



ATLANTICCAPE
COMMUNITY COLLEGE

WORKFORCE DEVELOPMENT & CAREER EDUCATION

FALL 2019 | SEPTEMBER - DECEMBER



KIDS COLLEGE

at Atlantic Cape

RETURNS SUMMER 2020
(SEE PAGE 28)

Register and pay online at atlantic.edu/workforce





atlantic.edu/workforce



**WORTHINGTON
ATLANTIC CITY CAMPUS**
1535 Bacharach Blvd., Atlantic City



MAYS LANDING CAMPUS
5100 Black Horse Pike, Mays Landing



CAPE MAY COUNTY CAMPUS
341 Court House-South Dennis Rd., Cape May Court House

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CAREER TRAINING

Computer Technical Solution Series

Due prior to registration: Prerequisite: Candidates must obtain a reading score of 10 and math score of 10 on the Test of Adult Basic Education (TABE) or the Core Academic Skills Assessment (CASA).

Some of the most sought out individuals in today's workforce are Information Technology professionals. The first step in entering this dynamic field is to train for and obtain a series of critical industry certifications, including CompTIA A+ and Network+. The Computer Technical Solution Series (CTSS) program is designed to furnish students with the knowledge necessary to acquire these certifications and provide them with hands-on skills in a variety of core competencies that are needed for success in the IT world today.

The program consists of the following modules:

- A+ Certification
- Operating Systems and Programming Concepts
- Network+ Certification
- Professional Development

Students will receive two A+ test vouchers and two A+ practice tests.

College Pathways: Upon successful credential attainment, you may be eligible for up to 16 college credits toward an Atlantic Cape degree.

COSY-500 (440 hours)
Fee: \$5,499 (Tuition \$4,499, Materials \$1,000)

Section MW01-Mays Landing Campus
Monday-Thursday beginning October 2 (ends March 9)
9 a.m.-3 p.m.

A+ Certification

CompTIA

Due prior to registration: Prerequisite: Candidates must obtain a reading score of 10 and math score of 10 on the Test of Adult Basic Education (TABE) or the Core Academic Skills Assessment (CASA).

This program provides an introduction on how to build, maintain, support and troubleshoot computers. Students will learn the fundamentals of PC support and will acquire the necessary skills to obtain a CompTIA A+ certification.

The concepts covered in this program include:

- Hardware: PC hardware and peripherals, mobile device hardware, networking and troubleshooting hardware and network connectivity issues; and,
- Software: installing and configuring operating systems including Windows, iOS, Android, Apple OS X and Linux. It also addresses security, the fundamentals of cloud computing and operational procedures.

Students will receive two A+ test vouchers and two A+ practice tests.

College Pathways: Upon successful credential attainment, you may be eligible for up to 8 college credits toward an Atlantic Cape degree.

COSY-501 (192 hours)
Fee: \$2,825 (Tuition \$2,300, Materials \$525)

Section MW01-Mays Landing Campus
Monday-Thursday beginning October 2 (ends December 9)
9 a.m.-3 p.m.

NEW! Operating Systems

Due prior to registration: Prerequisite: A+ Certification or equivalent knowledge is strongly recommended. Candidates must obtain a reading score of 10 and math score of 10 on the Test of Adult Basic Education (TABE) or the Core Academic Skills Assessment (CASA).

In this course, students will be introduced to the theory and practice of today's most popular operating systems, such as Windows, Mac OS, and UNIX/Linux. Topics include operating system theory, installing, upgrading, configuring (operating system and hardware), file systems, security, hardware options, and storage, as well as resource sharing, network connectivity, maintenance, and troubleshooting.

COSY-113 (99 hours)
Fee: \$1,599 (Tuition \$1,200, Materials \$399)

Section MW01-Mays Landing Campus
Monday-Thursday beginning December 16 (ends January 28)
9 a.m.-3 p.m.

Network+ Certification

CompTIA

Due prior to registration: Prerequisite: A+ certification or equivalent knowledge is strongly recommended. Candidates must obtain a reading score of 10 and math score of 10 on the Test of Adult Basic Education (TABE) or the Core Academic Skills Assessment (CASA).

The CompTIA Network+ certification is an entry-level certification that covers the configuration, management, and troubleshooting of common wired and wireless network devices. Also included are emerging technologies such as unified communications, mobile, cloud, and virtualization technologies.

This course will provide students with the foundational networking knowledge necessary to obtain the CompTIA Network+ certification, which can be applied toward other advanced networking certifications. Students will learn the crucial skills needed to manage, maintain, troubleshoot, install, operate, and configure basic network infrastructures. They will also be able to describe networking technologies, basic design principles, adherence to wiring standards, and use testing tools.

College Pathways: Upon successful credential attainment, you may be eligible for up to 4 college credits toward an Atlantic Cape degree.

COSY-502 (125 hours)
Fee: \$1,650 (Tuition \$1,500, Materials \$150)

Section MW02-Mays Landing Campus
Monday-Thursday beginning January 29 (ends March 9)
9 a.m.-3 p.m.



OFFICE PRODUCTIVITY & COMPUTER WORKSHOPS

QuickBooks

Learn how to track the financial activity of a small business. Topics include banking, accounts payable/receivable, invoicing, inventory, billing, and customer data management. You should have a fundamental knowledge of bookkeeping (including basic accounting terminology), and be familiar with personal computers and the Windows Operating System. Students must bring a flash drive to class.

CFIN-111 (15 hours)

Fee: \$199

Section CW01-Cape May County Campus
Thursday and Friday, October 24 and 25
9 a.m.-5:30 p.m.

Section MW01-Mays Landing Campus
Tuesdays and Thursdays, beginning October 1
(ends October 15)
6-9 p.m.

QuickBooks Level 2

Designed for current QuickBooks users who need answers to everyday problems and questions. Includes a case study, invoice design, debit memo, and credit memo applications, setting up in-house payroll, profit center (department cost) analysis, and various management reporting techniques. Students must bring a flash drive to class.

CFIN-260 (15 hours)

Fee: \$199

Section CW01-Cape May County Campus
Thursday and Friday, November 14 and 15
9 a.m.-5:30 p.m.

Section MW01-Mays Landing Campus
Tuesdays and Thursdays, beginning November 19
(ends December 5--no class on November 28)
6-9 p.m.

NEW! Computer Basics – Increase Your Confidence

This workshop is designed for those with little to no computer knowledge. In this hands-on course, you will gain an understanding of what you need to know to become computer confident! Learn to navigate around the main computer features, search the internet, and view Microsoft applications such as Word, Excel, and PowerPoint. You will successfully be able to create, save, and print documents upon completion of this workshop.

COAP-100 (9 hours)

Fee: \$69

Section AW01-Worthington Atlantic City Campus
Fridays, October 18, 25 and November 1
9 a.m.-12 p.m.

NEW! Microsoft Excel 2016 – Fundamentals

Prerequisite: Basic computer knowledge and familiarity with Windows.

Learn the application terminology and fundamental components of Excel 2016, navigating worksheets, and downloading templates. Students will also practice entering and editing text, values and formulas, and how to save workbooks in various formats. Instruction also includes working with ranges, rows, columns, simple functions, applying formatting techniques, and page layout features. Students must bring a flash drive to class to save files for future class and home use. Book is provided.

COAP-156 (12 hours)

Fee: \$199 (Tuition \$189, Materials \$10)

Section MW01-Mays Landing Campus
Tuesdays and Thursdays, beginning November 5 (ends November 14)
6-9 p.m.

NEW! Microsoft Excel 2016 – Beyond the Basics

Prerequisites: Basic computer knowledge and familiarity with Windows. Must have taken Fundamentals class or have equivalent knowledge.

This workshop covers some of the advanced features of Excel 2016. It is geared toward professionals that are proficient in using the basics of the software and want to delve into the more complex features. Topics include working with functions and lists, analyzing data and creating charts and pivot tables. Students must bring a flash drive to class to save files for future class and home use. Book is provided.

COAP-163 (9 hours)

Fee: \$149 (Tuition \$139, Materials \$10)

Section MW01-Mays Landing Campus

Tuesdays and Thursdays, beginning December 10 (ends December 17)
6-9 p.m.



Microsoft® IT Academy Program

Atlantic Cape Community College is a Microsoft IT Academy. Microsoft IT Academies benefit from world-class Microsoft curriculum and cutting-edge software tools to experience real-world challenges in the classroom environment.



Linking Atlantic Cape's Professional Training Services to Your Business

Atlantic Cape can deliver training programs and targeted consulting to your business or organization and help you meet the demands of an increasingly challenging and competitive market. Any professional development course or computer workshop offered by Atlantic Cape can be customized to your organization's specifications.

The benefits of working with Atlantic Cape:

- Programs tailored to your specific business needs
- Flexible scheduling to accommodate all shifts
- Affordable pricing
- Highly qualified professional trainers and instructors
- Groups as small as 10 and as large as 100
- Leading-edge technology and training methods
- Coordination with professional associations, governmental agencies, universities, and consultants
- Assistance with applying for customized training grants through the New Jersey Department of Labor for Skills Partnership Grants
- You can schedule a class on-site at your company, or you may send your employees to one of our various open enrollment programs.
- You can have our team proctor your assessment or test for potential employees or existing employees. We can deliver assessments in traditional paper and pencil format or convert your existing assessment for electronic delivery.

Grant-Funded Training Available to Upgrade Your Employees' Skills

Funding may be available through NJBIA and the New Jersey Department of Labor and Workforce Development.

Grant-funded classes are offered in:

- Basic Communication, Verbal and Written for Improved Customer Service
- Basic Communication, Verbal or Written
- Basic Mathematics or Measurements
- English as a Second Language, Levels 1, 2 & 3
- Microsoft Excel, Levels 1 & 2
- Microsoft Word, Levels 1 & 2
- PC Data Storage via the Cloud
- PC Databases I
- PC Outlook
- PC Windows
- PowerPoint, Levels 1 & 2
- Problem Solving
- Spanish for Managers, Levels 1 & 2
- Spanish in the Workplace, Levels 1 & 2
- Team Building: Being a Team Player

Consider a focused training session delivered by Atlantic Cape's professional team of trainers

- Change Management and How to Deal with It
- Closing the Generation Gap in the Workplace
- Coaching and Mentoring
- Conducting Effective Performance Reviews
- Conflict Resolution: Getting Along in the Workplace
- Financial Management for the Non-Financial Manager
- Human Trafficking
- Interviewing Skills
- Managing Across Cultures
- Managing the Virtual Workplace
- Motivation Training: Motivating Your Workforce
- Preparing Written Feedback
- Public Speaking
- Resume Writing
- Team Building: Building a Productive Team
- Time Management
- Train-the-Trainer

NEW! Accessibility Workshops

Atlantic Cape is now offering workshops in three topics related to accessibility.

Schedule one of the following workshops for your team:

- Getting Started with Accessibility
- Creating Accessible Content
- Selecting and Adopting Accessible Materials

For more information, call Scott Griffin at (609) 343-5651.



THE CASINO CAREER INSTITUTE

Visit us in the Caesars Entertainment Wing for Hospitality and Gaming Studies, located at the Charles D. Worthington Atlantic City Campus.

Table Games Training

All table games students are required to wear professional-style white shirts/blouses, black slacks/skirts and black shoes. Keep in mind your selection should be professional.

Table Games – Quick Start

This course is designed to provide students with easy access and instruction to become a table games dealer. Students will learn the fundamentals and skills needed to have the experience of a lifetime dealing games on the casino floor. Emphasis will be placed on game knowledge, chip value, and recognition, along with card handling. Special attention will be given to game security, accounting and pit procedures, as well as the chain of command.

How does Quick Start work? Register online for the Table Games Dealer-Quick Start course. Print your receipt and begin your class on the following Tuesday. You will inform the instructor which table game you want to learn to jump-start your casino career. Register now, and select your game.

Blackjack, Roulette or Baccarat (select one)

Blackjack: This combination course will prepare you for entry into any other primary or secondary game. The first two weeks concentrate on correct chip-handling techniques, identifying the value of each color chip, learning to read the total value of a bet and proper pit procedures. You will also learn the roles of each position in the casino chain of command. The second two weeks of the course will teach you the fundamentals of dealing Blackjack. Emphasis will be placed on card totaling, chip cutting and handling, card shuffling, and card placement. Special attention will be given to game and accounting procedures, accuracy, and speed.

Roulette: This course covers the fundamentals of dealing Roulette for those who already have training in another game. Emphasis will be given to accurate and quick mental multiplication, chip handling, memorization of table layout, and accuracy in clearing the table.

Baccarat: This course accommodates the experience, knowledge, and skills acquired in previous game training. Emphasis will be placed on commissions and percentages and the ability to calculate them immediately. Customer relations will be the focus.

CARE-107 (60 hours)-Worthington Atlantic City Campus, Caesars Entertainment Wing
Fee: \$539 (Tuition \$504, Materials \$35)

Tuesday, Wednesday, Thursday, 11:30 a.m.-3:30 p.m.

- Section AW01-beginning Sept. 3 (ends Oct. 3)
- Section AW02-beginning Sept. 10 (ends Oct. 10)
- Section AW03-beginning Sept. 17 (ends Oct. 17)
- Section AW04-beginning Sept. 24 (ends Oct. 24)
- Section AW05-beginning Oct. 1 (ends Oct. 31)
- Section AW06-beginning Oct. 8 (ends Nov. 7)
- Section AW07-beginning Oct. 15 (ends Nov. 14)
- Section AW08-beginning Oct. 22 (ends Nov. 21)
- Section AW09-beginning Oct. 29 (ends Nov. 28)
- Section AW10-beginning Nov. 5 (ends Dec. 5)
- Section AW11-beginning Nov. 12 (ends Dec. 12)
- Section AW12-beginning Nov. 19 (ends Dec. 19)

Craps and Carnival Games

Craps: Learn the fundamentals of dealing Craps. Emphasis will be placed on the knowledge of the procedures on a variety of bets, accurate and quick mental multiplication, and chip handling. Special attention will be given to game and accounting procedures, accuracy, and speed.

Carnival Games: You will learn multiple variations of poker table games including Caribbean Stud, Let It Ride, Three Card Poker, Four Card Poker, and Texas Hold 'em. The focus will be on poker rankings, procedures to pay and take, use of automated shuffler and house procedures.

CARE-109 (120 hours)
Fee: \$1,035 (Tuition \$1,000, Materials \$35)

Section AW01-Worthington Atlantic City Campus, Caesars Entertainment Wing
Tuesday, Wednesday, Thursday, beginning September 17 (ends November 21)
6-10 p.m.

Blackjack, Roulette, Pai Gow Poker, Pai Gow Tiles (select one)

Blackjack: This combination course will prepare you for entry into any other primary or secondary game. The first two weeks concentrate on correct chip-handling techniques, identifying the value of each color chip, learning to read the total value of a bet and proper pit procedures. You will also learn the roles of each position in the casino chain of command. The second two weeks of the course will teach you the fundamentals of dealing Blackjack. Emphasis will be placed on card totaling, chip cutting and handling, card shuffling, and card placement. Special attention will be given to game and accounting procedures, accuracy, and speed.

Roulette: This course covers the fundamentals of dealing Roulette for those who already have training in another game. Emphasis will be given to accurate and quick mental multiplication, chip handling, memorization of table layout, and accuracy in clearing the table.

Pai Gow Poker: This course accommodates the experience, knowledge, and skills acquired in previous game training. Learn the fundamentals of dealing Pai Gow Poker. Emphasis will be placed on rules of the game, commissions, and security.

Pai Gow Tiles: Learn the fundamentals of dealing Pai Gow Tiles. Based on ancient Chinese history, the game is played with a set of 32 dominoes. The object is to get the winning hand, GEE JOON (also called the supreme pair). Emphasis will be placed on rules of the game, commissions, security and game protection.

CARE-111 (60 hours)-Worthington Atlantic City Campus, Caesars Entertainment Wing
Fee: \$539 (Tuition \$504, Materials \$35)
Tuesday, Wednesday, Thursday 6-10 p.m.

Section AW01-beginning Sept. 3 (ends Oct. 3)
Section AW02-beginning Sept. 10 (ends Oct. 10)
Section AW03-beginning Sept. 17 (ends Oct. 17)
Section AW04-beginning Sept. 24 (ends Oct. 24)
Section AW05-beginning Oct. 1 (ends Oct. 31)
Section AW06-beginning Oct. 8 (ends Nov. 7)
Section AW07-beginning Oct. 15 (ends Nov. 14)
Section AW08-beginning Oct. 22 (ends Nov. 21)
Section AW09-beginning Oct. 29 (ends Nov. 28)
Section AW10-beginning Nov. 5 (ends Dec. 5)
Section AW11-beginning Nov. 12 (ends Dec. 12)
Section AW12-beginning Nov. 19 (ends Dec. 19)

Poker and Tournament Play

Learn the essentials of dealing Poker and prepare for a career as a Poker dealer. You'll train and practice dealing Poker from the hand, including the fundamentals of rake/antes/blind bets, game rules and regulations, dealer's responsibilities, and game security.

POKR-200 (60 hours)-Worthington Atlantic City Campus, Caesars Entertainment Wing
Fee: \$539 (Tuition \$504, Materials \$35)
Tuesday, Wednesday, Thursday
6-10 p.m.

Section AW01-beginning September 10 (ends October 10)
Section AW02-beginning October 15 (ends November 14)
Section AW03-beginning November 19 (ends December 19)

Carnival Games

You will learn multiple variations of poker table games including Caribbean Stud, Let It Ride, Three Card Poker, Four Card Poker, and Texas Hold'em. The focus will be on poker rankings, procedures to pay and take, use of automated shuffler and house procedures.

PGOW-202 (16 hours)-Worthington Atlantic City Campus, Caesars Entertainment Wing
Fee: \$139 (Tuition \$104, Materials \$35)
Tuesday, Wednesday, Thursday
11:30 a.m.-3:30 p.m.

