



*Continuing Education
& Workforce Development*

CERTIFICATIONS, CERTIFICATE, & PROFESSIONAL DEVELOPMENT GUIDE

SPRING 2021

Training Opportunities for 2021

- Grant Funded Training Opportunities, see page 2
- Financial Aid Eligible Training Programs
- Technical Studies, Associates in Applied Science Degree, see page 14

Your safety is our priority.
*Remote, Hybrid, and Live Online workshops
are available for your convenience.*

Register and pay online at **atlantic.edu/workforce**

Table of Contents

Computers, Technology, & IT Certifications	3
Workforce Solutions	5
Casino/Gaming Training	6
Culinary Arts & Cooking	8
Healthcare	10
Retail, Customer Service & Hospitality	13
College & Career Pathways Programs	14
Professional Development	14
Online Training	16
Online Career Training Programs	17
General Information	18
COVID-19 Information	18
Registration Information	18
Registration Form	19

Grant Funded Training Opportunities

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



Office Technology Specialist - HYBRID

Due prior to registration: Prerequisite: Candidates must obtain a reading score of 9 and a math score of 9 on the Test of Adult Basic Education (TABE) or the Core Academic Skills Assessment (CASA). Students are required to possess a 25 WPM typing speed. An assessment to determine the level of necessary computer skills required.

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

The program consists of the following modules:

- Introduction to the PC, Windows, and Internet
- Microsoft Word 2019 & 365
- Microsoft Excel 2019 & 365
- Microsoft PowerPoint 2019 & 365
- Microsoft Outlook 2019 & 365
- Microsoft Office Collaboration and Integration
- Professional and Career Development

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

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

COAP-500 (225 hours)

Fee: \$3,299 (Tuition \$2,599, Materials \$700)

Section MW02-Mays Landing Campus

Mondays and Wednesdays, beginning March 22 (ends June 30), 5:30-9:30 p.m.

NEW! Coursera Technology Programs

Coursera provides universal access to the world's best education, partnering with top universities and organizations to offer courses online. The following professional certificates are being offered in partnership with Coursera. The cost for enrollment in one of these programs is \$1199, which will provide you six months of access to complete. Please contact workforce@atlantic.edu or call (609) 343-5655 for more information, including registration.

NEW! Google IT Support Professional Certificate

In this 5-course certificate program, you will prepare for an entry-level job in IT support through an innovative curriculum developed by Google. 80% of Google IT Support Professional Certificate learners in the US report a career impact within six months, such as finding a new job, getting a raise, or starting a new business.

This program also prepares you for the CompTIA A+ exams, the industry-standard certification for IT. Through a mix of video lectures, quizzes, and hands-on labs, you will get introduced to troubleshooting, customer service, networking, operating systems, system administration, and security — foundational IT skills required for an entry-level role. Learn how to provide end-to-end customer support, ranging from identifying problems to troubleshooting and debugging.

This program consists of the following courses:

- **Technical Support Fundamentals:** This course is the first of a series that aims to prepare you for a role as an entry-level IT Support Specialist. In this course, you will be introduced to the world of Information Technology, or IT. You will learn about the different facets of Information Technology, like computer hardware, the Internet, computer software, troubleshooting, and customer service. This course covers a wide variety of topics in IT that are designed to give you an overview of what it is to come in this certificate program.
- **The Bits and Bytes of Computer Networking:** This course is designed to provide a full overview of computer networking. We will cover everything from the fundamentals of modern networking technologies and protocols to an overview of the cloud to practical applications and network troubleshooting.
- **Operating Systems and You: Becoming a Power User:** In this course -- through a combination of video lectures, demonstrations, and hands-on practice -- you will learn about the main components of an operating system and how to perform critical tasks like managing software and users and configuring hardware.
- **System Administration and IT Infrastructure Services:** This course will transition you from working on a single computer to an entire fleet. Systems administration is the field of IT that's responsible for maintaining reliable computer systems in a multi-user environment. You will learn about the infrastructure services that keep all organizations, big and small, up and running in this course. We will deep dive into the cloud to understand everything from typical cloud infrastructure setups to how to manage cloud resources. You will also learn how to manage and configure servers and use industry tools to manage computers, user information, and user productivity. Finally, you will learn how to recover your organization's IT infrastructure in the event of a disaster.
- **IT Security: Defense Against the Digital Dark Arts:** This course covers a wide variety of IT security concepts, tools, and best practices. It introduces threats and attacks, and the many ways they can show up. We will give you some background on encryption algorithms and how they are used to safeguard data. We will then dive into the three As of information security: authentication, authorization, and accounting. We will also cover network security solutions, ranging from firewalls to Wi-Fi encryption options. The course is rounded out by putting all these elements together into a multi-layered, in-depth security architecture, followed by recommendations on integrating a culture of security into your organization or team.

NEW! IBM Cybersecurity Analyst Professional Certificate

A growing number of exciting, well-paying jobs in today's security industry do not require a college degree. This 8-course Professional Certificate will give you the technical skills to become job-ready for a cybersecurity analyst role. Instructional content and labs will introduce you to concepts, including network security, endpoint protection, incident response, threat intelligence, penetration testing, and vulnerability assessment.

This program is suitable for learners entering the workforce and professionals switching careers. You should be comfortable working with computers, be willing to develop new technical skills, enjoy collaborative problem solving and communicating solutions.

By the end of this program, you will have completed a real-world security breach hands-on project and applied concepts through industry tool virtual labs to provide you with the confidence to start a career in Cybersecurity.

