

C O N T I N U I N G

# EDUCATION

FALL 2011



- Classes in professional development and personal enrichment for adults, kids, teens, and seniors
- Clases en español
- **REGISTER NOW!**

U N I O N C O U N T Y C O L L E G E

# Health Professions Opportunity Grant



The Northern New Jersey Health Professions Consortium is a region-wide initiative to strengthen and expand health care industry occupational training, leading to certification and employment of TANF and other low-income participants.

The Health Professions Opportunity Grant at Union County College provides funding for TANF and other low-income participants to obtain the skills and credentials necessary to secure and retain employment in areas of high demand within the healthcare industry. Funding opportunities can support education-related expenses such as:

- Tuition for Continuing Education courses
- Textbooks
- Child Care
- Transportation (to and from class)
- Academic Tutoring

**FREE CLASSES!**

## College Partners:

Bergen Community College

Brookdale Community College

County College of Morris

Essex County College

Hudson County Community College

Middlesex Community College

Passaic County Community College

Sussex County Community College

**Union County College**

Warren County Community College

## Eligibility Requirements

- U.S. citizen or permanent resident
- Temporary Assistance for Needy Families (TANF) participant or Low-income
- Currently enrolled at Union County College or considering taking any of the following health related courses:

### Certificate Programs:

Certified EKG Technician  
 Certified Patient Care Technician  
 Certified Phlebotomy Technician  
 Emergency Medical Technician - Basic  
 English as a Second Language  
 Medical Billing and Coding Specialist  
 Medical Transcription  
 Pharmacy Certified Technician

### Career Preparation courses:

Anatomy & Physiology  
 Computerized Medical Billing Part 1 & 2  
 CPH for the Healthcare Professional  
 EKG  
 ICD-9-CM & CPT-4  
 Intro to Medical Terminology  
 Medical Insurance Billing  
 Medical Transcription A to Z  
 Phlebotomy

### Career Preparation Workshops:

Developing Confidence for the Job  
 Interview  
 Make Your Resume Work for You

### Computer Courses (Health Program Prerequisites):

Microsoft Access  
 Microsoft Excel  
 Microsoft Powerpoint  
 Microsoft Word  
 Intro to Windows Parts 1 & 2  
 Keyboarding  
 Peachtree  
 Quickbooks

### Foreign Languages

Spanish for Health Care Professionals

### ESL and Basic Skills:

Advanced ESL  
 American English Pronunciation  
 Beginning ESL Conversation  
 Beginning ESL Grammar  
 ESL Writing  
 GED Preparation  
 GED Math, Algebra and Geometry  
 GED Reading and Writing  
 Intermediate ESL Conversation  
 Intermediate ESL Grammar



## For More Information

Contact: Health Professions Opportunity Grant  
 Union County College - Plainfield Campus  
 (908) 412-3562 phone  
 (908) 412-3558 fax  
[www.ucc.edu](http://www.ucc.edu)



# C O N T I N U I N G EDUCATION

FALL 2011

M A G A Z I N E

## U N I O N C O U N T Y C O L L E G E



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## REGISTRATION FORM .....pg 45

Visit our  
web site at

[www.ucc.edu/ContinuingEducation](http://www.ucc.edu/ContinuingEducation)

### Day of The Week Codes!

M = Monday	R = Thursday	U = Sunday	MTWRF = Mon-Fri
T = Tuesday	F = Friday	MW = Mon/Wed	
W = Wednesday	S = Saturday	TR = Tues/Thurs	

**REGISTRATION** Registration is easy, but **register early to avoid disappointment!! Save Money! Register at least 14 days before the first class to avoid the \$10 late fee.** Courses fill quickly and some have limited enrollment. **COURSES WITHOUT SUFFICIENT ENROLLMENT ARE CANCELLED 1 WEEK 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.

**WALK-IN** Visit our **Cranford Campus**, 1033 Springfield Avenue, Monday through Thursday from 8:00 am - 7:00 pm. Friday, 8:00 am - 6:00 pm. Saturday, 8:00am-1:00 pm.

**Visit our Elizabeth Campus**, 40 West Jersey Street, 5th Floor, at the Thomas H. Brown Center reception area, Monday through Friday from 8:30 am to 4:30 pm.

**MAIL-IN** Use the registration form located in this booklet 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

### Campus Codes

CR = Cranford Campus	PC = Plainfield Campus
KB = Elizabeth Campus, Kellogg Building	SP = Scotch Plains Campus
OC = Off Campus	RSC = Retail Skills Center
	RRA = Reeves-Reed Arboretum

**FAX-IN** (24 hours a day) (908) 709-7070 Complete the registration form in this booklet and fax to us. Once we receive your completed fax form, we call you so you can give us your credit card payment. A \$5.00 registration fee is added to your total payment.

**PHONE IN** Call 908-709-7600. 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. A \$5.00 registration fee is added to all phone in registrations.

**TUITION & 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, Visa, MasterCard, Discover, and cash. If paying by check, checks are accepted ONLY three or more weeks prior to a course start date to allow for check clearance.

**SENIOR SCHOLARS PROGRAM** Union County Seniors (60+). This program is free for Union County Seniors (60 +). You must register in person for these courses at either the Continuing Education Office on the Cranford campus at 1033 Springfield Avenue, or at the Thomas H. Brown Center reception area on the Elizabeth campus, 40 West Jersey Street, 5th floor. Registration for these courses begins Wednesday, August 17, 2011. You will be asked to show proof of age and residency.

**CLASS CANCELLATION** If your class is cancelled due to low enrollment, you will be notified by phone or email and given the option of a full refund or enrolling in another Continuing Education course.

**WITHDRAWALS & 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 prior to the first class session – 100%
- With written notification received after the first class meeting – 50%
- No refunds after the second class meeting
- Refunds are not issued for online courses.
- Schedule changes must be requested in writing.

**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 our campuses. Parking tags cost \$10 per semester regardless of the number of times the course will meet. Handicapped parking is available. 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. – 6:30 p.m. Tags are NOT mailed. You will be ticketed if you do not have a tag visible in your vehicle.

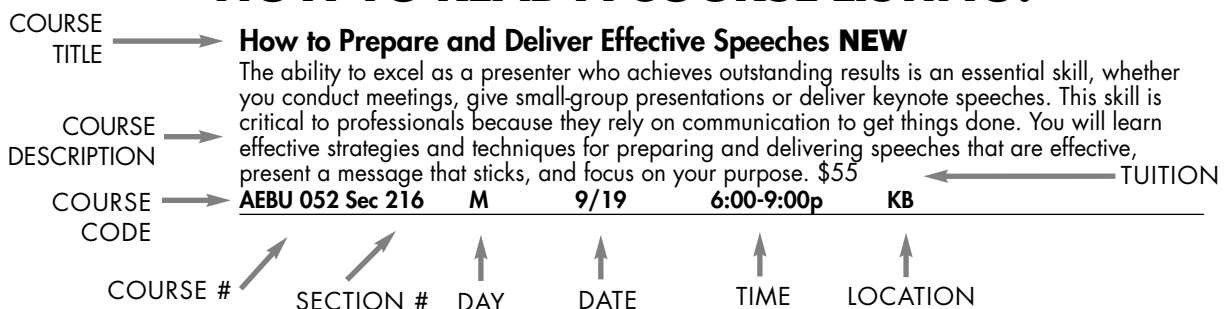
**INCLEMENT WEATHER/EMERGENCY CLOSING** In case Union County College cancels or delays operations due to weather or other emergencies, the Department of College Relations will inform the following media of the closing:

**Radio - 1010 WINS (am) radio or log on to – [www.1010wins.com](http://www.1010wins.com)**  
**WNBC TV News channel 4 or log on to – [www.WNBC.com](http://www.WNBC.com)**

**When an Emergency Closing is declared, an announcement will be displayed prominently on the Union County College homepage.**  
**[www.ucc.edu](http://www.ucc.edu)**

★ we are in the process of implementing online registration. Check **[www.ucc.edu/continuingeducation](http://www.ucc.edu/continuingeducation)** for updates

## HOW TO READ A COURSE LISTING:





## Over 50 Certificate Programs are awarded by Union County College.

Choose courses to fit your personal schedule. Please note prerequisites for specific courses. Required courses can be taken in any order, unless otherwise noted.

For additional information, please call  
(908) 709-7600

### Requirements:

- For each course in a certificate series, you must:
- 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:

1. Meet the requirements above.
2. 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.
3. 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.

### Resume Preparation

At no additional cost, when you complete a certificate program, you will be eligible to sign up for workshops in resume writing, on a "space-available" basis.

Please call (908) 709-7600 for details.

**A NUMBER OF CERTIFICATE PROGRAMS CAN BE COMPLETED IN JUST ONE SEMESTER!!**



## Career Preparation Certificate Programs:

### Offered this semester

- Appliance Technician **NEW**
- Administrative Assistant
- American Sign Language Part 1 & 2
- Automotive Electronic & Electrical Systems Technician **NEW**
- Certified Bookkeeper
- Certified Patient Care Technician (CPCT)
- Certified Phlebotomy Technician (CPT)
- Certified EKG Technician (CET)
- Children's Care-Giver
- Electronics Technician **NEW**
- Event Planning
- Floral Design
- Global International Trade: U.S. Customs Broker Test Preparation
- Homeland Security Emergency Management and Planning
- Human Resource Management
- Interior Design
- Management
- Medical Assisting **NEW**
- Medical Billing and Coding Specialist
- Medical Transcription
- Personal Trainer National Certification
- Pharmacy Certified Technician
- Practical Accounting
- Project Management
- Real Estate Sales
- Restaurant Management/Culinary Arts
- Sales & Marketing
- Six Sigma
- Substitute Teacher Specialist
- Supply Chain Management
- Wedding Planner **NEW**

Turn to page 36 for a list of  
**ONLINE CERTIFICATE PROGRAMS**

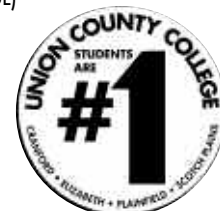
### Computer Certificate Programs:

- A+ Computer Service Technician – Software & Hardware
- Cisco Certified Networking Associate (CCNA)
- Cisco Certified Networking Professional (CCNP)
- Graphic Arts Certificate with Print Specialty
- Graphic Arts Certificate with Web Specialty **NEW**
- Microsoft Office Professional 2010 Beginner Level
- Microsoft Office Professional 2010 Intermediate Level
- Microsoft Office Professional 2010 Advanced Level
- Microsoft Project 2010
- Structured Query Language (SQL)
- Web Design and Development

### Academy for English as a Second Language:

- English as a Second Language (ESL)

### Construction Code Courses



**CERTIFICATE PROGRAMS**  
**FALL '11**

## ■ Administrative Assistant

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

Being a secretary/administrative support professional in today's offices is more than just working directly for your manager(s). Your success depends on how you manage relationships with others and address your work responsibilities independently. Administrative assistants are being evaluated by how well they can: understand the different administrative roles in managing their departments; initiate and execute a variety of inter- and intra-office communications; manage production of all written communications; ensure that their services meet the highest quality standards; coordinate management of daily procedures and special projects; deal with surprise situations; ensure professionalism in dealings with customers, key office contacts and clients. This program includes the following topics: Building successful relationships; communication skills; managing conflict; technology management; planning business meetings/conferences, and project management. This course is for those seeking new careers in administrative management support; experienced administrative professionals wanting to enrich their skills.

### Required Course:

- AEOF 068- Administrative Assistant (24 hrs)

**Electives:** (Select any combination of approved courses totaling 12 hrs or 18 hrs)

- AECO A20 & AECO B20 – Microsoft Word 2010, Beginner & Intermediate (12 hrs)
- AECO A46 & AECO B46 – Excel 2010, Beginner & Intermediate (12 hrs)
- AECO A23 & AECO B23 – Access 2010, Beginner & Intermediate (12 hrs)
- AECO 343 – Quickbooks (18 hrs)
- AECO 344 – Peachtree (18 hrs)

See page 20 & 31-33 for current course offerings

## ■ American Sign Language (ASL)

- Program Chairperson: Darlene Sarnouski, 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 UCC 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)

See page 25 for current course offerings

## ●●●●● CEU'S ●●●●●

The Division of Economic Development and Continuing Education provides CEU's for students enrolled in approved courses. American Management Association (AMA) courses are among those accepted. The New Jersey Board of Accountancy has approved Union County College as a CPE sponsor of Continuing Education (#CE1339). Accountants are eligible for Continuing Education credits for computer training courses.

**For further information about qualifying courses, please call (908) 709-7600.**

## ■ Certified Bookkeeper

- Program Chairperson: Cheryl Kress (908) 232-8412  
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 earn the right to put "CB" after your name. The experience requirement may be completed before or after the examinations. A CB has the proven skills and knowledge to carry out all key accounting functions through the adjusted trial balance for a firm of up to 100 employees.

**1** This Certificate Program can be **COMPLETED** IN JUST ONE **SEMESTER!**

By becoming a Certified Bookkeeper, you can increase your earning potential, enhance your standing as a professional and give yourself an edge in even the most competitive job market. The course focuses on preparing you for the National Certified Bookkeeper examination by helping you truly master the skills and knowledge required for certification, which are as follows:

- Adjusting entries (accruals and deferrals)
- Correction of accounting errors (includes the bank reconciliation)
- Basic book and tax depreciation
- Basic payroll—paying wages, withholding, depositing and reporting taxes using the basic forms (W-2, 941, 940, 8109)
- Recording and costing out merchandise inventory
- Internal controls and fraud prevention

**Pre-requisite:** High School Diploma or equivalent. Some bookkeeping experience necessary.

- AEBU 005 – Certified Bookkeeper (75 hrs)

See page 16 for current course offering

## ■ Certified Patient Care Technician (CPCT)

## ■ Certified Phlebotomy Technician (CPT)

## ■ Certified EKG Technician (CET)

This Certified Patient Care Technician (CPCT) Certificate Program provides quality educational training for those interested in becoming Certified Patient Care Technicians, Certified Phlebotomy Technicians, and Certified Electrocardiogram (EKG) Technicians. The phlebotomist is the laboratory professional whose primary responsibility is to obtain the blood samples from the patient. An electrocardiogram is a record of the electrical activity of the heart. EKG's are tests needed when injury, heart attack or abnormal conditions are suspected. They are also needed on older patients and before surgery. An electrocardiograph is the machine used to record an EKG. The EKG Technician administers the EKG exam for interpretation and diagnosis by the physician. Their duties also may include preparing the patient, performing the procedure and ensuring the machine functions properly. These courses will help you prepare for the National Certification Examinations. Examination fees are not included in Certificate Program costs.

**1** This Certificate Program can be **COMPLETED** IN JUST ONE **SEMESTER!**

### Prerequisite:

- AEHL 111 – Anatomy and Physiology (24 hrs)

### Required Courses: (51 hrs)

- AEHL 146 – Phlebotomy (30 hrs)
- AEHL 147 – EKG (21 hrs)

This program is run in conjunction with the National Career Institute One certificate is issued for this program

See page 28 for current course offerings



# Three NEW Technician Certificate Programs Offered!



These new certificates are a great way to prepare yourself to enter the workforce or for experienced workers who would like to find a new job. No prior technician experience is necessary and these classes provide realistic lab sessions using actual parts and equipment that will be used on the job.

## ***Appliance Technician***

Appliances are found everywhere... in homes, resorts, hotels, hospitals, and businesses and there is a demand for technicians required to service and trouble-shoot appliances.

## ***Automotive Electronic & Electrical Systems Technician***

Do you like working with cars and SUVs? Learn how to repair electronic, electrical, and electro-mechanical systems found in autos. This hands-on program prepares students to take the nationally-recognized ASE certification test.

## ***Electronics Technician***

Electronics circuits are practically everywhere, including airplanes, ships, cars, appliances, toys, robotics, and many more. Learn about how electronics work and how to trouble-shoot, repair, and maintain a wide variety of electronic circuits used across different industries.

## ***Sample topics in all three technician certificate programs include:***

- Understanding technical devices (such as consumer appliances, cars, toys, ships, etc)
- Maintenance and repairs
- Equipment tool use
- Troubleshooting routines to follow



***For more information see pages 25-26  
or contact program chairperson  
Mario Santos:  
Msantos@ucc.edu or (908) 403 - 0313***

# NEW CAREER CERTIFICATE PROGRAMS OFFERED THIS FALL!



## Medical Assisting – NEW Certificate

Have you considered a career as a Medical Assistant? The NEW certificate program teaches students the important administrative skills and medical office knowledge to help succeed as a Medical Assistant or to find a job in this area. A certificate will also help job-search candidates stand out.

### Sample course topics covered include:

- Medical office records
- Medical office general knowledge
- Client-service training
- Front office skills
- Laboratory techniques

## Wedding Planning NEW Certificate

2011 has been a great year for weddings and with the royal wedding now over it's time to think about starting an exciting career in wedding planning. This new certificate program not only covers everything a wedding planner needs to know but it also gives students a chance to participate in real weddings to get hands-on experience. Sample course topics covered include:

- Flower and music selection
- Wedding etiquette
- Day of services
- Contracts



## ■ Medical Assisting **NEW**

This course thoroughly prepares students for the administrative skills medical administrative assistants need to know. This program integrates all of the front office topics and skills competencies required for today's industry standards. This program also covers material dealing with medical office, medical records, management skills, client service skills and responsibilities, client education and legal/ethical issues. The course introduces the student to basic and general laboratory concepts and techniques used in medical office or clinic and definitions of medical assistant's role in assisting with laboratory testing will be discussed. The course is built on the clinical theory and develops skills in medical specialty areas.

### Prerequisite:

- AEHL 111 – Anatomy and Physiology (24 hrs)

### Required Courses: (51 hrs)

- AEHL 146 – Phlebotomy (30 hrs)
- AEHL 147 – EKG (21 hrs)
- AEHL 148 – Medical Assisting (30 hrs)

See page 23 for current course offerings

## ■ Children's Care-Giver Program

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

Do you enjoy working with children? 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. This program is offered in both English and Spanish. This 120 hr 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, four optional courses available.

### 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)

### Optional Courses:

- AEDU 183 – CDA Portfolio Preparation (30 hrs)
- AEDU 191, AEDU 192, AEDU 193 – Early Childhood Development Series for CDA Renewal (45 hrs)

See page 24 for current course offering

## ■ Wedding Planning **NEW**

Wedding Planning Certification is designed for students looking to get started in the glamorous and exciting wedding industry. This hands-on program covers everything a wedding planner needs to know, including contracts, etiquette, flowers, music, day of services, marketing, industry business practices and application. This program will provide students with all of the tools necessary to become a professional wedding planner. Students will also have the opportunity to participate at real local weddings and events for additional hands-on experience. Graduates will receive an internationally recognized certification, post graduate support and customized internship opportunities. Tuition includes textbook, online curriculum, software, templates and certification.

### Required Course: (40 hrs)

- AEBU 500 – The Wedding Planner

See page 28 for current course offering



## ■ Event Planning

- Program Chairperson: Venetta Ellerbe  
Email: vellerbe@ucc.edu

This program teaches the essential elements necessary to plan and execute the details related to meetings, conferences and other events. You'll learn what is required to plan and manage events from concept to completion including registration, how to work with vendors, finding and reserving the best event site, budgeting and arranging food and audio-visual equipment.

### Prerequisite:

- AEBU 400 – Introduction to Event Planning (18 hrs)

### Required Courses:

- AEBU 401 – Contracts, Budgets & 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)

See page 28 for current course offerings

## ■ Floral Design

- Program Chairperson: Alina C. Ruiz  
Email: aruiz@ucc.edu

If you would like to develop skills as a floral arranger, 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. This program is offered in both English and Spanish. Introduction to Floral Design must be completed before enrolling in other Floral Design courses.

### 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)

See page 27 for current course offerings

## ■ Homeland Security Emergency Management & Planning Certificate

- Program Chairperson: Fritz G. Frage  
(732) 735-7615, Email: frage@ucc.edu

This program will give a concise understanding of the role and responsibilities of the Federal, State and local governments in the planning for and responding to natural or man-made emergencies or disasters. The student will follow emergency management practices and the importance of the interaction between police, fire, EMS and other response agencies.

### Required Courses: (42 hrs)

- AEEM 189 – Introduction to Emergency Management (15 hrs)
- AEEM 191 – Emergency Planning (15 hrs)
- AEEM 195 – Introduction to Terrorism (6 hrs)
- AEEM 196 – Terrorism and Intelligence (6 hrs)

See page 23 for current course offerings



## ■ Human Resource Management

- Program Chairperson:  
Deoram Persaud, Email: Persaud@ucc.edu

Whether new to the profession or a newly promoted professional, students will find in this course the information and skills they need to do their job and make a positive impact in their organization. The Certificate in Human Resource Management consists of five courses, which may be completed in any sequence allowing participants to begin or complete the certificate program at their convenience. Courses use internationally recognized curriculum developed by the American Management Association. To earn the certificate 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 257 – Performance Appraisals: Strategies for Success (16 hrs)
- AEBU 265 – Performance Management (16 hrs)
- AEBU 266 – Successful Interviewing (16 hrs)

Courses may be taken in any order.

See pages 17 & 19 for current course offerings



*Continuing Education classes are generally for adults ages 18 and up. For some classes teens under 18 may attend with a letter of permission from a parent or guardian and a letter from a school counselor.*

## ■ Appliance Technician NEW

- Program Chairperson: Mario Santos (908) 403-0313  
Email: msantos@ucc.edu

Appliances are commonly found in single-family homes, apartment/condominium/town-house communities, hospitals, hotels and resorts, and many businesses in multiple sectors of the economy. Upon completion of this program, participants will have acquired the basic knowledge and skills needed to help them understand, maintain, troubleshoot and repair Major Consumer Appliances. This unique hands-on program is presented in plain English and requires no previous knowledge of electronics or electricity to enroll. Students quickly learn the major skills necessary to pinpoint typical malfunctions by working on actual appliance parts and circuitry similar to those used in the appliance industry. This program utilizes professional testing equipment and technical literature commonly found in the field. Students learn which equipment and tools to use, which troubleshooting routine to follow, and everything else needed to complete typical repairs efficiently and safely. Individuals considering a career change, self-employment, and those who have recently lost their job may benefit from this training. It is also an excellent and unique option for high-school graduates wanting to enter the workforce instead of, or while, attending college in a technical major.

### Required Courses: (88 hrs)

- AEET 101 – Introduction to Major Appliances (24 hrs)
- AEET 102 – Introduction to Diagrams, Circuits, and Live Testing (32 hrs)
- AEET 103 - Troubleshooting and Repairing Appliances (32 hrs)

See page 25 for current course offerings

**¡PROGRAMAS DE CERTIFICADO EN ESPAÑOL!**

VEA A PAGINAS 56-59 PARA PROGRAMAS DE CERTIFICADO Y TODO LOS CURSOS EN ESPAÑOL

- Especialista de Programas de Computadora Básico
- Especialista de Programas de Computadora Intermedio
- Diseño Floral
- Técnico de Farmacia
- Certificado en Recursos Humanos **Nuevo**

## ■ Automotive Electronic & Electrical Systems Technician NEW

- Program Chairperson: Mario Santos (908) 403-0313  
Email: msantos@ucc.edu

This hands-on program is presented in plain English and requires no previous knowledge of electronics or auto-mechanics to enroll. The program is carefully designed to help participants prepare for the ASE Test A6, for Electrical/Electronic Systems, leading to ASE certification, which is a professional, nationally recognized credential in the automobile repair industry. Realistic, intensive lab sessions use actual auto parts and circuits similar to those commonly found in cars, vans, and SUVs. Through an innovative, cumulative training process, students quickly learn which troubleshooting routine to follow and which test equipment and tools to use to perform typical repairs efficiently and safely. This program is an excellent and unique option for high-school seniors wanting to enter the workforce instead of, or while, attending college in a technical major. In today's difficult economy and increasingly technology-based society, this type of high-tech and in-demand training may also bring new opportunities to individuals considering a career change or self-employment and those who have recently lost their job. This training program is non-manufacturer specific. Upon successful completion, graduates will have acquired essential knowledge and skills that will help them understand, maintain, troubleshoot and repair electronic, electrical and electro-mechanical systems found in fuel-based, as well as hybrid and electric, foreign and domestic cars.

### Required courses: (220 hours)

- AEET 107 – Introduction to automobile electronics (20 hrs)
- AEET 108 – Introduction to automobile wiring diagrams (20 hrs)
- AEET 109 – Introduction to testing equipment (28 hrs)
- AEET 110 – Major Systems: operation (32 hrs)
- AEET 111 – Major Systems: construction, diagnosis, troubleshooting (120 hrs)

See page 26 for current course offerings

## ■ Electronics Technician NEW

- Program Chairperson: Mario Santos (908) 403-0313  
Email: msantos@ucc.edu

This hands-on program is presented in plain English and requires no previous knowledge of electronics to enroll. The program explains the operation, troubleshooting, maintenance and repair of key electronic circuits commonly used in a wide variety of machines permeating multiple sectors of the economy. Realistic, intensive lab sessions use actual electronic parts and circuits similar to those typically found in commercial, consumer and industrial electronic equipment. Through an innovative, cumulative training process, students quickly learn which troubleshooting routine to follow and which test equipment and tools to use to perform typical repairs efficiently and safely. This program is an excellent and unique option for high-school seniors wanting to enter the workforce instead of, or while, attending college in a technical major. In today's difficult economy and increasingly technology-based society, this type of high-tech and in-demand training may also bring new opportunities to individuals considering a career change or self-employment and those who have recently lost their job. This general training program is not specific to any particular type of machine or sector of the economy dependent on or related to the electronics industry. Upon successful completion, graduates will have acquired essential knowledge and skills that will help them understand, maintain, troubleshoot and repair electronic, electrical and electro-mechanical systems typically found in airplanes, ships, cars, communications and navigation equipment, commercial and consumer audio and video equipment, commercial and consumer appliances, medical equipment, industrial machines, power plants, recycling facilities, water treatment plants, military equipment, robotics, toys and many other high-tech sectors of the economy.

### Required courses: (120 hours)

- AEET 104 – Introduction to electronics (40 hours)
- AEET 105 – Understanding Testing Equipment and Troubleshooting (20 hours)
- AEET 106 – Understanding and Troubleshooting Electronic Systems (60 hours)

See pages 25-26 for current course offerings

# Teacher Preparation

## & Professional Development Academy

### **New Pathways to Teaching in New Jersey (NPTNJ)**

is an 11 month Alternate Route teacher preparation program that is approved by the New Jersey Department of Education. The program was designed to allow individuals who already hold a bachelor's degree or higher, who did not complete a traditional teacher training program to become licensed teachers. The courses are graduate level and the program can be taken for credit or non-credit.

### **Introduction to the Teaching Profession – 24 hour program**

Thinking about teaching for your next career? Applying for a Certificate of Eligibility? The first step is to attend a '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. This is a non-credit 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.

### **Praxis Examination Review**

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 available for mathematics and science.

### **Substitute Teacher Specialist Certificate Program**

This program will help you understand the process of obtaining a substitute teacher certificate, and more importantly, how to become a valuable and employable asset to a school district. At the same time, you will learn to help students and experience the joys of teaching. Those who should consider this Certificate Program include persons with 60 or more college credits, as well as current substitute teachers, newly certified substitute teachers, and experienced teachers wanting to return to the field. This program requires attendance at all nine class sessions.

### **Ed2Go Courses**

A number of online opportunities are available to teaching professionals to enhance their skills and knowledge. Courses are six weeks in duration, cover a variety of topics and the online platform allows you to learn at your convenience. See pages 36-38 for more information.

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## ■ Interior Design

- Program Chairperson: Keith Johns  
Email: johns@ucc.edu

It is everyone's desire to live and work in more comfortable, functional, yet beautiful spaces. Unfortunately, not everyone has the creativity or knowledge of how to design such spaces. Therefore, interior designers have been available to meet the needs for better living and working environments. 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/accuracy oriented, self disciplined individual, then this may be the career for you.

### Required Courses: (124 hrs)

- AEIN 160 – Intro to Interior Design & Space 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.

See page 26 for current course offerings

## ■ Management

Successful management depends on developing and using the skills that move organizations and people forward toward common goals and objectives. Managing in today's dynamic, diverse workplace demands a new style of leadership. New leaders must be visionaries, change agents, and coaches. This Certificate Program outlines the skills necessary to fulfill this challenging, changing, and rewarding leadership style. The Certificate in Management consists of five separate courses, which may be completed in any sequence allowing participants to begin or complete the certificate program at their convenience. Courses use internationally recognized curriculum developed by the American Management Association. To earn the certificate 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 021 – Leadership Skills for Managers (16 hrs)
- AEBU 267 – First Line Supervision (16 hrs)
- AEBU 022 – How to Manage Conflict in the Organization (16 hrs)
- AEBU 023 – A Managers' Guide to Human Behavior (16 hrs)
- AEBU 264 – Communication Skills for Managers (16 hrs)

Courses may be taken in any order.

See page 17 for current course offerings

Visit us online at  
[www.ucc.edu](http://www.ucc.edu) for  
the very latest  
information on our  
courses and  
programs



## ■ Medical Billing and Coding Specialist

Become a Medical Office Billing and Coding Specialist in the expanding field of health care. Enhance your Administrative Assistant skills; learn medical office billing, medical terminology, and medical coding. Prepare yourself to work in a physician's office or ambulatory care facility. This certificate program requires that you possess a high school diploma or the equivalent before enrolling. Also recommended are basic secretarial skills, minimum typing skills of 35 wpm and some computer knowledge.

### Prerequisite: (85.5 hrs)

- AEHL 131 – Intro to Medical Terminology (37.5 hrs)
- AEHL 235 – Medical Insurance Billing (48 hrs)

### Required Courses: (141 hrs)

- AEHL A38 – ICD-9-CM & CPT-4 Coding Part 1 (37.5 hrs)
- AEHL B38 – ICD-9-CM & CPT-4 Coding Part 2 (37.5 hrs)
- AEHL 132 – Procedures in the Medical Office, Ethical and Legal Responsibilities (30 hrs)
- AECO A61 – Computerized Medical Billing Part 1 (18 hrs)
- AECO B61 – Computerized Medical Billing Part 2 (18 hrs)

*(Prerequisites for Computerized Medical Billing: Keyboarding and Introduction to Windows Parts 1 & 2 or equivalent work experience).*

**Electives:** Select any combination of approved courses totaling 12 hrs or 18 hrs

- AECO A20 & AECO B20 – Microsoft Word 2010, Beginner & Intermediate (12 hrs)
- AECO A46 & AECO B46 – Excel 2010, Beginner & Intermediate (12 hrs)
- AECO A23 & AECO B23 – Access 2010, Beginner & Intermediate (12 hrs)
- AECO 343 – Quickbooks (18 hrs)
- AECO 344 – Peachtree (18 hrs)

See pages 27-28 and pages 31-33 for current course offerings

## ■ Medical Transcription A to Z

This in-depth training program provides all of the essential ingredients to become a medical transcriptionist. Medical transcription (MT) is the process of converting patient information or patient reports, typically from a voice recorder, to text format. These reports are typically from physicians and other healthcare professionals. Medical Transcriptionists can work from home or on-site within a medical facility. MTs can earn an excellent income and can work for anyone from anywhere through electronic files.

The materials for this program are provided to you. You will work on this program from the convenience of your home. The program is open entry/open exit. Students may begin at any time. There is no time limit for completion, although the average seems to be that by spending about ten hours a week with a typing speed of 60 wpm, it can be completed within six months depending upon the individual. Cost includes all materials, worksheets and CDs except for three medical reference books that the student must purchase. Student will need access to a computer, CD player or use of a foot pedal, & basic word processing program.

### Required Course:

- AEHL 311 – Medical Transcription A to Z

See page 28 for current course offering

**1** This Certificate Program can be COMPLETED IN JUST ONE SEMESTER!

## ■ Personal Trainer National Certification

- Program Chairperson: Greg Mahadeen (732) 695-1649  
E-mail: mahadeen@ucc.edu

Start a new career by becoming a Certified Personal Trainer. 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 5 week period for better retention and skill competency. The national certification exam is held on the sixth week. Career opportunities exist in fitness centers, gyms, spas, or start your own business. Proof of CPR recommended for certification to be issued. Call 1-888-330-9487 to purchase textbook.

**1** This Certificate Program can be **COMPLETED IN JUST ONE SEMESTER!**

### Required Course:

- AEXX 120 Personal Trainer National Certification (36 hrs)

Co-sponsored with World Instructor Training Schools (W.I.T.S.)

See page 23 for current course offerings

## ■ Pharmacy Certified Technician

- Program Chairperson: Ramon Cedeno (908) 414-4827  
E-mail: rcedeno@ucc.edu

This program has two objectives—first to prepare the student to work as a technician in the rapidly growing pharmaceutical industry and second to prepare the student to successfully pass the National Pharmacy Technician Certification Exam. The program covers medical terminology, interpretation of the prescription, dosage forms and routes of administration, pharmaceutical calculations and related computer usage. Cost does not include certification exam fee.

**1** This Certificate Program can be **COMPLETED IN JUST ONE SEMESTER!**

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### Required Course:

- AEHL 956 – Pharmacy Calculations – Math For the Pharmacy Technician
- AEHL 955 – Pharmacy Certified Technician (40 hrs)

See page 40 for current course offerings

## ■ Practical Accounting

- Program Chairperson: Frank D'Antonio (908) 272-5601  
Email: dantonio@ucc.edu

Receive a general survey of modern business financial practices. Become familiar with the foundations for understanding, processing and communicating financial data. This is an ideal way to gain entry into this very rewarding career.

### Required Courses: (52 hrs)

- AEFI 101 – Practical Accounting (18 hrs)
- AECO 060 – Computerized Accounting Records (18 hrs)
- AEFI 150 – Fundamentals of Taxation (16 hrs)

### Electives – select one: (12 or 18 hrs)

- AECO A46 & AECO B46 – Excel 2010, Beginner & Intermediate (12 hrs)
- AECO A23 & AECO B23 – Access 2010, Beginner & Intermediate (12 hrs)
- AECO 343 – Quickbooks (18 hrs)
- AECO 344 – Peachtree (18 hrs)

See pages 50 and 32-33 for current course offerings

## ■ Project Management

- Program Chairperson: David Koury  
Email: koury@ucc.edu

Effective project management involves meeting deadlines, staying within budget, coordinating diverse groups of people and tasks, solving problems and achieving results. The Project Management Certificate Program is designed to give professionals the tools needed to successfully manage any type of project – regardless of scope or industry. Whether you manage multiple information technology projects or a single marketing/advertising campaign, this program enables you to manage your projects more efficiently and effectively. All instructors are working professionals and experts in their fields who bring real world application of project management to their classes.

### Prerequisites: (36 hrs)

- AEBU 170 – Intro to Successful Project Management (18 hrs)
- AEBU 171 – Project Scope and Process Management (18 hrs)

### Required Courses: (78 hrs)

- AEBU 172 – Project Leadership Staffing & Communications (18 hrs)
- AEBU 173 – Project Time and Cost (18 hrs)
- AEBU 174 – Project Risk and Contract Management (18 hrs)
- AEBU 175 – Project Quality (18 hrs)
- AECO A34 – Microsoft Project 2010 (6 hrs)

See pages 19 and 32 for current course offerings

# Union County College Institute of Real Estate

Program Chairperson: Peter DeFluri • (908) 686-3220  
Email: DeFluri@ucc.edu

## ■ Real Estate

As the overall economy changes the Real Estate market also changes. A greater number of people are seeking additional income or a change of career. You too may want to consider entering the Real Estate field. Principle of Real Estate meets the Real Estate Commission requirements for the N.J. sales/licensing examination. If you are new to the field you will be required to be a sales associate. Upon completion of this 75 hour course, you will have an opportunity to sit for the State examination, within one year of its completion. You must pass the State exam and have your license in a Real Estate office within a one year period. If you fail to comply with those requirements, you will have to take the course again. (There are no exceptions)

### Required Course:

- AERL 101 – Principles of Real Estate (75 hrs)

See page 41 for current course offerings

## Tuition Vouchers

Some employers pay for their employees to enroll in Continuing Education courses. Ask your employer to allow you to register in courses now. We are happy to facilitate 3rd party billing to your employer. All we need is a signed tuition voucher (promise of payment) from your employer. The Division of Economic Development and Continuing Education provides CEU's for students enrolled in approved courses. CEU's are awarded at one per 10 hours of course time. **FOR MORE INFORMATION, PLEASE CALL (908) 709-7600.**



## ■ Restaurant Management/Culinary Arts

Start a career in Restaurant Management and the Culinary Arts. In this 5-course certificate program, receive the technical and business skills necessary to pursue a career in the field of restaurant management/culinary arts. Courses in this certificate program have been designed to meet the requirements of food service personnel.

### Required Courses:

- AERM 126 – Introduction to Restaurant Management and Culinary Arts (18 hrs)
- AERM 127 – Banquets and Catering (18 hrs)
- AERM 128 – Food Service Management and Principles of Food Service (24 hrs)
- AERM 129 – Food and Beverage Operations and the Culinary Professional (24 hrs)
- AERM 155 – Meeting, Convention, & Event Management (18 hrs)

All courses may be taken in any order.

