must possess a high school diploma or equivalent, have a strong mathematical background, and pass a criminal background check. Most states require some sort of formal training. Some states and employers may also require their Pharmacy Technicians to acquire national certification.

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

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

- Pharmacy Technician Certification Board—Additional study material is also recommended to prepare for the PTCB examination. Please contact PTCB at 877-782-2888 or www.ptcb.org for more information.
- NJ Licensing—To be eligible to be registered as Pharmacy Technician in the State of New Jersey, you must register by contacting the New Jersey Office of the Attorney General at 973-504-6450 or www.state.nj.us/org/ca/pharm/form/pharmtech.pdf.

Required Course:
- AEHL 955–Pharmacy Technician (120 hours)
Phlebotomy Technician (90 hrs)
In this course, you will learn to identify the different parts of the integumentary system, proper handling and transportation of blood samples, and proper setup of phlebotomy equipment. In addition, you will learn and practice proper venipuncture techniques. Discussion will include proper usage of the centrifuge system, obtaining blood components and patient complications. As a student, you will be required to perform 30 successful venipunctures and 10 successful capillary sticks prior to program completion. You will be required to sign a personal health insurance and notification statement on the first day of class. Upon completion of this program, you will be eligible to sit for the National HealthCareer Association (NHA) Phlebotomy Technician Certification Examination. Anatomy and Physiology Part I must be taken before the main Phlebotomy class and Part II may be taken before or concurrently.
AEHL 146 Sec 276 $900
Mon, Wed 7/25-11/07 6:00-9:00 p.m.
(no class 9/05)
Elizabeth

Part I: Anatomy and Physiology (36 hrs)
See page 30 for course description.

Part II: Anatomy and Physiology (32 hrs)
See page 31 for course description.

Basic Certifications Package (16 hrs)
See page 29 for course description.

HOSPITALITY
ServSafe Certification Program (10 hrs)
For anyone in the food service industry, this ServSafe Certification program is a good asset, as this will soon become mandated by the Board of Health. It provides training in the following topics: Basic Food and Safety Concepts, Protection Against Foodborne Illness Outbreaks, Reduction in Liability Risks, and Minimization of Insurance Costs. After completion, there is a 90 question exam. A grade of 75% is required to pass and become ServSafe certified. All students must bring their own ServSafe Essentials Book with the answer sheet in the front of the book to class on the very first day. The book may be purchased from www.servsafe.com/home.aspx. All students must show picture identification to be admitted to the class and take the test.
Please note: Students must be able to clearly read, write, and understand English in order to take this course.
AERM 121 Sec 136 $99
Wed 7/20-7/27 6:30-10:30 p.m.
and
Wed 8/03 6:30-8:30 p.m.
Crandon

INTRODUCTION TO BASIC IMPORT REGULATIONS AND OPERATIONS
Introduction to Basic Import Regulations and Operations (15 hrs)
This course provides a broad overview on the Import Operations Process. Topics include: the role of the key players in the import process, certificate of registration for commercial merchandise, customs power of attorney, invoice requirements electronic data interchange (EDI) invoice requirements and preparation, Customs “Reasonable Care” standards and issues, immediate delivery, entry documents overview including entry summary, the Automated Brokerage Interface (ABI); Types of Entries: informal entry, formal entry, warehouse entry, transportation in bond entry, temporary importation entry, foreign trade zone entry; special tariff treaty programs (NAFTA, GSP, CBERA, Israel Free Trade Agreement); drawback claims; protest procedures; record keeping requirements; importers liability; in-house audit programs and pre-audit assessment.
AEBU 230
Will be offered Fall 2016

Customs Broker Examination Preparation (48 hrs)
This intensive 16-week program is designed to prepare students to sit for the “U.S. Customs Broker License Exam” given by the U.S. Customs and Border Protection (CBP). All topics that have been historically included in the U.S. Customs Broker license Exam will be presented and discussed during the course. Special emphasis will be placed on creating a working understanding of the material to prepare individuals for the test, and that will be useful in the day-to-day tasks of a licensed U.S. Customs Broker.
AEBU 231 Sec 136 $799
Wed 6/08-9/28 6:00-9:00 p.m.
(no class 7/06)
Crandon

GLOBAL INTERNATIONAL TRADE
CERTIFICATE PROGRAM
Global International Trade: U.S. Customs Broker Test Preparation
Program Chairperson: Rennie Alston
(908) 313-7605; Email: alston@ucc.edu
This intensive 16-week program is designed to prepare you to sit for the “U.S. Customs Broker License Exam” given by the U.S. Customs and Border Protection (CBP). All of the topics that have been historically included in the U.S. Customs Broker License Exam will be presented and discussed during the course. Special emphasis will be placed on creating a working understanding of the material that will not only prepare you for the test, but will also be useful in the day-to-day tasks of a licensed U.S. Customs Broker.
Note: Not all classes are offered each term.
Prerequisite:
• AEBU 230—Introduction to Basic Import Regulations and Operations (15 hrs)
Required Course:
• AEBU 231—U.S. Customs Broker Test Preparation (48 hrs)
Exam dates are the first Monday in April and October.

Register Online!
It's fast! It's easy! It's convenient!
No need to wait in long lines or mail in your registration form. Sign up for classes from any computer anytime, anywhere!
For more details, visit:
www.ucc.edu/noncredit/instenrollment.aspx
ONLINE LEARNING

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

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

Inquire, investigate and register online at: http://careertraining.ed2go.com/ucc/

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

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

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

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

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

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

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

Online General Interest Courses
- Arts
- Creative Writing
- Languages
- Publishing
- LSAT Preparation
- Teaching and Education
- Technology
- Writing and Publishing

PROJECT MANAGEMENT

PROFESSIONAL (PMP)

New

CERTIFICATION COURSE

PMP Exam Prep (36 Hours)
The Project Management Professional (PMP) Certification is a globally recognized accreditation for project managers. Project Management is the application of knowledge, skills and best practices to execute projects efficiently and effectively. Organizations worldwide view project management as a strategic competency, and project managers are in high demand.

With this PMP Exam Prep course, you can gain the knowledge needed to earn your PMP certification and open the door to new opportunities! This six week course will cover the following topics:

- Week 1: Project Framework and Integration
- Week 2: Scope and Project Quality Management
- Week 3: Time Management
- Week 4: Cost Management
- Week 5: Human Resources, Communications and Stakeholder Management
- Week 6: Risk and Procurement Management

AEBU 176 Sec 196 $540
Tue, Wed 6/07-7/13 6:00-9:00 p.m.
Cranford
REAL ESTATE

PRINCIPLES OF REAL ESTATE

CERTIFICATE PROGRAM

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

AERL 101 Sec 476 $475
Mon, Wed 6/06-8/31 6:30-9:30 p.m.
(no class 7/04)
Scotch Plains campus (in the Police Academy, first floor Lecture Hall)

AERL 101 Sec 190 $475
Mon-Thu 6/06-7/19 9:00 a.m.-12:00 p.m.
(no class 7/04)
Cranford

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

SECURITY

Security Officers Registration Act (SORA) (24 hrs)
As of January 8, 2007, anyone hired by a licensed Security Agent must comply with SORA. Active law enforcement officers working in an off-duty security capacity for a licensed Security Agency must obtain a Security Officer Certification. If your goal is to work in the security field, you should get certified. This course is 24 hours. All students will be subject to a background check. This course requires additional fees not reflected in the tuition: A fee of $75.00 to the State Police, and $70.25 for fingerprinting. This should be done before the class starts. For more information, please visit: www.njsp.org,AEBU 143 Sec 296 $125
Tue-Thur 6/21-6/23 9:00 a.m.-5:30 p.m.
Elizabeth (Kellogg Building)

SIGN LANGUAGE

CERTIFICATE PROGRAM

Sign Language (ASL)
Program Chair: Darlene Sarnouski
Email: Sarno3@aol.com
American Sign Language (ASL) is a visual-spatial language that is used by the deaf community in the United States and English-speaking parts of Canada. It is a linguistically complete, natural language. It is the native language of many deaf men and women, as well as some hearing children born into deaf families. In this certificate program, you will learn skills that are essential for communicating with deaf co-workers, clients and customers, as well as friends and family members who are deaf. (For more advanced courses or to become an interpreter with National Certification, please refer to the Union County College credit brochure.)

Required Courses (60 hrs)
• AELA A01–American Sign Language Part 1 (15 hrs)
• AELA B01–American Sign Language Part 2 (15 hrs)
• AELA C01–American Sign Language Part 3 (15 hrs)
• AELA D01–American Sign Language Part 4 (15 hrs)

This program is offered during the Fall and Spring semesters.

Register Online!
It's fast!
It's easy!
It's convenient!
No need to wait in long lines or mail in your registration form. Sign up for classes from any computer anytime, anywhere!

For more details, visit:
www.ucc.edu/noncredit/instantenrollment.aspx
TRANSPORTATION, LOGISTICS AND DISTRIBUTION

COMMERCIAL DRIVER TRAINING

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

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

For course descriptions and prices please see pages 12–13.

