



ATLANTIC CAPE COMMUNITY COLLEGE

*Continuing Education
& Workforce Development*

PROGRAM GUIDE

FALL 2021

- Certifications, Certificates, and Professional Development
- Personal Enrichment and Community Education Programs
- Grant Funded Training Opportunities, see page 2
- Financial Aid Eligible Training Programs
- Technical Studies, Associates in Applied Science Degree, see page 13

Your safety is our priority.

In-Person, Remote, Hybrid, and Live Online classes are available for your convenience.

Register and pay online at atlantic.edu/workforce



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



MAYS LANDING CAMPUS
5100 Black Horse Pike, Mays Landing



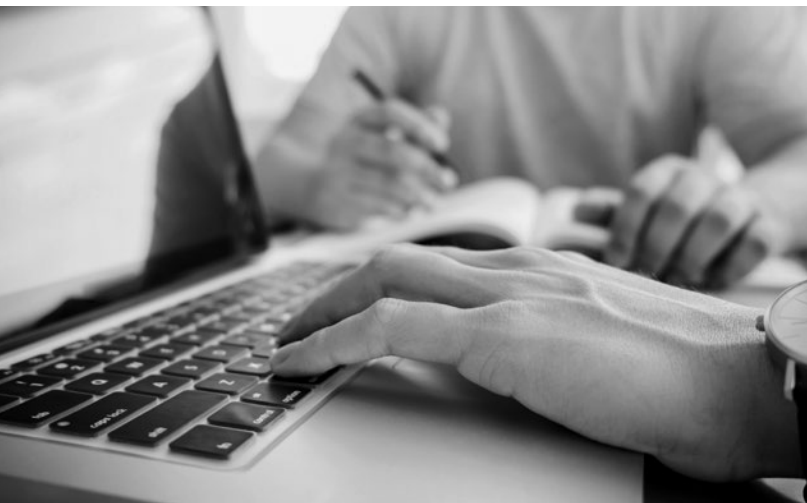
CAPE MAY COUNTY CAMPUS
341 Court House-South Dennis Rd., Cape May Court House

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Grant Funded Training Opportunities

Atlantic Cape Community College has grant funds to assist you if you have been affected by the COVID-19 Pandemic. Visit www.atlantic.edu/workforce to check your eligibility for a training program.



These classes are offered in partnership with Education to Go. Please visit careertraining.ed2go.com/accc/information-technology-programs/ to see all IT courses offered.

CompTIA A+ with ITIL Foundation (Vouchers Included)

Earning a CompTIA A+ Certification is a critical first step in opening the door to your Information Technology career. Throughout this course, you will learn the essential skills needed to start a career working within the industry. CompTIA™ A+ Certification is internationally recognized, giving you a competitive advantage no matter what country you are working in and what hardware you currently use.

You will also prepare for ITIL Foundation, an entry-level certification that offers you a general awareness of the key elements, concepts, and terminology used in the ITIL® service lifecycle, including the links between lifecycle stages, the processes used, and their contribution to service management practices.

You will learn the following:

- ITIL Terminology
- ITIL Framework
- Key concepts and processes
- ITIL service lifecycle
- Various operating systems and software
- Common hardware and software issues
- Virtualization and the Cloud
- Different mobile device operating systems and management features
- Master hardware installation
- Routine computer troubleshooting, repair, and maintenance
- Networking requirements, procedures, and implement effective security protocols
- Operational procedures

Upon completing the course, you will be given vouchers to sit for the following exams: CT-012 CompTIA A+ Exam 220-1001, CT-013 CompTIA A+ Exam 220-1002, and ITIL Foundation Certification Exam. The course is 310 hours and can be completed in 9 months.

Please visit <https://careertraining.ed2go.com/accc/training-programs/comptia-certification-til-v3> for additional course information, fees, and to register.

Certified Ethical Hacker (Voucher Included)

Are you interested in network security and information technology—but perhaps want more challenges than typical IT provides? If so, ethical hacking certification is a unique way to set yourself apart from other IT professionals and add even more value to your organization. As a certified ethical hacker, you will use the same techniques as the bad guys to assess security and identify weaknesses, except you will use these hacking powers for good.

To put it one way, “To beat a hacker, you need to think like a hacker.” This course will immerse you into the hacker mindset, putting you in the driver’s seat of hands-on activities. You will scan, test, hack, and secure your systems. You will learn the five phases of ethical hacking (reconnaissance, gaining access, enumeration, maintaining access, and covering your tracks) and the ways to approach your target and succeed at breaking in every time.

This accredited course provides you with advanced hacking tools and techniques so that you can assess the security posture of an organization with the same approach these malicious hackers use. You will be able to identify weaknesses and fix the problems before they are identified by the enemy, preventing what could potentially be catastrophic damage to your organization. This is sure to help you get ahead in your current and future positions.

You will learn the following:

- All about key security topics in information security, including footprinting, network scanning, malware threats, sniffing, social engineering, denial of service, and session hijacking
- Different types of web server attacks, including wireless and mobile hacking
- How to evade IDS, firewalls, and honeypots
- The various threats that go along with cloud computing and cryptography

Upon completing this course, you will be prepared to sit for the Certified Ethical Hacker Exam 312-50, offered by EC-Council. This course also includes a voucher which covers the fee of the exam. The course is 100 hours and can be completed in 6 months. Please visit careertraining.ed2go.com/accc/training-programs/ceh-certification/ for additional course information, fees, and to register.

Cisco CCNA Certification Training (Voucher Included)

This course will prepare you for the Cisco® CCNA 200-301 exam, the top associate-level certification for IT professionals. Most businesses today need daily operation on their systems, making networking a high-demand skill set. Becoming a Cisco® Certified Networking Associate (CCNA) proves your knowledge of IT networking technology and boosts your career prospects.

You will learn the following:

- To administer Cisco-based technologies for networking fundamentals and network access
- Best practices for IP connectivity and services that ensure the integrity of network systems
- How automation and programmability relate to Cisco networking systems

Each section will help you master certification-based topics for Cisco networking. Not only will you be prepared for the CCNA 200-301 exam, you will also be able to provide networking solutions to real-world applications. This course offers enrollment with or without a voucher. The voucher is prepaid access to sit for the CCNA certifying exam upon eligibility. The course is 225 hours and can be completed in 12 months.

Please visit careertraining.ed2go.com/accc/training-programs/cisco-ccna-certification-training-voucher-included for additional course information, fees, and to register.

Office Technology Specialist – Hybrid

Due prior to registration: *Prerequisites: Candidates must obtain a reading score of 9 on the Test of Adult Basic Education (TABE) or the Core Academic Skills Assessment (CASA). Students should have basic computer knowledge.*

Learn the technical skills needed to succeed in an office environment. Students will learn document production, spreadsheet preparation, the effective use of presentation software, and the organization of electronic calendars.

The program consists of the following modules:

- Microsoft Word 2019 & 365
- Microsoft Excel 2019 & 365
- Microsoft PowerPoint 2019 & 365
- Microsoft Outlook 2019 & 365
- Microsoft Office Collaboration and Integration
- Professional and Career Development

Students can get certified as a Microsoft Office Specialist in either Microsoft Word or Excel. The cost of one exam and practice test is included in the cost of the program.

College Pathways: Upon successful completion and credential attainment, you may be eligible for three college credits toward an Atlantic Cape degree.

COAP-500 (240 hours, 63 classroom/lab, 177 online)
Fee: \$3,299 (Tuition \$2,599, Materials \$700)

Section MW01-Mays Landing Campus
Mondays, beginning September 27 (ends February 28), 6-9 p.m.

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.

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
- PC Outlook
- PC Windows
- PowerPoint, Levels 1 & 2
- Problem Solving
- Spanish for Managers, Levels 1 & 2
- Spanish in the Workplace, Levels 1 & 2
- English in the Workplace, Levels 1 & 2
- Team Building: Being a Team Player

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 ten 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.