See page 27 for current course offerings

## ■ Sales and Marketing

Learn the fundamental skills, principles and practices of successful sales and effective marketing. From product strategy, pricing and sales and distribution to the emergence of new groups of buyers, the role of e-commerce, and the impact of technology on product development, you will learn to market and sell services and products as well as manage the customer.

### Required Courses: (96 hrs)

- AEBU 241 – Fundamentals of Marketing (16 hrs)
- AEBU 249 – How to Build High Performance Teams (16 hrs)
- AEBU 048 – Planning and Leading Productive Meetings (16 hrs)
- AEBU 053 – How to Sharpen your Business Writing Skills (16 hrs)
- AEBU 263 – Managing the Customer Satisfaction Process (16 hrs)
- AEBU 268 – Successful Service Delivery (16 hrs)

See page 19 for current course offerings

## ■ Lean Six Sigma

- Program Chairperson: Ed May (973) 761-1774

Email: [may@ucc.edu](mailto:may@ucc.edu)

Website: [www.mayplewoodconsulting.com](http://www.mayplewoodconsulting.com)

Ed May is an ASQ Certified Six Sigma Black Belt

“Six Sigma Quality” is the key to success in today’s competitive world. Six Sigma Green Belts and Black Belts are in great demand. These professionals 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 Introductory Course, 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. Green Belt incorporates a team project employing Six Sigma tools and techniques. Students may be eligible to sit for the ASQ CSSGB and CSSGB Exams (see [www.asq.org](http://www.asq.org) for information on applying to ASQ for Certification).

See page 14 for further exam preparation information.

Note: students may take any of the five Six Sigma courses on a stand alone basis, or move progressively through the certificate program.

### Required Courses:

- AEBU 014 – Introduction to Lean Thinking (6 hrs)
- AEBU 016 – Introduction to Six Sigma (6 hrs)
- AEBU 017 – Six Sigma Green Belt (60 hrs)
- AEBU 018 – Six Sigma Black Belt (120 hrs)
- AEBU 028 – Six Sigma Bridge to Black Belt (36 hrs)

See page 20 for current course offerings

## ■ Substitute Teacher Specialist

To become a substitute teacher, you must become certified by applying directly through the school district that first hires you. After you are certified, you can apply to other school districts. 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.

### Required Course:

- AEDU 137 – Substitute Teacher Specialist (18 hrs)

See page 40 for current course offerings

**1** This Certificate Program can be **COMPLETED** IN JUST ONE **SEMESTER!**

**Save Money!**  
**Register early to avoid**  
**the \$10 late fee**  
 that will be applied to a class if you  
 apply less than 14 days before the start  
 of the class day

## ■ Supply Chain Management

Supply chain management is an evolving business concept that is driving change in models at organizations throughout the globe. It is changing how departments and functions relate both in industry, government, and service sectors. SCM promises significant cost reduction opportunities, revenue growth, and profit generation. The supply chain management certificate program is designed to give operations and materials management professionals the definitions, tools, and technology to implement supply chain initiatives within their organizations. This program explores the evolution, growth, and best practices of this business concept and its interaction with other initiatives such as strategic sourcing, six sigma, and lean principles/thinking.

### Prerequisite:

- AEBU 149 – Intro to Supply Chain Management (15 hrs)

### Required Courses:

- AEBU 160 – The Supply Chain, SCM Models, The Service Supply Chain (15 hrs)
- AEBU 161 – Taking the Supply Chain Global (15 hrs)
- AEBU 162 – Technology’s Role in Supply Chain Management (15 hrs)
- AEBU 163 – Best Practices & Supply Chain Excellence (15 hrs)
- AEBU 164 – Case Studies in SCM and Managing the Supply Chain (15 hrs)
- AEBU 165 – The New Frontier – Looking for Cost Reductions in the Chains (15 hrs)

See page 20 for current course offerings

## ■ Global International Trade: U.S. Customs Broker Test Preparation

- Program Chairperson: Rennie Alston (908) 313-7605  
Email: Alston@ucc.edu

This intensive 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 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 individuals for the test, but will also be useful in the day-to-day tasks of a licensed U.S. Customs Broker. Students who should consider signing up for this class:

- Industry Professionals looking for career advancement
- Displaced Professionals looking for new career opportunity or job re-training
- College student looking for a great career opportunity

### 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

See page 16 for current course offerings

## Regional Cisco Networking Academy

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

## ■ CCNA • Cisco Certified Networking Associate CCNA Exploration

The Cisco Networking Academy Cisco CCNA® curriculum includes four separate modules. These cover the learning objectives of the New CCNA certification exams, the first step in a Cisco career-certification path. The curriculum emphasizes the use of decision-making and problem-solving techniques to resolve networking issues as a WAN Administrator. CCNA students learn to install and configure Cisco Routers and Switches in local and wide-area networks using various protocols, to provide Level 3 troubleshooting service, and to improve network performance and security. Additionally, the curriculum provides training in the care, maintenance, and use of networking software tools and equipment.

### Required Courses: (280 hrs)

- AECO A74 – CCNA 1, Networking Fundamentals (70 hrs)
- AECO B74 – CCNA 2, Routers Protocols & Concepts (70 hrs)
- AECO C74 – CCNA 3, Lan Switching and Wireless (70hrs)
- AECO D74 – CCNA 4, Accessing the WAN (70 hrs)

See page 35 for current course offerings

## ■ CCNA Test Prep for ICND1 640-822 & ICND2 640-816

Prepare to take the ICND1 640-822 (CC-ENT Certification & part 1 of CCNA Certification). Which is covered in Semester 1 and Semester 2 of the CCNA Exploration course there will be an intensive hands on 32 hr workshop at the end of Semester two. At the end of Semester 4 there will be an intensive hands on 32 hr workshop to prepare you to take ICND2 640-816 (CCNA CERTIFICATION) Which is covered in Semester 3 & Semester 4. This Prep course is for anyone who knows the material and is preparing to take the ICND 1 & ICND 2.

- AECO A80 – CCNA Test Prep for ICND1 (40 hrs)
- AECO B80 – CCNA Test Prep for ICND2 (40 hrs)

## ■ CCNP • Cisco Certified Networking Professional

This advanced curriculum trains students to install, configure and operate local-and wide area networks (LANs and WANs), and dial access services for organizations with networks from 100 to more than 500 nodes with protocols and technologies such as: TCP/IP, OSPF, EIGRP, BGP, ISDN, Frame Relay, STP, and VTP. The focus is on developing those skills that enable students to: implement scalable networks; build campus networks using multilayer switching technologies; create and deploy a global intranet; troubleshoot an environment using Cisco routers and switches for multiprotocol client hosts and services.

### Required Courses: (392 hrs)

- AECO A78 – CCNP1, Advanced Routing (98 hrs)
- AECO B78 – CCNP2, Remote Access (98 hrs)
- AECO C78 – CCNP3, Multilayer Switching (98 hrs)
- AECO D78 – CCNP4, Network Troubleshooting (98 hrs)

## COMPUTER CERTIFICATE PROGRAMS

### ■ A+ Hardware (Essentials)

- Program Chairperson: Renato Mondello (908) 497-4329  
Email: Mondello@ucc.edu

This course maps fully to CompTIA's new 2006 A+ Exam objectives. The course is designed to be a complete, step-by-step approach for learning the fundamentals of supporting and troubleshooting computer hardware course. This course teaches the hardware common to virtually every personal computer including: microprocessors, RAM, power supplies, motherboards, BIOS, CMOS, the expansion bus, floppy drives, and hard drives. \$740 CompTIA's Test Fee is not included. Book may be purchased at UCC bookstore.



### Required Course:

- AECO A15 – A+ Hardware (45 hrs)

See page 35 for current course offerings

### ■ Software (Practical Applications)

- Program Chairperson: Renato Mondello (908) 497-4329  
Email: Mondello@ucc.edu

This course maps fully to CompTIA's 2006 A+ Exam objectives. The course is designed to be a complete, step-by-step approach for learning the fundamentals of supporting and troubleshooting computer software. Learn how to install, maintain, configure, and upgrade all current versions of Windows: 9x, 2000, and XP and learn how to use the DOS-style command line for performing tech tasks. \$740 \*CompTIA's Test Fee is not included. Book may be purchased from Union County College book store.



### Required Course:

- AECO B15 – A+ Software (45 hrs)

See page 35 for current course offerings

## Newly Revised & Expanded!

### GRAPHIC ARTS CERTIFICATES

Printing and graphic arts certificate programs provide students with a solid, practical overview of the industry and the skills and knowledge required to be an effective industry professional. Hands-on classes help students learn the leading industry software applications. The program is broken down into three specialty areas:

#### ■ Graphic Arts – Print Specialty

For people interested in design, graphic arts and other communication professionals who need to learn industry standard software to create professional documents for printing or for those interested in joining the industry in a technical capacity for prepress and production.

#### ■ Graphic Arts – Web Specialty

For people interested in design, graphic arts and other communication professions who need to learn industry standard software to create professional electronic documents for the web.

#### ■ Graphic Arts – Multimedia Specialty **NEW**

For people interested in design with animation, video, and motion typically used on web applications.

Courses common to all specialty areas are taken as prerequisites, and after prerequisites are completed, students will take courses specific to one of three specializations. Students are also required to take electives for the specialty for which they are enrolled.

#### Prerequisite Courses (54 hrs, required for all specialties):

- AEGA 500 Printing and Graphic Arts Industry Overview (6 hrs)
- AEGA 110 Mac OS X (3 hrs)
- AEGA 210 Design Principles (15 hrs)
- AEGA 376 Photoshop (30 hrs)

#### Print Specialty Required Courses (90 hrs):

- AEGA 378 Illustrator (30 hrs)
- AEGA 373 InDesign (30 hrs)
- AEGA 185 Preparing Design for Press (18 hrs)
- AEGA 186 Portfolio Class (12 hrs)

#### Web Specialty Required Courses (72 hrs):

- AEGA 372 Dreamweaver Beginner (30 hrs)
- AEGA 380 Flash Beginner (30 hrs)
- AEGA 186 Portfolio Class (12 hrs)

#### Multimedia Specialty Required Courses (72 hrs):

- AEGA 187 After Effects (30 hrs)
- AEGA 188 Maya (30 hrs)
- AEGA 186 Portfolio Class (12 hrs)

#### Electives (selection must total 60 or more hours):

- AEGA 375 QuarkXPress (30 hrs)
- AEGA 532 Fireworks (30 hrs)
- AEGA 379 Advanced Photoshop (30 hrs)
- AEGA 381 Dreamweaver Advanced (30 hrs)
- AEGA 382 Flash Advanced (30 hrs)

See page 30-31 for current course offerings

#### ■ Microsoft Office Professional 2010 Beginner Level

- Program Chairperson: Karl Pedde, Email: pedde@ucc.edu

**1** This Certificate Program can be **COMPLETED** IN JUST ONE **SEMESTER!**

This Beginner series includes thirty 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. Series is designed to take someone unfamiliar with computers through the basics of Windows, word processing, spreadsheets, database management and desktop presentations.

#### Required Courses: (30 hrs)

- AECO A21 – Windows 7 Part 1 (6 hrs)
- AECO A20 – Microsoft Word 2010 Beginner (6 hrs)
- AECO A46 – Excel 2010 Beginner (6 hrs)
- AECO A23 – Access 2010 Beginner (6 hrs)
- AECO A70 – PowerPoint 2010 Part 1 (6 hrs)

See pages 28 & 29 for current course offerings

#### ■ Microsoft Office Professional 2010 Intermediate Level

- Program Chairperson: Karl Pedde, Email: pedde@ucc.edu

**1** This Certificate Program can be **COMPLETED** IN JUST ONE **SEMESTER!**

The Intermediate series includes twenty four hours of instruction recommended for those who wish to build on the introductory concepts and learn the intermediate features of the Microsoft Office Suite. Intermediate concepts included are described under individual course descriptions in catalog. Six hours of electives are required.

**Prerequisite:** Microsoft Office Professional 2010 Beginner Level

#### Required Courses: (24 hrs)

- AECO B20 – Microsoft Word 2010 Intermediate (6 hrs)
- AECO B46 – Excel 2010 Intermediate (6 hrs)
- AECO B70 – PowerPoint 2010 Part 2 (6 hrs)
- AECO B23 – Access 2010 Intermediate (6 hrs)

#### Electives: (choose 1 for a total of 6 hrs)

- AECO A34 – Microsoft Project Part 1 (6 hrs)
- AECO A87 – Microsoft Visio Part 1 (6 hrs)

See pages 28-29 for current course offerings

#### ■ Microsoft Office Professional 2010 Advanced Level

- Program Chairperson: Karl Pedde, Email: pedde@ucc.edu

**1** This Certificate Program can be **COMPLETED** IN JUST ONE **SEMESTER!**

The Advanced series includes eighteen hours of instruction recommended for those who wish to build on the introductory and intermediate concepts and learn the advanced features of the Microsoft Office Suite. Advanced concepts included are described under individual course descriptions in catalog. 12 hours of electives are required.

**Prerequisite:** Microsoft Office Professional 2010 Beginner and Intermediate Level

#### Required Courses: (18 hrs)

- AECO C20 – Microsoft Word 2010 Advanced (6 hrs)
- AECO C46 – Excel 2010 Advanced (6 hrs)
- AECO C23 – Access 2010 Advanced (6 hrs)

#### Electives: (choose 2 for a total of 12 hrs)

- AECO B70 – PowerPoint 2010 Part 2 (6 hrs)
- AECO A34 – Microsoft Project Part 1 and/or Part 2 (6 hrs)
- AECO A87 – Microsoft Visio Part 1 and/or Part 2 (6 hrs)

See pages 28-30 for current course offerings

## Academy for English as a Second Language

### English as a Second Language Certificate Program (ESL)

Learn to speak, read, and write English in non-credit ESL courses conveniently offered on Saturdays this semester. Courses are offered in Beginning Conversation and Grammar (2 separate courses), Intermediate Conversation and Grammar (2 separate courses), and Advanced ESL and American Pronunciation (2 separate courses). Courses are taught by experienced and highly qualified Continuing Education instructors. Continuing Education Administrators and ESL faculty members will be present to answer any questions and to help you register.

**Required courses:** (48 hrs)

Enroll in 2 of any combination of the following courses to receive your Certificate.

- AEEN A01 – Beginning ESL Conversation (24 hrs)
- AEEN A11 – Beginning ESL Grammar (24 hrs)
- AEEN B01 – Intermediate ESL Conversation (24 hrs)
- AEEN B11 – Intermediate ESL Grammar (24 hrs)
- AEEN C16 – Advanced ESL (24 hrs)
- AEEN 323 – American Pronunciation (24 hrs)

See page 47 for current course offerings

### Construction Code Courses

Regulations of the New Jersey Uniform Construction Code require that candidates for licensure complete specified educational courses. The Division of Economic Development and Continuing Education at Union County College has been approved by the New Jersey Department of Community Affairs (DCA) to offer the following courses, which are conducted in accordance with N.I.A.C. 5:23-5.20:

- Plumbing Inspector • Electrical Inspector
- Fire Inspector • Building Inspector • Technical Assistant

These courses are open to anyone with an interest in construction and mandatory for those desiring licensure. 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 Tuition reimbursement available up to an approved percentage dictated by the DCA.

See page 41 for current course offerings



**September 10, 2011**

**10:00a – 12:00p**

**Cranford Campus**

**Nomahegan Building**

**Meet instructors & learn more about classes offered**

### Microsoft Project 2010

- Program Chairperson: Steve Gilbert, Email: sgilbert@ucc.edu



This beginner series includes twelve hours of instruction in Microsoft Project 2010. This software package can guide you through any project by helping you to organize details, sequence tasks, produce a baseline, assign resources and costs, track progress, identify and analyze variances, revise your project plan, create schedules, and share everything with your clients and co-workers.

**Required Courses:** (12 hrs)

- AEEO A34 – Microsoft Project 2010, Beginner (6 hrs)
- AEEO B34 – Microsoft Project 2010, Intermediate (6 hrs)

See page 32 for current course offerings

### Structured Query Language (SQL)

Databases have worked their way into almost all parts of businesses from desktop applications to driving website data. From accounting systems, to storing mailing lists, to collecting information or product orders on web sites, databases drive many of the computer applications with what we interact. This program provides the key concepts of Structured Query Language, also known as SQL, which has become a widely used database language. You'll learn the basic structure of relational databases as well as how to read and write SQL statements, and critical data manipulation techniques. This program will provide participants a solid working knowledge of this powerful yet universal database programming language.

**Required Courses:** (90 hrs)

- AEEO 041 – Introduction to SQL (18 hrs)
- AEEO 042 – SQL Statements (18 hrs)
- AEEO 043 – Extending SQL (18 hrs)
- AEEO 044 – SQL Databases (18 hrs)
- AEEO 045 – Managing a DB with SQL Statements (18 hrs)

Courses must be taken in order

See page 35 for current course offerings

### Web Design and Development

This new comprehensive certificate program is designed to help you plan, design, implement, and maintain a website. You'll gain a working knowledge of the most current programming languages, installing a website, and maintaining a web site. You'll learn the fundamentals of web site creation while gaining valuable experience with specific web development and graphic tools, as well as learning about web marketing and hosting techniques.

**Prerequisites:** Two courses or equivalent experience/knowledge

- AEEO 020 – Computers for Beginners
- AEEO 306 – Welcome to the Web

**Required courses:** (118 hrs)

- AEEO 530 – HTML and XHTML (20 hrs)
- AEEO 538 – CSS (20 hrs)
- AEEO 534 – Adobe Dreamweaver (30 hrs)
- AEEO 533 – Adobe Flash (30 hrs)
- AEEO 535 – Web Hosting and Managing (12 hrs)
- AEEO 540 – Achieving Top Search Engine Positions (6 hrs)

Courses Must be Taken in Order

See pages 33 for current course offerings

## Business Courses offered this semester:

### AMA Human Resource Management

- Communications Skill for Managers
- Fundamentals of Human Resources
- Performance Appraisals: Strategies for Success
- Performance Management
- Successful Interviewing

### Certified Bookkeeper

#### Global International Trade

- Introduction to Basic Import Regulations & Operations
- U.S. Customs Broker Examination Preparation

#### AMA Management

- How to Manage Conflict in the Organization
- A Manager's Guide to Human Behavior
- Leadership Skills for Managers

#### Administrative Assistant

- Administrative Assistant

#### Sales and Marketing

- Fundamentals of Marketing

#### Project Management

- Introduction to Successful Project Management
- Project Scope and Process Management
- Project Leadership, Staffing & Communications
- Project Time and Cost

#### Six Sigma

- Introduction to Six Sigma
- Introduction to Lean Thinking
- Six Sigma Green Belt

#### Special Interest

- Start and Manage Your Own Business
- Effective Communication in Business
- Effective Writing
- How to Prepare and Deliver Effective Speeches **NEW**
- Learn How to Be Good at Impromptu Speaking **NEW**
- Social Media Marketing for Business **NEW**

#### Supply Chain Management

- Introduction to Supply Chain Management

#### Campus Codes

CR = Cranford Campus	PC = Plainfield Campus
KB = Elizabeth Campus, Kellogg Building	SP = Scotch Plains Campus
OC = Off Campus	RSC = Retail Skills Center
	RRA = Reeves-Reed Arboretum

## Certified Bookkeeper

Required course for the Certified Bookkeeper Certificate

### The Certified Bookkeeper

This course will prepare participants for the national Certified Bookkeeper examination. Includes adjusting entries (accruals and deferrals), correction of accounting errors (includes the bank reconciliation), basic book and tax depreciation, basic payroll-paying wages, withholding, depositing and reporting taxes using the basic forms (W-2, 941, 940, 8109), recording and costing out merchandise inventory, and internal controls and fraud prevention. \$1,250. All 6 workbooks included plus exam fees. Some bookkeeping experience necessary.

**AEBU 005 Sec 186 TR 9/06-12/01 6:00-9:00p CR**  
(no class 11/24)

## Global International Trade

Required courses for the U.S. Customs Broker Examination Prep and the Customs Broker Certificate

### Introduction to Basic Import Regulations & Operations

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. \$295

**AEBU 230 Sec 160 S 10/08-10/15 8:30a-4:30p CR**

### U.S. Customs Broker Examination Preparation

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. \$799

This class is for industry professionals looking for career advancement and displaced professionals or college students looking for new career.

Required texts for US Custom Broker Test Preparation; Customs Regulation of the United States - 19CFR, 2006 (loose-leaf) edition, approximately \$175; Harmonized Tariff Schedule United States, 2006 (loose-leaf) edition, approximately \$80.00; To Order Required Text: US Customs & Border Protection bookstore: 866-512-1800.

**AEBU 231 Sec 146 R 10/20-2/23/2012 6:00-9:00p CR**  
(no class 11/24, 12/22 & 12/29)

Test Date: Monday, April 09, 2012

# AMA™ American Management Association Extension Institute

Union County College is an Extension Institute for the American Management Association (AMA).

The American Management Association has provided management training programs and services to selected businesses, colleges and universities for more than seventy years. Union County College has prepared students for careers in business for more than sixty years and will continue to meet the education and training needs of supervisors, managers and others in leadership roles. Prepare for career advancement and develop the management skills to succeed in business today.

For information regarding American Management Association certification programs at Union County College contact the Office of Continuing Education at (908) 709-7600

## Management

Required courses for the AMA Certificate in Management

### Leadership Skills for Managers

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. \$249 Book included

**AEBU 021 Sec 146 R 9/22-11/10 6:00-8:00p CR**

### How to Manage Conflict in the Organization

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). \$249 Book included

**AEBU 022 Sec 148 R 9/22-11/10 8:10-10:10p CR**

### A Manager's Guide to Human Behavior

In this course students will learn how to interact successfully with others, motivate your employees and co-workers to excel, communicate in sensitive, non-threatening ways, conduct performance reviews that help you identify problem areas, resolve conflicts, promote improvement and manage change in a positive, productive way.

\$249 Book included

**AEBU 023 Sec 160 S 9/24-11/12 10:00a-12:00p CR**

## Human Resource Management

Required courses for AMA Certificate in Human Resource Management

### Performance Appraisals: Strategies for Success

Learn how to evaluate actual on-the-job performance against the performance objective, help employees achieve career objectives, provide positive constructive performance feedback and counseling, and comply with legal aspects of performance appraisal. Sample forms and materials reviewed in class include the narrative job description approach to job analysis, competency-based description, the three parts of a Performance Improvement Agreement (PIA), employee performance review and appraisal form, and a professional development plan and activity statements. \$249 Book included

**AEBU 257 Sec 126 T 9/20-11/08 6:00-8:00p CR**

### Fundamentals of Human Resources

Learn to recruit, select, interview, and hire more qualified employees in full compliance with federal and state laws. Also learn to perform job analysis and prepare job descriptions that lay the groundwork for evaluating and hiring employees, using sample job descriptions and performance appraisal forms. Improve your ability to develop a cost-effective, competitive compensation and benefits program that will substantially reduce employee turnover. \$249 Book included

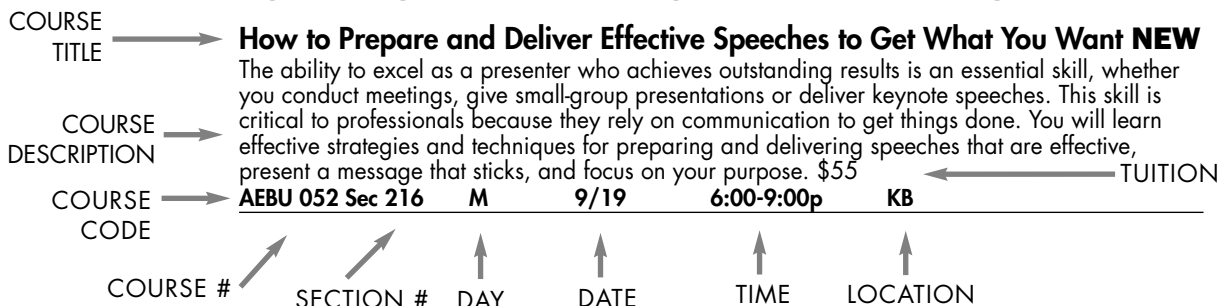
**AEBU 045 Sec 128 T 9/20-11/08 8:10-10:10p CR**

### Performance Management

Performance Management presents a clear model that managers and supervisors can follow to plan, monitor, analyze, and maintain a satisfying process of performance improvement for their staff. An effective Performance Management system is essential to help employees perform at their best and align their contributions with the goals, values, and initiatives of the organization. This course will provide instruction in how to: identify and remedy performance gaps; document performance; and implement specific, measurable, accountable and realistic guidelines. \$249 Book included

**AEBU 265 Sec 146 R 9/22-11/10 6:00-8:00p CR**

## HOW TO READ A COURSE LISTING:





**For Business Owners and Managers, the Industry-Business Institute is the ticket to bringing classes offered by Union County College to your employees at your premises, on your schedule, at no cost to you.**

### **Customize Our Courses for Your Needs**

Through grants from NJ Department of Labor which our IBI staff will arrange, apply and fulfill, you can take advantage of our non-credit offerings to enhance skills, motivate, manage and evolve your business practices as your business goals evolve. IBI will work to identify your training requirements and will design a program and schedule according to your business initiatives and goals. We can select from among our pool of highly experienced instructors and custom design curriculum contents for your staff training needs.

### **Take Advantage of Standard Classes**

While sometimes customization is needed, we can offer standard basic skills training classes through our participation in the NJBIA, the NJ Community College Consortium and the New Jersey Dept. of Labor and Workforce Development. We offer open enrollment in these classes. Information about our schedule is available through the IBI website ([www.ucc.edu](http://www.ucc.edu) Community and Business link) or by calling 908-965-2358 or email [ibi@ucc.edu](mailto:ibi@ucc.edu).

Visit Us on Facebook or our Website to read about the clients we've served recently and hear about us in their own words.

### **Our Place or Yours**

To serve industry and businesses in the Union County area IBI offers flexibility in scheduling and location. We use all four of our campuses, Scotch Plains, Plainfield, Cranford, Elizabeth to serve you. We bring our mobile computer lab to you. We ensure quality through careful review of customer satisfaction and measurement of results.

**INDUSTRY-BUSINESS  
INSTITUTE**  
40 West Jersey Street  
Elizabeth, NJ 07202  
908.965.2358



## Successful Interviewing

This course will help you sharpen such skills as open-ended questioning, active listening, and reading body language—all essential in a variety of management situations. Develop skills to prepare effective interviews, build rapport with interviewees, document interviews, and interview references and employees, and manage telephone and written interviews productively. Develop skills needed to conduct various types of business interviews and ensure legal compliance. Apply these skills from hiring and coaching to assessment and termination. You'll find guidance on key legal issues and specific do's and do not's dictated by current legislation. Managers will also appreciate the wealth of information provided in this course. \$249 Book included

**AEBU 266 Sec 148 R 9/22-11/10 8:10-10:10p CR**

## Communications Skills for Managers

The ability to communicate clearly is the critical core competency for successful managers at all levels and in all industries. Whether written, or spoken, in person or via e-mail, effective communication is essential. You will learn to choose the most appropriate mode for communicating your message. You will also learn to ask the right type of question to elicit information, encourage a response, or create a relationship. This solid overview of all facets of business communication offers numerous opportunities to practice and apply your communication skills. \$249 Book included

**AEBU 264 Sec 160 S 9/24-11/12 10:00a-12:00p CR**

## ¿Necesita Español?

If you need Spanish in your workplace, turn to the FOREIGN LANGUAGES section for our courses titled: "Spanish for Managers" & "Spanish for Health Care Professionals"

## Sales and Marketing

Required course for Certificate in Sales and Marketing

### Fundamentals of Marketing

Learn the principles, techniques and practices of marketing. You'll learn the marketing management process, marketing strategy, and prepare an effective marketing plan. Understand the use of technology to gather critical marketing data and design a marketing information system to give you a competitive edge. The course introduces the role of the Internet, E-commerce, the impact of technology on product development, the role of relationship marketing, the influence of globalization, and branding. \$239

**AEBU 241 Sec 116 M 9/26-11/14 6:00-8:00p CR**

**Save Money!**

**Register early to avoid the \$10 late fee**

that will be applied to a class if you apply less than 14 days before the start of the class day

## Project Management

Required courses for Certificate in Project Management

### Project Risk and Contract Management

This course covers the systematic process of identifying, analyzing, and responding to project risks. Students will learn about maximizing the probability and consequences of positive events and minimizing that of adverse events to project objectives. Students 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. \$299

**AEBU 174 Sec 186 TR 9/13-9/29 6:00-9:00p CR**

### Project Quality

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". Students will gain an understanding of the following major processes related to project quality management: Quality Planning, Quality Assurance, and Quality Control. \$299

**AEBU 175 Sec 186 TR 10/04-10/20 6:00-9:00p CR**

### Introduction to Successful Project Management

Get 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 today. Built around the best practices currently used in today's business environment, course participants learn the key elements of the project lifecycle, and fundamental topics, techniques and tools necessary to manage each lifecycle stage. \$299 Book included.

**AEBU 170 Sec 186 TR 10/25-11/10 6:00-9:00p CR**

### Project Scope and Process Management

This course will enable participants to effectively manage the scope and requirements of a project. As part of the Triple Constraints, Scope and is often the most challenging part of the constraints to manage. In this class the students will participate in group exercises that will enable them to learn the skills needed to properly manage the Scope of a project. Prerequisites: Students should have taken Introduction to Successful Project Management. \$299

**AEBU 171 Sec 186 TR 11/15-12/06 6:00-9:00p CR**

**Campus Codes**

CR = Cranford Campus    PC = Plainfield Campus  
 KB = Elizabeth Campus,    SP = Scotch Plains Campus  
     Kellogg Building    RSC = Retail Skills Center  
 OC = Off Campus        RRA = Reeves-Reed Arboretum

**Lean Six Sigma**

Required courses for Six Sigma Certifications

**Introduction to Six Sigma**

This economical 6-hour mini-course introduces you to the world of Six Sigma Quality. During the course of two evenings you will be exposed to Six Sigma terminology, methods, techniques, tools, and roles. You will see examples of Six Sigma projects, case studies, and success stories. You will learn about the DMAIC Process, design for Six Sigma, and Lean Six Sigma. This mini-course is taught by an ASQ Certified Six Sigma Black Belt, using PowerPoint presentations and handouts. This intro course can be taken as a stand-alone course for general interest, or as part of the Continuing Education Lean Six Sigma Certificate Program. \$65

**AEBU 016 Sec 296    MT    9/12-9/13    6:00-9:00p    KB**

**Introduction to Lean Thinking**

This 6 hour course introduces you to the world of Lean Thinking (which goes hand in hand with Six Sigma Quality). During this course you will be exposed to LEAN terminology, methods, techniques, tools, and roles. You will see examples of LEAN projects, case studies, and success stories. You will learn about the House of Lean, the DMALC Process, Value Stream Mapping, Takt Time, the 7 wastes, 5S, Kaizen, Kanban, Poka-Yoke, SMED, TPM, TOC, Visual Systems, Standard Work, FMEA, the 5 Why's, etc. This mini-course is taught by an ASQ Certified Six Sigma Black Belt, using PowerPoint presentations and handouts. This Intro course can be taken as a stand-alone course for general interest, or as part of the Continuing Education Lean Six Sigma Certificate Program. \$65

**AEBU 014 Sec 296    WR    9/21-9/22    6:00-9:00p    KB**

• Not required for Six Sigma Certificate

**Six Sigma Green Belt**

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) This course can be taken by itself or as part of the Union County College Continuing Education Six Sigma Certificate Program. 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) \$800

**AEBU 017 Sec 296    WR    9/28-12/08    6:00-9:00p    KB**  
 (no class 11/23 and 11/24)

**Administrative Assistant**

**Administrative Assistant**

Being a secretary/administrative support professional in today's offices is more than just working directly for your manager(s). Your success depends on how you manage relationships with others and address your work responsibilities independently. Administrative assistants are being evaluated by how well they can: understand the different administrative roles in managing their departments; initiate and execute a variety of inter- and intra-office communications; manage production of all written communications; ensure that their services meet the highest quality standards; coordinate management of daily procedures and special projects; deal with surprise situations; ensure professionalism in dealings with customers, key office contacts and clients. This program includes the following topics: Building successful relationships; communication skills; managing conflict; technology management; planning business meetings/conferences, and project management. \$320

**AEOF 068 Sec 116    M    9/12-10/31    6:00-9:00p    CR**



**September 10, 2011**

**10:00a – 12:00p**

**Cranford Campus**

**Nomahegan Building**

**Meet instructors & learn more about classes offered**

**Supply Chain Management**

**Introduction to Supply Chain Management**

This initial course in the SCM certificate program is an excellent overview for those who have some experience in supply chain management as well as an introduction to this highly successful business model for those with no or minimum exposure. This 15-hour program provides a thorough understanding of the SCM concept, a SCM dictionary of terminology, the evolution of this business model, its impact on the operational and materials management challenges of the organization, benefits, challenges, and examples of real-world initiatives. Participants will explore cost reduction opportunities, revenue enhancement, and profit improvement for their organizations. Participants will discuss moving from a silo mentality to cross-functional relationships and the management of tiers and networks of suppliers. \$189

**AEBU 149 Sec 260    S    9/24-10/22    10:00a-1:00p    KB**

**Day of The Week Codes!**

M = Monday  
 T = Tuesday  
 W = Wednesday

R = Thursday  
 F = Friday  
 S = Saturday

U = Sunday  
 MW = Mon/Wed  
 TR = Tues/Thurs

MTWRF = Mon-Fri

## Special Interest Courses

### Learn How to Be Good at Impromptu Speaking **NEW**

Can you think and speak on your feet with confidence? Everyone makes impromptu speeches, but not everyone is effective or good at it. Impromptu speaking is something that everyone does constantly—at home, in the community, and at work—in business, social, and interpersonal contexts. For example, you do it in response to a question, when asked to offer an opinion, during a conversation, during interviews, and at meetings. Job interviews and college admittance interviews are well-known high-stakes examples where impromptu skills can make a difference in getting a yes or a no. Impromptu speaking is also used in sales, persuasion, negotiations, conflict resolution, and active listening. If handled correctly, it can diffuse verbal criticism; handled incorrectly it can worsen the situation. In this workshop you will learn tried and successful techniques for impromptu speaking; you will have the opportunity to practice in class and receive immediate personalized feedback; and you learn what works well and what to improve by observing others and listening to the evaluations. \$65

**AEBU 051 Sec 216 M 10/17-10/24 6:00-9:00p KB**

### How to Prepare and Deliver Effective Speeches **NEW**

The ability to excel as a presenter who achieves outstanding results is an essential skill, whether you conduct meetings, give small-group presentations or deliver keynote speeches. This skill is critical to professionals because they rely on communication to get things done. You will learn effective strategies and techniques for preparing and delivering speeches that are effective, present a message that sticks, and focus on your purpose. \$55

**AEBU 052 Sec 216 M 9/19 6:00-9:00p KB**

### Start and Manage Your Own Business

Do you have what it takes to be an entrepreneur? Cut down the territory in choosing a business that's right for you. Know how and where to start. Learn to create or grow your business venture by asking yourself the hard questions necessary to write a successful business plan. Learn how to set up your financial records in relationship to IRS regulations. Register today and be one step closer to entrepreneurship! Seminar is three consecutive Monday evenings. \$90

**AEBU 071 Sec 116 M 11/07-11/21 6:30-9:30p CR**

### Teach, Write, Consult from Home (online course) **NEW**

There is something you know that others would like to learn, and it is probably your favorite topic. You may turn your expertise into a NONCREDIT online course. Delivered through any or many of 1300 colleges in USA and Canada. No specific teaching credentials required. Your expertise is your qualification. The topics are unlimited. Your course material, student interaction and blogging become the basis for a book you publish. As an active teacher and author, you extend your market into consulting. Whether sideline work or your career, the amount of work you take is up to you. Enjoy the benefits of self-employment.

