

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

SPRING 2015

*...for a better life*

**IBEW LOCAL 102 APPROVED COURSES**



**Cursos en Español**



**U** **Union  
County  
College**

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

★ *Improve Your Skills* ★ *Learn Something New* ★

[www.ucc.edu/noncredit/ibewtrainingprograms.aspx](http://www.ucc.edu/noncredit/ibewtrainingprograms.aspx)

Dear IBEW Local 102 Members:

Union County College is pleased to partner with IBEW Local 102 to offer continuing education courses to their members. Supporting the IBEW Local 102 tradition of "Excellence in Training", Union County College will provide courses in this catalog to enhance members' workplace skills and professional development.

We look forward to providing programs that will encourage members to participate in Continuing Education programs and continue their lifelong learning.

Sincerely,



Dr. Margaret M. McMnamin  
President  
Union County College

Brothers and Sisters:

Welcome to the most diverse continuing education program offered by any building trade's organization in the state! Join us as we forge new pathways with our partners from Union County College. Inside this catalog are nearly 100 courses specifically chosen for you, the members of Local 102. All courses will be provided to our members FREE of charge! We hope you take full advantage of this unique opportunity.

Our partnership with Dr. McMnamin and her staff at Union County College is only in its infant stages yet is growing at an enjoyable pace. In one short year we have signed an articulation agreement that will provide all new apprentices an Associate Degree upon completion, the first agreement of its type in New Jersey. We also realize that education doesn't stop when the apprenticeship program is complete so we embarked on developing a state of the art continuing education program. The foundation of that program starts here in this catalog.

Business Manager DelleCava, Dr. McMnamin, and I share a common passion to make this the most successful program in the state. We truly believe in the philosophy of continuing education and hope you join us as we take the steps to light the path and lead the way in the electrical industry!

Please take a moment to review the guidelines on page 25.

Fraternally,



Bernie Corrigan  
President  
IBEW Local 102

*Please see page 25 for program eligibility and registration information.*

**PROFESSIONAL DEVELOPMENT**

**Business and Management** ..... 2  
Accounting ..... 2  
Business ..... 3  
Communications and Style for  
Employees and Managers ..... 4  
Human Resources ..... 4  
Lean Six Sigma ..... 5  
Management ..... 8  
Project Management ..... 9

**Computer Training** ..... 10  
Computer Fundamentals for the Beginner ..... 10  
Fiber Optics ..... 11  
Financial Software ..... 11  
Information Technology ..... 12  
    A+ Service Technician ..... 12  
    Cisco Networking ..... 13  
    CompTIA Network + ..... 13  
Mac and iCloud ..... 14  
Microsoft Office Software ..... 14  
Structured Query Language (SQL) ..... 17

**Construction Code** ..... 18  
Uniform Construction Code ..... 18  
Fire Code ..... 19

**Electronics and Appliance Repair** ..... 20

**LEISURE AND  
PERSONAL DEVELOPMENT**

Foreign Languages ..... 21  
Personal Wellness ..... 21

**ESL  
(English as a Second Language) . . . 22**

**CURSOS EN ESPAÑOL**  
Programas de computadora ..... 23

**GENERAL INFORMATION . . . . . 24**

**INDEX . . . . . 26**

**REGISTRATION FORM . . . . . 28**

**New at the  
IBEW Local 102  
Parsippany Location!**



**Uniform  
Construction Code  
Classes**

- **Electrical Inspector,  
H.H.S.**
- **Subcode Official**
- **Construction Official**

**See pages 18 and 19  
for details.**

**BUSINESS AND  
MANAGEMENT  
ACCOUNTING**

**CERTIFICATE PROGRAM**

**Practical Accounting**

**Program Chairperson:**

**Frank D'Antonio**

**(908) 272-5601;**

**Email: dantonio@ucc.edu**

Learn modern business financial practices, the foundations for understanding, processing and communicating financial data, to prepare for entrance to the field of accounting or to update your existing accounting skills. This class introduces the financial language of business, the language organizations rely upon to track all financial transactions and conduct business. Accounting is one of the largest growing occupations where jobs are expected to grow continually in the near future.

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

**Required Courses: (72 hrs)**

- AEFI 101–Practical Accounting (18 hrs)
- AECO 060–Computerized Accounting Records (18 hrs)
- AECO 343–Introduction to QuickBooks 2013 Accounting (18 hrs)
- AEFI 150–Fundamentals of Federal Taxation (18 hrs)

**Electives: select one: (12 or 18 hrs)**

- AECO A46 & AECO B46–Excel 2013, Beginner & Intermediate (12 hrs)
- AECO A23 & AECO B23–Access 2013, Beginner & Intermediate (12 hrs)
- AECO 061–Introduction to Payroll Accounting (18 hrs)
- AEFI 152–Fundamentals of New Jersey Taxation (15 hrs)
- AECO 345–Intermediate QuickBooks 2013 Accounting (18 hrs)

**Practical Accounting (18 hrs)**

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

**AEFI 101 Sec 176 \$249**  
**Mon, Wed 1/26-2/11 6:00-9:00 p.m.**  
**Cranford**

**Computerized Accounting Records (18 hrs)**

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

**AECO 060 Sec 176 \$249**  
**Mon, Wed 2/18-3/09 6:00-9:00 p.m.**  
**Cranford**

**Introduction to QuickBooks 2013 Accounting (18 hrs)**

This software application is used by most small and mid-size businesses as a computerized tool for the traditional approach to accounting. This introductory course will teach you the basic capabilities of QuickBooks, such as how to navigate through the QuickBooks Pro interface, create a company file and the basics of setting up accounts. You will learn the must-know basic QuickBooks features that every business owner should know including tracking inventory, sales tax, working with employees, and using QuickBooks business financial reports.

**AECO 343 Sec 160 \$249**  
**Sat 1/31-3/07 9:00 a.m.-12:00 p.m.**  
**Cranford**

**Intermediate QuickBooks Accounting (18 hrs)**

This course is an extension to Introduction to QuickBooks Accounting. In this course, you will acquire advanced skills that are in high demand by learning more involved QuickBooks concepts and functions. A course study based on a typical small business is used in all sessions to expose you to the more advanced functions in QuickBooks. These functions include setting up a company, security protection, backing up business information, user information and their accounting functions, automatic functions to create and operate a general ledger, invoice register, accounts payables, employee payroll functions, cash control and bank reconciliation. Learn how QuickBooks can help manage a business through tracking of all transactions such as purchase orders, inventory, invoices, receipts, and statements. As you master the advanced functions in QuickBooks, you will also learn how to deal with tricky situations, troubleshoot complicated entries and generate advanced financial accounting reports.

Prerequisite: Introduction to QuickBooks Accounting or equivalent experience recommended

**AECO 345 Sec 160 \$249**  
**Sat 3/14-5/02 9:00 a.m.-12:00 p.m.**  
**(no class 3/21 & 4/04)**  
**Cranford**

**Introduction to Payroll Accounting (18 hrs)**

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

**AECO 061 Sec 176 \$249**  
**Mon, Wed 5/04-5/27 6:00-9:00 pm**  
**(no class 5/20 & 5/25)**  
**Cranford**

**Continuing Education Credits for Accountants**

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

### Fundamentals of Federal Taxation (18 hrs)

In this class, you will master different types of Federal taxes including income, deductions and credits. You will learn the fine points of preparation of individual Federal form 1040 including Schedules A,B,C,D, SE, 2106 and 2441. In addition, you will gain familiarity with wills, estates, probate, and nursing home information. You will also learn strategies for protecting personal assets from higher taxes on estates.

**AEFI 150 Sec 186** **\$249**  
**Tue, Thu** 5/05-5/21 **6:00-9:00 p.m.**  
**Cranford**

### Fundamentals of New Jersey Taxation (15 hrs)

This class is great for anyone who wants to get a better understanding of New Jersey taxation. Learn about taxpayer rights, deductions, interest and dividends. You will also gain an understanding of profit and losses from business, capital gains and losses, rental income and loss, unemployment taxes, property deductions and extension, or amended tax returns.

**AEFI 152 Sec 186** **\$210**  
**Tue, Thu** 5/26-6/09 **6:00-9:00 p.m.**  
**Cranford**

### Excel 2013, Beginner and Intermediate (12 hrs)

You will learn the most up to date version of the most popular spreadsheet software. The subject is structured into three levels so that basic skills are reinforced. The subsequent levels then build upon your strong foundation of knowledge. To save your files, please bring a flash drive. Book available at Union County College bookstore. Tuition \$115 for each course.

See page 15 for course descriptions.

### Access 2013

In this series of classes, you will acquire an understanding of this object oriented database. Prerequisite: Microsoft Windows XP, 7 or equivalent recommended. Tuition \$115 for each course.

See page 16 for course descriptions.

## BUSINESS

**New**

### Your Business Image (6 hrs)

Studies have shown that business image, the way you communicate without words, is as important as technical and verbal skills in making a good first impression. During this course attendees will learn how to maximize their business image using body language, etiquette, networking skills and wardrobe. The instructor is a certified image professional, and works with both entry-level associates and high-level managers helping them to refine their etiquette skills and develop a strong visual image. Topics covered include introductions, business card exchange, handshakes, dining, professional dress and electronic communication. At the end of the four-week course students will be able to present a consistent business image to potential employers, clients and colleagues. This course is perfect for someone looking to enter the workforce, transition into a new field, or get promoted.