This program consists of the following courses:

- **Introduction to Cyber Tools & Cyber Attacks:** This course gives you the background needed to understand basic Cybersecurity. You will learn the history of Cybersecurity, types, and motives of cyberattacks to further your knowledge of current threats to organizations and individuals. Key terminology, basic system concepts, and tools will be examined to introduce the Cybersecurity field.
- **Cybersecurity Roles, Processes & Operating System Security:** This course gives you the background needed to understand basic Cybersecurity around people, processes, and technology.
- **Cybersecurity Compliance Framework & System Administration:** This course gives you the background needed to understand the key cybersecurity compliance and industry standards. This knowledge will be vital for you to learn no matter what Cybersecurity role you would like to acquire or have within an organization.
- **Network Security & Database Vulnerabilities:** This course gives you the background needed to understand basic network security. You will learn about Local Area Networks, TCP/IP, the OSI Framework, and routing basics. You will learn how networking affects security systems within an organization. You will learn the network components that guard an organization against cybersecurity attacks.
- **Penetration Testing, Incident Response, and Forensics:** This course gives you the background needed to gain Cybersecurity skills as part of the Cybersecurity Security Analyst Professional Certificate program. You will learn about the different penetration testing phases, gather data for your penetration test, and popular penetration testing tools. Furthermore, you will learn the phases of incident response, necessary documentation to collect, and an incident response policy and team components. Finally, you will learn the critical steps in the forensic process and essential data to collect.
- **Cyber Threat Intelligence:** This course gives you the background needed to gain Cybersecurity skills as part of the Cybersecurity Security Analyst Professional Certificate program. You will understand network defensive tactics, define network access control, and use network monitoring tools. You will understand data protection risks and explore mobile endpoint protection. Finally, you will recognize various scanning technologies, application security vulnerabilities, and threat intelligence platforms.
- **Cybersecurity Capstone: Breach Response Case Studies:** This course gives you the background needed to gain Cybersecurity skills as part of the Cybersecurity Security Analyst Professional Certificate program. You will explore incident response methodologies and security models. You will learn to recognize and categorize key types of vulnerabilities and associated attacks against today's organizations. You will explore several past and recent breaches to learn how they were detected and what was done or could have been done to reduce the threat risk to the organization. Finally, you will explore the costs of data breaches through research studies and well-known breaches.
- **IBM Cybersecurity Analyst Assessment:** A growing number of exciting, well-paying jobs in today's security industry do not require a college degree. This is the final course required to assess your acquired knowledge and skills from the previous two specializations, IT Fundamentals of Cybersecurity and Security Analyst Fundamentals, to become job-ready for a cybersecurity analyst role.

NEW! Virtual Assistant/Professional - ONLINE

This training program is designed to teach you the skills necessary to work as a virtual assistant or work virtually in your current job. The program provides a combination of self-paced online tutorials provided by online training partner Ed2Go combined with Live Online Sessions delivered by our instructors.

- Module 1: Grammar Refresher I (Self-Paced Tutorial)
- Module 2: Grammar Refresher II (Self-Paced Tutorial)
- Module 3: Introduction to Microsoft Word 2016 (Self-Paced Tutorial)
- Module 4: Intermediate Microsoft Word 2016 (Self-Paced Tutorial)
- Module 5: Conducting and Attending Virtual Meetings
- Module 6: Business and Marketing Writing (Self-Paced Tutorial)
- Module 7: Professional and Career Development
- Module 8: Introduction to Microsoft Excel 2016 (Self-Paced Tutorial)
- Module 9: Intermediate Microsoft Excel 2016 (Self-Paced Tutorial)
- Module 10: Administrative Assistant Applications (Self-Paced Tutorial)
- Module 11: Administrative Assistant Fundamentals (Self-Paced Tutorial)
- Module 12: Introduction to Microsoft PowerPoint 2016 (Self-Paced Tutorial)
- Module 13: Mastering Public Speaking (Self-Paced Tutorial)
- Module 14: Using Social Media in Business (Self-Paced Tutorial)
- Module 15: E-portfolio Development

The program prepares you to confidently use your current professional skills and work as a virtual assistant or perform your current job duties remotely.

COAP-525 (180 hours, 12 hours Live Online sessions, 168 hours online)
Fee \$1,399

Section: OW01-Live Online
Thursdays beginning March 4 (ends June 24), Live Online sessions: 6-9 p.m.



Linking Atlantic Cape's Professional Training Services to Your Business

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

The benefits of working with Atlantic Cape:

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

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

- Accessibility Workshop: Getting Started with Accessibility
- Accessibility Workshop: Creating Accessible Content
- Accessibility Workshop: Selecting and Adopting Accessible Materials
- Change Management and How to Deal with It
- Closing the Generation Gap in the Workplace
- Coaching and Mentoring
- Conducting Effective Performance Reviews
- Conflict Resolution: Getting Along in the Workplace
- Financial Management for the Non-Financial Manager
- Identifying Human Trafficking
- Resume Writing and Interviewing Skills
- Managing Across Cultures
- Managing the Virtual Workplace
- Motivation Training: Motivating Your Workforce
- Preparing Written Feedback
- Public Speaking
- Resume Writing

NEW! Online Instructor-Led Workshops

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

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

Grant-Funded Training Available to Upgrade Your Employees' Skills

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

Grant-funded classes are offered in:

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

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

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

The Nonprofit Resource Center is located at the Cape May County Campus in the Mullock Family Library. In the center, nonprofits will find fundraising resources that include FREE online access to the Funding Information Network (FIN), a research tool to help nonprofits find the grantmakers most likely to fund their projects. The FIN online directories offer the most up-to-date information on available grant opportunities and funding history for 140,000+ foundations, corporations, and federal agencies. In addition to the online services, the NRC has a collection of reference books about fundraising.