This seminar will take you through course development, delivery over the internet, marketing to schools, developing your book pre-selling, listing on amazon.com, self-employment, taxes and strategies. Stake out territory for your topic on the net and make your name the top hit for pages on Google search and Amazon books, without investing a dime in promotion. \$79

Required textbook: *Perish Your Publisher*

ISBN: 10: 0979551528 is available at the school bookstore or [www.johnspiers.com](http://www.johnspiers.com)

**AEON 510 Sec 02A T 10/11-11/15 9:30-11:00a OC**

### Effective Writing

Enhance your written communication skills and increase your effectiveness on the job. Learn to target your reading audience and organize and present your information. The course will cover proper word usage, eliminating unnecessary words, sentence structure and punctuation, subject-verb agreement, placement of words in sentences for readability, and structuring paragraphs that are unified, coherent, and complete. Hands-on writing assignments and grammatical exercises are featured amid an interactive, non-judgmental environment. The course attracts individuals with a wide range of backgrounds and educational levels, with students sharing a common desire to strengthen their writing abilities. \$119

**AEEN 043 Sec 246 R 9/22-11/10 6:30-8:30p KB**

### Effective Communications in Business

Increase your productivity on the job by communicating clearly in interpersonal as well as written situations. Learn how to manage conflict, use active listening to hear what is really being said, understand the role of non-verbal communication, relate to others in a group problem-solving situation, as well as learn to write effective letters, memos, e-mails, and short reports. Interpersonal and hands-on written assignments are featured as students work in a team atmosphere. \$119

**AEEN 040 Sec 226 T 10/11-11/29 6:30-8:30p KB**

### Social Media Marketing for Business **NEW**

Are you looking to promote your business online? Social media applications like Facebook, Twitter and YouTube can help you get your 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. \$55

**AEEN 041 Sec 160 S 10/01 9:00a-12:00p CR**

**Save Money!**  
**Register early to avoid the \$10 late fee**  
 that will be applied to a class if you apply less than 14 days before the start of the class day

## Smith & Solomon Commercial Driver Training

These courses prepare students for the NJ Motor Vehicle Commission's written permit test and driver road test to obtain a commercial drivers license. 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. The course includes one week of classroom instruction and approximately three weeks of yard and road training. 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:

<b>Full Time</b>	<b>Mon – Thurs 7:00am – 5:30 pm</b>
<b>Part Time</b>	<b>Nights Mon – Wed 5:00pm – 10:00 pm</b>
<b>Part Time</b>	<b>Weekends Sat. &amp; Sun. 7:00am – 4:30 pm</b>

### Instruction Materials include:

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

For a schedule of class days, times and fees contact:

Smith & Solomon Commercial Driver Training  
1701 Lower Rd. Linden, NJ 07036  
Phone (908) 474-1589 • Fax (908) 474-1599

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

### CDL A – TRACTOR TRAILER DRIVING

Completion of this course and successful completion of the New Jersey Motor Vehicle Commission's permit and road test will entitle the student to drive Tractor Trailers and Straight trucks throughout the United States. In order to cross state lines, a student must be 21 years of age. Tuition: \$3,995

- AEDR 011 Sec 01A Full Time
- AEDR 011 Sec 01B Part Time

### 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 the student to drive Straight trucks throughout the United States. In order to cross state lines, a student must be 21 years of age. Tuition: \$3,050

- AEDR 012 Sec 01A Full Time
- AEDR 012 Sec 01B Part Time

### 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 the student to drive a bus throughout the United States. In order to cross state lines, a student must be 21 years of age. Tuition: \$3,050

- AEDR 013 Sec 01A Full Time
- AEDR 013 Sec 01B Part Time

### 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. Completion of this course and successful completion of the New Jersey Motor Vehicle Commission's permit and road test will entitle the student to drive both a Tractor Trailer and Bus as outlined above. Students must be 21 years of age. Tuition: \$4,550

- AEDR 014 Sec 01A Full Time
- AEDR 014 Sec 01B Part Time

## Career Preparation Courses offered this semester:

### Emergency Management & Planning

- Introduction to Emergency Management
- Emergency Planning
- Introduction to Terrorism
- Terrorism and Intelligence

### Health

- Anatomy & Physiology
- Phlebotomy
- Medical Assisting **NEW**
- Personal Trainer National Certification
- Start a Home-Based Medical Transcription Business

### Sign Language

- American Sign Language Part 1 & Part 2

### Appliance Technician **NEW**

- Introduction to Major Appliances **NEW**
- Introduction to Diagrams, Circuits, and Live Testing **NEW**
- Troubleshooting and Repairing Appliances **NEW**

### Electronics Technician **NEW**

- Introduction to Electronics **NEW**
- Understanding Testing Equipment and Troubleshooting **NEW**
- Understanding and Troubleshooting Electronic Systems **NEW**

### Automotive Electronic & Electrical Systems Technician **NEW**

- Introduction to Automobile Electronics **NEW**
- Introduction to Automobile Wiring diagrams **NEW**
- Introduction to Testing Equipment **NEW**
- Major Systems: Operation **NEW**
- Major Systems: Construction, Diagnosis, Troubleshooting **NEW**

### Interior Design

- Color and Lighting
- Sketching, Perspective & Rendering
- Introduction to Drafting
- Introduction to Interior Design & Space Planning

### Wedding Planning **NEW**

### Event Planning

- Registration Management
- Catering, Food and Beverage Planning
- Room Set-up and Audio Visual/ Technology Needs
- Event Marketing

### Restaurant Management and Culinary Arts

- Food and Beverage Operations and the Culinary Professional
- Introduction to Restaurant Management and Culinary Arts
- Serve Safe Certification

### Child Care

- Child Care: The Foundations Part 1 & Part 2
- CDA Portfolio Preparation
- Early Childhood Development

### Floral Design Courses

- Introduction to Floral Design
- Intermediate Floral Design
- Advanced Floral Design
- Gift Baskets, Silk Arrangements & Plant Care

### Medical Career Courses

- ICD-9-CM and CPT-4 Coding Part 1 & Part 2
- Procedures in the Medical Office, Ethical and Legal Responsibilities
- Medical Transcription A to Z

### Financial Courses

- Practical Accounting
- Fundamentals of Taxation

### Career Workshops

- Make Your Resume Work for You
- Developing Confidence for the Job Interview

## Emergency Management & Planning

Required for Certificate in Homeland Security Emergency Management and Planning

### Introduction to Emergency Management

This course will help participants to understand fundamental principles and practices of emergency management. Topics will include NJ Laws and Directives, Emergency Planning, Incident Command System and Roles of Government. Also discussed will be the Four Phases of Emergency Management and the Integrated Emergency Management System. This course is a prerequisite for Emergency Planning. \$159

**AEEM 189 Sec 176 MW 9/12-9/26 6:00-9:00p CR**

### Emergency Planning

This course will help participants understand the process of emergency management planning. Topics will include hazard and risk analysis, SARA Title III (Superfund Amendment Reauthorization Act), and LEPC (Local Emergency Planning Committee). Learn the steps taken to develop an EOP (Emergency Operations Plan). Prerequisite: Introduction to Emergency Management \$159

**AEEM 191 Sec 176 MW 10/03-10/17 6:00-9:00p CR**

### Understanding Terrorism

This course is designed to give the student a better understanding of what terrorism is, its psychology and sociology. Discussions will identify foreign and domestic terrorist groups, the identification and use of weapons of mass destruction and their effectiveness. Upon successful completion of this course, the student will understand what terrorism is and the role it plays in our daily lives. \$70

**AEEM 195 Sec 176 MW 10/24-10/26 6:00-9:00p CR**



*Continuing Education classes are generally for adults ages 18 and up. For some classes teens under 18 may attend with a letter of permission from a parent or guardian and a letter from a school counselor.*

### Terrorism and Intelligence

This course is designed to inform the student how terrorism, intelligence and emergency management are interrelated. Intelligence gathering has a direct impact on our fight against terrorism. Information gathered that is shared amongst police, firefighters, health officials and other first responders better prepares our response to terrorist events. \$70

**AEEM 196 Sec 176 MW 10/31-11/02 6:00-9:00p CR**

## Health Courses

Required for Certified Patient Care Technician and Medical Assisting NEW

### Anatomy & Physiology

In this course you will learn the body's organ systems from the perspective of their structure, processes, and regulation. You will also learn about cells, tissues, integument, and the skeletal, muscular and nervous systems. You will also become familiar with the following systems: endocrine, respiratory, circulatory, lymphatic, digestive, urinary, and reproductive. This course is a pre-requisite for Phlebotomy and EKG. \$280

**AEHL 111 Sec 376 U 9/18-11/06 6:00-9:00p PC**

### Phlebotomy

The phlebotomy technician's primary responsibility is to obtain blood samples from the patient for correct diagnosis and treatment. In this course, you will learn to identify different parts of the integumentary system, the anatomy and physiology of the blood, the proper way to handle and transport blood specimens to the laboratory, and how to properly setup equipment for the blood draw. You will also learn how to accurately and professionally perform different venipuncture procedures, how to use a centrifuge and how to obtain different components of the blood such as serum and the buffy coat. You will learn to handle different types of a patient's vein, and the different complications that may develop during phlebotomy procedures. Upon completion you will be eligible to take the National Certification Exam in Phlebotomy. Pre-requisite: Anatomy & Physiology. \$410

**AEHL 146 Sec 376 U 11/06-2/05/12 6:00-9:00p PC**  
(no class 11/27, 12/25, 1/01/12, 1/15/12)

### Medical Assisting NEW

This course thoroughly prepares students for the administrative skills medical administrative assistants need to know. This program integrates all of the front office topics and skills competencies required for today's industry standards. This program also covers material dealing with medical office, medical records, management skills, client service skills and responsibilities, client education and legal/ethical issues. The course introduces the student to basic and general laboratory concepts and techniques used in medical offices or clinics. Definitions of medical assistant's role in assisting with laboratory testing will be discussed. The course is built on the clinical theory and develops skills in medical specialty areas. \$410

**AEHL 148 Sec 370 U 9/18-11/20 12:00-3:00p PC**

## Personal Trainer

Required for Personal Trainer Certification

### Personal Trainer National Certification

Start a new career by becoming a certified personal trainer. 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 5 week period for better retention and skill competency. The national certification exam is held on the sixth week. Career opportunities exist in fitness centers, gyms, spas, or start your own business. Proof of CPR recommended for certification and may be taken before, during or after the course. Call 1-888-330-9487 to purchase textbook. \$475

**AEEX 120 Sec 260 S 9/10-10/15 9:00a-4:00p CR**

## Child Care

Required for the Children's Care-Giver Certificate Program

### Child Care: The Foundations

Become more knowledgeable and better qualified as a child care professional. Topics include growth and development of children, general health care, nutrition, educational activities, and play and child safety standards. \$185 each section

Part 1					
AEDU A81 Sec 180	TR	9/13-10/13	8:30a-11:30a	CR	
AEDU A81 Sec 186	TR	9/13-10/13	6:00-9:00p	CR	
Part 2					
AEDU B81 Sec 180	TR	10/18-11/17	8:30-11:30a	CR	
AEDU B81 Sec 186	TR	10/18-11/17	6:00-9:00p	CR	

# Save Money!

## Register early to avoid the \$10 late fee

that will be applied to a class if you apply less than 14 days before the start of the class day

### Child Care Development Association (CDA) Portfolio Preparation

This course provides you with the necessary information to construct your CDA portfolio. You will learn how to prepare six essays based on competency goals and functional areas as described by the Council for Professional Recognition. You will also learn how to collect 17 resources of documentation needed for the file, application due dates, and preparation for the written and oral exam given by the CDA council representative. Before enrolling in this course you should be near the end of your 480 hours of day care work experience. Upon completion of the 10 week Portfolio preparation course you will have completed your 480 hours of day care work experience. You must apply for the examination. Union County College prepares you for the CDA requirements you must fulfill for the examination. We do not give the CDA exam nor do we certify you as a CDA. \$195 (The CDA requirement packet is included in this fee)

AEDU 183 Sec 120	T	9/13-11/15	11:30a-2:30p	CR	
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Students are responsible for ordering their portfolio packets and must have before the first class. Please allow at least 3 weeks to receive your packet. [www.cdacouncil.org](http://www.cdacouncil.org)



## Renew Your CDA Credentials

The Council for Professional Recognition requires proof of continuing education if you want to renew the CDA credential. The proof must be in the form of either 4.5 Continuing Education Units (CEUs) or 45 hours of study in early childhood education. This additional training/course work must be after your original credential, or since your last renewal.

UCC has developed courses to meet these requirements.

Prerequisite: For Early Childhood/CDA Certificate students, Foundations & Professional Practices must be taken before registering for these courses. Waiver may be granted for extenuating circumstances.

### 3 courses for Toddlers, CDA Renewal (in English only):

#### Cognitive Behaving & Artistic Development

An opportunity-rich program of interesting and appropriate developmental language arts activities, including listening, speaking, and role playing. \$89

AEDU 194 Sec 130	W	9/14-10/05	9:00a-12:45p	CR	
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#### Health and Safety in the Learning Environment

Children need a clean environment that is properly lighted, ventilated, and heated or cooled. Indoor and outdoor areas should be free of materials or conditions that endanger children's health. Care of the child's physical needs communicates positive feelings about his/her value and influences the child's developing identity and feelings of self-worth. \$89

AEDU 195 Sec 130	W	10/12-11/2	9:00a-12:45p	CR	
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#### Multiculturalism, Family and Friend Relationships

Practical early childhood applications for a diverse ethnic population, including integration of multicultures, facilitation of second language acquisition, and practical teaching strategies which are also developmentally appropriate. \$89

AEDU 196 Sec 130	W	11/9-12/07	9:00a-12:45p	CR	
(no class 11/23)					

### 3 courses for Pre-school, CDA Renewal (English Only)

Students are responsible for ordering their pre-school application packets and must have before the first class. Please allow at least 3 weeks to receive your packet. [www.cdacouncil.org](http://www.cdacouncil.org)

#### Science Curriculum and Teaching Methods:

These classes introduce everyday developmentally appropriate science experiences to programs with young children. \$89

AEDU 191 Sec 123	T	9/13-10/11	3:30-6:30p	CR	
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#### Math Curriculum and Teaching Methods

These classes introduce everyday developmentally appropriate math experiences to programs with young children. \$89

AEDU 192 Sec 123	T	10/18-11/15	3:30-6:30p	CR	
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#### Teaching Our Youngest:

This class offers a guide for pre-school teachers and how to have an effective classroom. \$89

AEDU 193 Sec 123	T	11/22-12/20	3:30-6:30p	CR	
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# Sign Language

Required for Certificate in American Sign Language

## American Sign Language Part 1

For people who wish to communicate with the Deaf, this course provides a basic introduction to ASL and Deaf Culture. Visual-gestural communication activities are included. Textbook required: ASL at work. \$149

Book can be purchased at the Union CC bookstore.

**AELA A01 Sec 156 F 9/09-10/14 6:30-9:00p CR**

## American Sign Language Part 2

This course is intended for students who have completed Part 1 or for persons with some signing skills. Additional vocabulary sentence structures and dialogue with practical applications to assist in communication will be covered. Textbook required. Note: Same textbook used for ASL 1, 2, 3, 4. Prerequisite: ASL 1 or equivalent. \$149

**AELA B01 Sec 156 F 10/21-12/02 6:30-9:00p CR**  
(no class 11/25)

# Appliance Technician NEW

Required for Certificate in Appliance Technician

## Introduction to Major Appliances NEW

This course explains the general operation for each system typically found in dishwashers, washing machines & dryers, electric/gas ranges & ovens, and microwave ovens. Participants learn to identify and test the main electronic, electrical, and electro-mechanical components associated with each machine. This course also introduces the schematic symbols for appliance-related components. Participants learn basic soldering, circuit assembly, and component installation/removal techniques. Students also receive an overview of key electronics/electricity laws, rules and concepts that affect the design, construction, and troubleshooting methodology for all major appliances. Relevant issues associated with safety and the proper use of tools and testing instruments are also extensively discussed. Upon completion of this course, students will be able to identify the various types of mechanical devices and sensors and understand their purpose and application in appliances. Among other mechanical parts, discussions cover gears, springs, belts, pulleys, rollers, breaks, solenoids, motors and related circuitry. Transducers are devices used in appliances as sensors. Among others, this course also covers magnetic, motion, heat, pressure and humidity sensors, and their respective application in each appliance. A brief coverage of the requirements, guidelines, and the process to apply for Industry recognized certification and membership to professional organizations is also provided for the student's consideration. The International Society of Certified Electronics Technicians (ISCET) is of particular interest. This entity administers the National Appliance Service Technician Certification (NASTC), which requires technicians to pass a comprehensive exam that tests competence in the diagnosis, repair, and maintenance of major home appliances. \$500

**AET 101 Sec 260 S 9/10-9/24 9:00a-6:00p KB**

## Introduction to Diagrams, Circuits, and Live Testing NEW

Upon completion of this course, students will know how to read and interpret various types of diagrams and will be able to relate component symbols to real-life hardware, and vice-versa. Students also learn how to use a generic component cross reference manual. Discussions focus on functional block diagrams, layout diagrams and schematic diagrams. Participants enhance their understanding of technical diagrams & service manuals by working with real-life docu-

ments provided for class practice. Participants also learn to use testing equipment to measure AC and DC voltage and current, frequency and time-related signals, and logic levels. Careful attention is given to the proper use of the digital and analog multi-meter, the oscilloscope and the logic probe. Among other selected topics, discussions also cover the operation & common failures associated with the power distribution circuitry, timers, microprocessors, instrumentation and lighting panels, emissions control and safety related circuits. \$500

**AET 102 Sec 260 S 10/01-10/22 9:00a-6:00p KB**

## Troubleshooting and Repairing Appliances NEW

Upon completion of this module, students will understand the troubleshooting process and will be able to apply commonly used procedures and techniques to diagnose and repair typical failures. Participants will enhance their understanding of such troubleshooting methods by working with real appliance parts and by building working miniature models. These miniature models will possess all the major Electronic, Electrical, and Electro-Mechanical Systems similar to those found in the real-world, full-scale machines. \$500

**AET 103 Sec 260 S 10/29-11/19 9:00a-6:00p KB**

# Electronics Technician Program New

Required for Certificate in Electronics Technician Program

## Introduction to Electronics NEW

Upon completion of this module, students will have a practical and realistic understanding of the key laws, rules and concepts that affect the design, construction, installation, maintenance and troubleshooting methodology for virtually all types of electronic machines currently available on the market. Students will also understand the general operation, typical applications, and routine malfunctions for the major electronic, electrical, and electro-mechanical devices commonly used. Both discrete and IC components are covered. Using a typical multi-meter, participants learn to identify and test components both in and out of a circuit board. Electronic component symbols are also discussed and students learn to read and interpret various types of technical diagrams and will be able to relate component symbols to real-life hardware, and vice-versa. \$600

**AET 104 Sec 296 MTWRF 9/19-9/30 6:00-10:00p KB**

## Understanding Testing Equipment and Troubleshooting NEW

Upon completion of this module, students will be able to use crucial testing equipment to measure AC and DC voltage and current. Participants also learn to measure frequency and other time-related signals. Careful attention is given to the proper use of the digital and analog multi-meter and the oscilloscope. Several other instruments are also discussed and employed throughout this module including: the capacitance meter, the ESR meter, the inductance meter, the signal generator, the frequency counter and bench DC power supplies. To enhance their understanding of the topics discussed, students spend considerable hands-on time performing typical live measurements on a wide variety of real-life circuits provided for class practice. Students are also introduced to the troubleshooting process and learn to apply commonly used procedures and techniques to diagnose and repair circuit failures. Participants will enhance their understanding of such troubleshooting methods by wiring and/or working on real-life "bugged" circuits provided for class practice. \$600

**AET 105 Sec 296 MTWRF 10/03-10/07 6:00-10:00p KB**

## Understanding and Troubleshooting Electronic Systems **NEW**

Upon completion of this module, students will have a practical and realistic understanding of the operation, troubleshooting, maintenance and repair of key electronic and electrical circuits commonly found in a wide variety of machines, across multiple fields tied to the electronics industry. Such circuits include DC power supplies, power inverters, servos, timing circuits, sensing circuits, signal amplifier circuits, motor drive circuits, logic circuits, analog-to-digital (ADC) and digital-to-analog (DAC) converters, microprocessor-based circuitry, and many other relevant supporting circuits provided for class practice. \$600

**AEET 106 Sec 296 MTWRF 10/10-10/28 6:00-10:00p KB**

## Automotive Electronic & Electrical Systems Technician **NEW**

Required for Certificate in Automotive Electronic & Electrical Systems Technician

### Introduction to Automobile Electronics **NEW**

This course provides a general overview of the major electronic/electric systems typically found in fuel based, hybrid and electric cars. Among other selected topics, discussions briefly cover the starting system, instrumentation and lighting, emissions, sensors, batteries, the computer system and other major systems found in the engine and the passenger compartments. Students will understand the basic operation, purpose, and testing procedures for all the major electronic/electrical/electro-mechanical components. Discussions also cover the requirements, guidelines, and the process to apply for Industry Approved and Nationally Recognized (ASE) certification. \$540

**AEET 107 Sec 291 MTWRF 9/19-9/23 1:30-5:30p KB**

### Introduction to Automobile Wiring Diagrams **NEW**

Upon completion of this module, students will be able to read and interpret various types of wiring diagrams for both domestic and foreign cars, and will be able to relate component symbols to real-life hardware, and vice-versa. Participants will enhance their understanding of wiring diagrams by working with real-life diagrams provided for class practice. \$540

**AEET 108 Sec 291 MTWRF 9/26-9/30 1:30-5:30p KB**

### Introduction to Testing Equipment **NEW**

Upon completion this module, students will be able to use crucial testing equipment to measure AC and DC voltage and current. Participants will also learn how to measure frequency and time-related signals. Careful attention is given to the proper use of the digital and analog multi-meter, the inductance meter, the signal generator, the engine analyzer, and specialized instruments commonly used to test sensors and read diagnostic codes. \$540

**AEET 109 Sec 291 MTWRF 10/03-10/11 1:30-5:30p KB**

### Major Systems: Operation **NEW**

Upon completion of this module, students will understand the operation of the major electronic, electrical, and electro-mechanical systems commonly used in today's automobiles. Among other selected topics, discussions also cover the starting system, instrumentation and lighting, emissions, sensors, batteries, the computer system and all other major systems found in the engine compartment and the passenger area. \$540

**AEET 110 Sec 291 MTWRF 10/12-10/21 1:30-5:30p KB**

## Major Systems: Construction, Diagnosis, Troubleshooting **NEW**

Upon completion of this module, students will understand the troubleshooting process and will be able to apply commonly used procedures and techniques to diagnose and repair typical failures. Instructor demonstrations will be used extensively to illustrate troubleshooting routines and typical repairs. Participants will enhance their understanding of such troubleshooting methods by working with real auto parts and by building a miniature car possessing all the major Electronic, Electrical, and Electro-Mechanical Systems similar to those found in today's foreign and domestic cars. \$540

**AEET 111 Sec 291 MTWRF 10/24-12/07 1:30-5:30p KB**  
(no class 11/23, 11/24, & 11/25)

## Tuition Vouchers

Some employers pay for their employees to enroll in Continuing Education courses. Ask your employer to allow you to register in courses now. We are happy to facilitate 3rd party billing to your employer. All we need is a signed tuition voucher (promise of payment) from your employer. The Division of Economic Development and Continuing Education provides CEU's for students enrolled in approved courses. CEU's are awarded at one per 10 hours of course time. **FOR MORE INFORMATION, PLEASE CALL (908) 709-7600.**



## Interior Design

Required for Certificate in Interior Design

### Sketching, Perspective & Rendering

In this studio course, 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. \$135

**AEIN 062 Sec 226 T 9/06-11/08 6:00-8:00p KB**

### Color and Lighting

Learn the basic theory and fundamentals of color, the different types and use of lighting, how they affect the interior spaces, and their application. Basic lighting design will also be taught. \$169

**AEIN 061 Sec 228 T 9/06-11/08 8:10-10:10p KB**

### Introduction to Drafting

In this studio course you will learn the basic architectural/interior design drafting techniques, from proper use of drafting materials and tools, to line work, hand lettering and scale to orthographic projection. You will learn how to draft and dimension actual floor plans, elevation, section, etc. \$249

Material required for the 1st class: 18" roll of tracing paper (white or yellow), architectural scale, triangle, drafting tape, eraser, mechanical pencil (0.5mm, 0.7mm, 0.9mm) and drafting brush.

**AEIN 080 Sec 246 R 9/01-12/22 6:00-8:00p KB**  
(no class 11/24)

### Introduction to Interior Design & Planning

In this studio course, participants will learn design principles, how to develop creative concept through programming/problem solving, and how to apply this to two-dimensional design. Students will plan and design several different types of spaces, learn to communicate through drawings such as floor plans, elevation, reflected ceiling plans and through proper presentation. \$249

**AEIN160 Sec 248 R 9/01-12/22 8:10-10:10p KB**  
(no class 11/24)

# Restaurant Management/Culinary Arts

## Food and Beverage Operations and the Culinary Professional

This course teaches the classification, selection, handling and preparation of foods. Emphasis is placed on policies and procedures for ordering, receiving, storage, inventory control and issuing, and financial management. The study of cost controls will include portion cost, yield percentages, food cost percent, inventory turnover rate and break-even analysis. \$299

AERM 129 Sec 128 T 9/13-10/18 6:30-10:30p CR

## Introduction to Restaurant Management and Culinary Arts

This course provides an overview of food service careers in restaurants, chains, hotel/motel properties as well as the restaurant and catering business. Topics include employment experiences and the influence of menu and clientele on preparation, and the functions of management in the food industry. \$229

AERM 126 Sec 128 T 10/25-11/15 6:30-10:30p CR  
T 11/22 6:30-8:30p CR

## ServeSafe Certification Program

The ServeSafe Food Safety Program provides educational training for the restaurant and food service industry. This is a good asset to have for anyone in the food service industry, as this certification will soon become mandated by the Board of Health. Included in this course are the following topics: Basic Food and Safety Concepts, Protection Against Foodborne Illness Outbreaks, Reduction in Liability Risks, and Minimization of Insurance Costs. After completion of this course, there will be a 90 question exam. A grade of 75% is required to pass and become ServeSafe certified. Every student must have and bring to class their own ServeSafe Essentials Book with the answer sheet in the front of the book. Exceptions will not be made. You may also purchase the book from NRAEF.org. You must have the book and exam answer sheet for the first class. All students must show picture identification to be admitted to the class and take the test. \$95

AERM 121 Sec 160 S 9/17 8:00a-6:00p CR  
AERM 121 Sec 26A S 10/15 8:00a-6:00p KB  
AERM 121 Sec 16C S 11/05 8:00a-6:00p CR  
AERM 121 Sec 26C S 12/03 8:00a-6:00p KB

\* Not required for Certificate in Restaurant Management/Culinary Arts

## Floral Design

Required for Floral Design Certificate

### Introduction to Floral Design

In this course you will study the different flower varieties and their availability, care and handling. Familiarize yourself with the tools of the trade and how to use them. Hands on work will include wiring and taping flowers, container preparation, basic greening, flower placement and bow making techniques. The elements and principles of design will be emphasized. Students will be required to purchase tools for this program. A tool list will be provided the first day of class. Tool cost is approximately \$40. Cost of class includes fresh flowers and greens. \$349

AEFD A10 Sec 176 MW 9/12-10/03 6:00-8:00p CR

### Intermediate Floral Design

This course will cover the different styles of floral design such as formal linear, landscape, oval, parallel systems, triangular, etc. You will enhance your design abilities by creating a flower arrangement per class. Students are responsible for bringing a container to each session. Cost includes fresh flowers and greens. \$349

AEFD B10 Sec 176 MW 10/05-10/26 6:00-8:00p CR

### Advanced Floral Design

Learn the different techniques used in floral design such as bailing, binding bunching, clustering, framing, hand typing, pave, pillowing, and more. Pomanders, topiaries, candelabra, and novelty arrangements will be covered. One arrangement per class will be completed. Cost includes fresh flowers and greens. \$349

AEFD C10 Sec 176 MW 10/31-11/21 6:00-8:00p CR

### Gift Baskets, Silk Arrangements and Plant Care

This course will provide you with hands on experience on how to prepare a fruit, gourmet, and theme basket. The essentials of silk and dry flower arrangements will be presented. You will also learn the most common varieties of plants sold in a flower shop and their care. \$349

AEFD 024 Sec 176 MW 11/28-12/14 6:00-8:00p CR

## Medical Billing & Coding

Required for Medical Billing & Coding Certificate

### ICD-9-CM and CPT-4 Coding Part 1

This 37.5 hour course will help you understand the history and principles of ICD-9 and CPT-4 coding rules as they apply to patient medical records. Learn to code surgical, operative, and diagnostic procedures in physician offices and other ambulatory settings. Enhance your coding ability and knowledge through hands-on learning with real world examples. A brief review of coding principals is followed by extensive practice in a series of clinical scenarios. An introduction to Level II National Codes (HCPCS) will be provided. Prerequisite: AEH 131 Introduction to Medical Terminology. Books required: Step-by-Step Medical Coding 2010 Edition - Text, Workbook, Saunders 2010 ICD-9-CM Volumes 1, 2 & 3 Standard Edition, 2010 HCPCS Level II and CPT 2010 Standard Edition Package (Paperback) by Carol J. Buck (Author)

Books must be purchased before 1st class. Call UCC bookstore for hours of operation (908) 709-7619 \$375

AEHL A38 Sec 2 70 MW 9/12-10/12 9:00a-12:45p KB



**Union County College is easily accessible by mass transit.**

For bus & rail timetables and further information, visit [www.njtransit.com](http://www.njtransit.com)

### ICD-9-CM and CPT-4 Coding Part 2

This 37.5 hr. continuation of ICD-9-CM and CPT-4 Coding Part 1 will expand your knowledge of ICD-9 and CPT-4 coding rules as they apply to patient medical records. Learn to code surgical, operative, and diagnostic procedures in physician offices and other ambulatory settings. Students gain extensive practice using a series of clinical scenarios that simulate real medical records. Prerequisite: AEH 131 Introduction to Medical Terminology. Books required: Step-by-Step Medical Coding 2010 Edition - Text, Workbook, Saunders 2010 ICD-9-CM Volumes 1, 2 & 3 Standard Edition, 2010 HCPCS Level II and CPT 2010 Standard Edition Package (Paperback) by Carol J. Buck (Author)

Books must be purchased before 1st class. Call UCC bookstore for hours of operation (908) 709-7619 \$375  
**AEHL B38 Sec 270 MW 10/17-11/16 9:00a-12:45p KB**

### Procedures in the Medical Office, Ethical and Legal Responsibilities

This class will cover the language of insurance, managed care terminology, insurance policies and procedures. Explore medical billing with an overview of bookkeeping and the processing of insurance forms. Learn the ethical and legal responsibilities that are required in a medical setting. Explore medical litigation relevant to malpractice and insurance fraud. Prerequisite: AEH 131 Introduction to Medical Terminology. Book required: The Administrative Medical Assistant, Fourth Edition. \$180

**AEHL 132 Sec 270 MW 11/21-12/19 9:00a-12:45p KB**  
 (no class 11/23)

## Medical Transcription

### Medical Transcription A to Z

This in-depth training program provides all of the essential ingredients to become a medical transcriptionist. Medical transcription (MT) is the process of converting patient information or patient reports, typically from a voice recorder, to text format. These reports are typically from physicians and other healthcare professionals. Medical Transcriptionists can work from home or on-site within a medical facility. MTs can earn an excellent income and can work for anyone from anywhere through electronic files. The materials for this program are provided to you. You will work on this program from the convenience of your home. The program is open entry/open exit. Students may begin at any time. There is no time limit for completion, although the average seems to be that by spending about ten hours a week with a typing speed of 60 wpm, it can be completed within six months depending upon the individual. Cost includes all materials, worksheets and CDs except for three medical reference books that the student must purchase. Student will need access to a computer, CD player or use of a foot pedal, & basic word processing program. \$1275 (Refunds are only provided within three working days after the student receives the program).

**AEHL 311 Sec 090 Call Continuing Education to Register at (908) 709-7600**

## Wedding Planning NEW

Required for Certificate in Wedding Planner

Wedding Planning Certification is designed for students looking to get started in the glamorous and exciting wedding industry. This hands-on program covers everything a wedding planner needs to know, including contracts, etiquette, flowers, music, day of services, marketing, industry business practices and application. This program will provide students with all of the tools necessary to become a professional wedding planner. Students will also have the opportunity to participate at real local weddings and events for additional hands-on experience. Graduates will receive an internationally recognized certification, post graduate support and customized internship opportunities. Tuition includes textbook, online curriculum, software, templates and certification. \$1,250

**AEBU 500 Sec 286 TR 9/20-11/10 6:30-9:00p KB**

## Event Planning

Required for Certificate in Event Planning

### Registration Management

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. \$195

**AEBU 403 Sec 176 MW 9/12-9/28 6:00-8:00p CR**

### Catering, Food and Beverage Planning

Food and beverage planning depend on the type of event, event location, and off premise or on premise catering considerations. This course focuses on effective organization and attention to detail for events which will include food and/or beverage. Menu planning, food preparation, budget considerations, logistics management and contract development are discussed. \$195

**AEBU 404 Sec 176 MW 10/03-10/19 6:00-8:00p CR**

### Room Set-up and Audio Visual/ Technology Needs

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 set up, 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. \$195

**AEBU 405 Sec 176 MW 10/24-11/09 6:00-8:00p CR**

### Event Marketing

Effective marketing can ensure a successful event. Event marketing 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 even a billboard. Marketing is a powerful tool for any event whether it is a small meeting or a large conference. A successful marketing plan is a powerful tool. \$195

**AEBU 406 Sec 176 MW 11/14-12/05 6:00-8:00p CR**  
 (no class 11/23)

### Day of The Week Codes!

M = Monday	R = Thursday	U = Sunday	MTWRF = Mon-Fri
T = Tuesday	F = Friday	MW = Mon/Wed	
W = Wednesday	S = Saturday	TR = Tues/Thurs	

# Financial Courses

Requirement of the Practical Accounting Certificate

## Practical Accounting

Learn the basic elements of accounting and receive an overview of recording business transactions. Receive a general survey of modern business practices. Topics include terminology, journals and ledgers, the various accounting forms in use, current developments in accounting, and an introduction to accounting for partnerships and corporations. \$169

AEFI 101 Sec 160 S 9/17-10/22 9:00-12:00p CR

## Fundamentals of Taxation

Enhance your knowledge of the different types of Federal taxes including income, deduction and credits. The preparation of individual Federal form 1040 including schedules: A-B-C-D-SE-2106 and 2441. Other topics include wills, probate, and nursing home information. \$159

AEFI 150 Sec 181 TR 11/08-12/06 1:00-3:00p CR

AEFI 150 Sec 186 TR 11/08-12/06 6:00-8:00p CR



## Career Workshops

### Make Your Resume Work for You

Discover the rationale behind effective resume writing and how you can work it to your advantage. Review the mechanics of writing a resume and cover letter that are clear, concise, and market YOU. Learn to balance marketability with accuracy. Gain tips to make your resume "scannable" for employers who rely on computerized screening and e-mailing. Become familiar with the dos and don'ts of good editing practices, layout, and professional printing strategies. This course is geared toward employment seekers of all backgrounds and educational levels. \$45

AECD 120 Sec 217 M 9/26 7:00-9:00p KB

### Developing Confidence For The Job Interview

Develop strategic selling skills to market yourself for employment. Learn how preparing for a job interview can help ease you through the experience and to refine your presentation for optimal impact. Learn to conduct preliminary research, the importance of networking, handling "trick" questions, types of questions you need to ask, negotiating salary, body language, multiple interviews, internal interviews, and how to close the interview to your advantage. Some role-playing will be featured as time permits. \$45

AECD 111 Sec 217 M 10/03 7:00-9:00p KB

**Save Money!**  
**Register early to avoid the \$10 late fee**  
 that will be applied to a class if you apply less than 14 days before the start of the class day

# Online Classes & Certificates

Are you interested in convenient and affordable classes available 24-hours a day? Explore the wide range of online programs offered through our Ed2Go partner. Many classes are developed by industry professionals in their respective fields and classes prepare students for in-demand job skills.

For more information

visit: [www.gatlineducation.com/ucc](http://www.gatlineducation.com/ucc) For certificates or [www.ed2go.com/ucc](http://www.ed2go.com/ucc) for individual classes



# Computer Training

Union County College is a leader in technology training and offers complete computer training including the most recent PC applications, programming languages, network management and PC service and support.

## Why choose Union County College? We offer:

- Hands-on instruction using the most recent software applications
- Industry credentialed instructors for advanced certification courses
- One student per computer
- Use of labs with "open lab times" available for practice and study
- Certificate awarded upon request to students successfully completing course requirements
- Continuing Education credits for accountants

## Will I need a book?

Books are required for several courses. Books are available for purchase in the Union County College Bookstore. Please call the Union County College Bookstore for hours of operation (908) 709-7619.

## Continuing Education Credits for Accountants

The New Jersey State Board of Accountancy has approved Union County College as a CPE sponsor of continuing education. (#CE1339). Accountants are eligible for Continuing Education credits for computer training courses. For additional information call (908) 709-7600

## Computer Courses offered this semester:

### For the Beginner

- Keyboarding
- Computers for Beginners
- Windows 7
- Welcome to the Web
- Basics of E-mail

### Microsoft Software

- Word 2010 Beginner, Intermediate and Advanced
- Excel 2010 Beginner, Intermediate and Advanced
- PowerPoint 2010 – Part 1 and Part 2
- Access 2010 Beginner, Intermediate and Advanced
- Microsoft Project 2010
- Microsoft Office Professional 2010 Beginner, Intermediate and Advanced

.....  
**STILL LOOKING FOR OFFICE 2007 COURSES?**  
**TRY OUR ONLINE COURSES LISTED ON PAGE 36**  
 .....