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

- Accessibility Workshop: Getting Started with Accessibility
- Accessibility Workshop: Creating Accessible Content
- Accessibility Workshop: Selecting and Adopting Accessible Materials
- 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
- Identifying Human Trafficking
- Resume Writing and Interviewing Skills
- Managing Across Cultures
- Managing the Virtual Workplace
- Motivation Training: Motivating Your Workforce
- Preparing Written Feedback
- Public Speaking
- Resume Writing

Online Instructor-Led Workshops

Atlantic Cape is now offering workshops designed to minimize time out of the office and maximize productivity! Choose from a topic below or call to discuss a customized workshop for your business. Please select one of the topics below for your team, or take advantage of our one-on-one instruction option.

- Communications in Action
- Customer Service
- Microsoft 2016 Excel, Beginner
- Microsoft 2016 Excel, Intermediate
- Microsoft 2016 Word, Beginner
- Microsoft PowerPoint, Beginner
- Problem Solving & Decision Making
- The Art of Leadership: Building Departmental Collaborations
- The Art of Leadership: Leadership in Action
- Time Management
- Understanding Workplace Harassment

For additional information, contact Scott Griffin at sgriffin@atlantic.edu or (609) 343-5651.

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. In the center, nonprofits will find fundraising resources that include FREE online access to the Funding Information Network (FIN), a research tool to help nonprofits find the grantmakers 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. A generous donation funds the NRC from the Mullock Family and the United Way of Greater Philadelphia and Southern New Jersey. 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.



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 that your selection should be professional.

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.

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 experience a lifetime of dealing games on the casino floor. Emphasis will be placed on game knowledge, chip value, and recognition, along with card handling. In addition, special attention will be given to game security, accounting and pit procedures, customer service, and the chain of command.

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 (48 hours)-Worthington Atlantic City Campus, Caesars Entertainment Wing
Fee: \$549 (Tuition \$514, Materials \$35)

Tuesdays, Wednesdays, Thursdays, 11:30 a.m.-3:30 p.m.

Section AW01-beginning September 7 (ends September 30)
Section AW02-beginning September 14 (ends October 7)
Section AW03-beginning September 21 (ends October 14)
Section AW04-beginning September 28 (ends October 21)
Section AW05-beginning October 5 (ends October 28)
Section AW06-beginning October 12 (ends November 4)
Section AW07-beginning October 19 (ends November 11)
Section AW08-beginning October 26 (ends November 18)
Section AW09-beginning November 2 (ends November 24)
Section AW10-beginning November 9 (ends December 2)
Section AW11-beginning November 16 (ends December 9)
Section AW12-beginning November 23 (ends December 16)
Section AW13-beginning November 30 (ends December 23)

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.

CARE-109 (96 hours) Worthington Atlantic City Campus, Caesars Entertainment Wing
Fee: \$1,049 (Tuition \$1014, Materials \$35)

Tuesdays, Wednesdays, Thursdays, 6-10 p.m.

Section AW01-beginning September 28 (ends November 18)

Section AW02-beginning February 1 (ends March 24)

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 (48 hours)-Worthington Atlantic City Campus, Caesars Entertainment Wing
Fee: \$549 (Tuition \$514, Materials \$35)

Tuesdays, Wednesdays, Thursdays, 6-10 p.m.

Section AW01 beginning September 7 (ends September 30)

Section AW02-beginning September 14 (ends October 7)

Section AW03-beginning September 21 (ends October 14)

Section AW04-beginning September 28 (ends October 21)

Section AW05-beginning October 5 (ends October 28)

Section AW06-beginning October 12 (ends November 4)

Section AW07-beginning October 19 (ends November 11)

Section AW08-beginning October 26 (ends November 18)

Section AW09-beginning November 2 (ends November 24)

Section AW10-beginning November 9 (ends December 2)

Section AW11-beginning November 16 (ends December 9)

Section AW12-beginning November 23 (ends December 16)

Section AW13-beginning November 30 (ends December 23)

Poker and Tournament Play

Learn the essentials of dealing Poker and prepare for a career as a Poker dealer. You will 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 (48 hours) Worthington Atlantic City Campus, Caesars Entertainment Wing
Fee: \$549 (Tuition \$514, Materials \$35)

Tuesdays, Wednesdays, Thursdays, 6-10 p.m.
Section AW01-beginning September 21 (ends October 15)
Section AW02-beginning November 20 (ends December 12)

Carnival Games (more games added)

You will learn multiple poker games, including Let It Ride, Three Card Poker, Four Card Poker, Mississippi Stud, High Card Flush, Heads Up, and Ultimate Texas Hold'em. The focus will be on poker rankings, procedures to pay and take, and automated shuffler and house procedures.

PGOW-202 (24 hours) Worthington Atlantic City Campus, Caesars Entertainment Wing
Fee: \$229 (Tuition \$194, Materials \$35)

Tuesdays, Wednesdays, Thursdays, 11:30 a.m.-3:30 p.m.
Section AW01-beginning September 21 (ends September 30)
Section AW02-beginning October 19 (ends October 28)
Section AW03-beginning November 16 (ends November 24)
Section AW04-beginning December 14 (ends December 23)

Surveillance Officer Training (for casino games employees with table games knowledge)

This program prepares potential surveillance officers on the aspects of slot machines and table games that lend themselves to cheating and criminal activity. Surveillance officers are responsible for monitoring all activities for an entire facility. In addition, they ensure gaming laws and internal employer policies are followed, and that suspicious or criminal activity is investigated.

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.

Classroom Option

SURV-102 (100 hours)-Worthington Atlantic City Campus, Caesars Entertainment Wing
Fee \$899 (Tuition \$829, Materials \$70)

Monday-Thursday, 9 a.m.-2 p.m.
Section-AW01-beginning September 20 (ends October 21)
Section-AW02-beginning November 22 (ends December 23)

Guided Learning Option

The Guided Learning Program option allows students to register and begin their program within a few weeks. Students will work with a qualified instructor who will work with them to complete the required coursework. CCI certificate awarded upon successful completion.

SURV-102 (100 hours)
Fee \$1,759 (Tuition \$1,619, Materials \$140)

Section OW01, Call (609) 343-5655 to begin your Guided Learning Program.

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 (48 hours) Section AW01
Fee: \$449 (Tuition \$414, Materials \$35)

Craps

CRAPS-201 (96 hours) See Craps schedule
Fee: \$849 (Tuition \$814, Materials \$35)

Baccarat

BACC-204 (48 hours) Section AW01
Fee: \$449 (Tuition \$414, Materials \$35)

Poker and Tournament Play

POKR-204 (48 hours) See Poker and Tournament Play schedule
Fee: \$449 (Tuition \$414, Materials \$35)

Pai Gow Tiles

PGOW-207 (48 hours) Section AW01
Fee: \$449 (Tuition \$414, Materials \$35)

Roulette

ROUL-204 (48 hours) Section AW01
Fee: \$449 (Tuition \$414, Materials \$35)

Pai Gow Poker

PGOW-206 (48 hours) Section AW01
Fee: \$449 (Tuition \$414, 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.

Do not fall behind! Do not lose your skills! Remember the experienced instructors, the quality classroom setting. It is available for you to refresh your skills. Do not 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-Worthington Atlantic City Campus, Caesars Entertainment Wing
Fee: \$59 (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.

Do not lose your skills! Practice games you have previously dealt in our fully-equipped 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-Worthington Atlantic City Campus, Caesars Entertainment Wing
Fee: \$99 (Valid for three days, Tuesday, Wednesday, and Thursday, from 11:30 a.m.-3:30 p.m. or 6-10 p.m.) The practice lab is open only when there are scheduled classes in session.





- Module 8: Sauces, Soups, Vegetables and Starch Cookery
- Module 9: Applied Cooking Methods
- Module 10: Healthy Cuisine
- Module 11: Introduction to Baking
- Module 12: Culinary Internship
- Module 13: Certification Test Prep and Certification Exam

The American Culinary Federation, Inc. (ACF) is a professional organization for chefs and cooks, founded in 1929 in New York City by three chefs' organizations: the Société Culinaire Philanthropique, the Vatel Club, and the Chefs de Cuisine Association of America. Since their inception, little has changed in our principal goals. The AFC organization is based on promoting the professional image of American chefs worldwide through the education of culinarians at all levels. Please visit www.acfchefs.org for more information. Students completing all course requirements will be eligible to sit for the American Culinary Federation's Certified Fundamentals Cook credential. The cost of this certification exam is included in the program fee.