LOGISTICS

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

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

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

For more information contact Lisa Hiscano at Hiscano@ucc.edu or (908) 709-7048.

SUPPLY CHAIN MANAGEMENT (LINCS)

Supply Chain Management Training
Union County College offers a new Supply Chain Management Training program as part of a national consortium of colleges and universities. Classes are offered during daytime and evening hours and include the exam.

This program, upon completion and success on the exam, leads to certification by the Council of Supply Chain Management Professionals in any or all of eight (8) subjects which include: Supply Chain Management Principles; Customer Service Operations; Warehouse Operations; Transportation Operations; Demand Planning; Inventory Management; Procurement; and Manufacturing and Service Operations.

Each is a 40 hour course of classroom training led by instructors with experience in supply chain management within industry. This training prepares the student for entry level or mid-level positions in a variety of functional business areas. The courses offer front line and management employees an additional professional certification for career enhancement and for increased responsibilities and advancement.

This program is offered under the LINCS grant by the U.S. Department of Labor to unemployed and employed individuals and can be brought to companies for groups of employees onsite with flexible scheduling to meet the needs of the workplace. Ideally situated near the ports of Elizabeth and Newark, Union County College recognized the need for skilled workers to fill jobs. More than one (1) in every ten (10) jobs in New Jersey is in this Transportation, Logistics and Distribution sector (TLD).

Individuals please contact Gina Jorge at 908-965-6008 or gina.jorge@ucc.edu. Companies please contact Nancy Burke at 908-527-7207 or burke@ucc.edu

VOICE OVERS

Voice-Overs…Now is Your Time (2 hrs—Online)
This online class will show you how YOU could actually begin using your speaking voice for commercials, films, videos and more! In this class, you will learn about a unique, outside of the box way to cash in on one of the most lucrative full or part-time careers out there! This is a business that you can handle on your own terms, on your own turf, in your own time, and with practically no overhead! This exciting and fun class could be the game changer you’ve been looking for! We encourage you to join us for one of our online, interactive classes which includes a live Q&A session and voice evaluation.

<table>
<thead>
<tr>
<th>Course</th>
<th>Section</th>
<th>Time</th>
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<tbody>
<tr>
<td>AEPL 032 Sec 028</td>
<td>6/14</td>
<td>7:00-9:00 p.m.</td>
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<tr>
<td>AEPL 032 Sec 02A</td>
<td>7/12</td>
<td>8:00-10:00 p.m.</td>
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</tbody>
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$25

It's fast!
It's easy!
It's convenient!

No need to wait in long lines or mail in your registration form. Sign up for classes from any computer anytime, anywhere!

For more details, visit:

www.ucc.edu/noncredit/instantenrollment.aspx
TEST PREPARATION COURSES

GED PREPARATION COURSES

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

For your convenience, all books and required materials are available at the college bookstore.

(908) 709-7619
AE TP 124 Sec 276 $225
Mon, Wed 6/06-8/29 7:00-9:00 p.m.
(no class 7/04)
Elizabeth

GED Math, Algebra and Geometry Skills (24 hrs)
If you are planning to go back to school, take a GED test, and prepare for the N.J. Basic Skills Entrance Exam (given by all N.J. colleges) or if you just need practice with basic math, this course is for you.

AE TP 126 Sec 226 $149
Tue 6/07-8/23 7:00-9:00 p.m.
Elizabeth

GED Reading and Writing Skills (24 hrs)
If you are planning to go back to school, take a GED test, and prepare for the N.J. Basic Skills Entrance Exam (given by all N.J. colleges) or if you just need practice with basic grammar, reading and writing skills, this course is for you.

AE TP 125 Sec 246 $149
Thu 6/09-8/25 7:00-9:00 p.m.
Elizabeth

PRAXIS

PRAXIS II PREPARATION

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

Praxis: Elementary Education Content Knowledge (15 hrs)
This course is designed to prepare prospective elementary school teachers for the Praxis II requirement. This course will focus on the four content areas addressed in the Elementary Education Content Knowledge Exam, Reading/Language, Mathematics, Social Studies and Science. Participants will also benefit from the test-taking skills workshop which will guide students on how to analyze test questions and develop proven test-taking strategies. Textbook included in tuition fee.

AE TP 164 Sec 276 $225
Mon, Wed 7/11-7/25 6:00-9:00 p.m.
Elizabeth
LEISURE AND PERSONAL DEVELOPMENT

ANIMAL CARE

Pet First Aid/CPR (4 hrs)
This program concentrates on basic first aid care along with CPR for the pet owner or first responder. It is not intended to replace veterinary care, but rather to instruct on how to save a pet's life during an emergency. The price of the class includes the required book and First Aid/CPR certification card which you will receive upon class completion.

AEBU 509 Sec 116 $75
Mon 7/11 6:00-10:00 p.m.
Cranford

ART

Drawing and Sketching (20 hrs)
This course will focus on tapping that artist within through a variety of assignments using pencils, ink, markers and pastels. You will learn different art techniques as you complete landscapes, portraits, wildlife and still life drawings. Bring to the first class: 11" x 14" sketchpad and pencils.

AEAR A01 Sec 147 $229
Thu 6/16-8/04 7:00-9:30 p.m.
Cranford

Beginner Oil and Acrylic Painting (16 hrs)
Become familiar with basic techniques in oil painting and with traditional and modern concepts. Be bold and have fun even if you “can’t draw a straight line” or have never painted before. Students are required to buy their own supplies and will work on one painting for the duration of the term.

AEAR A20 Sec 148 $185
Thu 6/09-7/28 8:10-10:10 p.m.
Cranford

Intermediate Oil and Acrylic Painting (16 hrs)
Refine your style, learn new and advanced painting techniques and use an interactive studio setting to explore, unwind, be inspired and let the paint FLY! Studio-type atmosphere is a perfect setting to work on your own, interact with others for critique and get instruction, guidance/support and encouragement. You must bring your own materials (materials list discussed at first class), and work on one to two paintings throughout the course. Prerequisite: AEA 120: Beginner Oil and Acrylic Painting.

AEAR B20 Sec 146 $185
Thu 6/09-7/28 6:00-8:00 p.m.
Cranford

COMPUTERS AND TECHNOLOGY

How to Build a Website (12 hrs)
Students will learn how to design and build a website for their own or other small businesses using Web Builder. Topics covered include how to choose and purchase domain names and hosting, creative design of websites, integration of social media, copyright issues, back-end payment processing and business planning and resources.

AECO Sec 031 Sec 186 $149
Tue, Thu 7/12-7/28 6:30-8:30 p.m.
Cranford

Mac OS X (3 hrs)
Great start for the new Mac user or anyone switching from Windows to Mac. In this class, you will learn the Mac OS X interface basics, including how to set up and use the Dock as well as file management for a more efficient production environment. Mac OS X is a must know for anyone entering the world of graphic arts and printing. You will also get acquainted with Union County College’s lab, industry standard terminology and basic hardware and software through hands-on exercises.

AEGA 110 Sec 126 $52
Tue 6/07 6:00-9:00 p.m.
Cranford

iCloud—Getting Started (1.5 hrs)
iCloud is a server that automatically updates and backs up all your apps, files, and music every time you download or update anything. This class will help you get started on iCloud and you will see how it can make syncing your contacts, mail, photos, documents and music effortless. This class will introduce you to iCloud, and the following: setting up iCloud, system requirements, enabling PhotoStream, enabling automatic downloads, and free storage.

AECO 024 Sec 117 $25
Mon 6/06 7:30-9:00 p.m.
Cranford

Mastering Your iPad (12 hrs)
Do you have an iPad but feel like there is a lot more you can learn? This class will get you up to speed on the most popular iPad functions and apps and will show you how to use the following: YouTube, Contacts, Messages, Safari, Game Center, Calendar, Reminders, Find My iPhone, Maps and Compass, Mail, Photos, and Music. You will also learn to use FaceTime, PC Free Set Up and Sync, and how to make your iPad secure using passcode lock. This class also teaches you how to use iLife and iWork. Bring your iPad to class with you.

AECO 021 Sec 186 $149
Tue, Thu 8/15-8/31 6:00-8:00 p.m.
Cranford

Register Online!
It's fast!
It's easy!
It's convenient!

No need to wait in long lines or mail in your registration form. Sign up for classes from any computer anytime, anywhere!

For more details, visit:
www.ucc.edu/noncredit/instantenrollment.aspx
CPR

CERTIFICATION COURSES

Need CPR or First Aid Certification? Is your current certification about to expire? Look no further, Union County College now offers American Heart Association’s courses for health care providers and/or anyone in the community looking to learn this life saving skill. Upon successful course completion 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.

Training for Life is a training site of LifeForce USA’s BLS multi-region community training center for the American Heart Association.