### Web Design and Development

- Adobe Flash
- Web Hosting and Managing
- Achieving Top Search Engine Positions

### Financial

- Peachtree
- Quickbooks
- Computerized Accounting Records

### Printing and Graphic Arts

- Printing & Graphic Arts Industry Overview

- MAC OS X
- Adobe Illustrator
- Advanced Photoshop
- Quark Xpress

## Special Interest

- Working with Facebook
- Can you Tweet? Using Twitter to Communicate Online
- Microsoft Office Publisher 2010
- SharePoint Designer
- LinkedIn **NEW**
- Is Your Computer Safe?
- Setting up a Firewall
- Ebay: How to Sell On-Line
- Social Media Marketing **NEW**

## Computer Certificate Programs

- A+ Hardware
- Structured Query Language (SQL)
- Certified Cisco Network Associate (CCNA) – Semester 1

## Office 2010

- **NEW** this Year!

## For the Beginner

### Keyboarding

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. \$129

AECO 010 Sec 160	S	9/17-10/01	9:00a-1:00p	CR
AECO 010 Sec 188	TR	11/08-11/29	6:00-8:00p	CR
AECO 010 Sec 276	MW	10/17-11/02	6:00-8:00p	KB

### Computers for Beginners

This foundation course exposes students to key terms, system hardware and a variety of software packages. For those with little or no experience but a desire to get started. \$109

AECO 020 Sec 170	MW	9/12-9/26	6:00-8:00p	CR
AECO 020 Sec 188	TR	9/13-9/27	8:10-10:10p	CR
AECO 020 Sec 160	S	10/08-11/05	10:00a-12:00p	CR
AECO 020 Sec 186	TR	10/25-11/08	6:00-8:00p	CR
AECO 020 Sec 17A	MW	11/07-11/21	11:00a-1:00p	CR
AECO 020 Sec 18A	TR	11/15-12/01	6:00-8:00p	CR
AECO 020 Sec 276	MW	11/07-11/21	6:00-8:00p	KB



**September 10, 2011**

**10:00a – 12:00p**

**Cranford Campus**

**Nomahegan Building**

**Meet instructors & learn more about classes offered**

# Windows 7 MAKE IT YOUR IDEA!



## Classes Offered Now!

### Microsoft Windows 7

Learn the new Microsoft operating system, Windows 7. Learn the basic concepts and the new user interface, as well as how to navigate this new application. Prerequisite: Computers for Beginners recommended. \$115 each part

Part 1					
AECO A21 Sec 160	S	9/10	8:30a-3:30p	CR	
AECO A21 Sec 16A	S	10/29	8:30a-3:30p	CR	
AECO A21 Sec 177	MW	11/07-11/09	7:00-10:00p	CR	
Part 2					
AECO B21 Sec 160	S	9/17	8:30a-3:30p	CR	
AECO B21 Sec 16A	S	11/05	8:30a-3:30p	CR	
AECO B21 Sec 177	MW	11/14-11/16	7:00-10:00p	CR	

### Welcome to the Web

This course helps to get students up to speed quickly on navigating, exploring, and searching the World Wide Web using Microsoft Internet Explorer 7. Learn how to safely download, locate, decompress, and open almost any type of file. Learn time-saving tips for browsing and searching the web. Prerequisite: Microsoft Windows XP, 7 or equivalent. \$49

AECO 306 Sec 147	R	11/03	7:00-10:00p	CR	
AECO 306 Sec 130	W	11/30	12:30-3:30p	CR	

### Basics of E-Mail

Learn the basic features utilized by all standard e-mail packages. Learn to create folders to organize your Inbox, tag e-mail as SPAM, download attachments sent to you, attach files to e-mails that you are sending, block e-mails from unwanted senders and save e-mails permanently on your hard drive. Learn to forward "clean" e-mails without all the previous e-mail addressing attached and practice copying/pasting information into e-mail from the internet and other sources such as Microsoft Word, Microsoft Excel, photos, etc. If you have an e-mail account, bring the e-mail and password information with you. If you don't have an e-mail, you'll be issued a generic one to use in class. \$109

AECO A66 Sec 177	MW	9/26-10/05	7:00-9:00p	CR	
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## Microsoft Software

### Microsoft Office Professional 2010 Beginner Level

This Beginner series includes thirty 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. Series is designed to take someone unfamiliar with computers through the basics of Windows, word processing, spreadsheets, database management and desktop presentations. \$495

AECO A14 Sec 120	TR	9/13-10/13	9:00a-12:00p	CR	
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### Microsoft Office Professional 2010 Intermediate Level

The Intermediate series includes twenty-four hours of instruction recommended for those who wish to build on the introductory concepts and learn the intermediate features of the Microsoft Office Suite. Intermediate concepts included are described under individual course descriptions in catalog. Prerequisite: Microsoft Office Professional 2010 Beginner Level. \$380 + the cost of one elective course.

AECO B14 Sec 160	S	9/24-11/12	9:00a-12:00p	CR	
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### Microsoft Office Professional 2010 Advanced Level

The Advanced series includes eighteen hours of instruction recommended for those who wish to build on the introductory and intermediate concepts and learn the advanced features of the Microsoft Office Suite. Advanced concepts included are described under individual course descriptions in catalog. Prerequisite: Microsoft Office Professional 2010 Beginner and Intermediate Level. \$265 + the cost of two elective courses.

AECO C14 Sec 160	S	11/19-12/10	8:30a-3:30p	CR	
(no class 11/26)					

### Microsoft Word 2010

Become familiar with this popular word processing software package. Prerequisite: Keyboarding (AECO 010), Microsoft Windows XP, 7 or equivalent recommended. To save your files, please bring a flash drive. \$115 each level

**Beginner** – Become familiar with the newest version of this popular word processing software. The beginner course will teach you the different parts and functions of the Word window, navigation and selection techniques, editing and formatting text, tables, page layout, proofing and printing documents, and using graphics.

**Intermediate** – This course covers styles, sections and columns, formatting tables, labels and envelopes, graphics, templates, tracking revisions and web features. Prerequisite: Word 2010 Beginner.

**Advanced** – The advanced course teaches the user how to use mail merge for form letters, mailing labels, and envelopes, how to create forms, working with long documents, and using objects and document backgrounds. Prerequisite: Word 2010 Beginner and Intermediate.

#### Beginner

AECO A20 Sec 110	M	9/12	8:30a-3:30p	CR	
AECO A20 Sec 187	TR	9/13-9/15	7:00-10:00p	CR	
AECO A20 Sec 130	W	9/21	8:30a-3:30p	CR	
AECO A20 Sec 150	F	9/23	8:30a-3:30p	CR	
AECO A20 Sec 287	TR	10/18-10/20	7:00-10:00p	KB	
AECO A20 Sec 260	S	10/29	8:30a-3:30p	KB	

#### Intermediate

AECO B20 Sec 110	M	9/19	8:30a-3:30p	CR	
AECO B 20 Sec 187	TR	9/20-9/22	7:00-10:00p	CR	
AECO B 20 Sec 130	W	9/28	8:30a-3:30p	CR	
AECO B 20 Sec 150	F	9/30	8:30a-3:30p	CR	
AECO B 20 Sec 287	TR	10/25-10/27	7:00-10:00p	KB	
AECO B 20 Sec 260	S	11/05	8:30a-3:30p	KB	

#### Advanced

AECO C20 Sec 110	M	9/26	8:30a-3:30p	CR	
AECO C20 Sec 187	TR	9/27-9/29	7:00-10:00p	CR	
AECO C20 Sec 17C	W	10/19	8:30a-3:30p	CR	

### Excel 2010

Become familiar with the newest version of this popular spreadsheet software. Microsoft Windows XP, 7 or equivalent recommended. To save your files, please bring a flash drive. \$115 each level

**Beginner** – The beginner course will teach you the latest spreadsheet terminology, entering and editing data, modifying a worksheet, using functions, formatting worksheets, creating charts, and how to manage large workbooks.

**Intermediate** – Intermediate course covers using multiple worksheets and workbooks and how to link them, advanced formatting, using lists and tables, sorting and filtering, and working with styles and themes. Prerequisite: Excel 2010 Beginner.

**Advanced** – Learn advanced functions, pivot tables and charts, exporting and importing data, lookups and analytical options. Prerequisite: Excel 2010 Beginner and Advanced.

Beginner					
AECO A46 Sec 187	TR	10/11-10/13	7:00-10:00p	CR	
AECO A46 Sec 17A	MW	10/17-10/19	7:00-10:00p	CR	
AECO A46 Sec 150	F	10/21	8:30a-3:30p	CR	
AECO A46 Sec 130	W	10/26	8:30a-3:30p	CR	
AECO A46 Sec 160	S	11/12	8:30a-3:30p	CR	
AECO A46 Sec 110	M	11/21	8:30a-3:30p	CR	
AECO A46 Sec 287	TR	10/25-10/27	7:00-10:00p	KB	
Intermediate					
AECO B46 Sec 187	TR	10/18-10/20	7:00-10:00p	CR	
AECO B46 Sec 17A	MW	10/24-10/26	7:00-10:00p	CR	
AECO B46 Sec 150	F	10/28	8:30a-3:30p	CR	
AECO B46 Sec 130	W	11/02	8:30a-3:30p	CR	
AECO B46 Sec 160	S	11/19	8:30a-3:30p	CR	
AECO B46 Sec 110	M	11/28	8:30a-3:30p	CR	
AECO B46 Sec 287	TR	11/01-11/03	7:00-10:00p	KB	
Advanced					
AECO C46 Sec 177	MW	11/28-11/30	7:00-10:00p	CR	
AECO C46 Sec 160	S	12/03	8:30a-3:30p	CR	
AECO C46 Sec 187	TR	12/06-12/08	7:00-10:00p	CR	

ALL COURSES ARE TAUGHT ON THE  
**• WINDOWS 7 PLATFORM •**

### Powerpoint 2010

Learn to create high quality electronic slide presentations for use in a business setting, classroom or at home with the newest version of this popular presentation software. Prerequisite: Microsoft Windows XP, 7 or equivalent recommended. To save your files, please bring a flash drive. \$115 each level.

**Part 1** The beginner course introduces you to the fundamental features of PowerPoint. Learn how to create new presentations, format slides, modify text, draw objects, insert and use graphics, use tables, charts, and diagrams, transition and time presentations, and create slide masters. Finally, learn how to modify, proof and deliver presentations.

**Part 2** Expand on the knowledge from Beginner PowerPoint and create custom presentations. Work with master slides, modify clip art and add animations. Include interactive elements in your presentation and learn how to integrate Microsoft Office files. Prerequisite: PowerPoint 2010 Part 1.

Part 1					
AECO A70 Sec 187	TR	10/04-10/06	7:00-10:00p	CR	
AECO A70 Sec 160	S	10/15-10/22	12:30-3:30p	CR	
AECO A70 Sec 260	S	10/1	8:30a-3:30p	KB	
Part 2					
AECO B70 Sec 187	TR	10/11-10/13	7:00-10:00p	CR	
AECO B70 Sec 160	S	10/29-11/05	12:30-3:30p	CR	
AECO B70 Sec 260	S	11/05	8:30a-3:30p	KB	

### Access 2010

Acquire an understanding of this object oriented data base. Prerequisite: Microsoft Windows XP, 7 or equivalent recommended. \$115 each level

**Beginner** – In this course, explore database concepts and plan and design a simple database. Learn about 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 2010: Beginner. Learn how to normalize data; work with Lookup fields and subdatasheets; add objects to forms, print reports and labels; create charts; and use PivotTables and PivotCharts. Prerequisite: Microsoft Access Basic.

**Advanced** – The advanced course covers how to query with SQL; create crosstab, parameter, and action queries; create Macros; import, export, and link database objects; work with XML documents; password-protect and encrypt databases; set Access options and properties; and create hyperlink fields. Pre-requisite: Microsoft Access Basic and Intermediate.

Beginner					
AECO A23 Sec 150	F	9/23	8:30a-3:30p	CR	
AECO A23 Sec 187	TR	10/04-10/06	7:00-10:00p	CR	
Intermediate					
AECO B23 Sec 150	F	9/30	8:30a-3:30p	CR	
AECO B23 Sec 187	TR	10/11-10/13	7:00-10:00p	CR	
Advanced					
AECO C23 Sec 150	F	10/07	8:30a-3:30p	CR	
AECO C23 Sec 187	TR	10/18-10/20	7:00-10:00p	CR	

### Microsoft Project 2010

Project management is the process of organizing, scheduling, and managing tasks. Collectively, these tasks are called a project which is a temporary undertaking with a new product or service as its output. A project has a specific beginning date and a specific ending date. To save your files, please bring a flash drive. \$125 each level

**Part 1** create a project by listing tasks, calculate task durations, and link tasks together. To further the project you will develop a resource sheet and assign resources to tasks.

**Part 2** begin with a review and completion of the planning process. Once planning is done a base line plan is created so actual results can be tracked against plan. As the plan unfolds, tasks will be marked as all or partially complete. Tasks durations may need to be adjusted, thereby affecting the end date of the project. Participants will also explore the use of sub-projects and resource pools.

Part 1					
AECO A34 Sec 160	S	11/12-11/19	12:30-3:30p	CR	
Part 2					
AECO B34 Sec 160	S	12/03-12/10	12:30-3:30p	CR	

• Course requirement of the Certificate in Microsoft Project 2010

Campus Codes	
CR = Cranford Campus	PC = Plainfield Campus
KB = Elizabeth Campus,	SP = Scotch Plains Campus
Kellogg Building	RSC = Retail Skills Center
OC = Off Campus	RRA = Reeves-Reed Arboretum

# Web Design and Development

## HTML and XHTML

HyperText Markup Language (HTML) is the predominant language used for web site creation and to format web page content. In this course, you'll learn the basics of HTML as well as XHTML to format text, set attributes, add graphics, links, and more. Book available at college bookstore. \$260

**AECO 530 Sec 186 TR 9/13-10/13 6:00-8:00p CR**

## Cascading Style Sheets (CSS)

This course takes what was learned in HTML to the next step. Cascading Style Sheets (CSS) is a simple mechanism for adding style (e.g. fonts, colors, spacing) to Web documents. Its most common application is to style web pages written in HTML and XHTML. This course will show how CSS can save time and enhance page layout and content style. Book available at college bookstore. \$260

**AECO 538 Sec 186 TR 10/18-11/17 6:00-8:00p CR**

## Adobe Dreamweaver

Learn with Adobe Dreamweaver the most popular web design tools. It has the powerful editing, site management and code generation tools that transform the web development process. This course covers hyperlinks, table, navigation, text, images, forms, and frames. Import your assets created in other software programs, such as Flash and Fireworks. Pre-requisite HTML. \$390

**AEGA 534 Sec 186 TR 11/22-12/20 6:00-9:45p CR**  
(no class 11/24)

# Financial Software

## Quickbooks 2010

For small to mid-size businesses. Quickbooks provides a traditional approach to accounting. Set up a chart of accounts, track payables, receivables, and inventory, create invoices, reconcile your checking and operate office financial reports. Prerequisite: Introduction to Windows XP or 7 or equivalent recommended. \$199

**AECO 343 Sec 286 TR 10/18-11/03 6:00-9:00p KB**

## Peachtree 2010

Learn how Peachtree accounting software can help you maintain a chart of accounts, post transactions, track payables/receivables, create reports and exchange data between programs. Course covers performance, reporting, aged receivables, aged payables, tax liability reports and the year end process. \$199

**AECO 344 Sec 286 TR 11/08-11/29 6:00-9:00p KB**  
(no class 11/24)

## Computerized Accounting Records

Enter the world of computerized accounting and learn to maintain a chart of accounts, post transactions, maintain A/P and A/R records, create reports and exchange data between programs. Become familiar with an automated checkbook, bank reconciliation and the tracking of investments. Work will be done using Excel, Quickbooks and Peachtree software. \$175

**AECO 060 Sec 160 S 10/29-12/10 9:00a-12:00p CR**  
(no class 11/26)

- Course requirement of the Practical Accounting Certificate

# Graphic Arts

## Printing & Graphic Arts Industry Overview

An introduction to the technologies, processes, terminologies, equipment and procedures used in advertising, publishing, printing and image generation fields. Topics include career possibilities, trade associations, history, printing processes, typography, photography, computers and computer applications, color theory, pre-production issues, technology and processing relationships and image preparation. The second night will be off campus. \$65

**AEGA 500 Sec 176 MW 9/19-9/21 6:00-9:00p CR**

## MAC OS X

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. Become acquainted with Union County College's lab, industry standard terminology and a basic understanding of hardware and software through hands-on exercises.

\$52 each section  
**AEGA 110 Sec 116 M 9/12 6:00-9:00p CR**  
**AEGA 110 Sec 126 T 9/13 6:00-9:00p CR**

## Design Principles

This course will introduce you 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. \$120

**AEGA 210 Sec 176 MW 9/26-10/10 6:00-9:00p CR**

## Adobe Photoshop

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, \$390

**AEGA 376 Sec 126 T 9/27-11/29 6:00-9:00p CR**

## Adobe Illustrator

The software of choice for illustration and vector graphics creation. Become familiar with Illustrator's creative tools and menu options; create simple and complex paths, objects and creative combinations using both type and images. Prerequisite: Mac OS X, \$390

**AEGA 378 Sec 176 MW 10/12-11/14 6:00-9:00p CR**

## Adobe InDesign

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, \$390

**AEGA 373 Sec 122 T 9/27-11/29 2:00-5:00p CR**

## Flash

The software of choice for creating vector based web graphics and animations. Learn the fundamental tools and palettes to add motion to your web page and make your ideas move with Flash. Also create navigation interfaces, interactive buttons, animated movies and other exciting effects for the web. \$390

**AEGA 380 Sec 160 S 9/17-11/19 9:00a-12:00p CR**

## Special Interest Computer Classes

### Working with Facebook

This course will help students 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. \$49

AECO 402 Sec 137 W 10/19 7:00-10:00p CR

### Can you Tweet? Using Twitter to Communicate Online

Twitter is a social networking site that allows you to communicate quickly using brief message to friends, family and co-workers. Twitter is fast becoming the place to be online and via your cell phone. This course will help students learn how to effectively use Twitter on the computer and cell phone. If you don't already have a Twitter account, you will be setting one up in class. Prerequisite: Computers for Beginners (AECO 020) or equivalent. \$49

AECO 403 Sec 137 W 10/26 7:00-10:00p CR

### LinkedIn NEW

LinkedIn is a business oriented networking site that allows you to communicate with coworkers, former employers, potential employers and business related groups. LinkedIn is another way to stay active with your professional network. This course will help students learn how to effectively use LinkedIn on the computer. If you don't already have a LinkedIn account, you will be setting one up in class. Prerequisite: Computers for Beginners. \$49

AECO 404 Sec 137 W 11/02 7:00-10:00p CR



## September 10, 2011

10:00a - 12:00p

Cranford Campus

Nomahegan Building

Meet instructors & learn more about  
classes offered

### Microsoft Office Publisher 2010

With the new Publisher 2010, you can create a wide variety of high-quality publications and marketing materials such as flyers, brochures, catalogs, and e-mail newsletters. This newest version of Publisher provides lots of new features to guide you through the process of creating, publishing, and printing your materials. The software includes a library of hundreds of customizable design templates or blank publications, including newsletters, brochures, flyers, postcards, Web sites, e-mail formats, and more. To save your files, please bring a flash drive. \$149

AECO 157 Sec 197 TWR 9/06-9/08 7:00-10:00p CR

### Is Your Computer Safe?

With all the Viruses, ID Thief, Hacking, Spy-ware, and all the other monitoring software out there it is hard to know who's looking in. This workshop is designed to explain to you what viruses are and how to try to stop them from killing your Computer. Learn the difference between viruses, spam, and spy-ware, and what software you can use to protect your PC or Laptop. \$35

AECO 017 Sec 146 R 11/10 6:00-9:00p CR

### Social Media Marketing for Business NEW

Are you looking to promote your business online? Social media applications like Facebook, Twitter and YouTube can help you get your 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. \$55

AECN 041 Sec 160 S 10/01 9:00a-12:00p CR

### Setting up a Firewall

This class will explain to you how someone can get into your computer and steal your information as well as your ID. In this course you will learn the difference between a Software and Hardware firewall and how to install both to protect your single computer or a small home network. \$35

AECO 018 Sec 146 R 11/17 6:00-9:00p CR

### Ebay: How to Sell On-Line

Imagine this: You are rummaging around your house or apartment and you find items you no longer use or want. Now what do I do? Your response... Garage Sale? Throw it out? WRONG!!! Join the millions sharing your treasures with the world on EBAY! Learn how easy it is to start offering your treasure for auction on EBAY. This class will show you the ins and outs of posting creative offerings on EBAY. You will learn how to set up your personal account, how long the auction will run, how to take and post digital images of your treasure, how to set starting bids, set reserve amounts, handle shipping and more. Warning! Ebay has been found to be addictive, fun and profitable! \$49

AECO 713 Sec 140 R 9/29 9:00a-1:00p CR

AECO 713 Sec 126 T 11/01 6:00-10:00p CR

### Day of The Week Codes!

M = Monday  
T = Tuesday  
W = Wednesday

R = Thursday  
F = Friday  
S = Saturday

U = Sunday  
MW = Mon/Wed  
TR = Tues/Thurs

MTWRF = Mon-Fri

# Structured Query Language (SQL)

Required courses for Certificate in SQL

## Introduction to SQL

Learn the structure of relational databases and the fundamental components of SQL. Learn how to use SQL to sort and retrieve data from tables, and rules that enable clear queries. Learn proper SQL database design. \$299.

AECO 041 Sec 126 T 9/27-11/01 6:00-9:00p CR

**Save Money!**  
**Register early to avoid the \$10 late fee**  
 that will be applied to a class if you apply less than 14 days before the start of the class day

## A+: Computer Service Technician

### A+ Hardware Essentials

This course maps fully to CompTIA's new 2006 A+ Exam objectives. The course is designed to be a complete, step-by-step approach for learning the fundamentals of supporting and troubleshooting computer hardware course. This course teaches the hardware common to virtually every personal computer including: microprocessors, RAM, power supplies, motherboards, BIOS, CMOS, the expansion bus, floppy drives, and hard drives. \$740 CompTIA's Test Fee is not included. Book may be purchased at Union County College bookstore.

AECO A15 Sec 196 F 9/9-10/28 6:00-9:30p CR  
 and S 9/10-10/22 1:00-4:30p CR

Required for Certificate in A+ Hardware

### A+ Software (Practical Applications)

It is recommended that students take A+ Hardware Essentials before this class. This course maps fully to CompTIA's new 2006 A+ Exam objectives. The course is designed to be a complete, step-by-step approach for learning the fundamentals of supporting and troubleshooting computer software. Learn how to install, maintain, configure, and upgrade all current versions of Windows: 9x, 2000, and XP and learn how to use the DOS-style command line for performing tech tasks. \* CompTIA's Test Fee is not included. \$740 \*CompTIA's Test Fee is not included. Book may be purchased at UCC bookstore.

AECO B15 Sec 196 F 11/14-1/06/12 6:00-9:30p CR  
 and S 10/29-1/07/12 1:00-4:30p CR  
 (no class 11/25, 11/26, 12/3, 12/23, 12/24 & 12/31)

Required for Certificate in A+ Software

# Regional Cisco Networking Academy

The Cisco Networking Academy program teaches adults how to design, build and maintain local, national, and global networks. **Who should attend the Cisco Networking Academy Programs?**

The curriculum assumes no prior knowledge of computers or networks on the part of students. An eighth grade reading, writing, and math proficiency is expected, as well as is the desire to learn the curriculum. Those with more extensive preparation will easily adapt to required curriculums.

### Is this opportunity for me?

You should enroll if you are interested in starting or advancing your career in Information Technology. Students completing Cisco Training increase their ability to secure employment in the IT field.

### Why study to become Cisco Certified at Union County College?

- Outstanding Union County College faculty and staff who have completed an intensive Cisco training teach the program of study.
- State of the art computer lab specially designed for Cisco training includes cutting edge computers and a practice lab area for hands-on instruction.
- Program design that gives students the time needed to master course information and practice the skills learned in class, so that they may pass the required examinations.
- Quality instruction at low cost.

The Cisco curriculum provides a complete range of basic through advanced networking concepts-from pulling cable through such complex concepts as subnet masking rules and strategies. Students who complete all four semesters are prepared to sit for the CCNA (Cisco Certified Networking Associate) and CompTIA Network exams. CCNA classes this Fall are offered evenings in Cranford.

Students who complete the CCNA may take the next step in their professional development by perusing the CCNP (Cisco Certified Networking Professional) program. The CCNP program consists of four semesters starting with Semester 1 – Advanced Routing Curriculum, Semester 2 – Remote Access Curriculum, Semester 3 – Multi-layer Switching Curriculum and Semester 4 – Internetwork Troubleshooting Curriculum. Each semester will be 14 weeks in length and the entire program will take 2 years to complete.

### How do I get started?

For more information call the college directly at (908) 497-4329.

You may also explore the Cisco Website at:

[www.cisco.com/warp/public/779/edu/academy/overview/curriculum/](http://www.cisco.com/warp/public/779/edu/academy/overview/curriculum/)

### Certified Cisco Network Associate – Semester 1

(70 Hrs) \$849

AECO A74 Sec 176 MW 9/19-11/28 6:00-9:30p CR  
 (no class 11/23)

### CCNA Security

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 (IINS) certification exam (640-553) leading to the Cisco CCNA Security certification. The courses emphasize the practical application of skills needed to design, implement, and support network security. \$989

AECO 308 Sec 186 TR 9/20-12/8 6:00-9:30p CR  
 (no class 11/24)

# ✓ Check out Our expanded list of Online 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 98 or 2000, 2002, MX, or XP. **For specific course requirements, visit <http://www.ed2go.com/ucc>.**

✓ **Career Certificate programs are also available online in several subject areas from Accounting to Gerontology, Medical Coding & Billing, PC Repair and more... starts here and continues on page 36.**

**Register & pay online. Be sure to include your correct e-mail address when registering.**



[www.ed2go.com/UCC](http://www.ed2go.com/UCC)

**For additional information  
call 908-709-7600**

✓ If you choose to register at Union County College, to receive your lessons on the start date, we must have your registration in the Union County College Continuing Education Office at least five working days before the class start date.

## Accounting:

- Accounting
- Accounting Fundamentals
- Accounting Fundamentals II
- Introduction to QuickBooks 2009
- Introduction to Crystal Reports 10
- Performing Payroll in QuickBooks 2010
- QuickBooks 2010 for Contractors
- QuickBooks 2009 for Contractors
- Performing Payroll in QuickBooks 2009
- Introduction to Peachtree Accounting 2009

## Personal Finance and Investments

- Personal Finance
- Real Estate Investing
- Introduction to Stock Options
- Protect Your Money, Credit, and Identity
- Where Does All My Money Go?
- Keys to Successful Money Management
- Real Estate Investing II: Financing Your Property



**Turn to page 38  
for Online Career  
Certificate Programs!**

## Business Communication

- Building Teams That Work
- Effective Business Writing
- Writing Essentials
- Interpersonal Communication
- Fundamentals of Technical Writing
- Keys to Effective Communication
- Help for the Helpdesk

## Computers

- Introduction to Microsoft Excel
- Intermediate Microsoft Excel
- Introduction to Microsoft Word
- Intermediate Microsoft Word
- Introduction to Microsoft PowerPoint
- Intermediate Microsoft PowerPoint
- Introduction to Microsoft Project
- Introduction to Microsoft Outlook
- QuickBooks 2010 for Contractors
- Introduction to Peachtree Accounting
- Introduction to Photoshop
- Intermediate Photoshop
- Introduction to InDesign
- Introduction to Dreamweaver
- Intermediate Dreamweaver
- Introduction to Illustrator
- Photoshop for the Digital Photographer
- Photoshop Elements for the Digital Photographer
- Introduction to Flash
- Creating Web Graphics with Photoshop
- Making Movies with Windows XP

## General Business Skills

- Computer Skills for the Workplace
- Creating a Successful Business Plan
- Fundamentals of Supervision and Management
- Effective Business Writing
- Administrative Assistant Fundamentals
- Introduction to Business Analysis
- Individual Excellence
- Mastery of Business Fundamentals
- Total Quality Fundamentals

- Six Sigma: Total Quality Applications
- Fundamentals of Supervision and Management II
- Purchasing Fundamentals
- Help for the Helpdesk
- Manufacturing Fundamentals
- Going Green at the Workplace

## Grant Writing

- A to Z Grant Writing
- Writing Effective Grant Proposals
- Get Grants!
- Nonprofit Fundraising Essentials
- Becoming a Grant Writing Consultant

## Management and Leadership

- Fundamentals of Supervision and Management
- Building Teams That Work
- Achieving Success with Difficult People
- Leadership
- Understanding the Human Resources Function
- Individual Excellence
- Distribution and Logistics Management
- Fundamentals of Supervision and Management II
- Supply Chain Management Fundamentals
- Customer Service Fundamentals

## Nonprofit

- Starting a Nonprofit
- Nonprofit Fundraising Essentials
- Wow, What a Great Event!
- Marketing Your Nonprofit

## Project Management

- Project Management Fundamentals
- PMP Certification Prep I
- PMP Certification Prep 2
- Project Management Applications
- Introduction to Microsoft Project 2010
- Total Quality Fundamentals
- Six Sigma: Total Quality Applications

## Sales and Marketing

- Achieving Top Search Engine Positions
- Effective Business Writing
- Interpersonal Communication
- Leadership
- Designing Effective Websites
- Keys to Effective Communication
- Marketing Your Business on the Internet
- Business and Marketing Writing
- Introduction to Microsoft Publisher
- Small Business Marketing on a Shoestring
- Principles of Sales Management

## Start Your Own Business

- Start Your Own Small Business
- Learn to Buy and Sell on eBay
- Marketing Your Business on the Internet
- Real Estate Investing
- Start and Operate your own Home-Based Business
- Small Business Marketing on a Shoestring
- Get Paid to Travel
- Start Your Own Arts and Crafts Business
- Start Your Own Consulting Practice
- Start Your Own Gift Basket Business
- Growing Plants for Fun and Profit
- Start a Pet Sitting Business

- Publish It Yourself: How to Start and Operate Your Own Publishing Business
- Writing and Selling Self-Help Books
- Real Estate Investing II: Financing Your Property

### Digital Photography

- Discover Digital Photography
- Secrets of Better Photography
- Photographing People with your Digital Camera
- Photographing Nature with Your Digital Camera
- Travel Photography for the Digital Photographer

### Web Design

- Creating Web Pages
- Introduction to CSS and XHTML
- Introduction to Creating WordPress Web Sites
- Introduction to Dreamweaver
- Intermediate Dreamweaver
- Designing Effective Websites
- Intermediate CSS and XHTML
- Introduction to Flash
- Introduction to Microsoft Expression Web

### HEALTH CARE AND MEDICAL:

#### Alternative Medicine

- Introduction to Natural Health and Healing
- Certificate in Complementary and Alternative Medicine
- Certificate in Bioenergy and Spiritual Healing
- Certificate in Spirituality, Health, and Healing

#### Ancillary

- Medical Terminology: A Word Association Approach
- Medical Coding
- Human Anatomy and Physiology
- Explore a Career as an Administrative Medical Assistant
- Become a Physical Therapy Aide
- Medical Transcription
- Explore a Career as a Pharmacy Technician
- Human Anatomy and Physiology II
- Become an Optical Assistant
- Explore a Career in a Dental Office

#### Ethics, Law and Compliance

- HIPAA Compliance
- Certificate in Legal and Ethical Issues in Nursing

#### Health Care Certificate

- Certificate in Gerontology
- Certificate in Pain Assessment and Management
- Certificate in Complementary and Alternative Medicine
- Certificate in End of Life Care
- Certificate in Bioenergy and Spiritual Healing
- Certificate in Spirituality, Health, and Healing
- Certificate in Perinatal Issues


- Certificate in Growth and Development Through the Lifespan
- Certificate in Integrative Health
- Certificate in Legal and Ethical Issues in Nursing
- Certificate in Issues in Oxygenation

#### Health Information Management

- Medical Terminology: A Word Association Approach
- Medical Coding
- Human Anatomy and Physiology
- Explore a Career as an Administrative Medical Assistant
- Spanish for Medical Professionals
- Medical Transcription
- Explore a Career as a Pharmacy Technician
- Human Anatomy and Physiology II
- Explore a Career in a Dental Office

#### Veterinary

- Become a Veterinary Assistant
- Become a Veterinary Assistant III: Practical Skills
- Become a Veterinary Assistant II: Canine Reproduction

 **Access your online classroom 24 hours a day from your home or office!**

#### Arts

- Introduction to Interior Design
- Drawing for the Absolute Beginner
- Start Your Own Arts and Crafts Business
- Music Made Easy

#### Creative Writing

- Beginning Writer's Workshop
- Writing Essentials
- The Keys to Effective Editing
- The Craft of Magazine Writing
- Writing for Children
- Write Fiction Like a Pro
- A Writer's Guide to Descriptive Settings
- Write Your Life Story
- Writing for ESL
- Advanced Fiction Writing
- Romance Writing Secrets
- Mystery Writing
- Introduction to Journaling
- Research Methods for Writers
- Breaking Into Sitcom Writing
- Writing and Selling Self-Help Books
- Forensic Science for Writers

#### Languages

- Speed Spanish
- Speed Spanish II
- Spanish for Medical Professionals
- Instant Italian
- Enhancing Language Development in Childhood
- Spanish in the Classroom
- Beginning Conversational French
- Beginning Conversational French II
- Speed Spanish III
- Writing for ESL
- Grammar for ESL
- Conversational Japanese

- Spanish for Law Enforcement
- Easy English 2
- Easy English 1
- Easy English 3
- Practical Ideas for the Adult ESL/EFL Classroom
- Teaching ESL/EFL Grammar
- Teaching ESL/EFL Reading
- An Introduction to Teaching ESL/EFL
- Teaching ESL/EFL Vocabulary

#### Publishing

- The Craft of Magazine Writing
- Beginner's Guide to Getting Published
- Publish It Yourself: How to Start and Operate Your Own Publishing Business
- Writing and Selling Self-Help Books

#### LSAT Preparation

- LSAT Preparation – Part 1
- LSAT Preparation – Part 2

#### Arts

- Children, Parents and Family
- Digital Photography
- Health and Wellness
- Job Search
- Languages
- Personal Enrichment
- Personal Finance and Investments
- Start Your Own Business
- Test Prep

#### Teaching and Education

- Classroom Computing
- Languages
- Mathematics
- Reading and Writing
- Science
- Test Prep
- Tools for Teachers



#### Technology

- Certificate Prep
- Computer Fundamentals
- Computer Programming
- Database Management
- Graphic and Multimedia Design
- Networking and Communications
- Security
- Web Technology

#### Writing and Publishing

- Business Writing
- Creative Writing
- Grant Writing
- Publishing

# Online Career Certificate Programs

In addition to the subject courses offered online, the College is offering the following online educational certificate programs.

Union County College, in partnership with Gatlin Education Services, now offers online open enrollment programs that provide the professional skills required for many in-demand occupations.