Student Responsibility: Students are responsible for purchasing the following items for use during their training program: closed-toe shoes that do not have any openings or cutouts of any kind; clogs are not acceptable; and headphones or earbuds for use during computer lab sessions.

College Pathways: Upon credential attainment, you may be eligible for up to 10 college credits toward an Atlantic Cape Culinary Arts degree.

CULI-502 (630 hours) financial aid eligible
 Fee: \$6,395 (Tuition/Lab: \$5,115, Supplies: \$1,280)

Section AW01-Worthington Atlantic City Campus, Caesars Entertainment Wing
 Tuesday, Wednesday, and Thursday, beginning September 28 (ends May 26, 2022)
 9 a.m.-3:30 p.m. (6 hours per day)

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, brunoises, 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 foodservice 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 hotline.
- **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, purées, and chowders.

CULI-507 (160 hours)
 Fee: \$2,299 (Tuition/Lab: \$1,729, Supplies: \$570)

Section AW01-Worthington Atlantic City Campus, Caesars Entertainment Wing
 Monday-Thursday, beginning September 13 (ends October 28), 5-10 p.m.

Section AW02-Worthington Atlantic City Campus, Caesars Entertainment Wing
 Monday-Thursday, beginning November 29 (ends January 27), 5-10 p.m.

Section AW03-Worthington Atlantic City Campus, Caesars Entertainment Wing
 Monday-Thursday, beginning February 14 (ends March 31), 5-10 p.m.

CAREER TRAINING

NEW! Certified Fundamentals Cook (CFC®)

Due prior to registration: Prerequisites: Candidates must obtain a reading score of 9 on the Test of Adult Basic Education (TABE) or the Core Academic Skills Assessment (CASA). High school diploma or high school equivalency diploma/HSED.



Due on the first day of class: A criminal background check must be completed during orientation. Students will be presented with more information and will initiate their background check on orientation/first day of class. Students failing to provide a clear criminal background check may not be eligible for the internship portion of the program.

This career preparation program offers hands-on courses that focus on the mastery of cooking principles and practical techniques. It will also prepare you for the ServSafe Food Protection Manager Certification and the Certified Fundamentals Cook credential. Upon successful completion of the exam, students receive a nationally recognized certification.

This program is designed to prepare students for a successful career as a professional cook. Topics and skills are taught to cover the many areas of the professional kitchen. Learn how to prepare both professional and gourmet dishes. Students will receive an introduction to the culinary industry, pantry production, and short-order cooking. Students will successfully have the skills to prepare sauces, soups, and vegetables. Students are introduced to healthy cooking and baking as part of this certification training program.

The program consists of 13 modules:

- Module 1: Student Success Workshop
- Module 2: Computers Applications for the Hospitality Industry
- Module 3: ServSafe Food Protection Manager Certification
- Module 4: Introduction to Culinary Arts
- Module 5: Pantry Production
- Module 6: Professional and Career Development
- Module 7: Short Order Cooking (Breakfast)

Baking and Pastry Professional

The Professional Skills Series provides you with the foundational 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 bread using old-world recipes and modern techniques. This course will teach you the use of different grains and techniques, including dense bread 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 a commercially produced product. Start by preparing basic staples of a commercial bakery and then transform them into plated desserts, specialty items, signature, and unique creations. This is the actual function of a commercial bakeshop. Students will be challenged to use staples to express their creativity.

CULI-508 (160 hours)

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

Section AW01-Worthington Atlantic City Campus, Caesars Entertainment Wing
Monday-Thursday, beginning October 4 (ends November 18), 5-10 p.m.

WORKSHOPS

ServSafe Food Handler Certificate

The ServSafe Food Handler Certificate is the most popular certification awarded by ServSafe. It is sometimes called a food handlers card or a food worker's permit. The purpose of the certification is to ensure that food service workers understand 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. The National Restaurant Association recognizes the ServSafe Food Handler Certificate for three years.

FDBV-202 (4 hours)

Fee: \$55 (Tuition \$45, Materials \$10)

Section MW01-Mays Landing Campus
Tuesday, November 9, 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. 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. The National Restaurant Association recognizes the ServSafe Food Protection Manager Certification for a five-year period.

FDBV-200 (12 hours)

Fee: \$209 (Tuition \$169, Materials \$40)

Section AW01-Worthington Atlantic City Campus
Mondays and Wednesdays, October 4-13, 6 p.m.-9 p.m.

Section MW01-Mays Landing Campus
Saturdays, October 30-November 13, 9 a.m.-1 p.m.





Paramedic Science Program

Due prior to registration: *Prerequisites: Current New Jersey EMT-Basic certification, high school diploma or GED, American Heart Association CPR certification for Healthcare 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 are defined as time spent performing direct patient care in an emergency setting. In addition, candidates must obtain a reading score of 11 on the Test of Adult Basic Education (TABE) or the Core Academic Skills Assessment (CASA), complete the FISDAP Paramedic Entrance Examination with a minimum score of 75, and complete 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. Documentation of health insurance. Successful completion of a criminal background check. Students must possess the physical capabilities to perform all required skills and tasks of an EMT-Paramedic.*

This course prepares experienced EMTs to perform Advanced Life Support (ALS) as a Mobile Intensive Care Paramedic (MICP). Paramedics provide advanced medical care in a pre-hospital setting. Through our highly intensive curriculum, students will gain knowledge and experience through various 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 their education through many 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. 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. In addition, our scenario lab comes equipped with a Laerdal SimMan 3G and enhanced video capabilities for the debriefing of scenarios. As a result, the Paramedic Science program will provide a superior learning experience for highly motivated individuals seeking a career in advanced prehospital emergency medical care.

The program consists of seven modules:

- Module 1: Student Success Workshop
- Module 2: Advanced Assessment/EMS Systems/The Human Body in Sickness & Health
- Module 3: Advanced Interventions
- Module 4: Trauma/Special Patient Populations
- Module 5: Professional and Career Development
- Module 6: Field Experience
- Module 7: Capstone Field Internship

College Pathways: Upon successful completion of the program and 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-500 (1,456 hours) Financial Aid eligible
Fee: \$18,795 (Tuition \$15,624, Materials \$3,171)

Section AW01-Worthington Atlantic City Campus
Lecture and Skills Lab: Mondays, Wednesdays, beginning January 17 (ends November 2023)
5:30-10 p.m., and Fridays, 8 a.m.-5 p.m.

NEW! Certified Clinical Medical Assistant (CCMA®)

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 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 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 on orientation/first day of class. 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 program's clinical/internship portion.

Medical assistants are highly trained individuals who perform various administrative and clinical duties in 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. The 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 17 modules:

- Module 1: Student Success Workshop
- Module 2: Computer Applications for the Medical Office
- Module 3: Professional and Career Development
- Module 4: Medical Terminology
- Module 5: Vital Signs
- Module 6: Medical Assisting 1 (Communications, Patient Interview, History, Exam)
- Module 7: Medical Assisting 2 (Infection Control, Microbiology, Orientation to the Lab, Collecting, Processing and Testing, Blood and Urine Specimens)
- Module 8: Phlebotomy Internship
- Module 9: Professional Office Procedures
- Module 10: Medical Assisting 3 (Pharmacology, Medication Administration, Injections)
- Module 11: Anatomy and Physiology
- Module 12: Medical Assisting 4 (Electrocardiography)
- Module 13: Cardio Pulmonary Resuscitation (American Heart Association BLS-AED)
- Module 14: Billing and Coding
- Module 15: Electronic Medical Records
- Module 16: Clinical Internship
- Module 17: Credential Exam Review

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

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.