Atlantic Cape's Nonprofit Resource Center provides:

- Access to a suite of databases from Candid (previously known as the Foundation Center).
- Access to the Foundation Directory Online with records of more than 140,000 U.S. foundations.
- Grants to individuals database, which identifies organizations that fund scholarships and creative or entrepreneurial projects.
- The NRC also offers periodic workshops (free of charge) on how to use the online research tools, write grant proposals, budget and financial management, and other topics of interest to nonprofit organizations. A generous donation from the Mullock Family and the United Way of Greater Philadelphia and Southern New Jersey funds the NRC.
- In-person access to the NRC is available when the library is open to the public. Due to COVID-19 restrictions, the campus library may not be open to the public. Please call the campus at (609) 463-4774 in advance of your visit to confirm the days and times the campus library will be open. Fortunately, Candid provides free remote access to the Foundation Directory Online (FDO) Essential for any remote user into 2021.

Visit atlantic.edu/fin for general information about the Nonprofit Resource Center or join the mailing list by emailing fin@atlantic.edu.



THE CASINO CAREER INSTITUTE

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

Table Games Training

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

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

Table Games – Quick Start

The QuickStart is designed to provide you with easy access to the instruction you need to become a professional table games dealer. Emphasis will be placed on game knowledge, chip value, and recognition, along with card handling. Special attention will be given to game security, accounting and pit procedures, customer service, and command chain.

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 chip-handling techniques, identifying each color chip's value, 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: \$499 (Tuition \$464, Materials \$35)

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

Section AW14-beginning January 5 (ends January 28)
Section AW15-beginning January 12 (ends February 4)
Section AW16-beginning January 19 (ends February 11)
Section AW17-beginning January 26 (ends February 18)
Section AW18-beginning February 2 (ends February 25)
Section AW19-beginning February 9 (ends March 4)
Section AW20-beginning February 16 (ends March 11)
Section AW21-beginning February 23 (ends March 18)
Section AW22-beginning March 2 (ends March 25)
Section AW23-beginning March 9 (ends April 1)
Section AW24-beginning March 16 (ends April 8)
Section AW25-beginning March 23 (ends April 15)
Section AW26-beginning March 30 (ends April 22)
Section AW27-beginning April 6 (ends April 29)
Section AW28-beginning April 13 (ends May 6)
Section AW29-beginning April 20 (ends May 13)
Section AW30-beginning April 27 (ends May 20)
Section AW31-beginning May 4 (ends May 27)
Section AW32-beginning May 11 (ends June 3)
Section AW33-beginning May 18 (ends June 10)
Section AW34-beginning May 25 (ends June 17)
Section AW35-beginning June 1 (ends June 24)
Section AW36-beginning June 8 (ends June 30)

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

Blackjack: This combination course will prepare you to learn any other primary or secondary game. The first two weeks concentrate on correct chip-handling techniques, identifying each color chip's value, 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: \$499 (Tuition \$464, Materials \$35)

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

Section AW12-beginning January 5 (ends January 28)
Section AW13-beginning January 12 (ends February 4)
Section AW14-beginning January 19 (ends February 11)
Section AW15-beginning January 26 (ends February 18)
Section AW16-beginning February 2 (ends February 25)
Section AW17-beginning February 9 (ends March 4)
Section AW18-beginning February 16 (ends March 11)
Section AW19-beginning February 23 (ends March 18)
Section AW20-beginning March 2 (ends March 25)
Section AW21-beginning March 9 (ends April 1)
Section AW22-beginning March 16 (ends April 8)
Section AW23-beginning March 23 (ends April 15)
Section AW24-beginning March 30 (ends April 22)
Section AW25-beginning April 6 (ends April 29)
Section AW26-beginning April 13 (ends May 6)
Section AW27-beginning April 20 (ends May 13)
Section AW28-beginning April 27 (ends May 20)

Section AW29-beginning May 4 (ends May 27)
 Section AW30-beginning May 11 (ends June 3)
 Section AW31-beginning May 18 (ends June 10)
 Section AW32-beginning May 25 (ends June 17)
 Section AW33-beginning June 1 (ends June 24)
 Section AW34-beginning June 8 (ends June 30)

Craps

Learn the fundamentals of dealing Craps. Emphasis will be placed on the knowledge of the procedures on various 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: \$999 (Tuition \$964, Materials \$35)

Tuesdays, Wednesdays, Thursdays, 6-10 p.m.
 Section AW02-beginning January 26 (ends March 18)
 Section AW03-beginning April 27 (ends June 17)

Poker and Tournament Play

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

POKR-200 (48 hours) Worthington Atlantic City Campus, Caesars Entertainment Wing
 Fee: \$499 (Tuition \$464, Materials \$35)

Tuesdays, Wednesdays, Thursdays, 6-10 p.m.
 Section AW04-beginning January 26 (ends February 18)
 Section AW05-beginning March 23 (ends April 15)
 Section AW06-beginning May 25 (ends June 24)

Carnival Games (more games added)