These **high quality 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://www.gatlineducation.com/ucc/>



**Learn from YOUR computer, on YOUR schedule with the convenience of anytime, anywhere learning!**

## Healthcare & Fitness Programs

- ✓ Administrative Dental Assistant
- ✓ Administrative Medical Specialist with Medical Billing and Coding
- ✓ Administrative Medical Specialist with Medical Billing and Coding + Medical Terminology
- ✓ Advanced Coding for the Physician's Office
- ✓ Advanced Hospital Coding & CCS Prep
- ✓ Advanced Personal Fitness Trainer
- ✓ Certified National Pharmaceutical Representative
- ✓ Clinical Dental Assistant
- ✓ Coding, Reimbursement and Documentation for Physicians
- ✓ Fitness Business Management
- ✓ HIPAA Compliance
- ✓ Medical Billing and Coding + Medical Terminology
- ✓ Medical Transcription
- ✓ Medical Transcription + Medical Terminology
- ✓ Nutrition for Optimal Health, Wellness, and Sports
- ✓ Personal Training and Group Exercise Training for Older Adults
- ✓ Revenue Cycle Management for Healthcare Providers
- ✓ Veterinary Assistant
- ✓ Women's Exercise Training and Wellness

## Business & Professional Programs

- ✓ Administrative Professional with MCAS Training
- ✓ Administrative Professional with MOS
- ✓ Certified Global Business Professional
- ✓ Certified Mediator
- ✓ Certified National Pharmaceutical Representative
- ✓ Certified Wedding Planner
- ✓ Corporate Governance and Ethics
- ✓ eBusiness Certificate
- ✓ Entrepreneurship: Start and Business Owner Management
- ✓ Freight Broker/Agent Training

- ✓ Grant Writing
- ✓ Help Desk Analyst: Tier 1 Support Specialist
- ✓ Lean Mastery
- ✓ Management and Corporate Programs
- ✓ Management for IT Professionals
- ✓ Management Training
- ✓ Mediation and Dispute Resolution
- ✓ Microsoft Certified Application Specialist Training (MCAS)
- ✓ Microsoft Office Specialist 2003 (MOS)
- ✓ Microsoft Vista
- ✓ Non-Profit Management
- ✓ Pay Per Click Marketing
- ✓ Payroll Practice and Management
- ✓ Personal Financial Planning
- ✓ Project Management
- ✓ Purchasing & Supply Chain Management
- ✓ Records Management Certificate
- ✓ Search Engine Marketing
- ✓ Search Engine Optimization
- ✓ 7 Steps to Leading High Achieving Teams
- ✓ Technical Writing
- ✓ Understanding Earned Value Management

## IT & Software Development Programs

- ✓ ASP.NET
- ✓ Cisco® CCENT® Authorized Certification Training
- ✓ CompTIA™ A+ Certification Training
- ✓ CompTIA™ Network+/Server+ Certification Training
- ✓ CompTIA™ Security+ Certification Training
- ✓ Forensic Computer Examiner
- ✓ Microsoft Certified Database Administrator (MCDDBA)
- ✓ Microsoft Certified Desktop Support Technician (MCDST)
- ✓ Microsoft Certified System Administrator 2003 (MCSA)
- ✓ Microsoft Certified System Administrator Plus 2003 (MCSA+)
- ✓ Microsoft Certified System Engineer 2003 (MCSE)
- ✓ Microsoft Certified Technology Specialist: SQL Server 2005 (MCTS)
- ✓ RFID (Radio Frequency Identification) on the Web™
- ✓ Web Database Developer
- ✓ Webmaster

## Media & Design Programs

- ✓ Business Marketing Design
- ✓ Digital Arts Certificate

- ✓ Graphic Design with Photoshop CS4 Training
- ✓ Multimedia Design Certificate
- ✓ Web Database Developer
- ✓ Webmaster
- ✓ Website Design

## Hospitality & Gaming Programs

- ✓ Advanced Personal Fitness Trainer
- ✓ Casino Blackjack Dealer
- ✓ Casino Poker Dealer

## Skilled Trades & Industrial Programs

- ✓ Certified Window and Door Installer
- ✓ Certified Auto Glass Technician
- ✓ Certified Architectural Glass Technician
- ✓ Chemical Plant Operations
- ✓ HVAC Technician
- ✓ Modern Automotive Service Technician
- ✓ Oil Refinery Operations
- ✓ Paper Mill Operations
- ✓ Power Plant Operations
- ✓ Principles of Green Buildings
- ✓ Pulp Mill Operations
- ✓ Natural Gas Plant Operations

**Financial Assistance Available for Qualified Candidates!**

## Sustainable Energy & Going Green

- ✓ Biofuel Production Operations
- ✓ Building Analyst Quick Start Program (BPI BA Certification)
- ✓ Certified Green Supply Chain Professional
- ✓ Certified Indoor Air Quality Manager
- ✓ Certified Indoor Environmentalist
- ✓ Natural Gas Plant Operations
- ✓ Performing Comprehensive Building Assessments
- ✓ Principles of Green Buildings
- ✓ Senior Certified Sustainability Professional
- ✓ Solar Power Professional
- ✓ Wind Energy Apprentice

Visit

<http://www.gatlineducation.com/ucc/>  
 to learn more about these programs

# Follow this path to become a



## NJ 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.**

NPTNJ is an Alternate Route teacher preparation program that is approved by the New Jersey Department of Education. The Alternate Route in New Jersey was designed to allow individuals that already hold a bachelor's degree (or higher), but did not complete a traditional teacher training program, to become licensed teachers. The courses are graduate level, and the program can be taken for credit or non-credit.



## NPTNJ PROGRAM OVERVIEW

NPTNJ is an 11-month program (evening classes only) that satisfies the 200 hours of teacher preparation coursework required of Alternate Route candidates by the NJDOE.

Through the program, you will form a cohort with other first year alternate route teachers, providing a valuable support system as you experience your first year of teaching and beyond. The program is rigorous, but will prepare you well for the joys and challenges of teaching.

**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.

## HOW TO APPLY TO THE PROGRAM

Several information sessions are held throughout the year to explain more in depth the application process and the program to interested candidates. Contact the Department of Continuing Education to register for the next upcoming session. To be considered for the program, you must have:

- A minimum of a bachelor's degree from an accredited institution with a major in, or closely related to the intended teaching field
- A minimum GPA of 2.75 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.
- A certificate or Eligibility issued by the State of NJ
- A completed application submitted to UCC.
- A full-time teaching position by September.

## 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 course work. The program may also be taken on a non-credit basis for certification only.

## FOR MORE INFORMATION:

Refer to the student handbook online at [www.ucc.edu/New\\_Path.HTM](http://www.ucc.edu/New_Path.HTM) for complete details.

**Come to either NPTNJ information session on the Cranford Campus on Saturday, September 17, 10:00am-12:00pm in the Main Lecture Hall (MLH)**

**To register call (908)709-7600, the \$5.00 fee is payable at the time of registration.**

**AEDU160-160 S 9/17 10:00a-12:00p CR**  
If you have questions about NPTNJ after reading the student handbook, contact Sonia Rios at (908)709-7602.

# License & Certification Courses offered this semester:

- Building Inspector I.C.S. (75 hrs)
- CPR for the Healthcare Professional
- Electrical Inspector I.C.S. (60 hrs)
- Emergency Medical Technician- Basic
- Fire Inspector (90 hrs)
- Low Pressure Boiler License Preparation
- NPTNJ 24-hour Pre-Service Program **NEW**
- Pharmacy Calculations – Math for the Pharmacy Technician **NEW**
- Pharmacy Certified Technician Program
- Plumbing Inspector I.C.S. (120 hrs)
- Real Estate: Principles of Real Estate
- Substitute Teacher Specialist Certificate
- Technical Assistant (45 hrs)

## 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 new '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.

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 non-credit 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. \$200 Please contact the bookstore at (908) 709-7619 for the books.

**AEDU 141 Sec 186 TR 10/4-11/03 6:00-8:00p CR**  
**AEDU 141 Sec 160 S 11/05-12/10 9:00a-1:00p CR**  
 (no class 11/26)

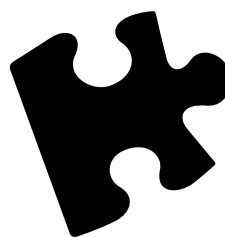
For more information and class schedules:

Contact the Department of Continuing Education at Union County College at (908) 709-7600 or by email NPTNJ@ucc.edu.

## Substitute Teacher Specialist

This program will help you understand the process of obtaining a substitute teacher certificate, and more importantly, how to become a valuable and employable asset to a school district. At the same time, you will learn to help students and experience the joys of teaching. Those who should consider this Certificate Program include persons with 60 or more college credits, as well as current substitute teachers, newly certified substitute teachers, and experienced teachers wanting to return to the field. This program requires attendance at all nine class sessions. \$225

**AEDU 137 Sec 176 MW 9/19-10/17 6:00-8:00p CR**



# Puzzled by Praxis?

Turn to the **TEST PREPARATION SECTION** for courses to help you get ready for the Praxis exam.

## CPR for the Healthcare Professional

This program is designed to teach techniques for basic airway assessment and management, cardiopulmonary resuscitation, and management of foreign-body airway obstruction for adults, children, and infants. The student will also be introduced to the automated external defibrillator (AED), and will become proficient in its use.

This program will be taught by an American Heart Association-certified instructor. A 2-year course completion card will be issued from the American Heart Association. \$90 WALK-INS NOT PERMITTED

**AEHL 099 Sec 320 T 8/30 9:00a-3:00p PC**

## Emergency Medical Technician – Basic

This program meets the requirements of the National Highway and Transportation Safety Administration's Emergency Medical Technician-Basic: National Standard Curriculum. This course is designed to instruct a student to the level of Emergency Medical Technician Basic (EMT-B) 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, the student will be eligible to take the New Jersey certification exam, which is required to act as an EMT in NJ.

Cost: \$625 OR NJ EMT Training Fund Certificate of Eligibility (for eligible First Aid Squad volunteers). Prerequisite: Current CPR/AED certification at the healthcare/ professional level by the American Heart Association, American Red Cross, or the National Safety Council.

### Mandatory

<b>Orientation:</b>	T	8/18	6:00-9:00p	PC
<b>AEHL 100 Sec 386</b>	TR	9/06-12/15	6:30-10:30p	PC
		(no class 11/24)		
<b>AEHL 100 Sec 360</b>	S	9/10-12/10	8:30a-5:00p	PC
<b>and</b>	U	10/2 & 11/6	8:30a-5:00p	PC
		(no class 11/26)		

Required text: Emergency Care, 10th Edition by Limmer. Book is available at the Plainfield Campus Bookstore. This course is held in the Plainfield Annex

## Pharmacy Calculations – Math For the Pharmacy Technician **NEW**

Calculations are essential in the practice of Pharmacy. Whether determining a dose, converting units of measure, or calculating a simple ratio, the pharmacy technician must be precise in their actions. An error of any kind may result in severe harm to the patient. This course serves as a refresher of basic mathematics used in practice of Pharmacy. The course is recommended to provide the student with a firm understanding of mathematical functions, which are crucial in becoming a certified pharmacy technician. This course is a co-requisite or pre-requisite. \$425

**AEHL 956 Sec 286 TR 9/20-10/27 6:30-9:00P KB**

## Pharmacy Certified Technician Program

This forty-hour program has two objectives – to prepare the student to work as a technician and to help them to successfully pass the National Pharmacy Technician Certification Exam. The program covers medical terminology, interpretation of prescriptions, dosage forms and routes of administration, pharmaceutical calculations and related computer usage. Basic understanding of Math is required for this class. Cost does not include certification exam fee. \$500. Book available at Union County College Bookstore.

**AEHL 955 Sec 276 MW 9/19-11/14 6:30-9:00p KB**  
 (no class 9/28)

# Union County College Institute of Real Estate

Students must be a legal resident of the United States, but do not have to be a citizen, in order to take the Real Estate Sales State Exam. Students must also be a high school graduate or have a G.E.D.

## Real Estate Sales: Principles of Real Estate

Topics include property interests, mortgages, deeds, title closing, liens, real estate law and ethics, agency relationships and real estate calculations. This course meets Real Estate Commission requirements for the NJ Sales Licensing Examination. (75 Hrs) \$475 Book Included

**AERL 101 Sec 190** MTWR 9/19-10/31 9:00a-12:00p CR  
**•AERL 101 Sec 476** MW 9/12-12/14 6:30-9:30p SP  
 (no class 10/10, 11/09, & 11/23)

- This class is held on the Scotch Plains campus in the Police Academy, 1st floor Lecture Hall

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

### Campus Codes

CR = Cranford Campus	PC = Plainfield Campus
KB = Elizabeth Campus, Kellogg Building	SP = Scotch Plains Campus
OC = Off Campus	RSC = Retail Skills Center
	RRA = Reeves-Reed Arboretum

## Low Pressure Boiler License Preparation

This course is designed to prepare custodians and other persons responsible for public buildings to take the state examination for the Black Seal license. Students will be instructed in working with the equipment required to learn the fundamentals of low-pressure boilers and control of air pollution. Although one must have three months full time boiler work to be eligible to take the state test, you may take this course prior to your boiler room experience. \$275

**AEIC 012 Sec 371** U 9/18-12/11 1:00-4:00p PC  
 (no class 11/27)

## Uniform Construction Courses

Regulations of the New Jersey Uniform Construction Code require that candidates for licensure complete specified educational courses. The Division of Economic Development and Continuing Education 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. These courses are open to anyone with an interest in construction and mandatory for those desiring licensure. 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 NJ 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 for all students 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 [http://www.nj.gov/dca/divisions/codes/forms/pubsubs\\_orderform.pdf](http://www.nj.gov/dca/divisions/codes/forms/pubsubs_orderform.pdf). Allow 4-6 weeks for delivery.

## Plumbing Inspector I.C.S. (120 hrs)

This course covers the following: System design, Plan review of residential and small commercial buildings (Class II and III structures) as well as inspection methods and procedures for same; review of Public Health Requirements, review of 2009 National Standard Plumbing Code, ICC International Mechanical Code, ICC International Fuel Gas Code, ICC International Energy Code, ICC/ANSI A117.1 2009 edition for Barrier Free, portions of the NJ Rehabilitation Sub-Code and the mechanical portions of the 2009 ICC International Residential Code. Students will be required to purchase the 2009 National Standard Plumbing Code, 2009 ICC International Mechanical Code and the 2009 ICC International Fuel Gas Code (IFGC). \$720

**AEIC 131 Sec 375** MW 9/19-12/14 5:30-9:45p PC  
 (no class 11/23)

## 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: 2008 NFPA 70 National Electrical Code (NEC) \$425

**AEIC 311 Sec 376** MW 9/12-11/28 6:00-9:00p PC  
 (no class 11/23)

## Building Inspector I.C.S. (75 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. Pre-requisite: Building Inspector R.C.S. \$520

**AEIC 202 Sec 376** MW 9/12-11/16 6:00-9:00p PC

## Technical Assistant (45 hrs)

This course is designed to provide students with an overview of a wide variety of matters related to the creation and maintenance of New Jersey's infrastructure with respect to issues such as the building of safe structures, maintenance and improvement of structures through issuance of permits, Certificates of Occupancy, violation notices, and stop-work orders. Specific subject areas will include computers, construction blueprint reading, Uniform Construction Code law and administration, construction fundamentals, code requirements, and technical problem solving. \$399

**AEIC 465 Sec 386** TR 9/20-11/08 6:00-9:00p PC

## Fire Code Courses

### Fire Inspector-N.J. Uniform Fire Code

The satisfactory completion of this 90-hour N.J. Division of Fire Safety course will train the student to perform fire inspections and prepare him/her 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. \$620

The student will meet the standards required by the State to become a certified Fire Inspector when he/she passes 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: Helen Kerr  
 P.O. Box 809 • Trenton, New Jersey 08625  
 609-633-6070

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

**AEIC 190 Sec 386** TR 9/20-1/10/12 6:00-9:00p PC  
 (no class 11/24, 12/27, & 12/29)

# Do YOU want to...?

...get your G.E.D.?

...brush up on basic skills?

...become a US Citizen?

...take E.S.L. 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 offers **FREE** courses in Basic Skills, ESL & ESL Civics to US citizens and eligible US residents.

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.

### **CEWD offers the following services:**

- Assessment and Orientation
- English as a Second Language (ESL)
- GED Preparation (in English and Spanish)
- US Citizenship Exam Preparation
- Job Fairs and Job Placement Assistance
- Occupational Certificate Programs

### **Programs:**

- **Basic Skills, ESL and Civics education** to US citizens and eligible US residents.
- **Project ACHIEVEMENT** – This “To Work” program is designed to TANF and GA participants who need to develop work skills and may also need to further develop their Basic Skills, their English proficiency or prepare for their GED exam. This program also offers assessment, counseling and student services, UCC email accounts and access to UCC services that include the use of the library and computer labs. Interested TANF and GA participants should contact their DSS Case Manager.
- **Occupational Certificate Programs** –
  - Administrative Assistant
  - Computerized Accounting Technician
  - Computerized Office Skills
  - ESL Office Skills
  - Medical Coding and Billing

These programs are for adults who are changing careers and for out-of-school youth who are planning for new careers. Counseling, job skills instruction, and job placement/search assistance are provided.

**For more information**  
please call 908-659-5114  
Email  
CEWD-Recruiting@ucc.edu

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Union County residents can take the GED test... in County! For individuals (age 16 and above..) without a high school diploma, a GED opens the door to a better job and brighter future.

### **GED Test Center 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

## GED Preparation Courses

Elizabeth Campus/Kellogg Building  
40 West Jersey St.

Plainfield Campus  
232 East Second Street

### GED Preparation

Boost your skills and develop a reliable study program for the 5 areas required to obtain your GED. You should be prepared to do work at home as well as in class. Learn strategies to maximize your chances for success. \$225

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

AETP 124 Sec 276	MW	9/12-12/05	6:00-8:00p	KB
AETP 124 Sec 376	MW	9/12-12/05	6:00-8:00p	PC
(no class 11/23)				

### GED Math, Algebra and Geometry Skills

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. \$149

AETP 126 Sec 22C	T	9/13-11/29	6:00-8:00p	KB
AETP 126 Sec 32C	T	9/13-11/29	6:00-8:00p	PC

### GED Reading and Writing Skills

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. \$149

AETP 125 Sec 24C	R	9/15-12/08	6:00-8:00p	KB
AETP 125 Sec 34C	R	9/15-12/08	6:00-8:00p	PC
(no class 11/24)				

# Why get a G.E.D.?

#### ✓ Get a better job.

The overwhelming majority of jobs in this country require a high school diploma. A GED certificate is accepted by most employers – *just like a high school diploma.*

#### ✓ Continue your education.

A GED certificate is accepted at most colleges and universities as proof that you have completed your high school education. Some colleges even have special scholarship programs for GED graduates.

#### ✓ Feel better about yourself.

By earning their certificate, many GED graduates experience a remarkable improvement in how they feel about themselves and their lives. *It makes a difference!*

#### ✓ Increase your income.

Incomes increase with your level of education. *A better job means better pay!*

#### ✓ Invest in the future.

Educated parents have better educated children. Earning your GED is not only an investment in yourself; it's also an investment in your children's future.

**¡TAMBIEN EN ESPANOL!**  
VEA PAGINAS 56-59 PARA TODOS LOS CURSOS EN ESPANOL

¡Clases para la preparación del GED también programadas en Español!

## Health Professions Opportunity Grant

The Health Professions Opportunity Grant at Union County College provides funding for TANF and other low-income participants to obtain the skills and credentials necessary to secure and retain employment in areas of high demand within the healthcare industry. Funding opportunities can support education-related expenses such as:

- Tuition for Continuing Education courses
- Textbooks
- Child Care
- Transportation (to and from class)
- Academic Tutoring
- Certification and Licensure Preparation

For More Information Contact:

Health Professions Opportunity Grant  
Union County College - Plainfield Campus  
(908) 412-3562 phone (908) 412-3558 fax  
www.ucc.edu carmen.rogers@ucc.edu

**FREE CLASSES**





# Union County College Classes 6 Convenient Locations:

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

- From the Garden State Parkway: Exit 137 to Westfield Ave. (Rt. 28). Turn right and take North Ave. (West) to Springfield Ave. (just past the 2nd light) and turn right. The College is 3/4 of a mile on the left.
- From Rt. 22 (East or West): Exit at Cranford/ Westfield (Springfield Ave.) towards Cranford. At the fourth light, turn right, continue on Springfield Ave. for two blocks. Union County College is on the right.

**Elizabeth Campus:** 40 West Jersey St.  
Elizabeth NJ 07202-2314, (908) 965-6000

- From the Garden State Parkway: Exit 137 to Westfield Ave. (Rt. 28) east to Elmora Ave. Make a right onto Elmora and go three blocks then turn left onto West Jersey St. The College is four blocks ahead on the right.
- From the NJ Turnpike: Exit at 13A. Take Route 1&9 South to East Jersey St. Turn right on East Jersey St., cross Broad St. The College is one block ahead on the left.

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

- From the Garden State Parkway, NJ Turnpike and Rt. 22: Take Rt. 22 to the Somerset St. Exit in North Plainfield. Take Somerset St. towards Plainfield where it becomes Park Ave. Take Park Ave., and turn left onto Second St. The College is on the right, three blocks from Park Ave. OR Exit Rt. 22 at the Terrill Rd. exit in Scotch Plains. Proceed two lights south of Rt. 22. to 2nd St., turn right and follow 2nd St. to the College.

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

- From the Garden State Parkway: Exit 135 onto Central Ave. towards Westfield. At the first light, go left onto Raritan Rd. to Lake Ave. Turn right onto Lake Ave., go to the second light and make a left onto "another" Raritan Road. The College is 1/2 mile on the left.
- From Rt. 22: Exit at Terrill Rd. Continue for about 3 miles, where it will turn into Raritan Rd. Go 1/2 mile on Raritan Rd., the College is on the right.

\* Enter the Union County College complex from driveway to the Union County Vocational & Technical School. The Police Academy is in the back of the complex, to the right.

**Retail Skills Center:** Jersey Gardens Mall,  
651 Kapkowski Road, Elizabeth, NJ 07201, (908)355-4444

- Located: on the lower level of the mall, near the Concierge and Security Desks. Use entrance D.

## Reeves-Reed Arboretum:

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

- From the Garden State Parkway: Take exit 142 (Springfield/Millburn) to I-78 West. Stay right to Rte. 24. Take exit 9B to Hobart Ave. At the first light go left, crossing over Rte 24. The Arboretum entrance is 1/2 mile on left hand side.

**DINA GLASOFER, DIRECTOR**, Continuing Education

**SHIRLEY HOLLIE-DAVIS, ASSISTANT DEAN**, Center for Economic and Workforce Development

**SONIA RIOS, ASSOCIATE DIRECTOR**, Continuing Education

**APRIL ROBINSON, ASSISTANT DIRECTOR**, Youth Programs

**ANNETTE CASTRO, OFFICE MANAGER/COORDINATOR**, Continuing Education

**LISA HISCANO, ED.D. DIRECTOR**, Industry-Business Institute

**DENISE PETROSKY, TRAINING OPERATIONS MANAGER**, Industry-Business Institute

### CONTINUING EDUCATION STAFF:

Tiwanne Ellerbe • Nicoleen Jones  
Michelle Douglass • Linda Burk  
• Jennifer Camacho  
• Madeline Velez

### CONTACT INFORMATION:

Continuing Education Main Number:  
908-709-7600  
Industry-Business Institute: 908-965-2359  
Center for Economic & Workforce Development:  
908-659-5169



# Test Preparation Courses

Elizabeth Campus/Kellogg Building  
40 West Jersey St.

## PRE-GRE® & GMAT® Preparation

This is a slow pace approximately 96 hour (Math & Verbal) and approximately 48 hour (Math or Verbal) preparation course specifically designed for students who fit any one of the following five categories:

- Students who do not have the math and or verbal skills necessary to take or to benefit from the regular GRE or the GMAT preparation course.
- Students who have been out of college for more than five years.
- Students who were less than a B-student in math & language arts.
- Students who have experienced significant erosion in their math and or verbal skills.
- Students who want to take a slower pace course than the regular GRE or GMAT preparation course.

PRE-GRE & GMAT Math and Verbal – \$695

<b>AETP 035 Sec 285</b>	<b>TR</b>	<b>9/13-12/06</b>	<b>5:30-9:30p</b>	<b>KB</b>
(no class 11/24)				

PRE-GRE & GMAT Math Only \$395

<b>AETP A35 Sec 285</b>	<b>TR</b>	<b>10/04-11/10</b>	<b>5:30-9:30p</b>	<b>KB</b>
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PRE-GRE & GMAT Verbal Only \$395

<b>AETP B35 Sec 285</b>	<b>TR</b>	<b>10/25-12/06</b>	<b>5:30-9:30p</b>	<b>KB</b>
(no class 11/24)				

## (GRE®) Graduate Record Exam Preparation

This program provides a thorough, in-depth coverage of the three main sections of the GRE exam: Verbal, Quantitative, and Analytical. Through diagnostic testing and practice exercises, students will gain experience with each question type on the exam. Home study materials are provided to reinforce you when you're outside the classroom.

GRE Math and Verbal – \$595

<b>AETP 138 Sec 276</b>	<b>MW</b>	<b>9/12-11/02</b>	<b>6:00-9:30p</b>	<b>KB</b>
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GRE Math Only – \$295

<b>AETP A38 Sec 276</b>	<b>MW</b>	<b>9/12-10/05</b>	<b>6:00-9:30p</b>	<b>KB</b>
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GRE Verbal Only – \$295

<b>AETP B38 Sec 276</b>	<b>MW</b>	<b>10/10-11/02</b>	<b>6:00-9:30p</b>	<b>KB</b>
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## LSAT® Preparation

This unprecedented 80 hour course (all Subject Areas) and 40 hour course (Logical/Analytical Only) provides a thorough and in-depth coverage of all the main sections of the LSAT exam: Verbal, logical reasoning and analytical reasoning. Through diagnostic testing, practice tests and exercises and superb teaching, students will gain confidence and experience with each different type of question on the exam. Some unique features of this course are: for \$695 or about \$5.80 per hour you can get up to 120 hours of classroom instruction, regardless of when you take this course, each student will get a one time, 40 hours of free classroom instructed review, that will take place within six weeks of an exam. Also, this course, for about half the tuition cost of our competitors, offers much more classroom instructional time.

LSAT All Subject Areas – \$695

<b>AETP 142 Sec 275</b>	<b>MW</b>	<b>9/19-11/28</b>	<b>5:30-9:30</b>	<b>KB</b>
(no class 11/23)				

LSAT Logical/Analytical Only – Tuition \$395

<b>AETP 143 Sec 275</b>	<b>MW</b>	<b>9/19-10/19</b>	<b>5:30-9:30p</b>	<b>KB</b>
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## (GMAT®) Graduate Management Admissions Test Preparation

Students will obtain knowledge and practice with the sections of the GMAT standardized test. A comprehensive analysis and practice tests in each section will be covered including: 1) Quantitative; 2) Problem solving and data sufficiency; verbal-reading comprehension, sentence correction and critical reasoning; 3) Analytical writing assessment.

GMAT Math and Verbal – \$695

<b>AETP 136 Sec 275</b>	<b>MW</b>	<b>9/19-12/12</b>	<b>5:30-9:30p</b>	<b>KB</b>
(no class 11/23)				

GMAT Math Only – \$395

<b>AETP A36 Sec 275</b>	<b>MW</b>	<b>9/19-10/26</b>	<b>5:30-9:30p</b>	<b>KB</b>
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GMAT Verbal Only – \$395

<b>AETP B36 Sec 275</b>	<b>MW</b>	<b>10/31-12/12</b>	<b>5:30-9:30p</b>	<b>KB</b>
(no class 11/23)				

## 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 available for mathematics and science.

### Praxis: Elementary Education Content Knowledge (0014)

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. Students will also benefit from the included test-taking skills workshop which will guide students on how to analyze test questions and develop proven test-taking strategies. \$225, Book included

<b>AETP 164 Sec 286</b>	<b>TR</b>	<b>10/04-10/18</b>	<b>6:00-9:00p</b>	<b>KB</b>
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### Praxis: Mathematics Preparation

This course is designed to prepare prospective secondary-school mathematics teachers for the Praxis requirement. It is also worthwhile preparation for individuals seeking middle-school certification in mathematics. Content includes basic arithmetic, algebra, geometry, probability, statistics and more. This course addresses selected topics in mathematics that will likely be covered on the test as well as approaches to solving math problems. Additionally, the course reviews test-taking strategies including tips on interpreting and answering multiple-choice and constructed-response questions. Subject-specific pedagogy will be discussed as well. \$399

Middle School Curriculum

<b>AETP B37 Sec 276</b>	<b>MW</b>	<b>9/19-11/09</b>	<b>6:00-9:00p</b>	<b>KB</b>
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High School Curriculum

<b>AETP A37 Sec 286</b>	<b>TR</b>	<b>9/20-11/10</b>	<b>6:00-9:00p</b>	<b>KB</b>
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### Praxis: Science Preparation

This course is designed to prepare prospective secondary-school science teachers for the Praxis requirement. It is also worthwhile preparation for individuals seeking middle-school certification in science. Praxis test science content includes general science, biology, chemistry, physics, earth and space science. This course will address selected topics in science that will likely be covered on the test.

Additionally, test-taking strategies will be reviewed, including tips on interpreting and answering multiple-choice and constructed-response questions. Practice tests and explanations of answers will be examined. Subject-specific pedagogy will be discussed as well. \$399

<b>AETP 139 Sec 286</b>	<b>TR</b>	<b>9/20-11/10</b>	<b>6:00-9:00p</b>	<b>KB</b>
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# Foreign Languages

Take any one class for just \$129.

**Level 1** Learn foreign language skills essential for communicating with co-workers, clients and customers. Enroll in one or more of these introductory courses and learn basic speaking, reading, and writing skills. Instruction in elementary grammar and useful daily expressions will be presented as will culture and geography.

**Level 2** After a basic review of the first level, more advanced dialogue, and grammar will be taught. 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.

## Basic Chinese 1 & 2

This course is an introduction for professionals to learn daily business and social situations encountered on a business trip in China: visiting a factory, dining out, making appointments, thanking hosts, and more. The course emphasizes listening and pronunciation of four basic tones of Mandarin with the help of Pinyin. Simplified characters are used in the text.

### Basic Chinese 1

AELA A70 Sec 137 W 9/14-10/19 7:10-9:40p CR

### Basic Chinese 2

AELA B70 Sec 137 W 10/26-12/07 7:10-9:40p CR  
(no class 11/23)

### French 1

AELA A60 Sec 160 S 9/17-10/22 10:00a-12:30p CR

### French 2

AELA B60 Sec 160 S 10/29-12/10 10:00a-12:30p CR  
(no class 11/26)

### Italian 1

AELA A20 Sec 160 S 9/17-10/22 10:00a-12:30p CR

### Italian 2

AELA B20 Sec 160 S 10/29-12/10 10:00a-12:30p CR  
(no class 11/26)

### Portuguese 1

AELA A80 Sec 126 T 9/13-10/18 6:30-9:00p CR

### Portuguese 2

AELA B80 Sec 126 T 10/25-11/29 6:30-9:00p CR

### Spanish 1

AELA A10 Sec 117 M 9/12-10/17 7:00-9:30p CR

AELA A10 Sec 137 W 9/14-10/19 7:00-9:30p CR

### Spanish 2

AELA B10 Sec 117 M 10/24-11/28 7:00-9:30p CR

AELA B10 Sec 137 W 10/26-12/07 7:00-9:30p CR  
(no class 11/23)

### Spanish 3

For students who've completed Spanish 1 and Spanish 2, this course builds on the grammar and vocabulary already learned. Hold conversations on assigned topics, discuss various readings, and increase fluency. Activities include reading, discussion and interactive exercises. Students who did not take the first two classes but are confident in their abilities to speak the language, must speak with the instructor prior to registering. They may register for the class upon the instructor's approval. \$129

AELA C10 Sec 127 T 9/13-10/18 7:00-9:30p CR

## Spanish For Health Care Professionals

Do you need to use some Spanish in your office or health care facility? This course focuses on developing basic communication skills with Hispanic clients. \$129

AELA 111 Sec 146 R 9/15-11/03 6:30-8:30p CR

## English as a Second Language

Elizabeth Saturday Morning Classes

Cranford Saturday Morning Classes

\$185.00 each Section • Students will be tested on the first day of class to ensure appropriate class level placement.

### Beginning ESL Grammar

Practice basic grammar and simple instructions. For beginners.

AEEN A11 Sec 160 S 9/17-12/10 9:00a-11:00a CR

AEEN A11 Sec 260 S 9/17-12/10 12:00-2:00p KB

(no class 11/26)

### Beginning ESL Conversation

For beginning level students: Practice conversational skills in English and at the same time improve your listening skills.

AEEN A01 Sec 160 S 9/17-12/10 11:15a-1:15p CR

AEEN A01 Sec 260 S 9/17-12/10 2:15-4:15p KB

(no class 11/26)

### Intermediate ESL Grammar

Continue practicing basic grammar and simple instructions.

AEEN B11 Sec 160 S 9/17-12/10 9:00a-11:00a CR

AEEN B11 Sec 260 S 9/17-12/10 12:00-2:00p KB

(no class 11/26)

### Intermediate ESL Conversation

Continue practicing your English conversational skills as well as listening skills. For intermediate level students.

AEEN B01 Sec 160 S 9/17-12/10 11:15a-1:15p CR

AEEN B01 Sec 260 S 9/17-12/10 2:15-4:15p KB

(no class 11/26)

### Advanced ESL

Practice advanced English grammar and conversation and improve your listening skills.

AEEN C16 Sec 160 S 9/17-12/10 9:00a-11:00a CR

AEEN C16 Sec 260 S 9/17-12/10 12:00-2:00p KB

(no class 11/26)

### American English Pronunciation

If you have a 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 160 S 9/17-12/10 11:15a-1:15p CR

AEEN 323 Sec 260 S 9/17-12/10 2:15-4:15p KB

(no class 11/26)

### ESL Writing

This course is designed for beginner to intermediate level students who wish to improve their writing skills in both a business and casual setting. Weekly assignments will prepare students for real life situations where they may need to express themselves through writing. \$129

AEEN 324 Sec 217 M 10/03-11/07 7:00-9:00p KB

## Art, Dance, Sports & Music Courses offered this semester:

- Ballroom Exercise Core and More **NEW**
- Beginning Golf
- Beginner & Intermediate Oil & Acrylic Painting
- Country/Western Line Dancing – Beginner
- Darkroom Photography
- Drawing and Sketching
- Guitar Part 1 & Part 2
- Introduction to Digital Photography
- Piano
- Tennis
- Zumba **NEW**

### Art Courses

#### Drawing and Sketching

Learn the principles of composition, form, light, shade value, perspective, elementary and advanced techniques. Bring to the first class: art pencils, #2H, HB, 2B, kneaded eraser, either an 11x14 or 14x17 pad. \$119

AEAR A01 Sec 116 M 9/12-11/14 8:00-10:00p CR

#### Beginner Oil & Acrylic Painting

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. \$119

AEAR A20 Sec 148 R 9/22-11/10 8:10-10:10p CR

#### Intermediate Oil & Acrylic Painting

Paint bigger and better! 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. Students will supply own materials (materials list discussed at first class), and work on 1-2 paintings throughout the course. Prerequisite: AEA 120: Beginner Oil & Acrylic Painting. \$119

AEAR B20 Sec 146 R 9/22-11/10 6:00-8:00p CR



**September 10, 2011**

**10:00a – 12:00p**

**Cranford Campus**

**Nomahegan Building**

**Meet instructors & learn more about classes offered**

## Photography Courses

#### Introduction to Digital Photography

Increase your employment opportunities in the photography field. Learn the basics of camera operation in both manual and automatic settings. Tips for better picture taking, improving composition, basic picture editing and printing will also be explored. Students will have an opportunity to have their photos critiqued during class. Bring your camera to the first meeting, a digital SLR is preferred. \$89

AEAR A47 Sec 156 F 9/16-11/04 6:00-7:00p CR

#### Darkroom Photography

Learn the basics of camera operation and darkroom photography. Black and white film developing and black and white printing will be the main focus. No previous experience necessary. Additional course materials required. Bring your camera to the first meeting. \$165

AEAR 145 Sec 157 F 9/16-11/04 7:10-9:10 CR



### Dance Courses

#### Zumba **NEW**

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. \$99

AEEEX 531 Sec 116 M 9/26-11/28 6:30-7:30p CR

#### Country/Western Line Dancing – Beginner

Learn the basics of popular country-western line dances. It's fun, it's social, it's good exercise and partners are not needed. Wear sneakers only; no boots. \$109 each participant.