**AEBU 025 Sec 147** **\$75**  
**Thu** 2/05-2/26 **7:00-8:30 p.m.**  
**Cranford**

**New**

### Crafting Your Visions into Reality: The Circle of Life Coaching Blueprint for Success Program (12 hrs)

The Circle of Life Coaching™ system brings a six-phase educational process for working with change to groups and individuals. Participants will: assess twelve life areas; determine challenges and readiness for change; establish, review, and revise a specific Action Plan; learn body-mind self-care practices to increase awareness, manage stress, and maximize health and wellbeing. The comprehensive 230-page manual includes a Blueprint for Change and Worksheets, Readiness for Change Assessment, and step-by-step outlines for making powerful decisions in twelve life areas. The Circle of Life system teaches participants a way to facilitate meaningful changes and successful transitions at any point in life. In groups, the process uses the power of group support to assist with setting and revising Action Plan intentions and goals and using internal/external resources and support, which helps participants, learn to navigate life choices in empowering ways. Textbook required.

**AEBU 026 Sec 136** **\$138**  
**Wed** 3/04-4/01 **6:30-9:30 p.m.**  
**(no class 3/18)**  
**Cranford**

**New**

### Strategy in the 21st Corporation (18 hrs) *Moving your business in the right direction*

In rapidly changing times where certainty of uncertainty is the norm, it is crucial that those in business—entrepreneurs, executive and departmental level leadership in profit and non-profit sectors—understand the aspects of strategy and begin thinking as strategists. Doing the same thing better is not sufficient. The abilities to see the “big picture,” properly frame problems, produce creative solutions, understand the criticality between innovation and strategy, and manage the chaos are requirements for an organization to succeed. Participants will learn the various components of a strategy; how to assess the various environmental factors that influence strategy; how to assess customer needs, SWOT Analysis and other strategic models, how to link innovation and creativity to the strategic process, and how to build the appropriate business models to implement the strategy and to sustain the strategic outcomes. Participants will learn the connection between a strategy and a business plan and the strategy formulation process which includes: Mission, Values, Vision, Target and Initiatives, and the Strategy and Strategic Outcomes. The content of this course can be applied to formulating enterprise and departmental level strategies and start-up ventures.

**AEBU 513 Sec 126** **\$249**  
**Tue** 1/27-3/03 **6:00-9:00 p.m.**  
**Cranford**

**New**

### Become a Game Changer (18 hrs) *Unleashing creativity and innovation in your business*

Creativity and innovation are no longer assets only benefiting artists, musicians and writers. According to recent IBM polls of 1500 global CEOs, creativity is the #1 quality for business leaders to succeed. In this course participants will learn techniques to unleash their creativity and ideas along with some of the best tools used by the world's most creative people and innovative companies. From inspiration to implementation, from analysis to synthesis, participants learn how to transform their creative output into workable ideas and how to use models to determine which ideas will have the most impact on their strategic initiatives. Future and current entrepreneurs and managers in profit and non-profit sectors should attend this course. It is recommended that the course “Strategy—moving in the right direction” be taken prior to this course.

**AEBU 514 Sec 126** **\$249**  
**Tue** 3/24-4/28 **6:00-9:00 p.m.**  
**Cranford**



## American Management Association's University Certificate Program Participating College

Take advantage of AMA's world-class management courses developed for universities at Union County College.

The American Management Association has developed management training programs for professionals for more than seventy years. Prepare for career advancement and develop the management skills to succeed in business today at Union County College with AMA's University Program delivered by our industry professionals.

**For information regarding American Management Association sponsored programs, contact the Office of Continuing Education at (908) 709-7600.**

## COMMUNICATIONS AND STYLE FOR EMPLOYEES AND MANAGERS

### Effective Writing I (16 hrs)

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

**AEEN 043 Sec 146** **\$119**  
**Thu 2/05-4/02 6:30-8:30 p.m.**  
**(no class 3/18)**  
**Cranford**

### No Nerves Public Speaking (10 hrs)

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

**AEEN 047 Sec 160** **\$115**  
**Sat 1/24-2/28 10:00 a.m.-12:00 p.m.**  
**(no class 2/21)**  
**Cranford**

## HUMAN RESOURCES

### CERTIFICATE PROGRAM

### Human Resource Management

*American Management Association  
University Partner*

**Program Chairperson: Hilarie Frank  
(201) 572-7954**

**Email: [hilariefrank@yahoo.com](mailto:hilariefrank@yahoo.com)**

Whether you are new to the profession or a newly promoted professional, you will find in this program the information and skills you need to do your job and make a positive impact in your organization. The certificate in Human Resource Management consists of five courses, which may be completed in any sequence allowing you to begin or complete the certificate program at your convenience. Courses use the internationally recognized curriculum developed by the American Management Association. To earn the certificate, awarded by Union County College in cooperation with AMA, you must complete all five courses, attend all class sessions and participate in projects, class studies, and pass the assessment for each course.

### Required Courses: (80 hrs)

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

Courses may be taken in any order.

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

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

**AEBU 045 Sec 160** **\$299**  
**Sat** 1/24-3/14 **9:00-11:00 a.m.**  
**Cranford**

**Performance Management (16 hrs)**

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

**AEBU 265 Sec 160** **\$299**  
**Sat** 1/24-3/14 **11:30 a.m.-1:30 p.m.**  
**Cranford**

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

Research shows that most companies have little or no deliberate succession planning in place—and aren't fully aware of how much the lack of it can cost their organization, especially in an unstable economy. Managing the succession of talent is a vital strategic process that minimizes gaps in leadership and enables your best people to develop the skills necessary for possible future roles. This class will provide an overview of succession planning and its importance and will explain the role of HR in setting up a succession planning system. You will also learn how to forecast future needs, develop the succession planning process, and build individual development plans. Last, you will learn effective monitoring, measuring and follow-up processes. Book included.

**AEBU 046**  
**Will be offered Summer 2015**



**Recruiting, Interviewing, and Selecting Employees (16 hrs)**

Employee selection is a very important issue in business. Making the wrong hiring decision means throwing away a substantial investment of time and money on recruitment, training and benefits. Study after study has shown that poor employee selection is a costly mistake. This course will take you step-by-step through the employee selection process, from recruitment through hiring, with actionable advice for improving your interviewing skills and more. Under the careful monitoring of your instructor you will practice until you gain the confidence and skills you need. Just some of the topics covered in this class include recruitment challenges, loyalty and commitment, outsourcing, applicant expectations, electronic recruitment, interview preparation, stages of the interview, legal factors, questions to avoid, releasing and obtaining reference information, background checks, and compliance and procedures selection. Book included.

**AEBU 274**  
**Will be offered Summer 2015**

**Communication Skills for Managers (16 hrs)**

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

**AEBU 264**  
**Will be offered Summer 2015**

**LEAN SIX SIGMA**

**CERTIFICATE PROGRAM**

**Lean Six Sigma**

**Program Chairperson: Ed May**  
**(973) 761-1774; Email: may@ucc.edu**  
**www.mayplewoodconsulting.com**  
**Ed May is an ASQ Certified Six Sigma Black Belt**

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

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

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

**Courses:**

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



**New!**

## Get certified in the growing IT Industry!



Jobs for the computer support specialist are expected to increase by 18% and help desk technicians earn as much as \$59,000 per year. CompTIA A+ certification is the first step in starting your career as a PC technician or help desk technician. Union County College is now an authorized academy partner with CompTIA.

See page 12 for details.



**New**

### Introduction to Lean Six Sigma (6 hrs)

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

**AEBU 013 Sec 296** **\$75**  
**Wed, Thu 1/21-1/22** **6:00-9:00 p.m.**  
**Elizabeth (Kellogg Building)**

### Six Sigma Green Belt (60 hrs)

Six Sigma Quality is key to success in today's competitive world. Green Belt employees spend part of their time on process improvement teams. These teams use the DMAIC approach: DEFINE, MEASURE, ANALYZE, IMPROVE, CONTROL. This course gives you the knowledge, skills and experience needed to belong to—or lead—a Lean Six Sigma Process Improvement Team, as a Green Belt. This course references the American Society for Quality Six Sigma Green Belt Body of Knowledge, and is taught by an ASQ Certified Six Sigma Black Belt. The course incorporates a team project employing basic Lean Six Sigma tools and statistical techniques. Graduates receive a Union County College Certificate, Six Sigma Project Affidavit, and may be eligible to sit for the ASQ CSSGB Exam ([www.asq.org](http://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](http://www.qualitycouncil.com))

**AEBU 017 Sec 296** **\$800**  
**Wed, Thu 1/28-4/09** **6:00-9:00 p.m.**  
**(no class 3/18 & 3/19)**  
**Elizabeth (Kellogg Building)**

### Six Sigma Bridge to Black Belt (36 hrs)

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

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

**AEBU 028 Sec 256** **\$475**  
**Fri 2/13-5/15** **6:00-9:00 p.m.**  
**(no class 3/20 & 4/03)**  
**Elizabeth (Kellogg Building)**



# Do YOU want to...

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

...brush up on basic skills?

...become a US Citizen?

...take ESL classes to learn English?

...prepare for a NEW career?

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

Union County College CEWD offers courses in Basic Skills, ESL and ESL Civics to US citizens and eligible US residents. Some of these programs are available through funds awarded by the State Department of Labor. Classes are offered on the Elizabeth Campus in the Lessner Building and on the Plainfield campus.

For information on the classes in Elizabeth please call (908) 659-5114 and in Plainfield please call (908) 412-3557.