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

PGOW-202 (24 hours) Worthington Atlantic City Campus, Caesars Entertainment Wing
 Fee: \$199 (Tuition \$164, Materials \$35)

Tuesdays, Wednesdays, Thursdays, 11:30 a.m.-3:30 p.m.
 Section AW05-beginning January 19 (ends January 28)
 Section AW06-beginning February 16 (ends February 25)
 Section AW07-beginning March 16 (ends March 25)
 Section AW08-beginning April 20 (ends April 29)
 Section AW09-beginning May 18 (ends May 27)
 Section AW10-beginning June 15 (ends June 24)

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

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

This 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 AW04-beginning January 25 (ends February 25)
 Section AW05-beginning March 22 (ends April 22)
 Section AW06-beginning May 24 (ends June 24)

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: \$399 (Tuition \$364, Materials \$35)

Craps

CRAPS-201 (96 hours) See Craps schedule
 Fee: \$799 (Tuition \$764, Materials \$35)

Baccarat

BACC-204 (48 hours) Section AW01
 Fee: \$399 (Tuition \$364, Materials \$35)

Poker and Tournament Play

POKR-204 (48 hours) See Poker and Tournament Play schedule
 Fee: \$399 (Tuition \$364, Materials \$35)

Pai Gow Tiles

PGOW-207 (48 hours) Section AW01
 Fee: \$399 (Tuition \$364, Materials \$35)

Roulette

ROUL-204 (48 hours) Section AW01
 Fee: \$399 (Tuition \$364, Materials \$35)

Pai Gow Poker

PGOW-206 (48 hours) Section AW01
 Fee: \$399 (Tuition \$364, Materials \$35)

Alumni Practice Program

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

The Alumni Practice Program will help you brush up on your skills. Personalized instruction is not included in this program. Keep your skill sharp and ready for your next audition. Do not wait! Start practicing today.

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 a state-of-the-art mock casino setting. Gain an edge as you return to the gaming workforce. Brush up on your skills and prepare for your next audition.

NOTE: Personalized instruction is not included in this program. A certificate will not be issued. If you determine you need more than practice and want to join a class, we will apply the \$99 fee to any regularly priced class taken within 30 days. A certificate will be issued at the end of the program.

CARE-110, Section AW01-Worthington Atlantic City Campus, Caesars Entertainment Wing
 Fee: \$79 (Valid for three days, Tuesday, Wednesday and Thursday, from 11:30 a.m.-3:30 p.m. or 6-10 p.m.) Practice lab is open only when there are scheduled classes in session.



Career Training

Enroll now in the Culinary Training, Baking, and Pastry, or Professional Skills programs and learn in our kitchens at our Caesars Entertainment Wing for Hospitality and Gaming Studies at the Worthington Atlantic City Campus.

NEW! Certified Fundamentals Cook (CFC®)

This program is eligible for financial aid.

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 program's internship portion.

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 taught to cover the many areas of the professional kitchen. Learn how to prepare both professional and gourmet dishes. Students will receive an induction to the culinary industry, pantry production, and short-order cooking. Students will successfully have the skills to prepare sauces, soups, and vegetables. To complement the students' experience, 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 Culinare 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 American chefs' professional image through culinarians' education at all levels. Please visit www.acfchefs.org for more information.

Student Responsibility: Students are responsible for purchasing the following items for use during their training program: shoes that are closed-toe and 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.

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.

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, 9 a.m.-3:30 p.m., beginning March 15 (ends November 18)

PROFESSIONAL SKILLS SERIES

Culinary and Cooking Professional

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

- **ServSafe Manager Certification:** The ServSafe Food Safety Training Program will teach students to recognize the responsibilities involved in the prevention of food-borne illnesses. The training also will help foodservice workers understand the importance of proper storage, food preparation, cleaning, and sanitizing to ensure safe food handling.
- **Knife Skills:** Students will learn basic knife skills to include; care and maintenance of tools, sharpening, and proper grip. Cuts will include dice, roundel, bias, julienne, brunoises, and tourne. 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 AW02-Worthington Atlantic City Campus, Caesars Entertainment Wing
Monday-Thursday, beginning March 22 (ends May 6), 5-10 p.m.



Baking and Pastry Professional

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



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

CULI-508 (160 hours)

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

Section AW02-Worthington Atlantic City Campus, Caesars Entertainment Wing
Monday-Thursday, beginning March 22 (ends May 6), 5-10 p.m.



WORKSHOPS

ServSafe Food Handler Certificate

The ServSafe Food Handler Certificate is the most popular certification awarded by ServSafe. It is sometimes called a food handlers card or a food worker's permit. The purpose of the certification is to ensure that food service workers understand basic food safety principles. The certificate is awarded after completing the course and passing the assessment. The assessment will test your knowledge in these five categories: Basic Food Safety, Personal Hygiene, Cross Contamination and Allergens, Time and Temperature, and Cleaning and Sanitation. The National Restaurant Association recognizes the ServSafe Food Handler Certificate for three years.

FDBV-202 (4 hours)

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

Section CW01-Cape May County Campus
Saturday, April 10, 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 \$169, Materials \$40)

Section CW02-Cape May County Campus
Thursdays, March 18 and 25, 9 a.m.-3 p.m.





Due prior to registration: Prerequisites: Current New Jersey EMT-Basic certification, high school diploma or GED, American Heart Association CPR certification for healthcare professionals, 21 years of age before entering clinical field time. A minimum of 200 patient contact hours in a 911 EMS service or hospital emergency room during the 24 months immediately before registration. Patient contact hours are defined as time spent performing direct patient care in an emergency setting. 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 FSDAP Paramedic Entrance Examination with a minimum score of 75.