Heart Saver CPR/AED Course
(American Heart Association) (4 hrs)
See page 30 for course details

BLS for Healthcare Providers—
Classroom (American Heart Association) (4 hrs)
See page 30 for course details

DRIVING

Defensive Driving Course (6 hrs)
Drivers who complete Garden State Safety Council’s six-hour defensive driving course save 5 percent on their automobile liability, personal injury protection and collision insurance for three years and reduce two points on their driving record. Adventure into Traffic Safety and Awareness! Course completion is transmitted and processed by the Department of Motor Vehicles and recorded on each student’s driving record.

FOREIGN LANGUAGE

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

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

Spanish 1 (15 hrs)
AELA A10 Sec 137 $129
Wed 6/08-7/20 7:00-9:30 p.m.
(no class 7/06)
Cranford

Spanish 2 (15 hrs)
AELA 10 Sec 137 $129
Wed 7/27-8/31 7:00-9:30 p.m.
Cranford

French 1 (15 hrs)
AELA A60 Sec 147 $129
Thu 6/09-7/21 7:00-9:30 p.m.
(no class 7/07)
Cranford

French 2 (15 hrs)
AELA B60 Sec 147 $129
Thu 7/28-9/01 7:00-9:30 p.m.
Cranford

HEALTH AND FITNESS

Nutrition Science (12 hrs)
This course is designed to teach students details surrounding how nutrients (macronutrients and micronutrients) are used in the body and the consequences for under or over consumption. Topics discussed will include USDA Dietary Guidelines, the essentials of fats, proteins and carbohydrates, function of vitamins and minerals, sports nutrition, metabolic disease and eating disorders. In addition, students will learn best practices for disease prevention and health maintenance.

AHEL 964 Sec 146 $119
Thu 6/16-8/04 6:30-8:30 p.m.
Cranford

Yoga (6 hrs)
This is a basic Hatha yoga class, suitable for anyone. The practice of yoga can positively affect the health of the body and calm the mind. This class emphasizes yoga as a total health system and can help manage symptoms related to stress such as tension headaches, soreness in the neck or back, or trouble sleeping. The relaxation techniques can be mastered in a short time and put into use whenever necessary. Wear loose clothing, and if desired, bring a mat and a yoga blanket.

AEX 80 Sec 137 $79
Wed 6/15-7/27 7:10-8:10 p.m.
(no class 7/06)
Cranford

Zumba (10 hrs)
Zumba is a dance inspired, total body, fat burning workout that fuses Latin rhythms and easy to follow moves to create a one-of-a-kind exhilarating fitness experience. Additionally, Zumba fanatics have a blast in each calorie burning, body energizing class and as a result, achieve long-term benefits with their overall health. It’s so much fun; you’ll forget you’re working out. Partner not necessary.

AEX 531 Sec 116 $109
Mon 6/06-7/05 6:30-7:30 p.m.
(no class 7/04)
Cranford

Abdominal/Core Strengthening (5 hrs)
This class is specifically designed to target those hard to beat belly bulges and unwelcome muffin tops. The exercises will concentrate on strengthening the entire core, from shoulders to hips and everything in between, (front, back and sides). The result will be better posture, balance and core strength. All fitness levels are welcome.

AEX 532 Sec 117 $59
Mon 6/6-7/15 7:30-8:00 p.m.
(no class 7/04)
Cranford

Ballroom Gumba Core and More (6 hrs)
Dance routines to ballroom rhythms—Cha Cha, Samba, Meringue, Rumba, Indian Belly Dancing, Reggae, Hip Hop, to name a few. Thirteen routines in one-hour class. Burn calories, slim down, relieve stress, have fun and get cardio benefits too. Leather bottom shoes suggested.

AEX 534
Will be offered Fall 2016
**KNIT AND CROCHET**

Knit and Crochet for Beginners and Intermediates (9 hrs)

This class will teach students the basics of knitting and crocheting. The class can also serve as a refresher course. Bring your own patterns or use the patterns provided. Please bring a size H crochet hook (metal or plastic), a pair of size 8 (14" long) knitting needles (metal, plastic or bamboo), and two skeins of 4-ply knitting worsted (medium weight) in two different light/bright colors. Beginner patterns will be provided.

Part 1

- **Guitar: Part 1 and 2 (12 hrs each part)**
  - **Part 1** This class is for those who have recently taken beginning guitar or who have had some experience playing guitar previously. It offers a relaxed environment, small class size and a joyful exploration of the instrument. It is an opportunity to advance at your own pace. Learn new chord progressions and scales; how to read tablature and basic notation for guitar; picking and strumming techniques used in different styles of playing; and how to write your own songs. Register early, class size is limited.

  - **Part 2** This class is for those who are just beginning to develop a retirement plan or are rapidly approaching retirement. You will learn how to define long-term goals and return from the class with practical information you can apply immediately. This course includes a 225-page illustrated textbook. Class sizes are limited so register today.

  - **AEPA A10 Sec 126**
    - **Tue**
    - **6/07-7/26**
    - **6:00-7:30 p.m.**
    - **Cranford**
    - **$99**

  - **Design**
    - **AEPA A10 Sec 126**
    - **Tue**
    - **8/02-9/20**
    - **6:00-7:30 p.m.**
    - **Cranford**
    - **$99**

**Music**

**Guitar: Part 1**

Thu 7/14-8/18 7:30-9:00 p.m.

**Cranford**

$85

**MUSIC**

Thu 6/09-8/25 7:00-9:00 p.m.

**Cranford**

$29

**Personal Finance**

The Living Trust (3 hrs)

Become familiar with a “living trust”—a fail-proof way to pass along assets to heirs without lawyers, courts or the probate system. Having a living trust eliminates probate charges and attorney fees. It also speeds up the distribution of an estate, while assuring that no one can contest the dissemination of your estate. The living trust is totally revocable, allowing change at any time and it is also legally valid in all fifty states. Find out how the living trust is a reasonable alternative to, and makes obsolete, the old-fashioned will.

**AEFI 040 Sec 146**

- **Thu**
- **7/14**
- **6:00-9:00 p.m.**
- **Cranford**
- **$39**

**Healthcare**

Medicare: The Basics for Boomers (2 hrs)

If you are approaching retirement or know someone who is, this seminar will provide you with the information you need to help plan for the unexpected. By understanding the basics of Medicare, you can make the best decisions about your health care. Learn the different parts of Medicare (A, B, C and D) to help you make decisions about your Medicare choices.

**AEHL 141 Sec 137**

- **Wed**
- **7/13**
- **7:00-9:00 p.m.**
- **Cranford**
- **$40**

**Personal Wellness**

**Stress Management (24 hrs)**

Wellness and health are interrelated, but distinct concepts. Health is considered freedom from disease; wellness is the ability to fully integrate physical, mental, emotional, social and spiritual well-being into an effective lifestyle. Optimum wellness balances the following five basic dimensions. By addressing and blending these dimensions, the class will teach us how we can implement them into our daily lives.

**AELP 040 Sec 147**

- **Thu**
- **6/09-8/25**
- **7:00-9:00 p.m.**
- **Cranford**
- **$129**

**Stop Smoking with Hypnosis (1 hr)**

Through hypnosis, smoking cessation is easily achieved in a one hour session. Eliminate the craving for tobacco while minimizing discomfort. Please bring a small pillow to class. Reinforcement CD is strongly recommended and is available for purchase for $18.

**AELP 105 Sec 136**

- **Thu**
- **6/09**
- **6:30-7:30 p.m.**
- **Cranford**
- **$59**

**Lose Weight with Hypnosis (1 hr)**

Through hypnosis, weight loss is easily and painlessly attained. Shed unwanted pounds and keep them off in a safe, effective program. Please bring a small pillow to class. Reinforcement CD is strongly recommended and is available for purchase for $18.

**AELP 104 Sec 137**

- **Thu**
- **6/09**
- **7:30-8:30 p.m.**
- **Cranford**
- **$59**
PHOTOGRAPHY

Digital Photography for Beginners (12 hrs)
This course covers what the student needs to know to improve and have more fun with photography. Topics include: knowing the camera (whether on a phone, mirrorless or DSLR); making the right choice in equipment purchases; working with photo editing programs; how to take better portraits, landscapes, group, flower and close-up photographs; greater artistic expression; careers; better lighting and composition; how to find easy solutions to any photographic problem whether technical or artistic; and much more. Demonstrations will be used as much as possible so the students get immediate results that they can see and use.

AEBU 512 Sec 136 $180
Wed 6/15-7/20 6:00-8:00 p.m.
Cranford

READING, WRITING AND HISTORY

New

History of American Popular Music (9 hrs)
American Popular Music History will cover the diverse popular musical styles that have flourished in the United States from 1776 through today. We will explore the exciting musical trends that have captivated American listeners over the nation's history—from patriotic marches, drinking songs, country, and folk, to the birth of the Blues, jazz, rock 'n' roll, and the advent of electronic dance music and hip hop. There will be lots of listening and learning. No previous knowledge necessary.

AELP 117 Sec 136 $75
Wed 7/13-8/17 6:30-8:00 p.m.
Cranford

Writing for Television (15 hrs)
Learn how to develop an episodic TV script using the writing process employed by your favorite shows. The course will focus on story structure and character development used in the half-hour and hour television format. Marketing approaches and submission strategies will also be discussed.