Section AW01-beginning September 10 (ends September 17)
Section AW02-beginning October 15 (ends October 22)
Section AW03-beginning November 12 (ends November 19)
Section AW04-beginning December 10 (ends December 17)

Surveillance for Casino Games Employees with Table Games Knowledge

This program prepares potential surveillance officers on the aspects of slot machine and table games that lend themselves to cheating and criminal activity. Surveillance officers are responsible for monitoring all activities for an entire facility. They ensure gaming laws and internal employer policies are followed, and that suspicious or criminal activity is investigated. This course is designed for existing casino games people that have table game knowledge.

This program includes instruction in:

- Loss Prevention and Risk Management: Cage & Accounting Operations, Claims Investigations, Food & Beverage, Retail, Homeland Security & Emergency Response, Internal Theft and Fraud, Warehouse and Purchasing, and Workplace Violence Prevention.
- Surveillance Methodology: Camera Skills and Techniques, Card Counting and Basic Strategy, Conflict Resolution, Investigations, Evidence Gathering and Control, Security Surveillance, Surveillance Operation, and Surveillance Liabilities.

SURV-102 (100 hours)-Worthington Atlantic City Campus, Caesars Entertainment Wing
Fee \$1,199 (Tuition \$1,129, Materials \$70)

Monday-Thursday
9 a.m.-2 p.m.

Section-AW01-beginning September 9 (ends October 10)

Alumni Program for CCI Graduates

Prerequisite: You must have graduated from a CCI Table Games course. Students taking this program are required to follow the CCI Student Dress Code. CCI certificate awarded upon successful completion.

CCI Table Games graduates can refresh or develop new skills to gain a marketable edge as they return to the gaming workforce with our Alumni Program.

Blackjack

BLJK-103 (60 hours)
Section AW01 Fee: \$399 (Tuition \$364, Materials \$35)

Craps

CRAP-201 (120 hours)-See Craps and Carnival Games schedule
Fee: \$899 (Tuition \$864, Materials \$35)

Baccarat

BACC-204 (60 hours) Section AW01
Fee: \$399 (Tuition \$364, Materials \$35)

Poker and Tournament Play

POKR-204 (60 hours)-See Poker and Tournament Play schedule
Fee: \$399 (Tuition \$364, Materials \$35)

Pai Gow Tiles

PGOW-207 (60 hours) Section AW01
Fee: \$399 (Tuition \$364, Materials \$35)

Roulette

ROUL-204 (60 hours) Section AW01
Fee: \$399 (Tuition \$364, Materials \$35)

Pai Gow Poker

PGOW-206 (60 hours) Section AW01
Fee: \$399 (Tuition \$364, Materials \$35)

Alumni Practice Program

Prerequisite: You must have graduated from a CCI Table Games program within the past five years. You may practice the games you previously learned at CCI. Required documentation: verification of previous games taken with CCI. This is a practice program; no certificate is issued.

Don't fall behind! Don't lose your skills! Remember the experienced instructors, the quality classroom setting. It is available for you to refresh your skills. Don't wait! Start practicing today. This is a practice program to help you brush up on your skills. Personalized instruction is not included in this program.

CARE-001, Section AW01*
Fee: \$29 (This fee is based on 12 months, from July-June, or any portion of that period.
This fee is renewable every July 1.)

*Alumni Practice is available on Tuesday, Wednesday and Thursday, 11:30 a.m.-3:30 p.m. or 6-10 p.m., Practice lab is open only when there are scheduled classes in session.

Practice Program

Prerequisite: Must present your 35 license.

Don't lose your skills! Practice games you have previously dealt in a state-of-the-art mock casino setting. Gain an edge as you return to the gaming workforce. Brush up on your skills and prepare for your next audition. NOTE: Personalized instruction is not included in this program. A certificate will not be issued. If you determine you need more than practice and want to join a class, we will apply the \$99 fee to any regularly priced class taken within 30 days. A certificate will be issued at the end of the program.

CARE-110, Section AW01*
Fee: \$99 (Valid for three days, Tuesday, Wednesday and Thursday,
from 11:30 a.m.-3:30 p.m. or 6-10 p.m.)

*Practice lab is open only when there are scheduled classes in session.



Career Training

Enroll now in the Academy of Culinary Arts' Culinary Training or Baking and Pastry programs and learn in our state-of-the-art kitchens at our Caesars Entertainment Wing for Hospitality and Gaming Studies at the Worthington Atlantic City Campus.

Baking and Pastry Training Program

Due prior to registration: Candidates must obtain a reading score of 9 and math score of 9 on the Test of Adult Basic Education (TABE) or the Core Academic Skills Assessment (CASA).

This career preparation program offers hands-on courses in the fundamentals of baking and pastry. It will also prepare students for the National Restaurant Association Foodservice Sanitation Certificate. Upon successful completion of the exam, students receive a nationally-recognized certification in sanitation. This exam is given during the program.

Topics covered will include equipment use and safety, proper work methods, culinary math, bread baking, cake baking and decorating, pies and cookies, custards, puddings and mousses, and more. This program will allow students who want to specialize in baking and pastry to obtain the skills they need in a hands-on environment and to be able to work in almost any bakeshop.

CULI-501 (425 hours)

Fee: \$4,995 (Tuition/Lab: \$3,995, Supplies: \$1,000)

Section AW01-Worthington Atlantic City Campus, Caesars Entertainment Wing
Monday-Friday, beginning September 23 (ends February 25)
9 a.m.-2 p.m.

PROFESSIONAL SKILLS SERIES

Culinary and Cooking Professional

The Professional Skills Series provides you with the fundamental skills necessary to secure a position in the culinary field. This program includes instruction in:

- **ServSafe Manager Certification:** The ServSafe Food Safety Training Program will teach students to recognize the responsibilities involved in the prevention of food-borne illnesses. The training also will help foodservice workers understand the importance of proper storage, food preparation, cleaning, and sanitizing to ensure safe food handling.
- **Knife Skills:** Students will learn basic knife skills to include; care and maintenance of tools, sharpening, and proper grip. Cuts will include dice, roundel, bias, julienne, brunoise, and Tourné. Emphasis will be on mastery of consistency and speed.
- **Pantry Production:** Learn product identification, composed salads, and dressings. The course includes garnish, canapes, raw bar, and sausage making. Learn the skills necessary to be successful in the food service industry.
- **Professional Line Cooking:** Hone your skills in organization, knife cuts, equipment use, cooking techniques, and fundamentals. Focus on sauté, grilling, frying, and vegetable cookery. Successful completers will be ready to take on the hot line.
- **Stocks, Soups, and Sauces:** Learn the secrets to a good stock, and your soups and sauces will be exceptional. Start with the basics and learn mother sauces, small sauces, contemporary sauces, and a variety of thickening techniques. Then move on to soups, including consommé, creams, purees, and chowders.

CULI-507 (160 hours, 8 Weeks)

Fee: \$2,299 (Tuition/Lab: \$1,729, Supplies: \$570)

Section AW01-Worthington Atlantic City Campus, Caesars Entertainment Wing
Monday-Thursday beginning September 23 (ends November 14)
3-8 p.m.

Gastronomía y Cocina Profesional

Las Series de Destrezas Profesionales te proveen los fundamentos necesarios para asegurar una posición en el campo culinario. Este programa ofrece instrucciones en:

- **Certificación de ServSafe Manager:** El programa de adiestramiento ServSafe al manejo y seguridad de alimentos, enseñará a los estudiantes a reconocer las responsabilidades involucradas en la prevención de enfermedades transmitidas por los alimentos. El adiestramiento también ayudará a trabajadores en el área de servicios de comidas a entender la importancia de almacenar correctamente alimentos, preparación de alimentos, limpieza y saneamiento para asegurar el buen manejo de los alimentos.
- **Habilidades con el cuchillo:** Los estudiantes aprenderán las destrezas básicas con el cuchillo, incluyendo: cuidado y mantenimiento de herramientas, afilado y correcto agarre. Los cortes incluirán, cortes en cubitos, rodajas, sesgadas, juliana, brunoise y torneado. El énfasis será en el dominio de la consistencia y velocidad.
- **Producción de cocina fría:** Aprenda la identificación de productos, ensaladas compuestas y aderezos. El curso incluye adorno, canapés, Raw Bar y fabricación de embutidos. Aprender las habilidades necesarias para tener éxito en la industria de servicios de comida.
- **Cocinero Profesional:** Perfecciona tus destrezas en la organización, cortes con el cuchillo, uso del equipo, fundamentos y técnicas de cocina. Este curso se concentran en saltear, asar, freír y cocinar vegetales. Aquellos que terminen exitosamente, estarán listos para tomar la cocina.
- **Caldos, sopas y salsas:** Aprenda los secretos para un buen caldo y sus sopas y salsas serán excepcionales. Empieza con lo básico y aprenda las salsas madres, pequeñas salsas, salsas contemporáneas y una variedad de técnicas de esperar. Luego pasar a sopas, incluyendo; consomé, cremas, purés y sopas.

CULI-509 (160 Horas, 8 semanas)

Costo: \$ 2,299 (Matrícula/Laboratorio: \$ 1,729, Suministros: \$ 570)

Sección: AW01-Worthington Atlantic City Campus, Caesars Entertainment Wing
18 de noviembre de 2019 al 27 de enero de 2020
Horas: 3 p.m. a 8:30 p.m.

Baking and Pastry Professional

The Professional Skills Series provides you with the fundamental skills necessary to secure a position in the culinary field. This program offers instruction in:

- **ServSafe Manager Certification:** The ServSafe Food Safety Training Program will teach students to recognize the responsibilities involved in the prevention of food-borne illnesses. The training also will help foodservice workers understand the importance of proper storage, food preparation, cleaning and sanitizing to ensure safe food handling.
- **Piping and Pastry Bag Skills:** An introductory class covering a variety of border designs, flowers, balloons and other cake decorations. Students will also learn to work with chocolate and royal icing for run outs and garnishes. Students will develop skills in cake writing.
- **Pastry:** Focus on organization, equipment, pastry bag techniques, specialty ingredients, chocolate work, decorating, garnishes and classic pastry shop items.
- **Artisan Bread Baking:** Learn to make exceptional breads using old world recipes and modern techniques. This course will teach you the use of different grains and techniques, including dense breads with crispy crusts using artisan flavors such as asiago cheese, potato and rosemary olive oil.
- **Commercial Baking:** This class helps students develop applicable skills using commercially produced product. Start by preparing basic staples of a commercial bakery and then transform them to plated desserts, specialty items, signature and unique creations. This is the true function of a commercial bakeshop. Students will be challenged to use staples to express their creativity.

CULI-508 (160 hours, 8 Weeks)

Fee: \$2,299 (Tuition/Lab: \$1,729, Supplies: \$570)

Section AW01-Worthington Atlantic City Campus, Caesars Entertainment Wing
Monday-Thursday, beginning September 23 (ends November 14)
3-8 p.m.

WORKSHOPS

ServSafe Food Handler Certification

The ServSafe food handler certificate is the most popular certification awarded by ServSafe. It is sometimes called a food handlers card or a food workers permit. The purpose of the certification is to ensure that food service workers have an understanding of basic food safety principles. The certificate is awarded after completing the course and passing the assessment. The assessment will test your knowledge in these five categories: Basic Food Safety, Personal Hygiene, Cross-contamination and Allergens, Time and Temperature, and Cleaning and Sanitation.

FDBV-202 (4 hours)

Fee: \$59

Section MW01-Mays Landing Campus
Wednesday, September 25
9 a.m.-1 p.m.

ServSafe Food Protection Manager Certification

This program covers sanitation guidelines, as suggested by the National Restaurant Association's "ServSafe" program. The ServSafe Food Protection Manager Certification verifies that a manager or person-in-charge has sufficient food safety knowledge to protect the public from foodborne illness. Individuals that successfully pass the 90-question, multiple-choice exam will receive a ServSafe Food Protection Manager Certification and wallet card. The ServSafe Food Protection Manager Certification is accredited by the American National Standards Institute (ANSI) under the Conference for Food Protection Standards. Participants will take the test on the last day of the course.

FDBV-200 (12 hours)

Fee: \$199 (Tuition: \$159, Supplies: \$40)

Section AW01-Worthington Atlantic City Campus
Tuesday and Friday, November 12 and 15
9 a.m.-3 p.m.

Section CW01-Cape May County Campus
Wednesdays, October 16 and 23
9 a.m.-3 p.m.

CULINARY WORKSHOPS

Artisanal Cheese Making

With Larry and Linda Faillace, Owners, Three Shepherds Farm in Vermont. Enjoy three fun-filled days immersed in the fascinating world of cheese with our Artisanal cheese making class! You will learn the principles of great cheese making as we make at least seven different cheeses and focus on topics such as milk sources and how to assess milk quality, hygiene and sanitation, microbial cultures and rennet, proper equipment, the magic of cheese aging, cheese and wine pairing, salting and brining, cheese marketing, and much more. Included in all classes is lunch each day, an extensive cheese tasting, our complete artisan cheese making manual with recipes, and an extensive resource section which will guide you to all the necessary tools and information to make excellent cheese! To ensure plenty of hands-on experience, each class is limited to 10 students.

COOK-175 (19 hours)

Fee \$595

Section MW01-Mays Landing Campus
Friday, November 8, 3-8 p.m., Saturday, November 9, 8 a.m.-3 p.m. and
Sunday, November 10, 8 a.m.-3 p.m.

Basic Knife Skills

Ever wonder how those TV chefs chop so quickly and evenly? In this class, students will learn the techniques used by professionals. Hold a knife correctly and master the basic cuts. Learn chopping, dicing, and a few secrets. This is a hands-on class.

COOK-121 (3 hours)

Fee: \$49

Section MW01-Mays Landing Campus
Saturday, September 28
10 a.m.-1 p.m.

The Cauliflower Craze

Learn new and interesting ways to serve this versatile veggie. A demonstration and tasting with cauliflower fried rice, cauliflower risotto, and cauliflower pizza crust with toppings of course.

COOK-188 (2 hours)

Fee: \$35

Section CW01-Cape May County Campus
Wednesday, October 2
4-6 p.m.

Main Course Soups

Pasta Fagioli, Seafood Stew, and Chicken Escarole, learn how to make these Sunday soups that will leave you with leftovers for a mid-week dinner.

COOK-101 (3 hours)

Fee: \$75

Section MW01-Mays Landing Campus
Saturday, October 19
10 a.m.-1 p.m.

How Many Ways Can You Cook Squash?

Learn to work with a variety of squash including Butternut, Delicata, Spaghetti, and Patty Pan. We will roast, sauté, grill, and puree. Gain a stronger appreciation for this autumn star!

COOK-221 (3 hours)

Fee: \$75

Section MW01-Mays Landing Campus
Tuesday, October 15
6-9 p.m.

Section CW01-Cape May County Campus
Wednesday, October 16
5-8 p.m.

Russian Delights

A two-session course with the first course delving into the Zakuski, this array of Appetizers is the Russian version of Tapas. You will learn about pickling, marinating, and the correct presentation for caviar. We will also explore traditional entrée selections from Beef Stroganoff to Koulibiak (Salmon styled like Beef Wellington), and of course Chicken Kiev. The second class will explore side dishes such as Dumplings, Beet Salad and Stuffed Cabbage. We will round out the lesson with traditional Russian Desserts, Gingerbread and Blini.

COOK-248 (6 hours)
Fee: \$150

Section MW01-Mays Landing Campus
Saturday, November 2 and 9
10 a.m.-1 p.m.

Indian Cuisine - Meat

Join us for this workshop presented by Chetna Macwan. Chetna Macwan who is the owner and publisher of SpiceCultureCooking.com, a food blog about all things related to Indian cuisine. Chicken Makhani - chicken in a butter (Butter Chicken) and heavy cream based sauce, Kheema-Minced lamb sautéed with onions, mint, coriander and cumin seeds, and Hariyali Marinade - cilantro, mint based marinade that can be used for both meat & veggie dishes.

COOK-276 (3 hours)
Fee: \$85

Section MW01-Mays Landing Campus
Saturday, October 5
10 a.m.-1 p.m.

BAKING AND PASTRY WORKSHOPS

Indian Style Stuffed Bread

POTATO – thick flatbread stuffed with spicy potato and onion mixture and pan-fried and CHILI/PANEER – thick flatbread stuffed with a spicy blend of chili, garlic, and paneer (Indian curd cheese) and pan-fried.

BAKE -145 (3 hours)
Fee \$85

Section MW01-Mays Landing Campus
Saturday, October 19
10 a.m.-1 p.m.

Indian Style Desserts

Dessert will be a sweet milk pudding with roasted vermicelli, mixed nuts, and Cardamom/saffron - commonly known as "Kheer." We will also make an Indian styled funnel cake called "Jalebi" - a very traditional Indian street food.

BAKE-146 (3 hours)
Fee: \$85

Section MW01-Mays Landing Campus
Saturday, November 2
10 a.m.-1 p.m.

Rich and Creamy Cheesecakes

Learn how to make several styles of cheesecake desserts while the Chef demonstrates the procedures for Pumpkin Cheesecake, Coffee and Cream Cheesecake, and individual Coconut Key Lime Cheesecakes.

BAKE-122 (3 hours)
Fee: \$75

Section MW01-Mays Landing Campus
Tuesday, September 17
6-9 p.m.

Breads and Rolls

You'll want to bring your apron to this class! Students will be hands-on for San Francisco Sour Dough bread, Soft-Twisted Egg Rolls and a Garlic Parmesan Pull-Apart Bread.

BAKE-105 (3 hours)
Fee: \$75

Section MW01-Mays Landing Campus
Tuesday, October 8
6-9 p.m.