AEEEX 250 Sec 137 W 9/14-11/16 7:00-8:00p CR

#### Ballroom Exercise Core and More **NEW**

The objective of Ballroom Exercise Core and More is to dance to routines to ballroom rhythms. We will be doing routines to cha cha, Meringue, Rumba, Salsa, Tango, Samba and much more. We will be concentrating on the core area. These routines will burn calories, help you to slim down, relieve stress, get cardio benefits and most of all have fun. \$99

**Beginner:**

AEEEX A32 Sec 160 S 9/17-10/22 10:00-11:00a CR

**Intermediate**

AEEEX B32 Sec 160 S 10/29-12/10 10:00-11:00a CR  
(no class 11/26)

**Save Money!**  
**Register early to avoid the \$10 late fee**  
 that will be applied to a class if you apply less than 14 days before the start of the class day



## Sports Courses

### Tennis

Learn and practice basic grips, forehand and backhand strokes, service and volley. Each clinic will be conducted on the outdoor courts on the Cranford Campus. Please bring rackets and new tennis balls and wear sneakers. \$89

Beginner					
<b>AESP A01 Sec 160</b>	<b>S</b>	<b>9/10-10/08</b>	<b>1:00-2:00p</b>	<b>CR</b>	
Intermediate					
<b>AESP B01 Sec 160</b>	<b>S</b>	<b>9/10-10/08</b>	<b>2:10-3:10p</b>	<b>CR</b>	

### Beginning Golf

This course is designed to teach the fundamentals and basic techniques of golf. Topics include: golf rules and etiquette, proper grips and stances, basic golf equipment, putting strategies, golf swings i.e. driving, chipping, long and short irons. \$129

<b>AESP 405 Sec 160</b>	<b>S</b>	<b>9/10-10/22</b>	<b>????</b>	<b>CR</b>	
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## Music Courses

### Piano

Learn the basics of piano playing. Develop rhythmic skills, note and sight-reading, chords and ensemble playing, and finger dexterity. For those with basic piano playing ability, this class will improve upon your basic skills and concentrate on chord structure, harmonizing melodies and keyboard arrangements. Bring your own battery powered electronic keyboard. Other materials will be assigned. Register early, enrollment limited to 15 students. \$99

Piano: Beginning					
<b>AEPA A20 Sec 146</b>	<b>R</b>	<b>9/22-11/10</b>	<b>6:00-7:30p</b>	<b>CR</b>	
Piano: Intermediate					
<b>AEPA B20 Sec 147</b>	<b>R</b>	<b>9/22-11/10</b>	<b>7:40-9:10p</b>	<b>CR</b>	

### Guitar: Part 1

This beginning guitar class will teach students the basics of guitar playing. The class can also serve as a refresher course. Bring your own six-string acoustic guitar and picks (light, medium and heavy) to class. Other materials will be assigned. Register early, enrollment limited to 15 students. \$99

<b>AEPA A10 Sec 156</b>	<b>F</b>	<b>9/23-11/11</b>	<b>6:00-7:30p</b>	<b>CR</b>	
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### Guitar: Part 2

This course is for those who have recently taken beginning guitar or who have had some experience playing guitar previously. It offers a relaxed environment, small class size and a joyful exploration of the instrument with an opportunity to advance at your own pace. You will 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 start to write your own songs. Register early, classes limited to 12 students. \$99

<b>AEPA B10 Sec 156</b>	<b>F</b>	<b>9/23-11/11</b>	<b>7:40-9:10p</b>	<b>CR</b>	
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## HOW TO READ A COURSE LISTING:

COURSE TITLE	<b>Ballroom Exercise Core and More NEW</b>					
COURSE DESCRIPTION	The objective of Ballroom Exercise Core and More is to dance to routines to ballroom rhythms. We will be doing routines to cha cha, Meringue, Rumba, Salsa, Tango, Samba and much more. We will be concentrating on the core area. These routines will burn calories, help you to slim down, relieve stress, get cardio benefits and most of all have fun. \$99					
COURSE CODE	<b>AEEX A32 Sec 160</b>	<b>S</b>	<b>9/17-10/22</b>	<b>10:00-11:00a</b>	<b>CR</b>	TUITION
	COURSE #	SECTION #	DAY	DATE	TIME	LOCATION

# Personal Finance Courses offered this semester:

- Basics of Investing in 2011
- Building Long-Term Financial Security Through Mutual Funds
- Buying Your First Home – Homeownership Now
- Fundamentals of Taxation
- How to Start Your Investment Program
- I Have a 401K/403B Pension. What do I do? What are my Options? **NEW**
- Import Export Now (online course)
- Investing for Income – Investing for Safety
- Money Management for Teens and Their Parents **NEW**
- Practical Accounting
- Social Security: What Should You Do at Age 62? **NEW**
- Strong Women: Powerful Financial Strategies
- Successful Retirement Income Planning **NEW**
- Teach, Write, Consult from Home (online course) **NEW**
- The Living Trust
- With These Volatile Markets, how should I be invested? **NEW**
- Women and Their Investments

## Buying Your First Home – Homeownership Now

Homeownership Now is a workshop designed to guide you through all of the financial and administrative hurdles of purchasing real estate so that you can enter the home buying process as educated consumers. In one evening, we'll cover the following relevant topics that lead to a successful transaction: down payment barrier, steps to qualifying for a mortgage, financing programs (Fannie Mae, HUD, etc), what to look for in a new home, determining how much you can afford, choosing real estate professionals, and how to avoid common and costly roadblocks to a successful closing. Whether you're buying or selling a \$100,000 or \$1,000,000 home, Homeownership Now will help you take control of one of the most important financial transactions of your life. \$39

**AEFI 020 Sec 127 T 10/04 7:00-9:00p CR**

### Campus Codes

CR = Cranford Campus	PC = Plainfield Campus
KB = Elizabeth Campus, Kellogg Building	SP = Scotch Plains Campus
OC = Off Campus	RSC = Retail Skills Center
	RRA = Reeves-Reed Arboretum


## Fundamentals of Taxation

Enhance your knowledge of the different types of Federal taxes including income, deduction and credits. The preparation of individual Federal form 1040 including schedules: A-B-C-D-SE-2106 and 2441. Other topics include wills, probate, and nursing home information. \$159

**AEFI 150 Sec 181 TR 11/08-12/06 1:00-3:00p CR**  
(no class 11/24)

**AEFI 150 Sec 186 TR 11/08-12/06 6:00-8:00p CR**  
(no class 11/24)

- Course requirement of the Practical Accounting Certificate

 Continuing Education classes are generally for adults ages 18 and up. For some classes teens under 18 may attend with a letter of permission from a parent or guardian and a letter from a school counselor.

## Import Export Now (online course) Revised

Now you can learn what it takes to be self-employed in import or export (or both) of goods or services with this step-by-step hands-on nine week seminar delivered over the internet. This course is appropriate for people with zero business background, as well as established businesses looking for new trade. For over twelve years the course is highly rated for content, delivery and personalization. Learn how to develop your product or service, find the best suppliers, best customers, work with banks, currency issues, insurance companies, government agencies and other trade entities. You will be taken through licensing and permits, setting yourself up for properly conducting trade worldwide at the small business level as well as such topics as intellectual property.

The entire course may be taken at your pace, with plenty of one-on-one email contact with the instructor. Optional weekly live sessions online are run during the course. After the formal nine weeks course, you may join a listserv of ex-students, so access to the instructor and peers never ends. \$95

Required textbook: How Small Business Trades Worldwide ISBN: 978-0-9795515-0-5 is available for \$25.95 at the school bookstore or Amazon.com.

**AEON 509 Sec 03A W 10/12-12/07 9:00-11:00a OC**

## Practical Accounting

Learn the basic elements of accounting and receive an overview of recording business transactions. Receive a general survey of modern business practices. Topics include terminology, journals and ledgers, the various accounting forms in use, current developments in accounting, and an introduction to accounting for partnerships and corporations. \$169

**AEFI 101 Sec 160 S 9/17-10/22 9:00-12:00p CR**

- Course requirement of the Practical Accounting Certificate

## The Living Trust

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 the 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. \$39

**AEFI 040 Sec 146 R 10/27 6:00-9:00p CR**

## Money Management for Teens and Their Parents **NEW**

Many times parents take for granted what their children know about finances, only to find that they know very little, if anything. Money Management for Teens and Their Parents is a course designed to teach teenagers about financial basics. During this six session course, teenagers will learn how to:

- create a budget
- save for future purchases
- handle credit cards
- manage debt

By participating in joint homework exercises, such as helping their children create a shopping list or prepare a monthly household budget, parents will learn how to help their children become fiscally responsible. Parents will also get information on current credit requirements for people under 21, banking options for their children, and other up-to-date information. \$118

**AEFI 043 Sec 186 TR 10/11-10/27 6:00-9:00p CR**

# Investing in Your Future:

a series of single session seminars review various financial topics including types of investments, strategies and more.

## \$29 each course

### ● Basics of Investing in 2011

This course will focus on mutual funds, annuities, bonds, stocks, Treasury bill, indexes and CD's. There will be a review of the investment pyramid followed by a discussion on asset allocation and diversification. How to choose the right investment based on your needs and risk tolerance will be discussed.

**AEFI 009 Sec 127 T 11/15 7:30-9:00p CR**

### ● Building Long-Term Financial Security Through Mutual Funds

Comprehending mutual funds can be both fun and profitable. This class will cover: how to read a prospectus and annual report; how to locate the actual cost of operating the fund; what fees are being charged and the related services; how to judge past performance and to compare to other funds in that category; different ways to invest; how to read an account statement; and how to find the price per share in the newspaper. Both individuals already owning mutual funds and potential investors will find this session informative and interesting.

**AEFI 013 Sec 147 R 9/15 7:30-9:00p CR**

### ● How to Start Your Investment Program

Have you always wanted an investment program for yourself, but never had the opportunity to develop one on your own? The primary tool for success is to have a functional plan of action. Learn how to develop an investment program that will fit your particular needs. Evaluate your current assets and liabilities, decide how much you can save, judge your risk-taking ability and discover investments that can meet your objectives. Gain a basic working knowledge on how to implement an investment program.

**AEFI 039 Sec 147 R 9/22 7:30-9:00p CR**

### ● Investing for Income – Investing for Safety

This course will explore and compare various conservative investment strategies and products designed to help increase income. Find out how to position your portfolio with various fixed income products and dividend producing equity ideas – including Corporate Bonds, Treasuries, Tax-Free Bonds, Certificates of Deposit, Preferred Securities, Fixed Annuities, etc.

**AEFI 155 Sec 127 T 9/13 7:30-9:00p CR**

### ● Successful Retirement Income Planning **NEW**

How much money will I need at retirement? Am I saving enough and making the right investment decisions? How much income will the retirement accounts generate during my lifetime? This class will cover the different factors one must consider to answer these questions.

We will cover the necessary steps one must take to create a successful plan. Investment strategies with bonds, stocks, mutual funds, etfs and annuities will also be covered.

**AEFI 025 Sec 137 W 10/05 7:30-9:00p CR**

### ● Social Security: What Should You Do at Age 62? **NEW**

What do you need to know to maximize retirement income? Starting early or waiting until full retirement age may result in thousands of dollars lost depending on your situation. This course will focus on factors one should consider when deciding when to collect your social security retirement benefits.

**AEFI 026 Sec 127 T 10/18 7:30-9:00p CR**

### ● I have a 401K/403B/pension. What do I do? What are my Options? **NEW**

I will retire or I have a 401K/403B from a prior employer. This course will investigate; should I leave it there, should I roll it over to an IRA or take a lump sum? We will investigate the consequences of each choice. We will also incorporate these assets with other assets to ensure proper asset allocation.

**AEFI 027 Sec 127 T 10/25 7:30-9:00p CR**

### ● Strong Women: Powerful Financial Strategies

This class is designed to provide the solid financial strategies needed to achieve peace of mind and financial security. Specifically, the class will cover the "three I's of investing:

**Introspection:** Reviewing your situation and defining what's most important to you and what you are trying to achieve.

**Investigation:** Searching for strategies to deal with our particular situation and to achieve your goals in life, and

**Invitation:** Seeking a professional to help achieve the life you desire.

If you've ever wondered how you can get from point A to point Z in your financial life, this class is for you. Using these three easy steps, you'll be able to understand your unique needs, prioritize what's important to you and learn how you can set yourself on a path to help achieve success and fulfill your life goals.

**AEFI 145 Sec 127 T 10/25 7:30-9:00p CR**

### ● With These Volatile Markets, How Should I be Invested? **NEW**

We will investigate how your assets are invested and ensure they are positioned correctly based on your individual goals and risk tolerance. We will investigate how the emotions of fear and greed drive many investors' decisions. Questions we will discuss are; Are you properly diversified? Do you need income now or later? Should you invest in tax free investments? Will your investments generate enough income during retirement?

**AEFI 028 Sec 127 T 11/01 7:30-9:00p CR**

### ● Women and Their Investments

It is never too late to start building a financially secure future. Being financially independent and ready for any unforeseen circumstance is important for every woman, whether married or single. Learn about top quality CD alternatives with the returns you deserve. Become familiar with mutual funds, municipal bonds, IRAs and tax shelters, as well as the pros and cons of insurance.

**AEFI 042 Sec 127 T 9/20 7:30-9:00p CR**

# Health & Fitness Courses

## Healthy Beautiful Skin at any Age

Learn how to reduce up to 80% of your skin's aging and have beautiful skin with proper care. Learn about anti-aging products such as Retin-A, Renova, Alpha-Hydroxy acids and sunscreens. Discover inexpensive products that work just as well as costly ones. Seminar will also review medical procedures such as collagen and botox injections, chemical peels and laser resurfacing. \$25

**AEHL 504 Sec 137 W 10/12 7:00-9:00p CR**

## Personal Trainer National Certification

Start a new career by becoming a certified personal trainer. 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 5 week period for better retention and skill competency. The national certification exam is held on the sixth week. Career opportunities exist in fitness centers, gyms, spas, or start your own business. Proof of CPR recommended for certification and may be taken before, during or after the course. \$475

Call 1-888-330-9487 to purchase textbook.

**AEEX 120 Sec 260 S 9/10-10/15 9:00a-4:00p CR**

## Body Tone

Want to look and feel great? Tired of your flabby stomach, hips, and thighs? Tone and shape those trouble areas through resistance and weight (optional) training. Increase muscle strength and endurance, and improve your overall health. These classes are fat's greatest enemy. You'll see a leaner, stronger, healthier you in no time at all. \$99

**AEEX 530 Sec 11A M 9/26-11/28 7:30-8:30p CR**



**Save Money!**  
**Register early to avoid the \$10 late fee**  
 that will be applied to a class if you apply less than 14 days before the start of the class day

## Pilates

Based on the work of Joseph Pilates, this mat class focuses on developing core stability. Using a series of stretching and strengthening exercises that target "core muscles" – abdominals, lower back, thighs, and buttocks, this class is designed to create a strong and balanced body. Exercise mat required. \$99

**AEEX 189 Sec 138 W 9/21-11/30 8:30-9:30p CR**  
(no class 11/23)

## Ballet Body Sculpt NEW

If you have always desired the sleek, toned muscles of ballet dancers than this is the workout for you. Get a comprehensive full body workout from head to toe in one hour. This class combines standing leg working using a ballet barre to sculpt and tone your legs, hips and butt. Sculpt and tone your back, arms and shoulders using light hand weights and tiny isometric movements. Finish off with ab work to give you a complete body workout. The combination of the small precise movements with continual fat-burning motion as well as lengthening stretches will you leave you with a lifted seat, a lifted chest and a lifted spirit! \$99

**AEEX 183 Sec 128 T 9/20-11/22 8:15-9:15p CR**

## Gentle Yoga for Arthritis NEW

This is a gentle flowing yoga class, offering methodical movements to ease the discomfort of arthritis by increasing mobility of the joints and stretching to strengthen the muscles, which in turn support the joints. Regular yoga practice will increase the protective synovial fluid in the joints and regulate the levels of uric acid in the body to have a positive effect on the arthritic condition. The class ends with a guided meditation, relaxing the whole body and mind, creating a healing environment. The practice of yoga will enhance any treatment program for arthritis. {Please check with your doctor before enrolling.} \$69

**AEEX 181 Sec 126 T 9/13-10/18 6:00-7:00p CR**

**AEEX 181 Sec 12A T 10/25-11/29 6:00-7:00p CR**

## Yoga

Practice of yoga can positively change the health of both body and mind. Emphasis is placed on yoga as a total health system. This course is of great benefit to people with high-pressure jobs, those who get tension headaches, and those who have 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 pillow or mat. \$69

**AEEX A80 Sec 127 T 9/13-10/18 7:10-8:10p CR**

**AEEX A80 Sec 12A T 10/25-11/29 7:10-8:10p CR**



*Continuing Education classes are generally for adults ages 18 and up. For some classes teens under 18 may attend with a letter of permission from a parent or guardian and a letter from a school counselor.*

## Belly Dance Workout NEW

Back to basics Belly Dance Workout is a total body workout that teaches the building blocks of belly dance. Tie up your hip scarf over workout attire and learn which muscles to contract to perform hip bumps, figure 8's, undulations and more. Then we drill, drill, drill (it's a workout). Through repetition your muscles and mind/body connection get stronger. Your posture will improve. You will strengthen your core, legs, back and shoulders. You will carve out a more defined feminine midsection. Come share our passion for this ancient dance in a safe supportive environment. Hear the Middle Eastern drum rhythms and move in a way that makes every woman look and feel beautiful. \$99

**AEEX 254 Sec 128 T 9/20-11/22 8:30-9:30p CR**

# Leisure & Personal Enrichment Classes offered this semester:

- A Culinary Trip Through Italy
- An Artist's Approach **NEW**
- Can you Tweet? Using Twitter to Communicate Online
- Cheese Around the World **NEW**
- Create Balance, Relieve Anxiety and Find Happiness **NEW**
- Defensive Driving Course
- Fiction Writer's Workshop
- Getting Published **NEW**
- Grilling for Beginners
- Hors D'oeuvres in 30 Minutes **NEW**
- Knit & Crochet for Beginners & Beyond
- Letting go of Anger **NEW**
- LinkedIn **NEW**
- Personal Watercraft & Boating Safety
- Positive Parent **NEW**
- Screenplay Writing **NEW**
- Spirituality Traditions and Practices
- Stress Management Strategies and Techniques
- Working with Facebook
- Writing for Children and Young Adult **NEW**
- You're on the Air (How to Really Make it in Voice-Overs!)

## Social Networking

### Working with Facebook

This course will help students 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 (AEC 020) or equivalent. \$49

**AECO 402 Sec 137 W 10/19 7:00-10:00p CR**

### Can you Tweet? Using Twitter to Communicate Online

Twitter is a social networking site that allows you to communicate quickly using brief messages to friends, family and co-workers. Twitter is fast becoming the place to be online and via your cell phone. This course will help students learn how to effectively use Twitter on the computer and cell phone. If you don't already have a Twitter account, you will be setting one up in class. Prerequisite: Computers for Beginners (AEC 020) or equivalent. \$49

**AECO 403 Sec 137 W 10/26 7:00-10:00p CR**

### LinkedIn **NEW**

LinkedIn is a business oriented networking site that allows you to communicate with coworkers, former employers, potential employers and business related groups. LinkedIn is another way to stay active with your professional network. This course will help students learn how to effectively use LinkedIn on the computer. If you don't already have a LinkedIn account, you will be setting one up in class. Prerequisite: Computers for Beginners. \$49

**AECO 404 Sec 137 W 11/02 7:00-10:00p CR**

### Social Media Marketing for Business **NEW**

Are you looking to promote your business online? Social media applications like Facebook, Twitter and YouTube can help you get your 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. \$55

**AEEN 041 Sec 160 S 10/01 9:00a-12:00p CR**

## The Union County College Fitness Center



...the premier way to exercise your physical fitness options.

Join the Union County College Fitness Center and you can

- Select from several enrollment options
- Plan your own training workout
- Follow your own individualized fitness and exercise program
- Use resistance machines to improve your appearance, strength and endurance

**Get in shape!  
Stay in shape!**

Equipment includes: heavy-duty treadmills, stair climbers, exercise bikes, badger circuit machines, free weights, dumbbells and more!



The Union County College Fitness Center is open September through May, 8:30am-10:00pm Monday through Friday, Saturdays 9:00am-7:00pm., and closed on Sundays.

June, July, & August, 8:00am-10:00pm Monday through Thursday, 9:00am- 6:00pm Fridays, closed Saturday & Sunday. As an enrolled member, you will have unlimited use of the Union County College Fitness Center during these hours.

**Note:** Refunds will only be issued with a doctor's note

**1-month program (AEFC 101) Fee: \$ 40**

**3-month program (AEFC 103) Fee: \$ 105**

**6-month program (AEFC 106) Fee: \$150**

You must be 18 years of age to enroll in the Union County College Fitness Center.

**Unsure about joining the fitness center?**

Try a one-day membership for \$10.00

# Knit & Crochet

## Knit & Crochet for Beginners & Beyond

If you've always wanted to knit and crochet, this is the class for you. You will learn (or refresh) basic stitches and how to read patterns through individual instruction. You will be creating something in the first class. You can advance at your own pace. Bring a size H metal crochet hook, a pair of size 8 (14" long) metal or plastic knitting needles and two skeins of 4-ply acrylic knitting worsted in two different colors. Beginner patterns will be provided. Enrollment limited to 15. \$70

AEAR 020 Sec 147	R	9/22-10/27	7:30-9:00p	CR
AEAR 020 Sec 14A	R	11/03-12/15	7:30-9:00p	CR

(no class 11/24)

## Personal Development

### Stress Management Strategies and Techniques

The improper responses to stress such as overeating, smoking, substance and alcohol abuse are responsible for the vast majority of medical and psychological illness and suffering today. High blood pressure, high cholesterol, sexual dysfunction, a wide range of respiratory and digestive disorders, chronic pain, depression, panic and anxiety disorders have all been shown to be effected by our ability to respond to stress.

Learn to enhance your quality of life by identifying and reduce the physical and psychological effects of stress. Become more aware of how your body responds to life's pressures through simple mindfulness practices. Unmask unrealistic or neurotic fears and anxiety. Master progressive relaxation techniques and integrate healthy responses to everyday stress. Training will include breathing techniques, mindfulness exercises, guided imagery and basic meditation. \$49

AELP 040 Sec 147	R	9/29-11/03	7:00-8:00p	CR
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### Spirituality Traditions and Practices

This course is a survey of the world's great spiritual and meditative traditions. Participants will explore the various scriptural foundations, basic teachings and practices of each tradition. This will include Chinese traditions from the Taoism of Lao Tsu to the teachings of Buddha and Zen; India's Vedantic Yoga and the teachings of the Upanishads and the Bhagavad Gita; Islamic Sufism and inspired poetry of Rumi; Christian contemplative traditions and the writings of John of the Cross and Teresa of Avila; The warrior's way of Carlos Castaneda. The course will include instruction in the various meditation and mindfulness techniques of these traditions. \$49

AELP 004 Sec 148	R	9/29-11/03	8:10-9:10p	CR
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## Positive Parent NEW

We all want to be the best parents we could be but how? Using Positive Psychology as its foundation, we can raise our kids to be more optimistic and resilient.

Learn what traits can be learned? What should you be teaching your child? What types of environment nurtures a child towards a positive life style? Are you a positive role model? Learn ways to encourage your child to be the best they can be and become the role model you want your kids to follow. Remember, happy parent = happy children. This workshop is good for parents who have kids ages 2- 13 years old. \$40

AELP 005 Sec 127	T	9/27	7:00-9:00p	CR
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## Create Balance, Relieve Anxiety and Find Happiness NEW

This workshop is designed to help create a balanced lifestyle by relieving stress and anxiety. Learn the signs of "burnout." Learn the impact of stress and anxiety on your body. Learn ways to simplify your life. Learn realistic, simple techniques/tips that can help you feel less stressed, more balanced and optimistic. Learn ways to feel more empowered, motivated and healthier. This workshop will help educate you on what really makes us happy. \$40

AELP 006 Sec 147	R	10/20	7:00p-9:00p	CR
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## Letting go of Anger NEW

We all experience anger. Anger managed in a healthy way can be helpful. It can be a signal when something is wrong and help motivate you to make positive changes.

### In this workshop you will learn:

Recognize your anger – the different sources of anger and types of anger

Triggers – what triggers your anger? Understand your anger, the consequences of anger both physically and emotionally. Tips on letting go of unresolved anger, including relaxation techniques and more. \$40

AELP 007 Sec 147	R	11/10	7:00-9:00p	CR
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## Defensive Driving Course

Drivers who complete Garden State Safety Council's 6-hour defensive driving course save 5% 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. \$75

AEDR 010 Sec 18A	TR	10/04-10/06	6:00-9:00p	CR
AEDR 010 Sec 186	TR	11/01-11/03	6:00-9:00p	CR

## HOW TO READ A COURSE LISTING:

COURSE TITLE	<b>Writing for Children and Young Adult NEW</b>					
COURSE DESCRIPTION	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. \$119 ← TUITION					
COURSE CODE	<b>AEEN 014 Sec 116</b>	<b>M</b>	<b>9/12-11/14</b>	<b>6:30-8:00p</b>	<b>CR</b>	
	COURSE #	SECTION #	DAY	DATE	TIME	LOCATION

# Writing Courses

## Writing for Children and Young Adult NEW

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. \$119

**AEEN 014 Sec 116 M 9/12-11/14 6:30-8:00p CR**

## Fiction Writer's Workshop

This course is designed to help the writer in you develop characters, plot, dialogue and conflict. The weekly writing assignments will help to develop your short story/novel writing skills. Bring your ideas and come prepared to write and share your work with this writer's workshop group. \$130

**AEEN 015 Sec 127 T 9/13-11/15 7:00-9:00p CR**

## An Artist's Approach NEW

This art course will focus on studying the different styles of art, such as realism, impressionism and abstract through various art assignments using ink, pencil, pastel and color pencils. \$129

**AEEN 016 Sec 136 W 9/14-11/16 6:30-8:30p CR**

## Screenplay Writing NEW

This course is designed to help you take your ideas for a movie and develop them into a marketable screenplay. Assignments will help you develop plot, characters, conflict and dialogue. \$129

**AEEN 017 Sec 138 W 9/14-11/16 8:30-10:30p CR**

## Getting Published NEW

Getting published educates writers about publishers changing expectations today, focusing on marketing, editorial and actual book production. Manuscript preparation, editing and revision (all the author's responsibilities) can affect both the product flow and an author's royalties. Getting published requests more than writing an attention grabbing query letter. Successful writers demonstrate knowledge of the mechanics of publishing and instill confidence so they can deliver a saleable product on time in the format specified. \$119

**AEEN 018 Sec 137 W 9/21-10/26 7:00-9:00p CR**

## Personal Watercraft & Boating Safety

This basic safe boating class is the approved class for the mandatory certification of all individuals to operate any type of powerboat or personal watercraft. Course covers basics such as rules of the road, laws and safety. Course is suitable for adults and children 10 years and older. NASBLA approved for insurance discount. All materials included. \$85

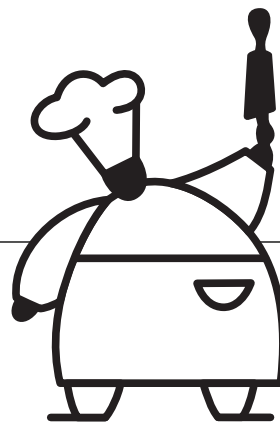
**AELP 480 Sec 19C MT 9/12-9/13 6:00-9:30p CR**

## You're on the Air:

### How to Really Make it in Voice-Overs!

Voice-Overs (any recorded voice) are hot today. Rob Scigliompaglia, successful voice-over artists (PBS, AMD, Dean Koontz, etc.), will talk about the numerous opportunities, income potential, unions, and the all important demo and how to have it produced. You'll learn about an exciting new way to get around the competition and actually turn voice-overs into a thriving full- or part-time business! There will even be an opportunity to step up to the mic to do some practice recording, and best of all, hear the results! \$30

**AELP 032 Sec 137 W 10/05 7:00-9:00p CR**



## ALL NEW COOKING CLASSES

Materials not included  
\$5 will be collected by the instructor at every class meeting to cover the cost of materials.

## Grilling for Beginners NEW

This course will be designed to give you some ideas of what marinades to prepare with certain meats, technique on how to grill, and timing of preparation. Recipes will include dishes such as Chipotle-Honey Glazed Chicken Breast and Espresso-Bourbon rubbed flank steak. \$65

**AECK 062 Sec 116 M 9/19-10/24 6:00-7:30p CR**

## Cheese Around the World NEW

Discover cheeses from around the world including their origins, taste, and what foods and wines to pair with the cheese. In class we will sample and arrange small cheese boards, that you can then recreate for yourself or when you have guests arriving for the holidays. \$65

**AECK 063 Sec 117 M 9/19-10/24 7:45-9:15p CR**

## A Culinary Trip Through Italy

Study the cuisine from the different regions of Italy. Learn to prepare regional dishes such as linguini with pesto from the Italian Riviera, rice Milanese, pasta con le sarde (a typical Sicilian dish), carpaccio (a cold meat dish from Abruzzi), and a variety of Italian pastries and desserts. Students will have the opportunity to sample many of these dishes. The last day of the course may be held in an Italian restaurant. \$65 (Materials not included)

**AECK 050 Sec 146 R 9/22-10/27 6:00-7:30p CR**

## Hors D'oeuvres in 30 Minutes NEW

Prepare "little treats" for yourself or guests in a reasonable time. You will learn how to prepare Herb-Crusted Goat Cheese Balls and Miniature Crab Cakes with Mango Aioli, plus many others. \$65

**AECK 060 Sec 147 R 9/22-10/27 7:45-9:15p CR**



## Day of The Week Codes!

M = Monday  
T = Tuesday  
W = Wednesday

R = Thursday  
F = Friday  
S = Saturday

U = Sunday  
MW = Mon/Wed  
TR = Tues/Thurs

MTWRF = Mon-Fri

# CLASES GRATIS

## PROFESIONES RELACIONADAS CON LA SALUD

Union County College proveerá fondos para estudiantes de bajos recursos para que obtengan las habilidades y credenciales necesarias para asegurar y retener empleo en áreas de alta demanda entre la industria del cuidado de la salud. Oportunidades de financiamiento cubrirán los siguientes gastos relacionados con la educación:

- Matrícula • Libros • Cuidado de Niños (mientras asiste a la escuela)
- Transportación (a las clases) • Tutoría • Preparación para la Certificación y Licencia

### Requisitos para ser Elegible:

- Ciudadano de los Estados Unidos o Residente Legal
- Persona de bajos recursos financieros ó que reciba ayuda temporera del (TANF)
- Que esté matriculado en el colegio ó pensando tomar uno de los siguientes cursos/programas relacionados con la salud, ofrecidos a través del Departamento de Continuing Education en Union County College.

Para más información sobre esta gran oportunidad, favor de contactar a la Sra. Sonia Rios al teléfono- (908) 709-7602. Si desea información sobre los cursos que cualifican para esta oportunidad, favor de visitar nuestra página de web al [www.ucc.edu](http://www.ucc.edu).

**Open House – Sábado  
10 de Septiembre  
de 10:00 de la mañana  
a 12:00 del mediodía  
(Cranford Campus)**

**¡Mas 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
- Diseño Floral
- Técnico de Farmacia
- Certificado en Recursos Humanos **Nuevo**
- Cuidado de Niños

**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 ó para registrarse para las clases en español  
llamar al 908-709-7600**

### Registración

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

- **En Persona** Visite nuestro recinto de Cranford, 1033 Springfield Avenue, Lunes a Jueves de 8:00 de la mañana a 7:00 de la tarde. Viernes 8:00 de la mañana a 6:00 de la tarde, y Sábados de 8:00 de la mañana a 1:00 de la tarde. Para registrarse en Elizabeth visite el centro de Thomas H. Brown en el 5to piso del edificio Kellogg en la 40 West Jersey St. de Lunes a Viernes de 8:30 de la mañana a 4:30 de la tarde.
- **El pago** puede hacerse con cheque (tres semanas antes del comienzo de la clase), giro postal, o tarjeta de crédito (Visa, Mastercard, Discover) Pagos en efectivo son aceptados solamente en el departamento de cuentas del estudiante (Student Accounts). Complete una registración en la oficina de Continuing Education, y luego usted será enviado a la oficina de cuentas al estudiante.
- **Por Correo** use la registración que se encuentra en este folleto. Una forma es requerida para cada persona que se registre. Fotocopias son aceptadas. Envíe su registración con cheque, giro postal a: Continuing Education, Union County College 1033 Springfield Avenue, Cranford, NJ 07016
- **Matrícula y Honorarios:** Toda la información de matrícula y honorarios está incluida en la descripción del curso e incluye un honorario de \$10 por proceso de registración que no es reembolsable. El departamento de Continuing Education no acepta Ayuda Financiera (Financial Aid)

### Retiros y reembolsos:

- Para retirarse de un curso, usted debe notificar a la oficina de Continuing Education por escrito ó 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 antes de la primera clase -100%
- Con notificación por escrito recibida después de la primera clase -50%
- No reembolso después de la segunda clase.

### Mal tiempo y otras emergencias:

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

**Radio 1010WINS (am) o entre a [www.1010wins.com](http://www.1010wins.com)  
El canal 4- WNBC TV News o entre a [www.WNBC.com](http://www.WNBC.com)  
Cuando un cierre de emergencia sea declarado, un anuncio será mostrado prominentemente en la página de web de Union County College.**

# Programas de Certificado:

## ■ Computer Software Specialist Certificate programa en Español (Certificado Básico)

- Directora del Programa: Sonia Ríos (908) 709-7602 E-mail: rios@ucc.edu

El conocimiento de los diferentes programas de computadora es una necesidad en los trabajos actuales. Las compañías buscan personas con experiencia o conocimiento de programas específicos (aplicaciones) de computadora. Este certificado está diseñado para personas que tienen interés en aprender dichos programas (aplicaciones). Estos cursos se enseñan en Español. Al final del programa se otorgará un certificado.

### Cursos Requeridos:

- AECE 010 – Keyboarding o Mecanografía
- AECE 020 – Introducción a la Computación
- AECE A19 – Introducción a Ventanas XP

### Electivos: Seleccione Dos

- AECE A20 Word 2010 Básico
- AECE A46 Excel 2010 Básico
- AECE A70 PowerPoint 2010 Básico

## ■ Computer Software Specialist Certificate Program en Español (Certificado Intermedio)

- Directora del Programa: Sonia Ríos (908) 709-7602 E-mail: rios@ucc.edu

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 2010 Intermedio
- AECE B46 – Excel 2010 Intermedio
- AECE A23 – Access 2010 Básico
- AECE B70 – Powerpoint 2010 Intermedio

## ¡Ahorre Dinero!

Regístrese temprano para evitar la tarifa por retraso de \$10 que será aplicada a la clase si usted se registra en menos de 14 días Antes del comienzo de la clase.

## ■ Programa de Recursos Humanos Nuevo

- Directora del Programa: Sonia Ríos (908) 709-7602 E-mail: rios@ucc.edu

Ya sea nuevo en la profesión o un profesional recientemente promovido, los estudiantes encontrarán en este curso la información y habilidades que ellos necesitan para hacer su trabajo y causar un impacto positivo en su organización. El certificado de Recursos Humanos consiste de cinco cursos, los cuales pueden ser completados en cualquier secuencia permitiendo a los participantes comenzar o completar el programa de certificado en su propia conveniencia. Los cursos usan un currículo reconocido internacionalmente desarrollado por la Asociación Americana de Administración. Para obtener un certificado usted debe completar los cinco cursos, asistir a todas las clases, participar en proyectos, estudios hechos en clase, y pasar la evaluación de cada curso.

### Cursos Requeridos:

- AEBE 045 – Fundamentos de Recursos Humanos
- AEBE 264 – Habilidades de Comunicación para Supervisores
- AEBE 257 – Evaluaciones de Entrevista Exitosa
- AEBE 265 – Manejo de Desempeño
- AEBE 266 – Entrevista Exitosa

## ■ Programa del Cuidado de Niños

- Directora del Programa: Nilda Gaud (732)381-3069 Email: Gaud@ucc.edu

¿Usted disfruta trabajar con niños? Si desea desarrollar sus habilidades como proveedor(a) del cuidado de niños, éste 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 – Child Care Los Fundamentos – Parte 1 (30 hrs)
- AEDE B81 – Child Care Los Fundamentos- Parte 2 (30 hrs)
- AEDE A82 – Child Care: Prácticas Profesionales- Parte 1 (30 hrs)
- AEDE B82 – Child Care: Prácticas Profesionales- Parte 2 (30 hrs)

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

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

- AEDE 083 – CDA preparación del portafolio (30 hrs) opcional
- AEDE 091, AEDE 092, AEDE 093 – Series del Desarrollo de la niñez para la renovación del CDA (45 hrs) opcional

## ¡Códigos de los días!

M = Lunes	S = Sábado
T = Martes	U = Domingo
W = Miércoles	MW = Lunes y Miércoles
R = Jueves	TR = Martes y Jueves
F = Viernes	MTWRF = Lunes a Viernes

## ■ Diseño Floral

- Directora del Programa: Alina C. Ruiz Email: aruiz@ucc.edu

¿Usted admira los bellos arreglos de flores? Si usted desea desarrollar sus habilidades como diseñadora floral este certificado de multi-cursos lo preparará para posible empleo en la industria del diseño floral. El completar este certificado le podrá dar la opción de trabajar con otros en la industria del diseño floral o establecer su propio negocio. Este programa es ofrecido en ambos idiomas inglés y español.

Pre requisito: Diseño Floral Básico debe ser completado antes de registrarse en otros cursos del certificado.

### Cursos Requeridos: (84 horas)

- AEFE A10 – Diseño Floral Básico (14 hrs)
- AEFE B10 – Diseño Floral Intermedio (14 hrs)
- AEFE C10 – Diseño Floral Avanzado (14 hrs)
- AEFE 024 – Cestas de Regalo, Arreglos Artificiales y Cuidado de Plantas (12 hrs)
- AEFE 025 – Diseños Florales para Bodas (14 hrs)
- AEFE 030 – Diseños para Funerales (14 hrs)
- AEFE 028 – Funcionamiento y Operación de una Florería (12 hrs)

## ■ Técnico de Farmacia Certificado

- Director del Programa: Ramon Cedeño, Email: rcedeno@ucc.edu

Este programa de 40 horas tiene dos objetivos – primero preparar al estudiante para trabajar como un técnico en el área de la industria farmacéutica la cual está creciendo rápidamente y segundo preparar al estudiante para pasar la Certificación Nacional de Técnico de Farmacia. El programa cubre terminología médica, interpretación de la prescripción, formas de dosis y rutas de administración, calculaciones farmacéuticas y el uso de la computadora. El costo no incluye la cuota del examen de certificación. Para más información relacionada con el examen del estado favor de llamar al 800-363-8012. O enviar su correspondencia a: PTCB 1100 15th Street, NW Suite 730, Washington, DC 20005-1707

### Curso Requerido: (40 horas)

- AEHE 956 – Calculaciones para Farmacia- Matemática para Técnico de Farmacia
- AEHE 955 – Técnico de Farmacia

¡Este programa de certificado puede ser COMPLETADO En un SEMESTRE!