AELP 054 Will be offered Fall 2016

Writing for Children and Young Adults (20 hrs)
If you have an idea for a children's book or young adult novel, this course is designed to help you turn those ideas into a working manuscript. The children's market is looking for new writers, so come prepared to write. We will also discuss getting published, finding an agent and e-book publishing.

AEEN 014 Sec 117 $119
Mon 6/13-7/8 7:00-9:30 p.m.
(no class 7/04)
Cranford

Fiction Writer's Workshop (20 hrs)
Love to write? Have great ideas? Strengthen your creative writing skills while learning how to develop interesting characters, plots, dialogue and conflicts. Learn also about e-publishing and finding an agent. Come prepared to write and share your work with fellow writers.

AEEN 015 Sec 137 $119
Wed 6/15-8/03 7:00-9:30 p.m.
Cranford

Screenwriting Introduction (15 hrs)
Do you have a great idea for a feature-length screenplay? This course will step you through the writing process in a fun and easy-to-follow manner. Learn brainstorming techniques, story structure, how to develop memorable characters, how to write using visual language, places to find story ideas, exercises to jump-start your creativity, marketing approaches, and much more. In this course, you will develop a solid outline and work towards writing the first draft of a feature-length screenplay.

AELP 052 Will be offered Fall 2016

SOCIAL NETWORKING

How to Use Facebook (3 hrs)
This course will help you get up to speed on navigating, exploring, using and customizing the social networking site Facebook. Learn how to upload photos, add and delete applications and friends, search for people, interest groups and activities. Understand the settings and security within Facebook to make sure that only the people you want to find you will. If you don't already have a Facebook account, you will be setting one up in class. Make sure you have an active e-mail account that you can use to subscribe to Facebook. Prerequisite: Computers for Beginners (AECO 020) or equivalent.

AECO 402 Sec 127 $55
Tue 8/04 7:00-10:00 p.m.
Cranford

SPECIAL INTEREST

Introduction to Drones (2 hrs)
We hear about drones in the news and we see them being sold in the malls, but did you ever stop to think, “What are the rules and how is our national air space is being affected by these machines?” This class is a must for anyone interested in or considering a career in drones. We will discuss FAA rules and regulations, how to become an insured pilot, the history, hobby, commercial, military and sport use of drones, and job functions.

AELP 056 Sec 126 $49
Tue 6/28 6:30-8:30 p.m.
Cranford

AEJO 056 Sec 12A $49
Thu 8/04 6:30-8:30 p.m.
Cranford

Don't Miss Out!

Classes fill quickly, so Register Early for upcoming courses!

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SENIOR SCHOLAR PROGRAM

You must be 60 years of age or older to enroll in these courses.

Courses are available at reduced rates.

REGISTER NOW!

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

Early enrollment is encouraged due to limited class availability. PLEASE be prepared to show proof of age and residency.

ARTS • 60+

Fees for materials are extra

Beginning Watercolor (10 hrs)

Why not try painting in watercolors this summer? Watch demonstrations and use still life to draw. Learn to paint in this exciting medium. Students must purchase their own supplies, so bring a 11” x 14” pad of cold pressed watercolor paper, set of tubes of fine watercolors: ultramarine blue, cerulean blue, gamboge yellow, lemon yellow, cadmium red medium, alizarine crimson, burnt sienna, and raw umber. Bring two synthetic watercolor brushes: one medium size round, one 1/2-inch wide flat, a palette for mixing, two 15 oz. cans for water, #2 pencil with eraser, paper towels, tissues, newspaper and plastic bottle of water to the first class.

AEAS 010 Sec 110 $45
Mon 7/11-8/08 10:30 a.m.-12:30 p.m. Cranford

New

Overview of European Art Part 2

(15 hrs)

Continue learning about the grand art of Western Europe. We will look at artists Poussin and Claude, travel to Versailles, visit Spain in the Golden Age, see the art of Delacroix and Gericault, Courbet, Monet, Rodin, Matisse, Picasso and Dali. If you enjoy looking at paintings and sculpture, traveling in Europe, and conversations about art, this is the course for you. All students welcome.

AEAS B16 Sec 120 $62
Tue 7/12-08/09 10:30 a.m.-1:30 p.m. Cranford

DANCE • 60+

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

Zumba Gold (4.5 hrs)
AEES 531 Sec 141 $35
Thu 6/02-7/07 1:00-1:45 p.m. Cranford

New

Cardio Shape Up (4.5 hrs)
AEES 534 Sec 142 $35
Thu 6/02-7/07 2:00-2:45 p.m. Cranford

PHOTOGRAPHY • 60+

Enjoying Photography with Your Digital Camera (3 hrs)

AEAS 048 Sec 142 $29
Thu 7/28 2:00-5:00 p.m. Cranford

AEAS 048 Sec 14A $29
Thu 8/04 2:00-5:00 p.m. Cranford

SPECIAL INTEREST • 60+

Beginners Conversational Spanish

Part 1
AECS 010 Sec 141 $65
Thu 6/09-7/07 1:00-3:30 p.m. (no class 7/07) Cranford

Part 2
AECS B10 Sec 141 $65
Thu 7/28-9/01 1:00-3:30 p.m. Cranford

Buying and Selling on eBay (3 hrs)

AECS 713 Sec 140 $49
Thu 7/07 10:00 a.m.-1:00 p.m. Cranford
AECS 713 Sec 120 $49
Tue 8/02 10:00 a.m.-1:00 p.m. Cranford

Don’t Miss Out!

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Register Early

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For more details, visit:

www.ucc.edu/noncredit/instantenrollment.aspx
Get ready for a summer of learning, fun, and activity! The youth summer program offers classes for students ages 11–18. All classes take place on the Cranford campus. For 11–13 year olds, classes take place in the morning, while classes for 14+ take place in the afternoon.

### YOUTH PROGRAMS
#### SUMMER 2016

#### Schedule
Classes take place Monday through Thursday. No classes will run July 4–7.

#### Student Drop-off/Pick-up
For all students enrolled in a class, parents/guardians must go to the classroom to drop off and pick up children at the assigned classroom. Children must be picked up on time.

### New

#### ACTING

ACTING
We are pleased to partner with the Union County Performing Arts Center to offer creative projects that will allow students to foster their actor skills.

**Acting (24 hrs)**
Ever wanted to be in a Broadway show? Do you love the feeling of being on stage? Whether you’re an aspiring actor or looking to try something new, this performance-oriented class will provide an exciting and energetic introduction to Musical Theatre. Students will receive instruction in voice, acting, dance and improvisation. The class will culminate in a musical performance directed by a musical theatre professional!

**AGES 11–13**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Section</th>
<th>Fees</th>
<th>Days</th>
<th>Start Time</th>
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<tbody>
<tr>
<td>AEKE 024</td>
<td>Sec 190</td>
<td>$235</td>
<td>Mon–Thu</td>
<td>8/01–8/11 9:00 a.m.–12:00 p.m.</td>
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**AGES 14+**

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<tr>
<th>Course Code</th>
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<tr>
<td>AEKD 024</td>
<td>Sec 191</td>
<td>$235</td>
<td>Mon–Thu</td>
<td>8/01–8/11 1:00–4:00 p.m.</td>
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</table>

#### ART

**The Artist Within: Drawing and Sketching (12 hrs)**
Develop your drawing skills through a variety of assignments: wild life, landscapes, and portraits. Explore different styles: abstract, realism and impressionism. Materials to be purchased by student prior to first day of class: 11”x14” sketchpad, pencils and 24-pack of pastels.

**AGES 11–13**

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<tr>
<th>Course Code</th>
<th>Section</th>
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<tr>
<td>AEKE 002</td>
<td>Sec 190</td>
<td>$185</td>
<td>Mon–Thu</td>
<td>6/27–6/30 9:00 a.m.–12:00 p.m.</td>
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**AGES 14+**

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<tr>
<td>AEKD 727</td>
<td>Sec 191</td>
<td>$185</td>
<td>Mon–Thu</td>
<td>6/27–6/30 1:00–4:00 p.m.</td>
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**Design Your Own Comic Book (24 hrs)**
Learn about developing characters, structuring a story, designing the visual layout and eye-catching covers. Materials needed: 11”x14” spiral sketchpad, pencils: H, 2H, B, 2B, color pencils, erasers and 24-pack of markers.

**AGES 11–13**

<table>
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<tr>
<th>Course Code</th>
<th>Section</th>
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<tr>
<td>AEKE 505</td>
<td>Sec 190</td>
<td>$235</td>
<td>Mon–Thu</td>
<td>7/25–8/04 9:00 a.m.–12:00 p.m.</td>
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**AGES 14+**

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<tr>
<td>AEKD 505</td>
<td>Sec 191</td>
<td>$235</td>
<td>Mon–Thu</td>
<td>7/25–8/04 1:00–4:00 p.m.</td>
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#### Science, Art, Nature, and Communication (24 hrs)
This is an interdisciplinary program that is the culmination of several years of development by Professor Daniel Fried. The course uses unique teaching methods to make university-level material easily accessible and fun for young learners.

