

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



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



**MAYS LANDING CAMPUS**  
5100 Black Horse Pike, Mays Landing



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

## Table of Contents

<b>Computers, Technology and IT Certifications</b> .....	3
<b>Workforce Solutions – Training Services for Businesses</b> .....	4
<b>Casino/Gaming Training</b> .....	5
<b>Culinary Arts &amp; Cooking</b> .....	7
<b>Healthcare</b> .....	10
<b>Retail, Customer Service &amp; Hospitality</b> .....	13
<b>College and Career Pathways Programs</b> .....	14
<b>Professional Development</b> .....	14
<b>Club 50 Plus Workshops</b> .....	17
<b>Online Training (Short-term)</b> .....	19
<b>Online Career Training Programs</b> .....	19
<b>Personal Enrichment/Community Education</b> .....	21
<b>Kids College</b> .....	25
<b>General Information</b> .....	30
<b>Registration Information</b> .....	30
<b>Registration Form</b> .....	31



## CAREER TRAINING

### Business Technology Specialist

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

Learn the technology 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:

- Intro to the PC, Windows and Internet
- Word 2016
- Excel 2016
- PowerPoint 2016
- Outlook 2016
- Microsoft Office Collaboration and Integration
- Professional Development

Students can become certified in Microsoft Word or Excel. The cost for one exam is included in the cost of the program.

**College Pathways:** Upon successful completion and credential attainment, you may be eligible for 9 college credits (toward an Atlantic Cape degree).

COAP-500 (188 hours)  
Fee: \$2,999 (Tuition \$2,399, Materials \$600)

Section MW01-Mays Landing Campus  
Mondays and Wednesdays, beginning February 3 (ends July 8), 5:30-9:30 p.m.

### A+ Certification

### CompTIA

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

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

The concepts covered in this program include:

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

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

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

COSY-501 (160 hours)  
Fee: \$2,849 (Tuition \$2,300, Materials \$549)

Section MW02-Mays Landing Campus  
Monday, Wednesday, Thursday, beginning March 16 (ends May 28), 9 a.m.-2:30 p.m.

## OFFICE PRODUCTIVITY & COMPUTER WORKSHOPS

### Quickbooks

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

CFIN-111 (15 hours)  
Fee: \$199

Section CW02-Cape May County Campus  
Thursday and Friday, February 20 and 21, 9 a.m.-5:30 p.m.

### QuickBooks Level 2

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

CFIN-260 (15 hours)  
Fee: \$199

Section CW02-Cape May County Campus  
Thursday and Friday, March 26 and 27, 9 a.m.-5:30 p.m.

### NEW! Computer Basics – Increase Your Confidence

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

COAP-100 (6 hours)  
Fee: \$59

Section MW01- Mays Landing Campus  
Fridays, March 6 and 13, 9 a.m.-12 p.m.

### NEW! Computer Basics 2– Exploring Word and Excel

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

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

COAP-101 (6 hours)  
Fee: \$59

Section MW01-Mays Landing Campus  
Fridays, March 27 and April 3, 9 a.m.-12 p.m.

## Microsoft® IT Academy Program

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

## Microsoft Excel 2016 – Fundamentals

Prerequisite: Basic computer knowledge and familiarity with Windows.

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

COAP-156 (12 hours)

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

Section MW02-Mays Landing Campus

Tuesdays and Thursdays, beginning March 3 (ends March 12), 6-9 p.m.

## Microsoft Excel 2016 – Beyond the Basics

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

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

COAP-163 (9 hours)

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

Section MW02-Mays Landing Campus

Tuesdays and Thursdays, beginning April 2 (ends April 9), 6-9 p.m.