Notes: Students are required to achieve a minimum number of sticks during the Phlebotomy module. Under supervision, students do practice Phlebotomy draws on fellow students. You MAY be required to have health insurance based on your clinical location. Clinical sites may require students to wear facemasks during flu season if they do not show proof of receiving the flu vaccine.

Daytime, Classroom Option

MEDA-500 (684 hours) Financial Aid eligible.

Fee: \$7,299 (Tuition \$6,000, Materials \$1,299)

Section AW02-Worthington Atlantic City Campus

Tuesday, Wednesday, Thursday, beginning September 22 (ends June 30, 2022) 9 a.m.-3:30 p.m.

Clinical: Schedule to vary.

Evening, Hybrid Option

MEDA-151 (620 hours: 270 classroom hours, 350 online)

Fee: \$6,299 (Tuition \$5,317, Materials \$982)

Section AW02-Atlantic City Campus

Wednesday and Thursday, beginning October 13 (ends August 4, 2022) 6-9 p.m.

Clinical: Days and hours vary.

Section CW02-Cape May County Campus

Wednesday and Thursday, beginning October 27 (ends August 18, 2022) 6-9 p.m.

Clinical: Days and hours vary.

Certified Medical Administrative Assistant (CMAA) – 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 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 on orientation/first day of class. 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 program's clinical/internship portion.

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, and using various computer software applications to include billing and coding. Medical terminology, anatomy, physiology, HIPAA, and ethics knowledge will make for a well-rounded employee in a medical administrative assistant's role. Students will receive a personal tablet as part of the cost of the program. Students 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.

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.

Notes: You MAY be required to have health insurance based on your clinical location. Clinical sites may require students to wear facemasks during flu season if they do not show proof of receiving the flu vaccine.

HMAA-500 (320 hours: 158 hours classroom, 153 hours online)

Fee: \$3,549 (Tuition \$2,649, Materials \$900)

Section CW02-Cape May County Campus

Tuesdays, beginning October 11 (ends May 17) 6-9 p.m.

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 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 on orientation/first day of class. 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 program's clinical/internship portion.

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 central service career, the operating room and infection control, and materials management. Students will be prepared to succeed on the IAHCSTMM 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.

Note: You may be required to have health insurance based on your clinical location. Clinical sites may require students to wear facemasks during flu season if they do not show proof of receiving the flu vaccine.

HCST-501 (598 hours Online/Observation, 400 hours Clinical)

Fee: \$3,599 (Tuition \$3,104, Materials \$495)

Section OW02-Cape Regional Medical Center

Observation: Fridays, beginning October 20 (ends August 30) 9 a.m.-noon, scheduled by instructor.

Clinical: Days and hours vary.

Phlebotomy Technician

Due before registration: *Prerequisites: Candidates must obtain a reading score of 9 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 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 on orientation/first day of class. 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. You MAY be required to have health insurance based on your clinical location.

The phlebotomist is responsible for obtaining blood samples from patients for laboratory analysis. The phlebotomist is skilled in blood collection techniques and handling, transporting, and processing blood specimens. Learning experiences will include laboratory practice on artificial arms and extensive clinical experience at area medical facilities. Students completing all classroom and clinical requirements will be eligible to sit for the National Healthcareer Association Phlebotomy (CPT) certification examination. The cost of this exam is included in the program.

College Pathways: Upon credential attainment, you may be eligible for up to 3 college credits toward an Atlantic Cape Health Science degree.

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.

Notes: Students are required to achieve a minimum number of sticks during the Phlebotomy module. Under supervision, students practice Phlebotomy draws on fellow students. You MAY be required to have health insurance based on your clinical location. Clinical sites may require students to wear facemasks during flu season if they do not show proof of receiving the flu vaccine.

PHLB-136 (132 hours)
Fee: \$2,399 (Tuition \$1,852, Materials \$547)

Section AW02-Worthington Atlantic City Campus
Mondays and Tuesdays, beginning November 1 (ends on March 14), 6-9 p.m.

Certified Nurse Aide (CNA)

Due before registration: *Prerequisites: Candidates must obtain a reading score of 7 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 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: Fingerprinting and a criminal background check are also required and are included in the program's cost, 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 program's clinical/ internship portion.

As a CNA, students will be eligible for employment in a long-term care facility, assisted living facility, adult medical daycare, and some hospitals. Becoming a Certified Nurse Aide is a great way to launch a career in the health care profession. The New Jersey Department of Health and Senior Services approves this 90-hour program. 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.

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.

Note: You may be required to have health insurance based on your clinical location. Clinical sites may require students to wear facemasks during flu season if they do not show proof of receiving the flu vaccine.

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

Section AW01-Worthington Atlantic City Campus
Call for class information.

Certified Home Health Aide for CNAs

Due before registration: *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 completing 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 16 & December 17, 9 a.m.-2:30 p.m.

Emergency Medical Technician – Hybrid

Due before registration: *Prerequisites: High school diploma or GED; CPR certification will be provided during class for students and is a required element regardless of certification status at the beginning of the course. Documentation of physical exam including drug screening, documentation of immunizations, PPD test, and Hepatitis B series. Candidates must be 18 years of age by the last day of the program and have the physical capability to perform all required skills and tasks of an EMT-Basic. Candidates must obtain a reading score of 9 on the Test of Adult Basic Education (TABE) or the Core Academic Skills Assessment (CASA).*

Due on the first day of class: Proof of adequate health insurance is required on the first day of class. Students failing to provide health insurance documentation will not be eligible for the required clinical/internship portion of the program. Students shall be required to register with the New Jersey Office of Emergency Medical Services Certification System during orientation. This includes a criminal background check. Students with a criminal history may not be eligible for state or national EMT certification. Workforce Development tuition refund policy applies.

In partnership with Mutual Aid Emergency Services, Atlantic Cape Community College 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 prehospital 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 and 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 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 degree.

Note: Students failing to clear a criminal background check and failure to provide proof of insurance documentation will not be eligible for the clinical/internship portion of the program.

EMTC-501 (278 hours: 108 classroom/lab, 10 clinical, 160 online)
Fee: \$2,129 (Tuition \$1,691, Materials \$438)

Section AW02-Worthington Atlantic City Campus
Monday & Wednesday, beginning August 30 (ends December 20), 6-10 p.m.
First-week schedule Monday, Tuesday, Wednesday, August 30, 31, September 1

WORKSHOPS

Principles of Health Coaching Certificate – LIVE ONLINE

This self-paced, 4-module workshop through the National Healthcareer Association (NHA) will benefit those in the healthcare industry such as medical assistants, nurses, social workers, care coordinators, and front office staff to build the necessary skills to better communication, education, and engagement with their patients. A final assessment will be given following the modules.

The program will provide instruction on the following topics: Introduction to health coaching, collaboration & communication, relationships and responsibilities of a health coach, and motivational interviewing (featuring virtual simulation).

Upon completing this ANCC accredited certificate workshop built to meet ACAP accreditation, seven continuing education units will be awarded for any NHA certificate holder or Nursing Association member.

HPHC-100 (7 hours)
Fee: \$329

Section OW01-Online classroom, ongoing enrollment.
To get started, call (609) 343-5655.

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 healthcare 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 cardiopulmonary structures' basic anatomy 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 manual's cost. If the manual is returned unused/in its original packaging, a full refund will be granted.

H CPR-134 (5 hours)
Fee: \$99 (Tuition \$69, Materials \$30)

Section CW01-Cape May County Campus
Friday, November 12, 9 a.m.-2 p.m.

Section AW03-Worthington Atlantic City Campus
Saturday, October 9, 4 p.m.-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, valid for two years, will be awarded for successful completion. Training includes CPR/AED and choking relief for adults/children/infants and is ideal for first responders. First aid for lay rescuers on managing 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, and 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 manual's cost. If the manual is returned unused/in its original packaging, a full refund will be granted.

H CPR-101 (7 hours)
Fee: \$105 (Tuition \$77, Materials \$28)

Section AW01-Worthington Atlantic City Campus
Friday, December 10, 9 a.m.-4 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.