### **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/ Secretarial Science
- 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](mailto:CEWD-Recruiting@ucc.edu)

## **Union County College is a GED Test Center!**

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, 12 West Jersey Street, Elizabeth, NJ 07202

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



## MANAGEMENT

### CERTIFICATE PROGRAM

#### Management

*American Management Association University Partner*

**Program Chairperson: Kisha Turner**  
**(917) 331-7048**

**Email: [kturner855@gmail.com](mailto:kturner855@gmail.com)**

Your success as a manager 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 you to begin or complete the certificate program at your own convenience. Courses use internationally recognized curriculum developed by the American Management Association. To earn the certificate, awarded by Union County College in cooperation with AMA, you must complete all five courses, attend all class sessions and participate in projects, class studies, and pass the assessment for each course.

#### Required Courses: (80 hrs)

- AEBU 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.

Note: Not all courses are offered every term.

#### First Line Supervision (16 hrs)

Learn the critical skills you need to supervise in a changing workplace environment. You'll discover the best ways to develop a partnership with your boss. You'll improve your listening habits and communication skills. You'll learn the most effective uses of voice mail, e-mail, and the internet. Become adept at planning and conducting meetings, resolving workplace conflicts and managing change. Learn how to: make a successful transition from staff to supervisor; develop your own leadership style; give feedback to improve performance; build a top-performing team. Book included.

**AEBU 267 Sec 136** **\$299**  
**Wed** **2/04-4/01** **6:00-8:00 p.m.**  
**(no class 3/18)**  
**Cranford**

#### How to Manage Conflict in the Organization (16 hrs)

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

**AEBU 022 Sec 138** **\$299**  
**Wed** **2/04-4/01** **8:10-10:10 p.m.**  
**(no class 3/18)**  
**Cranford**

#### A Manager's Guide to Human Behavior (16 hrs)

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

**AEBU 023 Sec 146** **\$299**  
**Thu** **2/05-4/02** **6:00-8:00 p.m.**  
**(no class 3/19)**  
**Cranford**

### Leadership Skills for Managers (16 hrs)

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

**AEBU 021 Sec 148** **\$299**  
**Thu** **2/05-4/02** **8:10-10:10 p.m.**  
 (no class 3/19)  
**Cranford**

### Communication Skills for Managers (16 hrs)

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

**AEBU 264**  
**Will be offered Summer 2015**

### Social Media Marketing for Business (3 hrs)

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.

**AEEN 041 Sec 160** **\$55**  
**Sat** **1/31** **12:00-3:00 p.m.**  
**Cranford**



**INDUSTRY-BUSINESS INSTITUTE**  
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## Where Education and Business Partner and Prosper

- Prepare your employees for challenges in today's global economy with customized training programs.
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## PROJECT MANAGEMENT

### CERTIFICATE PROGRAM

#### Project Management

**Program Chair: Isabel Goncalves**  
**(908) 400-7602**

**Email: Isabel.Goncalves-Rooney@pseg.com**

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

Note: Not all courses are offered every term.

#### Prerequisites: (36 hrs)

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

#### Required Courses: (78 hrs)

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

Book included in course fee.

### Introduction to Successful Project Management (18 hrs)

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

**AEBU 170 Sec 186** **\$299**  
**Tue, Thu** **1/27-2/26** **6:00-9:00 p.m.**  
 (no class 2/03, 2/05, 2/10 & 2/12)  
**Cranford**



**Project Scope and Process Management (18 hrs)**

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

**AEBU 171 Sec 186** **\$299**  
**Tue, Thu** 3/03-3/26 **6:00-9:00 p.m.**  
**(no class 3/17 & 3/19)**  
**Cranford**

**Project Leadership and Communications Management (18 hrs)**

This course covers three key components related to the human resource aspect of project management: Leadership, Staffing and Communication.

*Leadership:* Learn project leadership principles that cultivate a project spirit and vision to inspire the project team. Also learn to address the concerns related to the temporary nature of projects.

*Staffing:* Learn about acquiring the proper human resources and the process required to make the most effective use of those people. This includes all the project stakeholders: sponsors, customers, partners, individuals, contributors, and others. You will gain an understanding of the following major processes related to human resource management: Organizational Planning, Staff Acquisition, and Team Development.

*Communications:* Learn about the processes associated with Project Communications Management that ensure timely and appropriate generation, collection, dissemination, storage, and ultimate disposition of project information. You will learn about the critical links between people, ideas and information. You will also gain an understanding of the following major processes related to project communications management: Communications Planning, Information Distribution, Performance Reporting, and Administrative Closure.

**AEBU 172 Sec 186** **\$299**  
**Tue, Thu** 3/31-4/16 **6:00-9:00 p.m.**  
**Cranford**

**Project Time and Cost Management (18 hrs)**

This course covers the principals that guide effective project time and cost management. Students will learn the theoretical and practical approaches to completing projects on time and within budget.

*Project Time Management:* Learn the processes required to ensure timely completion of any project in-

cluding the major processes: Activity Definition, Activity Sequencing, Activity Duration Estimating, Schedule Development, and Schedule Control. Gain an understanding of process integration and dependency which relates to how processes interact with each other and with processes in the other knowledge areas.

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

**AEBU 173 Sect 186** **\$299**  
**Tue, Thu** 4/21-5/07 **6:00-9:00 p.m.**  
**Cranford**

**Project Risk and Procurement Management (18 hrs)**

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

**AEBU 174**  
**Will be offered Summer 2015**

**Project Quality and Stakeholder Management (18 hrs)**

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

**AEBU 175**  
**Will be offered Summer 2015**

**Microsoft Project 2013**

**AECO A34**  
**See page 16 for course description**

**COMPUTER TRAINING**

**COMPUTER FUNDAMENTALS FOR THE BEGINNER**

**Keyboarding (12 Hrs)**

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

**AECO 010 Sec 160** **\$129**  
**Sat** 2/07-3/14 **9:00-11:00 a.m.**  
**Cranford**

**AECO 010 Sec 276** **\$129**  
**Mon, Wed** 2/23-3/11 **6:00-8:00 p.m.**  
**Elizabeth (Kellogg Building)**

**Computers for Beginners (10 hrs)**

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

**AECO 020 Sec 176** **\$109**  
**Mon, Wed** 1/26-2/09 **6:00-8:00 p.m.**  
**Cranford**

**AECO 020 Sec 276** **\$109**  
**Mon, Wed** 3/23-4/06 **6:00-8:00 p.m.**  
**Elizabeth Campus (Kellogg Building)**

**Microsoft Windows 7 (6 hrs)**

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

**Part 1**  
**AECO A21 Sec 160** **\$115**  
**Sat** 3/28 **8:30 a.m.-3:30 p.m.**  
**Cranford**

**Part 2**  
**AECO B21 Sec 160** **\$115**  
**Sat** 4/11 **8:30 a.m.-3:30 p.m.**  
**Cranford**

## FIBER OPTICS

**New**

### Certified Fiber Optics Technician (CFOT) Course (16 hrs)

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

**AECO 310 Sec 270** **\$775**  
**Mon, Wed 3/16-3/18 8:00 a.m.-5:00 p.m.**  
**Elizabeth (Kellogg Building)**

**New**

### Certified Fiber Optics Specialist in Testing and Maintenance (CFOS/T) (16 hrs)

This two-day program is designed to offer advanced training to anyone involved with the testing and maintenance of fiber optics networks. A focal point in the program is to offer a general, easy to understand, approach to fiber optics testing standards with little theory and considerable hands on activities. This comprehensive program explains the variety of testing standards, equipment and technological approaches used in fiber network testing and splicing and how to choose among them. This 85% hands on course explores the overall spectrum of testing and maintenance of single mode fiber optics networks and provides a detailed overview and demonstration of various pieces of equipment used in testing and maintenance. Subject matter includes a detailed study of ANSI/TIA/EIA-526-(7)A, OTDR fundamentals and uses, OTDR vs. Insertion Loss Testing, Return Loss Testing, and Attenuation testing using the Power Source and Light Meter.

**Prerequisite: Student must have taken and passed the Basic CFOT Exam prior to registering for this course.**

**AECO 311 Sec 290** **\$675**  
**Thu, Fri 3/19-3/20 8:00 a.m.-5:00 p.m.**  
**Elizabeth (Kellogg Building)**

**New**

### Certified Fiber Optic Specialist Outside Plant (CFOS/O) (16 hrs)

This two-day fiber optic specialist course is for students who will be directly involved with installing Outside Plant (OSP) Fiber Optics Cabling. This course introduces the student to industry standards governing the installation, testing, and troubleshooting of OSP fiber optics cable. Proper Mid-Span Access procedures will be demonstrated during class. Students will learn how to properly identify OSP fiber cabling types, recognize various outside plant closures used in OSP fiber installation, install, prepare, terminate, splice, and properly test and troubleshoot installed OSP fiber cable to existing standards. Course fee includes study materials, textbook, CD, and exams and one-year membership to the FOA. Note: Program prepares the student to take the Fiber Optics Specialist Outside Plant (OSP) Certification Exam (Written and Hands-On) given at the end of class.

**Prerequisite: CFOT Course or another Formal Fiber Optics Training Course within preceding six months.**

**AECO 315 Sec 290** **\$775**  
**Sat, Sun 3/21-3/22 8:00 a.m.-5:00 p.m.**  
**Elizabeth (Kellogg Building)**

## FINANCIAL SOFTWARE

### Computerized Accounting Records (18 hrs)

Computerized tools for the keeping of accounting records are essential to the modern accountant. You will learn how to manage and maintain a chart of accounts, post transactions, maintain A/P and A/R records, create reports and exchange data between programs. You will also learn how to use automated checkbook, bank reconciliation and tools for tracking investments. The software tools for this class include Excel, QuickBooks, and Peachtree.