## WORKFORCE SOLUTIONS – TRAINING SERVICES FOR BUSINESSES

### Linking Atlantic Cape's Professional Training Services to Your Business

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

#### Grant-Funded Training Available to Upgrade Your Employees' Skills

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

Grant-funded classes are offered in:

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

#### The benefits of working with Atlantic Cape:

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

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

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

#### NEW! Accessibility Workshops

Atlantic Cape is now offering workshops in three topics related to accessibility. Schedule one of the following workshops for your team:

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

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



## THE CASINO CAREER INSTITUTE

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

### Table Games Training

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

### Table Games – Quick Start

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

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

### Blackjack, Roulette or Baccarat (select one)

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

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

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

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

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

Section AW13-beginning January 7 (ends February 6)  
Section AW14-beginning January 14 (ends February 13)  
Section AW15-beginning January 21 (ends February 20)  
Section AW16-beginning January 28 (ends February 27)  
Section AW17-beginning February 4 (ends March 5)  
Section AW18-beginning February 11 (ends March 12)  
Section AW19-beginning February 18 (ends March 19)  
Section AW20-beginning February 25 (ends March 26)  
Section AW21-beginning March 3 (ends April 2)  
Section AW22-beginning March 10 (ends April 9)  
Section AW23-beginning March 17 (ends April 16)  
Section AW24-beginning March 24 (ends April 23)  
Section AW25-beginning March 31 (ends April 30)  
Section AW26-beginning April 7 (ends May 7)  
Section AW27-beginning April 14 (ends May 14)  
Section AW28-beginning April 21 (ends May 21)  
Section AW29-beginning April 28 (ends May 28)  
Section AW30-beginning May 5 (ends June 4)  
Section AW31-beginning May 12 (ends June 11)  
Section AW32-beginning May 19 (ends June 18)  
Section AW33-beginning May 26 (ends June 25)

### Craps

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

CARE-109 (120 hours) Worthington Atlantic City Campus, Caesars Entertainment Wing  
Fee: \$1,079 (Tuition \$1,044, Materials \$35)

Section AW02-beginning January 21 (ends March 19)  
Section AW03-beginning April 21 (ends June 25)

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

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

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

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

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

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

CARE-111 (60 hours)-Worthington Atlantic City Campus, Caesars Entertainment Wing  
Fee: \$539 (Tuition \$504, Materials \$35)

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

Section AW13-beginning January 7 (ends February 6)  
 Section AW14-beginning January 14 (ends February 13)  
 Section AW15-beginning January 21 (ends February 20)  
 Section AW16-beginning January 28 (ends February 27)  
 Section AW17-beginning February 4 (ends March 5)  
 Section AW18-beginning February 11 (ends March 12)  
 Section AW19-beginning February 18 (ends March 19)  
 Section AW20-beginning February 25 (ends March 26)  
 Section AW21-beginning March 3 (ends April 2)  
 Section AW22-beginning March 10 (ends April 9)  
 Section AW23-beginning March 17 (ends April 16)  
 Section AW24-beginning March 24 (ends April 23)  
 Section AW25-beginning March 31 (ends April 30)  
 Section AW26-beginning April 7 (ends May 7)  
 Section AW27-beginning April 14 (ends May 14)  
 Section AW28-beginning April 21 (ends May 21)  
 Section AW29-beginning April 28 (ends May 28)  
 Section AW30-beginning May 5 (ends June 4)  
 Section AW31-beginning May 12 (ends June 11)  
 Section AW32-beginning May 19 (ends June 18)  
 Section AW33-beginning May 26 (ends June 25)

## Poker and Tournament Play

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

POKR-200 (60 hours)-Worthington Atlantic City Campus, Caesars Entertainment Wing  
 Fee: \$539 (Tuition \$504, Materials \$35)

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

Section AW04-beginning January 7 (ends February 6)  
 Section AW05-beginning March 3 (ends April 2)  
 Section AW06-beginning May 5 (ends June 4)

## Carnival Games

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

PGOW-202 (16 hours)-Worthington Atlantic City Campus, Caesars Entertainment Wing  
 Fee: \$139 (Tuition \$104, Materials \$35)

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

Section AW05-beginning January 21 (ends January 30)  
 Section AW06-beginning February 18 (ends February 27)  
 Section AW07-beginning March 17 (ends March 26)  
 Section AW08-beginning April 21 (ends April 30)  
 Section AW09-beginning May 19 (ends May 28)  
 Section AW10-beginning June 16 (ends June 25)

## 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 course is designed for existing casino games people that have table game knowledge.

