HUDSON COUNTY COMMUNITY COLLEGE

CONTINUING EDUCATION & WORKFORCE DEVELOPMENT

Empowering Learners

Building Careers

Strengthening Communities







CONTINUING EDUCATION

Build skills, earn credentials, explore personal interests, and pursue lifelong learning.

WORKFORCE DEVELOPMENT

Prepare for in-demand careers through industry-aligned training, credentials, and career pathways.

HUDSON FOR BUSINESS

Customized training and professional development to strengthen your organization.

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Continuing Education

The Office of Continuing Education at Hudson County Community College is where you can revitalize your career, upgrade your credentials, or grow your business. Perhaps you want to take a culinary class, learn an art, or sign up for an activity with your family and friends. Discover a wide variety of excellent non-credit classes, courses, seminars, and events that meet your current and future needs.

CONSTRUCTION MANAGEMENT

NICET Highway Level I Construction Inspection Certification Preparation

This course prepares students for the National Institute of Certified Engineers and Technicians (NICET) Level I Certification, a nationally recognized, industry-wide accepted program in Highway Construction Inspection. The NICET Certifications are most required by local and state jurisdictions and by federal agencies. The National Institute of Certified Engineers and Technicians has recognized our institution as an official training provider for NICET Certifications.

NICET Certification | 32 hours

https://www.hccc.edu/programs-courses/continuing-education/programs/professional-certifications/construction-management/nicet.html

NICET Highway Level II Construction Inspection Certification Preparation

This course prepares students for the National Institute of Certified Engineers and Technicians (NICET) Level II Certification, a nationally recognized and industry-wide accepted program in the field of Highway Construction Inspection. The NICET Certifications are most required by local and state jurisdictions and by federal agencies. The National Institute of Certified Engineers and Technicians has recognized our institution as an official training provider for NICET Certifications.

NICET Certification | 32 hours

https://www.hccc.edu/programs-courses/continuing-education/programs/professional-certifications/construction-management/nicet.html

NICET Highway Level III Construction Inspection Certification Preparation

This course prepares students for the National Institute of Certified Engineers and Technicians (NICET) Level III Certification, a nationally recognized and industry-wide accepted program in the field of Highway Construction Inspection. The NICET Certifications are most required by local and state jurisdictions and by federal agencies. The National Institute of Certified Engineers and Technicians has recognized our institution as an official training provider for NICET Certifications.

NICET Certification | 32 hours

https://www.hccc.edu/programs-courses/continuing-education/programs/professional-certifications/construction-management/nicet.html

NICET Soil Testing Level I Certificate Preparatory Course

The purpose of soil testing for construction is to determine the suitability of the soil for the type of construction to be done. NICET Certification levels outline a career path for advancement from entry-level to senior-level. Level I is for technicians who perform routine inspection and testing tasks under general daily supervision.

NICET Certification | 32 hours

https://www.hccc.edu/programs-courses/continuing-education/programs/professional-certifications/construction-management/nicet-2.html

NICET Soil Testing Level II Certificate Preparatory Course

The purpose of soil testing for construction is to determine the suitability of the soil for the type of construction to be done. NICET Certification levels outline a career path for advancement from entry-level to senior-level. Level II is for technicians who need to work more independently. These certifications enable the technicians to determine sampling frequencies and procedures, collect samples, conduct a variety of soil tests, observe soil construction operations, follow safe work practices, apply job hazard analyses, perform equipment calibration, and report test results and observations to engineers.

NICET Certification | 32 hours

https://www.hccc.edu/programs-courses/continuing-education/programs/professional-certifications/construction-management/nicet-2.html

NICET Asphalt Testing Level I Certificate Preparatory Courses

The prep course is designed for the inspectors, consultants, and contractors responsible for project inspection, quality control, quality assurance, and management of asphalt pavement operations. Certification provides in-depth knowledge of asphalt construction procedures and field inspection. Students will learn sampling, aggregate types and their behavior, asphalt mix design, and the latest field practices.

NICET Certification | 32 hours

https://www.hccc.edu/programs-courses/continuing-education/programs/professional-certifications/construction-management/asphalt.html

NICET Concrete Testing Level I Certificate Preparatory Course

The purpose of Concrete Testing for construction is to determine the suitability of the concrete for the type of construction to be done. NICET Certification levels outline a career path for advancement from entry-level to senior-level. Level I is for technicians performing routine inspection and testing tasks under daily supervision. Level II is for technicians who need to work more independently. These certifications are designed for field and laboratory technicians who test and inspect concrete work.

Certification in Concrete Testing helps students understand changing trends in the field of inspection, testing, safety, and environmental aspects of today's modern construction.

NICET Certification | 32 hours

https://www.hccc.edu/programs-courses/continuing-education/programs/professional-certifications/construction-management/concrete.html

Short Certificate in Engineering Structures

This certificate provides students with a basic knowledge of structural analysis and design for buildings, bridges, and other structures. Students investigate the behavior of structural systems and elements through design exercises, case studies, and load testing of models. Students design structures using timber, masonry, steel, and concrete and gain an appreciation of structural design, with an emphasis on environmental impact associated with large-scale construction.

Short certificates are fully transferable to the 1-year certificate and the A.A.S. degree in Construction Management.

Certificate of Completion | 52 hours

https://www.hccc.edu/programs-courses/continuing-education/programs/professional-certifications/construction-management/cm-short-certificates/index.html

Short Certificate in Construction Surveying and Site Planning

Students learn site development, site selection, site analysis, site plans, designs, and approval processes. Students are introduced to the principles of construction surveying, project layout, and operation of surveying equipment. Topics include: interaction of surveying with other disciplines; measurements, concepts, accuracy, precision, and leveling; methods for measuring distance, elevation angles, bearings, and azimuths using level instruments and transits; traverses and computations; basic topography and mapping. Laboratory and fieldwork experiences include a field trip to a nearby construction project to review equipment, site planning, and surveying procedures; and a team project to review the steps involved in site planning through the completion of two types of construction sites: a traverse and an as-built survey. Short certificates are fully transferable to the 1-year certificate and the A.A.S. degree in Construction Management.

Certificate of Completion | 63 hours

https://www.hccc.edu/programs-courses/continuing-education/programs/professional-certifications/construction-management/cm-short-certificates/index.html

Short Certificate in Construction Project Management

Students learn the processes, techniques, and procedures involved in a construction project from conception to completion. The certificate provides an opportunity to learn about common construction methods and materials involved. Students also learn technical skills involving the areas of cost control, scheduling, risk analysis, delay analysis, administrative procedures, safety regulations, labor relations, and record keeping. Short certificates are fully transferable to the 1-year certificate and the A.A.S. degree in Construction Management.

Certificate of Completion | 104 hours

https://www.hccc.edu/programs-courses/continuing-education/programs/professional-certifications/construction-management/cm-short-certificates/index.html

Short Certificate in Construction Cost Estimation (Quantity Surveying)

Students acquire a basic understanding of managing a project's cost in association with reading and interpreting construction blueprints. The certificate introduces the types of cost estimation from the conceptual design phase through the more detailed design phase of a construction project. In addition, the certificate highlights the importance of controlling costs and how to monitor project cash flow. Students develop a break-even analysis of construction tasks in a project. Short certificates are fully transferable to the 1-year certificate and the A.A.S. degree in Construction Management.