**AECO 060 Sec 176** **\$249**  
**Mon, Wed 2/18-3/09 6:00-9:00 p.m.**  
**Cranford**

### Introduction to QuickBooks 2013 Accounting (18 hrs)

This software application is used by most small and mid-size businesses as a computerized tool for the traditional approach to accounting. This introductory course will teach you the basic capabilities of QuickBooks, such as how to navigate through the QuickBooks Pro interface, create a company file and the basics of setting up accounts. You will learn the must-know basic QuickBooks features that every business owner should know including tracking inventory, sales tax, working with employees, and using QuickBooks business financial reports.

**AECO 343 Sec 160** **\$249**  
**Sat 1/31-3/07 9:00 a.m.-12:00 p.m.**  
**Cranford**

### Intermediate QuickBooks Accounting (18 hrs)

This course is an extension to Introduction to QuickBooks Accounting. In this course, you will acquire advanced skills that are in high demand by learning more involved QuickBooks concepts and functions. A course study based on a typical small business is used in all sessions to expose you to the more advanced functions in QuickBooks. These functions include setting up a company, security protection, backing up business information, user information and their accounting functions, automatic functions to create and operate a general ledger, invoice register, accounts payables, employee payroll functions, cash control and bank reconciliation. Learn how QuickBooks can help manage a business through tracking of all transactions such as purchase orders, inventory, invoices, receipts, and statements. As you master the advanced functions in QuickBooks, you will also learn how to deal with tricky situations, troubleshoot complicated entries and generate advanced financial accounting reports.

**Prerequisite: Introduction to QuickBooks Accounting or equivalent experience recommended**

**AECO 345 Sec 160** **\$249**  
**Sat 3/14-5/02 9:00 a.m.-12:00 p.m.**  
**Cranford**

## INFORMATION TECHNOLOGY

### A+ Service Technician

#### CERTIFICATE PROGRAMS

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

#### A+ Hardware (Essentials) Certificate (63 hrs)



The fundamentals of supporting and troubleshooting computer hardware are brought to you in this course in a step-by-step approach. The course

maps fully to CompTIA's A+ Exam objectives to prepare you for the exam. You will learn the hardware common to virtually every personal computer including: micro-processors, RAM, power supplies, motherboards, BIOS, CMOS, the expansion bus, removable drives and hard drives. (CompTIA's test fee is not included)

**AECO A15 Sec 196** **\$740**  
**Fri** 1/23-3/27 6:00-9:30 p.m.  
**and**  
**Sat** 1/24-3/28 1:00-4:30 p.m.  
 (no class 3/20 & 3/21)  
**Cranford**

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

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

**AECO B15 Sec 196** **\$740**  
 (CompTIA's test fee is not included)  
**Fri** 4/10-5/29 6:00-9:30 p.m.  
 (no class 5/22)  
**Sat** 4/11-5/30 1:00-4:30 p.m.  
 (no class 5/23)  
**and**  
**Tue, Thu** 6/02-6/09 6:00-9:30 p.m.  
**Cranford**

## Cisco Networking

### CERTIFICATE PROGRAM

#### Regional Cisco Networking Academy

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

#### Cisco Certified Networking Associate (CCNA)



Are you looking to get ahead or to find a new job in the fast-growing IT networking industry? The Cisco Networking Academy program at Union County College will prepare you to stand out in the job market and demonstrate important key competencies to employers and prepare you to take the New CCNA 5.0 Certification which is recognized worldwide in the IT networking industry. This coursework will teach you how to design, build and maintain local, national, and global networks. The CCNA curriculum includes four separate modules and it

provides a complete range of basic through advanced networking concepts, from pulling cable to such complex concepts as subnet masking rules and strategies. If you complete all four semesters you will be prepared to sit for the CCNA 5.0 (Cisco Certified Networking Associate) and CompTIA Network exams. This program prepares students to find jobs as network administrators WAN Administrators, engineers, or installers.

Union County College provides:

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

#### Who should enroll in the Cisco Networking Academy Programs?

You should enroll if you are interested in starting or advancing your career in Information Technology. By completing the Cisco program you can increase your ability to secure employment in the IT field. The curriculum assumes that you have basic knowledge of computers and networking. You should have at least an eighth grade reading, writing, and math proficiency level as well as is the desire to learn the curriculum. Those with more extensive preparation will easily adapt to required curriculums. If you do not have basic computer skills it is suggested that you enroll in A+ Essentials class prior to taking the Cisco CCNA program.

#### Requirements:

You should have a minimum of an eighth-grade level in reading, writing, and math.

#### Required Courses: Four courses, 280 hrs total

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

**AECO B74 Sec 176 (Semester 2-70 hrs)**  
**Mon, Wed** 1/26-4/13 6:00-9:30 p.m.  
 (no class 2/16, 3/16 & 3/18)  
**Cranford**

**AECO C74 Sec 176 (Semester 3-70 hrs)**  
**Mon, Wed** 4/15-6/29 6:00-9:30 p.m.  
 (no class 5/20 & 5/25)  
**Cranford**

### CCNA Test Prep for ICND1 640-822 and ICND2 640-816

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

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

**AECO A80-CCNA Test Prep for ICNDI (40 hrs)**

**AECO A80-CCNA Test Prep for ICNDI (40 hrs)**

### CCNA Security (90 hrs)

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

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

**AECO 308 Sec 186** **\$989**  
**Tue, Thu** 1/20-4/23 **6:00-9:30 p.m.**  
**(no class 3/17 & 3/19)**  
**Cranford**

## Prepare for Your Next Job by Getting IT Certified!



The IT industry has remained strong, even during a difficult economy, and Union County College offers preparation courses to become qualified and skilled IT professionals. The college is an official partner of Comp TIA and is a Regional Cisco Networking Academy. Get one of these industry IT certifications to help demonstrate you have the right skills to get hired.

See below for more details.

### CCNP • Cisco Certified Networking Professional

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

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

#### Required Courses: (294 hrs)

- AECO A78-CCNP1, Advanced Routing (98 hrs)
- AECO B78-CCNP2, Remote Access (98 hrs)
- AECO C78-CCNP3, Multilayer Switching (98 hrs)

### CompTIA Network +

#### CERTIFICATE PROGRAM

### CompTIA Network + Certification (80.5 hrs)

**Program Chairperson: William Kornecki (908) 497-4329**

**Email: Kornecki@ucc.edu**



Do you want to enter the growing IT field but have no or little prior knowledge of network technology?

This class is ideal if you have little networking experience and will prepare you to sit for the CompTIA Network + certification exam. Many companies such as Dell, HP, Ricoh, Sharp and Xerox recommend or require CompTIA Network+ for their networking technicians. If you take this course and pass the Network + certification exam you will be prepared for jobs such as network administrator, network installer, help desk technician, or IT cable installer. Several topics covered will include network basics, network-to-network communications, network security, wireless networking standards, and others.

**AECO A17**  
**Will be offered Summer 2015**

## Industry-Business Institute Basic Computer Skills Training

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

## MAC AND ICLOUD

### Mac OS X (3 hrs)

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

**AEGA 110 Sec 116** **\$52**  
**Mon** **2/09** **6:00-9:00 p.m.**  
**Cranford**

### iCloud—Getting Started (1.5 hrs)

iCloud is a server that automatically updates and backs up all your apps, files, and music every time you download or update anything. This class will help you get started on iCloud, Apple's free wireless syncing and online storage service and you will see how it can make syncing your contacts, mail, photos, documents and music effortless. This class will introduce you to iCloud, and the following: setting up iCloud, system requirements, enabling Photostream, enabling automatic downloads, and free storage.

**AECO 024 Sec 117** **\$25**  
**Mon** **4/06** **7:30-9:00 p.m.**  
**Cranford**

## MICROSOFT OFFICE SOFTWARE

### CERTIFICATE PROGRAMS

#### Microsoft Office Professional 2013 Beginner Level (30 hrs)

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

Required courses included in Beginner series are:

- Windows 7 Part 1—AECO A21
- Microsoft Word Beginner level—AECO A20
- Microsoft Excel Beginner—AECO A46
- Microsoft Access, Beginner—AECO A23
- Microsoft PowerPoint Beginner—AECO A70

For course descriptions, dates, and times see pages 15–16.

#### Microsoft Office Professional 2013 Intermediate Level (30 hrs)

The Intermediate series includes thirty 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 2013 Beginner Level.

Required Classes in Intermediate Series are:

- Microsoft Word Intermediate—AECO B20
- Microsoft Excel Intermediate—AECO B46
- PowerPoint Intermediate—AECO B70
- Access Intermediate—AECO B23

Electives (choose 1 for a total of 6 hours)

- Microsoft Project Part 1—AECO A34
- Microsoft Visio Beginner—AECO A87

For course descriptions, dates, and times see page 15–16.

#### Microsoft Office Professional 2013 Advanced Level (30 hrs)

The Advanced series includes thirty 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 2013 Beginner and Intermediate Level.

Required Classes in Intermediate Series are:

- Microsoft Word Advanced—AECO C20
- Microsoft Excel Advanced—AECO C46
- Access Advanced—AECO C23

Electives (choose 2 for a total of 12 hours)

- PowerPoint Part 2—AECO B70
- MS Visio Beginner—AECO A87
- MS Visio Advanced—AECO C87

For course descriptions, see page 15–16.



**Microsoft Word 2013 (6 hrs)**

Become familiar with this popular word processing software package. Please bring a flash drive to save your files.