## Cursos de Computadora Software Specialist Certificate Program

### Keyboarding o Mecanografía

Cost: \$119 (Tuition \$72, Lab Fee \$47)  
**AECE 010 Sec 260 S 9/10-9/24 8:30-12:30p KB**

### Introducción a la Computación

Cost: \$99 (Tuition \$48, Lab Fee \$57)  
**AECE 020 Sec 260 S 10/01-10/08 8:30-12:30p KB**

### Ventanas 7

Cost: \$99 (Tuition \$42, Lab Fee \$57)  
**AECE A21 Sec 260 S 10/15-10/22 8:30-12:30p KB**

### Microsoft Word 2010, Básico

Cost: \$99 (Tuition \$42, Lab Fee \$57)  
**AECE A20 Sec 260 S 10/29-11/05 8:30a-12:30p KB**

### Excel 2010, Básico

Cost: \$99 (Tuition \$42, Lab Fee \$57)  
**AECE A46 Sec 260 S 11/12-11/19 8:30a-12:30p KB**

### PowerPoint 2010, Básico

Cost: \$99 (Tuition \$42, Lab Fee \$57)  
**AECE A70 Sec 260 S 12/03-12/10 8:30a-12:30p KB**

## Certificado Intermedio

### Word 2010 Intermedio

Cost: \$99 (Tuition \$42, Lab Fee \$57)  
**AECE B20 Sec 261 S 11/12-11/19 1:00-5:00p KB**

### Excel 2010 Intermedio

Cost: \$99 (Tuition \$42, Lab Fee \$57)  
**AECE B46 Sec 261 S 12/03-12/10 1:00-5:00p KB**

## Diseño Floral

### Diseño Floral Básico

Estudie las diferentes variedades de flores, su disponibilidad, cuidado y manejo. Conozca las herramientas que se utilizan en este negocio y cómo usarlas para crear fantásticos arreglos florales. La parte práctica de este curso incluirá el alambrado de las flores, la preparación de vasos, cómo poner el follaje y las flores

correctamente, así como las diferentes técnicas para hacer lazos. Los elementos y principios del diseño serán enfatizados. \$325

A los estudiantes se les requerirá comprar herramientas para trabajar con las flores en este programa. Una lista de herramientas se proveerá el primer día de clases. El costo de las herramientas será aproximadamente de \$40.

**AEFE A10 Sec 286 TR 9/13-10/04 6:00-8:00p KB**

### Diseño Floral Intermedio

Este curso cubrirá los diferentes estilos de diseño floral. En esta clase usted podrá mejorar sus habilidades diseñando un arreglo floral por clase. Los estudiantes serán responsables de traer un florero por sesión. Los materiales necesarios para trabajar están incluidos en el costo del curso. \$325

**AEFE B10 Sec 286 TR 10/06-10/27 6:00-8:00p KB**

### Diseño Floral Avanzado

Aprenda las diferentes técnicas usadas en diseño floral como bailing, binding, bunching, clustetering, framing, handtying, pave, pillowing etc. Pomanders, topiaries, candelabras y arreglos novedosos serán incluidos. Se terminará un arreglo por clase. Los materiales necesarios para trabajar están incluidos en el costo del curso. \$325

**AEFE C10 Sec 286 TR 11/01-11/22 6:00-8:00p KB**

### Cestas de Regalos, Arreglos Artificiales y Cuidado de Plantas

Este curso le proveerá con la práctica necesaria para preparar cualquier tipo de cesta de regalos. Los fundamentos y técnicas para construir un arreglo de flores artificiales serán practicados. Usted también aprenderá las variedades de plantas más comunes en una floristería así como su cuidado y decoración. \$315

**AEFE 024 Sec 286 TR 11/29-12/15 6:00-8:00p KB**

## Técnico de Farmacia

### Calculaciones para Farmacia- Matemática para Técnico de Farmacia NUEVO

Las calculaciones son esenciales en la práctica de Farmacia. Ya sea determinando una dosis, convirtiendo unidades de medida, o calculando un simple "ratio", el técnico de farmacia debe ser preciso en sus acciones. Un error de cualquier clase puede resultar en un daño severo para el paciente. Este curso sirve como un repaso de matemática básica usada en la práctica de farmacia. El curso es recomendado para proveer al estudiante con un entendimiento firme de las funciones matemáticas, las cuales son cruciales al convertirse en un Técnico de Farmacia. \$425

**AEHE 956 Sec 260 S 9/24-12/03 9:00-11:30a KB**

## CÓMO LEER LA INFORMACIÓN DE UN CURSO:

<b>TÍTULO DEL CURSO</b>	<b>Diseño Floral Intermedio</b>
<b>DESCRIPCIÓN DEL CURSO</b>	Este curso cubrirá los diferentes estilos de diseño floral. En esta clase usted podrá mejorar sus habilidades diseñando un arreglo floral por clase. Los estudiantes serán responsables de traer un florero por sesión. Los materiales necesarios para trabajar están incluidos en el costo del curso. \$325
<b>CÓDIGO DEL CURSO</b>	<b>AEFE B10 Sec 286 TR 10/06-10/27 6:00-8:00p KB</b> ← <b>MATRÍCULA</b>
<b>NÚMERO DEL CURSO</b>	↑ <b>NÚMERO DE LA SECCION</b>
	↑ <b>DÍA</b>
	↑ <b>FECHA</b>
	↑ <b>HORA</b>
	↑ <b>LUGAR</b>

## Certificado de Técnico de Farmacia

Este programa de 40 horas tiene dos objetivos – primero preparar al estudiante para trabajar como un técnico en el área de la industria farmacéutica la cual está creciendo rápidamente y segundo preparar al estudiante para pasar la Certificación Nacional de Técnico de Farmacia. El programa cubre terminología médica, interpretación de la prescripción, formas de dosis y rutas de administración, calculaciones farmacéuticas y el uso de la computadora. Conocimiento básico de matemática es requerido para esta clase. El costo no incluye la cuota del examen de certificación. El costo no incluye los libros. \$500

**AEHE 955 Sec 287 MW 9/19-11/09 6:00-8:30p KB**

## Fundamentos de Recursos Humanos **NUEVO**

Aprenda a reclutar, seleccionar, entrevistar, y a contratar empleados más cualificados en conformidad con las leyes federales y estatales. También aprenda a realizar análisis de trabajos y a preparar descripciones de trabajos que preparen las bases para evaluar y reclutar empleados, usando ejemplos de descripciones de trabajo y de formas de evaluación de desempeño. Mejore su habilidad de desarrollar una compensación efectiva y un programa de beneficios que substancialmente reduzca la pérdida de empleados y que sea efectiva en costo. Costo: \$249 (Libro es incluido, pero es en inglés)

**AEBE 045 Sec 260 S 9/24-11/12 10:00a-12:00p KB**

# Programa del Cuidado de Niños

## Child Care: Los Fundamentos

Conviértase en un profesional del cuidado de niños instruido y mejor capacitado. Tópicos incluirán crecimiento y desarrollo de los niños, cuidado general de la salud, nutrición, actividades educativas, juegos, y normas de seguridad del niño. \$185 cada sección

Parte 1

**AEDE A81 Sec 276 MW 9/12-10/12 6:00-9:00p KB**  
**AEDE A81 Sec 286 TR 9/13-10/13 6:00-9:00p KB**

Parte 2

**AEDE B81 Sec 276 MW 10/17-11/16 6:00-9:00p KB**  
**AEDE B81 Sec 286 TR 10/18-11/17 6:00-9:00p KB**

## CDA Portfolio Preparación

Este curso te proveerá con la información necesaria para construir tu "Portafolio CDA". Usted debe de haber comenzado 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 les proveeremos con información sobre cómo recopilar documentaciones adicionales requeridas para el portafolio. Finalmente los prepararemos para el examen oral y escrito dado por un representante del concilio de CDA. En "Union County College" los preparamos para cumplir con todos los requisitos del Concilio para poder solicitar el examen. El Concilio de Washington, D.C. después de recibir su solicitud la examinará y después ellos le otorgarán la certificación CDA. \$195

**AEDE 083 Sec 156 F 9/16-11/18 6:00-9:00p CR**

Los estudiantes son responsables de ordenar sus paquetes de la aplicación del portafolio y lo deben tener antes de la primera clase. Por favor ordene con tres semanas de anticipación. [www.cdacouncil.org](http://www.cdacouncil.org)

# Renovación del Desarrollo de Series de La infancia Para El CDA

**Aquellos que desean renovar su certificación CDA deben mostrar prueba de educación adicional al Concilio para Reconocimiento Profesional. Además de las 120 horas que cumplieron antes de ser otorgados la certificación, deben cumplir con 45 horas de educación en desarrollo infantil para renovar su certificado.**

En "Union County College" estamos ofreciendo 3 cursos que podrán usar para renovar su certificado.

**Prerequisitos:** Para tomar estos cursos usted debe tener su certificación CDA, haber tomado los cursos de Fundamentos y Prácticas Profesionales. Se otorgarán excepciones a aquellos estudiantes con circunstancias atenuantes a discreción de la maestra.

## La alfabetización temprana y temas en unidades

Ofrece la oportunidad de usar prácticas de desarrollo apropiadas en el área de artes de lenguaje, esto incluye el arte de escuchar, hablar, leer y escribir. \$89

**AEDE 191 Sec 215 M 9/19-10/10 5:45-9:30p KB**

## Métodos de enseñanzas en las áreas de Matemáticas y Ciencias

Introduce métodos de cómo enseñar niños usando matemáticas diarias y experiencias variadas en ciencias. Les enseñaremos cómo crear un currículo apropiado en estas áreas para integración en su programa escolar. \$89

**AEDE 192 Sec 215 M 10/17-11/07 5:45-9:30 KB**

## Desarrollo de Estudios Sociales y Multiculturalismo

Enseña aplicaciones prácticas para uso en su aula preescolar con niños de culturas étnicas y diversas. Aprenderá a integrar multiculturalismo social, aprendizaje de segundo lenguaje y deficiencias de aprendizaje. \$89

**AEDE 193 Sec 215 M 11/14-12/05 5:45-9:30p KB**

# GED Preparación

## GED Preparación

Aumente sus habilidades y desarrolle un programa fiable de estudio en las 5 áreas requeridas para obtener su GED. 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 en el centro de Bayway de Union County College (UCC). \$225 cada curso.

**AETE 124 Sec 280 TR 9/13-12/06 9:30-11:30a KB**  
(no clase 11/24)

**AETE 124 Sec 260 S 9/17-12/17 9:00a-12:45p KB**  
(no clase 11/26)

## GED/NJ Habilidades Básicas en Matemática, Álgebra y Geometría

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 Matemática básica, este curso es para usted. Cada sección le ayudará a repasar y/o practicar funciones básicas de Matemáticas con números enteros, fracciones, decimales, Álgebra, Geometría y resolver problemas verbales. \$149

**AETE 126 Sec 220 T 9/13-11/29 12:00-2:00p KB**

**AETE 126 Sec 261 S 9/17-12/10 1:30-3:30p KB**  
(no clase 11/26)

## GED Habilidades de Lectura y Escritura

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, éste curso es para usted. \$149

**AETE 125 Sec 240 R 9/15-12/08 12:00-2:00p KB**  
(no class 11/24)

# Union County Freeholders Senior Scholars Program

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

You must register in person for these courses at either the Continuing Education Office in Cranford, 1033 Springfield Avenue, or at the Thomas H. Brown Center reception area on the Elizabeth campus, 40 West Jersey Street.

Early enrollment is encouraged. Registration for seniors will begin on Wednesday, August 17, for the Fall 2011 semester!

If you do not show up to the first class, you will automatically be removed from the roster.

PLEASE be prepared to show proof of age and residency.

## Computers • 60+

### Keyboarding

Keyboarding is the one skill needed for all computer training. Master the keyboard and improve your keyboarding speed while testing your skills with computer-based software.

AECS 011 Sec 190	TWRF	9/06-9/09	11:00a-1:00p	CR
AECS 011 Sec 170	MW	9/12-9/21	11:00a-1:00p	CR
AECS 011 Sec 280	TR	10/18-10/27	1:00-3:00p	KB

### Everything Seniors Want to Know About Computers

This comprehensive 12 hour course was developed specifically with the interests of seniors in mind. You will start with an easy-to-understand introduction to computers and Microsoft Windows. Next you'll move on to Microsoft Word to create and save documents and import pictures and graphics. Then it's on to surfing the World Wide Web and downloading fun stuff from the Internet. You will spend time on great web sites developed just for seniors. Before the fun is over, you'll be sending and receiving e-mails and attaching files to send to family and friends! Don't miss this soup to nuts course designed specifically for you, the soon-to-be computer savvy senior!

Maximum enrollment 12

AECS 030 Sec 140	R	9/08-10/13	9:00-11:00a	CR
AECS 030 Sec 180	TR	9/13-09/29	9:00-11:00a	CR
AECS 030 Sec 18A	TR	10/04-10/20	9:00-11:00a	CR
AECS 030 Sec 240	R	11/03-12/15	9:00-11:00a	KB

(no class 11/24)

### Computers and Seniors – Perfect together!

If you are a senior citizen, (age 60+), this introductory course is designed specifically for you. Explore what you can do with a personal computer in this "hands-on" course and discover how "user-friendly" computers can be. Welcome to the world of high technology!

AECS 020 Sec 171	MW	9/12-9/21	1:00-3:00p	CR
AECS 020 Sec 181	TR	9/27-10/06	1:00-3:00p	CR
AECS 020 Sec 17A	MW	10/24-11/02	1:00-3:00p	CR
AECS 020 Sec 281	TR	10/25-11/03	1:00-3:00p	KB
AECS 020 Sec 381	TR	11/01-11/10	1:00-3:00p	PC

•••Register Early•••  
for the courses you are interested in!

### Microsoft Windows 7

Learn the new Microsoft operating system, Windows 7. Learn the basic concepts and the new user interface, as well as how to navigate this new application.

Part 1

AECS A21 Sec 111	M	10/17-10/24	1:00-3:00p	CR
AECS A21 Sec 381	TR	10/18-10/20	1:00-3:00p	PC
AECS A21 Sec 281	TR	10/18-10/20	1:00-3:00p	KB

Part 2

AECS B21 Sec 111	M	10/31-11/07	1:00-3:00p	CR
AECS B21 Sec 381	TR	10/25-10/27	1:00-3:00p	PC
AECS B21 Sec 281	TR	10/25-10/27	1:00-3:00p	KB

### Word 2010

Become familiar with this popular software package. Practice document creation and editing, page and character formatting, tables, merging and spell and grammar check. Prerequisite: Computers and Seniors – Perfect Together!

Part 1

AECS A20 Sec 170	MW	10/10-10/12	9:00-11:00a	CR
AECS A20 Sec 181	TR	10/11-10/13	1:00-3:00p	CR
AECS A20 Sec 381	TR	10/11-10/13	1:00-3:00p	CR
AECS A20 Sec 17A	MW	11/07-11/09	1:00-3:00p	CR

Part 2

AECS B20 Sec 170	MW	10/17-10/19	9:00-11:00a	CR
AECS B20 Sec 181	TR	10/18-10-20	1:00-3:00p	CR
AECS B20 Sec 381	TR	10/18-10/20	1:00-3:00p	CR
AECS B20 Sec 17A	MW	11/14-11/16	1:00-3:00p	CR

### PowerPoint 2010

Discover how to create high quality electronic slide presentations for use in a business setting, in the classroom or at home. Prerequisite: Keyboarding, Microsoft Windows or XP or 7 or equivalent recommended.

Learn the different types of slides, enter text in the different views, different options for printing, using Clipart and WordArt, charts in PowerPoint, Animations.

Part 1

AECS A70 Sec 181	TR	9/27-9/29	1:00-3:00p	CR
AECS A70 Sec 170	MW	11/07-11/09	9:00-11:00a	CR
AECS A70 Sec 381	TR	11/08-11/10	1:00-3:00p	PC

Part 2

AECS B70 Sec 181	TR	10/04-10/06	1:00-3:00p	CR
AECS B70 Sec 170	MW	11/14-11/16	9:00-11:00a	CR
AECS B70 Sec 381	TR	11/15-11/17	1:00-3:00p	PC

### Excel 2010

Become familiar with the popular spreadsheet program Microsoft Excel. Learn different parts of the screen, cells and how to move around with the mouse and keyboard, entering text and numbers in cells, editing cells, rows and columns, operands, and simple formulas, AutoSum, AutoFill, copying and moving cells, charts.

Part 1

AECS A46 Sec 171	MW	9/26-9/28	1:00-3:00p	CR
AECS A46 Sec 170	MW	11/07-11/09	9:00-11:00a	CR
AECS A46 Sec 381	TR	9/27-9/29	1:00-3:00p	PC

Part 2

AECS B46 Sec 171	MW	10/03-10/05	1:00-3:00p	CR
AECS B46 Sec 170	MW	11/14-11/16	9:00-11:00a	CR
AECS B46 Sec 381	TR	10/04-10/06	1:00-3:00p	PC

## Word, Excel, and PowerPoint 2007

Become familiar with these popular software packages. Perfect if you have Office 2007 on your home computer. These courses are only in Scotch Plains at the Police Academy Computer Lab. Prerequisite: Computers and Seniors – Perfect Together!

Word Part 1				
<b>AECS A27 Sec 486</b>	<b>TR</b>	<b>9/27-9/29</b>	<b>6:00-8:00p</b>	<b>SP</b>
Word Part 2				
<b>AECS B27 Sec 486</b>	<b>TR</b>	<b>10/04-10/06</b>	<b>6:00-8:00p</b>	<b>SP</b>
Excel Part 1				
<b>AECS A46 Sec 486</b>	<b>TR</b>	<b>10/11-10/13</b>	<b>6:00-8:00p</b>	<b>SP</b>
Excel Part 2				
<b>AECS B46 Sec 486</b>	<b>TR</b>	<b>10/18-10/20</b>	<b>6:00-8:00p</b>	<b>SP</b>
PowerPoint Part 1				
<b>AECS A70 Sec 486</b>	<b>TR</b>	<b>10/25-10/27</b>	<b>6:00-8:00p</b>	<b>SP</b>
PowerPoint Part 2				
<b>AECS B70 Sec 486</b>	<b>TR</b>	<b>11/01-11/03</b>	<b>6:00-8:00p</b>	<b>SP</b>

These courses are taught on the Windows XP platform.

### Campus Codes

CR = Cranford Campus	PC = Plainfield Campus
KB = Elizabeth Campus, Kellogg Building	SP = Scotch Plains Campus
OC = Off Campus	RSC = Retail Skills Center
	RRA = Reeves-Reed Arboretum

## Microsoft Professional Office 2007

Beginner series includes thirty 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. Series is designed to take someone unfamiliar with computers through the basics of Windows, word processing, spreadsheets, database management and desktop presentations. Certificate will be awarded upon successful completion of this program.

**ENROLLMENT IS LIMITED. EARLY REGISTRATION IS ENCOURAGED**

### Beginner series includes:

**Introduction to Windows XP:** Covers starting, restarting and shutting down the computer, opening programs, creating new files, opening and closing files, saving and printing files, menus, icons, accessories and tools.

**Microsoft Word 2007:** Microsoft Word makes word processing easy. Focuses on creating, saving and producing letter-perfect documents and introduces you to special features like AutoText, AutoCorrect edit, search and replace, check spelling and grammar.

**Excel 2007:** Find out how spreadsheets work to make your job easier. Covers creating spreadsheets, determining fields, entering and changing data, creating a formula and printing.

**Access 2007:** Database management is essential to successful business management today. Learn how to enter records, edit, copy and delete files and how Access is used to pull report information from existing files.

**Powerpoint 2007:** Presentation and graphic design program for home or office use. Learn how to create, edit and print slides as well as how to add sound and special features.

<b>Office 2007</b>				
<b>AECS 014 Sec 476</b>	<b>MW</b>	<b>10/10-11/09</b>	<b>6:00-9:00p</b>	<b>SP</b>

The course in Scotch Plains is offered in the Police Academy Computer Lab and is taught on the Windows XP platform

## Welcome to the Web

This course helps to get students up to speed quickly on navigating, exploring, and searching the World Wide Web using Microsoft Internet Explorer 7. Learn how to safely download, locate, decompress, and open almost any type of file. Learn time-saving tips for browsing and searching the web. Prerequisite: Microsoft Windows XP or 7 or equivalent.

<b>AECS 304 Sec 110</b>	<b>M</b>	<b>10/17</b>	<b>9:00a-12:00p</b>	<b>CR</b>
<b>AECS 304 Sec 120</b>	<b>T</b>	<b>11/22</b>	<b>9:00a-12:00p</b>	<b>CR</b>
<b>AECS 304 Sec 321</b>	<b>T</b>	<b>12/06</b>	<b>1:00-4:00p</b>	<b>PC</b>

## Keep in Touch: Using e-mail

Learn how to keep in touch with friends and family using e-mail. Basic course reviews sending messages, creating folders, linking attachments and printing messages. Prerequisite: Computers and Seniors – Perfect Together!

<b>AECS 098 Sec 171</b>	<b>MW</b>	<b>10/10-10/12</b>	<b>1:00-4:00p</b>	<b>CR</b>
<b>AECS 098 Sec 121</b>	<b>T</b>	<b>11/15-11/22</b>	<b>1:00-4:00p</b>	<b>CR</b>
<b>AECS 098 Sec 281</b>	<b>TR</b>	<b>12/13-12/15</b>	<b>1:00-4:00p</b>	<b>KB</b>

# Learning is For Ever

The LIFE Center, established in 1984, brings college-level classes off-campus to senior citizens at locations and times convenient to them. The classes are free, may be taken for college credit, and lead to an Associate degree.



The instructors are Union County College professors and the courses are taken directly from the Union County College catalog. This program is unique in New Jersey

and was the first of its kind in the country. To date, more than 3,000 Union County seniors have taken advantage of this exceptional program.

You can reach The LIFE Center by phone at  
**(908)497-4360**

or go online to [www.ucc.edu/go/lifecenter](http://www.ucc.edu/go/lifecenter) to learn more about the Life Center and download the schedule of courses.

## Arts • 60+

Fees for Materials are Extra

### Three Dimensional Design **NEW**

Create in three dimensions using foam board, wire, cardboard, styrofoam, paper, found material and glue. Learn about trends in three dimensional media. Bring one 20" x 3/16" sheet of Elmer's foam board, a box cutting tool, and Elmer's glue, newspapers and paper towels to the first class.

AEAS 013 Sec 111	M	9/12-10/17	1:00-2:30p	CR
AEAS 013 Sec 11A	M	10/24-11/28	1:00-2:30p	CR

### Figure Drawing **NEW**

Study the human figure and proportions for six sessions in this expanded figure drawing class. Using master drawings and models, and by sketching in our drawing pad. Bring an 11" x 14" sketch pad, 2 pieces of soft vine charcoal, a 4-B charcoal pencil, 2 drawing pencils: 6B and 3B, and a kneaded to the first class.

AEAS 015 Sec 112	M	9/12-10/17	2:45-4:15p	CR
AEAS 015 Sec 11A	M	10/24-11/28	2:45-4:15p	CR

### Beginning Watercolor (off campus program)

Enjoy watercolors by using brushes to make lines and texture and mixing colors. Draw lightly in pencil. Discover spontaneity by letting the water do the work, and allow your style to emerge. Bring a 11" x 15" pad of 140 lb. cold pressed watercolor paper, small set of Marie's watercolors, #2 pencil, soft gum eraser, small plastic palette with ten wells, two watercolor brushes (synthetic) 1/2 inch flat and medium round, 2-15 oz. aluminum cans for water, roll of paper towels, box of tissues, and some newspaper to the first class.

AEAS A10 Sec 021	T	9/13-10/18	1:00-2:30p	RRA
AEAS A10 Sec 02A	T	10/25-11/29	1:00-2:30p	RRA

### Beginning Drawing

Learn the basic drawing skills through practice of visual exercises. Increase your artistic awareness of perspective, and light and shadow. Bring an 11" x 14" or larger sketch book, and 2 pencils with erasers to class.

AEAS 001 Sec 131	W	9/14-10/19	1:00-2:30p	CR
AEAS 001 Sec 13A	W	10/26-11/30	1:00-2:30p	CR

### Intermediate Watercolor **NEW**

For students who took the beginning Watercolor class or who have basic drawing skills and the idea of wet-into-wet and dry brush techniques. In this course you will practice drawing and painting, as well as enhancing color, creating textures, and designing interesting compositions. Draw from life, photographs, and occasionally outdoors. Bring 11" x 14" 140lb cold pressed watercolor pad, set of 12 tubes of water color, plastic palette with ten wells, 2 15 oz aluminum cans for water, newspaper, tissues, tow synthetic watercolor brushes; one medium round and one half inch flat, newspapers, paper towels, packet of Kleenex tissues, and pencil with eraser to the first class.

AEAS B14 Sec 132	W	9/14-10/19	2:45-4:15p	CR
AEAS B14 Sec 13A	W	10/26-11/30	2:45-4:15p	CR

## AMERICORPS: Digital Connections



**Make a difference in your community:**

## VOLUNTEER

**Help solve community problems and make the community stronger.**

**Make a one-year commitment to volunteer.**

In exchange for a year of service, receive a living allowance and an education award that can be used to pay for college or to pay back qualified student loans.

AmeriCorps engages more than 50,000 Americans each year in intensive service to meet community needs in education, the environment, public safety, homeland security, and other areas. For more information Contact Christopher Gore

**(908) 659-5166**

**AmeriCorps is administered by the Corporation for National and Community Service, which also oversees Senior Corps and Learn and Serve America**

### Intermediate Drawing and Sketching

For students who took the Beginning Drawing and Sketching class or those who have some knowledge of the basics of line drawing and shading. This course will focus on a continued understanding of perspective and proportion, as well as gaining a deeper knowledge of drawing techniques and the principles of composition.

AEAS 200 Sec 141	R	9/15-10/20	1:00-2:30p	CR
AEAS 200 Sec 14A	R	10/27-12/08	1:00-2:30p	CR

(no class 11/24)

### Pastel

Try drawing with brilliant colors using soft pastels. Blending and layering on rough paper or colored paper. Build contrast and design by drawing and painting simultaneously with this dry medium. Bring a small set of soft pastels (sorry no oil pastels), 12" x 16" pad of assorted pastel paper, 2 sticks of soft vine charcoal, a kneaded eraser, bottle of Aquanet hair spray, and a box of tissues to the first class.

AEAS 007 Sec 141	R	9/15-10/20	2:45-4:15p	CR
AEAS 007 Sec 14A	R	10/27-12/08	2:45-4:15p	CR

(no class 11/24)

## Photography • 60+

### Digital Camera Techniques

Learn how to transfer pictures from the digital camera to the PC. Using Microsoft Photo Editor, learn how to manipulate, crop, rotate, and edit your photos. You will also insert your photo into a word processing document. Note: Microsoft photo Editor is part of the Microsoft Office Suite. Prerequisite: Introduction to Windows 98, 2000 or 2003.

AEAS 048 Sec 131	W	10/26	1:00-3:00p	CR
AEAS 048 Sec 231	W	11/16	1:00-3:00p	KB

## Fitness • 60+

Programs are designed to improve functioning in activities of daily living, reduce pain and stress and promote quality of life.

### Finding Your Sacred Self

Set time for yourself to rekindle your spiritual awareness and to realize your own hidden powers in this guided meditation workshop based on the teachings of best-selling author Lynn Andrews. Taken from Native American rituals, the effect of drumming, the power of prayer, the discovery of one's power animal will be some of the vehicles by which participants will learn to control their stress and maintain their inner balance in a sometimes chaotic world.

AEES 090 Sec 110	M	9/12-10/17	11:30a-1:00p	CR
AEES 090 Sec 11A	M	10/24-11/28	11:30a-1:00p	CR

### Yoga

Practice of yoga can positively change the health of both body and mind. Emphasis is placed on yoga as a total health system. This course is of great benefit to people with high-pressure jobs, those who get tension headaches, and those who have trouble sleeping. The relaxation techniques can be mastered in a short time and put into use whenever necessary. Wear loose clothing, and bring a mat or blanket.

AEES 080 Sec 130	W	9/07-10/12	9:00-10:00a	CR
AEES 080 Sec 13A	W	10/19-11/23	9:00-10:00a	CR

## Cooking • 60+

### Cooking for Fun... or for One

Surprise your friends and family with delicious meals you whip up quickly and only taste time consuming. Instead of making your dinner a drive thru fast food stop, enjoy 15-minute plate pleasing dishes you'll enjoy making. Add a glass of wine and candle and you're at your own personal restaurant. Bon Appetite! (Fees for Materials are extra)

AEFS 051 Sec 160	S	10/15-11/19	9:00-10:30a	CR
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### A Culinary Trip Through Italy

In this course, you will study the cuisine from the different regions of Italy. You will learn how to prepare different regional dishes, such as linguini with pesto (a typical dish from the Italian Riviera), rice Milanese, pasta con le sarde (a typical Sicilian dish), carpaccio (a cold meat dish from Abruzzi), and a variety of Italian pastries and desserts. You will also have the opportunity to sample many of these dishes. The last day of the course may be held in an Italian restaurant. (Fees for Materials are extra)

AEFS 050 Sec 160	S	10/15-11/19	10:30a-12:00p	CR
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## Dance • 60+

### Country/Western Line Dancing

Learn the basics of popular country-western line dances. Its fun, it's social, it's good exercise, and you don't need a partner. So come on down!!! Six weeks later, you'll be dancing. Wear sneakers only; no boots.

AEES 250 Sec 150	F	9/09-10/14	10:45-11:45a	CR
AEES 250 Sec 15A	F	10/21-12/02	10:45-11:45	CR

(no class 11/25)

### Zumba Gold NEW

Zumba Gold is a Latin dance program designed for any older adult, whether active, inactive or new to exercise. It strives to put fun back into fitness and provides a fun, easy-to-follow, total body workout aimed at improving cardiovascular strength, balance, flexibility and overall health. Some of the many featured dances in this program include Salsa, Cha, Cumbia, Rumba, Merengue and Belly Dancing.

AEES 531 Sec 150	F	9/09-10/14	2:45-3:30p	CR
AEES 531 Sec 15A	F	10/21-12/02	2:45-3:30p	CR

(no class 11/25)

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.

## Special Interest • 60+

### Healthy Beautiful Skin at any Age

Find out how to reduce up to 80% of your skin's aging and have beautiful skin with proper care. Learn about anti-aging products such as Retin-A, Renova, Alpha-Hydroxy acids and sunscreens. Discover inexpensive products that work just as well as costly ones. This seminar will also review medical procedures such as collagen and botox injections, chemical peels and laser resurfacing.

AEHS 504 Sec 150	F	10/21	9:00-11:00a	CR
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### Knit & Crochet for Beginners & Beyond

Have fun while learning to knit and crochet through hands-on instruction. You will learn (or refresh) basic stitches and how to read patterns, advancing at your own pace. You will create something in the first class. Bring a size H metal crochet hook, a pair of size 8 (14" long) metal or plastic knitting needles and two skeins of 4-ply acrylic knitting worsted yarn in two different colors. Beginner patterns will be provided. Enrollment limited to 15.

AEAS 020 Sec 120	T	9/13-10/18	10:30a-12:00p	CR
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### Conversational Spanish

Enroll in this introductory Spanish course and learn basic speaking, reading, and writing skills. Instruction in elementary grammar and useful daily expressions will be presented. Culture, including art, music, cuisine, history and geography will be discussed.

AEES 010 Sec 153	F	9/09-12/02	3:45-5:15p	CR
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(no class 11/25)

### Music Appreciation

From Hollywood to Broadway, this course is for anyone who loves music, singing and learning about composers, lyricists, music theory and the importance of music as an enhancement to our lives.

AEAS 002 Sec 152	F	9/16-10/21	2:45-4:15p	CR
AEAS 002 Sec 15A	F	10/28-12/09	2:45-4:15p	CR

(no class 11/25)

### Day of The Week Codes!

M = Monday  
T = Tuesday  
W = Wednesday

R = Thursday  
F = Friday  
S = Saturday

U = Sunday  
MW = Mon/Wed  
TR = Tues/Thurs

MTWRF = Mon-Fri



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.

# Open House

September 10, 10 am – 12 pm  
Cranford Campus

Meet instructors and learn more about classes offered this fall



**INDUSTRY-BUSINESS INSTITUTE**  
**ESL Training**

You can send your employees to us or bring us to them. We customize ESL training to meet specific workforce needs for companies in our local area. We pride ourselves in the quality of our instructors. Learn how we can help. ESL from IBI at Union County College. 908-965-2358 or [ibi@ucc.edu](mailto:ibi@ucc.edu).



**INDUSTRY-BUSINESS INSTITUTE**  
**Communication Training**

Public speaking, confidence, effectiveness. All skills to help your employees help you grow your business. Learn how to bring our effective teaching of these skills to your staff, at your premises, on your schedule. Call IBI at 908-965-2358 or email [ibi@ucc.edu](mailto:ibi@ucc.edu).



**Union  
County  
College**  
**Cranford  
Campus**



**Fall 2011**  
**College  
For Kids  
& Teens**



**Ages  
6 mos.  
to 18 years**



**NO CLASS ON  
NOVEMBER 12 &  
NOVEMBER 26**



# About the Program:

# Important Info

## JOIN US FOR A FANTASTIC FALL AT UNION COUNTY COLLEGE!

The College for Kids and Teens program has been designed with your child in mind. Courses are taught by experienced educators who take pride in enhancing the student learning experience. Our intensive test prep program includes diagnostic pre-assessment and analysis along with individualized test prep instruction. We are proud to offer engaging and interactive courses in science/technology, math, literacy, fitness, language, music and art. All instructors follow our CFK instructional philosophy which focuses on connecting real-life with learning and developing interests. Join us this fall for a sensational learning experience.

### Don't Miss Out!

SAVE MONEY! Register early to avoid the \$10 late fee that will be applied to a class if you apply less than 14 days before the start of the class day.

### Contact Us

[www.ucc.edu/go/kids](http://www.ucc.edu/go/kids)  
(908)709-7600 or (908)497-4208  
Continuing Education,  
Union County College  
1033 Springfield Avenue  
Cranford, New Jersey 07016  
email: [College4Kids@ucc.edu](mailto:College4Kids@ucc.edu)

We are in the process of integrating an online registration form so please visit [www.ucc.edu/go/kids](http://www.ucc.edu/go/kids) to check for updates. Online registration will be the quickest and most convenient way to register.

**No Class: November 12 or November 26**

### Tuition:

Tuition is listed with the individual courses and includes a non-refundable \$10.00 registration fee per course. **Unless noted otherwise, books will not be included in tuition price.**

### Cancellation of a course:

Each class requires a minimum enrollment. Classes are sometimes cancelled because of insufficient enrollment. If a class is cancelled, you will be notified by telephone, email or text one week before the course start date and given the option of a full refund or enrolling in another College for Kids course. Registering early will help avoid classes being canceled.

### Withdrawals:

If you wish to withdraw from a course or workshop, you must notify the Department of Continuing Education in writing or in person immediately.

### Refunds:

- With written notification prior to the first class, 100% less \$10.00 processing fee
- With written notification received after the first class, 50% less \$10.00 processing fee
- No refunds after the second class meeting.



Register early to avoid the \$10 late fee that will be applied to a class if you apply less than 14 days before the start of the class day.

**Coming soon:** Online registering check [www.ucc.edu/go/kids](http://www.ucc.edu/go/kids) for updates.

### Student Drop-off/Pick-up:

Parents should drop off students in their classroom. For students enrolled in one class at a time, parents must go to classroom to pick up children at the end of class. For students enrolled in two classes at a time (8:50 AM class AND 10:30 class) program staff will accompany students from one classroom to another and parents are expected to pick up students from children's classroom at the end of class. Children must be picked up on time.

### CFK Instructional Philosophy

College for Kids/Teens instruction is based on incorporating specific teaching and learning strategies. These research-based methods ensure quality instruction and present avenues for creativity and higher level thinking skills. Inquiry and critical thinking provide a foundation for problem-based learning. Instructors use a multimedia approach to extend learning beyond the classroom.

# Teaching Strategies

### Learn by doing

Students are given opportunities to explore and implement. Teachers facilitate learning through structured activities that promote self-efficacy.

### Collaborative efforts

Learning from peers and working together in solving problems stimulate peer bonding and improve social skills. Students learn from one another and experience the effectiveness of collaborative thinking.

### Real world application

Connecting instruction to the real world increases understanding and provides students with a purpose for learning. Instructors elicit student interests and involvement by helping students relate instruction to real life.

### Integration of curriculum areas

Subject areas do not exist in a vacuum. Instructors incorporate a variety of content areas and teach to multiple intelligences to achieve teaching and learning goals.

### On-going assessment

Instructors use formative evaluation methods to assess student learning and adjust teaching to increase comprehension and allow students to experience success.

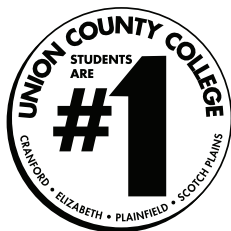
### Individualized instruction

Instructors meet the needs of all students by assessing skill levels and differentiating instruction to include all students.

# Test Prep Series:

Offered by Union County College for Kids and Teens

We offer a variety of test preparation courses to help students prepare for exams and learn important test-taking strategies. At a fraction the cost of other test-prep courses, our test prep classes are taught by highly qualified instructors who not only teach to the class but also provide individualized attention.