Certificate of Completion | 52 hours

https://www.hccc.edu/programs-courses/continuing-education/programs/professional-certifications/construction-management/cm-short-certificates/index.html

Short Certificate in Basic Engineering Calculations

This is a preparatory certificate for candidates who intend to pursue careers in Construction Management or Civil Engineering. The certificate develops an understanding of the science and mathematics involved in engineering. Students learn to perform mathematical calculations used in construction and project management. Students analyze physical laws and how to apply that analysis in engineering fields. Short certificates are fully transferable to the 1-year certificate and the A.A.S. degree in Construction Management.

Certificate of Completion | 63 hours

https://www.hccc.edu/programs-courses/continuing-education/programs/professional-certifications/construction-management/cm-short-certificates/index.html

Short Certificate in Construction Procedures, Materials, and Testing

Construction Procedures, Materials, and Testing is a certificate program that covers construction systems, material stresses, and other engineering concepts. The certificate provides an introduction to materials used in construction as well as techniques used in blueprint reading for building construction. Students learn about construction methods through demonstrations and lab experiments. The main emphasis is on structural steel, masonry, wood, reinforced concrete, and combined structural systems. Students develop an understanding of the construction process with different materials. They understand the relevant engineering and mathematical relationships. Plant Operations (asphalt plant, concrete plant) – rate of production vs. rate of installation/construction. Short certificates are fully transferable to the 1-year certificate and the A.A.S. degree in Construction Management.

Certificate of Completion | 52 hours

https://www.hccc.edu/programs-courses/continuing-education/programs/professional-certifications/construction-management/cm-short-certificates/index.html

Short Certificate in Construction Codes and Compliance

This certificate provides students with a theoretical understanding of how to examine new and old structures to ensure they are built properly and follow applicable building codes and safety regulations. This certificate provides an introduction to the basics of working in the building inspection field, with the knowledge of construction codes, required documentation protocol, and standard practices. Short certificates are fully transferable to the 1-year certificate and the A.A.S. degree in Construction Management.

Certificate of Completion | 52 hours

https://www.hccc.edu/programs-courses/continuing-education/programs/professional-certifications/construction-management/cm-short-certificates/index.html

Short Certificate in Construction Project Planning and Control

Students develop a basic understanding of project planning by comparing alternative designs and construction plans, methods of contracting, design management, and forms of information flow. Activities include writing a contract proposal, identifying core problems in a proposal and their mitigation, preparing master plan schedules, tendering procedures, contractor cost calculations, and bid preparation. Students learn to budget, to plan and schedule construction, to manage production, and to employ project controls. Students acquire a basic level of proficiency in appropriate software. Capstone project: Concepts introduced during the lecture will be reinforced during lab sessions. Short certificates are fully transferable to the 1-year certificate and the A.A.S. degree in Construction Management.

Certificate of Completion | 52 hours

https://www.hccc.edu/programs-courses/continuing-education/programs/professional-certifications/construction-management/cm-short-certificates/index.html

CANNABIS BUSINESS

Cannabis Compliance

This course provides basic knowledge of the law and regulations governing the cannabis industry. Students will be instructed on methods to track good compliance to ensure consumer health and safety and diversion prevention.

Certificate of Completion | 52 hours

https://www.hccc.edu/programs-courses/continuing-education/programs/business/cannabis-workshop.html

Cannabis Health and Safety

This course introduces the fundamentals of bio-security, various pests that pose a threat to cannabis production, and products throughout the entire vertical supply chain. The various insects, microbes, birds, and rodents that pose a threat to the production of quality cannabis are discussed. Students learn about leading integrated pest management theory, workplace sanitation, reporting, and accountability. Students are introduced to safe-handling procedures and the basics of OSHA.

Certificate of Completion | 52 hours

https://www.hccc.edu/programs-courses/continuing-education/programs/business/cannabis-workshop.html

Intro to Cannabis Industry

As the acceptance and availability of medical and adult-use cannabis rapidly increase, the opportunity to become a part of one of the fastest-growing industries in the U.S. is of interest to many. This course is designed to educate about the basics of cannabis and then introduce the learner to the myriad of employment opportunities, from cultivation to manufacturing to advertising and compliance.

Certificate of Completion | 8 hours

https://www.hccc.edu/programs-courses/continuing-education/programs/business/cannabis-workshop.html

Cannabis Dispensary Operations

The dispensary is often the first point of contact between patients/customers and the cannabis industry. Knowing how to address a patient's concerns and needs within the law is of primary importance. But it's also essential that dispensary personnel are educated about best practices for addressing and retaining patients, as well as understanding, handling, and storing cannabis products.

Certificate of Completion | 9 hours

https://www.hccc.edu/programs-courses/continuing-education/programs/business/cannabis-workshop.html

Social Justice in the Cannabis Industry

Cannabis will be situated at the junction of social justice possibilities and the explosion of an enormous industry. At this strange time in history, when the pandemic has cast a cloud of uncertainty over everything, the cannabis industry has not only been deemed essential, but it has also been growing. As legalization of both medical and adult-use cannabis continues, each state is trying to put measures in place to promote social equity/justice by teaching and educating individuals to recognize bias and actively fight racism, sexism, and other forms of oppression. We will also cover expunging criminal records for simple cannabis possession, giving BIPOC training, ownership opportunities, and, most importantly, access to financing.

Certificate of Completion | 7 hours

https://www.hccc.edu/programs-courses/continuing-education/programs/business/cannabis-workshop.html

Medical Cannabis for Health and Wellness

In this course, based on the latest science, you will learn the advantages and disadvantages of administering medical cannabis, plus a foundational understanding of how cannabis works with our biological system.

Certificate of Completion | 15 hours

https://www.hccc.edu/programs-courses/continuing-education/programs/business/cannabis-workshop.html

Cannabis Therapeutics for Pharmacists

Pharmacists are on the front lines of patient care. This practical, engaging, evidence-based course has been designed to give pharmacists all the information on cannabis they would've liked to have obtained in Pharmacy School. This course covers the endocannabinoid receptor system, pharmacokinetics and pharmacodynamics of CBD and THC, dosing and administration methods, clinical applications of medical cannabis, foundational and practical knowledge of cannabis, and how to discuss cannabis medication with patients.

Certificate of Completion | 15 hours

https://www.hccc.edu/programs-courses/continuing-education/programs/business/cannabis-workshop.html

Relief Without the High: Introduction to CBD and Its Health Applications

Science is proving what patients have been reporting for years: Cannabis is an effective and safe way to treat chronic conditions. This course is created for people who need to medicate daily and function without the psychoactive effects of THC. It will help people find relief without the high and without the side effects of over-the-counter or prescription medications. The course is evidence-based and infused with clinical evidence from the world's most experienced cannabis prescribing physicians.

Certificate of Completion | 12 hours

https://www.hccc.edu/programs-courses/continuing-education/programs/business/cannabis-workshop.html

BUSINESS

Project Management Certificate

The online Project Management Certificate Program equips participants with essential skills to manage projects across industries. The program emphasizes practical, hands-on training in project planning, execution, and leadership. While not a PMP exam prep course, it provides 36 educational hours applicable toward PMP® or CAPM® certification.

Certificate of Completion | 36 hours

https://www.hccc.edu/programs-courses/continuing-education/programs/professional-certifications/project-management.html

AI Tools for Modern Project Managers

This course explores the integration of Artificial Intelligence (AI) and Machine Learning (ML) within the project management lifecycle. Students will learn how to leverage (AI) tools to generate adaptive project charters, dynamic Work Breakdown Structures (WBS), and predictive timelines to enhance decision-making. Additionally, predictive analytics that detect variances and corrective measures, as well as generative (AI) for documentation, are covered. The course emphasizes the transition from administrative Project Manager (PM) roles to "AI-First" strategic leadership.

https://www.hccc.edu/programs-courses/continuing-education/programs/business/ai-project-managers.html

QuickBooks

Become a QuickBooks Certified User through this comprehensive two-part national certification program designed for bookkeepers, accountants, and financial professionals. Ideal for individuals with little or no prior QuickBooks experience, the program provides a thorough understanding of this industry-standard accounting software while building practical skills used in business and finance environments.