Successful completion of two BLS patient care scenarios, based on National Registry performance checklists, with a minimum score of 33 on each. Documentation of physical exam including drug screening, documentation of immunizations, PPD test, and Hepatitis B series. Documentation of health insurance. Successful completion of a criminal background check. Candidates must obtain sponsorship from AtlantiCare/AtlantiCare EMS for all clinical portions of the program. Students must possess the physical capabilities to perform all required skills and tasks of an EMT-Paramedic.

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 field internship on Mobile Intensive Care Units, where they will progress to a lead role as an entry-level paramedic.

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

The Paramedic Science program will utilize technology to enhance our students' learning experience. As part of their tuition package, each student will receive a tablet for learning assistance software programs. Our scenario lab comes equipped with a Laerdal SimMan 3G 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 a stethoscope, black belt & shoes.

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

PARA-501 (1,456 hours) Financial Aid eligible.
Fee: \$18,595 (Tuition \$15,424, Materials \$3,171)

Section AW01-Worthington Atlantic City Campus
Lecture and Skills Lab: Tuesdays, Thursdays, 5:30-10 p.m. and
Saturdays, 8 a.m.-5 p.m. Beginning September 7 (ends June 2023)

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 program's required clinical/internship portion.

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

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

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

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

Note: Students are required to register with the New Jersey Office of Emergency Medical Services Certification System. This registration includes a criminal background check.

Students failing to clear a criminal background check and failing to prove insurance documentation will not be eligible for the program's clinical/internship portion. Students with a criminal history may not be eligible for state of national EMT certification.

EMTC-501 (265 hours: 80 classroom/lab, 10 clinical, 175 online)
Fee: \$2,029 (Tuition \$1,457, Materials \$572)

Section AW02-Worthington Atlantic City Campus Monday & Wednesday, 6-9:30 p.m.
Beginning January 25 (ends May 12)
First-week schedule Monday Tuesday, Wednesday, January 25, 26, 27

NEW! Certified Clinical Medical Assistant (CCMA®)

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

Due on first day of class: A criminal background check must be completed and will be the financial responsibility of the student. Students will be presented with more information and will initiate their background check at orientation/first day of class, and payment may be made with a credit card at that time. Students may choose to mail in a money order; however, the background check will only begin once payment is received. The report must be received within 30 days of the first day of class. Students failing to provide a clear criminal background check may not be eligible for the 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. American Heart Association BLS for Health Care Professionals certification is also provided during the program. The cost of these exams and certifications is included in the program fee.

The program consists of 17 modules:

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

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

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

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

Daytime, Classroom Option

MEDA-500 (684 hours) Financial Aid eligible.
Fee: \$7,299 (Tuition \$6,000, Materials \$1,299)

Section AW01-Worthington Atlantic City Campus
Tuesday, Wednesday, Thursday, 9 a.m.-3:30 p.m.
Beginning April 5 (ends December 13, 2021) Clinical: Schedule to vary.

Evening, Hybrid Option

MEDA-151 (620 hours: 270 classroom hours, 350 online)
Fee: \$6,035 (Tuition \$5,053, Materials \$982)

Section AW01-Atlantic City Campus, Wednesday and Thursday, 6-9 p.m.
Begins April 12 (ends January 20, 2022) Clinical: Days and hours vary.

Evening, Hybrid Option

MEDA-151 (620 hours: 270 classroom hours, 350 online)
Fee: \$6,035 (Tuition \$5,053, Materials \$982)

Section CW01-Cape May County Campus
Wednesday and Thursday, 6-9 p.m.
Begins March 25 (ends January 20, 2022) Clinical: Days and hours vary.

Certified Medical Administrative Assistant (CMAA) – Hybrid

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

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

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

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

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

HMAA-500 (320 hours: 158 hours classroom, 153 hours online)
Fee: \$3,549 (Tuition \$2,649, Materials \$900)

Section CW01-Cape May County Campus
Tuesdays, Beginning April 20 (ends November 17, 2021), 6-9 p.m. Clinical: Days and hours vary

Central Service Technician – Hybrid

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

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

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

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

Certified registered central service technicians are vital to any health care operation. Typical duties are to prepare, sterilize, install, or clean laboratory or health care equipment. They will also perform routine laboratory tasks and operate or inspect equipment. Students completing all course requirements will be eligible to sit for the Certified Registered Central Service Technician Exam. American Heart Association, BLS/CPR certification is also covered in this program. The cost of these exams and certification is included in the program fee.

Content includes:

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

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

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

HCST-501 (598 hours Online/Observation, 400 hours Clinical)
Fee: \$3,599 (Tuition \$3,104, Materials \$495)

Section OW01-Cape Regional Medical Center
Observation: Fridays, 9 a.m.-noon, scheduled by instructor
Clinical: Days and hours vary, Beginning April 20 (ends February 21, 2022)

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 at orientation/first day of class, and payment may be made with a credit card at that time. Students may choose to mail in a money order; however, the background check will only begin once payment is received. The report must be received within 30 days of the first day of class. You MAY be required to have health insurance based on your clinical location.

