



 **ATLANTIC CAPE**  
COMMUNITY COLLEGE

*Continuing Education  
& Workforce Development*

# PROGRAM GUIDE

## SPRING 2022

- Certifications, Certificates, and Professional Development
- Personal Enrichment and Community Education Programs
- Financial Aid Eligible Training Programs
- Technical Studies, Associates in Applied Science Degree, see page 12

***Your safety is our priority.***

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

COVID-19 policy, see page 22

Register and pay online at [atlantic.edu/workforce](https://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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These classes are offered in partnership with Education to Go. Please visit [careertraining.ed2go.com/acc/information-technology-programs/](https://careertraining.ed2go.com/acc/information-technology-programs/) to see all IT courses offered.

## CompTIA Certification Training: Network+, Security+ (Vouchers Included)

Earning certifications from the Computing Technology Industry Association (CompTIA), an internationally recognized vendor of IT-based certifications, can help your career as you can prove your knowledge and skills to employers, potential employers, coworkers, and even yourself.

This course will help you become better prepared for two CompTIA certifications that are ideal for mid-level professionals. The CompTIA Network+ and Security+ certifications are the most highly recognized, vendor-neutral credentials in the industry. They will assure employers that you have the skills they seek in network and security professionals.

You will learn the following:

- Understand and explain a variety of networking concepts
- Implement best practices to manage networks
- Understand the digital threats, attacks, and vulnerabilities to IT systems
- Implement response procedures, risk mitigation techniques, and security features to IT systems

Please visit <https://careertraining.ed2go.com/acc/training-programs/comptia-certification-training-network-plus-security-plus-vouchers-included/> for additional course information, fees, and to register.

## Java Programmer + Python Developer

Whether you're new to programming or just want to learn new languages, this in-depth course will teach you the ins and outs of Python and Java programming. You will start coding quickly while learning from readings, presentations, exercises, and a final project. By course completion, you will have the skills you need to enter the job market as an entry-level Java or Python programmer.

You will learn the following:

- Java syntax elements, concentrating on fundamental and universally useful elements
- How Python works and what it's good for
- Python's place in the world of programming languages

There are no prerequisites to take this course, however, some prior programming language knowledge is helpful.

Please visit <https://careertraining.ed2go.com/acc/training-programs/java-programmer-python-developer/> 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:

- Key security topics in information security, including foot printing, network scanning, malware threats, sniffing, social engineering, denial of service, and session hijacking
- 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 that covers the fee of the exam. The course is 100 hours and can be completed in 6 months.

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

## Certified Administrative Professional with Microsoft Office Specialist 2019 (Vouchers Included)

Certified Administrative Professional (CAP) and Microsoft Office Specialist (MOS) are two of the most valuable credentials an administrative professional can hold. These certifications prove that you can effectively perform administrative assistant duties and responsibilities in any industry.

This course will prepare you for the CAP exam, offered by the International Association of Administrative Professionals (IAAP), and MOS certification exams for Word, Excel, PowerPoint, Outlook, and Access. You will learn the fundamentals of workplace administration, including organizational communication, management, and human resources. You will then learn to how to effectively use programs in the Microsoft Office 2019 suite. This course offers enrollment with vouchers, which is prepaid access to sit for the certifying exams upon eligibility.

You will learn the following:

- To perform the key duties and responsibilities of an administrative assistant
- To effectively use Microsoft Office 2019 programs, including Word, Excel, PowerPoint, Outlook, and Access

Please visit <https://careertraining.ed2go.com/acc/training-programs/certified-administrative-professional-microsoft-office-specialist-2019-vouchers-included/> for additional course information, fees, and to register.

## 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.

**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
- Schedule a class on-site at your company or send your employees to one of our various open-enrollment programs.

### 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



## 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.

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, 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 AW18-beginning January 4 (ends January 27)  
 Section AW19-beginning January 11 (ends February 3)  
 Section AW20-beginning January 18 (ends February 10)  
 Section AW21-beginning January 25 (ends February 17)  
 Section AW22-beginning February 1 (ends February 24)  
 Section AW23-beginning February 8 (ends March 3)  
 Section AW24-beginning February 15 (ends March 10)  
 Section AW25-beginning February 22 (ends March 17)  
 Section AW26-beginning March 1 (ends March 24)  
 Section AW27-beginning March 8 (ends March 31)  
 Section AW28-beginning March 15 (ends April 7)  
 Section AW29-beginning March 22 (ends April 14)  
 Section AW30-beginning March 29 (ends April 21)  
 Section AW31-beginning April 5 (ends April 28)  
 Section AW32-beginning April 12 (ends May 5)  
 Section AW33-beginning April 19 (ends May 12)  
 Section AW34-beginning April 26 (ends May 19)  
 Section AW35-beginning May 3 (ends May 26)  
 Section AW36-beginning May 10 (ends June 2)  
 Section AW37-beginning May 17 (ends June 9)  
 Section AW38-beginning May 24 (ends June 16)  
 Section AW39-beginning May 31 (ends June 23)  
 Section AW40-beginning June 7 (ends June 30)

## 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 AW02-beginning January 25 (ends March 17)  
 Section AW03-beginning April 19 (ends June 9)

## 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 AW18-beginning January 4 (ends January 27)  
 Section AW19-beginning January 11 (ends February 3)  
 Section AW20-beginning January 18 (ends February 10)  
 Section AW21-beginning January 25 (ends February 17)  
 Section AW22-beginning February 1 (ends February 24)  
 Section AW23-beginning February 8 (ends March 3)  
 Section AW24-beginning February 15 (ends March 10)  
 Section AW25-beginning February 22 (ends March 17)  
 Section AW26-beginning March 1 (ends March 24)  
 Section AW27-beginning March 8 (ends March 31)  
 Section AW28-beginning March 15 (ends April 7)  
 Section AW29-beginning March 22 (ends April 14)

Section AW30-beginning March 29 (ends April 21)  
 Section AW31-beginning April 5 (ends April 28)  
 Section AW32-beginning April 12 (ends May 5)  
 Section AW33-beginning April 19 (ends May 12)  
 Section AW34-beginning April 26 (ends May 19)  
 Section AW35-beginning May 3 (ends May 26)  
 Section AW36-beginning May 10 (ends June 2)  
 Section AW37-beginning May 17 (ends June 9)  
 Section AW38-beginning May 24 (ends June 16)  
 Section AW39-beginning May 31 (ends June 23)  
 Section AW40-beginning June 7 (ends June 30)

## 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, 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 AW03-beginning January 25 (ends February 17)  
 Section AW04-beginning March 29 (ends April 21)  
 Section AW05-beginning May 24 (ends June 16)

## 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, house procedures to pay and take, game security and automated shuffler.