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

**Intermediate.** Covers working with Tables and Charts, navigation and selection techniques, styles, sections and columns, Inserting Images and graphic elements, controlling text flow, templates, mail merge, labels and envelopes, using macros. **Prerequisite:**

**Word 2013 Beginner.**

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

Book available at Union County College bookstore

**Beginner (6 hrs)**

AECO A20 Sec 110 \$115  
 Mon 1/26 8:30 a.m.-3:30 p.m.  
 Cranford

AECO A20 Sec 187 \$115  
 Tue, Thu 2/03-2/05 7:00-10:00 p.m.  
 Cranford

AECO A20 Sec 260 \$115  
 Sat 3/14 8:30 a.m.-3:30 p.m.  
 Elizabeth (Kellogg Building)

**Intermediate (6 hrs)**

AECO B20 Sec 110 \$115  
 Mon 2/02 8:30 a.m.-3:30 p.m.  
 Cranford

AECO B20 Sec 187 \$115  
 Tue, Thu 2/10-2/12 7:00-10:00 p.m.  
 Cranford

AECO B20 Sec 260 \$115  
 Sat 3/28 8:30 a.m.-3:30 p.m.  
 Elizabeth (Kellogg Building)

**Advanced (6 hrs)**

AECO C20 Sec 187 \$115  
 Tue, Thu 4/14-4/16 7:00-10:00 p.m.  
 Cranford

**Excel 2013 (6 hrs)**

Become familiar with the newest version of this popular spreadsheet software. Microsoft Windows XP, 7 or equivalent recommended. Please bring a flash drive to save your files.

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

**Intermediate.** Covers using multiple worksheets, advanced formatting, apply ranges, using functions to analyze data, using lists and tables, sorting and filtering, creating charts, working with pivot tables and charts, styles and themes, inserting graphics.

**Prerequisite:** Excel 2013 Beginner or equivalent knowledge.

**Advanced.** Covers automating worksheets macros, conditional formatting, auditing worksheets, analyzing and presenting data, working with multiple workbooks, exporting and importing data, logical and statistical functions, lookups and data tables.

**Prerequisite:** Excel 2013 Beginner and Intermediate or equivalent knowledge.

Book available at Union County College bookstore.

**Beginner (6 hrs)**

AECO A46 Sec 177 \$115  
 Mon, Wed 2/23-2/25 7:00-10:00 p.m.  
 Cranford

AECO A46 Sec 187 \$115  
 Tue, Thu 3/10-3/12 7:00-10:00 p.m.  
 Cranford

AECO A46 Sec 287 \$115  
 Tue, Thu 2/17-2/19 6:00-9:00 p.m.  
 Elizabeth (Kellogg Building)

**Intermediate (6 hrs)**

AECO B46 Sec 177 \$115  
 Mon, Wed 3/02-3/04 7:00-10:00 p.m.  
 Cranford

AECO B46 Sec 187 \$115  
 Tue, Thu 3/24-3/26 7:00-10:00 p.m.  
 Cranford

AECO B46 Sec 287 \$115  
 Tue, Thu 2/24-2/26 6:00-9:00 p.m.  
 Elizabeth (Kellogg Building)

**Advanced (6 hrs)**

AECO C46 Sec 177 \$115  
 Mon, Wed 4/06-4/08 7:00-10:00 p.m.  
 Cranford

AECO C46 Sec 150 \$115  
 Fri 4/17 8:30 a.m.-3:30 p.m.  
 Cranford



**PowerPoint 2013 (6 hrs)**

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: Experience with Microsoft Windows XP, 7 or equivalent recommended. Please bring a flash drive to save your files.

**Part 1.** The beginner course introduces you to the fundamental features of PowerPoint. Learn the interface how to navigate through, create new presentations; format slides, modify text, draw objects, insert and use graphics, use tables, charts, and diagrams, transition and time presentations, preparing and deliver presentations.

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

**Prerequisite:** PowerPoint 2013 Part 1.

Book available at Union County College bookstore.

**Part 1 (6 hrs)**

AECO A70 Sec 177 \$115  
 Mon, Wed 4/13-4/15 7:00-10:00 p.m.  
 Cranford

**Part 2 (6 hrs)**

AECO B70 Sec 177 \$115  
 Mon, Wed 4/20-4/22 7:00-10:00 p.m.  
 Cranford

**Access 2013 (6 hrs)**

Acquire an understanding of this relational database. Prerequisite: Experience with Microsoft Windows XP, 7 or equivalent recommended.

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

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

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

Book available at Union County College bookstore.

**Beginner (6 hrs)**

**AECO A23 Sec 150** \$115  
**Fri** 2/20 8:30 a.m.-3:30 p.m.  
**Cranford**

**Intermediate (6 hrs)**

**AECO B23 Sec 150** \$115  
**Fri** 2/27 8:30 a.m.-3:30 p.m.  
**Cranford**

**Advanced (6 hrs)**

**AECO C23 Sec 150** \$115  
**Fri** 3/06 8:30 a.m.-3:30 p.m.  
**Cranford**

**Clases de computadora en español (Certificado Básico)**

**Computer Software Specialist Certificate**



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) y prepararse para futuros empleos. Estos cursos se enseñan en español. Al final del programa se otorgará un certificado.

**Cursos Requeridos:**

- AECE 010 – Mecanografía
- AECE 020 – Introducción a la Computación
- AECE A19 – Introducción a Ventanas 7

**Electivos: Seleccione Dos**

- AECE A20 – Word 2010 Básico
- AECE A46 – Excel 2010 Básico
- AECE A70 – PowerPoint 2010 Básico

Ver página 23 para más detalles.

**Microsoft Project 2013 (6 hrs)**

Project management requires detailed recordkeeping. Microsoft Project 2010 meets or exceeds all standards proposed by the Project Management Institute (PMI). This two part course demonstrates how to create a complete project plan (Part 1) and record project progress (Part 2). To save your files, please bring a flash drive.

**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.

Book available at Union County College bookstore

**Part 1 (6 hrs)**

**AECO A34 Sec 160** \$125  
**Sat** 1/31-2/07 12:30-3:30 p.m.  
**Cranford**

**Part 2 (6 hrs)**

**AECO B34 Sec 160** \$125  
**Sat** 2/14-2/21 12:30-3:30 p.m.  
**Cranford**

**Microsoft Visio Beginner (6 hrs)**

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

**AECO A87 Sec 187** \$125  
**Tue, Thu** 5/05-5/07 7:00-10:00 p.m.  
**Cranford**

**Microsoft Visio Advanced (6 hrs)**

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

**AECO C87 Sec 187** \$125  
**Tue, Thu** 5/12-5/14 7:00-10:00 p.m.  
**Cranford**

## STRUCTURED QUERY LANGUAGE (SQL)

### CERTIFICATE PROGRAM

#### Structured Query Language (SQL)

**Program Chairperson: Darin Wright**  
**Email: [dwright@heuristiclearning.com](mailto:dwright@heuristiclearning.com)**

The SQL Certification Program will provide you with a solid understanding of relational databases and SQL. You will learn the history and evolution of SQL; data-base terms and concepts; gain an understanding of the varying syntax between the different SQL implementations; the roles of American National Standards and ISO (International Standards Organization) as it relates to the evolution of SQL; the major SQL components (Data Query Language, Data Manipulation Language, Data Definition Language, Data Control Language and Transaction Command Control) and how each component is used to interact with a database.

Gain an understanding on the different database objects such as tables, columns, keys, indexes, queries, stored procedures, and triggers. You will also learn about the various levels of data models (conceptual, logical, and physical), and how to use data modeling techniques such as Entity-Relationship Diagrams (ERD). This class will also teach about the levels of data integrity and constraints; rules of data normalization, data types, and methods for effective database design and development.

Learn how to create SQL statements to retrieve, insert, update and delete data; how to include functions within SQL statements; and how to create complex queries, stored procedures and triggers. Microsoft Access and SQL Server databases will be used during the program.

You must complete all five modules to receive the certificate.

Note: Not all classes offered every term.

#### Required Courses: (90 hrs)

- AECO 041-Database Fundamentals and Introduction to SQL (18 hrs)
- AECO 042-SQL Statements (18 hrs)
- AECO 043-Extending SQL (18 hrs)
- AECO 044-Building a Database with SQL (18 hrs)
- AECO 045-Managing a DB with SQL Statements (18 hrs)

## Cisco Certified Networking Associate (CCNA) Program



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

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

See pages 11–12 in the brochure for more details on this program.

### SQL Statements (18 hrs)

This module covers methods for extending the functionality of the Data Query Language component of SQL–SELECT statement. Students will learn more about Select statements and the commonly associated elements; sorting results; how to incorporate Where clauses; gain understanding expressions including table expressions; and aliases/pseudonyms; how to use aggregate and scalar functions; and Group By statements.

**AECO 042 Sec 136** **\$299**  
**Wed** **1/28-3/04** **6:00-9:00 p.m.**  
**Cranford**

### Continuing Education Credits for Accountants

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

## CONSTRUCTION AND FIRE CODE

### UNIFORM CONSTRUCTION CODE

These courses are open to anyone with an interest in construction and mandatory for those desiring licensure. Regulations of the New Jersey Uniform Construction Code require that candidates for licensure complete specified educational courses. The Continuing Education Department at Union County College has been approved by the New Jersey Department of Community Affairs (DCA) to offer these courses, which are conducted in accordance with N.I.A.C. 5:23-5.20. It is required that you take the courses in the appropriate sequence (RCS, ICS, HHS). Students with questions about licensing requirements and procedures should call the DCA at (609) 984-7834. The State of 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 if you are taking the administrative courses of the Uniform Construction Code Courses. Additional text books may be required dependent upon the specific course. Call the Publications Office at (609) 984-0040 or order online at [www.nj.gov/dca/divisions/codes/forms/pubsubs\\_subs\\_orderform.pdf](http://www.nj.gov/dca/divisions/codes/forms/pubsubs_subs_orderform.pdf). Allow 4-6 weeks for delivery.