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

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

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

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

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

Section AW02-Worthington Atlantic City Campus
Mondays and Tuesdays, 6-9 p.m., beginning March 15 (ends on August 17)

Section CW01-Cape May County Campus
Mondays and Tuesdays, 9 a.m.-Noon, beginning March 22 (ends on August 24)

Certified Nurse Aide (CNA)

Due before registration: Prerequisites: Candidates must obtain a reading score of 7 on the Test of Adult Basic Education (TABE) or the Core Academic Skills Assessment (CASA) High school diploma or high school equivalency diploma/HSED. A health assessment/physical examination, Basic 5 Panel drug screening, Hepatitis B, T-dap, MMR, Varicella, and TB test. The physical exam, drug screening, and all proof of immunizations/vaccinations must be performed no sooner than two months before the first date of the class. Clinical sites may require any of these health prerequisites to be performed again before your internship.

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

As a CNA, students will be eligible for employment in a long-term care facility, assisted living facility, adult medical daycare, and some hospitals. Becoming a Certified Nurse Aide is a great way to launch a career in the health care profession. The New Jersey Department of Health and Senior Services approves this 90-hour program. The curriculum includes 50 hours of classroom lecture with lab, 40 hours of clinical experience, and meets the curriculum requirements mandated by the NJDHSS. This program will prepare students to sit for the NJDHSS written examination and the required skills evaluation.

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

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

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

Section AW02-Worthington Atlantic City Campus
Monday-Friday, beginning March 8 (ends April 16), 9 a.m.-1 p.m.
Clinical: Various long-term care facilities (based on schedule)

Certified Home Health Aide for CNAs

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

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

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

Section CW02-Cape May County Campus
Thursday and Friday, April 21 & 22, 9 a.m.-2:30 p.m.

WORKSHOPS

NEW! Principles of Health Coaching Certificate - Online

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

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

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

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

Section OW01- Online classroom, ongoing enrollment.

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

BLS for Health Care Professionals

This course is designed for medical and dental personnel, nursing students, physical therapists, other health care providers, and those entering the health care profession. American Heart Association certification, valid 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 16, 9 a.m.-2 p.m.

Section AW02-Worthington Atlantic City Campus, Saturday, April 17, 4-9 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/ child/ infant 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 (8 hours)
Fee: \$105 (Tuition \$77, Materials \$28)

Section AW02-Worthington Atlantic City Campus Friday, April 9, 9 a.m.-5 p.m. (1/2 hour lunch)

RETAIL, CUSTOMER SERVICE & HOSPITALITY

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

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 to lead to a thriving hospitality industry career. Guest Service Gold® features seven short stories designed to motivate and inspire participants to "go for the gold" to provide service above and beyond the call of duty. This comprehensive program is designed to create guest service-oriented employees who know how to engage with their guests to provide outstanding service.

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

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

RETA-200 (24 hours)
Fee: \$489, the cost of the certification exam is included.

Section OW01

Customer Service, Sales, and Loss Prevention Training – Guided Learning Program

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

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

RETA-501 (120 hours)
Fee: \$1,695, the cost of the certification exam is included.

Section OW01

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

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

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

RETA-114 (48 hours)

Fee: \$629, the cost of the certification exam is included

Section OW01

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

COLLEGE AND CAREER PATHWAYS PROGRAM

Career Portfolio Development Course

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

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

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

PATH-101 (48 hours)

Fee: \$359 (Fee includes evaluation of the completed portfolio.)

Section OW01P-Online classroom (Some face-to-face meetings are required.) Ongoing enrollment.

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

Technical Studies Associate in Applied Science Degree

This program is for students who need an individualized academic program that awards college credit for nontraditional learning forms. It is designed to give students an accelerated route to an associate's degree by earning credit for work experience, industry credentials, non-collegiate instruction, and examination scores.

The program consists of a minimum of 20 General Education course credits and up to 25 Technical Core credits. Technical Core credits are awarded through the Prior Learning Assessment (PLA) process. Students will meet with an academic advisor to select courses that meet their individual goals for the required program-specific courses.

For additional information, contact Sherwood L. Taylor, staylor@atlantic.edu, (609) 343-4816.

PROFESSIONAL DEVELOPMENT

ENTREPRENEUR TRAINING (CAPE MAY COUNTY CAMPUS)

NEW! Delivering Customer Service in a Socially Distant World

Now more than ever, your customers are eager to do business with you. Learn the best strategies to satisfy customer expectations while wearing a mask and practicing social distancing.

PDEV-112 (3 hours)

Fee: \$39

Section OW01-Live Online

Thursday, February 11, 6-9 p.m.

NEW! Creative & Entrepreneurial Strategy in a Pandemic World

Implement entrepreneurial creativity to develop strategies that will retain and gain business market share in challenging times. Learn key creative strategies to operate a business in a pandemic world successfully.

PDEV-115 (3 hours)

Fee: \$39

Section CW01-Cape May County Campus

Thursday, March 25, 6-9 p.m.

WATER AND WASTEWATER OPERATIONS

Advanced Water Treatment - Hybrid

The class prepares the student for the T2 & W2 and higher drinking water license. The class will explore water treatment and distribution systems in New Jersey through classroom lessons, discussions, part tours, and exams. This course's successful completion 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 & Standards, Water Analysis Methods, Surface and Ground Water Supplies, Options of Water Treatment, Corrosion, Taste and Odor Control, and Math Calculations Relating to Drinking Water Operations. This class will be primarily online with some in-person sessions.

CGRN-257 (90 hours)

Fee: \$899 (Textbook required at additional cost)

Section MW01-Mays Landing Campus

Mondays, Wednesdays, and Thursdays, beginning April 14 (ends July 21), 6-9 p.m.