Guided Learning Program (GLP) 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®) – Guided Learning Program

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 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 outstanding 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: \$489, the cost of the certification exam is included.

Section OW01

Certified Front Desk Representative (CFDR®) – Guided Learning Program

The American Hotel & Lodging Educational Institute offers students an opportunity to acquire the skills to become Certified Front Desk Representative. Learn the essential foundations to work the front desk in a hotel or motel. This certification will cover room reservations and assignments, registering guests, key controls, and 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 completing this program, you will earn the Certified Front Desk Representative (CFDR®) credential and the Certified Guest Service Professional (CGSP®).

RETA-114 (48 hours)
Fee: \$629, the cost of the certification exam is included.

Section OW01

Call our Program Navigator at (609) 343-5655 to begin your Guided Learning Program.

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, suppose you have experience as a restaurant manager. In that case, 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 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.

Technical Studies Associate in Applied Science Degree

This program is for students who need an individualized academic program that awards college credit for nontraditional learning forms. It is designed to give students an accelerated route to an associate's degree by earning credit for work experience, industry credentials, non-collegiate instruction, and examination scores. The program consists of a minimum of 20 General Education course credits and up to 25 Technical Core credits. Technical Core credits are awarded through the Prior Learning Assessment (PLA) process. Students will meet with an academic advisor to select courses that meet their individual goals for the required program-specific courses. For additional information, contact Sherwood L. Taylor, staylor@atlantic.edu, (609) 343-4816.

PROFESSIONAL DEVELOPMENT

ENTREPRENEUR TRAINING (CAPE MAY COUNTY CAMPUS)

NEW! Brand Ambassadors – Your Route to Social Success

The fans of your brand have large and loyal social followings and are ideal ways to boost organic awareness on social media. Learn about the benefits of enlisting brand ambassadors as partners in creating business success.

PDEV-178 (3 hours)
Fee: \$39

Section CW01-Cape May County Campus
Tuesday, October 26, 1:30-4:30 p.m.

Marketing to Millennials and GenZs

Millennials and GenZs are everywhere! This session will cover best practices, case studies, and trends 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, November 16, 1:30-4:30 p.m.

WATER AND WASTEWATER OPERATIONS

Introduction to Water and Wastewater Treatment - Hybrid

This course is designed to train operators in the practical aspects of operating and maintaining water and wastewater treatment plants, emphasizing 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: \$1,699 (Textbook additional)

Section MW01-Mays Landing Campus
Mondays and Wednesdays, beginning September 13 (ends April 13), 6-9 p.m.
The Schedule may include some Thursday evenings

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 related to the design, construction, and maintenance of building structures. These classes are for general contractors 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.

Subcode Official

Prerequisite: Possession of a license as an inspector in the same type and specialty as the subcode.

This course is designed to prepare inspectors to become subcode officials. The class will cover subcode administration, legal aspects of code enforcement, and related legislation. Specific topics will include procedures and forms for permit application, stop orders, emergencies, condemnations, case records, warrants relocation, housing maintenance and legal rights of landlords and tenants.

CONS-221 (45 Hours)
Fee: \$489 (Text required at additional cost)

Section MW01-Mays Landing Campus
Tuesdays, beginning September 21 (ends December 9), 6-9:30 p.m.

Building Inspector RCS – LIVE ONLINE

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.

CONS-120 (90 hours)
Fee: \$789 (Textbook required at additional cost)

Section OW01-Live Online
Tuesdays and Thursdays, beginning September 21 (ends December 21), 6-9:30 p.m.

Fire Protection ICS – LIVE ONLINE

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 on the first day of class.

CONS-200 (120 Hours)
Fee: \$949 (Text required at additional cost)

Section OW01-Live Online
Monday, Wednesday and Thursday, beginning September 20 (ends December 13)
6:30-9:30 p.m. and every other Saturday 9 a.m.-12 p.m.

PUBLIC SAFETY AND CRIMINAL JUSTICE TRAINING

IAED Emergency Telecommunicator*

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 is 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. The NJ OETS approves this course for Basic Telecommunicator Certification.

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

Section CW01-Cape May County Campus
Monday-Friday, September 13-17, 8 a.m.-4 p.m.

Section MW01-Mays Landing Campus
Monday-Friday, November 8-12, 8 a.m.-4 p.m.

New Jersey Emergency Medical Dispatcher*

Prerequisites: Candidates must be a 911 Basic Telecommunicator or provide 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/E.M.S.) 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
Monday-Thursday, September 20-23, 8 a.m.-4 p.m.

Section MW01-Mays Landing Campus
Monday-Thursday, November 15-18, 8 a.m.-4 p.m.

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

GENERAL INTEREST

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, the law of agency and the licensing act, and rules and regulations.

The New Jersey Real Estate Commission approves this course. 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 the confirmation of this course. The textbook for this course is not available at the college bookstore.

REAL-101 (75 hours)
Fee: \$529 (Textbook additional)

Section MW01-Mays Landing Campus
Monday, Tuesday, and Thursday, beginning October 14 (ends November 29), 5:30-9:30 p.m.

Usui Reiki 1 Practitioner – LIVE ONLINE

Reiki is a non-dogmatic energy modality that anyone can learn. Reiki can be used to support and enhance Physical & Mental/Emotional health & well-being. Most participants feel they gain a profound sense of deep peace, balance, & clarity.

In this class, you will learn: What is Reiki? The History of Reiki, Why do Reiki? The Principles of Reiki, How to do Reiki on Yourself, and How to do Reiki on Others. Upon completion of this class, you will receive a Reiki First Degree certificate.

PDEV-504 (4 hours)
Fee: \$250

Section OW01-Live Online
Saturday, October 2, 1 p.m.-5 p.m.

Usui Reiki 2 Practitioner – LIVE ONLINE

This class is for those who have already completed Reiki 1 attunements and would like to increase their Reiki energy for themselves & doing sessions for others. In this class, you will receive two additional attunements and symbols that will allow you to do more profound healing & distant healing sessions. You will learn to integrate the new information into practical situations that will leave you feeling confident in your new abilities. In addition, this class will help to deepen your personal growth and healing process.

PDEV-505 (4 hours)
Fee: \$250

Section OW01-Live Online
Saturday, November 20, 1 p.m.-5 p.m.

AAAI/ISMA Personal Fitness Trainer Certification Phase 1

The Personal Fitness Trainer Certification Phase 1 course, taught in partnership with the American Aerobic Association International/International Sports Medicine Association, covers the essentials and fundamentals of applied exercise science related to personal fitness training of healthy populations. Safety, exercise physiology, assessment, nutrition basics, exercise concepts and principles, program design, and proper biomechanics are taught and emphasized throughout the course. An introductory study into anatomy, muscle physiology, cardiovascular physiology, kinesiology, client evaluation, program design, and the tools necessary to start your career will be covered.

You will take your certification exam at the end of the day. Recommended (but not required) manuals can be purchased directly through the AAAI/ISMA website: <https://aaai-ismafitness.com/product/bonus-buy/>

FTNS-103 (8 hours)
Fee: \$129

Section MW01-Mays Landing Campus
Saturday, October 16, 10 a.m.-6 p.m.

AAAI/ISMA Sports Nutrition Certification

The Sports Nutrition Certification taught in partnership with the American Aerobic Association International/International Sports Medicine Association, is designed to help people understand basic and advanced nutrition concepts and equip them with the tools needed to discuss this information with others. Upon successful completion of the class portion of the course, people should be able to:

- Understand the roles proteins, fats and carbohydrates play in the body
- Discuss how proteins, fats, and carbohydrates influence exercise
- Understand and discuss the role of vitamins and minerals in the body
- Discuss vitamins and minerals as they relate to exercise performance
- Understand how to read food labels
- Be able to discuss pro/con research for various dietary supplements
- Be able to sort fact from fiction with respect to dietary supplements
- Recognize side effects of dietary supplements

The goal of the AAAI/ISMA Sports Nutrition program is to expand the knowledge and understanding of fitness professionals and the general public.