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 AW05-beginning January 25 (ends February 3)  
 Section AW06-beginning February 22 (ends March 3)  
 Section AW07-beginning March 29 (ends April 7)  
 Section AW08-beginning April 26 (ends May 5)  
 Section AW09-beginning May 31 (ends June 9)  
 Section AW10-beginning June 21 (ends June 30)

## 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 AW03-beginning January 31 (ends February 24)  
 Section AW04-beginning March 29 (ends April 21)  
 Section AW05-beginning May 31 (ends June 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

CRAP-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.*

Don't fall behind or lose your skills! This is a practice program designed 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.*

Don't lose your skills! Practice games you have previously dealt in our fully-equipped mock casino setting. Gain an edge in 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.

## CULINARY ARTS & COOKING



## 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 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)

- 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 Culinnaire 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](http://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 AW02-Worthington Atlantic City Campus, Caesars Entertainment Wing  
 Tuesday, Wednesday, and Thursday, beginning March 1 (ends September 15)  
 9 a.m.-4 p.m. (7 hours per day)

Registration due two weeks prior to class start date.

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

## 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 foodborne 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 AW02-Worthington Atlantic City Campus  
 Monday-Thursday, beginning March 21 (ends May 12), 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 foodservice 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 MW02-Mays Landing Campus  
 Tuesday, February 22, 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, the 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 \$149, Materials \$60)

Section AW02-Worthington Atlantic City Campus  
 Mondays and Wednesdays, February 5-16, 6 p.m. -9 p.m.

Section CW01-Cape May County Campus  
 Saturdays, March 12-26, 10 a.m.-2 p.m.



## Paramedic Science Program

*This program is eligible for financial aid.*

**Due prior to registration:** *Prerequisites: Current New Jersey EMT-Basic certification, high school diploma or GED, American Heart Association CPR certification for healthcare professionals, 18 years of age before entering clinical field time. 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 Paramedic Science Entrance Examination with a minimum score of 75. Documentation of health insurance. Students must possess the physical capabilities to perform all required skills and tasks of an EMT-Paramedic. Prior to registration, candidates are required to attend an Information Session for Paramedic Science program.*

**Due prior to going on clinical:** Documentation of physical exam including drug screening, documentation of immunizations, PPD test, and Hepatitis B series. Successful completion of a criminal background check.

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 prehospital 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 paramedic demands.

In addition to classroom and skills laboratory education, students will be able to contextualize and enhance that 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 a field internship on Mobile Intensive Care Units, where they will progress to a lead role as an entry-level paramedic.

This course covers the materials and skills identified in the 2009 National EMS Education Standards, the 2005 National EMS Scope of Practice Model, and the 2015 Paramedic Psychomotor Competency Portfolio, as adopted by the State of New Jersey, meeting or exceeding the guidelines in the current National Highway Traffic Safety Administration's EMS Education Standards. As part of this education, students will also receive training and certifications in Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS), Prehospital 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. Our scenario lab comes equipped with Simulation Technology and enhanced video capabilities for the debriefing of scenarios. The Paramedic Science program will provide a superior learning experience for highly motivated individuals seeking a career in advanced prehospital emergency medical care.

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 black or navy blue EMS pants, stethoscope, black belt, and black footwear.

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 and Wednesdays, 5:30-10 p.m., Fridays, 8 a.m.-5 p.m.  
Next class September 2022

## Emergency Medical Technician – Hybrid

**Due prior to 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 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 & Public Safety Training of South Jersey, 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 (270 hours: 100 classroom/lab, 10 clinical, 160 online)  
Fee: \$2,259 (Tuition \$1,859, Materials \$400)

Section AW01-Worthington Atlantic City Campus  
Mondays and Wednesdays, beginning June 1 (ends August 31), 6-10 p.m.

Section AW03-Worthington Atlantic City Campus  
Mondays and Wednesdays, beginning March 2 (ends June 1), 6-10 p.m.

EMTC-501 (270 hours: 140 classroom/lab, 10 clinical, 120 online)  
Fee: \$2,259 (Tuition \$1,859, Materials \$400)

Section CW02-Cape May County Campus  
Mondays and Wednesdays 6-10 p.m. and Saturdays 8:30 a.m.-5:30 p.m., beginning January 29 (ends April 9)

Registration due two weeks prior to class start date.

## Certified Clinical Medical Assistant (CCMA®)

**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.

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: Cardiopulmonary 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.

**Note:** Students are required to achieve a minimum number of sticks during the Phlebotomy module. Under supervision, students do practice Phlebotomy draws on fellow students. 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 AW01-Worthington Atlantic City Campus  
Tuesdays, Wednesdays and Thursdays, beginning April 26 (ends February 1) 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 AW01-Worthington Atlantic City Campus  
Mondays and Tuesdays, beginning April 25 (ends January 24) 6-9 p.m.  
Clinical: Days and hours vary.

Section CW01-Cape May County Campus  
Wednesdays and Thursdays, beginning April 6 (ends January 12) 6-9 p.m.  
Clinical: Days and hours vary.

Registration due two weeks prior to class start date

## 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.

**Note:** 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 CW01-Cape May County Campus  
Mondays and Tuesdays, beginning April 11 (ends August 16), 6-9 p.m.

Registration due two weeks prior to class start date

## WORKSHOPS

### BLS for Health Care Professionals

This course is designed for medical and dental personnel, nursing students, physical therapists, other health care providers, and those entering the 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.

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

Section CW02-Cape May County Campus  
Friday, April 15, 9 a.m.-2 p.m.

Section AW06-Worthington Atlantic City Campus  
Saturday, April 16, 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 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.

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

Section AW02-Worthington Atlantic City Campus  
Friday, April 8, 9a.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](http://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/](http://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-Online classroom, ongoing enrollment.

To get started, call (609) 343-5655.

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

The American Hotel & Lodging Educational Institute offers students an opportunity to acquire the skills to become a 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-Online classroom, ongoing enrollment.