**Beginning Fall 2014, the Uniform Construction Code courses will be offered on a regional basis at community colleges in New Jersey. For information regarding available courses, please visit [www.state.nj.us/dca/divisions/codes/forms/pdf\\_licensing/ucc\\_c\\_grid.pdf](http://www.state.nj.us/dca/divisions/codes/forms/pdf_licensing/ucc_c_grid.pdf). Please check with individual colleges to confirm the status of a course: [www.state.nj.us/dca/divisions/codes/forms/pdf\\_licensing/cc\\_contact.pdf](http://www.state.nj.us/dca/divisions/codes/forms/pdf_licensing/cc_contact.pdf).**

### UNIFORM CONSTRUCTION CODE COURSES AT IBEW LOCAL 102 IN PARSIPPANY!

We are pleased to offer IBEW Local 102 members the opportunity to take Uniform Construction Code courses in Parsippany!

Regulations of the New Jersey Uniform Construction Code require that candidates for licensure complete specified educational courses. The Continuing Education department at Union County College has been approved by the New Jersey Department of Community Affairs (DCA) to offer these courses, which are conducted in accordance with N.I.A.C. 5:23-5.20. 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). Contact the Local 102 office in Parsippany directly to register for these courses.

After taking the required courses, contractors also need to pass National Exams. Students needing additional material and training for the national exams or with questions about requirements or textbooks should contact the DCA Licensing Unit at 609-984-7834 or [www.nj.gov/dca/codes/licensingunit/index.html](http://www.nj.gov/dca/codes/licensingunit/index.html) or the publications office at 609-984-0040.

#### Construction Official (45 hrs)

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

**AEIC 561 Sec 186** **\$450**  
**Tue, Thu** **2/17-4/14** **6:30-9:30 p.m.**  
**(no class 3/17 & 3/19)**  
**Cranford**

#### Subcode Official (45 hrs)

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

**AEIC 562 Sec 186** **\$450**  
**Tue, Thu** **4/16-6/04** **6:30-9:30 p.m.**  
**Cranford**

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

This course teaches you 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. You are required to purchase the 2009 National Standard Plumbing Code, 2009 ICC International Mechanical Code and the 2009 ICC International Fuel Gas Code (IFGC).

**AEIC 131 Sec 286** **\$720**  
**Tue, Thu** **1/27-5/14** **6:00-10:00 p.m.**  
**(no class 3/17 & 3/19)**  
**Elizabeth (Kellogg Building)**

**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).

**AEIC 211 Sec 286** **\$450**  
**Tue, Thu** 1/27-4/09 **6:00-9:00 p.m.**  
 (no class 3/17 & 3/19)  
 Elizabeth (Kellogg Building)

**Building Inspector R.C.S. (90 hrs)**

This course covers the following: Structural Systems-Structural Designs and Analysis Techniques, Fire Protection Systems-systems design and installation practices, mechanical Systems-general requirements of electrical and plumbing sub-codes, and Plan Review and Field Inspection.

**AEIC 102 Sec 276** **\$620**  
**Mon, Wed** 2/02-6/01 **6:00-9:00 p.m.**  
 (no class 2/16, 3/16, 3/18 & 5/20)  
 Elizabeth (Kellogg Building)



**FIRE CODE**

**Fire Inspector-N.J. Uniform Fire Code (90 hrs)**

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

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

You will meet the standards required by the State to become a certified Fire Inspector when you pass this course and the State test. The N.J. Uniform Fire Code book is required for this class. To obtain a Code book contact:

Department of Community Affairs  
 Division of Fire Safety Publications Unit  
 Attn: Marylain Kemp  
 P.O. Box 809  
 Trenton, NJ 08625  
 609-633-7129

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

**AEIC 190 Sec 276** **\$620**  
**Mon, Wed** 2/02-6/01 **6:00-9:00 p.m.**  
 (no class 2/16, 3/16, 3/18 & 5/20)  
 Elizabeth (Kellogg Building)

## ELECTRONICS AND APPLIANCE REPAIR

### CERTIFICATE PROGRAM

#### Appliance Repair Basics (48 hrs)

**Program Chairperson: Mario Santos  
(908) 403-0313**

**Email: msantos@ucc.edu**

This hands-on course covers the basic operation and typical troubleshooting techniques needed to correct the most common failures affecting major consumer appliances. The course requires no previous knowledge of electronics or electricity to enroll. You will learn the basic skills necessary to pinpoint typical malfunctions by working on actual appliance parts and circuits similar to those found in major household appliances. You may benefit from this class if you are considering a career change, want to be self-employed, or if you have recently lost your job.

This course explains the general operation for each system typically found in gas and electric ranges, gas and electric clothes dryers, clothes washers, dish washers, and microwave ovens. The material presented will help you resolve the majority of malfunctions commonly repaired by repair professionals. This course also introduces the schematic symbols for appliance-related components and you will receive an overview of practical techniques and fundamental rules and concepts needed to troubleshoot typical malfunctions. Using a digital and/or analog multi-meter, you will spend most of your time performing typical tests on real-world parts and live circuits similar to those found in today's high-tech consumer appliances.

**AEET 101 Sec 296** **\$750**  
**Mon-Thu 2/02-2/23 6:00-10:00 p.m.**  
 (no class 2/16)  
**Elizabeth (Kellogg Building)**

### CERTIFICATE PROGRAM

#### Electronics Technician (120 hours)

**Program Chairperson: Mario Santos  
(908) 403-0313**

**Email: msantos@ucc.edu**

This high-tech and in-demand training may bring you new opportunities for career change or self-employment, particularly if you have recently lost your job. Upon successful completion, you will have acquired knowledge and skills to troubleshoot and repair electronic, electrical and electro-mechanical systems typically found in airplanes, ships, cars, communications and navigation equipment, audio and video equipment, medical equipment, industrial machines, robotics, toys and many other high-tech sectors of the economy. This hands-on program is presented in plain English and requires no previous knowledge of electronics. In it you will learn through intensive lab sessions with actual electronic parts and circuits similar to those typically found in commercial, consumer and industrial electronic equipment.

#### Required Classes:

- AEET 104-Introduction to Electronics (40 hrs)
- AEET 105-Understanding Testing Equipment and Troubleshooting (20 hrs)
- AEET 106-Understanding and Troubleshooting Electronic Systems (60 hrs)

#### Introduction to Electronics (40 hrs)

Upon completion of this module, you will have a practical and realistic understanding of the key laws, rules and concepts that affect the installation, maintenance and troubleshooting methodology for virtually all types of electronic machines. You will also understand the general operation, typical applications, and routine malfunctions for the major electronic, electrical, and electro-mechanical devices commonly used. You will identify and test components both in and out of a circuit board. Electronic component symbols are also discussed and you will learn to read and interpret various types of technical diagrams and be able to relate component symbols to real-life hardware, and vice versa.

**AEET 104 Sec 296** **\$600**  
**Mon-Thu 3/02-3/24 6:00-10:00 p.m.**  
 (no class 3/16-3/19)  
**Elizabeth (Kellogg Building)**

#### Understanding Testing Equipment and Troubleshooting (20 hrs)

Upon completion of this module, you will be able to use testing equipment to measure AC and DC voltage and current. You will 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. You will also discuss and employ several other instruments throughout this module. You will spend considerable hands-on time performing typical live measurements on a wide variety of real-life circuits provided for class practice and enhance your understanding of troubleshooting methods by wiring and/or working on real-life "bugged" circuits.

**AEET 105 Sec 296** **\$600**  
**Mon-Thu 3/25-4/01 6:00-10:00 p.m.**  
**Elizabeth (Kellogg Building)**

#### Understanding and Troubleshooting Electronic Systems (60 hrs)

Upon completion of this module, you will have a practical and realistic understanding of the operation, troubleshooting, and repair of key electronic circuits commonly found in a wide variety of machines. You will learn about circuits including DC power supplies, power inverters, timing circuits, sensing circuits, signal amplifier circuits, motor drive circuits, logic circuits, and microprocessor-based circuitry, and many other relevant supporting circuits provided for class practice.

**AEET 106 Sec 296** **\$600**  
**Mon-Thu 4/06-4/29 6:00-10:00 p.m.**  
**Elizabeth (Kellogg Building)**

## FOREIGN LANGUAGE

### Level 1 Classes

If you are interested in learning a foreign language, enroll in one of these introductory courses to learn basic speaking, reading, and writing skills. Level 1 classes will teach foreign language skills essential for communicating with co-workers, clients or even on a trip to another country. Instruction in elementary grammar and useful daily expressions will be presented as will culture and geography.

### Level 2 Classes

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

#### Spanish 1 (15 hrs)

**AELA A10 Sec 137** **\$129**  
Wed 2/04-3/11 7:00-9:30 p.m.  
Cranford

#### Spanish 2 (15 hrs)

**AELA B10 Sec 137** **\$129**  
Wed 3/25-4/29 7:00-9:30 p.m.  
Cranford

#### French 1 (15 hrs)

**AELA A60 Sec 160** **\$129**  
Sat 2/07-3/14 10:00 a.m.-12:30 p.m.  
Cranford

#### French 2 (15 hrs)

**AELA B60 Sec 160** **\$129**  
Sat 3/28-5/09 10:00 a.m.-12:30 p.m.  
(no class 4/04)  
Cranford

## PERSONAL WELLNESS

**New**

### Seva Stress Release for Self-Care and Others (6 hrs)

Seva in Sanskrit means compassionate, selfless service. In this six-hour workshop participants will learn about the healing and transformative power of acupressure through a simple, easy to learn acupressure protocol and style of touch. This protocol can be used for self-care and with others (family, friends, patients and clients) to reduce stress and anxiety, promote relaxation, and enhance well-being. Participants will also learn and experience Chakra Tai Chi, a body-mind movement practice for self-care. No previous professional health training or special equipment is needed. The Seva protocol can be administered in about 20 minutes to fully-clothed individuals. Continuing education available for nurses, massage therapists, Asian body workers.