Holiday Pumpkin Desserts

Learn and participate with the Chef the procedures for mixing, assembling and finishing Pumpkin Cake Rolls with Cream Cheese icing, Pumpkin-Cranberry Crumb Muffins, and Moist Pumpkin Spice Bread.

BAKE-130 (3 hours)
Fee: \$75

Section MW01-Mays Landing Campus
Tuesday, October 15
6-9 p.m.

Chocolate Indulgence

Give in to your cravings when you indulge in the making of Chocolate Soufflés, Chocolate Crème Brûlée, and a Chocolate Decadence Torte!

BAKE-115 (3 hours)
Fee: \$75

Section MW01-Mays Landing Campus
Tuesday, November 5
6-9 p.m.

Holiday Cookies

The Chef will demonstrate how to make the dough for Chocolate Crinkle-Top cookies, Almond Biscotti, and Vanilla Crescents. Students will get hands-on experience rolling, scooping, and dipping the cookies.

BAKE-106 (3 hours)
Fee: \$75

Section MW01-Mays Landing Campus
Tuesday, December 3
6-9 p.m.

More Chocolate Desserts

Chocolate is better one bite at a time. Enjoy making bite-size Chocolate Beignets, Chocolate Profiteroles, and rich Chocolate Pâte.

BAKE-140 (3 hours)
Fee: \$75

Section MW01-Mays Landing Campus
Tuesday, December 16
6-9 p.m.



Paramedic Science

Due prior to registration: Prerequisites: Current New Jersey EMT-Basic certification, high school diploma or GED, American Heart Association CPR certification for health care professionals, 21 years of age before entering clinical field time. A minimum of 200 patient contact hours in a 911 EMS service or hospital emergency room during the 24 months immediately before registration. Patient contact hours is defined as time spent performing direct patient care in an emergency setting. Candidates must obtain a reading score of 11 and a math score of 9 on the Test of Adult Basic Education (TABE) or the Core Academic Skills Assessment (CASA). Successfully complete the FISDAP Paramedic Entrance Examination with a minimum score of 75% overall. Successful completion of two BLS patient care scenarios, based on National Registry performance checklists, with a minimum score of 33 on each. Documentation of physical exam including drug screening, documentation of immunizations, PPD test, and hepatitis B series. Successful completion of a criminal background check. Candidates must obtain sponsorship from AtlantiCare/AtlantiCare EMS for all clinical portions of the program. Students must possess the physical capabilities to perform all required skills and tasks of an EMT-Paramedic.

Notes: Clinical sites may require students to show proof of adequate health insurance prior to starting clinical internship. Clinical sites may require students to wear facemasks during flu season if the student does not show proof of receiving the flu vaccine.

This 18-month course prepares experienced EMTs to perform Advanced Life Support (ALS) as a Mobile Intensive Care Paramedic (MICP). Paramedics provide advanced medical care in a prehospital setting. Through our highly intensive curriculum, students will gain knowledge and experience through a wide array of disciplines that develop critical thinking and decision-making skills that the life and career of a paramedic demands.

In addition to classroom and skills laboratory education, students will be able to contextualize and enhance that education through a multitude of patient-centered scenarios, with both live patients and high fidelity simulations. Alongside this experience, students will train in a wide variety of hospital clinical disciplines, culminating in field internship on Mobile Intensive Care Units, where they will progress to a lead role as an entry-level paramedic.

This course covers the materials and skills identified in the 2009 National EMS Education Standards, the 2005 National EMS Scope of Practice Model and the 2015 Paramedic Psychomotor Competency Portfolio, as adopted by the State of New Jersey, meeting or exceeding the guidelines in the current National Highway Traffic Safety Administration's EMS Education Standards. As part of this education, students will also receive training and certifications in Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS), Pre-Hospital Trauma Life Support (PHTLS) and the Difficult Airway Course. Students completing the program will be required to pass the National Registry (NREMT) Paramedic Certification exam.

The Paramedic Science program will utilize technology to enhance our students' learning experience. As part of their tuition package, each student will receive a tablet, equipped with learning assistance software programs. Our scenario lab comes equipped with a Laerdal SimMan 3G along with enhanced video capabilities for the debriefing of scenarios. The Paramedic Science program will provide a superior learning experience for highly motivated individuals seeking a career in advanced prehospital emergency medical care.

College Pathways: Upon successful completion of the NREMT credential attainment, you may be eligible for up to 16 college credits toward a Health Sciences degree from Atlantic Cape.

Student Responsibility: Students are required to purchase a stethoscope, black belt & shoes.

Additional Requirements: Attendance at an Information Session is required for candidates seeking admission to the Paramedic Science program. Individual and group sessions by appointment. Contact EMSTrain@atlantic.edu to schedule.

PARA-501 (1,452 hours)

Fee: \$18,595 (Tuition \$15,262, Materials \$3,333)

Section AW01-Worthington Atlantic City Campus

Lecture and Skills Lab: Tuesday, Thursday, 6-10 p.m. Saturday, 8 a.m.-5 p.m.

Beginning September 3 (ends March 2021)

Medical Assistant

Due prior to registration: Prerequisites: Candidates must obtain a reading score of 11 on the Test of Adult Basic Education (TABE) or the Core Academic Skills Assessment (CASA). High school diploma or high school equivalency diploma/HSED. A health assessment/physical examination, Basic 5 Panel drug screening, Hepatitis B, T-dap, MMR, Varicella and TB test. The physical exam, drug screening and all proof of immunizations/vaccinations must be performed no sooner than 2 months prior to first date of class. Clinical sites may require any of these health prerequisites to be performed again prior to your internship.

Due on first day of class: A criminal background check must be completed and will be the financial responsibility of the student. Students will be presented with more information and will initiate their background check at orientation/first day of class and payment may be made with a credit card at that time. Students may choose to mail in a money order however, the background check will only begin once payment is received. The report must be received within 30 days of the first day of class. Students failing to provide a clear criminal background check may not be eligible for the clinical/internship portion of the program.

Note: Students are required to achieve a minimum number of sticks during the Phlebotomy module. Under supervision, students do practice Phlebotomy draws on fellow students. Clinical sites may require students to show proof of adequate health insurance prior to starting clinical internship. Clinical sites may require students to wear facemasks during flu season if the student does not show proof of receiving the flu vaccine.

Student Responsibility: Students are responsible for purchasing the following items for use during their training program: white sneakers that are closed-toe and do not have any openings or cutouts of any kind; clogs are not acceptable, a watch with a second hand is required for measuring vital signs and headphones or earbuds for use during computer lab sessions.

Medical assistants are highly trained individuals who perform a variety of administrative and clinical duties in both primary care and specialty physicians, urgent care centers, and other healthcare facilities. Clinical duties can include taking medical histories, recording vital signs, assisting the physician during exams, injections, venipuncture, and ECGs.

Students completing all course requirements will be eligible to sit for the National Healthcareer Association (NHA) Certified Clinical Medical Assistant and Phlebotomy Technician certification exams. American Heart Association BLS for Health Care Professionals certification is also provided during the program. The cost of these exams and certifications is included in the program fee.

The program consists of 14 modules following a 12-hour Student Success workshop:

- Module 1: Applications for the Medical Office (Word, Excel, SpringCharts)
- Module 2: Medical Terminology
- Module 3: Vital Signs
- Module 4: Communication, Patient History, Assisting with Examinations
- Module 5: Fundamentals of Medical Assisting 1
- Module 6: Fundamentals of Medical Assisting 2
- Module 7: Fundamentals of Medical Procedures
- Module 8: Anatomy and Physiology
- Module 9: CPR/BLS for Health Care Professionals
- Module 10: Fundamentals of Medical Assisting 3 (ECG)
- Module 11: Billing and Coding
- Module 12: Computers for the Medical Office
- Module 13: Professional Development
- Module 14: Clinical Internship

College Pathways: Upon credential attainment, you may be eligible for up to 16 college credits toward an Atlantic Cape Health Science degree.

Daytime, Classroom Option

MEDA-148 (620 hours) Financial aid available.
Fee: \$6,035 (Tuition \$5,053, Materials \$982)

Section AW02-Worthington Atlantic City Campus
Monday-Thursday, 9 a.m.-2:30 p.m.
Beginning October 28 (ends July 18)
Clinical: Days and hours vary

Evening, Hybrid Program

What is a Hybrid Program? Workforce Developments Hybrid programs are designed to combine traditional classroom instruction with independent online work. Students are required to attend classroom sessions and to complete additional work online.

MEDA-151 (620 hours, 298 hours classroom, 322 hours online)
Fee: \$6,035 (Tuition \$5,053, Materials \$982)

Section CW01-Cape May County Campus
Wednesday and Thursday, 6-9 p.m.
Beginning November 14 (ends September 24)
Clinical: Days and hours vary

NEW! Certified Medical Administrative Assistant (CMAA) - Hybrid

Due prior to registration: Prerequisites: Candidates must obtain a reading score of 11 on the Test of Adult Basic Education (TABE) or the Core Academic Skills Assessment (CASA). High school diploma or high school equivalency diploma/HSED. A health assessment/physical examination, Basic 5 Panel drug screening, Hepatitis B, T-dap, MMR, Varicella and TB test. The physical exam, drug screening and all proof of immunizations/vaccinations must be performed no sooner than 2 months prior to first date of class. Clinical sites may require any of these health prerequisites to be performed again prior to your internship.

Due on first day of class: A criminal background check must be completed and will be the financial responsibility of the student. Students will be presented with more information and will initiate their background check at orientation/first day of class and payment may be made with a credit card at that time. Students may choose to mail in a money order however, the background check will only begin once payment is received. The report must be received within 30 days of the first day of class. Students failing to provide a clear criminal background check may be not be eligible for the clinical/internship portion of the program.

Notes: Clinical sites may require students to show proof of adequate health insurance prior to starting clinical internship. Clinical sites may require students to wear facemasks during flu season if the student does not show proof of receiving the flu vaccine.

Student Responsibility: Students are responsible for purchasing the following item for use during their training program: white sneakers that are closed-toe and do not have any openings or cutouts of any kind; clogs are not acceptable.

What is a Hybrid Program? Workforce Developments Hybrid programs are designed to combine traditional classroom instruction with independent online work. Students are required to attend classroom sessions and complete additional work online.

Medical administrative assistants play a pivotal role in ensuring a positive, responsive, and efficient medical practice. In this program, students will learn how to provide outstanding customer service such as professionally greeting and checking in and out patients, scheduling appointments, and obtaining referrals. Instruction will also include proper communications in a medical setting, learning patient chart organization and filing processes as well as using various computer software applications to include billing and coding. Medical terminology, anatomy, physiology, HIPPA, and ethics knowledge will make for a well-rounded employee in the role of a medical administrative assistant. Students will receive a personal tablet as part of the cost of the program. Students successfully completing all classroom and clinical requirements will be eligible to sit for the National Healthcareer Association certification examination. The cost of the exam is included in the program.

HMAA-500 (329 hours, 167 hours classroom, 153 hours online)
Fee: \$3,549 (Tuition \$2,649, Materials \$900)

Section CW01-Cape May County Campus
Tuesday, 6-9 p.m. (All students must attend Monday sessions on 10/21, 10/28, 2/3, and 4-9 p.m. March 24)
Beginning October 15 (ends May 19)
Clinical: Days and hours vary

Central Service Technician - Hybrid

Due before registration: Prerequisites: Candidates must obtain a reading score of 11 on the Test of Adult Basic Education (TABE) or the Core Academic Skills Assessment (CASA). High school diploma or high school equivalency diploma/HSED. A health assessment/physical examination, Basic 5 Panel drug screening, Hepatitis B, T-dap, MMR, Varicella and TB test. The physical exam, drug screening and all proof of immunizations/vaccinations must be performed no sooner than 2 months prior to first date of class. Clinical sites may require any of these health prerequisites to be performed again prior to your internship.

Due on the first day of class: A criminal background check must be completed and will be the financial responsibility of the student. Students will be presented with more information and will initiate their background check at orientation/first day of class and payment may be made with a credit card at that time. Students may choose to mail in a money order however, the background check will only begin once payment is received. The report must be received within 30 days of the first day of class. Students failing to provide a clear criminal background check may be not be eligible for the clinical/internship portion of the program.

Notes: Clinical sites may require students to show proof of adequate health insurance prior to starting clinical internship. Clinical sites may require students to wear facemasks during flu season if the student does not show proof of receiving the flu vaccine.

What is a Hybrid Program? Workforce Developments Hybrid programs are designed to combine traditional classroom instruction with independent online work. Students are required to attend classroom sessions and complete additional work online.

This comprehensive course in central service and sterile processing is designed to equip students for a career in central service, the operating room and infection control, and materials management. Students will be prepared to succeed on the IAHCST examination to become Certified Registered Central Service Technicians (CRCST). Mandatory on-site observation will be scheduled on Fridays by the instructor. The clinical internship will follow the lecture and observation hours.

Certified registered central service technicians are vital to any health care operation. Typical duties are to prepare, sterilize, install, or clean laboratory or health care equipment. They will also perform routine laboratory tasks and operate or inspect equipment.

Students completing all course requirements will be eligible to sit for the Certified Registered Central Service Technician Exam. American Heart Association, BLS/CPR certification, is also covered in this program. The cost of these exams and certification is included in the program fee.

Content includes:

- Introduction to Sterile Processing: Medical Terminology, Anatomy and Physiology, Microbiology, Regulations and Standards, Infection Prevention and Control, Quality Assurance, Safety, Communication and Human Relations Skills
- Disinfection: Surgical Instrumentation, Complex Surgical Instruments, Sterile Packaging moreover, Storage, Point of Use Processing, High-Temperature Sterilization, Low Temperature Sterilization
- Inventory Management: Management of Patient Care Equipment, Tracking Systems, Sterile Processing for Ambulatory, Surgery and Other Practices
- CPR/BLS for Health Care Professionals
- Clinical

College Pathways: Upon credential attainment, you may be eligible for up to 12 college credits toward an Atlantic Cape Health Science degree.

HCST-501 (998 hours, 405 classroom, 593 online)
Fee: \$3,399 (Tuition \$3,004, Materials \$395)

Section OW01-Cape Regional Medical Center
Observation: Fridays, 9 a.m.-noon, scheduled by the instructor
Beginning October 21 (ends August 31)
Clinical: Days and hours vary

Patient Care Associate with Phlebotomy-Hybrid

Due before registration: Prerequisites: Candidates must obtain a reading score of 11 on the Test of Adult Basic Education (TABE) or the Core Academic Skills Assessment (CASA). High school diploma or high school equivalency diploma/HSED. A health assessment/physical examination, Basic 5 Panel drug screening Hepatitis B, T-dap, MMR, Varicella, TB test, and the Flu vaccine. *The physical exam, drug screening and all proof of immunizations/vaccinations must be performed no sooner than two months before the first date of the class. Clinical sites may require any of these health prerequisites to be performed again before your internship.

Due on the first day of class: A criminal background check must be completed and will be the financial responsibility of the student. Students will be presented with more information and will initiate their background check at orientation/first day of class, and payment may be made with a credit card at that time. Students may choose to mail in a money order, however, the background check will only begin once payment is received. The report must be received within 30 days of the first day of class. Proof of adequate health insurance is required on the first day of class and must be maintained throughout the clinical/internship.

Note: Students are required to achieve a minimum number of sticks during the Phlebotomy module. Under supervision, students do practice Phlebotomy draws on fellow students. Clinical sites may require students to show proof of adequate health insurance prior to starting clinical internship. Clinical sites may require students to wear facemasks during flu season if the student does not show proof of receiving the flu vaccine.

Student Responsibility: Students are responsible for purchasing the following items for use during their training program: white sneakers that are closed-toe and do not have any openings or cutouts of any kind; clogs are not acceptable, a watch with a second hand is required for measuring vital signs and headphones or earbuds for use during computer lab sessions.

What is a Hybrid Program? Workforce Developments Hybrid programs are designed to combine traditional classroom instruction with independent online work. Students are required to attend classroom sessions and complete additional work online.

Patient Care Associate with Phlebotomy-Hybrid provides basic patient care in a hospital setting. You will learn basic patient care skills and behaviors needed to gain an entry-level position as a Patient Care Associate or Phlebotomist. This program includes classroom lecture, lab practice, and a clinical internship in a local medical facility. Coursework includes patient care technician skills, phlebotomy, EKG, medical terminology, electronic medical records, and CPR certification.

Upon completion of this program, students will be eligible to sit for the National Healthcareer Association Patient Care Technician (CPCT) and Phlebotomy (CPT) certifications.

College Pathways: Upon credential attainment, you may be eligible for up to 7 college credits toward an Atlantic Cape Health Science degree.

PCAR-500 (390 hours, 275 classroom, 115 online)
Fee: \$4,199 (Tuition \$3059, Materials \$1,140)

Section AW01-Worthington Atlantic City Campus
Mondays and Tuesdays, 6-9 p.m.
Beginning October 21 (ends June 16) (All students must attend 4-9 p.m. on April 21)

Emergency Medical Technician - Hybrid

Due before registration: Prerequisites: Candidates must obtain a reading score of 11 on the Test of Adult Basic Education (TABE) or the Core Academic Skills Assessment (CASA). High school diploma or high school equivalency diploma/HSED. A health assessment/physical examination, Basic 5 Panel drug screening Hepatitis B, T-dap, MMR, Varicella and TB test. The physical exam, drug screening and all proof of immunizations/vaccinations must be performed no sooner than 2 months prior to first date of class. Clinical sites may require any of these health prerequisites to be performed again prior to your internship.

Due first day of class: Fingerprinting and a criminal background check are also required and are included in the cost of the program and paperwork will be done on the first day of class. Students failing to provide a clear criminal background check will not be eligible for the clinical/internship portion of the program.