Students will learn to create and manage company files, work with vendors and customers, perform banking functions, customize QuickBooks, and utilize advanced tools and features that support accounting and financial management. Upon successful completion of the program, students will be eligible to take the QuickBooks Certification Exam and demonstrate proficiency in QuickBooks Desktop.

QuickBooks and Bookkeeping certification | 48 hours

https://www.hccc.edu/programs-courses/continuing-education/programs/computer-software/quickbooks.html

Financial Basics for Personal Finances and Wealth Building

To be financially literate is to know how to manage your money. This means learning how to pay your bills, how to borrow and save money responsibly, and how and why to invest and plan for retirement. Managing your money is a personal skill that benefits you throughout your life and not one that everybody learns. Managing your own money requires a fundamental understanding of personal credit and a willingness to embrace personal responsibility. To be financially literate means having the ability not to let money or the lack of it get in the way of your happiness as you work toward your goals.

This course will assist students in preparing for retirement by combining life and wealth goals. You'll review how to finance some of your life goals, whether education, purchasing a home, traveling, or retirement. This course introduces the S.M.A.R.T. financial planning framework to help students set realistic financial goals, assess their feasibility, and develop practical strategies to achieve them. The course also covers the stock market, including stocks, bonds, mutual funds, and other investments; the importance of credit when making major purchases, such as a home or car; and essential financial topics, including budgeting, cash flow, loans, and debt.

Certificate of Completion | 6 hours

https://www.hccc.edu/programs-courses/continuing-education/programs/personal-enrichment/financial-basics-wealth-building.html

Grants Management 101

Grants Management 101 is a practical, instructor-led course designed to strengthen post-award grant administration skills across nonprofit, public-sector, and workforce programs. This course fills a critical gap by focusing on real-world responsibilities after a grant is awarded: compliance, documentation, financial oversight, reporting, monitoring, and closeout. Participants leave with the tools to maintain audit-ready records, reduce compliance risk, and support long-term funding sustainability.

This course is delivered live in a fully remote format, allowing participants to interact directly with the instructor and peers in real time. Each session blends guided instruction, Q&A, and practical exercises, ensuring learners receive personalized support and can immediately apply concepts to their day-to-day grant management work.

https://www.hccc.edu/programs-courses/continuing-education/programs/business/grants-management-101.html

Business Data Analytics with Excel

Learn how data analysts solve real-world business challenges using Excel. This hands-on course takes students through the complete analytics process, from importing and cleaning data to analyzing trends, creating impactful visualizations, and presenting data-driven recommendations. Rather than focusing solely on Excel functions, students will apply analytical techniques to realistic business scenarios and projects that mirror workplace challenges. By the end of the course, participants will have practical experience transforming raw data into meaningful insights that support informed decision-making and business success.

https://www.hccc.edu/programs-courses/continuing-education/index.html

From Idea to Direction: Designing Your Business Before You Build It

This interactive course helps aspiring entrepreneurs move from scattered ideas to a clear, viable business direction. Participants identify a target audience, define a problem worth solving, shape a focused offer, test their concept, and leave with practical next steps.

Certificate of Completion | 36 hours
https://www.hccc.edu/programs-courses/continuing-education/programs/business/business-design.html

Finding Your Strategic Direction

Already have a business, project, or idea underway but aren't sure where to take it next? This hands-on course helps participants uncover opportunities, explore possibilities, identify key challenges, and make intentional strategic choices about where to focus and what to pursue.

Course Hours: 36 hours
https://www.hccc.edu/programs-courses/continuing-education/programs

COMPUTERS

Microsoft Word

Build your Microsoft Word skills from beginner to advanced. Learn how to create, edit, format, and manage professional documents using tables, graphics, styles, templates, and mail merge. Advanced topics include collaboration tools, forms, document security, references, and macros to automate tasks and improve productivity.

Certificate of Completion | Course Hours Vary
https://www.hccc.edu/programs-courses/continuing-education/programs/computer-software/ms-office-word.html

Welcome to Computer Basics

Continuing Education's course on Computer Basics will explore Microsoft's operating system, Windows 11, and many of the components that make up the system. Understanding the basics of computers can help you become more independent and confident having a computer in your home or workplace.

Throughout the course, you will explore program controls, menus, the Start menu, and using the taskbar. You will start programs, create a Microsoft account, work with apps, and use email. Next, you will learn how and where to save files, a critical skill for all computer work. You will tackle file management, save files, and create folders on the local PC and the cloud. Finally, you will learn best practices for using the Internet by using various web browsers and focusing on effective searches and how to protect against Internet threats. You will also use the Outlook and Word online apps as well as OneDrive. Finally, you will learn to manage settings and preferences within Windows 11.

Certificate of Completion | 21 hours
https://www.hccc.edu/programs-courses/continuing-education/programs/computer-software/computer-basics.html

Microsoft Excel

This comprehensive Microsoft Excel course series equips learners with the skills to organize, analyze, and present data effectively through electronic spreadsheets. Beginning with foundational workbook and worksheet creation, participants progress to working with formulas, functions, and data management tools, then advance to sophisticated data analysis, reporting, collaboration, and automation techniques. By the end of the program, learners will be able to transform raw data into meaningful insights, create professional reports, and leverage Excel's powerful features to support informed business decisions and improve organizational efficiency.

Certificate of Completion | Course Hours Vary
https://www.hccc.edu/programs-courses/continuing-education/programs/computer-software/ms-excel.html

HEALTHCARE

ATI TEAS Test Preparation Workshop

This workshop prepares students for the ATI TEAS exam required for admission to health programs such as RN, PN, and Radiography. It covers key subjects such as Reading, Math, Science, and English/Language usage, and provides test-taking strategies to help improve overall performance.

ATI TEAS Certification | 20 hours
https://www.hccc.edu/programs-courses/continuing-education/programs/healthcare/ati-teas.html

Basic Life Support Training Certification

This Basic Life Support (BLS) Certification class, certified by the American Heart Association (AHA), utilizes a scenario-based approach to enhance critical thinking and problem-solving skills, improving outcomes for adult, child, and infant patients. Participants will receive official BLS certification through the AHA upon successful completion.

Basic Life Support (BLS) Certification | 4.5 hours
https://www.hccc.edu/programs-courses/continuing-education/programs/healthcare/life-support-training.html

HOSPITALITY

ServSafe® Food Protection Manager Certification (CFPM)

Get ServSafe certified through this fast-paced, instructor-led course designed for managers and supervisors. Aligned with the latest FDA Food Code, the program covers essential food safety practices—including hygiene, temperature control, allergen management, and HACCP fundamentals—to build an active food safety culture and prepare you for the end-of-course proctored exam. Completion satisfies New Jersey's N.J.A.C. 8:24-2.1(b) requirement for Risk Type 3 retail food establishments to have a Certified Food Protection Manager.

Industry Credential | 10 hours

https://www.hccc.edu/programs-courses/continuing-education/programs/business/servsafe.html

Starting and Growing a Food Business

A comprehensive food entrepreneurship program for aspiring and early-stage entrepreneurs who want to turn a recipe, product concept, or passion for food into a viable business.