**AELP 481 Sec 160** **\$99**  
Sat 3/07 9:00 a.m.-3:30 p.m.  
(1/2-hour lunch on own)  
Cranford

**New**

### Care for the Caregiver (12 hrs)

Caring for ourselves is one of the most important but one of the most overlooked aspects of being a personal or professional caregiver. Learning self-care skills and strategies is a vital form of prevention for individuals at risk for burnout, compassion fatigue, emotional exhaustion, disrupted relationships, and reduced job performance and satisfaction. In this workshop participants will: (1) explore the caregivers journey; (2) increase awareness and ability to manage stress; (3) strengthen resilience; (4) develop an action plan using personal strengths and resources for support; (5) learn simple body-mind self-care practices that maximize health and well-being.

**AELP 482 Sec 136** **\$198**  
Wed 4/08-4/29 6:30-9:30 p.m.  
Cranford

**New**

### Alzheimer's Disease and Dementia Care (8 hrs)

This course designed to give attendees the edge in successfully providing care for people with dementia in a variety of settings. The seminar will outline diagnosis, prognosis, treatment, communication, feelings, depression, repetitive behavior, aggressive behaviors, paranoia, hallucinations, wandering, hoarding, catastrophic reactions, intimacy and sexuality, personal care, pain, nutrition, activities, environment, staff and family support, diversity and cultural competence, spiritual care, end of life considerations, abuse, and neglect.

**AELP 483 Sec 186** **\$135**  
Tue, Thu 4/21-4/30 6:30-8:30 p.m.  
Cranford

### Stop Smoking with Hypnosis (1 hr)

Through hypnosis, smoking cessation is easily achieved in a one hour session. Eliminate the craving for tobacco while minimizing discomfort.

Please bring a small pillow to class. Reinforcement CD is strongly recommended and is available for purchase for \$18.

**AELP 105 Sec 116** **\$59**  
Mon 3/23 6:30-7:30 p.m.  
Cranford

### Lose Weight with Hypnosis (1 hr)

Through hypnosis, weight loss is easily and painlessly attained. Shed unwanted pounds and keep them off in a safe, effective program.

Please bring a small pillow to class. Reinforcement CD is strongly recommended and available for purchase for \$18.

**AELP 104 Sec 117** **\$59**  
Mon 3/23 7:30-8:30 p.m.  
Cranford

### Relaxation through Hypnosis (1 hr)

You can reduce your stress using creative visualization, imagery, and hypnosis techniques, improving the quality of your life. Achieve relaxation without much effort or time.

Reinforcement CD is strongly recommended and available for purchase for \$18.

**AELP 116 Sec 118** **\$59**  
Mon 3/23 8:30-9:30 p.m.  
Cranford

# ENGLISH AS A SECOND LANGUAGE

**CONTINUING  
EDUCATION**  
...for a better life

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

## Beginning Grammar (24 hrs)

Practice basic grammar and simple instructions. For beginners.

**AEEN A11 Sec 160** **\$199**  
**Sat** 1/31-5/02 9:00-11:00 a.m.  
(no class 3/21 & 4/04)  
**Cranford**

## Beginning Conversation (24 hrs)

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

**AEEN A01 Sec 160** **\$199**  
**Sat** 1/31-5/02 11:15 a.m.-1:15 p.m.  
(no class 3/21 & 4/04)  
**Cranford**

## Intermediate Grammar (24 hrs)

Continue practicing basic grammar and simple instructions.

**AEEN B11 Sec 160** **\$199**  
**Sat** 1/31-5/02 9:00-11:00 a.m.  
(no class 3/21 & 4/04)  
**Cranford**

## Intermediate Conversation (24 hrs)

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

**AEEN B01 Sec 160** **\$199**  
**Sat** 1/31-5/02 11:15 a.m.-1:15 p.m.  
(no class 3/21 & 4/04)  
**Cranford**



## Advanced Conversation (24 hrs)

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

**AEEN C16 Sec 160** **\$199**  
**Sat** 1/31-5/02 9:00-11:00 a.m.  
(no class 3/21 & 4/04)  
**Cranford**

## American English Pronunciation (24 hrs)

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

**AEEN 323 Sec 160** **\$199**  
**Sat** 1/31-5/02 11:15 a.m.-1:15 p.m.  
(no class 3/21 & 4/04)  
**Cranford**

## Writing for ESL Students (24 hrs)

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.

**AEEN 324 Sec 227** **\$199**  
**Tue** 2/03-4/28 7:00-9:00 p.m.  
(no class 3/17)  
**Elizabeth (Kellogg Building)**



**PROGRAMAS DE  
COMPUTADORA**

**PROGRAMA DE CERTIFICADO**

**Computer Software Specialist  
Certificate (Certificado Básico)**

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–Mecanografía
- AECE 020–Introducción a la Computación
- AECE A19–Introducción a Ventanas 7

**Electivos: Seleccione Dos**

- AECE A20–Word 2013 Básico
- AECE A46–Excel 2013 Básico
- AECE A70–PowerPoint 2013 Básico

**Mecanografía (12 hrs)**

AECE 010 Sec 260 \$119  
Sat 1/24-2/07 8:30 a.m.-12:30 p.m.  
Elizabeth (Kellogg Building)

**Introducción a la Computación (8 hrs)**

AECE 020 Sec 260 \$99  
Sat 2/14-2/21 8:30 a.m.-12:30 p.m.  
Elizabeth (Kellogg Building)

**Ventanas 7 (8 hrs)**

AECE A21 Sec 260 \$99  
Sat 2/28-3/07 8:30 a.m.-12:30 p.m.  
Elizabeth (Kellogg Building)



**Microsoft Word 2013, Básico (8 hrs)**

AECE A20 Sec 260 \$99  
Sat 3/14-3/28 8:30 a.m.-12:30 p.m.  
(no class 3/21)  
Elizabeth (Kellogg Building)

**Excel 2013, Básico (8 hrs)**

AECE A46 Sec 260 \$99  
Sat 4/11-4/18 8:30 a.m.-12:30 p.m.  
Elizabeth (Kellogg Building)

**PowerPoint 2013, Básico (8 hrs)**

AECE A70 Sec 260 \$99  
Sat 4/25-5/02 8:30 a.m.-12:30 p.m.  
Elizabeth (Kellogg Building)

**PROGRAMA DE CERTIFICADO**

**Computer Software  
Specialist Certificate  
(Certificado Intermedio)**

Usted debe tomar los cursos básicos antes de registrarse para el certificado intermedio o tener experiencia previa en Word, Excel, PowerPoint y Access básico.

El certificado intermedio está diseñado para personas con conocimiento básico de Word, Excel, PowerPoint y Access que desean expandir sus conocimientos.

**Cursos Requeridos**

- AECE B20–Word 2013 Intermedio
- AECE B46–Excel 2013 Intermedio
- AECE A23–Access 2013 Básico
- AECE B70–Powerpoint 2013 Intermedio

**Microsoft Word 2013, Intermedio (8 hrs)**

AECE B20 Sec 261 \$99  
Este curso se ofrecerá en el verano 2015

**Excel 2013, Intermedio (8 hrs)**

AECE B46 Sec 261 \$99  
Este curso se ofrecerá en el verano 2015

**Access 2013, Básico (8 hrs)**

AECE A23 Sec 261 \$99  
Este curso se ofrecerá en el verano 2015

**PowerPoint 2013, Intermedio (8 hrs)**

AECE B70 Sec 261 \$99  
Este curso se ofrecerá en el verano 2015

# GENERAL INFORMATION

## IBEW LOCAL 102 • SPRING 2015

All classes are free upon approval of the JATC. Prices are for the sole use of Union County College and the JATC. For more information about our programs, visit our website at [www.ucc.edu/noncredit/ibewtrainingprograms.aspx](http://www.ucc.edu/noncredit/ibewtrainingprograms.aspx). The latest program brochures will be posted.

### ELIGIBLE PARTICIPANTS

- You must be an active member of Local 102, and your dues must be current.
- You may register for up to two classes per semester.
- All classes will be submitted to the Joint Apprenticeship Training Committee (JATC) for approval prior to the start of class by Union County College.
- If you fail or drop a class after the allowable withdrawal period, as provided for in the Union County College withdrawal policy (see below) you will be suspended from this continuing education program until restitution has been made to the JATC.
- The JATC will pay for class registration and a parking pass for the Union County College campus. Any other material needed for class is the responsibility of the student.

### REGISTRATION

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

#### FAX-IN (PREFERRED)

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

#### MAIL-IN

Use the registration form located in this booklet. A separate form is required for each person registering. Photocopies are acceptable. Mail completed form to:

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



### CLASS CANCELLATION

If your class is cancelled due to low enrollment, you will be notified by phone or email.

### WITHDRAWALS/REFUNDS

To withdraw from a course or seminar, you must notify the Continuing Education Office in writing or in person immediately with written notification received five days prior to the first class session. 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

Upon completed registration and approval by the Local 102 JATC, a parking hang tag can be issued by the Public Safety Office in Cranford (Room N-31) or in Elizabeth, Lessner building. To receive a parking hang tag you will need to take your approved registration, issued by Lisa Hiscano, to the Public Safety office. Tags may be obtained weekdays from 8:30 a.m. to 6:30 pm. Tags are not mailed. You will be ticketed if you do not have a hang 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)

**Television—WCBS TV News Channel 2**

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

Check [www.ucc.edu/noncredit](http://www.ucc.edu/noncredit) for updates.