The core of the course centers on students learning to understand the language of chemistry and biochemistry. We then use this understanding to explain the natural world, focusing on plants and animals in the environment. Part of the course also focuses on teaching realistic drawing techniques so that students can accurately draw and record their observations of nature. Scientific writing and expressive writing are also emphasized, helping students improve their ability to record and express themselves.

**Note:** This class has two 2-week sessions. Students are encouraged to register for both sessions, but are not required to. The content and activities of session 1 and session 2 will complement one another, so students who return for session 2 will learn more in-depth content. Students enrolling in session 2 only are completely welcome to register!

**AGES 11–13**

<table>
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<tbody>
<tr>
<td>AEKE 308</td>
<td>Sec 190</td>
<td>$235</td>
<td>Mon–Thu</td>
<td>7/18–7/28 9:00 a.m.–12:00 p.m.</td>
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<td>8/01–8/11 9:00 a.m.–12:00 p.m.</td>
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**AGES 14+**

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<tbody>
<tr>
<td>AEKD 514</td>
<td>Sec 191</td>
<td>$185</td>
<td>Mon–Thu</td>
<td>6/27–6/30 9:00 a.m.–12:00 p.m.</td>
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### New

#### Video Game Animation (12 hrs)
Take your game design to the next level by creating and animating your own character sprites, objects, and background. Start with a name, develop the character’s personality, signature moves, special powers, and a story line. Finish with a fully animated character to be used in future games. Students do not need any prior experience in game design, animation, or sketching. Student-created animations will be available on a password-protected Black Rocket website to share with friends and family.

**AGES 11–13**

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<tr>
<td>AEKE 914</td>
<td>Sec 190</td>
<td>$185</td>
<td>Mon–Thu</td>
<td>6/27–6/30 9:00 a.m.–12:00 p.m.</td>
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</table>

**Video Game Animation (12 hrs)**
If you love playing video games, this is the camp for you! Make your first video game in this one-of-a-kind class that shows you the crucial keys to designing your first 2D game. Conceptualization, play experience, challenge levels, graphics and elements, music and sound, software, and simple coding are just some of the concepts that we’ll explore as you learn how to really get into the game because you made it yourself! Student-created games will be available on a password-protected Black Rocket website to share with friends and family.

**AGES 11–13**

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<td>Mon–Thu</td>
<td>6/27–6/30 1:00–4:00 p.m.</td>
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</table>
App Attack! Make Your First Game App (12 hrs)
Take the first steps into the world of mobile app design and customize your own game app! Using a specialized game development tool, students will explore the world of phone-based and tablet applications. In addition to learning the basics of mobile app design and game development, you will also see firsthand how the world of App’s publishing functions. Student-created apps will be accessible on a private site and can be played on any mobile device or computer. Parents may choose to publish apps if certain criteria are met and final decisions are the sole discretion of Apple or Google.

| AGES 11–13 | AEKE 816 Sec 190 | $185 |
| Mon-Thur 7/18–7/21 | 9:00 a.m.-12:00 p.m. |
| **AGES 14+** | **AEKD 816 Sec 191** | **$185** |
| **Mon-Thur 7/18–7/21** | **1:00-4:00 p.m.** |

Make Your First 3D Video Game! (12 hrs)
By popular demand, we are now offering a 3D game design class. This experience allows you to develop a game concept that goes well beyond the limitations of the traditional 2D game design classes. Students will learn the physics behind 3D games, explore beginner event scripting, level design, controlling flow of gameplay, and storytelling. Student-created games will be available on a password-protected Black Rocket website to share with friends and family.

| AGES 11–13 | AEKE 946 Sec 190 | $185 |
| Mon-Thur 7/25–7/28 | 9:00 a.m.-12:00 p.m. |
| **AGES 14+** | **AEKD 946 Sec 191** | **$185** |
| **Mon-Thur 7/25–7/28** | **1:00-4:00 p.m.** |

Minecraft Modders (12 hrs)
Use your favorite game to learn the basics of modeling and foundations of programming. Learn scripting and logic statements as you create your first mod! Introductory coding will also be taught through a simulated environment inspired by Minecraft. Student projects will be available on a Black Rocket website to share with friends and family. To access their project at home students must own a PC/MAC version of Minecraft. Tablet, phone, and game console versions of Minecraft are not compatible. Students will work in teams for most of the program.

| AGES 11–13 | AEKE 306 Sec 190 | $185 |
| Mon-Thur 8/08–8/11 | 9:00 a.m.-12:00 p.m. |
| **AGES 14+** | **AEKD 306 Sec 191** | **$185** |
| **Mon-Thur 8/08–8/11** | **1:00-4:00 p.m.** |

Code Breakers (12 hrs)
Calling all future coders, programmers, and designers! Learn the basics of coding languages like HTML5, JavaScript, and CSS through a series of web projects and design challenges each day and be on your way to becoming the next tech star! Whether you want to be the next Mark Zuckerberg or the 15-year-old high school student who just made one million dollars for programming in his bedroom, this course has the essentials you need to begin your journey. Student projects will be available on a Black Rocket website to share with friends and family.

| AGES 11–13 | AEKE 305 Sec 190 | $185 |
| Mon-Thur 8/15–8/18 | 9:00 a.m.-12:00 p.m. |
| **AGES 14+** | **AEKD 305 Sec 191** | **$185** |
| **Mon-Thur 8/15–8/18** | **1:00-4:00 p.m.** |

Minecraft Animators (12 hrs)
Bring your favorite Minecraft characters to life in an animated short film! Learn how studios like Pixar and Disney make movies like Inside Out and Frozen through using techniques like key framing, tweening, texturing, and animating rigged 3D models! Student projects will be available on a Black Rocket website to share with friends and family. You do not need to own a Minecraft account to use the software in this class. Students will work in pairs or teams for most of the program.

| AGES 11–13 | AEKE 917 Sec 190 | $185 |
| Mon-Thur 7/11–7/14 | 9:00 a.m.-12:00 p.m. |
| **AGES 14+** | **AEKD 917 Sec 191** | **$185** |
| **Mon-Thur 7/11–7/14** | **1:00-4:00 p.m.** |

Maker Labs: Make Your First 3D Creation! (12 hrs)
Calling all boys and girls who want to be the designers of the future! In this class if you can dream it you can make it—create your first action figure, design custom jewelry or make a new toy! Using professional-level modeling software, kids will sculpt, texture, and render their own 3D creation. No prior experience is necessary and 3D designs will be available on a password protected website to share with friends and family. 3D printing is not included, but can be purchased separately through a third party company. Students will work in pairs or teams for most of the program.

| AGES 11–13 | AEKE 918 Sec 190 | $185 |
| Mon-Thur 8/01–8/4 | 9:00 a.m.-12:00 p.m. |
| **AGES 14+** | **AEKD 918 Sec 191** | **$185** |
| **Mon-Thur 8/01–8/4** | **1:00-4:00 p.m.** |

Music Production: Beats & Lyrics (12 hrs)
Create your own digital music track! Learn how to add your own instruments to a simple song structure using MIDI technology, and with step-by-step instruction from your music coach, get a hands-on tour of today’s digital music creation tools. Next, write and record your very own song lyrics! Work with your group to combine creative thinking with technology and share your new hit song with everyone on MP3!

| AGES 11–13 | AEKE 025 Sec 190 | $235 |
| Mon-Thur 7/25–7/28 | 9:00 a.m.-12:00 p.m. |
| **AGES 14+** | **AEKD 025 Sec 191** | **$235** |
| **Mon-Thur 7/25–7/28** | **1:00-4:00 p.m.** |
Fashion Passion (12 hrs)
Join us for creativity, fashion and fun! Learn the basics of hand sewing from a talented fashion instructor and apply your new skills to stylish projects including (but not limited to) a cross body purse, mini pillow and slogan t-shirt. Enjoy a colorful lesson in fashion illustration, then collaborate with your team to complete “Project Runway” style challenges! All materials are included and experience is not necessary.
AGE 11–13
AEKE 815 Sec 190 $235
Mon-Thu 6/27-6/30 9:00 a.m.–12:00 p.m.

FINANCE

TEEN FINANCE WORKSHOPS
This series of workshops will cover the topics of credit, banking and budgeting. Students will learn how bank accounts and credit cards work and learn financial strategies for budgeting, saving and investing their money. Topics covered will include balancing a check book, writing checks, applying for a credit card, interest rates, good and bad credit, budgets and savings.

Budgeting, Banking and Financial Goal Setting
AGE 14+
AEKD 710 Sec 121 $29
Tue 7/12 1:00–3:00 p.m.

Using Credit, Credit Scores and Consequences
AGE 14+
AEKD 725 Sec 141 $29
Thu 7/14 1:00–3:00 p.m.