Packaged Food Product Development & Pricing

Turn a food or beverage idea into a market-informed, financially grounded product concept. Explore product development, competitive research, packaging and labeling, production, costing, pricing, and margins.

Course Hours: 15

Packaged Food Branding & Marketing

Build a brand and marketing strategy designed to connect a packaged food product with the right consumers. Explore brand positioning, messaging, packaging communication, marketing channels, ecommerce, promotion, and strategies for building awareness and demand.

Course Hours: 15

Packaged Food Sales & Distribution

Develop a practical strategy for getting a packaged food product into the hands of customers and consumers. Explore sales channels, retail readiness, buyer expectations, distributors and brokers, trade marketing, channel economics, and approaches to expanding distribution.

Course Hours: 15

LANGUAGES

American Sign Language

This is an introductory course to American Sign Language as it is used within the American Deaf community, as well as an introduction to Deaf Culture and History. The class will emphasize non-verbal communication as students learn basic vocabulary, sentence structure, facial expressions, signing parameters, and other grammatical markers.

Certificate of Completion | 20 hours

https://www.hccc.edu/programs-courses/continuing-education/programs/language-institute/american-sign-language.html

Basic Spanish I

Join our engaging and interactive Basic Spanish Level I class to kickstart your journey into the Spanish language! Over seven sessions (1.5 hours each), you'll learn essential vocabulary, basic grammar, and conversational skills to greet, describe, and interact confidently in Spanish.

Certificate of Completion | 10 hours

https://www.hccc.edu/programs-courses/continuing-education/programs/language-institute/basic-spanish.html

Basic Spanish II

The curriculum for Level II will follow a guideline of applying appropriate communication skills. The classes will focus on applying, utilizing, and building correct grammar skills that can be applied on a day-to-day basis. The goal of the Level II class is to allow students to start at an entry-level in Spanish and subsequently increase their knowledge and speed of comprehension to communicate efficiently.

Certificate of Completion | 10 hours

https://www.hccc.edu/programs-courses/continuing-education/programs/language-institute/basic-spanish.html

Basic French I

This course is designed for those with little to no knowledge of French. During this course, students will develop basic communication skills through practice in listening, speaking, reading, writing, and role playing.

By the end of the course, students will have developed the ability to communicate in predictable and everyday scenarios. They will achieve basic grammatical structure and vocabulary, as well as understand commonly used words.

Certificate of Completion | 10 hours

https://www.hccc.edu/programs-courses/continuing-education/programs/language-institute/french.html

Basic Arabic I

Learning a new language can present a challenging task, especially if it doesn't share roots in grammar, pronunciation, or vocabulary with one's native language. Arabic is the sixth most spoken language in the world, with nearly 420 million people speaking it worldwide. This introductory Arabic course will cover the basics of written and spoken Modern Standard Arabic. The course will provide students with the tools to read and write minimal words in Arabic. It will also allow students to have basic communicative phrases to introduce themselves and connect with a native Arabic speaker.

Certificate of Completion | 10 hours

https://www.hccc.edu/programs-courses/continuing-education/programs/language-institute/arabic.html

Basic Arabic II

Build on the foundational skills developed in Basic Arabic I while expanding your ability to communicate in Modern Standard Arabic. This course introduces more advanced vocabulary, sentence structures, and grammar to strengthen reading, writing, listening, and speaking skills. Through interactive exercises and practical conversations, students will develop greater confidence expressing ideas, asking questions, and communicating in everyday situations.

Certificate of Completion | 10 hours

https://www.hccc.edu/programs-courses/continuing-education/programs/language-institute/arabic.html

Basic Italian I

This course follows the Communicative Approach. Classes will be focused on achieving specific communicative goals while building grammar skills. The course is structured to reinforce the concepts learned at the beginning in each subsequent class, enhancing language retention. Homework will be assigned at the end of each class. Homework completion is strongly advised as it is proactive to a successful acquisition.

Certificate of Completion | 10 hours

https://www.hccc.edu/programs-courses/continuing-education/programs/language-institute/basic-italian.html

Basic Italian II

This is a continuation of our Basic Italian Level I course and follows a communicative approach, improving grammar skills and concepts integral to communication. You will continue to expand your communication skills in varying situations and improve your overall understanding of the language. The course is structured to reinforce the concepts learned at the beginning in each subsequent class, enhancing language retention.

Certificate of Completion | 10 hours

https://www.hccc.edu/programs-courses/continuing-education/programs/language-institute/basic-italian.html

Basic Italian III

This is a continuation of our Basic Italian Level II course and follows a communicative approach, improving grammar skills and concepts integral to communication. You will continue to expand your communication skills in varying situations and improve your overall understanding of the language. The course is structured to reinforce the concepts learned at the beginning in each subsequent class, enhancing language retention.

Certificate of Completion | 10 hours

https://www.hccc.edu/programs-courses/continuing-education/programs/language-institute/basic-italian.html

Basic Italian IV

In this class, students who already know the present tense, future, and past (passato prossimo and imperfetto) will learn to refine their skills. They will learn more adverbs and connectors, as well as the mode condizionale, which will help them express more complex thoughts and opinions. It is a conversation-based class that follows the communicative approach. This means that grammar concepts will be explained in context and in meaningful, relevant, and fun-filled classes.

Certificate of Completion | 10 hours

https://www.hccc.edu/programs-courses/continuing-education/programs/language-institute/basic-italian.html

Conversational Italian I

This course is designed to cover practical situations in daily life in Italy, as well as celebrate Italian traditions and culture. It is a conversation-based course, and grammar, lexicon, and idiomatic expressions will be explained in context. Course material includes Italian newspapers, excerpts from literature, songs, language textbooks, videos, and the instructor's slides. Presentations from students will also be welcomed, encouraged, but not mandatory.

Certificate of Completion | 10 hours

https://www.hccc.edu/programs-courses/continuing-education/programs/language-institute/basic-italian.html

Conversational Italian II

When you're comfortable with some grammar, and especially the present tense, now learn how to communicate what you have done via the past tense. Build on your basic linguistic skills as you explore more topics related to life and travel. By the end of the course, you will possess an increase in ability to speak the language, from 10 to at least 25 percent of your conversation.

Certificate of Completion | 10 hours

https://www.hccc.edu/programs-courses/continuing-education/programs/language-institute/basic-italian.html

Conversational Italian III

Students will learn about the geography, history, and culture of the different regions of Italy. Reading, listening comprehension, as well as speaking and presenting a small project, will all be part of this course.

Certificate of Completion | 10 hours

https://www.hccc.edu/programs-courses/continuing-education/programs/language-institute/basic-italian.html

ENGLISH AS A SECOND LANGUAGE

ESL Level 1 - Low Beginner In-Person & Remote

This class is designed to focus on building a strong foundation in basic skills. Students practice simple sentences and phrases for everyday situations like introductions and basic questions. The class emphasizes listening and speaking through repetition, role-play, and short dialogues, while also introducing basic reading of common words and simple sentences, and writing short phrases or filling in blanks. Instruction is supported with visual aids, gestures, modeling, and a slow pace with plenty of repetition, all rooted in real-life contexts such as shopping or classroom interactions. By the end of the course, students should be able to recognize and use essential vocabulary, understand and respond to simple phrases, read and write basic words and sentences, and gain confidence communicating in familiar, predictable situations, making this class the first step toward survival skills and comfort in language use.