To get started, call (609) 343-5655

## 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](mailto:staylor@atlantic.edu), (609) 343-4816.

## WATER AND WASTEWATER OPERATIONS

### Advanced Water Treatment – Hybrid

This course prepares the student for the T2 and W2 and higher drinking water license. It will explore the operation of water treatment and distribution systems in New Jersey through classroom lessons, discussions, plant tours and exams. Successful completion of this course is required to sit for the New Jersey Drinking Water exams Level 2 and higher. Topics to be covered: Sources of and Characteristics of Water, Federal and State Rules, Regulations and Standards, Water Analysis Methods, Surface and Groundwater Supplies, Options of Water Treatment, Corrosion, Taste and Odor Control, and Math Calculations Relating to Drinking Water Operations.

CGRN-257 (90 hours)  
Fee: \$899 (Textbook additional)

Section MW01-Mays Landing Campus  
Mondays, Wednesdays, and Thursdays, beginning January 24 (ends April 13), 6-9 p.m.

### Advanced Wastewater Collections

This course is designed to train personnel to safely and effectively operate and maintain wastewater collection systems. This program will review the State and Federal regulations of wastewater collection systems, including: NJDEP licensing requirements, sewer use ordinance regulations, collection system math, wastewater system components, collection system applications, operation and maintenance of pipelines, new construction guidelines, sewer/manhole rehabilitation and repair, pumping facilities and appurtenances, emergency response and troubleshooting, public relations and maintenance management. This course has been approved by the NJ Department of Environmental Protection and is intended to prepare students to sit for the C-2 state licensure exams.

CGRN-158 (45 hours)  
Fee: \$489 (Textbook additional)

Section CW01-Cape May County Campus  
Tuesdays, beginning January 18 (ends April 26), 4-7 p.m.

## CONSTRUCTION MANAGEMENT

### New Jersey Uniform Construction Code Education Program

Atlantic Cape Community College and the Department of Community Affairs will offer Uniform Construction Code (UCC) classes for the spring semester. The courses focus on technical needs for contractors, estimators, architects, engineers, and government officials 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](mailto: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 – LIVE ONLINE

*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 (Textbook(s) may be required at additional cost)

Section OW01-Live Online  
Mondays and Thursdays, beginning April 7 (ends May 26), 6:30-9:30 p.m.

### Building Inspector ICS – LIVE ONLINE

*Prerequisite: Successful completion of Building Inspector R.C.S. course.*

This 75-hour program provides students with educational information on building code requirements for medium-sized industrial and commercial structures. It will cover building construction, foundation design, wood and steel frame construction, fire-resistance rating, and requirements for building subcode, testing materials, and uniform construction code.

CONS-203 (75 hours)  
Fee: \$789 (Textbook(s) may be required at additional cost)

Section OW01-Live Online  
Tuesdays and Thursdays, beginning February 3 (ends April 28), 6-9 p.m.

### Fire Protection HHS – LIVE ONLINE

*Prerequisite: Successful completion of Fire Protection I.C.S. course.*

This 60-hour course is designed to provide students with the technical knowledge and educational experience required by the state for licensure under the Uniform Construction Code. Topics covered include: plan review of Class I structures, fire protection system design and plan review, code requirements for active and passive fire suppression systems, fire protection testing methods and required reports.

CONS-302 (60 Hours)  
Fee: \$649 (Text required at additional cost)

Section OW01-Live Online  
Mondays and Thursdays, beginning January 24 (ends March 31), 6:30-9:30 p.m.

### Technical Assistant

The Technical Assistant program is designed for individuals working in a municipality (specifically the building department) or contractors and their staff who want to understand the state's construction permit processes. It provides an understanding of the Uniform Construction Code as it relates to the permitting processing. This course covers UCC Law, Regulations, Administration, UCC Standard Blue Form, Building Print Reading, Reporting And Time Management, Technical Problem Solving and Conflict Resolution, and Critical Thinking.

CONS-107 (45 hours)  
Fee: \$489 (Textbook(s) may be required at additional cost)

Section MW01-Mays Landing Campus  
Tuesdays, beginning February 1 (ends May 10), 6-9 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 MW02-Mays Landing Campus  
Monday-Friday, March 14-18, 8 a.m.-4 p.m.

Section CW02-Cape May County Campus  
Monday-Friday, May 9-13, 8 a.m.-4 p.m.

\*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.

## 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 MW02-Mays Landing Campus  
Monday-Thursday, March 21-24, 8 a.m.-4 p.m.

Section CW02-Cape May County Campus  
Monday-Thursday, May 16-19, 8 a.m.-4 p.m.

\*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 MW02-Mays Landing Campus  
Mondays, Tuesdays, and Thursdays, beginning March 3 (ends April 14), 5:30-9:30 p.m.

### 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, 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 and Wednesdays, March 14 (ends March 28), 6-9 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 and mental/emotional health and well-being. Most participants feel they gain a profound sense of deep peace, balance, and 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 OW02-Live Online  
Saturday, March 5, 1 p.m.-5 p.m.

## Usui Reiki 2 Practitioner – LIVE ONLINE

This class is for those who have already completed Reiki 1 attainments and would like to increase their Reiki energy for themselves and doing sessions for others. In this class, you will receive two additional attainments and symbols that will allow you to do more profound healing and 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 OW02-Live Online  
Saturday, April 2, 1 p.m.-5 p.m.

## FITNESS EDUCATION

### AAAI/ISMA Personal Fitness Trainer Certification Phase 1

The Personal Fitness Trainer Certification Phase 1 workshop, 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 MW02-Mays Landing Campus  
Saturday, February 19, 10 a.m.-6 p.m.

Section MW03-Mays Landing Campus  
Saturday, May 14, 10 a.m.-6 p.m.

### AAAI/ISMA Sports Nutrition Certification

The Sports Nutrition Certification workshop, 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 MW02-Mays Landing Campus  
Saturday, April 9, 10 a.m.-6 p.m.

## AAAI/ISMA Personal Fitness Trainer Certification Phase 2

The Personal Fitness Trainer Phase 2 workshop, taught in partnership with the American Aerobic Association International/International Sports Medicine Association, offers a more in-depth look at the personal training world with an emphasis on program design, special populations (cardiovascular disease, diabetes, arthritis, kids and seniors) and business techniques are further studied.

This course covers advanced concepts of applied exercise science as it relates to personal fitness training with special populations, i.e., those with health conditions (arthritis, injuries and joint replacements, cardiovascular disease, diabetes, fibromyalgia, hypertension, metabolic syndrome and obesity, etc.), pregnancy, elderly, and children. Safe application of modified exercises as it relates to these various populations is taught. Additionally, nutritional concepts and personal training business development are addressed. Where applicable, helpful advice is also offered to help trainers work effectively and safely with clients. The goal of the certification class is to make a more well-rounded and marketable fitness trainer who can help the most people.