Learn the basics of Macronutrients (Carbohydrates, Proteins, and Fats) and micronutrients (vitamins, minerals, and water) while learning how to better educate clients on how to improve their health through nutrition.

You will take your certification exam at the end of the day. Recommended (but not required) manuals can be purchased directly through the AAAI/ISMA website: <https://aaai-ismafitness.com/product/nutrition-essentials/>

FTNS-104 (8 hours)

Fee: \$129

Section MW01-Mays Landing Campus

Saturday, November 13, 10 a.m.-6 p.m.

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. For more information about AAAI/ISMA certifications, please visit <https://aaai-ismafitness.com/> or call (609) 397-2139.

NEW! New Jersey Medical Cannabis Dispensary Training – LIVE ONLINE

Requirements: Students must be at least 18 to register for the class. Most employers will require you to be 21 years old and pass a background check.

Whether you are looking to educate yourself or obtain the basic training you will need to work in a medical cannabis dispensary; this class will get you started.

Tailored to New Jersey's Medical Marijuana program, this 15-hour class will teach you about the human body's endocannabinoid system, the basics of cultivation and different cultivars, an introduction to processing and different products available in New Jersey and elsewhere, and finally, the ins and outs of working in a New Jersey medical cannabis dispensary and how to assist NJ medical marijuana program patients that have qualifying conditions.

The following topics will be covered:

- Cannabis law and regulations
- Cultivation basics
- How manufactured cannabis products are made
- The endocannabinoid system
- Dispensary training

Instruction provided in partnership with NJ Cannabis Certified. Completion of the course requires attendance during live instruction and completion of a final 25 question quiz. Students who complete the requirements will receive a certificate of achievement. Tuition waiver vouchers for veterans available (up to 5 students per class).

PDEV-506 (15 hours)

Fee: \$500

Section OW01-Live Online

Mondays, November 1 (ending November 29), 6-9 p.m.

How do you register? Go online to www.ed2go.com/accc, select your course, attend the orientation, and submit payment online.

How to Get Started:

1. Visit our Online Instruction Center: www.ed2go.com/accc.
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.

ACCOUNTING FUNDAMENTALS SERIES

Accounting Fundamentals

In this course, you will learn the basics of double-entry bookkeeping, as well as how to analyze and record financial transactions. You will 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.

GRAMMAR REFRESHER SERIES

Grammar Refresher

The key to effective writing and speaking in 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. This course will explore the eight parts of speech, punctuation and mechanics, and foundational sentence construction. We will even get into the details of phrases, clauses, problem words, common grammar mistakes, and much more! An instructor will guide you every step of how you learn grammar through hands-on, practical exercises. You will also learn through short videos, examples, and even fun games. So take your writing and speaking to the next level of excellence!

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 will 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 will 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.

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.

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.

ONLINE TRAINING

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/accc 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 sure to review each course before registering.

Introduction to Project Management

In this six-week course, an experienced Project Management Professional will help you master the essentials of project management. You'll become an indispensable member of your project team by discovering and mastering the critical concepts you need to plan, implement, control, and close any type of project.

You'll learn about project politics and ethics, project measurements, and project closure. You'll be able to develop all sections of a project plan, you'll become comfortable with the project management body of knowledge, and you'll develop a variety of powerful techniques to generate project ideas.

This course and its follow-up (Project Management Applications) also include essential information that will help you prepare for the Project Management Professional (PMP)® and the Certified Associate in Project Management (CAPM)® exams offered by the Project Management Institute (PMI)®. Certification Magazine recently identified PMP certification as "the highest-paying certification" of the year.

Start Your Own Small Business

Learn how to take your dream of starting a business and put it into action. In this class, you will learn everything you need to know about starting a business. You will begin by discovering the tricks to picking the right opportunity for you. Next, you will learn how to develop proven marketing techniques to easily build sales. Since every business needs money, this course discusses traditional and nontraditional financing options. Finally, you will learn easy-to-implement employee-management procedures and how to write business policies that help you build your business.

You, as a business owner, need to manage all of your limited resources. One resource that often gets overlooked is your time. In the final lesson, you will learn time-management techniques especially for entrepreneurs. While taking this course, you will discover the secrets that separate the successful entrepreneurs from the struggling ones.

Creating a Successful Business Plan

Turn your business ideas into a solid plan for financing and long-term success. Committing your idea to paper in the form of a business plan not only increases your chances of obtaining financing, but also in keeping your business strategically focused. You will work through all the major components of writing a business plan and emerge with your first draft in hand. And most importantly, you will have completed the first—and most difficult—step on the path to small business success.

Blogging and Podcasting for Beginners

Blogging and Podcasting for Beginners will teach you how to plan and create your very own blog and podcast. Through hands-on exercises, you will discover the benefits of using free web tools like Blogger, WordPress, Audacity, and YouTube. You will find that creating a blog and podcast is much easier than you ever imagined.

First, you will learn how to develop a plan for the content, setup, maintenance, and how to use free blogging software like Blogger and WordPress to put that plan into action. After that, learn how to record a professional-sounding audio podcast with a very simple recording tool you already have. You will edit the file with another free software program, add music to it, and then post it online for others to enjoy. Finally, you will find out how to record a video podcast. You will edit it, add special effects, drop in a podcasting-safe music file, and then publish it online.

Introduction to Photoshop CC

Photoshop is the world's most popular photo-editing program. Artists, photographers, designers, and hobbyists all rely on Adobe Photoshop for image creation and editing. The course provides detailed, step-by-step instructions that will teach you how to use Photoshop CC with confidence.

Photoshop CC has a host of impressive new features for photographers, and you will encounter a number of them in an introduction to the Photoshop environment. Next, you will learn how to create simple digital paintings. Then you will be editing your own photographs to get rid of dust and scratches, fix the color, and correct image exposure. You will master techniques for switching the backgrounds on images and removing wrinkles and blemishes from photos, just like they do in magazines. You will also learn about the content-aware Move tools in CC that, like magic, let you move something on an image and intelligently replace the "hole" left behind at the same time. By the time you finish this fun, hands-on, project-oriented course, you will be well on your way to expressing yourself with the most exciting graphics program ever developed.

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 (C.P.C.) 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.

Clinical Dental Assistant

When you become a dental assistant, you'll enjoy a career that is not only fulfilling, but also rewarding. Caring dental assistants truly make a difference with clients, providing comfort and education. Plus, this field offers flexible hours and is expected to grow exponentially in the future. Dental assistant school is the first step you need to take, and this online Clinical Dental Assistant course will prepare you to become a productive and successful member of a dental hygienist team.

This online dental assisting course is the most comprehensive you'll find. You'll learn about every aspect of professional dental assisting, including invaluable real-world perspectives from experienced dental assistants and essential information about anatomy and physiology, preventive dentistry, patient care and communication, radiology, pharmacology, anesthesia, assisting in specialty practices, employment strategies, and much more.

Toward the end of the course—or after completion—you will have the opportunity to apply for an externship, where you'll get real-life clinical assistant experience. You'll also be ready to pursue certification as a dental assistant by passing the radiology and infection control portions of the Dental Assisting National Board examination. The exam or one or more of its components is necessary in states where registration is required for dental assistants.

HVAC/R Certified Technician (Voucher Included)

If you have more than a year of HVAC/R experience, this course will prepare you for the next step—certification. HVAC/R technicians are in demand, but certified technicians can earn more and have better career opportunities.

This course uses hands-on service call simulations to prepare for the HVAC Excellence or NATE certification exams. By course completion, you will be ready to pass the HVAC Excellence Core and Professional Technician exams, the NATE Core and Specialty Test exams, and the EPA 608 certification exam. You will also receive a voucher package to take the HVAC Excellence exams.

Purchasing and Supply Chain Management + Freight Broker/Agent Training

This program combines two essential career training 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.