### CAMPUS LOCATIONS

#### Cranford Campus

1033 Springfield Ave. • Cranford, NJ 07016-1599  
(908) 709-7000

#### Elizabeth Campus

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

#### Plainfield Campus

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

#### Scotch Plains Campus

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



**Noncredit Program Staff**

**Lisa Hiscano, Ed.D.**

*Director, Continuing and Professional Education*

**Shirley Hollie-Davis**

*Assistant Dean, Center for Economic and Workforce Development*

**Joanne Kula**

*Assistant Director, Continuing Education*

**Annette Castro**

*Office Manager/Coordinator, Continuing Education*

**Lori Fragoso**

*Allied Health Programs*

**Denise Petrosky**

*Training Operations Manager, Industry-Business Institute*

**Tiwanna Ellerbe**

*Secretary*

**Nicoleen Jones**

*Secretary*

**Michelle Douglass**

*Secretary*

**Jennifer Camacho**

*Data Entry Clerk*

**Contact Information:**

Continuing Education Main Number  
908-709-7600

Industry-Business Institute  
908-965-2358

Center for Economic and Workforce Development  
908-659-5169

## A

A + Hardware Certificate.....	12
A + Software Certificate.....	12
Accounting.....	2
Appliance Repair Basics.....	20

## B

Building Inspector.....	19
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## C

Certified Fiber Optics Technician (CFOT).....	11
Certified Fiber Optics Specialist in Testing and Maintenance (CFOS/T).....	11
Certified Fiber Optics Specialist Outside Plant (CFOS/O).....	11
Cisco Certified Networking Associate (CCNA), Test Prep, and Security.....	12, 13
Cisco Certified Networking Professional (CCNP).....	12, 13
Communication Skills for Managers.....	5, 9
Comp TIA Network +.....	12
Computer Training.....	10
Computerized Accounting Records.....	11
Computers for Beginners.....	10
Construction Code.....	18
Construction Official.....	18
Cursos en español.....	23

## D

Database Fundamentals and Introduction to SQL.....	17
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## E

Effective Writing.....	4
Electrical Inspector, I.C.S.....	19
Electronics Technician.....	20
ESL (English as a Second Language) Classes.....	22
ESL: Advanced Conversation.....	22
ESL: American English Pronunciation.....	22
ESL: Beginning Conversation.....	22
ESL: Beginning Grammar.....	22
ESL: Intermediate Conversation.....	22
ESL: Intermediate Grammar.....	22
ESL: Writing for ESL Students.....	22

## F

Fiber Optics.....	11
Fire Inspector.....	19
First Line Supervision.....	8
French 1.....	21
French 2.....	21
Fundamentals of Federal Taxation.....	3
Fundamentals of Human Resources.....	5
Fundamentals of New Jersey Taxation.....	3

## H

How to Manage Conflict in the Organization.....	8
Human Resources.....	4

## I

iCloud—Getting Started.....	14
Introduction to Electronics.....	20
Introduction to Lean Six Sigma.....	6
Introduction to QuickBooks 2013.....	2, 11

## K

Keyboarding.....	10
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## L

Leadership Skills for Managers.....	9
Lean Six Sigma.....	5, 6
Lose Weight with Hypnosis.....	21

## M

Mac OSX.....	14
Management Certificate.....	8
A Manager's Guide to Human Behavior.....	8
Microsoft Access 2013.....	16
Microsoft Excel, Beginner, Intermediate, Advanced.....	15
Microsoft Office Professional Beginner, Intermediate, Advanced.....	14
Microsoft Powerpoint 2013.....	15
Microsoft Project 2013.....	16
Microsoft Windows 7.....	10
Microsoft Word 2013.....	15
Microsoft Visio Beginner.....	16
Microsoft Visio Advanced.....	16

## N

No Nerves Public Speaking.....	4
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## P

Performance Management.....	5
Plumbing Inspector I.C.S.....	18
Practical Accounting.....	2
Project Leadership and Communications Management.....	10
Project Management Certificate.....	9
Project Quality and Stakeholder Management.....	10
Project Risk and Procurement Management.....	10
Project Time and Cost Management.....	10

## R

Recruiting, Interviewing and Selecting Employees.....	5
Relaxation through Hypnosis.....	21

## S

Seva Stress Release for Self-Care and Others.....	21
Six Sigma Bridge to Black Belt.....	6
Six Sigma Green Belt.....	6
Spanish 1.....	21
Spanish 2.....	21
Stop Smoking with Hypnosis.....	21
Structured Query Language.....	17
Subcode Official.....	18
Succession Planning: Developing Leaders from Within.....	5

## U

Understanding and Troubleshooting Electronic Systems.....	20
Understanding Testing Equipment and Troubleshooting.....	20



# IBEW LOCAL 102 REGISTRATION FORM

ATTN: Lisa Hiscano; Fax 908-709-7070

All classes are free upon approval of the JATC. Prices are for the sole use of Union County College and the JATC.

## UNION COUNTY COLLEGE • CONTINUING EDUCATION • IBEW LOCAL 102 REGISTRATION FORM

_____	_____	_____
Last Name	First Name	M.I.

_____
Street Address (including apartment number)

_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
City/Town	State	Zip	Telephone	<input type="checkbox"/> Home	<input type="checkbox"/> Work	<input type="checkbox"/> Cell			

_____
E-mail Address

Male  Female      Date of Birth \_\_\_\_\_      Have you attended Union County College before?  Yes  No

CWID# (returning students) \_\_\_\_\_      IBEW Local 102 Member ID# \_\_\_\_\_

### PLEASE ENTER YOUR COURSE SELECTION(S)

COURSE CODE	NUMBER	SECTION	START DATE (MM/DD/YY)	COURSE TITLE	TUITION
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.

<b>STUDENT ACCOUNTS ONLY:</b>	
Pay Code _____	Amount _____
Date _____	Cashier _____

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).

**FAX TO: 908-709-7070**

**MAIL TO: CONTINUING EDUCATION, Union County College, 1033 Springfield Ave., Cranford, NJ 07016-1599**

Union County College does not discriminate on the basis of race, color, national origin, sex, marital status, religion, age, disability, handicap, or other legally protected status in its provision of employment, education and activities, or other services.



**INDUSTRY-BUSINESS  
INSTITUTE**

40 West Jersey Street  
Elizabeth, NJ 07202

# Free Computer Skills Classes for Employees of New Jersey Businesses

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

*These free Microsoft Office 2013 courses are offered in cooperation with the New Jersey Business and Industry Association under a grant program funded by the New Jersey Department of Labor and Workforce Development.*

## MS Excel Part 1 (8 hours)

You will create and edit basic MS Excel 2013 worksheets and workbooks. Create a basic worksheet by using MS Excel 2013; perform calculations in an Excel worksheet; modify an Excel worksheet; format a worksheet; print the content of an Excel workbook and manage an Excel workbook.

## MS Excel Part 2 (8 hours)

You will organize table data, present data as charts, and enhance the look and appeal of workbooks by adding graphical objects in MS Excel 2013. Use advanced formulas; organize worksheet and table data using various techniques; create and modify charts; analyze data using PivotTables, Slicers, and PivotCharts; insert and modify graphic objects in a worksheet; and customize and enhance workbooks and the MS Excel environment.

## MS Word Part 1 (8 hours)

Create a basic Word document; edit a document; format text; format paragraphs; insert a table; insert special characters and graphical objects; control the page setup and appearance of a Word document; and proofread documents for accuracy using MS Word 2013.

## MS Word Part 2 (8 hours)

Using MS Word 2013 you will manage lists; customize tables and charts; customize the formatting of a document using styles and themes; modify pictures in a document; create customized graphic elements; insert content using Quick Parts; control text flow; use templates to automate document creation; use the mail merge function and use macros to automate common tasks.

## PowerPoint (8 hours)

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

## MS Outlook (8 hours)

You will use MS Outlook 2013 to compose and send email, schedule appointments and meetings, manage contact information, schedule tasks and create notes.

## Windows 7 O/S (8 Hours)

You will log on to Windows 7, explore its interface, identify the different components in the interface, customize the Windows 7 Desktop, manage files and folders, use the common tools and programs available in Windows 7, and browse the Internet.

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

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

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## NJBIA-8 Computer Skills Classes, Spring 2015

*All classes meet 8:30 a.m.–5:00 p.m.*

Class Name	Date	Campus
Excel 1	Wed, 2/25	Cranford
Excel 1	Fri, 3/20	Elizabeth
Excel 1	Wed, 5/20	Cranford
Excel 2	Wed, 4/15	Cranford
Excel 2	Wed, 5/06	Cranford
Excel 2	Fri, 6/12	Elizabeth
Word 1	Fri, 2/20	Elizabeth
Word 1	Wed, 3/25	Cranford
Word 2	Wed, 4/29	Cranford
Word 2	Fri, 5/15	Elizabeth
PowerPoint 1	Wed, 2/11	Cranford
PowerPoint 1	Fri, 3/06	Elizabeth
PowerPoint 2	Fri, 4/10	Elizabeth
PowerPoint 2	Wed, 6/17	Cranford
Outlook	Fri, 2/06	Elizabeth
Outlook	Wed, 3/11	Cranford
Windows 7	Fri, 4/24	Elizabeth
Windows 7	Wed, 6/03	Cranford



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

1033 Springfield Ave.  
Cranford, NJ 07016

**Dated Material**



**IBEW LOCAL 102 APPROVED  
CONTINUING EDUCATION COURSES  
SPRING 2015**