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/advanced-pft/>

FTNS-203 (8 hours)  
Fee: \$129

Section MW01-Mays Landing Campus  
Saturday, March 19, 10 a.m.-6 p.m.

## AAAI/ISMA Older Adult Certification

This specialty certification will assist certified group exercise instructors and personal trainers who wish to work with an older adult population (65+) in the development, execution and evaluation of an exercise program. The objective of this course is to design fitness programs that are specific to this population, understand the aging process, health concerns, and to assist them in gaining control over their lives through fitness.

The Baby Boomer generation is the largest group of exercisers. Time, money, and desire set this group apart. They want to be active, healthy, and productive. This workshop presents techniques to enhance lifestyles of those who are sedentary to competitive athletes.

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/older-adult-fitness/>

FTNS-114 (8 hours)  
Fee: \$129

Section MW01-Mays Landing Campus  
Saturday, March 12, 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.

## ONLINE TRAINING

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](http://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 10 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.

How do you register? Go online to [www.ed2go.com/accc](http://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](http://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.

### 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.

### 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.

### 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 non-profit 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](mailto:fin@atlantic.edu).

## ONLINE TRAINING CAREER PROGRAMS

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

### CPC Medical Billing and Coding (voucher included)

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

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

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

### Veterinary Assistant

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

### 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 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 prepared 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 12 months to complete this program.

# OFFICE PRODUCTIVITY & COMPUTER WORKSHOPS

## QuickBooks

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

CFIN-111 (15 hours)  
Fee: \$219

Section MW01-Mays Landing Campus  
Saturdays, January 29 and February 5, 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 MW01-Mays Landing Campus  
Saturdays, February 19 and 26, 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, create an email address account and create files and folders.

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

Section MW03-Mays Landing Campus  
Fridays, February 11, 18 and 26, 9 a.m.-12 p.m.

Section MW04-Mays Landing Campus  
Fridays, March 25, April 1 and 8, 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 MW02-Mays Landing Campus  
Fridays, April 29 and May 6, 9 a.m.-12 p.m.

## Microsoft Word 2016 – Fundamentals

*Prerequisite: Basic computer knowledge and familiarity with Windows.*

In this workshop, you will learn the basics of Word 2016, including: editing documents, moving and copying text, formatting characters and paragraphs, creating and managing tables, controlling page layout, using proofing tools and exploring web features. Bring a flash drive to class to save files for future class and home use. Book is provided.

COAP-121 (9 hours)  
Fee: \$129 (Tuition \$109, Materials \$20)

Section MW01-Mays Landing Campus  
Mondays and Wednesdays, February 23-March 2, 6-9 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 MW02-Mays Landing Campus  
Mondays and Wednesdays, March 16-23, 6-9 p.m.

## Microsoft PowerPoint 2016 – Fundamentals

*Prerequisite: Basic computer knowledge and familiarity with Windows.*

Learn PowerPoint basics including how to create, design and deliver powerful presentations in this hands-on workshop. Topics include formatting text and objects, working with graphics and drawing tools, creating slide masters and more. Bring a flash drive to class to save files for future class and home use. Book is provided.

COAP-151 (9 hours)  
Fee: \$129 (Tuition \$109, Materials \$20)

Section MW01-Mays Landing Campus  
Mondays and Wednesdays, April 6-13, 6-9 p.m.

# CULINARY & BAKING WORKSHOPS

*Registration is due two weeks prior to start date of workshops.*

## Basic Knife Skills

Participants will learn basic knife safety techniques using extensive hands-on practice in the kitchen to enhance the skills of food and beverage employees. Participants are taught proper knife usage, cleanliness in the workplace and basic cutting skills.

Learners will be able to:

- Identify the do's and don'ts associated with the safe and efficient use of knives
- Learn knife identification and the importance of proper knife maintenance
- Learn the classical cuts necessary to maintain a job in a professional kitchen
- Match each cut with the correct knife to produce the best results
- Learn advanced preparation techniques of specific vegetables
- Expand their culinary terminology

COOK-121 (3 hours)  
Fee: \$29

Section MW01-Mays Landing Campus  
Saturday, January 22, 5-8 p.m.

## Keto Cooking 101

One of the newest eating plans today is Keto. This low-carb, high-healthy-fat eating plan is said to encourage fat burning for energy. In this class, you'll learn about keto-friendly foods like Spinach & Pepper Petite Frittatas, Cauliflower "Popcorn", Cheesy Vegetable Taco Cups, and Portobello Turkey Burger with Bruschetta.

COOK-146 (3 hours)  
Fee: \$79

Section MW01-Mays Landing Campus  
Thursday, March 24, 6-9 p.m.

## One-Pan Meals

Working all day doesn't mean you have to eat take-out every night. In this demonstration class you'll have a chance to see our chefs create delicious one-pan meals that you can easily do in your own kitchen. Oh yeah, you get to taste meals like Braised Balsamic Chicken, Dijon Pork with Apples and Cabbage, One Pan Pasta with Sausage and Arugula, and Skillet Lasagna.

COOK-159 (3 hours)  
Fee: \$79

Section CW01-Cape May County Campus  
Thursday, March 3, 6-9 p.m.

## Soul Satisfying Soups

Is there really anything better than a steaming bowl of soup? Okay, a steaming bowl of soup and a big hunk of rustic bread! In this hands-on session, you'll make thick, hearty, meal-worthy soups. You'll receive step-by-step instructions, cooking tips and presentation ideas to make your soups the focal point of a satisfying meal.

COOK-132 (3 hours)  
Fee: \$79

Section MW01-Mays Landing Campus  
Thursday, February 17, 6-9 p.m.

## Summer Kickoff Party

Get recipes and instructions for everything you need to make your Memorial Day weekend memorable. Learn variations on picnic-party staples from salads to barbecue to drinks that will make your holiday weekend bash the talk of the neighborhood.

COOK-154 (3 hours)  
Fee: \$79

Section MW01-Mays Landing Campus  
Monday, May 23, 6-9 p.m.

## Easy Vegan

More and more people are adding plant-based cuisine to their weekly menus. These vegan recipes satisfy without need for meat or dairy, and are good for your health, your wallet and the planet. It also doesn't hurt that they are delicious! Come prepared to work in this hands-on class and then enjoy the fruits of your labors.