## SAT

In this course students will be given a practice test on the first day. Students will benefit from individualized instruction based on diagnostic assessment. Specific concepts covered include math, verbal, and writing. Students will also learn important test-taking strategies. Course price includes the book and test-taking materials. There will be two schedule options and the schedule option ending 10/29 will prepare students in time to take the November 5 exam & the other class prepares students for the Dec. SAT. Both sessions will meet one extra session during the week, date and time TBD.

<b>Verbal/Reading/Writing (\$195)</b> . . . . .	<b>AEKD 211-160</b>	<b>S</b>	<b>9/17-10/29</b>	<b>8:20a-10:20a</b>	<b>CR</b>
<b>Math (\$195)</b> . . . . .	<b>AEKD 107-160</b>	<b>S</b>	<b>9/17-10/29</b>	<b>10:30a-12:30p</b>	<b>CR</b>
<b>Verbal/Reading/Writing (\$195)</b> . . . . .	<b>AEKD 211-16A</b>	<b>S</b>	<b>9/17-11/19</b>	<b>10:30a-12:00p</b>	<b>CR</b>
<b>Math (\$195)</b> . . . . .	<b>AEKD 107-16A</b>	<b>S</b>	<b>9/17-11/19</b>	<b>8:50a-10:20a</b>	<b>CR</b>



**Saturday, September 10, 2011**

## NJ Ask- For grades 3 - 8

**The math course** is designed for students who are taking the NJASK in the Spring. It will determine the student's strengths and weaknesses in the area of mathematics. Students will gain the mathematical skills necessary to solve problems on the State exam, without the frustrations that most students experience. Test taking strategies will also be taught using the extended constructed response rubric.

**In the literacy course**, students will learn how to write the major components of various types of essays such as, explanatory and persuasive writings. Sample essays will be examined and reviewed using the Holistic Scoring Rubric. Reading comprehension, editing and test taking strategies will be taught simultaneously to strengthen fluency and overall reading techniques. Each course: \$110

### Grade 3

<b>Math</b> . . . . .	<b>AEKA 024-160</b>	<b>S</b>	<b>9/17-11/19</b>	<b>8:50a-10:20a</b>	<b>CR</b>
<b>Verbal</b> . . . . .	<b>AEKA 026-160</b>	<b>S</b>	<b>9/17-11/19</b>	<b>10:30a-12:00p</b>	<b>CR</b>

### Grade 4

<b>Verbal</b> . . . . .	<b>AEKA 027-160</b>	<b>S</b>	<b>9/17-11/19</b>	<b>8:50a-10:20a</b>	<b>CR</b>
<b>Math</b> . . . . .	<b>AEKA 025-160</b>	<b>S</b>	<b>9/17-11/19</b>	<b>10:30a-12:00p</b>	<b>CR</b>

### Grade 5

<b>Math</b> . . . . .	<b>AEKB 024-160</b>	<b>S</b>	<b>9/17-11/19</b>	<b>8:50a-10:20a</b>	<b>CR</b>
<b>Verbal</b> . . . . .	<b>AEKB 026-160</b>	<b>S</b>	<b>9/17-11/19</b>	<b>10:30a-12:00p</b>	<b>CR</b>

### Grade 6

<b>Verbal</b> . . . . .	<b>AEKB 027-160</b>	<b>S</b>	<b>9/17-11/19</b>	<b>8:50a-10:20a</b>	<b>CR</b>
<b>Math</b> . . . . .	<b>AEKB 025-160</b>	<b>S</b>	<b>9/17-11/19</b>	<b>10:30a-12:00p</b>	<b>CR</b>

### Grade 7

<b>Math</b> . . . . .	<b>AEKC 024-160</b>	<b>S</b>	<b>9/17-11/19</b>	<b>8:50a-10:20a</b>	<b>CR</b>
<b>Verbal</b> . . . . .	<b>AEKC 026-160</b>	<b>S</b>	<b>9/17-11/19</b>	<b>10:30a-12:00p</b>	<b>CR</b>

### Grade 8

<b>Verbal</b> . . . . .	<b>AEKC 027-160</b>	<b>S</b>	<b>9/17-11/19</b>	<b>8:50a-10:20a</b>	<b>CR</b>
<b>Math</b> . . . . .	<b>AEKC 025-160</b>	<b>S</b>	<b>9/17-11/19</b>	<b>10:30a-12:00p</b>	<b>CR</b>

# College for Kids Ages 6 months to 4 years

## Musical Fun Ages 6 months - 4 years (Mixed ages)

Get musical as a family and enhance your child's development and love of music through song, instruments, dance, movement and games. Together, children and parents will discover an array of styles and have fun as they explore the power of rhythm, melody, tonality and beat while nurturing key physical, social and intellectual skills. This class, perfect for children ages 6 months - 4 years, builds a solid foundation of influential musical skills to last a lifetime! Parents must stay during the duration of class. \$110

Musical Fun ..... AEK 613-160 S 9/24-11/19 8:50a-10:20a CR

## Little Artists (Ages 3-4)

In this class we will develop drawing, painting, sculpting and crafting skills through many different mediums that are appropriate for preschoolers. This class offers an introduction to art as we create our own masterpieces! \$110

Little Artists ..... AEK 539-160 S 9/24-11/19 10:30-12:00p CR



## NEW CLASSES OFFERED!!

The College for Kids and Teens Program is constantly updating its curriculum and is happy to be able to offer new classes that meet the evolving needs and interests of its students. Flip through the brochure to read full class descriptions for the following new classes offered this year:

- All About Animals (ages 7-9)
- College Prep One (ages 14+)
- Do It Yourself Beauty (ages 13-14)
- Family Zumba (ages 7-9)
- Garage Band (ages 14+)
- Improv for Teens (ages 14+)
- Little Artists (ages 3-4)
- Mad Science Crazy Chem-works (ages 5-6 and 7-9)
- Make Your First App or I-phone Game (ages 13-14)
- Musical Fun (ages 6 months - 4 years)
- Spanish for Kids (ages 5-6)
- Zumba for Kids (ages 10-12)



# College for Kids Ages 5-6

## Kids' Theater

Kids will have a blast creating and performing their own short production. Each student will have a part to play, and will develop his or her natural acting abilities. Past performances include "The Hat Seller" and "The Twelve Dancing Princesses". \$110

Kids' Theater ..... AEK 612-160 S 09/24-11/19 10:30a-12:00p CR

## Mad Science "Crazy Chemworks" – NEW!

Shake up a flask of fun in the lab as a junior chemist! Together we will use laboratory tools, build and break molecules, and pick up some tricks on chemical changes. We'll even explore UV light and create slime! \$135

Crazy Chemworks ..... AEK 429-160 S 09/24-11/19 8:50a-10:20a CR

## Gobble Up Math

Using snacks, students will enjoy exploring various mathematical concepts including patterns, measurement, fractions, estimation, and geometry. Children will learn new concepts and enjoy tasty treats in class. \$110

Gobble Up Math ..... AEK 100-160 S 09/24-11/19 10:30a-12:00p CR

## Spanish for Kids – NEW!

Children will learn Spanish language, games, and songs while also having fun. Students will participate in interactive games, story-telling and adventures while developing new language skills. This class is for children at a beginner's Spanish language level. \$110

Spanish for Kids ..... AEK 290-160 S 09/24-11/19 8:50a-10:20a CR

## Reading Roundup

Ignite your child's appreciation of reading through a multi-sensory approach. Students are immersed in reading through the use of big books, story sequencing and listening activities. Students will see beyond the words and demonstrate comprehension through creative response to text. \$110

Reading Roundup ..... AEK 200-160 S 09/24-11/19 8:50a-10:20a CR

## Puzzle Play and Problem Solving

Young students will enhance creative and critical thinking skills with puzzles and activities in logical thinking, hypothesis making, brainstorming and criteria development. Students will learn to participate in interactive sequencing activities and learn to analyze information to solve problems more successfully. \$116

Puzzle Play and Problem Solving .... AEK 127-160 S 09/24-11/19 10:30a-12:00p CR



Register early to avoid the \$10 late fee that will be applied to a class if you apply less than 14 days before the start of the class day.

## 5 - 6 YEAR OLD CLASSES

Class name:	8:50a-10:20a	10:30a-12:00p
Mad Science	x	
Reading Roundup	x	
Spanish	x	
Gobble Up Math		x
Kids Theater		x
Puzzle Play		x

For children attending an 8:50 am class AND a 10:30 am class, students will be escorted by program staff from one class to the other.

# College for Kids Ages 7-9

## All About Animals – NEW!

In this course students will learn about different animals and their habitats through reading animal-themed stories. Students will also respond to literature by creating fun art projects with tissue paper, paint, and brushes. \$110

All About Animals ..... AEKA 517-160 S 09/24-11/19 8:50a-10:20p CR

## Basic Drawing & Sketching

Children will learn how to sketch different objects, animals, and human forms through using a variety of pencils, colored pencils and other materials. Students can bring in photos of their favorite people and animals. Students should bring an 11x14 sketchpad, pencils, erasers and colored pencils to class. \$110

Basic Drawing & Sketching ..... AEKA 500-160 S 09/24-11/19 10:30a-12:00p CR

## Beginning Juggling

Learn the basics of juggling and learn how to juggle rings and balls in this course of skill and focus. Students will build their hand-eye coordination and have fun demonstrating their new talent. \$105

Beginning Juggling ..... AEKA 812-160 S 09/24-11/19 10:30a-12:00p CR

## Computer Kids

Learn the ins and outs of computer usage. In this course students will learn how to use Power Point to create a lively presentation and to safely use internet search engines such as Google and Yahoo Kids. Students will also learn how to create computer art using paint and draw programs. This is a great course to learn useful computer applications in a fun and hands-on way. \$105

Computer Kids ..... AEKA 309-160 S 09/24-11/19 8:50a-10:20a CR

## Family Zumba – NEW!

Designed exclusively to be a totally fun family experience, Family Zumba is a rockin', high-energy fitness-party for kids and parents! Features include special choreography, exciting routines and all the family-friendly music you'll love, like hip-hop, reggaeton, & cumbia. Family Zumba increases self-confidence, boosts metabolism and enhances coordination. This class rounds out family fitness goals by giving everyone a great reason to get moving. Bring water! \$110 per person

Family Zumba ..... AEKA 819-160 S 09/24-11/19 8:50a-10:20a CR

## Karate Kids

Did you enjoy the movie Karate Kid? You can now join the Karate Kids course to learn about the martial art techniques used in the movie. Develop better coordination, agility, and confidence. Wear non-black sole sneakers. \$105

Karate Kids ..... AEKA 821-160 S 09/24-11/19 8:50a-10:20a CR

## Lego Loco

Are you crazy about building Legos? This course is designed for those that really like to build! In this program we will provide an atmosphere where kids that have the same interest can come together and focus on building. Themes will include Space Police, Lego Racers, Design by Me, Creator, Hero Factory, Bionicle, Lego City, Harry Potter, Kingdoms, and Technic. All students will take home a Lego project as part of this program. \$150

Lego Loco ..... AEKA 925-160 S 9/24-11/19 8:50a-12:00p CR

## Mad Science "Crazy Chemworks" – NEW!

Shake up a flask of fun in the lab as a junior chemist! Together we will use laboratory tools, build and break molecules, and pick up some tricks on chemical changes. We'll even explore UV light and create slime! \$135

Crazy Chemworks ..... AEKA 429-160 S 09/24-11/19 10:30a-12:00p CR

## Mathmagicians

Take math to a new level with learning new mental math tricks, geometry, measurement, ratio, and proportion. Students will also play math games in order to enhance their problems solving skills. Students will learn the mysteries of math and will learn mental math tricks. \$105

Mathmagicians ..... AEKA 110-160 S 09/24-11/19 8:50a-10:20a CR

## Piano for Beginners

Learn the basics of piano using simple melodies, music theory, rhythm, note reading and chords. Bring an electric keyboard to class (battery operated preferred). Register early-maximum 12 students. \$105

Piano for Beginners ..... AEKA 602-160 S 09/24-11/19 10:30a-12:00p CR





**Saturday,  
September 10, 2011**

**Reading Enhancement**

Students will get extra help with reading through fiction, poetry, drama and non-fiction writing. They will be shown how to apply prior knowledge, personal experiences, context clues and definitions to improve overall reading comprehension. This course re-introduces characterization, story-mapping, sequence of events, classification, context, clues and predicting outcomes to build reading skills. \$105

Reading Enhancement ..... AEKA 204 160 S 09/24-11/19 10:30a-12:00p CR

**Story Writer**

This class helps children improve vocabulary and reading comprehension skills by learning about story plots, characters, settings, and themes. They will also learn important reading and writing strategies in order to make reading and writing a story fun and interesting. \$105

Story Writer ..... AEKA 234-160 S 09/24-11/19 10:30a-12:00p CR

**7-9 YEAR OLD CLASSES**

Class name:	8:50a-10:20a	10:30a-12:00p
All About Animals	x	
Computer Kids	x	
Karate Kids	x	
Mathmagicians	x	
Family Zumba	x	
Lego Loco	x	x
Basic Drawing		x
Beginning Juggling		x
Mad Science		x
Piano - Beginner		x
Reading Enhancement		x
Story Writer		x

For children attending an 8:50 am class AND a 10:30 am class, students will be escorted by program staff from one class to the other.

**SAVE MONEY!!**  
**REGISTER EARLY!!**

Register early to avoid the \$10 late fee that will be applied to a class if you apply less than 14 days before the start of the class day.

# College for Kids Ages 10-12



## Basic Drawing & Sketching

Learn to sketch animals, objects, and human forms using a variety of techniques with pencils, color pencils and charcoal sticks. Bring photos of your favorite people and animals. \$110

**Basic Drawing & Sketching** . . . . . AEKB 500-160 S 09/24-11/19 8:50a-10:20a CR

## Build Your Own Web Page

Learn the language of the internet to create a basic web page, publish a newsletter or build a new web site. Students unlock their creative potential while enhancing their knowledge of computers. \$110

**Build Your Own Web Page** . . . . . AEKB 300-160 S 09/24-11/19 10:30a-12:00p CR

## Guitar-Beginning

Learn to read music, chords, and scales, play songs and picking and strumming patterns. Bring a six-string guitar and picks (light, medium, and heavy) to class. Class limited to 12 Students. \$120

**Guitar-Beginning** . . . . . AEKB 608-160 S 09/24-11/19 8:50a-10:20a CR

## Kitchen Laboratory

Food lovers stop here! Learn the mystery of the egg without a shell and enhance your understanding of the science behind food and cooking with a series of intriguing food experiments. Students will have fun experimenting with recipes and participating in hands-on learning activities. \$120

**Kitchen Laboratory** . . . . . AEKB 407-160 S 09/24-11/19 8:50a-10:20a CR

## LEGO Films and Stop Action

Make your LEGO's come to life! Bring in your favorite action figures or LEGOs and create a short film with your friends. Whether you want to recreate a scene from Star Wars or design a world of your own, this class brings your dreams to the screen. Students will need to bring in LEGOs or action figures from home, but all other equipment provided. Student created films will be available on a password protected website to share with friends and family. \$175. \*NOTE-THIS CLASS MEETS FROM 9/24-10/22

**LEGO Films and Stop Action** . . . . . AEKB 948-160 S 9/24-10/22 8:50a-12:00p CR

## Digital Photography

Bring a camera and learn to take better pictures, understand parts of the camera and explore lighting techniques. \$110

**Photography** . . . . . AEKB 503-160 S 09/24-11/19 10:30a-12:00p CR

## Piano-Intermediate

This is a level 2 course for students with some experience. Students will expand knowledge of the basics of piano using melodies, music theory, rhythm, note reading and chords. Bring an electric keyboard to class (battery operated preferred). Register early maximum 12 students. \$110

**Piano-Intermediate** . . . . . AEKB 602-160 S 09/24-11/19 8:50a-12:00p CR

## Pre-Algebra with Word Problems

Students will review and learn algebraic concepts while solving word problems. They will also learn a step by step process, in which they will learn how to interpret the problem, identify clue words, and perhaps draw a diagram to illustrate what is being asked. Then, each word problem will be broken down into a numeric expression the student will solve. Students will be pre-tested to determine placement, level and need. \$110

**Pre-Algebra with Word Problems** . . . . AEKB 130-160 S 09/24-11/19 8:50a-10:20a CR

## Television and Screen Acting - NEW

Embark on an acting journey, with Black Rocket Productions, which teaches students about auditioning, scene blocking, learning lines, script reading, and working with a director and the camera. Special emphasis will focus on commercial shots, television and movie shots, and the use of improv as a learning technique. Student head shots, resumes, and commercials will be hosted on the Black Rocket student site to share with friends and family. \$175

**Television and Screen Acting** . . . . . AEKB 615-160 S 9/24-10/22 8:50a-12:00p CR

## Writing Rollercoaster

Become a better writer! Students will learn about various writing styles and develop their own through an engaging and exciting journey through the writing process. They will learn fun and useful pre-writing techniques and discover how to develop writing with examples from literature, poetry and journalism. \$110

**Writing Rollercoaster** . . . . . AEKB 203-160 S 09/24-11/19 10:30a-12:00p CR

## Zumba for Kids - NEW!

Designed exclusively for kids, Zumba for Kids classes are rockin', high-energy fitness-parties packed with specially choreographed, kid-friendly routines and all the music kids love, like hip-hop, reggaeton, cumbia and more. Parents love the Zumba for Kids program for its ability to increase focus and self-confidence, boost metabolism and enhance coordination in kids. This Zumba for Kids class promises to be a totally fun fitness experience! \$110

**Zumba for Kids** . . . . . AEKB 820-160 S 09/24-11/19 10:30-12:00p CR

**SAVE MONEY!**

**REGISTER EARLY!!**

Register early to avoid the \$10 late fee that will be applied to a class if you apply less than 14 days before the start of the class day.

# 10 - 12 YEAR OLD CLASSES

Class name:	8:50a-10:20a	10:30a-12:00p
Basic Drawing	x	
Guitar - Beginning	x	
Kitchen Lab	x	
Piano - Intermediate	x	
Pre-Algebra	x	
LEGO Films	x	x
TV & Screen Acting	x	x
Build Your Own Webpage		x
Photography Digital		x
Writing Rollercoaster		x
Zumba		x

For children attending an 8:50 am class AND a 10:30 am class, students will be escorted by program staff from one class to the other.

## CFK Open House Saturday, September 10, 2011, 10:00am-12:00pm

**Open House** is a great chance to meet the instructors, and sample some of our **CHALLENGING, FUN, KID-TASTIC** activities.

**Register** for classes, **Meet** the Instructors, **Ask** Questions, **Enjoy** our activity tables, **Have a Great Time!!**

**Save \$5**

**on a class - Visit our Facebook page & "like" us**

# 13-14 YEAR OLD CLASSES

Class name:	8:50a-10:20a	10:30a-12:00p
<b>Build your Own Webpage</b>	x	
<b>Expository Writing</b>	x	
<b>Make Your First App</b>	x	x
<b>Middle School Math Review</b>		x
<b>Do It Yourself Beauty</b>		x
<b>Guitar - Intermediate</b>		x

For children attending an 8:50 am class AND a 10:30 am class, students will be escorted by program staff from one class to the other.

## Middle School Math Review

This course is designed to review each of the five New Jersey Core Curriculum Content math Standards for middle school students. Students will review numerical operations, geometry and measurement, algebra, data analysis and statistics as well as mathematical processes. This course is taught by highly qualified math instructors. \$110

Middle School Math Review . . . . . AEKC 117-160 S 09/24-11/19 10:30a-12:00p CR

## Build Your Own Web Page

Learn the language of the Internet to create a basic web page, publish a newsletter or build your own web site. Unlock your creative potential while enhancing your computer knowledge. \$110

Build Your Own Web Page . . . . . AEKC 300-160 S 09/24-11/19 8:50a-10:20a CR

## Do It Yourself Beauty - NEW!

Learn how to create your own personal beauty products using what's already in your kitchen or pantry! Have fun mixing up your own lip glosses, face masks, eye shadows, body scrubs, body lotions, nail polishes and fragrances with an emphasis on "green" beauty and the use of natural ingredients. Discover some of the science behind beauty and discuss healthy skincare practices. All projects are take-home and you will receive a keepsake journal to record your special beauty recipes in. Share the fun and sign-up with a BFF! \$130

Do It Yourself Beauty . . . . . AEKC 440-160 S 9/24-11/19 10:30a-12:00p CR

## Make Your First App or IPHONE Game - NEW!

Explore the App universe and create your own mobile application! Students will explore the world of phone-based and tablet applications to be used on smartphones. In addition to learning the basics of game design and computer programming, students will also see firsthand how the world of App's publishing functions. Students do not need to own an IPHONE or Blackberry to take the class. \$175

Make Your First App or IPHONE Game ... AEKC 900-160 S 9/24-10/22 8:50a-12:00p CR

## Expository Writing

Expository Writing is used to give information on a specific topic. Students use this form of writing for research papers, exams and even homework assignments. Students will explore the various types of expository writing and learn how to organize writing around a thesis or idea. \$110

Expository Writing . . . . . AEKC 227-160 S 9/24-11/19 8:50a-10:20a CR

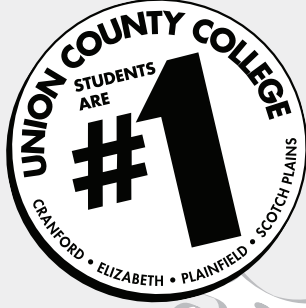
## Guitar-Intermediate

A continuation of the beginning course with more advanced music reading, picking techniques and songs. The beginning course is suggested, but not required. \$110

Guitar-Intermediate . . . . . AEKC 609-160 S 9/24-11/19 10:30a-12:00p CR

**College  
for Kids  
Ages  
13-14**





# College for Kids Registration Form

CONTINUING EDUCATION

**A completed College For Kids Permission Slip must accompany this registration form**

TODAY'S DATE:

STUDENT Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M . I. \_\_\_\_\_

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

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

MALE  FEMALE Date of Birth \_\_\_\_\_

CWID# (returning students) \_\_\_\_\_

PARENT/GUARDIAN Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M . I. \_\_\_\_\_

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

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

PARENT/GUARDIAN E-mail Address \_\_\_\_\_

**PLEASE ENTER YOUR COURSE SELECTION(S):**

COURSE CODE	NUMBER:	SECTION:	START DATE:	COURSE TITLE:	TUITION:
A E	-				\$
A E	-				\$
A E	-				\$
A E	-				\$
A E	-				\$
A E	-				\$
A E	-				\$

**IF YOU WISH CAMPUS PARKING:** Complete below and add \$10 Parking Fee

I Decline Parking

License Plate \_\_\_\_\_ State \_\_\_\_\_ Year, Make & Model of Car \_\_\_\_\_ **Total \$** \_\_\_\_\_

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

**Student is responsible for being aware of and following the Codes of Conduct found in the Union County College Student Handbook available at: [www.ucc.edu/go/handbook](http://www.ucc.edu/go/handbook).**

Register in person or

**MAIL TO: CONTINUING EDUCATION,  
Union County College,**

1033 Springfield Ave., Cranford, NJ 07016  
Make checks payable to UNION COUNTY COLLEGE

**STUDENT ACCOUNTS ONLY:**

Pay Code \_\_\_\_\_ Amount \_\_\_\_\_  
Date \_\_\_\_\_ Cashier \_\_\_\_\_

I am financially responsible for all program costs for (student's or parent's name) \_\_\_\_\_

Your Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

# UNIONCC

Fall 2011  
Register Early!

## Permission Slip

CONTINUING EDUCATION

All College for Kids participants  
**must have this form completed by parent or guardian.**  
**This form must accompany Registration Form.**

Children will not be admitted or allowed to participate in any program without completing and submitting this form.  
Please provide ONE permission form and ONE registration form per child.

### STUDENT INFORMATION: PLEASE CLEARLY PRINT ALL INFORMATION

Full Name: \_\_\_\_\_  
Last First Middle Initial

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

Home Phone: (\_\_\_\_\_) \_\_\_\_\_

### Parent/Guardian Contact Information:

Mother/Guardian Name: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Father/Guardian Name: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Home 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 # \_\_\_\_\_

**It is the responsibility of the parent/guardian to  
notify program staff of any change in the above contact information**

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

- I allow Union County College to use photographs and materials made at the College for Kids/Teens.
- I hereby give my child permission to attend and take part in all College for Kids/Teens activities with the exception of \_\_\_\_\_
- I will not hold the College or the College personnel responsible in the event of an accident or injury.
- I understand that the College is not responsible for lost or damaged property.
- Students enrolled in courses involving physical activity 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. The enrollment of the Student shall constitute the parent/guardian's acknowledgment that the Student meets these requirements. I understand that it is my responsibility to notify the College, in writing, if the student has any physical or mental impairment, ailment or other condition which restricts the Student's ability to participate in any active or passive exercise or activity, or which should preclude the Student from participation in any exercise or activity.
- 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.
- College personnel are not permitted to hold or be responsible for administering any medication.

• The above named child has the following food allergy(ies) and/or medical condition(s) \_\_\_\_\_

• 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.

### List all persons authorized to pick up your child:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

### I have read, understand, and agree to the foregoing information.

I also authorize the Union County College staff to take whatever measures are, in their estimation, deemed necessary, especially in the event of an emergency. I also give permission for my child to be given emergency treatment at a local hospital or on site.

\_\_\_\_\_  
Parent/Guardian name (print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

# Don't Miss our College for Kids Open House!

**Saturday,  
September 10, 2011**

**10:00 AM - 12:00 PM**

Come meet instructors and learn more about the Fall 2011 classes. There will also be fun activities for kids including face-painting, a bouncy house, arts and crafts, and more. Remember – register early to save money and not pay the late fee!

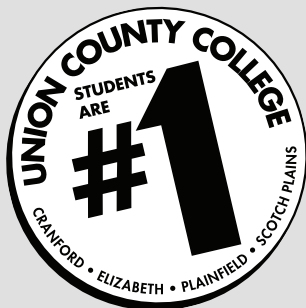


## Location:

The Commons on Union County College's  
Cranford Campus  
1033 Springfield Avenue, Cranford, NJ  
For Information call 908-709-7600  
or email [College4Kids@ucc.edu](mailto:College4Kids@ucc.edu)

## CFK Open House Raffle

.....  
**Enter to Win a Fun Free Kids Course\***



Student Name \_\_\_\_\_

Address \_\_\_\_\_

City/Zip Code \_\_\_\_\_

E-mail \_\_\_\_\_

Phone Number \_\_\_\_\_

Have you attended CFK before?  Yes  No

\* \$95.00 value may be applied against any one course.

Clip this coupon, bring it to the CFK Open House & Enter to WIN a FREE CFK Class!

# College for Kids Ages 14+



## Garage Band

Using Mac computers, students will learn how to create and write their own music and learn how to work with multiple tracks, filters and loops. \$110

**Garage Band** ..... AEKD 616-160 S 9/24-11/19 10:30a-12:00p CR

## Algebra Review

This course addresses the material covered in a middle or high school Algebra course. Through interactive lessons and practice problems, students will strengthen their Algebra knowledge. Students will be pre-tested to determine their proper, level and need. \$110

**Algebra Review** ..... AEKD 115-160 S 09/24-11/19 8:50a-10:20p CR

## Digital Photography

Bring your digital camera and learn to take better pictures, understand parts of the camera and explore lighting techniques. \$110

**Photography** ..... AEKD 503-160 S 09/24-11/19 8:50a-10:20p CR

## Safe Babysitting

Learn the basic skills of babysitting to help you care for children and put parents at ease when hiring you to care for their children. Topics covered include first aid, fire safety, child entertainment, and the basic job responsibilities of a babysitter. Learn how to safely obtain a babysitting job and earn extra money. \$110

**Safe Babysitting** ..... AEKD 001-160 S 09/24-11/19 8:50a-10:20p CR

## Calculus – NEW

This course is designed to introduce students to selected concepts of calculus. It introduces the basics of limits, differential and integral calculus, and their applications. Topics include the slope of a curve, the rate of change of a function, properties of limits, derivatives of algebraic and trigonometric functions, extrema, the Mean Value Theorem, integration, area and volume. \$150

**Calculus** ..... AEKD 199-160 S 09/17-12/17 8:50a-10:20p CR

## College Prep I – NEW!

This is part one of a two part course (second offered in spring) designed for high school Juniors and Seniors who are interested in attending college. The course touches on all subject matters from English and poetry to mathematics and beyond. It is considered a review course of a lot of subject matter taught in high school and a great preparation for college. \$105

**College Prep I** ..... AEKD 291-160 S 09/24-11/19 10:30a-12:00p CR

## Improv for Teens – NEW!

Explore the fundamentals of comedic acting improvisation in the tradition of Saturday Night Live and Nick Cannon's Wild and Out! You will learn spontaneity in scene work while discovering your own sense of humor and artistic voice. In a fun and safe environment you will build confidence as you are encouraged to think-fast, listen, commit and be creative. This class helps you with public speaking and you do not need any past experience in acting or performing. This class will also expose you to the basics of sketch comedy, musical improv and prop use. \$130

**Improv for Teens** ..... AEKD 614-160 S 09/24-11/19 10:30a-12:00p CR

## Jewelry Making

In this course students will design and create jewelry using acrylic, celestial crystal, glass and other colorful beads. \$110

**Jewelry Making** ..... AEKD 506-160 S 09/24-11/19 10:30a-12:00p CR

## Job Skills for Teens

Thinking about a summer job or part-time job on weekends or after school? This class will cover what employers are looking for and how to make a good first impression. Students will explore resume writing, role play, and will participate in mock interviews that will help prepare students to get the job they want. \$110

**Job Skills for Teens** ..... AEKD 708-160 S 09/24-11/19 10:30a-12:00p CR

## Revealing the Research Paper

This course instructs students on research paper format and content. Learn about various types of research papers and how to avoid plagiarism, especially when conducting online research. Students will also learn how to organize, plan, and write effectively.

**Revealing the Research Paper** ..... AEKD 220-160 S 09/24-11/19 10:30a-12:00p CR

## Family Photo Fun!

Spend some quality family time together learning about photography and how to take better photos. Bring your digital camera and learn some tips for better picture taking and explore lighting techniques. Have fun with your family and create a digital photo album together. Course fee is for up to 4 family members. \$200

**Family Photo Fun!** ..... AEKA 503-160 S 09/24-11/19 10:30a-12:00p CR

**SAVE MONEY!**

**REGISTER EARLY!!**

Register early to avoid the \$10 late fee that will be applied to a class if you apply less than 14 days before the start of the class day.

# 14+ YEAR OLD CLASSES

Class name:	8:50a-10:20a	10:30a-12:00p
Algebra Review	x	
Photography Digital	x	
Safe Babysitting	x	
Calculus - NEW	x	
College Prep One - NEW		x
Garage Band		x
Improv for Teens - NEW		x
Jewelry Making		x
Job Skills for Teens		x
Revealing the Research Paper		x
Family Photo Fun		x

For children attending an 8:50 am class AND a 10:30 am class, students will be escorted by program staff from one class to the other.

## Union County College

works with other partner educational organizations to offer the most cutting-edge educational programs. These organizations are well-respected in the community and are selected for their expertise in particular educational areas. For more information about our partner organizations, see below partner descriptions:

### Black Rocket

All Black Rocket Productions classes are designed to mirror real life experiences and the collaborative nature of the creative process. Students will work in pairs or teams for most of the program. Camps are designed under the creative direction of Bill Zengel, who has two decades of award winning work as a writer and producer in advertising, television and more. Richard Ginn, who won Teacher of the Year at US News and World Report's #7 ranked High School in the United States, and is also an experienced school administrator, partners with Bill to ensure the student's experience is of the highest level.

### Encore Kids

Encore Kids is an entertainment arts and education enrichment company. Through our innovative acting, music, dance, fashion and fitness classes, children and teens discover increased confidence and creativity. Our programs empower youth with relevant and practical skills applicable to the entertainment industry and everyday life. Our classes are designed and taught by industry professionals.

### Mad Science

Mad Science® is on a mission to spark the imagination and curiosity of children by providing them with fun, interactive and educational programs that instill a clear understanding of what science is really about and how it affects their world. Mad Science is the world's leading science enrichment provider. We deliver unique, hands-on science experiences for children that are as entertaining as they are educational. Mad Science is proud to introduce millions of children to a world of discovery while sparking their imagination. Mad Science encourages scientific literacy in children in an age when science is as vital as reading, writing and arithmetic.

### Super Science Programs for Kids

Super Science Programs for Kids is owned and operated by Dan "The Science Man" Weissman, a sixth grade science teacher from the Hampton Township School District. Mr. Weissman is a national winner of the Presidential Award for Excellence in Science and Math Teaching.



<b>A/B</b>			
A+: Computer Service Technician.....	35	U.S. Customs Broker Test Preparation .....	13
Academy for English as a Second Language .....	15	Graphic Arts – Multimedia Specialty NEW .....	14
Administrative Assistant .....	20	Graphic Arts – Print Specialty .....	14
Ages 6 months to 4 years CFK-4		Graphic Arts – Web Specialty .....	14
<b>ALL NEW COOKING CLASSES.....</b>	<b>55</b>	Homeland Security Emergency Management & Planning Certificate .....	7
American Management Association Extension Institute .....	17	Human Resource Management .....	8
Appliance Technician NEW .....	25	Interior Design .....	10
Art Courses .....	48	Lean Six Sigma .....	12
Art, Dance, Sports & Music Courses .....	48	Management .....	10
Arts • 60+ .....	62	Medical Assisting NEW .....	7
Automotive Electronic & Electrical Systems Technician NEW .....	26	Medical Billing and Coding Specialist .....	10
Business Courses .....	16	Medical Transcription A to Z .....	10
		Microsoft Office Professional 2010 Advanced Level .....	14
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		Microsoft Project 2010 .....	15
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Programa del Cuidado de Niños .....	57	Software (Practical Applications) .....	13
A+ Hardware (Essentials) .....	13	Structured Query Language (SQL) .....	15
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CCNA • Cisco Certified Networking Associate CCNA Exploration .....	13	American Sign Language (ASL) .....	4
CCNA Test Prep .....	13	Children's Care-Giver Program .....	7
CCNP • Cisco Certified Networking Professional .....	13	Practical Accounting .....	11
Certified Bookkeeper .....	4	Programa de Recursos Humanos Nuevo .....	57
Certified EKG Technician (CET) .....	4	Supply Chain Management .....	12
Certified Patient Care Technician (CPCT) .....	4	Wedding Planning NEW .....	7
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		Medical Billing & Coding .....	27
		Medical Transcription.....	28
		Microsoft Software.....	31
		Music Courses.....	49
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		Photography • 60+ .....	63
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## NPTNJ PROGRAM OVERVIEW

NPTNJ is an 11-month program (evening classes only) that satisfies the 200 hours of teacher preparation coursework required of Alternate Route candidates by the NJDOE.

Through the program, you will form a cohort with other first year alternate route teachers, providing a valuable support system as you experience your first year of teaching and beyond. The program is rigorous, but will prepare you well for the joys and challenges of teaching.

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.

## HOW TO APPLY TO THE PROGRAM

Several information sessions are held throughout the year to explain more in depth the application process and the program to interested candidates. Contact the Department of Continuing Education to register for the next upcoming session. To be considered for the program, you must have:

- A minimum of a bachelor's degree from an accredited institution with a major in, or closely related to the intended teaching field
- A minimum GPA of 2.75 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.
- A certificate or Eligibility issued by the State of NJ
- A completed application submitted to UCC.
- A full-time teaching position by September.

## 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 course work. The program may also be taken on a non-credit basis for certification only.

## FOR MORE INFORMATION:

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

Come to the NPTNJ information session on the Cranford Campus in the Main Lecture Hall (MLH)

To register call (908)709-7600, the \$5.00 fee is payable at the time of registration.

AEDU160-160 S 9/17 10:00a-12:00p CR  
If you have questions about NPTNJ after reading the student handbook, contact Sonia Rios at (908)709-7602.

# Follow this path to become a



## NJ 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.**

NPTNJ is an Alternate Route teacher preparation program that is approved by the New Jersey Department of Education. The Alternate Route in New Jersey was designed to allow individuals that already hold a bachelor's degree (or higher), but did not complete a traditional teacher training program, to become licensed teachers. The courses are graduate level, and the program can be taken for credit or non-credit.





1033 Springfield Ave.  
Cranford, NJ 07016



# CHECK OUT OUR NEW CLASSES!

**For Fall 2011, we will be offering the following  
new certificates & classes:**

### **CERTIFICATES:**

- Appliance Technician
- Automotive Electronic & Electrical Systems Technician
- Electronics Technician
- Medical Assisting
- Wedding Planning

### **ADULT CLASSES:**

- An Artist's Approach
- Ballroom Exercise Core and More
- Belly Dance Workout
- Create Balance, Relieve Anxiety and Find Happiness
- Getting Published
- How to Prepare and Deliver Effective Speeches
- Impromptu Speaking
- LinkedIn
- Positive Parent
- Screenplay Writing
- Social Media Marketing for Business
- Writing for Children and Young Adults

### **KIDS CLASSES:**

- All About Animals
- College Prep One
- Do It Yourself Beauty
- Improv for Teens
- Little Artists
- Mad Science Crazy Chemworks
- Make Your Own App or I-Phone Game
- Musical Fun
- Spanish for Kids
- Zumba - for Kids and Families

# Register Now!