MATH

Middle School Math Review (24 hrs)
This course is designed to review each of the New Jersey Core Curriculum Content math standards for middle school students. Students will review numerical operations, geometry and measurement, algebra, data analysis and mathematical processes.
AGE 11–13
AEKE 117 Sec 190 $235
Mon-Thu 7/25-8/4 9:00 a.m.–12:00 p.m.

Algebra Review (24 hrs)
This course addresses the material covered in a middle or high school Algebra course. Through interactive lessons and practice problems, students will strengthen their Algebra knowledge. Students will be pre-tested to determine their proper level and need.
AGE 14+
AEKD 115 Sec 191 $235
Mon-Thu 7/25-8/4 1:00–4:00 p.m.

THE JUGGLING TEAM
We are pleased to partner with The Juggling Team to deliver juggling workshops that will improve kids’ coordination, concentration and confidence.

Juggling Workshop (24 hrs)
Juggling improves coordination, concentration, and confidence! Learn to juggle two, three, four, and possibly five balls! Learn partner juggling and tricks! Try other juggling props including spinning plates, poi, juggling sticks, rings and clubs. Play fun team building games daily! All skill levels are encouraged to join this class! Juggling is an enjoyable, lifelong hobby!
AGE 11–13
AEKE 023 Sec 190 $185
Mon-Thu 7/11–7/21 9:00 a.m.–12:00 p.m.
SUPER SCIENCE

Battle-Bot Build-a-Thon (12 hrs)
In our Sumo-style robot battles, you use the Robotix building system to construct a robot that can push your opponent out of a large Sumo-robot ring. Have fun building a wide variety of other motorized Lego Technic and K’NEX contraptions. All participants take home a Battle-Spider or Warrior robot as a part of this program.

AGES 11-13
AEKE 950 Sec 190 $185
Mon-Thu 7/11-7/14 9:00 a.m.–12:00 p.m.

M A C H I N E D A Y CAMP

LEGO Architecture (12 hrs)
In this architectural and science program, Lego builders construct and invent their own Lego models based on famous architectural designs from around the world. Students build notable structures such as the Empire State Building, John Hancock Tower, Seattle Space Needle, and the White House. Students also build bridges, towers and other structures using a variety of other materials and learn about structural engineering principles. All students take home a Lego Architecture model as a part of the program.

AGES 11-13
AEKD 949 Sec 190 $185
Mon-Thu 7/18-7/21 9:00 a.m.–12:00 p.m.

Crazy Contraptions (12 hrs)
In this new engineering camp you will have fun integrating science, technology, engineering and mathematics by building and designing a wide range of gadgets and inventive ball machines. Projects include the Hookshot Ball Machine, ball-launching catapult, forklift ball machine, pick and drop ball machine. Students will learn concepts centered around machines, force and motion, energy and more. Projects and contraptions will be designed with the all-new VEX machine curriculum.

AGES 11-13
AEKD 705 Sec 191 $600
Mon-Thu 7/11-8/04 1:00-4:00 p.m.

NEW

Intro to VEX IQ Robotics (12 hrs)
Have fun building, designing, and programming robots with the all-new VEX IQ robotic system and curriculum. Starter projects will include Armbot IQ, Clawbot IQ, Ike, and V-Rex! Have fun working with IQ Sensors that allow for autonomous and hybrid control of VEX IQ robots and other creations. VEX IQ Sensors connect to a robot or mechanism quickly and are easily programmed to help measure time, position distance, rotation, sense touch, provide feedback, allow for human-to-robot interaction, and much more.

AGES 14+
AEKD 954 Sec 191 $185
Mon-Thu 7/18-7/21 1:00-4:00 p.m.

TEEN CERTIFICATE PROGRAMS

Certified Pharmacy Technician (48 hrs)
Get prepared to work as a technician and pass the National Pharmacy Technician Certification Exam. This program covers medical terminology, interpretation of prescriptions, dosage forms and routes of administration, pharmaceutical calculations and related computer usage. Cost includes books.

AGES 11-13
AEKD 022 Sec 190 $235
Mon-Thu 7/11-7/21 9:00 a.m.–12:00 p.m.

AGES 14+
AEKD 236 Sec 191 $235
Mon-Thu 7/11-7/21 1:00-4:00 p.m.

NEW

Better Thinker, Better Writer, Better Grades (24 hrs)
This course will help you improve your critical thinking and strengthen your writing skills when reading literature and writing school essays. Learn strategies that will help you get better grades, while also improving your ability to understand, discuss and write about the literature you read throughout the school year.

AGES 11-13
AEKD 224 Sec 191 $235
Mon-Thu 8/08-8/18 1:00-4:00 p.m.

NEW

Writing for Self-Discovery (24 hrs)
Do you have a story to tell? Are you interested in sharing your experiences with others? Then this course is for you! Students will be introduced to the genre of Creative Nonfiction through exploration of published work by various authors and analysis of their style. The art of character portrayal, scene building and how to effectively tell a story are just a few of those techniques the students will learn during this course.

AGES 11-13
AEKD 224 Sec 191 $235
Mon-Thu 8/08-8/18 1:00-4:00 p.m.

TEST PREP

SAT (24 hrs)
Learn important test-taking strategies and prepare to take the SAT in the Fall. Specific concepts covered include math, verbal and writing. Course price includes the book.

AGES 14+
VERBAL/READING/WRITING
AEKD 211 Sec 191 $190
Mon-Thu 7/11-8/04 1:00-2:30 p.m.

AGES 14+
MATH
AEKD 107 Sec 192 $190
Mon-Thu 7/11-8/04 2:40-4:10 p.m.

NEW

The Writer Within: Creative Writing (24 hrs)
Develop your skills as a creative writer. Learn how to create interesting plots, characters and dynamic conflicts. Whether you enjoy writing short stories, poetry or planning to write a novel, this course will help you hone those creative writing skills. Students will also learn how to e-publish, find a publisher and about writing contests.

AGES 11-13
AEKD 236 Sec 191 $235
Mon-Thu 7/11-7/21 9:00 a.m.–12:00 p.m.

AGES 14+
AEKD 236 Sec 191 $235
Mon-Thu 7/11-7/21 1:00-4:00 p.m.

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AGES 11-13
AEKD 236 Sec 191 $235
Mon-Thu 7/11-7/21 9:00 a.m.–12:00 p.m.

AGES 14+
AEKD 236 Sec 191 $235
Mon-Thu 7/11-7/21 1:00-4:00 p.m.

NEW

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AGES 11-13
AEKD 236 Sec 191 $235
Mon-Thu 7/11-7/21 9:00 a.m.–12:00 p.m.

AGES 14+
AEKD 236 Sec 191 $235
Mon-Thu 7/11-7/21 1:00-4:00 p.m.
The Youth Programs Permission Slip must be completed and returned with this registration form.

Please print clearly and complete all sections

STUDENT DATA

Last Name
First Name
MI

Street Address (including apartment number)

City/Town
State
Zip

Home Telephone

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

PARENT/GUARDIAN DATA

Last Name
First Name
MI

Street Address (including apartment number)

City/Town
State
Zip

Telephone □ Home □ Work □ Cell

E-mail Address

CAMPUS PARKING

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

License Plate Number
State Year, Make and Model of Car

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

COURSE SELECTIONS AND FEES (Please enter your course selections)

<table>
<thead>
<tr>
<th>Course Code-Number</th>
<th>Section Number</th>
<th>Course Title</th>
<th>Start Date (MM/DD/YY)</th>
<th>Course Fee</th>
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OFFICE USE ONLY

Pay Code__________________________ Amount___________________

Date__________________________ Cashier______________________

Parking Fee (if applicable)

Total

Make checks payable to Union County College. Register in person or mail to:

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

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

☑️ I am financially responsible for all program costs for

Student's Name

Your Name ____________________________ Address ____________________________ Telephone ____________________________

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

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

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.
YOUTH PROGRAMS
INFORMATION AND PERMISSION FORM

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

Please print clearly and complete all sections

STUDENT INFORMATION

Full Name: ___________________________ Last ___________ First ___________ Middle Initial ___________

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

Home Phone (with area code): ___________________________

PARENT/GUARDIAN CONTACT INFORMATION

Name: ____________________________________________

Preferred Phone: ___________________________ Alternate Phone: ___________________________

EMERGENCY CONTACT INFORMATION

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

Name_________________________ Relationship ___________________________ Phone # ___________________________

Name_________________________ Relationship ___________________________ Phone # ___________________________

Doctor’s Name ___________________________ Phone ___________________________

Medical Insurance Co ___________________________ Policy # ___________________________

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

__________________________________________________________________________________________________________________________________________________________________________________________________________________________

__________________________________________________________________________________________________________________________________________________________________________________________________________________________

__________________________________________________________________________________________________________________________________________________________________________________________________________________________

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

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

☐ Pick up my child at the conclusion of his/her scheduled course(s) on the Union County College Cranford Campus

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

Name: ___________________________ Phone: ___________________________

Name: ___________________________ Phone: ___________________________

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

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

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

• I give consent for photographs and/or videos of my child to be used solely for UCC promotional and/or public information purposes.