COOK-166 (3 hours)  
Fee: \$79

Section CW01-Cape May County Campus  
Tuesday, April 5, 6-9 p.m.

## Valentine's Day Delights

When attending this class, you will be assisting the Chef while learning how to make delicious Individual Gluten-Free Chocolate Raspberry Bombes enrobed with a warm Chocolate Glaze, smooth and creamy Individual White Chocolate Mousse Buttons served with Warm Caramelized Bananas, and a Fresh Strawberry-Cream Cheese Tarts that will make your mouth water!

BAKE-110 (3 hours)  
Fee: \$79

Section AW0- Worthington Atlantic City Campus  
Wednesday, February 2, 6-9 p.m.

## Holiday Sweet Breads

Bring your apron for this hands-on class! The Chef will demonstrate how to prepare the yeast doughs that you will be working on the bench. You will learn how to roll-out and braid Easter Egg Bread, roll-out and form Hot Cross Buns and finish them with a cross of icing, and how to make an irresistible Chocolate filled Babka that you won't want to share.

BAKE-126 (3 hours)  
Fee: \$79

Section MW01-Mays Landing Campus  
Wednesday, May 4, 6-9 p.m.

## Decadent Chocolate Desserts

Assist the Chef as you learn and apply the methods for making Individual Chocolate Peanut Butter Mousse Bombes draped in Chocolate Ganache, melt in your mouth Individual Chocolate Caramel Tarts, and warm and gooey Individual Molten Chocolate Cakes.

BAKE-140 (3 hours)  
Fee: \$79

Section MW01-Mays Landing Campus  
Tuesday, March 29, 6-9 p.m.

## St. Patrick's Day Treats

In this class, the students will be hands-on while learning how to make a quick Baking Soda Bread, and to roll and bake sweet Irish Soda Bread. The students will also be assisting the Chef in the steps preparing a Yummy Rum-Soaked Cake and have fun preparing, rolling and shaping Traditional Irish Potato candies.

BAKE-117 (3 hours)  
Fee: \$79

Section MW01-Mays Landing Campus  
Monday, March 7, 6-9 p.m.

## Cheesecakes!

This class is for the cheesecake lover inside of you! Help the Chef in the preparation of a Coffee & Cream Cheesecake and learn how to pour a bulls-eye pattern that will amaze your family. Prepare a refreshing Coconut-Key Lime Cheesecake that is great any time of year, and decorate Individual Fresh Strawberry Topped Cheesecakes.

BAKE-122 (3 hours)  
Fee: \$79

Section AW01-Worthington Atlantic City Campus  
Tuesday, May 10, 6-9 p.m.

## Pâte à Choux (light pastry dough used for various pastries)

The students in this class will learn how to make the dough for Cream Puffs, Éclairs, Profiteroles and more! Work with the Chef in preparing the dough, piping out the various shapes with a pastry bag and baking the shells. Participate in the preparation of the Pastry Cream Filling and the filling and finishing of the pastries with chocolate and powdered sugar.

BAKE-118 (3 hours)  
Fee: \$79

Section MW01-Mays Landing Campus  
Monday, February 28, 6-9 p.m.

## PERSONAL ENRICHMENT/COMMUNITY EDUCATION

### 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 wills, long-term care options and hospice, how to avoid death tax traps that can affect the whole family, trusts used in estate planning, 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 MW02-Mays Landing Campus  
Wednesday, March 16, 2-4 p.m.

Section CW02-Cape May County Campus  
Wednesday, May 11, 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 MW02-Mays Landing Campus  
Saturday, March 12, 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 MW02-Mays Landing Campus  
Saturday, April 2, 11 a.m.-12:30 p.m.

## **NEW! Crocheting**

Learn all the basics of crochet, from how to hold the yarn and hook to crocheting all the basic stitches including chain stitches, slip stitches, single crochet, half-double crochet, double crochet, and others. You will also work on a scarf project during this workshop. Please bring one size J crochet hook and 2 skeins of worsted weight yarn (color of your choice).

CEGN-103 (12 hours)  
Fee: \$69

Section MW01-Mays Landing Campus  
Saturdays, beginning March 5 (ends April 9), 10:30 a.m.-12:30 p.m.

## **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.

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

Section CW02-Cape May County Campus  
Mondays, beginning February 21 (ends April 25), 7-8:30 p.m.

## **NEW! Principles of Successful Long-Term Investing and Learning the Lessons of Time**

This seminar will cover some of the lessons we've learned from the market over the years. The dates may change but the headlines – like market fears, rising oil prices, and political instability to name a few – stay the same. We will talk about the importance of taking a longer term approach and tips to stay the course in order to weather the bumps in the road. There will be a particular focus as it relates to retirement. Themes to be discussed include falling prey to emotional biases, harnessing the power of dividends and compounding, why diversification works, that volatility is normal and that cash isn't always king.

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

Section MW02-Mays Landing Campus  
Tuesday, February 8, 7-9 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 OW02-Live Online  
Tuesdays, beginning March 1 (ends March 22), 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 OW02-Live Online  
Tuesday, March 1, 10-11:30 a.m.

Section OW03-Live Online  
Thursday, January 27, 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 OW02-Live Online  
Tuesday, March 8, 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 OW02-Live Online  
Tuesday, March 15, 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 OW02-Live Online  
Tuesday, March 22, 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 to reserve a seat in the class)

Section CW05-Cape May County Campus  
Saturdays, January 29 and February 5, 9 a.m.-12 p.m.

Section CW07-Cape May County Campus  
Thursdays, February 3 and 10, 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 MW02-Mays Landing Campus  
Tuesdays, March 1, 8 and 15, 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 MW02-Mays Landing Campus  
Tuesdays, April 5 and 12, 6-8 p.m.

## Intermediate Spanish

Get immersed in Spanish culture and conversation and master the beginning Spanish basics. Emphasis is placed on holding simple conversations and learning better sentence structure and grammar.

LANG-232 (16 hours)  
Fee: \$139

Section MW01-Mays Landing Campus  
Tuesdays beginning February 8 (ends March 29), 6-8 p.m.

## Beginning Italian

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

LANG-123 (20 hours)  
Fee: \$169 (textbook not included)

Section MW01-Mays Landing Campus  
Wednesdays, beginning February 16 (ends April 20), 6-8 p.m.