Notes: Clinical sites may require students to show proof of adequate health insurance prior to starting clinical internship. Clinical sites may require students to wear facemasks during flu season if the student does not show proof of receiving the flu vaccine.

What is a Hybrid Program? Workforce Developments Hybrid programs are designed to combine traditional classroom instruction with independent online work. Students are required to attend classroom sessions and complete additional work online.

Atlantic Cape Community College, in partnership with Mutual Aid Emergency Services, is proud to provide the New Jersey Department of Health Emergency Medical Technician Course. This course is open to candidates interested in obtaining the necessary skills and education to provide emergency medical care as an entry level pre-hospital health care provider. This program will enable successful candidates with the proper training and critical thinking skills to obtain their EMT Certification through either the State of New Jersey and/or the National Registry of Emergency Medical Technicians (NREMT). Certification qualifies the candidate for various volunteer and career positions available throughout the State of New Jersey as well as other states recognizing NREMT or NJ certification. EMTs are widely used in hospitals, ambulances, patient transport units, racetracks, sports stadiums, concerts, and bike teams.

This course covers the materials and skills identified in the 2009 National EMS Education Standards and the 2005 National EMS Scope of Practice Model as adopted by the State of New Jersey, meeting and exceeding the guidelines in the current National Highway Traffic Safety Administration's EMS Education Standards.

Students successfully completing course requirements will earn certificates in I-100 Incident Command, I-700 National Incident Management System, I-907 Active Shooter, Hazardous Materials Awareness, CBRNE Awareness, and WMD Awareness.

College Pathways: Upon successful completion and credential attainment, you may be eligible for up to 6 college credits toward an Atlantic Cape Health Science degree.

EMTC-501 (250 hours, 160 classroom, 90 online)
Fee: \$2,029 (Tuition \$1,457, Materials \$572)

Section AW02-Worthington Atlantic City Campus
Tuesday & Wednesday or Tuesday & Thursday, 6-10 p.m.
Beginning February 4 (ends June 18)
(All students must attend Tuesday, Wednesday and Thursday sessions on 2/4, 2/5, 2/6, 2/11, 2/12, 2/13 and 6/16, 6/17, 6/18)

Certified Nurse Aide (CNA)

Due before registration: Prerequisites: Candidates must obtain a reading score of 11 on the Test of Adult Basic Education (TABE) or the Core Academic Skills Assessment (CASA). High school diploma or high school equivalency diploma/HSED. A health assessment/physical examination, Basic 5 Panel drug screening, Hepatitis B, T-dap, MMR, Varicella and TB test. The physical exam, drug screening and all proof of immunizations/vaccinations must be performed no sooner than 2 months prior to first date of class. Clinical sites may require any of these health prerequisites to be performed again prior to your internship.

Due on the first day of class: Fingerprinting and a criminal background check are also required and are included in the cost of the program and paperwork will be done on the first day of class. Students failing to provide a clear criminal background check will not be eligible for the clinical/internship portion of the program.

Notes: Clinical sites may require students to show proof of adequate health insurance prior to starting clinical internship. Clinical sites may require students to wear facemasks during flu season if the student does not show proof of receiving the flu vaccine.

Student Responsibility: Students are responsible for purchasing the following items for use during their training program: white sneakers that are closed-toe and do not have any openings or cutouts of any kind; clogs are not acceptable, a watch with a second hand is required for measuring vital signs and headphones or earbuds for use during computer lab sessions. Becoming a Certified Nurse Aide is a great way to launch a career in the health care profession.

This 90-hour program is approved by the New Jersey Department of Health and Senior Services. The curriculum includes 50 hours of classroom lecture with lab, 40 hours of clinical experience, and meets the curriculum requirements mandated by the NJDHSS. This program will prepare students to sit for the NJDHSS written examination and the required skills evaluation.

As a CNA, students will be eligible for employment in a long-term care facility, assisted living facility, adult medical day care, and some hospitals.

HCNA-146 (90 hours)
Fee: \$3,195 (Tuition \$2,880, Materials \$315)

Section AW01-Worthington Atlantic City Campus
Monday-Friday, 9 a.m.-1 p.m. (based on schedule)
Beginning September 13 (ends October 17)
Clinical: Various long-term care facilities

Certified Home Health Aide for CNAs

Prerequisites: *MUST currently be certified by the New Jersey Department of Health and Senior Services as a Certified Nurse Aide. Proof must be provided before registration.*

This 10-hour program is designed for the CNA who wants to become a Certified Home Health Aide. Upon successful completion of this New Jersey Board of Nursing-approved program, students will be eligible to apply for certification as a Certified Home Health Aide. All materials and certification fees are included in the program fee.

Note: A clinical skills exam may be required.

CHHA-200 (10 hours)
Fee: \$369 (Tuition \$219, Materials \$150)

Section CW01- Cape May County Campus
Thursday and Friday, December 12 and 13
9 a.m.-2:30 p.m.

CLINICAL WORKSHOPS

BLS for Health Care Professionals

This course is designed for medical and dental personnel, nursing students, physical therapists, other health care providers, and those entering the health care profession. American Heart Association certification, good for two years, will be awarded for successful completion of this course.

Students will receive hands-on practice in infant, child and adult CPR, plus first aid for obstructed airways. The signs and symptoms of heart attack, stroke risk factors for cardiovascular disease, and the basic anatomy of the cardiopulmonary structures will be reviewed. Drowning, spinal injuries, Ambu bag, two-rescuer CPR, and Automated External Defibrillation (AED) are also covered.

Note: Students will receive their Basic Life Support (BLS) Provider Manual upon registration to study before the workshop. Manual must be brought to class. If the workshop is canceled or the student chooses to withdraw and requests a refund per the refund policy, a refund will be given minus \$14.50 for the cost of the manual. If the manual is returned unused/in its original packaging, a full refund will be granted.

HCPR-134 (5 hours)
Fee: \$95 (Tuition \$69, Materials \$26)

Section CW01-Cape May County Campus
Friday, November 8, 9 a.m.-2 p.m.

Section AW01-Worthington Atlantic City Campus
Friday, October 11, 4-9 p.m.

Heartsaver CPR/AED/First Aid

The Heartsaver CPR course trains lay rescuers to recognize and treat life-threatening emergencies with an adult, child, and infant victims. American Heart Association certification, good for two years, will be awarded for successful completion. Training includes CPR/AED and relief of choking for adults/ child/ infant and is ideal for first responders. First aid for lay rescuers on how to manage illness and injuries in the first few minutes of an emergency until professional help arrives is also covered.

Note: Students will receive their Heartsaver FIRST AID, CPR, AED Student Workbook upon registration to study before the workshop. Manual must be brought to class. If the workshop is canceled or the student chooses to withdraw and requests a refund per the refund policy, a refund will be given minus \$2.50 for the cost of the manual. If the manual is returned unused/in its original packaging, a full refund will be granted.

HCPR-101 (8 hours)
Fee: \$105 (Tuition \$77, Materials \$28)

Section AW01-Worthington Atlantic City Campus
Friday, December 6
9 a.m.-5 p.m. (1/2 hour lunch)

RETAIL, CUSTOMER SERVICE & HOSPITALITY

The Institute for Service Excellence (ISE) offers training to potential workers in retail, dining, tourism, hospitality, financial services, and other service industry employers. The ISE provides learning opportunities for our clients to achieve improved economic prosperity, individual performance and productivity, and implementation and mastery of technology. For additional information on the ISE, visit www.atlantic.edu/ise.

Customer Service, Sales, and Loss Prevention Training

This course will provide the training necessary to prepare you for an entry-level position in the retail, sales, and service industry. Upon completion, you will be ready to sit for the National Retail Federation's exam that leads to certification in Professional Customer Service. This certification will give you an edge as you continue your career in the retail, sales, and service industry.

The computer portion of the class will provide an introduction to the Windows operating system, Microsoft Word, and the internet. This program offers training in business math, communication, loss prevention, professional customer service, and selling basics. Instruction is also provided in resume writing and interviewing skills. The cost of the certification exam is included.

RETA-501 (120 hours)
Fee: \$1,495 (Tuition \$1,270, Materials \$225)

Section AW01-Worthington Atlantic City Campus, Caesars Entertainment Wing
Tuesday-Friday beginning September 10 (ends October 18)
9 a.m.-2 p.m.

Retail Management Certification

Feeling like your career in retail is going nowhere? Then the Retail Management Certification through the National Retail Federation may be the answer for you. Earning this credential will help show your potential for career advancement as a manager or assistant manager in retail.

The course content includes information in the primary retail disciplines:

- Sales and Customer Service
- Merchandising
- Human Resources
- Operations
- Administrative and Financial Accountability

This classroom-based course consists of 40 hours of instruction and 20 hours of exam prep. The cost of the certification exam is included.

RETA-201 (60 hours)
Fee: \$785 (Tuition \$605, Materials \$180)

Section AW01-Worthington Atlantic City Campus, Caesars Entertainment Wing
Tuesdays and Thursdays beginning October 1 (ends December 5)
6-9 p.m.

Certified Front Desk Representative (CFDR®)

The American Hotel & Lodging Educational Institute offers students an opportunity to acquire the skills to become a Certified Front Desk Representative. Learn the important foundations to work the front desk in a hotel or motel. This certification will cover room reservations and assignments, registering guests, key controls, assisting with guest requests. This program will also provide you with training in The Power of the Guest Story; Guest Service Factoids; Exploring the Seven Elements; Authenticity: Keep It Real!; Intuition: Read the Need!; Empathy: Use Your Heart!; Champion: Be a Guest Hero!; Delight: Provide a Surprise!; Delivery: Follow Through!; Initiative: Make the Effort!; and The GOLD Elements.

Upon successful completion of this program, you will earn the Certified Front Desk Representative (CFDR®) credential and the Certified Guest Service Professional (CGSP®).

RETA-114 (48 hours)
Fee: \$489 (Tuition: \$400, Materials, \$89)

Section CW01-Cape May County Campus
Tuesdays and Thursdays beginning September 24 (ends November 14)
6-9 p.m.

Guided Learning Program Series

The Guided Learning Program option allows students to register and begin their program within a few weeks. Students are assigned an instructor who will work with them to complete the required coursework to sit for their industry certification.

Certified Guest Service Professional (CGSP®)

The American Hotel & Lodging Educational Institute offers students an opportunity to acquire guest service skills that can lead to a successful career in the hospitality industry. Guest Service Gold® features seven short stories designed to motivate and inspire participants to "go for the gold" when it comes to providing service above and beyond the call of duty. This comprehensive program is designed to create guest service-oriented employees who know how to engage with their guests to provide memorable service.

The Guest Service Professional training provides participants with instruction in The Power of the Guest Story; Guest Service Factoids; Exploring the Seven Elements; Authenticity: Keep It Real!; Intuition: Read the Need!; Empathy: Use Your Heart!; Champion: Be a Guest Hero!; Delight: Provide a Surprise!; Delivery: Follow Through!; Initiative: Make the Effort!; and The GOLD Elements. Learn more at www.ahlei.org/program/guest-service-gold/.

Passing the exam will earn the student a portable, globally-recognized certification as a Certified Guest Service Professional (CGSP®).

RETA-200 (24 hours)
Fee: \$389

Section AW01-Worthington Atlantic City Campus, Caesars Entertainment Wing

Call our Program Navigator to begin your Guided Learning Program.

COLLEGE AND CAREER PATHWAYS PROGRAM

Math Boot Camp

The Math Boot Camp provides selected students with a tuition-free option to complete either one or two developmental math courses. This is a one-week course where students use diagnostic and prescriptive software, MyFoundationsLab, to accelerate their progress through the developmental sequence of courses. Students are only required to complete prescribed modules for the topics where the diagnostic found they were weak. By reducing the amount of time it takes students to complete the developmental math courses, students have the opportunity to enroll in and complete college-level math courses in fewer semesters. This free workshop is slated to be offered during Atlantic Cape's winter and summer breaks, based on available funding. Eligible students will receive information along with an invitation to register before these sessions. Mays Landing Campus, call (609) 343-4875.

Career Portfolio Development Course

Prerequisite: This process begins with a pre-assessment meeting to determine if the career portfolio course is the best option.

Atlantic Cape students can earn credit for prior college-level learning outside the traditional classroom setting and apply it toward an associate degree. Prior Learning Assessment (PLA) refers to any knowledge acquired outside the college classroom that may be eligible for college credit.

For example, if a student has experience as a restaurant manager, that student might be able to demonstrate college-level learning about hospitality sales and marketing or human resources management. This course will help students develop a portfolio to document their college-level learning for review by a qualified evaluator. This course has continuous enrollment where students can start the program at any time and complete a portfolio in 16 consecutive weeks.

PATH-101 (48 hours)
Fee: \$359 (Fee includes evaluation of the completed portfolio.)

Section OW01P-Online classroom (Some face-to-face meetings are required.)
Ongoing enrollment. To get started, call (609) 343-5655.

ENTREPRENEUR TRAINING (Cape May County Campus)

NEW! On Camera Basics - Getting you and your business on video

Does video fit into your business but not sure where to start? We'll go over why video works, how to make it work for you, choosing a topic and delivery style, setting your point of view, what to wear, what equipment and how to set yourself up for success. If there's time, and you come prepared, we will even be set up to record your intro video that can be used in a variety of places. Also included are workbooks, templates, and checklists.

PDEV-175 (3 hours)
Fee: \$39

Section CW01-Cape May County Campus
Wednesday, October 9
6-9 p.m.

NEW! Getting Started with Podcasting

Is podcasting something for you and your business? Come find out how easy it is to get started, how to develop a successful podcast, what equipment you will need, how to scale, how to monetize, how to promote, and even how to be a guest on other shows. Find out what it takes! Workbook, templates, checklists included.

PDEV-176 (3 hours)
Fee: \$39

Section CW01-Cape May County Campus
Wednesday, October 30
6-9 p.m.

Digital Marketing & Search Engine Optimization: Tools, Tactics and Top Trends

Behavioral targeting, website retargeting, and SEO are three of the hottest strategies in digital marketing. Learn how these new trends shape the decision-making process and how they can help to build a business. This session will provide an overview of tools, tactics, content, planning, and strategy.

PDEV-139 (3 hours)
Fee: \$39

Section CW01-Cape May County Campus
Tuesday, November 12
6-9 p.m.

NEW! Marketing to Millennials and GenZs

Millennials and GenZs are everywhere! This session will cover best practices, case studies, and trends on how to attract and retain Millennials and GenZs. You will also learn techniques and strategies that connect with these generations.

PDEV-177 (3 hours)
Fee: \$39

Section CW01-Cape May County Campus
Tuesday, October 22
1:30-4:30 p.m.

NEW! The Power of Business Marketing and Advertising

Every business needs a solid marketing strategy to boost your customer base. In this session, learn the fundamentals of marketing and why it's essential for business success. The session will cover defining your target audience and goals, market segmentation, branding, and more.

PDEV-147 (3 hours)
Fee: \$39

Section CW01 - Cape May County Campus
Tuesday, October 1
6-9 p.m.

WATER AND WASTEWATER OPERATIONS

Introduction to Water and Wastewater Treatment

This course is designed to train operators in the practical aspects of operating and maintaining water and wastewater treatment plants, emphasizing the use of safe practices and procedures. It includes the importance and responsibility of a water treatment plant operator, sources of water, reservoir management and intake structures, why wastes must be treated and detailed descriptions of the equipment processes used in a wastewater treatment plant. Students will be prepared for future advanced water and wastewater courses as well as licensing tests.

CGRN-101 (180 hours)
Fee: \$1,299 (Textbook additional)

Section MW01-Mays Landing Campus
Mondays and Wednesdays beginning September 11 (ends April 15, 2020)
Schedule may include some Thursday evenings
6-9 p.m.

CONSTRUCTION MANAGEMENT

New Jersey Uniform Construction Code Education Program

Atlantic Cape Community College and the Department of Community Affairs will offer Uniform Construction Code (UCC) classes for the spring semester. The courses focus on technical needs for contractors, estimators, architects, engineers, and government officials, as they relate to the design, construction, and maintenance of building structures. These classes are for general contractors who are looking to advance their careers and become New Jersey State Inspectors for local municipalities. Courses must be taken in the proper sequence (R.C.S.-I.C.S.-H.H.S.)

Licensing questions and licensing application packet requests should be directed to the Licensing Unit at (609) 984-7834 or codeslicensing@dca.state.nj.us.

Students must purchase all required textbooks, including the Uniform Construction Code Act and Regulations (blue book). Books can be ordered from the Department of Community Affairs at (609) 984-0040.

Technical Assistant

The Technical Assistant program is designed for individuals working in a municipality (specifically, the building department) or contractors and their staff who want to understand the construction permit processes required by the state. It provides an understanding of the Uniform Construction Code as it relates to permit processing.

This course covers UCC Law, Regulations, Administration, UCC Standard Blue Form, Building Print Reading, Reporting and Time Management, Technical Problem Solving and Conflict Resolution, and Critical Thinking. (4.5 CEUs)

CONS-107 (45 hours)
Fee: \$459 (Textbook required at additional cost)

Section CW01-Cape May Court Campus
Wednesdays beginning September 18 (ends December 18, no class on November 27)
6-9:30 p.m.

Building R.C.S.

This course is designed to provide students with the fundamental knowledge and educational experience required by the State of New Jersey for licensure under the title. This course covers all of the code requirements, except for plumbing and electrical, for one- and two-family homes and small commercial structures. Topics include structural design and analysis techniques, wood framing construction and foundations, material standards, field identification of requirements, inspection techniques, tools, and methods, etc. (9.0 CEUs)

CONS-120 (90 hours)
Fee: \$699 (Textbook required at additional cost)

Section MW01-Mays Landing Campus
Tuesdays and Thursdays beginning September 17 (ends December 17—no class on November 27)
6-9:30 p.m.

Building H.H.S.