Certificate of Completion | 50 hours in-person | 40 hours Remote

https://www.hccc.edu/programs-courses/continuing-education/programs/esl/classes.html

ESL Level 2 - Intermediate Beginner In-Person & Remote

This class builds on the basics and helps learners expand their vocabulary, sentence structures, and confidence in using language in everyday contexts. Students move beyond simple words and phrases to form slightly longer sentences, ask and answer common questions, and participate in short conversations about familiar topics such as family, daily routines, shopping, or food. The class emphasizes improving listening and speaking skills through dialogues, role-plays, and guided practice, while also strengthening reading skills with short passages and practical texts, as well as writing skills by creating simple paragraphs or filling out basic forms. Instruction is still supported with visuals, modeling, and repetition, but at a slightly faster pace with more opportunities for independent practice. By the end of the course, students should be able to understand and use frequently used vocabulary and expressions, read and write short but meaningful texts, and communicate more comfortably in routine, everyday situations, showing growing independence and fluency.

Certificate of Completion | 50 hours in-person | 40 hours Remote

https://www.hccc.edu/programs-courses/continuing-education/programs/esl/classes.html

ESL Level 3 – High Beginner In-Person & Remote

This class helps learners strengthen their foundational skills while beginning to use language more independently and in a wider range of everyday situations. Students expand their vocabulary to include more descriptive words and common expressions, practice combining sentences, and engage in longer conversations on familiar topics such as work, travel, hobbies, and community activities. Listening and speaking activities focus on understanding longer dialogues, asking for clarification, and expressing opinions in simple ways, while reading tasks involve short stories, articles, or practical texts like menus and schedules. Writing practice includes composing short paragraphs, notes, or messages with clearer structure and detail. Instruction moves at a steady pace with continued support, but learners are encouraged to take more risks, practice independently, and use context to understand meaning. By the end of the course, students should be able to communicate in a wider variety of everyday situations, understand and produce connected sentences, read and write short but coherent texts, and show greater confidence and independence in expressing themselves.

Certificate of Completion | 50 hours in-person | 40 hours Remote

https://www.hccc.edu/programs-courses/continuing-education/programs/esl/classes.html

ESL Level 4 – Low Intermediate In-Person & Remote

This class supports learners as they transition from basic communication to more confident and flexible language use in everyday life. Students expand their vocabulary to cover a wider range of topics such as health, community, work, and social situations, while learning to use different verb tenses and more complex sentence structures. Speaking and listening practice focuses on participating in longer conversations, giving simple explanations, and understanding the main ideas of short stories, news, or everyday discussions. Reading activities involve slightly longer passages, articles, or functional texts, while writing tasks include composing short letters, emails, or multi-paragraph texts with clearer organization. Instruction encourages more independent learning, problem-solving through language, and greater focus on accuracy while maintaining fluency. By the end of the course, students should be able to communicate comfortably in most routine and some new situations, express ideas and opinions in connected speech and writing, and demonstrate greater confidence in navigating real-life tasks using language.

Certificate of Completion | 50 hours in-person | 40 hours Remote

https://www.hccc.edu/programs-courses/continuing-education/programs/esl/classes.html

ESL Level 5 – High Intermediate In-Person & Remote

This class helps learners use language more confidently and effectively in a variety of real-life and academic contexts. Students expand their vocabulary and expressions to discuss abstract topics, share opinions, and explain ideas with more detail, while refining the use of complex grammar structures and verb tenses. Speaking and listening practice focuses on participating in extended conversations, discussions, and presentations, as well as understanding the main ideas and supporting details in longer dialogues or media. Reading tasks include longer articles, short stories, or practical texts that require inference and comprehension of nuanced meaning, while writing activities involve composing structured paragraphs, essays, emails, or reports with coherence and clarity. Instruction encourages independent learning, critical thinking, and self-correction, with a balance of fluency and accuracy. By the end of the course, students should be able to communicate effectively in a wide range of situations, understand and produce detailed spoken and written texts, express opinions with reasoning, and demonstrate increasing confidence and independence in using language.

Certificate of Completion | 50 hours in-person | 40 hours Remote

https://www.hccc.edu/programs-courses/continuing-education/programs/esl/classes.html

ESL Level 6 – Advanced In-Person & Remote

This class prepares learners to use language fluently, accurately, and confidently in a wide range of academic, professional, and social contexts. Students expand their vocabulary to include idiomatic expressions, nuanced language, and topic-specific terminology, while mastering complex grammar, sentence structures, and cohesive writing techniques. Speaking and listening activities focus on participating in debates, presentations, negotiations, and understanding detailed and nuanced spoken material, including lectures or media. Reading tasks include advanced texts such as essays, reports, articles, and literature, with an emphasis on analysis, inference, and critical thinking. Writing practice involves producing clear, well-structured essays, reports, summaries, and professional correspondence. Instruction emphasizes independent learning, critical thinking, and self-monitoring for accuracy and style. By the end of the course, students should be able to communicate effectively and persuasively in almost any situation, understand and produce complex texts, express ideas with precision and nuance, and demonstrate full confidence and autonomy in using the language.

Certificate of Completion | 50 hours in-person | 40 hours Remote

https://www.hccc.edu/programs-courses/continuing-education/programs/esl/classes.html

TOEFL - Test of English as a Foreign Language Exam Preparation

This 6-week program will prepare students for the TOEFL IBT® exam by strengthening reading, listening, speaking, writing, and academic skills: note-taking, skimming, scanning, paraphrasing, and summarizing. The curriculum will help students build linguistic and academic competencies through in-class instruction and out-of-class assignments. Sample tests draw from up-to-date, officially published exam content to prepare students for the exam.

TOEFL Certification | 24 hours

https://www.hccc.edu/programs-courses/continuing-education/programs/esl/toefl.html

Youth & Teen Programs

PSAT & SAT Test Preparation or College Readiness Program

The program offers comprehensive PSAT and SAT preparation courses to help students build confidence and improve Language Arts and Mathematics test performance.

Academic Readiness & Certificate of Completion | 20 hours

https://www.hccc.edu/programs-courses/continuing-education/programs/family-kids-teen/index.html

Summer Youth & Teen Program:

Digital Photography | CPR and First Aid | SAT Prep | Baking Cooking

Middle school and high school students experience a variety of engaging and enriching programs at Continuing Education's Summer Youth and Teen Programs. Our one-and two-week, hands-on programs are offered at the renowned HCCC's Culinary Arts Institute. Each program emphasizes self-discovery, cognitive reasoning, and cooperative thinking.

Certificate of Completion | Course Hours Vary

https://www.hccc.edu/programs-courses/continuing-education/programs/events/summer-camp-youth.html

Community Classes and Events

Culinary

The Culinary program offers a dynamic roster of hands-on classes for home cooks, professionals, families, kids, etc. From gourmet cooking and baking to international cuisines, students can explore diverse workshops such as sushi making with sake pairing, Southern soul food, and holiday workshops, taught by experienced chefs. These non-credit classes are held in HCCC's professional kitchens, which supply tools, ingredients, and aprons. With offerings ranging from Friday Night Dinners to private group events and family-oriented sessions, the program welcomes beginners and seasoned cooks alike.

Certificate of Completion | 2.5 – 4 hours

https://www.hccc.edu/programs-courses/continuing-education/programs/culinary/index.html

Girls in Technology Symposium

The focus of the Symposium is to deliver information and inspire young women to pursue careers in STEM fields. Each year, the event brings over 200 students, which include young girls from area high schools and middle schools, as well as school administrators, faculty, educational partners, and staff together to promote STEM education. The event will feature our "Women Working in STEM" panel discussion and various hands-on tech activities, presentations, and a student display and essay contest. Breakfast and lunch will be served, and all students will receive gift bags with promotional items and event programs. There is no cost for students to participate, thanks to our generous sponsors.