AutoCAD 2021 Certified User with AutoCAD 3D 2021 (Voucher Included)

This 100% online AutoCAD 2021 training course will teach you how to create and edit a simple drawing, and then gradually introduce more advanced tools. Once you master the basic 2D skills, you will move on to explore more advanced efficiency tools, complex objects, using external reference and image files, collaboration tools, publishing, and enhancing productivity with simple customization. You will then learn the fundamentals of 3D and explore the main features of the advanced 3D modeling workspace. The course content is heavily focused on hands-on exercises which require that the software be installed. All examples and exercises are taken from a variety of fields where AutoCAD is used.

This course offers enrollment with a voucher. The voucher is pre-paid access to sit for the certifying exam upon eligibility.

Career Counselor and Life Coach

This online suite of courses teaches all the aspects of career counseling and life coaching, from working with clients to establishing a business.

In the Career Counselor course, you will learn career development stages, planning fundamentals, and how to work with diverse audiences. In the Certified Life Coach course, you will learn the Core Competencies of the International Coach Federation (ICF) and ICF-recognized protocols to build a distinctive coaching style. This course also incorporates the International Association of Professional Recovery Coaches (IAPRC) Code of Ethics to enhance individuals' lives impacted by addiction. As a career counselor and life coach, you can help others improve their lives and careers with smart goals and clear directions.

Upon completing the final exam, you will receive the Certified Professional Coach (CPC) certification. This credential is issued through the International Association of Professional Recovery Coaches (IAPRC). Finally, you will have gained the industry-recognized skills needed to establish a successful coaching business as a career counselor and certified life coach.

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

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: \$219

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

QuickBooks Level 2

This workshop is 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: \$219

Section CW01-Cape May County Campus
Thursday and Friday, November 18 and 19, 9 a.m.-5:30 p.m.

Computer Basics – Increase Your Confidence

This workshop is designed for those with little to no computer knowledge. In this hands-on course, you will understand what you need to know to become computer confident! Learn to navigate around the main computer features, search the internet, and create files and folders.

COAP-100 (9 hours)
Fee: \$109

Section MW01-Mays Landing Campus
Fridays, September 24, October 1, and 8, 9 a.m.-12 p.m.

Section MW02-Mays Landing Campus
Fridays, October 29, November 5, and 12, 9 a.m.-12 p.m.

Computer Basics 2 – Exploring Word and Excel

Prerequisite: Basic computer knowledge and familiarity with Windows. Must have taken Computer Basics - Increase Your Confidence workshop or have equivalent knowledge.

This hands-on workshop will introduce you to two commonly used office software applications, Microsoft Word and Excel. You will be able to create, save, and print a document and spreadsheet upon completion of this workshop.

COAP-101 (6 hours)
Fee: \$69

Section MW01-Mays Landing Campus
Fridays, December 3 and 10, 9 a.m.-12 p.m.

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 saving 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 (9 hours)
Fee: \$129 (Tuition \$109, Materials \$20)

Section MW01-Mays Landing Campus
Thursdays, October 7, 14, and 21, 9 a.m.-12 p.m.

Breads and Rolls

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

BAKE-105 (3 hours)
Fee: \$79

Section MW01-Mays Landing Campus, Kitchen 1
Tuesday, September 28, 6-9 p.m.

Old Time Favorites

The Chef will demonstrate some classic desserts, Baked Alaska, Crêpes, Cherries Jubilee, and Bananas Foster Sauces. Students will be participating in the preparations, assembling and consumption of desserts!

BAKE-101 (3 hours)
Fee: \$79

Section MW01-Mays Landing Campus, Kitchen 1
Tuesday, October 26, 6-9 p.m.

Keto Bread and Rolls

This hands-on class will teach you how to roll, form, and bake Gluten-Free and Low Carb Keto Garlic Bread-sticks, Keto Parker House Rolls, and Keto Cinnamon Rolls.

BAKE-104 (3 hours)
Fee: \$79

Section MW01-Mays Landing Campus, Kitchen 1
Tuesday, October 12, 6-9 p.m.

Holiday Pies

Get your hands deep into the dough with this hands-on class when you learn the steps of making Apple pie, Blueberry Crumb pie, and a Lattice top Cherry pie from scratch.

BAKE-108 (3 hours)
Fee: \$79

Section MW01-Mays Landing Campus, Kitchen 1
Tuesday, November 9, 6-9 p.m.

Holiday Cookies I

The Chef will demonstrate how to prepare the dough for Vanilla Crescents, Soft Almond Cookies, Gingerbread Men, and Royal Icing. The students will have hands-on experience rolling out the dough, cutting the shapes, and decorating the cookies.

BAKE-106 (3 hours)
Fee: \$79

Section MW01-Mays Landing Campus, Kitchen 1
Tuesday, November 30, 6-9 p.m.

Holiday Cookies II

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

BAKE-113 (3 hours)
Fee: \$79

Section MW01-Mays Landing Campus, Kitchen 1
Tuesday, December 7, 6-9 p.m.

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 options and hospice, how to avoid death 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, October 6, 2-4 p.m.

Section MW01-Mays Landing Campus
Wednesday, November 3, 2-4 p.m.

NEW! Intro to Genealogy

Are you looking to start a family research project? Have you started your research and keep hitting brick walls? This workshop will provide tips and tricks on how to conduct family searches through reliable print sources. Students can bring their materials if they have already started doing research.

CEGN-129 (1.5 hours)
Fee: \$25

Section MW01-Mays Landing Campus
Saturday, October 9, 11 a.m.-12:30 p.m.

NEW! Genealogy – Expanding the Search

With the development and use of DNA testing and vital records, connecting with long-lost families is possible. Whether or not you are adopted, DNA can provide insights into both direct and indirect lineage. Furthermore, while your DNA does not change, its interpretation does. Genealogy will also get into specialty records held by both the government and special interest groups. Students can bring their materials if they have already started doing research.

CEGN-229 (1.5 hours)
Fee: \$25

Section MW01-Mays Landing Campus
Saturday, November 6, 11 a.m.-12:30 p.m.

NEW! Knitting Club

This club workshop is designed for beginner knitters. You will learn the different types of yarn, how to read a pattern, knitting abbreviations, casting on, basic stitches, needle types, and sizes, and binding off. You will also work on a scarf project during this workshop. Please bring one 3 ½ oz skein of yarn (Red Heart Acrylic recommended) and a size seven straight knitting needle.

CEGN-101 (12 hours)
Fee: \$79

Section MW01-Mays Landing Campus
Saturdays, beginning October 9 (ends November 13), 10:30 a.m.-12:30 p.m.



Floral arrangement created in Atlantic Cape Spring 2021 Flower Arrangement Class

NEW! Flower Arrangement

This course will teach students to create actual floral designs. Students must be prepared to purchase flowers from the instructor each week to use for the floral creations (approximately \$25 each week, payable to the instructor). Also, students will need to bring a knife, wire cutters, and scissors to each class session.

CEGN-102 (15 hours)
Fee: \$99

Section CW01-Cape May County Campus
Mondays, beginning September 27 (ends November 29), 7-8:30 p.m.

NEW! Principles of Successful Long Term Investing

In this seminar, we will explore how to evaluate your needs for your future. We will discuss the lessons of past markets & economic cycles. We will also discuss your needs for retirement, college funding & overall financial needs. Attendees are encouraged to ask questions and participate in a "give and take" discussion.

CFIN-101 (2 hours)
Fee: \$29

Section MW01-Mays Landing Campus
Thursday, October 14, 7-9 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 7, 1:30-4:30 p.m.

Social Media 2.0

You understand social media basics, so what is next? Discover the latest trends and tactics on harnessing the power of social media platforms, Instagram, Twitter, Facebook, and LinkedIn.

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

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

Holistic Health Series – LIVE ONLINE

Are you looking for natural ways to achieve and maintain optimal health? Then, 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: Transformational Breathing, Energy Healing Work, Nutrition, and Kripalu Yoga, and Meditation. Alternatively, you can pick and choose specific workshop topics. Individual class descriptions and dates can be found after this listing.