## Beginning Piano

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

FINE-163 (15 hours)  
Fee: \$139

Section MW01-Mays Landing Campus  
Thursdays, beginning February 3 (ends April 7), 6 p.m.-7:30 p.m.

## NEW! Jewelry Making – Earrings

Bring your creativity to this hands-on informative workshop. You will be instructed on how to make earring with beads, head pins, findings and earring wires and take home your creations. You can either purchase the packaged kits directly from your instructor at class (2 pairs) or bring your own supplies; information will be provided after registration. Students will need to bring needle nose, round tip and cutting pliers to class.

CEGN-104 (1 hour)  
Fee: \$19

Section MW01-Mays Landing Campus  
Wednesday, March 16, 10 a.m.-11 a.m.

Section MW02-Mays Landing Campus  
Thursday, April 14, 6 p.m.-7:30 p.m.

## NEW! Jewelry Making – Bracelets

Bring your creativity to this hands-on informative workshop. You will be instructed on how to make a bracelet with beads, pewter findings and finished with a toggle clasp. Wear your creation home from class. You can either purchase the packaged kit from your instructor at class or bring your own supplies; information will be provided after registration. Students will need to bring needle nose, round tip and cutting pliers to class.

CEGN-105 (1.5 hour)  
Fee: \$25

Section MW01-Mays Landing Campus  
Wednesday, March 23, 10 a.m.-11 a.m.

Section MW02-Mays Landing Campus  
Thursday, April 21, 6 p.m.-7:30 p.m.

# KIDS COLLEGE

## ATLANTIC CITY CAMPUS

### AGES 7-9

#### Cartooning for Kids

Come doodle with us! Enjoy the excitement of creating your own classics. If you love to draw, this class is for you! Learn various line techniques to create your very own cartoon characters.

FINE-601 (32.5 hours)  
Fee: \$259

Section AK01-Worthington Atlantic City Campus  
Monday-Thursday, July 11-July 14, 9 a.m.-3:30 p.m.

#### Arts and Crafts Make and Take

Do you enjoy creating works of art? Do you enjoy crafting? Then this is the workshop for you! In this workshop, you'll learn to utilize various art-related techniques to create your own arts and crafts that you will be able to take home.

FINE-600 (32.5 hours)  
Fee: \$259

Section AK01-Worthington Atlantic City Campus  
Monday-Thursday, August 1-August 4, 9 a.m.-3:30 p.m.

### AGES 10-12

#### Cooking for Kids - Hot Foods

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. Basic equipment, safety, shopping, and survival skills will also be explored in this hands-on workshop of tasty fun. Bring an apron and an appetite. Close-toed shoes are required.

COOK-700 (32.5 hours)  
Fee: \$289

Section AK01-Worthington Atlantic City Campus  
Monday-Thursday, July 11-July 14, 9 a.m.-3:30 p.m.

#### Pasta and Pizza

Ziti, lasagna, pizza... learn recipes that you can do at home to make your favorite foods. You'll also make pizzas out of unexpected ingredients like chocolate chips, bananas and peanut butter. Bring an apron and an appetite. Close-toed shoes are required.

COOK-702 (32.5 hours)  
Fee: \$289

Section AK01-Worthington Atlantic City Campus  
Monday-Thursday, July 25-July 28, 9 a.m.-3:30 p.m.

### AGES 13-16

#### Cooking for Kids - Baking

Discover the joys of baking as you learn the foundation skills to use your favorite ingredients. Learn to prepare baked goods in the fully equipped baking kitchen of the Academy of Culinary Arts. Basic equipment, safety, shopping, and survival skills will also be explored in this hands-on workshop of tasty fun. Bring an apron and an appetite. Close-toed shoes are required.

BAKE-800 (32.5 hours)  
Fee: \$289

Section AK01-Worthington Atlantic City Campus  
Monday-Thursday, July 11-July 14, 9 a.m.-3:30 p.m.

#### Cookies, Cupcakes and Candy

This class is for anyone with a sweet tooth! A culinary expert will guide you every step of the way as you create simple cookies, cupcakes and home-made sweet confections using melting chocolate and candy molds. With your favorite ingredients, chocolate, sugar, peanut butter and caramel, you will create delightful treats. You will go home with treats for the whole family and recipes for all the fun creations. Bring an apron and your appetite. Closed-toed shoes are required.

BAKE-801 (32.5 hours)  
Fee: \$289

Section AK01-Worthington Atlantic City Campus  
Monday-Thursday, July 18-July 21, 9 a.m.-3:30 p.m.

#### Cakes and Cake Decorating

Learn to make, bake and decorate! A culinary expert will guide you every step of the way as you create various types of cakes and decorate them. You will go home with treats for the whole family and recipes for all the fun creations. Bring an apron and your appetite. Closed-toed shoes are required.

BAKE-802 (32.5 hours)  
Fee: \$289

Section AK01-Worthington Atlantic City Campus  
Monday-Thursday, July 25-July 28, 9 a.m.-3:30 p.m.

## CAPE MAY CAMPUS – SUMMER 2022

### AGES 7-9

#### Cartooning for Kids

Come doodle with us! Enjoy the excitement of creating your own classics. If you love to draw, this class is for you! Learn various line techniques to create your very own cartoon characters.

FINE-601 (32.5 hours)  
Fee: \$259

Section CK01-Cape May County Campus  
Monday-Thursday, July 11-July 14, 9 a.m.-3:30 p.m.

#### Exploring Earth's Animals (Zoo)

Ever dream about working with animals? Come experience first-hand what it takes to work with animals as a career. We will investigate different areas of possible jobs, while revealing the experiences people encounter while working with animals. We will explore the jobs of veterinarians, animal trainers and laboratory researchers and what it is like working with animals.

STEM-604 (32.5 hours)  
Fee: \$259

Section CK01-Cape May County Campus  
Monday-Thursday, July 18-July 21, 9 a.m.-3:30 p.m.

#### Rockets and Gliders, Let's Fly

Want to become an aerospace engineer? Have you ever wondered how people move throughout space and air? Aerospace is the answer. Come explore aerospace engineering and build the skills needed to consider it as a career. Though fun-filled hands-on activities build and experiment with rockets, kites, gliders. With never-ending fun of Aerospace in your hands, force, motion, lift center of gravity and physics concepts in flight are explored.

STEM-601 (32.5 hours)  
Fee: \$259

Section CK01-Cape May County Campus  
Monday-Thursday July 25-July 28, 9 a.m.-3:30 p.m.