5 hours

https://www.hccc.edu/programs-courses/continuing-education/programs/events/girls-intechnology.html

Au Pair Classes

In partnership with Classroom Au Pair, HCCC offers au pairs an engaging, structured way to fulfill the U.S. Department of State's requirement of at least 72 hours of continuing education. Each 36- or 72-hour course (available in person, hybrid, or online) is tailored to students' schedules while boosting cultural immersion, personal growth, and practical skills. Subjects range from American culture, cooking techniques, and career planning to creative skills such as event planning, digital marketing, and Spanish immersion. We also offer destination-focused classes that immerse you in new cities, cultures, and places. These courses center on culture, wellness, or photography, helping you create unforgettable memories. All classes are led by experienced instructors and delivered through active learning, Google Classroom, and Zoom. All classes include pre- and post-assignments and end with a certificate of completion.

Continuing Education Credit & Certificate of Completion | Course Hours Vary

https://www.hccc.edu/programs-courses/continuing-education/programs/au-pair/index.html

Online Career Training Programs

Hudson County Community College partners with Ed2Go to offer a wide range of highly interactive courses you can take online. All of our courses include expert instructors, many of whom are nationally known authors. Our online courses are affordable, fun, fast, convenient, and geared just for you.

Industry Credential or Certificate of Completion | Course Hours Vary

https://www.hccc.edu/programs-courses/continuing-education/programs/ed2go.html

WORKFORCE DEVELOPMENT

The School of Continuing Education and Workforce Development connects individuals to in-demand careers and employers to skilled talent through industry-aligned education, training, and career services. Workforce Development programs offer short-term credentials, customized training, career coaching, and work-based learning that prepare learners for high-demand occupations. By partnering with employers and community organizations, we create career pathways that strengthen the regional workforce and support economic growth.

GRANT FUNDING AVAILABLE FOR ELIGIBLE STUDENTS.

Business/Computers

AI for the Business Professional

AI for the Business Professional is a series of stacking credentials offered to business professionals seeking a fundamental and practical understanding of AI use. Throughout the program, learners will apply AI tools and skills developed to a practical business case study. As they progress, learners will build a portfolio of AI-assisted work products that demonstrate their ability to select appropriate AI tools, apply effective prompting and critical judgment, evaluate and refine AI-generated outputs, and produce high-quality business deliverables in realistic workplace scenarios.

Course Hours: 70 hours
Credential: Google Introduction to AI and Google AI Essentials Specialization
https://www.hccc.edu/programs-courses/workforce-development/index.html

Advanced Digital Literacy Microsoft Basics and AI Readiness

Advanced Digital Literacy, Microsoft Basics, and AI Readiness Course, where students build practical workplace-focused technology skills in Microsoft Office and related platforms to better integrate into the modern workplace. This program is designed for adults aged 18 and older who are returning citizens (formerly incarcerated individuals), court-involved persons, persons in addiction recovery, veterans, and other justice-involved individuals served by the New Jersey Reentry Corporation (NJRC). Participants are often re-entering a workforce environment after extended periods away from technology and may have had limited or no access to computers, smartphones, or the internet during incarceration.

Course Hours: 18 hours
https://www.hccc.edu/programs-courses/workforce-development/index.html

Introduction to Computer Skills and Digital Literacy Course

The Introduction to Computer Skills and Digital Literacy Course is delivered as a stackable course in partnership with the New Jersey Reentry Corporation. This program is designed for adults aged 18 and older who are returning citizens (formerly incarcerated individuals), court-involved persons, persons in addiction recovery, veterans, and other justice-involved individuals served by the New Jersey Reentry Corporation (NJRC). Participants are often re-entering a workforce environment after extended periods away from technology, and may have had limited or no access to computers, smartphones, or the internet during incarceration.

Course Hours: 20 hours
https://www.hccc.edu/programs-courses/workforce-development/index.html

Construction

Welding

This program introduces students to the fundamentals of welding. It provides the student with opportunities for training in shielded Metal Arc welding and blueprint reading and writing as well as durable skills. Coursework will prepare students for the American Welding Society certification exam. All classes, books, materials, equipment, and certification exam are included in the tuition.

Course Hours: 260 hours
American Welding Society Certification Exam [AWS]
**Prospective students must be court involved to be eligible to participate in this class.*

Solar Installation Training Program

Power up your sustainable career future with foundational knowledge and hands-on skills required for solar panel installation, including system components, safety practices, basic troubleshooting, and the development of durable skills.

OSHA, BLS, Solar Photovoltaic Installer, Green Construction, & Certificate of Completion | 120 hours

Gateway to Innovation

Google IT Support Specialist Certificate Course

This beginner friendly certification teaches learners to use systems including Linux, Domain Name Systems, Command-Line Interface, and Binary Code through 6 courses. Learning how to provide end-to-end customer support, ranging from identifying problems to troubleshooting and debugging. Learning to perform day-to-day IT support tasks including computer assembly, wireless networking, installing programs, and customer service. Gaining skills required to succeed in an entry-level IT job. Students are eligible to take the CompTIA A+ certification exam.

Course Hours: 213 hours
Credential: Google IT Support Professional Certificate | Coursera
https://www.hccc.edu/student-success/gateway-innovation/index.html

Intuit Bookkeeper Professional Certificate

This certification trains learners in fundamental bookkeeping concepts using Intuit's industry-standard software. Key topics include bank reconciliation, payroll, financial reporting, and general ledger management. Simulations and case studies allow learners to apply skills in realistic scenarios, preparing them for roles in accounting support and small business finance. Professional development, job search coaching, and financial empowerment sessions are included to support long-term career growth.

Intuit Certified Bookkeeping Professional | 175 hours
https://www.hccc.edu/student-success/gateway-innovation/index.html

Human Resource Associate Professional Certificate

The HR Associate Professional, a globally recognized credential, is tailored for individuals new to the HR field. It covers core areas such as recruitment, employee relations, compensation and benefits, compliance, and HR operations. Learners are prepared to take the HRCI aPHR exam through practice tests and applied exercises. The program also provides guidance in launching an HR career, with integrated financial literacy and soft skills training.

HRCI Associate Professional in Human Resources (aPHR) | 250 hours

https://www.hccc.edu/student-success/gateway-innovation/index.html

Meta Social Media Associate Certificate

Offered in partnership with Meta (formerly Facebook), this certification prepares learners to build and implement social media strategies across platforms such as Facebook, Instagram, and WhatsApp. Coursework covers content creation, audience engagement, advertising, and analytics. Learners gain hands-on experience using Meta Business Suite and Ads Manager, equipping them for roles such as social media coordinator or digital marketing assistant. Participants also receive support with building personal brands, pitching themselves to employers, and understanding how digital presence impacts career success and financial opportunity.

Meta Certified Digital Marketing Associate | 150 hours

https://www.hccc.edu/student-success/gateway-innovation/index.html

Google Data Analytics Certificate Course

This beginner-friendly certification builds core data analytics skills through nine interactive courses. Participants learn to collect, clean, analyze, and visualize data using tools such as Google Sheets, SQL, and Tableau. Emphasis is placed on real-world problem solving and data storytelling, preparing learners for roles such as junior data analyst or business intelligence associate. This certification is coupled with the test preparation for the CompTIA Data+ test preparation and exam. Career services and financial education are woven into the experience, helping learners confidently pursue employment in the growing data industry. Students are eligible to take the CompTIA Data + certification exam.