• I fully understand that I am releasing the College and its agents and employees of all liability including but not limited to injuries, damages or loss, related to any aspect of my child’s participating in the Youth program.

• I understand that the College is not responsible for lost, stolen or damaged property.

• I understand that in an emergency I will be contacted as soon as possible at the above phone number(s). If I am not available, I have provided an alternate contact above.

• Should my child require immediate medical attention, I consent to any such treatment, including but not limited to, transport and treatment at a hospital facility. I fully understand I am legally responsible for any medical expenses for costs of said treatment.

• College personnel are not permitted to hold or be responsible for administering any medication.

• I understand the College may suspend or terminate my child from the program for any reason that is deemed harmful or disruptive to the other participants or for other just cause. Refunds will not be granted if a child is suspended or terminated.

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

Parent/Guardian name (print)

Parent/Guardian Signature

Date

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.
ENGLISH AS A SECOND LANGUAGE

Students will be tested on the first day of class to ensure appropriate class level placement.

Beginning Grammar (24 hrs)
Practice basic grammar and simple instructions. For beginners.

AEEN A11 Sec 186 $199
Tue, Thu 6/21-8/04 6:00-8:00 p.m.
(no class 7/05 & 7/07)
Cranford

Beginning Conversation (24 hrs)
For beginning level students. Practice conversational skills in English and at the same time improve your listening skills.

AEEN A01 Sec 188 $199
Tue, Thu 6/21-8/04 8:10-10:00 p.m.
(no class 7/05 & 7/07)
Cranford

Intermediate Grammar (24 hrs)
Continue practicing basic grammar and simple instructions.

AEEN B11 Sec 186 $199
Tue, Thu 6/21-8/04 6:00-8:00 p.m.
(no class 7/05 & 7/07)
Cranford

Intermediate Conversation (24 hrs)
Continue practicing your English conversational skills as well as listening skills. For intermediate level students.

AEEN B01 Sec 188 $199
Tue, Thu 6/21-8/04 8:10-10:00 p.m.
(no class 7/05 & 7/07)
Cranford

Advanced Conversation (24 hrs)
Practice advanced English grammar and conversation and improve your listening skills.

AEEN C16 Sec 186 $199
Tue, Thu 6/21-8/04 6:00-8:00 p.m.
(no class 7/05 & 7/07)
Cranford

American English Pronunciation (24 hrs)
If you have command of the English language, but still retain a foreign accent that may hinder you in business or social situations, this class is for you. Become familiar with the sound system and intonation patterns of American English.

AEEN 323 Sec 188 $199
Tue, Thu 6/21-8/04 8:10-10:00 p.m.
(no class 7/05 & 7/07)
Cranford

Visit the Career Services Center at Union County College!

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

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

For complete information, see page 16.
¡Más de 30 clases y 6 Programas de Certificado se ofrecen ahora en español!

Union County College se enorgullece en anunciar nuestra selección expandida de Programas de Certificados y cursos individuales ofrecidos en español.

Escoja de los siguientes cursos en:
- Especialista de Programas de Computadora Básico
- Especialista de Programas de Computadora Intermedio
- Técnico de Farmacia
- Cuidado de Niños
- Básico de Reparación de Electrodomésticos
- Técnico en Electrónica

Clases individuales ofrecidas en español van desde preparación para el GED, entrenamiento de Computadoras, hasta entrenamiento en Cuidado de Niños y Diseño Floral.

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

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

- En Línea (a través del Internet). Ya no necesita esperar en líneas o enviar su registración a través del correo. El nuevo sistema de registración en línea (a través del Internet) es fácil y conveniente. Regístrese para sus clases desde cualquier lugar a través de una computadora. Visite nuestro lugar del web para más detalles: www.ucc.edu/noncredit/instantenrollment.aspx
- En Persona. Visite nuestra página del Internet www.ucc.edu/noncredit para información sobre nuestro horario de oficina.

- El pago puede hacerse con cheque, giro postal, o tarjeta de crédito (Visa, Mastercard, American Express, Discover). Pagos en efectivo son aceptados solamente en el departamento de cuentas del estudiante (Student Accounts). Complete una registración en la oficina de Continuing Education, y luego usted será enviado a la oficina de cuentas al estudiante.
- Por Correo use la registración que se encuentra en este folleto. Una forma es requerida para cada persona que se registre. Fotocopias son aceptadas. Envíe su registración con cheque, giro postal a: Continuing Education, Union County College 1033 Springfield Avenue, Cranford, NJ 07016

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

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

Mal tiempo y otras emergencias:
En el caso de que Union County College cancele o retrae sus operaciones debido al mal tiempo u otras emergencias, el Departamento de Marketing y Comunicaciones le informará a los siguientes medios de comunicación sobre el cierre:
- Radio 1010WINS (am) o entre a 1010wins.com
- El canal 2–WCBS TV News

Cuando un cierre de emergencia sea declarado, un anuncio será mostrado prominentemente en la página de web de Union County College.
Microsoft Word 2013, Básico (8 hrs)
AECE A20 Sec 276 $99
Lun, Mié 8/08-8/17 6:00-8:00 p.m.
Elizabeth

Excel 2013, Básico (8 hrs)
AECE A46 Sec 276 $99
Lun, Mié 8/22-8/31 6:00-8:00 p.m.
Elizabeth

PowerPoint 2013, Básico (8 hrs)
AECE A70
Este programa se ofrecerá otoño 2016

Facebook (3 hrs)
Este curso le ayudará a ponerse al día en navegar, explorar, usar y personalizar el sitio de redes sociales Facebook. Aprende a subir fotos, agregar y eliminar aplicaciones y amigos, búsqueda de personas, grupos de interés y actividades. Entender la configuración y seguridad dentro de Facebook para asegurarse de que será sólo la gente que desea encontrar. Si no tienes una cuenta en Facebook, que va ser configurando uno en clase. Asegúrese de tener una cuenta de correo electrónico activo que puede utilizar para suscribirse a Facebook.

AECE 402 Sec 246 $69
Jue 8/11 6:30-9:30 p.m.
Elizabeth

PROGRAMA DE CERTIFICADO

Computer Software Specialist Certificate (Certificado Intermedio)
Usted debe tomar los cursos básicos antes de registrarse para el certificado intermedio o tener experiencia previa en Word, Excel, PowerPoint y Access básico.
El certificado intermedio está diseñado para personas con conocimiento básico de Word, Excel, PowerPoint y Access que desean expandir sus conocimientos.

Cursos Requeridos
• AECE B20–Word 2013 Intermedio
• AECE B46–Excel 2013 Intermedio
• AECE A23–Access 2013 Básico
• AECE B70–PowerPoint 2013 Intermedio
Este programa se ofrecerá otoño 2016

CUIDADO DE NIÑOS

Cuidado de Niños
Directora del Programa: Nilda Gaud
(908) 380-8483;
Email: Gaud@ucc.edu
¿Usted disfruta trabajar con niños? Si desea desarrollar sus habilidades como proveedor(a) del cuidado de niños, este certificado de multi-cursos lo preparará para ser un verdadero profesional del cuidado de niños, y le puede dar la opción de trabajar con otros en una facilidad de cuidado de niños o establecer su propio negocio.
• AEDE A81–Cuidado de Niños: Los Fundamentos–Parte 1 (30 hrs)
• AEDE B81–Cuidado de Niños: Los Fundamentos–Parte 2 (30 hrs)
• AEDE A82–Cuidado de Niños: Prácticas Profesionales–Parte 1 (30 hrs)
• AEDE B82–Cuidado de Niños: Prácticas Profesionales–Parte 2 (30 hrs)
Este certificado de 120 horas puede ser usado para los requisitos del CDA.
Los cursos tienen que ser tomados en orden. La parte 1 debe ser tomada antes de la parte 2.
• AEDE 083–CDA preparación del portafolio (30 hrs)
Este programa se ofrecerá otoño 2016 y primavera 2017
**TÉCNICO DE FARMACIA**

**PROGRAMA DE CERTIFICADO**

Técnico de Farmacia (120 hrs) recién revisado

Program Chairperson: Robin Garcia
Email: robin.garcia@ucc.edu

El técnico de farmacia desempeña un papel clave en el campo de la salud afines. Trabajando bajo la supervisión de un farmacéutico autorizado, técnicos de farmacia ayudan a dispensar medicamentos en farmacias privadas y por menor. Técnicos de farmacia hablan con los clientes para adquirir información, Conde tabletas y medir cantidades de medicamentos por recetas recetas, paquete y etiqueta y manejar los problemas de seguros. Para convertirse en un técnico de farmacia, uno debe poseer un diploma de escuela secundaria o su equivalente, tener una sólida formación matemática y pasar una verificación de antecedentes penales. Mayoría de los Estados requiere a algún tipo de entrenamiento formal. Algunos Estados y los empleadores también pueden exigir a sus técnicos de farmacia adquirir la certificación nacional. Job Outlook: Empleo para técnicos de farmacia se espera aumentar en un 32% de 2010—2020, mucho más rápido que el promedio para todos las ocupaciones. (Bureau of Labor Statistics)

Al finalizar el programa, el alumno se otorgará el certificado de finalización del técnico de farmacia y tener la oportunidad de celebrar la siguiente certificaciones/licencia: Consejo de certificación de técnico de farmacia—material de estudio adicional se recomienda también para prepararse para el examen de PTCB. Para más información por favor póngase en contacto con PTCB al 877-782-2888 o www.ptcb.org. Licencias de NJ—para ser elegible para ser registrado como técnico de farmacia en el estado de Nueva Jersey, usted debe registrarse contactando la oficina de Nueva Jersey de la Procuraduría General al 973-504-6450 o www.state.nj.us/org/ca/pharm/form/pharmtech.pdf.