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 20 years as a Certified Breath Facilitator. In addition, she is trained as a Naturopathic Doctor, Clinical Hypnotherapist, Neuromuscular Therapist, Licensed Massage Therapist, Reiki Master, E.M.F. Practitioner, Weight Loss Coach, and Life Coach.

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

Section OW01-Live Online
Tuesdays, beginning November 16 (ends December 7), 10-11:30 a.m.

Transformational Breathing – LIVE ONLINE

Transformational Breath is an easy-to-learn breath technique that is a powerful healing modality for the body, mind, and spirit. Transformational Breath may help reduce stress in your life, increase energy and creativity, help with addictive patterns, increase your metabolism, improve mental and emotional clarity, help you to experience more joy in your life, integrate suppressed/repressed emotions, increase efficiency of your body, resolve childhood traumas and detoxify and help to heal in your body. Bring a yoga mat, water, and two pillows.

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

Section OW01-Live Online
Tuesday, November 16, 10-11:30 a.m.

Energy Healing Work (Reiki and Chakra Healing) – LIVE ONLINE

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. It 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 located in seven different points on the spinal column. All 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 OW01-Live Online
Tuesday, November 23, 10 a.m.-11:30 a.m.

Nutrition and a Holistic Lifestyle – LIVE ONLINE

With all of the health issues and toxins in the environment, how does one stay healthy and happy in today's world? In this class, you will learn about DNA, blood type diet possibilities, and mycotoxins. Also, we will discuss the use of vitamins and what they have to do with our health.

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

Section OW01-Live Online
Tuesday, November 30, 10-11:30 a.m.

Kripalu Yoga and Meditation – LIVE ONLINE

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 OW01-Live Online
Tuesday, December 7, 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 reducing 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 this fee. Your guest will need to be registered in order to reserve a seat in the class)

Section CW01-Cape May County Campus
Saturdays, November 6 and 13, 9 a.m.-12 p.m.

Section CW02-Cape May County Campus
Thursdays, November 11 and 18, 6-9 p.m.

Exploring Digital SLR Photography, Part 1

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

CEGN-172 (6 hours)
Fee: \$69 (supplies not included)

Section MW01-Mays Landing Campus
Tuesdays, October 12, 19, and 26, 6-8 p.m.

Exploring Digital SLR Photography, Part 2

Expand your photography knowledge and practice fill-flash outdoors, portrait photography, 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: \$49 (supplies not included)

Section MW01-Mays Landing Campus
Tuesdays, November 9 and 16, 6-8 p.m.

FINE ARTS – LIVE ONLINE

Pen and Ink Techniques with Watercolor Washes – LIVE ONLINE

Professor Cheryl Knowles-Harrigan will lead the group in the simple and gratifying pen and ink drawing techniques accentuated with watercolor. A variety of subject matter will be explored in a mixed-media sketchbook or watercolor paper scraps. The use of a waterproof pen and monochrome and colorful washes can bring your drawing to new dimensions with COLOR! (The dip pen will be demonstrated but is optional for the participant).

FINE-104 (3 hours)
Fee: \$35 (Supplies not included. Participants must be 18 years or older.)

Section OW01-Live Online
Saturday, October 9, 9:30 a.m.-12:30 p.m.

Drawing Flowers in Pencil – LIVE ONLINE

Wanda Chudzinski, Senior Adjunct Professor of Art and long-time K-12 educator, will lead participants in an exploration of the structure of different flowers. Using the medium of pencil and shading techniques, workshop participants will progress through a series of exercises about how nature organizes flowers and how we can best draw them using pencil techniques.

FINE-175 (3 hours)
Fee: \$35 (Supplies not included. Participants must be 18 years or older.)

Section OW01-Live Online
Saturday, November 6, 9:30 a.m.-12:30 p.m.

MUSIC – LIVE ONLINE

Guitar Basics – LIVE ONLINE

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 guitar; an electronic tuner is recommended.

FINE-126 (12 hours) Fee: \$149

Section OW01-Live Online
Tuesdays, beginning October 12 (ends November 30), 6:30-8 p.m.

LANGUAGES

Practical French – LIVE ONLINE

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: \$139 (textbook not included)

Section OW01-Live Online
Thursdays, beginning September 30 (ends November 11), 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 (16 hours)
Fee: \$149 (recommended textbook not included)

Section MW01-Mays Landing Campus
Tuesdays, beginning September 21 (ends November 9), 6-8 p.m.

KIDS COLLEGE

Fall Enrichment Programs

Kids College Fall Enrichment Programs at Atlantic Cape is an extension of our Kids College Summer Workshops. Kids College Fall Enrichment Programs allow students to experience hands-on activities during the traditional school year. Kids College believes that we do not have to wait for summer to try new things, make new friends, and explore new horizons.

Cooking for Kids-Hot Foods (Ages 13-16)

Discover the joys of cooking as you learn to make easy-to-prepare meals. Using your favorite ingredients, prepare salads, pizza, pasta, and more. Learn to prepare dishes in the fully equipped kitchen of the Academy of Culinary Arts. Necessary equipment, safety, shopping, and survival skills will also be explored in this hands-on workshop of tasty fun. Bring an apron and an appetite. Closed-toe shoes are required.

COOK-806 (16 hours)
Fee: \$249

Section AK01-Worthington Atlantic City Campus
Saturdays, September 4, 11, 18, 25, 9 a.m.-1 p.m.

Exploring Anime (Ages 10-12)

Do you enjoy fictional manga and anime? Then this is the workshop for you. Learn to construct your fictional manga and anime world. You will explore the basics of world-building for manga or anime and gain a basic understanding of how to give your story a distinct visual identity. Students are expected to have some necessary drawing skills.

FINE-703 (16 hours)
Fee: \$249

Section CK02-Cape May Campus
Saturdays, October 2, 9, 16, 23, 9 a.m.-1 p.m.

Cooking for Kids-Hot Foods (Ages 7-9)

Discover the joys of cooking as you learn to make easy-to-prepare meals. Using your favorite ingredients, prepare salads, pizza, pasta, and more. Learn to prepare dishes in the fully equipped kitchen of the Academy of Culinary Arts. Necessary equipment, safety, shopping, and survival skills will also be explored in this hands-on workshop of tasty fun. Bring an apron and an appetite. Closed-toe shoes are required.

COOK-600 (16 hours)
Fee: \$249

Section MK01-Mays Landing Campus
Saturdays, October 30, November 6, 13, 20, 9 a.m.-1 p.m.



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.

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

Casino Career Institute	(609) 343-4860
Certification and Certificate Training Programs	(609) 343-5655
Health Professions Institute	(609) 343-4863
Workforce Solutions (Training Services for Businesses)	(609) 343-5651
Workshops & Seminars, Registration/Information	(609) 343-5655

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 Free Application for Federal Student Aid (FAFSA). 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.

COVID-19 INFORMATION

Safety is our first priority, and the Atlantic Cape Coronavirus Task Force has taken numerous steps to ensure our visitors, students, faculty, and staff as we resume campus operations. Our safe reopening plan was reviewed and approved by the state of New Jersey and follows all local and federal guidelines for mitigating the risk of COVID-19. If you have to visit our campus for any reason, you must follow the safety protocols as outlined on our website. For more information and to see frequently asked questions, visit atlantic.edu/return.

REGISTRATION INFORMATION

ONLINE

Register and pay online at atlantic.edu/workforce.

BY PHONE

(609) 343-5655 or (609) 463-4774, ext. 5655 in Cape May County
Register using VISA, MasterCard, Discover or American Express

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

HOURS In-person registration is available at any of our three campus locations. Hours are subject to change and can be found at atlantic.edu/return.

QUESTIONS? Email workforce@atlantic.edu

REGISTRATION FORM

____ / ____ / ____
DATE

LAST NAME FIRST NAME HOME PHONE

COMPANY NAME WORK PHONE

____ / ____ / ____
DOB 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 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,
PLEASE CALL (609) 343-5655.**



5100 Black Horse Pike
Mays Landing, NJ 08330-2699

Non-Profit Org.
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Community College

Register and pay online at atlantic.edu/workforce