Course Hours: 277 hours
Credential: Google Data Analytics Professional Certificate | Coursera

https://www.hccc.edu/student-success/gateway-innovation/index.html

Securities Industry Essentials (SIE)

The Securities Industry Essentials (SIE) course goes over basic knowledge of the securities industry within four sections. The course focuses on industry terminology, securities products, the structure and function of the markets, regulatory agencies and their functions, and regulated and prohibited practices. Students are eligible to take the Securities Industry Essentials® (SIE) FINRA Exam.

Course Hours: 18 hours
Exam: Securities Industry Essentials® (SIE®) Exam | FINRA

https://www.hccc.edu/student-success/gateway-innovation/finance-and-technology.html

Healthcare

Certified Phlebotomy Technician

The Phlebotomy course provides the necessary background in the theory of specimen collection, phlebotomy, and laboratory skills required to work in the field. Students will take away comprehension of the anatomy of specimen collections, the correlation between a test request and the corresponding tube, a knowledge of pre-analytical variables that may affect the quality of the specimen, and an understanding of various point-of-care tests. Upon completion, the student will be prepared to sit for certification from the National Healthcareer Association.

National Healthcareer Association Phlebotomy Technician [CPT] | 240 hours

Enhanced Certified Nurse Aide

In this 125-hour New Jersey State Approved Certified Nurse Aide program, students will be prepared for the N.J. Department of Health and Senior Services Skills and Written Examination. The course will consist of classroom and clinical setting instruction.

Certified Nurse Aide [CNA] from the New Jersey Department of Health, Basic Life Support Certification from the American Heart Association, and Dementia Care Certification | 125 hours

https://www.hccc.edu/programs-courses/workforce-development/industry/healthcare-nurse-aide.html

Pharmacy Technician Certification

The Hybrid Pharmacy Technician program trains students with the steps necessary to accurately fill prescriptions from start to finish under the direct supervision of a pharmacist. In this program, students will receive instruction on obtaining correct patient information, reading and understanding a prescription, performing compounding tasks, and calculations used to fill prescriptions. Students are prepared to sit for the CPhT exam upon completion of the course.

Certified Pharmacy Technician [CPhT] from the National Healthcareer Association | 240 hours

Certified Clinical Medical Assistant Bridge Program

This course provides students with the foundational knowledge and hands-on skills required to become a Certified Clinical Medical Assistant. Topics include medical terminology, patient care procedures, medical office administration, pharmacology, laboratory procedures, and medical law and ethics. Students will develop the competencies necessary to work in various healthcare settings, ensuring the highest standards of patient care and professionalism. Students are required to have prior healthcare experience with certifications in Phlebotomy, EKG, and Patient Care Technician. Students are eligible to take the Certified Clinical Medical Assistant (CCMA) certification exam administered by the National Healthcareer Association (NHA).

Course Hours: 300 hours
Credential: Certified Clinical Medical Assistant (CCMA) certification exam is provided by the National Healthcareer Association (NHA).

https://www.hccc.edu/programs-courses/workforce-development/index.html

Direct Support Professional Course

Direct Support Professional is a program that prepares individuals to apply practical knowledge and skills to support individuals with a variety of physical, mental or developmental disabilities in a family or community setting. Includes instruction in health care, basic nutrition, pharmacology, nursing, autism, mental health, psychology, sociology, behavioral analysis, communication, intervention, counseling and community services, and developmental services, such as literacy and life skills training.

Throughout this course, students will complete the state-mandated online training modules for working DSPs.

Course Hours: 150 hours
Credentials:
- **CPR Certification**
- **First Aid certification**
- **Handle with Care / Crisis certification**
- **Medication Administration Training & Practicum Certification**
- **On-the-Job DSP Mentoring / Field Experience certification**

https://www.hccc.edu/programs-courses/workforce-development/index.html

Phlebotomy & EKG Technician with PCT Certification

The Phlebotomy & EKG Technician with PCT certification program provides training in multiple skills utilized in healthcare. Patient care technicians take and record vital signs, assist with lifting and transferring patients, respond to patient requests, draw blood specimens for laboratory testing, perform EKGs, follow infection control guidelines, and maintain patient privacy and confidentiality under HIPAA. They perform these and other clinical tasks under the guidance of a professional nurse.

This program is intended for individuals entering the healthcare field and current healthcare workers seeking to upgrade their skills and improve employment opportunities in hospitals and other patient care settings. Students are eligible to take the exams listed below through the National Healthcareer Association (N.H.A.) and by the American Heart Association (A.H.A.).

Course Hours: 240 hours
Credentials:
- **OSHA & HIPAA certificate of training by National Safety Compliance**
- **Certified EKG Technician (C.E.T.) Certification by N.H.A.**
- **Certified Phlebotomy Technician (C.P.T.) Certification by N.H.A.**
- **Certified Patient Care Technician/Assistant (CPCT/A) Certification by N.H.A.**
- **Basic Life Support Certification for Healthcare Providers by American Heart Association (A.H.A.)**

https://www.hccc.edu/programs-courses/workforce-development/industry/fasttrack-patient-caretech.html

NJ Film Academy

A dynamic educational program expertly crafted to launch you into a world of exciting entry-level careers in the vibrant film and television industry. Our foundation class prepares students from script to screen with a comprehensive introduction to the entertainment industry. This is a pre-requisite class for all future stacking certifications. Our comprehensive curriculum dives deep into the intricacies of the entertainment industry, guiding you through foundational knowledge and preparing you for the fast-paced professional landscape.

Stacking credentials will offer course completion offered includes Production Accounting for Film and Television, Production Coordinating & Management, Introduction to Location Management. Additional credential offered with NJ Film Academy include, On-Set Production: Introduction to Hair & Makeup for Film; Costuming for Film & Television; Introduction to Assistant Editing; Introduction to Editing; Introduction to Set Construction, Scenic Painting and Set Dressing; Introduction to Set Lighting & The Electrical Department; and Grip & Rigging for Film and Television.

Course/Hours: Script to Screen Introduction to the Entertainment Industry | 45 hours per course
Stacking Credentials: 55 hours per course

Registered Apprenticeship

Advanced Manufacturing Registered Apprenticeship

Holz Technik Academy starts your career as soon as you graduate high school with a high-paying, high-tech company based in Jersey City, NJ! Receive paid on-the-job training AND earn an associate degree at Holz Technik Academy AND a bachelor's degree from Thomas Edison State University.

US DOL Office of Apprenticeship in Industrial Manufacturing Technician
& AAS & BS Degree | 5-year apprenticeship
https://www.hccc.edu/programs-courses/workforce-development/apprenticeship/index.html

Supply Chain and Logistics

The Trucking Business Academy

Trucking Business Academy provides aspiring and current owner-operators with the essential knowledge and skills to successfully manage a trucking business. Covering key topics such as business structures, financial management, safety compliance, marketing strategies, technology integration, and personal well-being, students will gain a comprehensive understanding of what it takes to thrive in the transportation industry.

Certificate of Completion | 144 hours

https://www.hccc.edu/programs-courses/workforce-development/cdl-training/index.html

Hudson for Business

With the resources and expertise of Hudson for Business, we partner with employers to develop talent, address skill gaps, and create customized workforce solutions that drive performance and growth. Through tailored training, industry aligned programs, and dedicated support, we help businesses, government agencies, and nonprofit organizations strengthen teams, prepare their workforce for the future, and achieve lasting success.

What We Offer Employers:

- **Free Training for Businesses and Nonprofits**
  Access no-cost professional development and workforce training designed to meet the evolving needs of your organization.