CONSTRUCTION MANAGEMENT

New Jersey Uniform Construction Code Education Program

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

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

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

Construction Official

This course introduces inspectors and subcode officials to the role of the construction official. Topics will include office organization, purpose and fundamentals of code enforcement, procedures for processing cases, administrative hearings, records maintenance, and housing maintenance.

CONS-122 (45 hours)

Fee: \$489 (Textbook required at additional cost)

Section MW01-Mays Landing Campus

Tuesdays beginning February 16 (ends May 25), 6-9 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 required at additional cost)

Section CW01-Cape May County Campus

Wednesdays, beginning February 17 (ends May 26), 6-9 p.m.

Building Inspector RCS

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

CONS-120 (90 hours)

Fee: \$849 (Textbook required at additional cost)

Section OW01-Online

Tuesdays and Thursdays, beginning February 9 (ends May 20), 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 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, February 15-19, 8 a.m.-4 p.m.

Section CW01- Cape May County Campus

Monday-Friday, May 10-14, 8 a.m.-4 p.m.

New Jersey Emergency Medical Dispatcher*

Prerequisites: Candidates must be a 911 Basic Telecommunicator or provide proof of course completion, and hold a valid Healthcare Provider (or equivalent) CPR card.

This course is the state-mandated 32 Hour Emergency Medical Dispatch Program. This course is designed to provide dispatchers (Police/Fire/E.M.S.) with the necessary information and skills to function as an EMD. This course will provide students with the secondary level of certification that is required for any officer or dispatcher who will answer 9-1-1 Medical Calls. Topics include responsibilities of an EMD, legal/liability issues, providing proper medical instructions by phone, and using 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, February 22-25, 8 a.m.-4 p.m.

Section CW01- Cape May County Campus

Monday-Thursday, May 17-20, 8 a.m.- 4 p.m.

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

GENERAL INTEREST

NEW! Become a Professional DJ - Hybrid

This course will provide the training necessary to prepare you for a career as a Disc Jockey. It will cover the many aspects of being a DJ, such as creating a business, financial aspects, different types of DJ equipment, obtaining music for DJ performances, exploring the many music genres, and much more.

The lecture portion of this course will be held primarily online, followed by two on-campus live lab sessions during which students can observe set up, live performance, and breakdown of mobile DJ equipment. Students will also have hands-on practice operating the equipment, mixing, fading, and beat matching. This course is presented in partnership with USA DJ LLC.

PDEV-502 (20 hours)

Fee: \$199

Section MW01-Mays Landing Campus

Live Lectures-Monday and Wednesday, March 29, April 19, 7-9 p.m.

Live Labs-Monday and Wednesday, April 21 and 26, 6-9 p.m.

Real Estate Sales Pre-Licensing

Prerequisite: High school diploma or GED. The textbook is written at the 12th-grade level.

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

REAL-101 (75 hours)

Fee: \$529 (Textbook required at additional cost)

Section MW02-Mays Landing Campus

Monday, Tuesday, and Thursday beginning March 18 (ends April 29), 5:30-9:30 p.m.

NEW! Usui Reiki 1 Practitioner - LIVE ONLINE

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

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

PDEV-504 (5 hours)

Fee: \$259

Section OW01-Live Online

Saturday, February 27, 11 a.m.-4 p.m.

NEW! Usui Reiki 2 Practioner - LIVE ONLINE

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

PDEV-505 (5 hours)
Fee: \$259

Section OW02-Live Online
Saturday, March 27, 11 a.m.-4 p.m.

ONLINE TRAINING

ONLINE TRAINING (PROFESSIONAL DEVELOPMENT)

Are you a busy professional or an individual wanting to upgrade your current skills and knowledge but have limited time and access to off-site classrooms in a traditional environment? Now you can gain knowledge, learn new skills, and develop new talents in the comfort of your own home or office. Our online classes are offered in partnership with Education to Go.

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

What are the course requirements?

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

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

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

How to Get Started:

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

ACCOUNTING FUNDAMENTALS SERIES

Accounting Fundamentals

In this course, you will learn the basics of double-entry bookkeeping and how to analyze and record financial transactions. You will get hands-on experience handling accounts receivable, accounts payable, payroll procedures, sales taxes, and various everyday banking activities.

We will 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 persuasive writing and speaking is using proper English grammar. Whether you are just now learning the basics of grammar or needing a refresher, this course will help you develop the foundational skills you need. In this course, you will explore the eight parts of speech, punctuation, 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 the way as you learn grammar through hands-on, practical exercises. You will also learn through short videos, examples, and even fun games. 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 interpreting 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.

This course will 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 will have a solid working knowledge of structured query language. You will feel confident in your ability to write SQL queries to create tables; retrieve data from single or multiple tables; delete, insert, update data in a database; and gather significant statistics from data stored in a database.

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 build sales quickly. Since every business needs money, this course discusses traditional and nontraditional financing options. Finally, you will learn easy-to-implement employee-management procedures and write business policies that help you build your business.

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

ONLINE CAREER TRAINING PROGRAMS

successful entrepreneurs from struggling ones.

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

C.P.C. Medical Billing and Coding (Voucher Included)

CPC. Medical Billing and Coding is an ideal program for students new to a medical career. Suppose you are seeking entry into the healthcare industry. In that case, 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. You will also learn current medical coding standards so you can be successful within the industry.