Prerequisite: Successful completion of Building Inspector R.C.S and I.C.S courses

This course is designed to provide students with knowledge of advanced structural systems, advanced fire protection systems, and advanced mechanical systems. This course is part of the requirement for individuals to be certified in high hazard structures. (6.0 CEUs)

CONS-301 (60 hours)
Fee: \$559 (Textbook required at additional cost)

Section MW01-Mays Landing Campus
Tuesdays and Thursdays beginning September 26 (ends December 10—no class on October 31)
6-9 p.m.

Fire Protection ICS

This 120-hour program prepares students to obtain licensing in the Fire Protection discipline of the NJ UCC. Coursework includes the building use groups, types of construction, height and area, fire protection systems and means of egress. Students will learn when the building codes require such systems and equipment in new and renovated structures, along with the standards for system installation and acceptance testing. Course textbook information is provided the first day of class.

CONS-200 (120 hours)
Fee: \$949 (Textbook required at additional cost)

Section MW01-Mays Landing Campus
Monday, Wednesday and Thursday, 6-9 p.m., and every other Saturday
Beginning September 16 (ends November 16)
8:30 a.m.-4:30 p.m.

PUBLIC SAFETY AND CRIMINAL JUSTICE TRAINING

IAED Emergency Telecommunicator*

Prerequisite: Candidates must obtain a reading score of 12 on the Test of Adult Basic Education (TABE) or the Core Academic Skills Assessment (CASA).

The Emergency Telecommunicator course provides an introduction to emergency telecommunication centers' technology, processes, and ethics. The course is designed to prepare you to learn effective communication in an emergency and help you earn a certification through the International Academies of Emergency Dispatch (IAED) as Emergency Telecommunicators. Training includes instruction in, but not limited to, the following: emergency telecommunication technology, interpersonal communication, caller management, classification of police, fire, and medical calls, legal aspects of public safety communication and, stress factors and management in the emergency telecommunication field. This course is approved by NJ OETS for Basic Telecommunicator Certification.

PDEV-210 (40 hours)
Fee: \$559 (includes book and exam)

Section CW01- Cape May County Campus
Mondays & Wednesdays, 6-10 p.m. and Saturdays, 9 a.m.-1 p.m.
Beginning October 7 (ends October 28)

New Jersey Emergency Medical Dispatcher*

Prerequisites: Candidates must obtain a reading score of 12 on the Test of Adult Basic Education (TABE) or the Core Academic Skills Assessment (CASA), hold a current certification as a 911 Basic Telecommunicator or proof of course completion, and hold a valid Healthcare Provider (or equivalent) CPR card.

This course is the state-mandated 32 Hour Emergency Medical Dispatch Program. This course is designed to provide dispatchers (Police/Fire/EMS) with the necessary information and skills to function as an EMD. This course will provide students with the secondary level of certification that is required for any officer or dispatcher who will answer 9-1-1 Medical Calls. Topics include responsibilities of an EMD, legal/liability issues, providing proper medical instructions by phone, and use of the emergency medical dispatch guide cards. This course includes role-playing simulated 9-1-1 medical calls.

Education Credit: This course is approved for 21 Elective CEUs for New Jersey EMTs

PDEV-211 (32 hours)
Fee: \$459 (includes book and exam)

Section CW01- Cape May County Campus
Mondays, Wednesdays 6-10 p.m. and Saturdays 9 a.m.-1 p.m.
Beginning October 30 (ends November 16)

*Note: To obtain employment in New Jersey as a Police, Fire, and Ambulance Dispatcher, it is recommended that you have both the Emergency Telecommunicator and the New Jersey Emergency Medical Dispatcher Certifications.

DRONE TRAINING

Atlantic Cape Community College has partnered with Influential Drones LLC to provide Drone related training. Influential Drones LLC is providing instruction primarily by their two commercial (part 107) drone operators who also have a manned aviation (part 61) background. Steven M. Davis holds a doctorate and is a 20-year commercial pilot and an FAA Certified Flight Instructor. Dave Krause is an accomplished software architect and a student pilot with over 40-hours as a pilot in command of an aircraft. Both men have OSHA Safety-10 certifications, TSA TWIC cards and are designated by the FAA as the FAA Team DronePro's for the South New Jersey, Eastern Pennsylvania, and Delaware region. Influential Drones LLC maintains an ongoing business relationship with over a dozen drone manufacturers, software companies, and counter-drone industry professionals.

Part 107 Workshop (FAAs UAS / Drone Certificate Preparation)

This course is for businesses, professionals, and all those who will use a drone for business purposes. 14 CFR 107 (Small Unmanned Aircraft Systems).

This course prepares you to pass the FAA Part 107 knowledge test, a requirement to become a commercial drone pilot in the United States. To be eligible to get your Remote Pilot Certificate, you must be able to read, write, speak and understand English, must be a US citizen 16 years of age or older and be in a physical and mental condition to safely fly a UAS. Students enrolling for this class must already meet these requirements.

The course is offered in two parts: Online Computer Based Training (CBT) and In-Person Seminar. The online course (CBT) establishes a consistent baseline of education. The course is self-paced, students can take as much or as little time, needed for each section. The total length of the course is 6-hrs, 45-minutes. The course is divided into 11-chapters each with subsections.

The first day of instruction will include signing up for the online CBT course. The second day of instruction, one week later, will require students to have completed the online CBT course.

The seminar will consist of two 3-hour classroom sessions. The first day will consist of an introduction to the program, discussion of the drone industry, registration of the online training course and ends with a lecture so that students get the best out of the online program outside of the classroom. The second session is an in-class study refresher session, about the online course students used to prepare for the FAA Part 107 Knowledge Exam. Sessions will cover the following key topics: Regulations, Airspace, Aviation Weather, Weight & Balance and Performance, and Emergency Procedures.

Note: Upon the completion of this course, students will be ready to take the FAA Part 107 knowledge exam at an approved FAA testing center. The cost of the exam is an additional \$150.

PDEV-157 (13 hours total, 6 classroom)
Fee: \$599

Section CW01-Cape May County Campus
Saturdays, October 19 & 26
10 a.m.-1 p.m.

Section CW02-Cape May County Campus
Saturdays, November 16 & 23
10 a.m.-1 p.m.

Introduction to Operating and Flying Part 107 Drones

Basic course for the beginner to learn how to set up the sUAS right out of the box and start flying.

This course is for commercial or hobby drone operators who wish to better their skills flying and operating an unmanned aircraft intended for people who are new to the industry and unfamiliar with drones or RC airplanes. Sessions: FAA rules and regulations; sUAS systems components; Get to know the drone and controller/viewer; Camera and payload systems; Firmware, updates, and software; Preflight, considerations before flying; Flying basics, start to finish.

This class consists of a 3-hour classroom session and a 3-hour hands-on session and will span two days. Participants may bring their drone or use one provided.

PDEV-158 (6 hours)
Fee: \$459

Section MW01: Mays Landing Campus
Tuesday & Thursday, September 10 & 12
5-8 p.m.

Section MW02: Mays Landing Campus
Tuesday & Thursday, October 8 & 10
1-4 p.m.

Get to Know Your Drone (for Hobbyists and Commercial Part 107 Operators)

Prerequisite: a drone manufactured by DJI / SwellPro / Yuneec / Autel

This course is available to individuals who already own a drone and are explicitly interested in learning only the functions of their specific equipment. Class duration will be 3 hours long. Students must bring their drone.

PDEV-156 (3 hours)
Fee: \$429

Section MW01-Mays Landing Campus
Tuesday, September 24
1-4 p.m. (must have a DJI or Autel drone)

Section MW02-Mays Landing Campus
Tuesday, October 22
1-4 p.m. (must have a DJI or Autel drone)

Section MW03-Mays Landing Campus
Tuesday, September 26
1-4 p.m. (must have a SwellPro or Yuneec drone)

Section MW04-Mays Landing Campus
Tuesday, October 24
1-4 p.m. (must have a SwellPro or Yuneec drone)

Part 107 Flight Ops & General Best Practices

Prerequisite: A 14 CFR 107 Drone Operator License

This course will better prepare an operator for successful missions. For pilots who wish to better their flying skills through a more thorough understanding of aircrafts payloads and operations. Intended for people who have experience flying with drones or RC airplanes.

This course will address the following: Better your flying skills; flight patterns relative to operations, intro to smart flying; introduction to cameras, photo, and video; risk management and ADM; permission to fly private and NAS; basic job setup, preflight home, and infield.

This class consists of a 3-hour classroom session and 3-hour hands-on workshop and will span two days. Participants may bring their drone or use one provided.

PDEV-159 (6 hours)
Fee: \$459

Section CW01- Cape May County Campus
Tuesday & Thursday, October 15 & 17
1-4 p.m.

Section CW02- Cape May County Campus
Tuesday & Thursday, November 12 & 14
1-4 p.m.

Part 107 Night Operations Drone Workshop

Prerequisite: A 14 CFR 107 Drone Operator License

This course will better prepare an operator for night operations flight missions. It is intended for pilots who already have a 14 CFR 107.29 -Daylight Operations waiver and individuals who do not have a waiver. Sessions: Drafting a Night Operations Waiver (Day 1), Night Ops Preparation Course (Day 1), and Hands-on flying (Day 2). This course consists of a 3-hour classroom session and a 3-hour hands-on workshop and will span two days. Students are to bring their drone.

PDEV-163 (6 hours)
Fee: \$629

Section MW01-Mays Landing Campus
Tuesday & Thursday, August 20 & 22
6-9 p.m.

Section MW02-Mays Landing Campus
Tuesday & Thursday, September 24 & 26
6-9 p.m.

Section CW01-Cape May County Campus
Tuesday & Thursday, October 22 & 24
6-9 p.m.



REAL ESTATE

Real Estate Sales Pre-Licensing

Prerequisite: High school diploma or GED.

This course will prepare students for the state examination to become a licensed New Jersey Real Estate Salesperson. The curriculum covers property interests and rights, mortgages, leases, business opportunity sales, municipal and state laws and regulations, law of agency and the licensing act, and rules and regulations.

This course is approved by The New Jersey Real Estate Commission and successful completion is required to gain entrance into the state exam. State exam and license fees are additional. Book ISBN will be provided to students upon confirmation of this course. The textbook for this course is not available at the college bookstore.

REAL-101 (75 hours)
Fee: \$499 (Textbook additional)

Section MW01-Mays Landing Campus
Monday-Wednesday beginning October 9 (ends November 20)
5:30-9:30 p.m.

PERSONAL TRAINER

*Note: To order manuals for the Professional Fitness Training one-day certification courses, visit aaai-ismafitness.com or call the American Aerobic Association, (609) 397-2139

Personal Trainer AAAI/ISMA certification courses are valid in every state and are recognized in nine countries. AAAI/ISMA CECs will be awarded upon successful completion of the workshop, along with certification, which is valid for two years.

Personal Fitness Career Training Certification Program

This professional fitness training course provides the opportunity to obtain four different certifications in the areas of Personal Trainer Phase 1 and 2, Sports Nutrition and Strength Conditioning and Weight Training.

Additional classes will address topics in CPR, personal branding, and marketing, which will guide students through the use of social media and resume writing.

Upon successful completion of the program, students have the option to participate in a 25-hour internship with Tilton Fitness. All materials are included in the cost of the program. 8.0 CEU's

Modules include:

- Personal Trainer Certification Phase I*
- Personal Trainer Certification Phase II*
- Heartsaver CPR/AED/First Aid
- Sports Nutrition Consultant Certification*
- Social Media and Marketing
- Strength and Weight Training Certification*
- Professional Development
- Internship with Tilton Fitness

*All personal trainer certification classes are taught by AAAI/ISMA faculty trainers who provide both theoretical and practical applications to each certification.

FTNS-200 (80 hours)
Fee: \$989 (Tuition \$800, Materials \$189)
All materials are included in the cost of this program.

Section MW01-Mays Landing Campus
Saturdays beginning October 26 (ends December 14)
10 a.m.-6 p.m.

Students will need to register by October 4 and attend Orientation on Friday, October 11.

AAAI/ISMA Personal Trainer Certification Phase I

This AAAI certification course reviews principles of strength conditioning, aerobic conditioning, fitness testing and body composition, injury prevention, and identification. Students will learn to design fitness programs using free weights, resistance training, and cardiac conditioning. Students take the certification exam at the end of the day.

FTNS-103*
Fee: \$129 (Manual recommended at additional cost. Please order before class.)

Section MW01-Mays Landing Campus
Saturday, October 5
10 a.m.-6 p.m.

Section MW02-Mays Landing Campus
Saturday, October 26
10 a.m.-6 p.m.

Section CW01-Cape May County Campus
Saturday, November 16
10 a.m.-6 p.m.

AAAI/ISMA Personal Trainer Certification Phase II

This advanced AAAI certification course will assist those already certified as a Personal Fitness Trainer in working with special populations suffering from diabetes, cardiovascular disease, and obesity, as well as working with children. This course also provides information on developing the business of personal training and identifies upcoming trends in the fitness industry. Students take the certification exam at the end of the day.

FTNS-203*
Fee: \$129 (Manual recommended at additional cost. Please order before class.)

Section MW01-Mays Landing Campus
Saturday, November 9
10 a.m.-6 p.m.

AAAI/ISMA Sports Nutrition Consultant Certification

Learn about nutrition for personal goals and how to help clients achieve their goals. Topics include sport-specific diets, principles, and foundations of nutrition, nutrition and energetics, and athletic performance. Design a diet for students and clients. Learn about special techniques, including carbohydrate loading, sport-specific nutrition, ergogenic aids, anabolic steroids, and body composition testing. Students take the certification exam at the end of the day.

FTNS-104*
Fee: \$129 (Manual recommended at additional cost. Please order before class.)

Section MW01-Mays Landing Campus
Saturday, December 14
10 a.m.-6 p.m.

AAAI/ISMA Strength Conditioning and Weight Training Certification

This course is designed to provide a comprehensive overview of strength conditioning. Emphasis is placed on the exercise sciences (including anatomy, exercise physiology, and biomechanics), nutrition, exercise technique, program design, organization and administration, and testing and evaluation. Students take the certification exam at the end of the day.

FTNS-112*
Fee: \$129 (Manual recommended at additional cost. Please order before class.)

Section MW01-Mays Landing Campus
Saturday, November 23
10 a.m.-6 p.m.

AAAI/ISMA Older Adult Certification

Older Adult Fitness Certification is a specialty certification for health and fitness professionals desiring the knowledge, training, and competency to assess fitness levels, design fitness programs, and provide motivating exercise instruction for older adults. This certification will allow the student to identify the key age-related changes in human physiology and fitness levels, demonstrate safe and effective exercises for older adults, perform fitness assessments for older adults, and design exercise prescriptions for older adults. Students take the certification exam at the end of the day.

FTNS-114*

Fee: \$129 (Manual recommended at additional cost. Please order before class.)

Section MW01-Mays Landing Campus

Saturday, December 7

10 a.m.-6 p.m.

NEW! AAAI/ISMA Kids and Teen Fitness Trainer Certification

This certification will teach you how to develop and lead fitness programs that are age and skill appropriate. You will learn the proper tools to design and supervise youth participating in a resistance training program. Current public health objectives aim to increase the number of children who participate in physical activities that enhance and maintain muscular strength and endurance.

FTNS-105*

Fee: \$129 (Manual recommended at additional cost. Please order before class.)

Section MW01-Mays Landing Campus

Saturday, October 19

10 a.m.-6 p.m.

NEW! AAAI/ISMA Stress Reduction, Relaxation & Meditation Instructor Certification

Learn to help others live a happier, more fulfilling life. In this workshop, you will learn to teach Pranayama breathing, creative visualization, positive self-affirmations, and effective meditation techniques. Students take the certification exam at the end of the day.

FTNS-119*

Fee: \$109 (Manual recommended at additional cost. Please order before class.)

Section CW01-Cape May County Campus

Saturday, November 2

10:30 a.m.-5 p.m.

*Note: To order manuals for the Professional Fitness Training one-day certification courses, visit aaai-ismafitness.com or call the American Aerobic Association, (609) 397-2139

GENERAL INTEREST

NEW! Cannabis 101: Essential Knowledge for a Growing Industry – Hybrid

Cannabis has now passed technology as the fastest growing industry in America. Adult use sales are projected to create 18,000 new jobs in New Jersey alone. There is hardly a profession or field that will not benefit from the "Green Rush" that is happening right now. To ignore this massive new market would be short-sighted; however, to compete, candidates will need to be equipped with the right knowledge. This course provides a wide overview of the cannabis industry and the many opportunities it contains.

This six-week course we'll begin with a foundation of cannabis history and basic plant knowledge that you need in any area of work. Next we will discuss the current laws and where legalization is headed, which is something that one needs to always be aware of in such a highly regulated industry. The next area explored will be the cannabis supply chain, the plant-touching businesses in the "seed-to-sale" process. We will give a sense of the jobs available and what is required in each of these unique areas of expertise: cultivation, processing, and dispensing. Finally, as cannabis is still a business like any other, we will address the requirements and unique challenges of operating a facility in this space.

The course will offer online content to guide participants through the information on each topic. Two optional face to face sessions are available for participants to interact with their instructor and guest speakers.

The weekly content will include information and discussions about The Cannabis Plant and its Roots, Legislation and Law: Cannabis Rights in New Jersey and Nationally, Commercial Processing and Small Batch Extraction, The Basics of Growing Cannabis, Dispensaries and Budtenders, and CannaBusiness.

The New Jersey CannaBusiness Association endorses this course. The New Jersey CannaBusiness Association promotes jobs and growth in a sustainable and responsible cannabis industry in the Garden State. Starting with the pioneers in the medical cannabis market to the emerging players in the adult-use space, our focus is to make certain that decision makers and regulators understand and respect the needs of the CannaBusiness community and that our community remains responsible corporate citizens (<https://newjerseycannabusiness.com/>).