#### Arts and Crafts Make and Take

Do you enjoy creating works of art? Do you enjoy crafting? Then this is the workshop for you! In this workshop, you'll learn to utilize various art-related techniques to create your own arts and crafts that you will be able to take home.

FINE-600 (32.5 hours)  
Fee: \$259

Section CK01-Cape May County Campus  
Monday-Thursday, August 1-August 4, 9 a.m.-3:30 p.m.

## AGES 10-12

### Science Investigators

Do you like to experiment? Then this workshop is for you. Science Investigators offers a unique combination of fun, hands-on activities involving investigation and experimentation.

STEM-705 (32.5 hours)  
Fee: \$259

Section CK01-Cape May County Campus  
Monday-Thursday, July 11-July 14, 9 a.m.-3:30 p.m.

### Exploring Anime

Do you enjoy fictional manga and anime? Then this is the workshop for you. Learn to construct your own 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 basic drawing skills.

FINE-703 (32.5 hours)  
Fee: \$259

Section CK01-Cape May County Campus  
Monday-Thursday, July 18-July 21, 9 a.m.-3:30 p.m.

### Comic Book Development

Create your very own comic book with detailed illustrations. Learn how to pencil, ink and color your own comic book panel, draw original comic book characters, and learn the basics of drawing people and animals.

FINE-700 (32.5 hours)  
Fee: \$259

Section CK01-Cape May County Campus  
Monday-Thursday, July 25-July 28, 9 a.m.-3:30 p.m.

### The Art of Digital Photography

You will be introduced to the basics of digital photography by learning the techniques behind portrait, landscape and wildlife photography. In addition to camera functions and light editing, hands-on experience will enhance your creativity and eye for creativity.

FINE-702 (32.5 hours)  
Fee: \$259

Section CK01-Cape May County Campus  
Monday-Thursday, August 1-August 4, 9 a.m.-3:30 p.m.

## AGES 13-16

### STEM: Video Game Programming

If you love playing video games, this is the camp for you! Make your first video game in this one-of-a-kind camp that teaches you how to design your first 2D game. No prior experience necessary.

STEM-808 (32.5 hours)  
Fee: \$289

Section CK01-Cape May County Campus  
Monday-Friday, July 18-July 21, 9 a.m.-3:30 p.m.

Section: CK02-Cape May County Campus  
Monday-Thursday, August 1-August 4, 9 a.m.-3:30 p.m.

### The Art of Digital Photography

You will be introduced to the basics of digital photography by learning the techniques behind portrait, landscape and wildlife photography. In addition to camera functions and light editing, hands-on experience will enhance your creativity and eye for creativity.

FINE-801 (32.5 hours)  
Fee: \$259

Section CK01-Cape May County Campus  
Monday-Thursday, July 25-July 28, 9 a.m.-3:30 p.m.

## MAYS LANDING CAMPUS – SUMMER 2022

### AGES 7-9

#### Cartooning for Kids

Come doodle with us! Enjoy the excitement of creating your own classics. If you love to draw, this class is for you! Learn various line techniques to create your very own cartoon characters.

FINE-601 (32.5 hours)  
Fee: \$259

Section MK01-Mays Landing Campus  
Monday-Thursday, July 11-July 14, 9 a.m.-3:30 p.m.

#### The Magic of Mosaics

Create a one-of-a-kind masterpiece you take home! You will learn about the ancient art of mosaics and create projects ranging from simple paper mosaics to more complex artwork using a wide variety of materials.

FINE-604 (32.5 hours)  
Fee: \$259

Section MK01-Mays Landing Campus  
Monday-Thursday, July 18-July 21, 9 a.m.-3:30 p.m.

#### Rockets and Gliders, Let's Fly

Want to become an aerospace engineer? Have you ever wondered how people move throughout space and air? Aerospace is the answer. Come explore aerospace engineering and build the skills needed to consider it as a career. Though fun-filled hands-on activities, build and experiment with rockets, kites, gliders. With never-ending fun of Aerospace in your hands, force, motion, lift center of gravity and physics concepts in flight are explored.

STEM-601 (32.5 hours)  
Fee: \$259

Section MK01-Mays Landing Campus  
Monday-Thursday, July 25-July 28, 9 a.m.-3:30 p.m.

#### Arts and Crafts Make and Take

Do you enjoy creating works of art? Do you enjoy crafting? Then this is the workshop for you! In this workshop, you'll learn to utilize various art-related techniques to create your own arts and crafts that you will be able to take home.

FINE-600 (32.5 hours)  
Fee: \$259

Section MK01-Mays Landing Campus  
Monday-Thursday, August 1-August 4, 9 a.m.-3:30 p.m.

#### Science Exploration

Explore science through hands-on experiments. You will be amazed and delighted as you explore nature, electricity, floating and sinking. Each easy-to-follow experiment will help to develop your creativity and curiosity.

STEM-605 (32.5 hours)  
Fee: \$259

Section MK01-Mays Landing Campus  
Monday-Thursday, August 8-August 11, 9 a.m.-3:30 p.m.

#### Drawing and Sketching

Calling all artists! Draw with a variety of materials and be introduced to new artistic approaches. You will use your skills to create unique drawings of landscapes, objects and other creations of your choice. Projects will utilize a combination of color pencil, markers, oil pastels and paints to create various works of art. Discover your hidden talents while taking home your own masterpieces to be enjoyed by all.

FINE-605 (32.5 hours)  
Fee: \$259

Section MK01-Mays Landing Campus  
Monday-Thursday, August 15-August 18, 9 a.m.-3:30 p.m.

## AGES 10-12

### Cooking for Kids - Hot Foods

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. Basic 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-700 (32.5 hours)  
Fee: \$289

Section MK01-Mays Landing Campus  
Monday-Thursday, July 11-July 14, 9 a.m.-3:30 p.m.

### Daily Meals - Hot Foods

From soups to desserts, by the end of each class you will have created a complete meal. Learn to prepare dishes in the fully equipped kitchen of the Academy of Culinary Arts. Bring an apron and an appetite. Closed-toe shoes required.

COOK-701 (32.5 hours)  
Fee: \$289

Section MK01-Mays Landing Campus  
Monday-Thursday, July 18-July 21, 9 a.m.-3:30 p.m.

### Comic Book Development

Create your very own comic book with detailed illustrations. Learn how to pencil, ink and color your own comic book panel, draw original comic book characters, and learn the basics of drawing people and animals.