- **Customized Professional Development**
  Empower your team with flexible, tailored training programs designed to meet the needs of government agencies, businesses, and nonprofit organizations.

https://www.hccc.edu/programs-courses/workforce-development/hudson-for-business/

Excel Levels 1-3

Build practical Excel skills from beginner through advanced levels. Learn to create and format spreadsheets, use formulas and functions, organize and analyze data, and work more efficiently with Excel's tools and features.

Certificate of Completion | 8 hours

Master Visual Presentations with PowerPoint

PC PowerPoint Levels 1-2. This course will introduce participants to the fundamentals of PowerPoint, teaching them the use of pictures, Word art, tables, diagrams, slide features, and effective presentation techniques.

Certificate of Completion | 8 hours

Google Suite Essentials

Unlock the full potential of Google's productivity tools. Create collaborative documents and presentations in Google Docs and Slides, learn efficient note-taking and task management with Google Keep, and explore the collaborative features of Google Workspace to enhance team productivity and communication.

Certificate of Completion | 8 hours

Implementing AI in the Workplace

Discover how AI engines can enhance your project management by improving planning, scheduling, and communication through advanced tools and automation. Learn how to create effective prompts for successful outcomes.

Certificate of Completion | 8 hours

Pivot Tables, Charts, and More.

Elevate your presentation skills with advanced techniques, including creating charts, linking worksheets, incorporating visuals, and utilizing pivot tables.

Certificate of Completion | 8 hours

Microsoft Word for Business and Productivity

This course will introduce participants to the fundamental operations of Microsoft Word such as creating and editing documents in the beginning level. It will then introduce additional operations of Microsoft Word such as mail merging, inserting tables and graphs, and using macros.

Certificate of Completion | 8 hours

QuickBooks Bookkeeping

Explore QuickBooks features for adding vendors, customers, and employees, with detailed lessons guiding you through each step. Participants will explore lists, forms, registers, and the chart of accounts, while gaining practical skills in creating receipts, managing payments, and issuing credit memos.

Certificate of Completion | 8 hours

ChatGPT for Content Creation

This workshop teaches participants to harness AI tools like ChatGPT to efficiently create high-quality blogs, reports, marketing copy, social media posts, and more; identify target audiences; and develop compelling content.

Certificate of Completion | 8 hours

Email Etiquette Essentials

Improve your email communication skills by crafting clear, respectful, and effective messages for both internal colleagues and external partners. Participants will learn how to properly address recipients, structure emails for impact, and follow up with professionalism and clarity.

Certificate of Completion | 8 hours

Professional Writing in the Workplace

This course will teach participants to craft messages that inspire action and communicate vision, whether addressing teams, writing strategic updates, or advocating for ideas. The course will explore tone, structure, clarity, and help you write with purpose and influence across various leadership channels.

Certificate of Completion | 8 hours

Mastering the Customer Experience

Develop the skills to truly connect with customers and deliver exceptional service. This course explores how to identify your customer base, respond with confidence under pressure, and approach challenges as opportunities to solve problems effectively. Participants will gain tools to strengthen communication, build rapport, and consistently create positive customer interactions that leave a lasting impact.

Certificate of Completion | 8 hours

AI Project Management

Learn how to craft effective prompts to set reminders, generate project plans, create written templates, and produce content tailored to your workflows. This hands-on workshop introduces professionals to AI tools like ChatGPT that can streamline project management tasks and boost overall efficiency.

Certificate of Completion | 8 hours

Building Better Budgets

This course is designed for participants to learn practical strategies to create, manage, and analyze budgets that support organizational goals. Whether you're overseeing a department, managing a project, or tracking operating expenses, this course equips you with the tools to align spending with strategy. Learn how to forecast accurately, adjust for changes, and communicate budget insights with confidence.

Certificate of Completion | 8 hours

Present Like a Pro

Discover your strengths as a presenter and develop a professional presence. Topics include establishing rapport with the audience, reducing nervousness, building self-confidence, using effective body language, and understanding the significance of audience profiles.

Certificate of Completion | 8 hours

AI for Content Creation

This workshop teaches participants to harness AI tools like ChatGPT to efficiently create high-quality reports, marketing copy, social media posts, and more; identify target audiences; and develop compelling content.

Certificate of Completion | 8 hours

Critical Thinking

This course is designed to equip participants with essential communication and critical thinking skills, such as active listening, effective questioning, and delivering clear, concise explanations while recognizing and addressing assumptions. Through engaging, hands-on activities, learners will apply the seven-phase critical thinking model to strengthen their critical thinking mindset.

Certificate of Completion | 8 hours

Workplace Culture and Belonging

Built for HR professionals, this course helps participants develop strategies for enhancing DEI policies and procedures in the workplace. Participants will explore individual differences, foster inclusivity, and learn to leverage diversity for growth. Engage in sessions challenging preconceived notions and addressing real-world examples of inequity. Topics include neurodiversity, privilege, and community impact.

Certificate of Completion | 8 hours

Problem Solving

Improve your customer service teams with effective customer-focused problem-solving skills. Topics include asking the right questions, identifying and clarifying goals, evaluating potential actions, and selecting the best course of action with confidence and objectivity.

Certificate of Completion | 8 hours

Time Management

Learn to establish clear work priorities to effectively manage and achieve multiple objectives and goals. Discover how to identify and eliminate common time-wasting habits. Through practical exercises and real-world scenarios, participants will develop skills to create structured schedules, set realistic deadlines, and maximize productivity.

Certificate of Completion | 8 hours

Conflict Resolution

This course will help students understand what conflict in the workplace is, identify the stages of conflict, understand conflict resolution styles and how to use them, and more. Participants will be provided with practical tools and techniques to effectively mediate conflicts. Through case studies and interactive exercises, participants will develop the skills necessary to navigate and resolve conflicts in real-world professional settings.

Certificate of Completion | 8 hours

Business Etiquette and Professionalism

This course is designed to teach the importance of workforce protocols, appearance, body language, and essential leadership qualities. The program aims to foster intentional professional development and self-awareness. The course also includes personal presentation, allowing you to navigate real-life business scenarios and enhance your decision-making abilities.

Certificate of Completion | 8 hours

Leadership Skills for Supervisors

Learn executive-level leadership techniques tailored to the various supervision styles commonly used in business. Develop flexibility in applying these styles to effectively meet employee needs while maintaining alignment with organizational goals.

Certificate of Completion | 8 hours

Team Building

Participants will learn effective team-building strategies designed to foster collaboration, trust, and communication within diverse groups. The program covers techniques to motivate team members, resolve conflicts, and align individual strengths to achieve common goals.

Certificate of Completion | 8 hours

English as a Second Language Levels 1-3

This course will introduce participants to reading, writing, and speaking English. Each level provides progressive levels of writing style, grammar, and understanding of verb systems and word order. By ESL Level 3, participants will have advanced to proficient communication, expressing complex ideas in English.

Certificate of Completion | 40 hours

Spanish for Managers and the Workplace

Enhance your communication with Spanish-speaking staff. Throughout the training, participants will gain foundational skills to communicate effectively in written and spoken Spanish to provide effective communication in the workplace.

Certificate of Completion | 8 hours

HUDSON COUNTY COMMUNITY COLLEGE

CONTINUING EDUCATION & WORKFORCE DEVELOPMENT

161 Newkirk Street, Room E504
Jersey City, NJ 07306
(201) 360-4224
www.hccc.edu/cewd
CEWD@hccc.edu

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