What is a Hybrid Program? Workforce Developments Hybrid programs are designed to combine traditional classroom instruction with independent online work. Students are required to attend classroom sessions and complete additional work online.

PDEV-178 (24 hours Online, 6 optional classroom hours)

Fee: \$289

Section AW01- Worthington Atlantic City Campus

Beginning September 13 (ends October 18)

Optional classroom sessions September 27 and October 11, 6-9 p.m.

Introduction to Grant Writing

This workshop will take students step-by-step through the grant writing process, including identifying funding sources, matching a program with funding sources, proposal writing, application review, and award management.

CNPR-128 (9 hours)

Fee: \$89

Section MW01-Mays Landing Campus

Wednesdays beginning October 9 (ends October 23)

6-9 p.m.

Grant Writing Part 2

This workshop will take students to the next level in grant writing. Students will review the grant writing process through a sample application, delve into budget development, and finally create and submit a draft grant proposal for review.

CNPR-129 (9 hours)

Fee: \$89

Section MW01- Mays Landing Campus

Wednesdays beginning November 6 (ends November 20)

6-9 p.m.

Substitute Teacher Seminar

Prerequisite: An unofficial college transcript is required the first day of class, indicating that the student has earned a minimum of 60 college credits.

As part of the education community, substitute teachers need to be adequately prepared and trained. Substitute teachers assist in maintaining a safe and secure environment and provide continuity of learning for children. Our training seminar prepares new substitute teachers and serves as an in-service refresher program for current substitute teachers in local school districts.

This 10-hour program provides an overview of the role and expectations of the substitute teacher as well as information on the application and certification process. Upon completion, participants will be awarded 1 CEU.

Course content includes:

- The role of a substitute teacher
- Growth and development by age level
- Appropriate teaching strategies
- Classroom management
- Practical ideas and resources
- Application process
- Professionalism in and out of the classroom
- Health and safety issues

NOTE: This workshop is informational and does not provide NJ certification.

PDEV-501 (10 hours)
Fee: \$129

Section CW01-Cape May County Campus
Saturdays, October 5 and 12
9 a.m.-2:30 p.m.

CLUB 50 PLUS WORKSHOPS

Club 50 Plus offers workshops and seminars designed to enhance the personal, professional, and social lives of participants. Students will enjoy the quality instruction, state-of-the-art facilities, and convenient locations in Atlantic and Cape May counties.

FREE! Who Are You Leaving Your Money To?

Join us for this complimentary course presented by Raymond N. Beebe, Esq., CPA, a member of the National Academy of Elder Law Attorneys. Topics will include long-term care; how to avoid estate tax traps that can affect the whole family; wills and trusts used in estate planning; and durable powers of attorney and health care declarations.

PDEV-124 (2 hours)
Fee: Free (Registration is required to reserve a seat in this workshop)

Section CW01-Cape May County Campus
Wednesday, September 25
2-4 p.m.

Section MW01-Mays Landing Campus
Wednesday, October 2
2-4 p.m.

NEW! Holistic Health Series

Are you looking for natural ways to achieve and maintain optimal health? Join us for this series of educational and empowering workshops to learn how to apply natural approaches to facilitate your body's natural health building potential (both physically and emotionally). Optimal health is more than just the absence of disease or symptoms; it is a state of vibrant being.

By taking the whole series, you will receive an introduction to the following: Energy Healing Work, Transformational Breathing, Nutrition, and Kripalu Yoga, and Meditation. Alternatively, you can pick and choose individual workshop topics. Please see below for descriptions of each workshop and specific dates.

All sessions provided by Kathy Smith, a private Holistic Health Practitioner. Kathy Smith has over 20 years of experience in the Holistic Health Field and nearly to 20 years as a Certified Breath Facilitator. She is trained as a Naturopathic Doctor, Clinical Hypnotherapist, Neuromuscular Therapist, Licensed Massage Therapist, Reiki Master, EMF Practitioner, Weight Loss Coach, and Life Coach.

CEGN-106 (6 hours)
Fee: \$79

Section MW01- Mays Landing Campus
Wednesdays, beginning September 25 (ends October 16)
6:30-8 p.m.

Section MW02- Mays Landing Campus
Thursdays, beginning September 26 (ends October 17)
10-11:30 a.m.

Energy Healing Work (Reiki and Chakra Healing)

When a person feels unbalanced physically, emotionally or mentally, Energy Work aids to restore and realign the body's subtle vibrations. Two favorite modalities are Reiki and Chakra Healing.

This workshop is an introduction to both Reiki and Chakra Healing and will provide you with a Chakra Balancing and experience with Reiki Energy.

The word Reiki can be translated as "universal life energy." The Usui System works with Reiki for healing oneself or others. Reiki practitioners place their hands on or over the part of the body that needs balancing and channels energy into the body. This may be felt as a temperature change or tingling or just deep relaxation.

Chakras are the circular vortexes of energy that are located in seven different points on the spinal column, and all the seven chakras are connected to various organs and glands within the body. Chakra Healing balances these seven chakras, bringing the body and emotions into balance.

CEGN-203 (1.5 hours)
Fee: \$25

Section MW01-Mays Landing Campus
Wednesday, September 25
6:30-8 p.m.

Section MW02- Mays Landing Campus
Thursday, September 26
10 a.m.-11:30 a.m.

Transformational Breathing

Transformational Breath is a self-empowering healing process that creates great transformation in one's life. It is a dynamically powerful technique that utilizes a high vibrational energy force created by a specific breathing pattern. The three levels allow us to breathe better, have more energy, feel peaceful and loving, create your hearts desires, and of course, attain higher levels of consciousness. Just us for this inspiration session and learn to breathe your way to a better life. Please bring a blanket and water.

CEGN-121 (1.5 hours)
Fee: \$25

Section MW01-Mays Landing Campus
Wednesday, October 2
6:30-8 p.m.

Section MW02-Mays Landing Campus
Thursday, October 3
10-11:30 a.m.

Nutrition and Your Well-Being

Nutrition is the process of providing or obtaining the food necessary for health and wellness. Can what we eat make a difference in how we feel in our body on a day to day basis? If so, then what are the best things to eat or not eat? Should we eat differently as we age? Are vitamins and minerals useful or a waste of money? Do we need to eat organic foods? Come to this workshop and learn the best ways for your body to get the nutrition it needs to not only survive but to feel vibrant and healthy!

CEGN-169 (1.5 hours)
Fee: \$25

Section MW01-Mays Landing Campus
Wednesday, October 9
6:30-8 p.m.

Section MW02-Mays Landing Campus
Thursday, October 10
10-11:30 a.m.

Kripalu Yoga and Meditation

Kripalu Yoga is the "Yoga of Compassion." It begins with understanding your body and how you can comfortably bring your body into each pose. It also encourages inward focus and spiritual attunement. Practicing Kripalu Yoga can initiate a gradual process of physical healing, psychological growth, and spiritual awakening. This workshop is appropriate for all levels. Join us as we practice short meditations. Please bring a yoga mat, water, and a small towel.

CEGN-207 (1.5 hours)
Fee: \$25

Section MW01-Mays Landing Campus
Wednesday, October 16
6:30-8 p.m.

Section MW02-Mays Landing Campus
Thursday, October 17
10-11:30 a.m.

Beginner Buying and Selling on eBay

We've all heard of eBay, but have students ever used it? Are you afraid to buy something because you may not do it correctly or don't know how to get the best deal? This class is for you! This seminar will introduce you to the world of eBay and will review all aspects of how to use eBay for buying and selling. It will cover tips on which sellers to avoid, what is too good to be true, and how to determine which seller to buy from. We will also cover tips on how to list an item for sale at the right price to attract the right buyer. If you are interested in selling something specific on eBay, please bring in all information (including any code numbers) about the item, and we will use it as an example in class.

COAP-116 (4 hours)
Fee: \$49

Section MW01-Mays Landing Campus
Tuesdays, October 1 and 15
6-8 p.m.

Expanded Selling on eBay

Prerequisite: To take this class, you must have taken our Beginner Buying and Selling on eBay workshops, or be an experienced eBay buyer and have some experience selling on eBay.

Learn tips on how to list an item for sale at the right price and to calculate billing and shipping charges. Learn how to ship an item most cost-effectively. We will also cover scenarios like "why didn't my item sell?" and make suggestions on how to tweak a description page, photos, and pricing to attract the right buyer. If you are interested in selling an item, bring in as much information on the product as possible, and we will use it as a sample listing.

COAP-189 (2 hours)
Fee: \$29

Section MW01-Mays Landing Campus
Tuesday, November 19
6-8 p.m.

Beginner Piano

Master the fundamental concepts and basic techniques to play easy melodies in this beginner's workshop. Proper posture and reading music will be emphasized.

FINE-163 (15 hours)
Fee: \$149

Section MW01-Mays Landing Campus
Mondays beginning October 7 (ends December 9)
6-7:30 p.m.

Planning for a Successful Retirement

With financial independence, retirement can be the most fulfilling time of life. This class covers important money management concepts and issues that are critical to people at or near retirement.

Topics include how to reduce pressures on retirement income and which assets are appropriate for retirement income, which are appropriate for lifetime use and which assets are appropriate for future generations; how to make the right health care decisions; and options on how to transfer assets to other generations of the family.

An optional financial planning consultation is provided after the class. A "hear it, see it, read it, write it" teaching method makes it easy for students to understand and remember the practical information. The fee includes a workbook and study aids.

CFIN106 (6 hours)
Fee: \$59 (Couples may attend together for the single fee of \$59.)

Section CW01-Cape May County Campus
Thursdays, October 17 and 24
6-9 p.m.

Section CW03-Cape May County Campus
Saturdays, October 12 and 19
9 a.m.-noon



ONLINE TRAINING (SHORT-TERM)

Online Training (Professional Development)

Are you a busy professional or an individual wanting to upgrade your current skills and knowledge but have limited time and access to off-site classrooms in a traditional environment?

Now you can gain knowledge, learn new skills, and develop new talents in the comfort of your own home or office. Our online classes are offered in partnership with Education to Go.

Visit our website at www.ed2go.com/acc for a complete listing of our online courses, descriptions, and fees. Classes begin every six weeks.

What are the course requirements?

All you need to get started is internet access, an email address, and a web browser. Each course runs for six weeks and consists of 12 lessons. Interactive quizzes, assignments, tutorials, and online discussion areas are available to supplement each lesson.

An online comprehensive final examination must be completed within ten days from the end of the course to obtain a certificate of completion. Individual courses may have specific requirements and prerequisites. Be certain to review each course before registering.

How do I register?

Go online to www.ed2go.com/acc, select your course, attend the orientation, and submit payment online.

How to Get Started:

1. Visit our Online Instruction Center: www.ed2go.com/acc.
2. Review the course descriptions and select the course of interest.
3. Click the orientation link and follow the instructions to enroll in your course.
4. During orientation, you will learn important information about your course. You will also be provided an opportunity to choose the name and password you will use to access your course.
5. After completing the orientation, you will receive further instructions via email regarding payment.
6. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with the name and password you selected during orientation.

ONLINE TRAINING (CAREER TRAINING PROGRAMS)

Visit our website at <https://careertraining.ed2go.com/acc/training-programs> for a complete listing of our online Career Training courses, descriptions, and fees.

CPC Medical Billing and Coding (Voucher Included)

CPC Medical Billing and Coding is an ideal program for students new to a medical career. If you're seeking entry into the healthcare industry, this comprehensive program will provide you with all of the information you need to earn a certification in medical billing and coding.

You will build a foundation of medical vocabulary to help you better understand the contents of a patient's medical record, as well as notes from practicing physicians. In addition, you'll learn current medical coding standards, so you can be successful within the industry.

Upon completion of this program, you will be prepared to sit for the Certified Professional Coder (CPC) exam, offered by the American Academy of Professional Coders (AAPC). The registration fee for this exam is included with this program.

Veterinary Assistant

This online program will prepare you to become a productive member of a veterinary team. You'll learn about every aspect of veterinary assisting, including anatomy and physiology, animal restraint, laboratory sample collection, assisting in surgery and dentistry, prescription preparation, and taking radiographs. You'll also learn how to interact professionally with clients and gain the expertise you need to educate them about key topics in pet care, such as nutrition, vaccinations, and administering medication. This program is designed for people who want to work at a veterinary hospital and those who are already employed in positions in which they look after animals.

CompTIA Security+ Certification Training (Voucher Included)

IT security is paramount to organizations as cloud computing and mobile devices have changed the way we do business. With the massive amounts of data transmitted and stored on networks throughout the world, it's essential to have effective security practices in place. That's where CompTIA Security+ comes in to prepare candidates to fulfill these responsibilities. Get the Security+ certification to show that you have the skills to secure a network and deter hackers, and you're ready for the job.

Mobile and Desktop Web Developer/Responsive Web Design

The Mobile and Desktop Web Developer / Responsive Web Design course will teach you how to build dynamic, mobile-first websites using the responsive CSS and JavaScript framework. You will learn the latest web development technologies and gain versatility as a web developer.

In addition, you will learn the fundamentals of PHP, SQL, XML, jQuery, Bootstrap, and WordPress, putting you on the cutting edge of web development. By course completion, you will have built a mobile and desktop website with responsive web design to add to your professional portfolio.

Nonprofit Management

Learn all about nonprofit management! Examine the fundamental principles of nonprofit management, explore the roles and responsibilities of a nonprofit board of directors and the management team, discover the essential aspects of fundraising, and become acquainted with the budgeting process. This Nonprofit Management Online Training Program is offered in partnership with major colleges, universities, and other accredited education providers.

Certified Administrative Professional with Microsoft Office Specialist 2016 (Vouchers Included)

In this bundled course of Certified Administrative Professional and Microsoft Office 2016 Specialist Certification Training, you will learn the basics of workplace administration as well as how to begin and grow a successful career as an administrative professional. The course covers the intricacies of organizational communication, office and records management, and human resources fundamentals, among other topics. You will also learn to effectively write for business, produce documents, and utilize informational technology. You'll gain event and project management skills, which includes virtual meeting coordination. As technology develops, this skill has become increasingly useful. Each course module concludes with a quiz, helping you to effectively track your progress and test your skills.

This program will also prepare you to sit for the Microsoft Office Specialist Certification Exams, which cover Word, Excel, PowerPoint, Outlook, and Access.

Purchasing and Supply Chain Management + Freight Broker/Agent Training

This program combines two essential career trainings for those interested in entering the logistics sector. In learning supply chain management and freight brokerage, you will have a holistic understanding of how these roles contribute to logistics.

The Purchasing and Supply Chain Management program will give you an integrated approach to planning, acquisition, flow, and distribution, from raw materials to finished products. Topics such as developing a corporate culture, working successfully with teams, developing and implementing successful people management strategies, and workflow and performance management will be explored in this program. The art of negotiation is also covered in great detail, giving you a foundation for negotiating with great awareness and effectiveness.

Additionally, you will learn how individuals become part of trucking, freight logistics, and transportation industries as licensed freight brokers or as freight broker agents. From licensing and operations to sales and marketing, you'll learn the basics of how a domestic freight brokerage or agency is managed within the United States.

This program is entirely online and is completed at your own pace. When you register, you receive twelve (12) months to complete this program.

Oracle SQL and PL/SQL + Python Developer + Java Programmer

If you're new to programming and database administration, this program is an ideal starting point. It combines Oracle SQL development with Java and Python programming, giving you a well-rounded understanding of programming for Oracle.

You will learn SQL to build applications or generate business reports, master SQL using an Oracle database, and learn PL/SQL extension language to write sophisticated queries against an Oracle database. Additionally, you will learn most Java syntax elements, concentrating on fundamental and universally useful elements, while providing an overview of many more advanced elements. You will learn to write useful Java classes, applying Object-Oriented concepts such as inheritance, and create Java programs that work with these classes. You will also learn all about Python programming in this comprehensive program that covers introductory through advanced methods of Python programming.

ACCOUNTING FUNDAMENTALS SERIES

Accounting Fundamentals

In this course, you'll learn the basics of double-entry bookkeeping, as well as how to analyze and record financial transactions. You'll get hands-on experience with handling accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities. We'll cover all the bases, from writing checks to preparing an income statement and closing out accounts at the end of each fiscal period.

Accounting Fundamentals II

This course will build on the knowledge you gained in Accounting Fundamentals, to provide you with a solid understanding of corporate accounting practices. You'll explore such topics as special journals, uncollectible accounts receivable, plant assets, depreciation, notes and interest, accrued revenue and expenses, dividends, retained earnings, and various financial reports for corporations.

GRAMMAR REFRESHER SERIES

Grammar Refresher

The key to effective writing and speaking is English grammar. Whether you are just now learning the basics of grammar or if you need a refresher, this course will help you develop the foundational skills you need. In this course, you'll explore the eight parts of speech, punctuation and mechanics, foundational sentence construction, and we'll even get into the details of phrases, clauses, problem words, common grammar mistakes, and much more! An instructor will guide you every step of the way as you learn grammar through hands-on, practical exercises. You'll also learn through short videos, examples, and even fun games. Take your writing and speaking to the next level of excellence!

Grammar Refresher II

Take your grammar and writing skills to the next level! In this course, you'll review the foundational elements of grammar, including the parts of speech, and master the basics of punctuation and mechanics.

Next, you'll explore sentence structure, nouns and pronouns, and you'll work with the different kinds of verb tenses. You'll also explore adjective and adverb use and be introduced to some "best practices" for using these parts of speech effectively in your writing.

Then, you'll take a look at phrases and clauses, as well as parallelism, coordination, and subordination. You'll see how different phrases and clauses fit together in sentences so that your writing is clear, concise, and meaningful.