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

Veterinary Assistant

This online program will prepare you to become a productive member of a veterinary team.

You will 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 will 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 already employed in positions in which they look after animals.

Java Programmer + Python Developer

Whether you are new to programming or 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.

In this course, you will learn the following:

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

Records Management Certificate

A record is anything that provides information. A record may be on any media type: paper or electronic, digital or analog, magnetic or optical, liquid or solid. In today's technological environment, organizations must learn how to handle records to be used as needed in the future. Records must be managed from when they are created or received through distribution, use, and maintenance until they are finally destroyed or permanently archived.

This online course will give you a basic overview of records management terminology, concepts, and procedures to manage records in today's offices successfully. Regardless of the media on which the record is stored, it must be managed appropriately to be an asset to the organization. Another vital component of a professional records management program is legality issues. A comprehensive, legally-sound records retention schedule must be developed and strictly followed so that the company is not held liable for problems that could have been avoided in the first place. This course will assist you in making those decisions based upon specific characteristics of the records. You will also learn to code and file according to the rules established by the Association of Records Managers and Administrators (ARMA).

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

In this bundled course of Certified Administrative Professional and Microsoft Office 2016 Specialist Certification Training, you will learn the basics of workplace administration and how to begin and grow a successful career as an administrative professional. The course covers the intricacies of organizational communication, office and records management, and human resources fundamentals, among other topics. You will also learn to effectively write for business, produce documents, and utilize informational technology.

You will gain event and project management skills, which include virtual meeting coordination. As technology develops, this skill has become increasingly useful. Each course module concludes with a quiz, helping you track your progress and test your skills effectively. This program will also prepare you to sit for the Microsoft Office Specialist Certification Exams, which cover Word, Excel, PowerPoint, Outlook, and Access.

Purchasing and Supply Chain Management + Freight Broker/Agent Training

This program combines two essential career 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 freight broker agents. From licensing and operations to sales and marketing, you will learn the basics of how a domestic freight brokerage or agency is managed within the United States.

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

Home Inspection Certificate

The Home Inspection Certificate Course covers the principal components, procedures, and processes of home inspection. This course has also been approved by the American Society of Home Inspectors (ASHI) and various home inspector organizations and regulatory boards for membership renewal credits or continuing education credits. It is also one component of the steps required to obtain a NIBI Certified Inspector credential.

Through 11 in-depth modules, you will gain insight into the methodologies required to perform a home inspection. You will learn how to inspect and report heating and cooling systems, plumbing and electrical systems, roof and siding, the foundation, and other significant components of a home.

Clinical Dental Assistant

When you become a dental assistant, you will enjoy a career that is not only fulfilling but also rewarding. Caring dental assistants genuinely 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 will find. You will learn about every aspect of professional dental assisting, including invaluable real-world perspectives from experienced dental assistants and essential information about anatomy and physiology, preventive dentistry, patient care, communication, radiology, pharmacology, anesthesia, and 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 will get real-life clinical assistant experience. You will also be ready to pursue certification as a dental assistant by passing the Dental Assisting National Board examination's radiology and infection control portions. The exam or one or more of its components is necessary for states where registration is required for dental assistants.

HVAC/R Certified Technician (Voucher Included)

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

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

ATTENTION ATLANTIC CAPE ALUMNI

Consider our Workforce Development Division to add certificates and certifications that will enhance your current Atlantic Cape Degree.

Atlantic Cape's Workforce Development Division offers a wide range of continuing education and training programs to meet the needs of individuals and businesses in Atlantic and Cape May counties and surrounding regions. Partnerships with local business and industry help to ensure that industry needs for skilled workers and their employee's need for enhanced skills are being met simultaneously. All Workforce Development programs can be found on the College's website at atlantic.edu/workforce.

GENERAL INFORMATION

REGISTRATION DEADLINES

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

FEES

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

CONFIRMATION

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

REFUNDS FOR WORKSHOPS & PROFESSIONAL DEVELOPMENT

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

PROGRAM INFORMATION

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

REFUND POLICY

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

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

business days will receive no refund. Students will be responsible for any outstanding balance due. All refunds require the completion of our “refund request form.”

- A full refund will be given if Atlantic Cape deems it necessary to cancel a class.

PAYMENT POLICY

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

COVID-19 INFORMATION

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

REGISTRATION INFORMATION

ONLINE

Register and pay online at atlantic.edu/workforce.

BY PHONE

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

BY MAIL

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

Atlantic Cape Community College
5100 Black Horse Pike, Mays Landing, NJ 08330
Attention: Workshops & Seminars

BY FAX (609) 343-5661

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

QUESTIONS? Email workforce@atlantic.edu

REGISTRATION FORM

____ / ____ / ____
DATE

LAST NAME FIRST NAME HOME PHONE

COMPANY NAME WORK PHONE

____ / ____ / ____
DOB EMAIL

STREET ADDRESS

CITY STATE COUNTY ZIP CODE

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

**TO MAKE A PAYMENT WITH A CREDIT CARD,
PLEASE CALL (609) 343-5655.**



5100 Black Horse Pike
Mays Landing, NJ 08330-2699

Non-Profit Org.
US Postage
PAID
Atlantic Cape
Community College

PROFESSIONAL DEVELOPMENT GUIDE

Training Opportunities for 2021

- Grant Funded Training Opportunities, see page 2
- Financial Aid Eligible Training Programs
- Technical Studies, Associates in Applied Science Degree, see page 14

Register and pay online at atlantic.edu/workforce