FINE-700 (32.5 hours)  
Fee: \$259

Section MK01-Mays Landing Campus  
Monday-Thursday, July 25-July 28, 9 a.m.-3:30 p.m.

### Cakes and Cake Decorating

Learn to make, bake and decorate! A culinary expert will guide you every step of the way as you create various types of cakes and decorate them. You will go home with treats for the whole family and recipes for all the fun creations. Bring an apron and your appetite. Closed-toe shoes are required.

BAKE-700 (32.5 hours)  
Fee: \$289

Section MK01-Mays Landing Campus  
Monday-Thursday, August 1-August 4, 9 a.m.-3:30 p.m.

### Pasta and Pizza

Ziti, lasagna, pizza... learn recipes that you can do at home to make your favorite foods. You'll also make pizzas out of unexpected ingredients like chocolate chips, bananas and peanut butter. Bring an apron and an appetite. Closed-toe shoes are required.

COOK-702 (32.5 hours)  
Fee: \$289

Section MK01-Mays Landing Campus  
Monday-Thursday, August 8-August 11, 9 a.m.-3:30 p.m.

### International Cooking

Travel around the world without leaving the kitchen. Each day you will learn recipes from a different country's cuisine. Mexican, Chinese and Italian favorites are just a few of the recipes you'll cook. Bring an apron and an appetite. Closed-toe shoes are required.

COOK-703 (32.5 hours)  
Fee: \$289

Section MK01-Mays Landing Campus  
Monday-Thursday, August 15-August 18, 9 a.m.-3:30 p.m.

## AGES 13-16

### Cooking for Kids - Hot Foods

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. Basic 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 (32.5 hours)  
Fee: \$289

Section MK01-Mays Landing Campus  
Monday-Thursday, July 11-July 14, 9 a.m.-3:30 p.m.

### Daily Meals - Hot Foods

From soups to desserts, by the end of each class you will have created a complete meal. Learn to prepare dishes in the fully equipped kitchen of the Academy of Culinary Arts. Bring an apron and an appetite. Closed-toe shoes required.

COOK-804 (32.5 hours)  
Fee: \$289

Section MK01-Mays Landing Campus  
Monday-Thursday, July 18-July 21, 9 a.m.-3:30 p.m.

### Pasta and Pizza

Ziti, lasagna, pizza... learn recipes that you can do at home to make your favorite foods. You'll also make pizzas out of unexpected ingredients like chocolate chips, bananas and peanut butter. Bring an apron and an appetite. Closed-toe shoes are required.

COOK-805 (32.5 hours)  
Fee: \$289

Section MK01-Mays Landing Campus  
Monday-Thursday, July 25-July 28, 9 a.m.-3:30 p.m.

### International Cooking

Travel around the world without leaving the kitchen. Each day you will learn recipes from a different country's cuisine. Mexican, Chinese and Italian favorites are just a few of the recipes you'll cook. Bring an apron and an appetite. Closed-toe shoes are required.

COOK-803 (32.5 hours)  
Fee: \$289

Section MK01-Mays Landing Campus  
Monday-Thursday, August 1-August 4, 9 a.m.-3:30 p.m.

### Cookies, Cupcakes and Candy

This class is for anyone with a sweet tooth! A culinary expert will guide you every step of the way as you create simple cookies, cupcakes and home-made sweet confections using melting chocolate and candy molds. With your favorite ingredients, chocolate, sugar, peanut butter and caramel, you will create delightful treats. You will go home with treats for the whole family and recipes for all the fun creations. Bring an apron and your appetite. Closed-toe shoes are required.

BAKE-801 (32.5 hours)  
Fee: \$289

Section MK01-Mays Landing Campus  
Monday-Thursday, August 8-August 11, 9 a.m.-3:30 p.m.

### Cakes and Cake Decorating

Learn to make, bake and decorate! A culinary expert will guide you every step of the way as you create various types of cakes and decorate them. You will go home with treats for the whole family and recipes for all the fun creations. Bring an apron and your appetite. Closed-toe shoes are required.

BAKE-802 (32.5 hours)  
Fee: \$289

Section MK01-Mays Landing Campus  
Monday-Friday, August 15-August 18, 9 a.m.-3:30 p.m.

## GENERAL INFORMATION

### REGISTRATION DEADLINES

Registrations for Career Training programs should be completed no later than two weeks prior to the start date. Registration for workshops should be completed no later than five days prior to the start date, 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](mailto: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](mailto: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](http://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](http://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

The efforts of Atlantic Cape Community College are to keep visitors, students, faculty and staff safe when visiting our campuses. Please visit our website at [www.atlantic.edu/workforce/covid](http://www.atlantic.edu/workforce/covid) to review the COVID procedures and requirements for your particular program.

## REGISTRATION INFORMATION

### ONLINE

Register and pay online at [atlantic.edu/workforce](http://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](http://atlantic.edu/return).

**QUESTIONS?** Email [workforce@atlantic.edu](mailto: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
<p align="center"><b>MAILING ADDRESS</b> Atlantic Cape Community College 5100 Black Horse Pike, Mays Landing, NJ 08330 Attn.: Workshops &amp; Seminars (609) 343-5655</p> <p><b>Make checks payable to: Atlantic Cape Community College</b> Be prepared to show photo ID in class.</p>			<p>TOTAL FEES _____</p>	

**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.  
US Postage  
**PAID**  
Atlantic Cape  
Community College

## Check Out Our Professional Development & Personal Enrichment Programs at Cape May County Campus

### CULINARY ARTS & COOKING

- ServSafe Food Protection Manager Certification, see page 7
- One Pan Meals Cooking Workshop, see page 16
- Easy Vegan Cooking Workshop, see page 16

### HEALTHCARE

- Emergency Medical Technician Hybrid, see page 8
- Certified Clinical Medical Assistant, see page 9
- Phlebotomy, see page 9
- BLS for Health Care Professionals, see page 9

### PROFESSIONAL DEVELOPMENT

- Advanced Wastewater Collections, see page 11
- IAED Emergency Telecommunicator, see page 11
- New Jersey Medical Dispatcher, see page 12

### PERSONAL ENRICHMENT

- Who Are You Leaving Your Money To, see page 16
- Flower Arrangement , see page 17
- Planning for a Successful Retirement, see page 18

Register and pay online at [atlantic.edu/workforce](http://atlantic.edu/workforce)