Finally, you'll put your skills to work as you explore some different kinds of business writing, paragraph writing, and even formal essay writing. By the time you're done with the course, you'll not only have the advanced grammar skills you need; you'll also understand how to use those skills in practical ways.

A TO Z GRANT WRITING SERIES

A to Z Grant Writing

A to Z Grant Writing is an invigorating and informative course that will equip you with the skills and tools you need to enter the exciting field of grant writing! You'll learn how to raise needed funds by discovering how and where to look for potential funders who are a good match for your organization. You'll also learn how to network and develop true partnerships with a variety of funders, how to organize a successful grant writing campaign, and how to put together a complete proposal package.

A to Z Grant Writing II - Beyond the Basics

Are you ready to continue your journey into the world of grants? You'll learn how to create a fundraising plan for all types of grantmakers. In addition, you'll explore websites for finding and reviewing corporate, foundation, and government grant funding opportunities and grant application guidelines.

MEDICAL TERMINOLOGY SERIES

Medical Terminology: A Word Association Approach

This course teaches medical terminology from an anatomical approach. Root terms are divided by each body system. The origin, a combined form, and an example of non-medical everyday usage are provided for each root term. Word Associations are provided as a learning tool. Unusual and interesting information is provided in regards to each term. Root terms are combined with prefixes and suffixes as your learning will culminate in the interpretation of several paragraphs of medical notes.

Medical Terminology II: A Focus on Human Disease

Take a journey through the human body and learn medical terminology related to all 11 of its organ systems. In this course, we discuss diseases of the cardiovascular, lymphatic, respiratory, nervous, skeletal, muscular, integumentary (skin), urinary, digestive, and male and female reproductive systems. We also go over different diagnostic and treatment procedures for each system. As you progress through the course, you'll learn the meaning of many prefixes, root words, and suffixes, and you'll greatly increase your medical terminology vocabulary!

SQL SERIES

Introduction to SQL

Learn the key concepts of Structured Query Language (SQL), and gain a solid working knowledge of this powerful and universal database programming language.

In this course, you'll learn about the basic structure of relational databases and how to read and write simple and complex SQL statements and advanced data manipulation techniques. By the end of this course, you'll have a solid working knowledge of structured query language. You'll feel confident in your ability to write SQL queries to create tables; retrieve data from single or multiple tables; delete, insert, and update data in a database; and gather significant statistics from data stored in a database.

Intermediate SQL

In this course, you'll learn advanced techniques that will enable you to write powerful queries that perform complicated searches and sorts on your data. By the end of this course, you'll be able to use a wide range of advanced SQL techniques with confidence. Your new skills with databases will enhance your competitiveness in the technical fields of software development and database administration.

There are hundreds of other courses available through Ed2Go, please visit www.ed2go.com/accc to view our entire catalog.

Note: Ed2Go classes are not valid as prerequisites and do not transfer.

NEW! Holistic Health Series

Are you looking for natural ways to achieve and maintain optimal health? Join us for this series of educational and empowering workshops to learn how to apply natural approaches to facilitate your body's natural health building potential (both physically and emotionally). Optimal health is more than just the absence of disease or symptoms; it is a state of vibrant being.

By taking the whole series, you will receive an introduction to the following: Energy Healing Work, Transformational Breathing, Nutrition, and Kripalu Yoga, and Meditation. Alternatively, you can pick and choose individual workshop topics. Please see below for descriptions of each workshop and specific dates.

All sessions provided by Kathy Smith, a Holistic Health Practitioner. Kathy Smith has over 20 years of experience in the Holistic Health Field and nearly 20 years as a Certified Breath Facilitator. She is trained as a Naturopathic Doctor, Clinical Hypnotherapist, Neuromuscular Therapist, Licensed Massage Therapist, Reiki Master, EMF Practitioner, Weight Loss Coach, and Life Coach.

CEGN-106 (6 hours)

Fee: \$79

Section MW01- Mays Landing Campus

Wednesdays, beginning September 25 (ends October 16)

6:30-8 p.m.

Section MW02- Mays Landing Campus

Thursdays, beginning September 26 (ends October 17)

10-11:30 a.m.

Energy Healing Work (Reiki and Chakra Healing)

When a person feels unbalanced physically, emotionally or mentally, Energy Work aids to restore and realign the body's subtle vibrations. Two popular modalities are Reiki and Chakra Healing. This workshop is an introduction to both Reiki and Chakra Healing and will provide you with a Chakra Balancing and experience with Reiki Energy.

The word Reiki can be translated as "universal life energy." The Usui System works with Reiki for healing oneself or others. Reiki practitioners place their hands on or over the part of the body that needs balancing and channels energy into the body. This may be felt as a temperature change or tingling or just deep relaxation.

Chakras are the circular vortexes of energy that are located in seven different points on the spinal column, and all the seven chakras are connected to various organs and glands within the body. Chakra Healing balances these seven chakras, bringing the body and emotions into balance.

CEGN-203 (1.5 hours)

Fee: \$25

Section MW01-Mays Landing Campus

Wednesday, September 25

6:30-8 p.m.

Section MW02- Mays Landing Campus

Thursday, September 26

10-11:30 a.m.

Transformational Breathing

Transformational Breath is a self-empowering healing process that creates great transformation in one's life. It is a dynamically powerful technique that utilizes a high vibrational energy force created by a specific breathing pattern. The three levels allow us to breathe better, have more energy, feel peaceful and loving, create your hearts desires, and of course, attain higher levels of consciousness. Join us for this inspirational session and learn to breathe your way to a better life. Please bring a blanket and water.

CEGN-121 (1.5 hours)
Fee: \$25

Section MW01-Mays Landing Campus
Wednesday, October 2
6:30-8 p.m.

Section MW02-Mays Landing Campus
Thursday, October 3
10-11:30 a.m.

Nutrition and Your Well-Being

Nutrition is the process of providing or obtaining the food necessary for health and wellness. Can what we eat make a difference in how we feel in our body on a day to day basis? If so, then what are the best things to eat or not eat? Should we eat differently as we age? Are vitamins and minerals useful or a waste of money? Do we need to eat organic? Come to this workshop and learn the best ways for your body to get the nutrition it needs to not only survive but to feel vibrant and healthy!

CEGN-169 (1.5 hours)
Fee: \$25

Section MW01-Mays Landing Campus
Wednesday, October 9
6:30-8 p.m.

Section MW02-Mays Landing Campus
Thursday, October 10
10-11:30 a.m.

Kripalu Yoga and Meditation

Kripalu Yoga is the "Yoga of Compassion." It begins with understanding your body and how you can comfortably bring your body into each pose. It also encourages inward focus and spiritual attunement. Practicing Kripalu Yoga can initiate a gradual process of physical healing, psychological growth, and spiritual awakening. This workshop is appropriate for all levels. Join us as we practice short meditations. Please bring a yoga mat, water, and a small towel.

CEGN-207 (1.5 hours)
Fee: \$25

Section MW01-Mays Landing Campus
Wednesday, October 16
6:30-8 p.m.

Section MW01-Mays Landing Campus
Thursday, October 17
10-11:30 a.m.

Planning for a Successful Retirement

With financial independence, retirement can be the most fulfilling time of life. This class covers essential money management concepts and issues that are critical to people at or near retirement. Topics include how to reduce pressures on retirement income and which assets are appropriate for retirement income, which are appropriate for lifetime use and which assets are appropriate for future generations; how to make the right health care decisions; and options on how to transfer assets to other generations of family.

An optional financial planning consultation is provided after the class. A "hear it, see it, read it, write it" teaching method makes it easy for students to understand and remember the practical information. The fee includes a workbook and study aids.

CFIN-106 (6 hours)
Fee: \$59 (Couples may attend together for the single fee of \$59.)

Section CW01-Cape May County Campus
Thursdays, October 17 and 24
6-9 p.m.

Section CW03-Cape May County Campus
Saturdays, October 12 and 19
9 a.m.-noon

MUSIC

Guitar Basics

Have you always wanted to learn how to play the guitar? Studies have shown that playing a musical instrument can benefit both your mental and physical health. It stimulates the brain and improves memory. Have fun while learning the basics from Eric "Rick" Land of Rick's Rock Guitar School, who has more than ten years of experience playing and teaching. You will learn chords, scales, music theory, and your favorite songs. Bring your own guitar; an electronic tuner is recommended.

FINE-126 (12 hours)
Fee: \$139

Section MW01-Mays Landing Campus
Mondays beginning October 7 (ends November 25)
6:30-8 p.m.

Beginner Piano

Master the fundamental concepts and basic techniques to play easy melodies in this beginner's workshop. Proper posture and reading music will be emphasized.

FINE-163 (15 hours), Fee: \$149

Section MW01-Mays Landing Campus
Mondays beginning October 7 (ends December 9)
6-7:30 p.m.

FINE ARTS

Winged Creatures in Watercolor with Inked Accents

Betsy Naumchik returns to lead a workshop on painting and inking winged creatures. Even winged insects can be a delight to paint in watercolor and accent with ink. The emphasis is on the process of doing the work and where to put accents in ink, not a full-blown final piece. This approach can appear sketchy or complete depending on how you wish to apply the watercolor and ink. Your subject matter can be any whimsical winged creatures such as birds or the beautiful creatures from the insect world such as butterflies or dragonflies and more. Betsy is a signature artist in the Pennsylvania Watercolor Society and an Associate Artist of the NJ Watercolor Society and Millville's RRCA. (Supplies and lunch not included. Participants must be 18 years or older.)

FINE-101 (6 hours)
Fee: \$49 (Supplies and Lunch Not Included)

Section MW01- Mays Landing Campus, Room K136
Saturday, October 12
10 a.m.-4 p.m.

The Winter Landscape in Soft Pastel

This workshop with award-winning artist Madeleine Kelly offers participants an opportunity to paint the beauty of winter with soft pastels. This theme is a specialty for Madeleine. She has been published in magazines and newspapers including a Philadelphia Inquirer feature; an American Artist Magazine feature and the Philadelphia Stories Magazine. Her artwork can be seen gracing the set of an indie film; "The Suspect." She serves on the board of the Philadelphia Water Color Society. Madeleine is an expert at contrasting the iciness of the season with the natural brooks, trees, and meadows. You will convert your winter photographs into an expressive pastel painting under expert guidance. (Supplies and lunch not included. Participants must be 18 years or older.)

FINE-140 (6 hours)
Fee: \$49 (Supplies and Lunch Not Included)

Section MW01-Mays Landing Campus, Room K136
Saturday, November 2
10 a.m.-4 p.m.

Sharpen Your Drawing Skills in Portraiture

Take a classical approach as you sharpen your drawing skills with artist Wanda Chudzinski. We will explore the media and methods of drawing with a reference portrait photo in the forgiving medium of charcoal. This workshop is ideal for all artists of all skill levels who want to cultivate their drawing abilities and learn more about how to approach a portrait drawing. Wanda is a graduate of the Pennsylvania Academy of the Fine Arts, and a long-time instructor at Atlantic Cape Community College. She was the founder of Zone One Gallery and a long-time member of Assemblage Women's Exhibiting Group. (Supplies and lunch not included. Participants must be 18 years or older.)

FINE-104 (6 hours)
Fee: \$49 (Supplies and Lunch Not Included)

Section MW01-Mays Landing Campus, Room K136
Saturday, December 7
10 a.m.-4 p.m.

LANGUAGES

NEW! Practical French

This course exposes participants to practical French for immediate application. Participants may have some or no knowledge of the language. The course seeks out the basic but key elements of French used in practical situations, such as understanding or giving directions, expressing oneself, requesting assistance in traveling, lodging, shopping, etc. Course dialogue is to be held bilingually (English-French).

LANG-102 (14 hours)
Fee: \$129 (Textbook not included)

Section MW01-Mays Landing Campus
Thursdays beginning October 3 (ends November 21, no class on October 31)
6-8 p.m.

Beginning Spanish

Learn useful expressions for communicating in business and personal settings in this beginner's course. A simple conversation, pronunciation, and basic grammar will be stressed, as well as an introduction to this Mediterranean culture.

LANG-132 (20 hours)
Fee: \$159 (Recommended textbook not included)

Section MW01-Mays Landing Campus
Tuesdays beginning October 1 (ends December 3)
6-8 p.m.

Beginning Italian

Learn useful words, phrases, and expressions common to everyday life, business, and travel situations. Designed for travelers and other foreign language enthusiasts, this beginner's course in conversation will introduce students to the excitement of the Italian language and the culture of Italy. The emphasis will be on functional conversation, vocabulary, pronunciation, and fun.

LANG-123 (20 hours)
Fee: \$159 (Textbook not included)

Section MW01-Mays Landing Campus
Wednesdays beginning October 2 (ends December 11, no class on November 27)
6-8 p.m.

Introduction to Sign Language

Communication is a vital part of our world. If students have a desire to learn this unique and beautiful language or brush up on the basics, then join us. Students will be introduced to information on deaf culture and history and learn basic sign language skills to communicate with the deaf or hearing-impaired.

LANG-145 (16 hours)
Fee: \$139 (Textbook not included)

Section MW01-Mays Landing Campus
Tuesdays beginning October 1 (ends November 19)
6-8 p.m.

COMMUNITY ENGLISH AS A SECOND LANGUAGE

Community ESL- Level 1

Students can improve their speaking and listening skills, and learn about American culture through reading authentic stories and talking about real-life situations. Learn new vocabulary and grammatical structures to communicate about school, family, work, and community. Intended for students with little or no English language skills.

ESLA-103 (30 hours)
Fee: \$129 (Tuition \$109, Materials \$20)

Section AW01- Worthington Atlantic City Campus
Mondays and Wednesdays beginning September 23 (ends October 30)
10 a.m.-12:30 p.m.

Section AW02-Worthington Atlantic City Campus
Mondays and Wednesdays beginning September 30 (ends November 6)
6:30-9 p.m.

Community ESL – Level 2

Continue practice in listening and speaking, and learn more about American culture. Read authentic stories and talk about real-life situations. Learn new vocabulary and grammatical structures to communicate about school, family, work, and community. Intended for students with a minimum of English language skills.

ESLA-203 (30 hours)
Fee: \$129 (Tuition \$109, Materials \$20)

Section AW01 – Worthington Atlantic City Campus
Tuesdays and Thursdays beginning September 24 (ends October 31)
9 a.m.-11:30 a.m.

Section AW02-Worthington Atlantic City Campus
Tuesdays and Thursdays beginning October 1 (ends November 7)
6:30-9 p.m.

SOCIAL MEDIA SERIES

NEW! Marketing to Millennials and Gen Zs

Millennials and Gen Zs are everywhere! This session will cover best practices, case studies, and trends on how to attract and retain Millennials and GenZs. You will also learn techniques and strategies that connect with these generations.

PDEV-177 (3 hours)
Fee: \$39

Section MW01-Mays Landing Campus
Thursday, November 7
6-9 p.m.

Social Media Basics

Discover the primary uses of social media platforms, Instagram, Twitter, Facebook, and LinkedIn and how they differ. Learn the basics of operating each platform and which ones you should utilize based on your lifestyle, career, or business.

PDEV-137 (3 hours)
Fee: \$39

Section MW01-Mays Landing Campus
Thursday, October 3
1:30-4:30 p.m.

Social Media 2.0

You understand social media basics, so what's next? Discover the latest trends and tactics on how to harness the power of social media platforms, Instagram, Twitter, Facebook, and LinkedIn.

PDEV-173 (3 hours)
Fee: \$39

Section MW01-Mays Landing Campus
Thursday, October 24
1:30-4:30p.m.

NEW! Successful College Planning

With no college planning, you may end up paying for college in the most expensive way. With a well thought out approach, planning for college can be the most fulfilling time of your life for you and your child. This class covers important money management concepts and issues that are critical to people at or approaching the education funding and distribution phase of their lives. Our informative approach will empower you and your child to not only have a successful college experience but with the financial knowledge and tools for a fiscally responsible life. Topics include how to reduce pressures on retirement and other incomes to pay for college. An optional complimentary financial planning consultation is available after the class.

CFIN-104 (1.5 hours)
Fee: FREE (Registration is required to reserve a seat for this workshop)

Section MW01-Mays Landing Campus
Thursday, October 10
6-7:30 p.m.

Section MW02-Mays Landing Campus
Saturday, October 5
9 a.m.-10:30 p.m.

Getting Paid to Talk: An Introduction to Professional Voice Acting

Have you ever been told you have a great voice? This class will explore numerous aspects of voice-over work for television, film, radio, audio books, documentaries, and the internet and teach you how to prepare for a demo. Participants will have the opportunity to ask questions and hear examples of demos recorded by professional voice actors and record a commercial script under the direction of our Voicecoaches.com producer.

PDEV-114 (2.5 hours)
Fee: \$29

Section MW01-Mays Landing Campus
Monday, December 9
6-8:30 p.m.

Beginner Buying and Selling on eBay

We've all heard of eBay, but have you ever used it? Are you afraid to buy something because you may not do it correctly or don't know how to get the best deal? This class is for you! This seminar will introduce you to the world of eBay and will review all aspects of how to use eBay for buying and selling. It will cover tips on which sellers to avoid, what is too good to be true, and how to determine which seller to buy from. We will also cover tips on how to list an item for sale at the right price to attract the right buyer. If you are interested in selling something specific on eBay, please bring in all information (including any code numbers) about the item, and we will use it as an example in class.

COAP-116 (4 hours)
Fee: \$49

Section MW01-Mays Landing Campus
Tuesdays, October 1 & 15
6-8 p.m.

Expanded Selling on eBay

Prerequisite: To take this class, you must have taken our Beginner Buying and Selling on eBay workshops, or be an experienced eBay buyer and have some experience selling on eBay.

Learn tips on how to list an item for sale at the right price and to calculate billing and shipping charges. Learn how to ship an item in the most cost-effective way. We will also cover scenarios like "why didn't my item sell?" and make suggestions on how to tweak a description page, photos, and pricing to attract the right buyer. If you are interested in selling an item, bring in as much information on the product as possible, and we will use it as a sample listing.