Curso Requerido
- AEHE 955—Técnico de Farmacia (120 hours)

**Técnico de Farmacia (120 hrs)**

Los estudiantes se prepararán para el examen de PTCB en esta clase de 120 horas a través de la instrucción en cálculos farmacéuticas/matemáticas, terminología médica, interpretaciones de las recetas, formas de dosificación y vías de administración. El curso tiene dos objetivos: prepararse para trabajar como técnico de farmacia y que te ayude con éxito para pasar el examen de PTCB. Libros (2) disponibles en la librería de Union County College

AEHE 955 Sec 296 $1,500
Lun, Jue 6/20-12/15 6:30-9:00 p.m.
(no clase 7/04, 7/07, 9/05, & 11/24)
Elizabeth

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**Nuevo**

**Activo o Hiperactivo (20 hrs)**

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

AEDE 197
Este programa se ofrecerá otoño 2016

**CDA Portfolio Preparación (30 hrs)**

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

AEDE 083
Este programa se ofrecerá otoño 2016

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**Regístrate en Línea** (a través del Internet) es fácil y conveniente
Ya no necesita esperar en líneas o enviar su registración a través del correo. Regístrate para sus clases desde cualquier lugar a través de una computadora.

Visite nuestro lugar del web para más detalles:
www.ucc.edu/noncredit/instantenrollment.aspx
ELECTRÓNICA Y REPARACIÓN DE ELECTRODOMÉSTICOS

Estos programas prácticos y técnicos no requieren conocimiento de electrónica para inscribirse. Personas considerando un cambio de carrera o su propio negocio y los que han recientemente perdido su trabajo podrán beneficiarse de este tipo de entrenamiento en alta demanda. Estos programas también son una opción para los graduados de secundaria con ganas de incorporarse al mercado laboral en vez de ir a la universidad.

PROGRAMA DE CERTIFICADO

Básico de Reparación de Electrodomésticos (48 horas)

Director Del Programa: Mario Santos
(908) 403-0313
Correo electrónico: msantos@ucc.edu

Según las últimas estadísticas del Departamento de Trabajo de EE.UU.: “Oportunidades de empleo para técnicos de reparación de electrodomésticos se esperan que sean excelentes en el periodo 2012-2022, con ofertas de trabajo continuando a superar en número a los demandantes de empleo. Las empresas informan numerosos puestos vacantes y la jubilación esperada de técnicos mayores. El empleo es relativamente estable y los trabajadores raramentemente despididos porque la demanda de los principales servicios de reparación de electrodomésticos es bastante constante (salario promedio por hora es $17.92).”

Este curso explica el funcionamiento general y fallas comunes asociadas con, estufas eléctricas y de gas, secadoras de ropa eléctricas y de gas, lavadoras de ropa, lavavajillas, frigoríficos y horno microondas. Usted recibirá un resumen de los conceptos generales técnicos y de las técnicas y procedimientos prácticos necesarios para diagnosticar, solucionar problemas y reparar averías de manera eficiente y segura. Usted aprenderá rápidamente a identificar y probar los principales componentes electrónicos, eléctricos y electromecánicos asociados a cada máquina al trabajar con piezas reales, circuitos, equipos de prueba y diagramas esquemáticos.

AEET 101 Sec 296 $750
Lun-Jue 6/06-6/23 6:00-10:00 p.m.
Elizabeth
Introducción a la Electrónica (40 hrs)
Al finalizar este curso, usted tendrá una comprensión práctica de las leyes técnicas, reglas y otros conceptos fundamentales que afectan el diseño, construcción, instalación, mantenimiento y metodología de resolución de problemas para prácticamente todo tipo de máquinas electrónicas. También va aprender el funcionamiento general, aplicaciones típicas, fallas comunes y los procedimientos de prueba para los principales componentes electrónicos, eléctricos y electromecánicos de uso común. Se aprende rápidamente a identificar estos componentes, en el hardware físico y en teoría, al trabajar con piezas reales y sus respectivos símbolos en diagramas esquemáticos. También se aborda soldadura básica, montaje de circuitos, y las técnicas para montar y desmontar los componentes.
AEET 104 Sec 296  $600
Lun-Jue  7/05-7/20  6:00-10:00 p.m.  Elizabeth

Comprensión de Equipos de Pruebas (32 hrs)
Al finalizar este curso, usted será capaz de utilizar equipos de prueba para medir la resistencia, voltaje, corriente, tiempo, frecuencia y otros parámetros importantes. Se presta particular atención al uso correcto del multímetro digital y del osciloscopio. Varios otros instrumentos también son cubiertos y se emplean a lo largo de este curso. Para mejorar aún más su comprensión de los temas tratados, usted estará construyendo y “depurando” circuitos, y realizando mediciones en vivo con circuitos reales para practicar en clase.
AEET 105 Sec 296  $600
Lun-Jue  7/25-8/04  6:00-10:00 p.m.  Elizabeth

Solucionando problemas de sistemas electrónicos (60 hrs)
Al finalizar este curso, usted tendrá una comprensión práctica de la operación y de las técnicas y procedimientos típicos necesarios para diagnosticar, solucionar problemas y reparar circuitos claves que se encuentran comúnmente en una amplia variedad de máquinas. Usted va adquirir una comprensión más profunda de los temas tratados mediante examinando y construyendo sistemas completos y mediante realizando mediciones típicas y rutinas de solucionar problemas en las fuentes de alimentación de corriente continua y alterna, circuitos de temporización y detección, circuitos basados en microprocesadores y lógica, y otros circuitos relevantes reales para la práctica en clase.
AEET 106 Sec 296  $600
Lun-Jue  8/08-8/31  6:00-10:00 p.m.  Elizabeth

GED (PREPARACIÓN)

GED (48 hrs)
Aumente sus habilidades y desarrolle un programa fiable de estudio en las 4 areas requeridas para obtener su GED: Razonamiento a través de Artes del lenguaje; matemáticas razonamiento; ciencia; y estudios sociales. Usted debe estar preparado para trabajar en la casa así como en clase. Aprenda dónde se ofrece el examen y estrategias para aumentar sus oportunidades de éxito. Los cursos están disponibles en dos niveles. Para su conveniencia, todos los libros y materiales requeridos, están disponibles en la librería del colegio. La preparación en español para el examen de equivalencia (GED) está disponible en Elizabeth Union County College.
AEET 124 Sec 270  $225
Lun, Mié  6/06-8/29  9:30-11:30 a.m.
(no clase 7/04)
Elizabeth
AEET 124 Sec 286  $225
Mar, Jue  6/07-8/25  6:30-8:30 p.m.  Elizabeth

GED/NJ Habilidades Básicas en Matemática, Algebra y Geometría (24 hrs)
Si usted está planeando regresar a la escuela, tomar el GED, prepararse para el “NJ Basic Skills Entrance Exam” (ofrecido por todos los colegios de Nueva Jersey), o si usted sólo necesita practicar con gramática básica, este curso es para usted.
AEET 126 Sec 230  $149
Mié  6/08-8/24  12:00-2:00 p.m.  Elizabeth

GED Habilidades de Lectura y Escritura (24 hrs)
Si usted está planeando regresar a la escuela, tomar el GED, prepararse para el “NJ Basic Skills Entrance Exam” (ofrecido por todos los colegios de Nueva Jersey), o si usted sólo necesita practicar con gramática básica, lectura y escritura, este curso es para usted.
AEET 125 Sec 240  $149
Jue  6/09-8/25  12:00-2:00 p.m.  Elizabeth

Regístrese en línea (a través del Internet)
El nuevo sistema de registración en línea (a través del Internet) es fácil y conveniente
Ya no necesita esperar en líneas o enviar su registración a través del correo. Regístrese para sus clases desde cualquier lugar a través de una computadora.
Visite nuestro lugar del web para más detalles:
www.ucc.edu/noncredit/istantenrollment.aspx
The Continuing Education program at Union County College thanks the Union County Freeholders for their support in many programs.

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

Prepare to Become a Nationally Certified Healthcare Professional!

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

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

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

See the Allied Health section for details on pages 29–35.
Easy ONLINE Registration!

Don’t wait in lines or mail in your registration form. The new online registration system is
• fast
• easy
• convenient!

Sign up for classes on your computer from anywhere! Visit our website for more details:

www.ucc.edu/noncredit/instantenrollment.aspx