COAP-189 (2 hours)
Fee: \$29

Section MW01-Mays Landing Campus
Tuesday, November 19
6-8 p.m.

Exploring Digital SLR Photography, Part 1

Bring a digital SLR camera to class and gain a full understanding of all the functions it has to offer. Learn what shutter speeds, f-stops, and ISO mean through the hands-on picture taking. Other topics will include composition, lighting, sports photography, and more.

CEGN-172 (6 hours)
Fee: \$59 (Supplies not included)

Section MW01-Mays Landing Campus
Tuesdays, September 24 & October 1, and October 8
6-8 p.m.

Exploring Digital SLR Photography, Part 2

Expand your photography knowledge and practice fill-flash outdoors, portrait photography, and macro, landscape, sports, and nature photography. Students will learn what equipment and techniques are needed to get the best results. Some equipment will be provided for hands-on work, but bring your SLR camera. This class is not for point and shoot cameras!

CEGN-191 (4 hours)
Fee: \$39 (Supplies not included)

Section MW01-Mays Landing Campus
Tuesday, October 15 & 22
6-8 p.m.



Cape May County Campus – Mullock Family Library Nonprofit Resource Center (NRC) & Funding Information Network (FIN)

The Nonprofit Resource Center is located at the Cape May County Campus in the Mullock Family Library. Nonprofits will find fundraising resources that include FREE online access to, the Funding Information Network, (FIN), a research tool to help nonprofits find the grant makers most likely to fund their projects. The FIN online directories offer the most up-to-date information on available grant opportunities and funding history for 140,000+ foundations, corporations, and federal agencies. In addition to the online services, the NRC has a collection of reference books about fundraising. The NRC also offers periodic workshops (free of charge) on HOW TO: use the online research tools, write grant proposals, budget and financial management and other topics of interest to nonprofit organizations. The NRC is funded by a generous donation from the Mullock Family and the United Way of Greater Philadelphia and Southern New Jersey. The public access to the NRC is available when the library is open. Individuals may schedule a one-hour consultation with a coordinator. For more information, questions, and appointments or to join the mailing list, please email: fin@atlantic.edu



KIDS COLLEGE

at Atlantic Cape

HAS RETURNED!



COURSES INCLUDE

Art, Culinary Arts and Cooking,
STEM, Theater and Programming



Kids College has returned! Kids College programs will begin in July 2020. Workshops are being offered at our Mays Landing, Atlantic City and Cape May County Campuses.

Programs Age Groups: 7-9 Year olds, 10-12 Year olds, 13-16 Year olds Full-day (9 a.m. - 4 p.m.)

Early Drop off (8:30 a.m.-9 a.m.) and wind-down time (4-5:30 p.m.) are available.



Visit www.atlantic.edu/kidscollege or call (609) 343-4811.

CAREER EDUCATION (PROFESSIONAL CERTIFICATE SERIES)

BUSINESS LEADERSHIP PROFESSIONAL

This series is designed for the person who is transitioning into a supervisory position and does not have a business degree. The selected courses familiarize the student with common business terminology, fundamental business concepts, and current business issues and trends. These courses will prepare the student for leadership opportunities within the business world. All courses in the series are offered in traditional and online delivery. Credits earned can be applied towards the Business Administration, A.S. and A.A.S. degrees.

For information, contact the area coordinator, Karl Giulian, at (609) 463-4586 or kgiulian@atlantic.edu. Upon completion of this program, students will be able to:

- Describe the role of business in society;
- Utilize proper marketing terminology;
- Explain the importance of marketing in for-profit and not-for-profit businesses;
- Identify the different levels, roles and functions of managers;
- Compare and contrast the external and internal environments that impact management;
- Discuss ethical issues more clearly, critically and logically.

COURSES	CREDITS
BUSN101 Introduction to Business	3
BUSN202 Principles of Marketing	3
BUSN106 Business Ethics	3
BUSN222 Principles of Management	3
TOTAL CREDITS REQUIRED (ZBLP)	12

CHILD DEVELOPMENT ASSOCIATE (CDA)

This series is designed to provide the educational component of the national credentialing program administered by the Council for Early Childhood Professional Recognition. Students may pursue the Infant/Toddler CDA or the Preschool CDA credential. The CDA is accepted by the Department of Human Services for group teacher positions in licensed daycare centers. In addition to course work and portfolio preparation, the candidate needs to meet work experience requirements. Candidates work closely with a CDA advisor (Atlantic Cape instructors may serve as advisors) to document the educational and work experience in preparation of a formal assessment by a Council representative. (Additional non-college fees are assessed by the Council.) It is strongly recommended that the student take the Placement Test and enroll in the required reading/writing courses to assure that the portfolio requirements are met. These courses can be applied toward Atlantic Cape's Child Development/Child Care Option, Associate in Arts degree.

For information, contact area coordinator, Heather Boone, at (609) 343-4934 or hboone@atlantic.edu. Upon completion of this program, students will be able to:

- Discuss the importance of maintaining a healthy, safe learning environment;
- Summarize the physical and intellectual development of young children;
- Provide positive guidance in the classroom that supports the social and emotional development of young children;
- Explain the importance of positive relationships with families;
- Demonstrate a commitment to professionalism.

INFANT/TODDLER CHILD DEVELOPMENT ASSOCIATE	
COURSES	CREDITS
CDCC103 Roles of the Early Childhood Professional	2
CDCC104 Infant/Toddler Development: Theory and Applications	3
CDCC252 Early Childhood Practicum	3
EDUC110 Child Development: Theory and Practice	4
TOTAL CREDITS REQUIRED	12

PRESCHOOL CHILD DEVELOPMENT ASSOCIATE	
COURSES	CREDITS
CDCC103 Roles of the Early Childhood Professional	2
EDUC110 Child Development: Theory and Practice	4
CDCC115 Planning the Preschool Curriculum	3
CDCC252 Early Childhood Practicum	3
TOTAL CREDITS REQUIRED (ZCDA)	12

BUSINESS LEADERSHIP COMPUTER FORENSICS SPECIALIST

This series is designed for the working person who needs to develop the skills needed in the areas of criminal justice, ethics, network security, computer security, and cyber crime investigations. Learners should complete this series if they are working in computer security, law enforcement, criminal justice, data recovery, computer repair or a business that has a need to set employee policy for computer use in the workplace.

These courses help to prepare the student for various certifications and certification program requirements for entry into the field of computer security and forensics. Certifications include: The International Association of Computer Investigative Specialist (IACIS), Certified Computer Examiners (CCE), Global Information Assurance (GIAC), EnCE and ACE. These courses provide a baseline for these certifications. The various organizations, both public and private, that have developed these certifications typically have fees for membership and certification exams. The organizations may also require interviews and/or additional curricula before allowing students to sit for the certification exams. This series can be completed within one year, however, students can begin and end the program at their own pace.

For additional information, please contact faculty advisor, Richard Kalman, at (609) 463-3525/ kalman@atlantic.edu or contact area coordinator, Svetlana Marzelli, at (609) 343-5017/smarzell@atlantic.edu. Upon completion of this program students will be able to:

- Demonstrate an understanding of the American criminal justice system;
- Construct a forensic acquisition plan for mobile devices that will account for various scenarios and address the limitations of mobile technology;
- Evaluate the best acquisition method(s) and create contingency plans for data acquisition;
- Identify and discuss the substantive and procedural legal issues involved in investigating and prosecuting cyber crime.

COURSES	CREDITS
CISM125 Introduction to Computers	3
CRIM101 Introduction to Criminal Justice	3
CRIM107 Introduction to Cyber Crime	3
CISM222 Issues in Computer Security	3
CISM240 Introduction to Computer Forensics	4
TOTAL CREDITS REQUIRED (ZCFS)	16

COMPUTER SECURITY SPECIALIST

The Computer Security Specialist is a two-semester series designed for students to gain computer skills with a focus on computer security. Included are a selection of hardware and software, computer applications and introductory programming. Credits earned may be applied to the Computer Security Certificate and the Computer Systems Support, A.A.S. degree.

For additional information, please contact faculty advisor, William Dougherty, at (609) 343-4979/ doughert@atlantic.edu or contact area coordinator, Svetlana Marzelli, at (609) 343-5017/smarzell@atlantic.edu. Upon completion of this program students will be able to:

- Develop computer application programs in Java or Visual Basic;
- Prepare for the CompTIA Security+ certification examination;
- Apply productivity software for functional and analytical purposes;
- Design images using computer technology;
- Evaluate the impact of technology on business, government, and other areas of society.

COURSES	CREDITS
CISM125 Introduction to Computers	3
CISM176 Systems Security Methods	4
CISM222 Issues in Computer Security	3
CISM240 Introduction to Computer Forensics	4
CHOOSE ONE: CISM154-Computer Programming-Java or CISM174 -Computer Programming-Visual Basic	4
TOTAL CREDITS REQUIRED (ZCSS)	18

HUMAN RESOURCES PROFESSIONAL

This series is designed to provide students with the knowledge needed for entry-level human resources and/or supervisory positions. Students are provided with a foundation of management functions and practices, including human resources, ethics and employment law. This series can be completed in less than one year. Credits earned can be applied towards an A.A.S. degree in Business Administration.

For information, contact the area coordinator, Karl Giulian, at (609) 343-4996 or kgiulian@atlantic.edu.

Upon completion of this program students will be able to:

- Explain the human resource management process and its importance to organizational effectiveness;
- Identify the different levels, roles and functions of managers;
- Compare and contrast the external and internal environments that impact management;
- Discuss ethical issues more clearly, critically and logically;
- Examine leadership theories, models and perspectives within a variety of workplace situations and organizational cultures;
- Articulate an understanding of power, influence and change as related to leadership styles.

COURSES	CREDITS
BUSN106 Business Ethics	3
BUSN205 Human Resources Management	3
BUSN222 Principles of Management	3
BUSN232 Theories of Leadership	3
TOTAL CREDITS REQUIRED (ZHRP)	12

PROJECT MANAGEMENT

This series will enable students to manage all major project management components such as project planning, initiation, execution, control and closing. The series will also provide students with introductory level knowledge on various types of business ownership, organization, management, marketing, industries, personnel, labor and legal considerations. Students will also learn to use Microsoft Project software. For additional information, please contact faculty advisor, Bojan Zilovic at (609) 343-4959/bzilovic@atlantic.edu or area coordinator, Svetlana Marzelli, at (609) 343-5017/smarzell@atlantic.edu.

Upon completion of this program students will be able to:

- Communicate the value of project management;
- Establish the structure for a successful project;
- Assemble, motivate and lead the project team;
- Ensure the project scope delivers the expected business value and desired outcome;
- Implement the proper mechanisms to prevent, minimize and respond to risks;
- Develop and use various mechanism to communicate project information;
- Ensure the project is completed per the agreed-upon project standards, budget and schedule.

COURSES	CREDITS
CISM125 Introduction to Computers	3
BUSN222 Principles of Management	3
CISM143 Introduction to Project Management	3
CISM244 Advanced Project Management	3
CISM247 Management Information Systems	3
TOTAL CREDITS REQUIRED	15



GENERAL INFORMATION

REGISTRATION DEADLINES

Registration should be completed no later than five days before the first day of your seminar or workshop unless otherwise indicated. We urge you to REGISTER EARLY—many courses fill early, while other courses are sometimes canceled due to insufficient enrollment. The College reserves the right to change course locations, dates, and instructors when necessary.

FEES

Material and lab fees are listed under each course description. Payment must accompany registration to be placed on a class list.

CONFIRMATION

A confirmation notice will be sent to the email address on your student account. If you have not received a notice and it is the day before the first meeting of your course, please contact workforce@atlantic.edu or call (609) 343-5655.

REFUNDS FOR WORKSHOPS & PROFESSIONAL DEVELOPMENT

Full refunds are given if Atlantic Cape cancels a class. Refunds requested due to withdrawal by the student require notification and the completion of our Refund Request form sent to workforce@atlantic.edu at least 48 hours before the first meeting of the course. Refunds are issued by check or credit card. For the career training refund policy, visit www.atlantic.edu/workforce.

LIFELONG LEARNING AND AMERICAN OPPORTUNITIES TAX CREDIT

Visit www.IRS.gov for information and eligibility.

PSST, PASS IT ON!

We use multiple mailing lists to announce our programs, and it is not always possible to cross-check these lists. As a result, you may receive a duplicate of this course guide. Please pass it on to an interested associate or friend. Thank you.

TELEPHONE DIRECTORY

Workshops & Seminars – Registration/Information (609) 343-5655
Atlantic City Campus Credit Classes Information (609) 343-4893
Career Training Programs (609) 343-5655
Learning Assistance Center (609) 343-4831
Meeting & Conference Services (609) 343-4802
Student Development (609) 343-4893
Workforce Solutions (Training Services for Businesses) (609) 343-5651

DIRECTIONS

Visit www.atlantic.edu/directions for detailed directions to our Mays Landing, Atlantic City, and Cape May County campuses.

PROGRAM INFORMATION

- All participants entering programs requiring a TABE test will be required to complete the assessment. We also accept (CASA). The assessment scores are valid for one year from the original test date.
- High School Diplomas: High School diplomas written in English are accepted. All others must be translated.

REFUND POLICY

Students who enroll in a Workforce Development training program or workshop and then withdraw or are terminated from the program will be subject to the following refund policy:

- Workshops and Seminars & Career Training Programs (up to 150 hours): If a student withdraws 48 hours before the start of the class, a full refund will be granted. No refund will be given if withdrawal is within 48 hours of the start of class. Students will be responsible for any outstanding balance due. All refunds require the completion of our Refund Request Form.
- Career Training Programs (exceeding 150 hours): If a student withdraws 48 hours before the start of class, a full refund will be granted less a non-refundable processing fee of \$150. A refund of 50 percent of the total cost of the course (less the \$150 processing fee) will be granted if a student withdraws or is terminated from the program within the first 15 business days of the first day of class. Students who withdraw or are terminated from the program after 15 business days will receive no refund. Students will be responsible for any outstanding balance due. All refunds require the completion of our Refund Request Form.
- A full refund will be given if Atlantic Cape deems it necessary to cancel a class.

PAYMENT POLICY

- Professional and Personal Enrichment workshops and Career Training programs must be paid in full at time of registration. Students registering for any class exceeding \$1,000 may inquire about a payment plan. Optional payment plans are made at the discretion of the Business Office and will comply with departmental business practices. Fees apply.
- Agency-Funded Students: Vouchers for tuition provided by job training agencies are accepted for registration. If for any reason a funded or sponsored student withdraws or is terminated from their program of study, the student will be responsible for any unpaid portion of the program cost.
- Financial Aid: Career Training programs over 600 hours may be eligible for federal financial aid assistance. To be considered for tuition assistance from any job training agency, all candidates for these programs must complete a FAFSA application. Any balance due after all tuition assistance and federal grants have been applied are the responsibility of the student and fall under the previously stated payment plan constraints.

CAREER TRAINING PROGRAMS

Visit www.atlantic.edu/workforce
or call (609) 343-5655

CAREER EDUCATION

Visit www.atlantic.edu

WORKSHOPS

Visit atlantic.edu/workforce or complete and return
the registration form on the attached page.

BY PHONE

(609) 343-5655 or (609) 463-4774, ext. 5655 in Cape May County

WALK IN

Worthington Atlantic City Campus, 1535 Bacharach Blvd., Atlantic City

Cape May County Campus

341 Court House-South Dennis Road, Cape May Court House

Mays Landing Campus

Admissions Office in J Building, 5100 Black Horse Pike, Mays Landing

BY MAIL

Complete the registration form and send with your check or money order
made payable to Atlantic Cape Community College to this address:

Atlantic Cape Community College

5100 Black Horse Pike, Mays Landing, NJ 08330

Attention: Workshops & Seminars

BY FAX

(609) 343-5661

HOURS

You can register at any of our three locations Monday-Friday, 9 a.m.-4:30 p.m.

QUESTIONS?

Email workforce@atlantic.edu

Atlantic Cape Community College is a comprehensive two-year public institution serving the residents of Atlantic and Cape May counties which opened in 1966. The college offers over 40 academic degrees as well as a wide selection of career, certification and workforce development programs to more than 9,000 students annually. The college's Workforce Development Division offers a number of specialty programs including the Casino Career Institute, a nationally recognized program providing table games and surveillance training; the Health Professions Institute, which provides industry recognized certifications for the healthcare industry; and the Institute for Service Excellence, a focused program that provides credentials for guest service representatives, customer service representatives and front desk agents. Additionally, a selection of hands-on cooking and culinary classes are available for chefs and food service professionals.

3

Campus
Locations

Over 3,600

Non-Credit
Students

37

Certificate and Professional
Series Programs

REGISTRATION FORM

____ / ____ / ____
DATE

LAST NAME FIRST NAME HOME PHONE

COMPANY NAME WORK PHONE

____ / ____ / ____
DOB GENDER EMAIL

STREET ADDRESS

CITY STATE COUNTY ZIP CODE

WORKSHOP TITLE	COURSE #	SECTION	START DATE	FEE
MAILING ADDRESS Atlantic Cape Community College 5100 Black Horse Pike, Mays Landing, NJ 08330 Attn.: Workshops & Seminars (609) 343-5655 Fax: (609) 343-5661 Make checks payable to: Atlantic Cape Community College Be prepared to show photo ID in class.			TOTAL FEES _____	

To make a payment with a credit card, visit atlantic.edu/workforce.

Questions? Call **(609) 343-5655**.



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Early Drop off (8:30 a.m.-9 a.m.) and wind-down time (4-5:30 p.m.) are available.

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5100 Black Horse Pike
Mays Landing, NJ 08330-2699

Non-Profit Org.
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