This program includes instruction in:

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

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

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

Section-AW04-beginning January 27 (ends February 27)  
 Section-AW05-beginning March 30 (ends April 30)  
 Section-AW06-beginning May 26 (ends June 25)

## Alumni Program for CCI Graduates

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

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

### Blackjack

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

### Craps

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

### Baccarat

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

### Poker and Tournament Play

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

### Pai Gow Tiles

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

### Roulette

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

### Pai Gow Poker

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

## Alumni Practice Program

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

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

CARE-001, Section AW01 -Worthington Atlantic City Campus, Caesars Entertainment Wing  
 Fee: \$29 (This fee is based on 12 months, from July-June, or any portion of that period. This fee is renewable every July 1.) Alumni Practice is available on Tuesday, Wednesday and Thursday, 11:30 a.m.-3:30 p.m. or 6-10 p.m., Practice lab is open only when there are scheduled classes in session.

## Practice Program

*Prerequisite: Must present your 35 license.*

Don't lose your skills! Practice games you have previously dealt in a state-of-the-art mock casino setting. Gain an edge as you return to the gaming workforce. Brush up on your skills and prepare for your next audition.

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

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

## Culinary Training Program

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

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

Topics and skills taught cover the many areas of the professional kitchen. Learn how to prepare both professional and gourmet dishes. Learn the basics of baking and pastry. This four-month program will help students to see what area is their specialty. Many opportunities exist locally for employment in the culinary industry.

CULI-500 (425 hours)  
Fee: \$4,995 (Tuition/Lab: \$3,995, Supplies: \$1,000)

Section AW02-Worthington Atlantic City Campus, Caesars Entertainment Wing  
Monday-Friday, beginning February 24 (ends June 16), 9 a.m.-2 p.m.

## Baking and Pastry Training Program

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

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

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

CULI-501 (425 hours)  
Fee: \$4,995 (Tuition/Lab: \$3,995, Supplies: \$1,000)

Section AW02-Worthington Atlantic City Campus, Caesars Entertainment Wing  
Monday-Friday, beginning February 24 (ends June 16), 9 a.m.-2 p.m.

## PROFESSIONAL SKILLS SERIES

### Culinary and Cooking Professional

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



- **ServSafe Manager Certification:** The ServSafe Food Safety Training Program will teach students to recognize the responsibilities involved in the prevention of food-borne illnesses. The training also will help foodservice workers understand the importance of proper storage, food preparation, cleaning, and sanitizing to ensure safe food handling.
- **Knife Skills:** Students will learn basic knife skills to include; care and maintenance of tools, sharpening, and proper grip. Cuts will include dice, roundel, bias, julienne, brunoises, and tourné. Emphasis will be on mastery of consistency and speed.
- **Pantry Production:** Learn product identification, composed salads, and dressings. The course includes garnish, canapes, raw bar, and sausage making. Learn the skills necessary to be successful in the food service industry.
- **Professional Line Cooking:** Hone your skills in organization, knife cuts, equipment use, cooking techniques, and fundamentals. Focus on sauté, grilling, frying, and vegetable cookery. Successful completers will be ready to take on the hot line.
- **Stocks, Soups, and Sauces:** Learn the secrets to a good stock, and your soups and sauces will be exceptional. Start with the basics and learn mother sauces, small sauces, contemporary sauces, and a variety of thickening techniques. Then move on to soups, including consommé, creams, 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 January 27 (ends March 19), 3-8 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 breads using old world recipes and modern techniques. This course will teach you the use of different grains and techniques, including dense breads with crispy crusts using artisan flavors such as asiago cheese, potato and rosemary olive oil.
- **Commercial Baking:** This class helps students develop applicable skills using commercially produced product. Start by preparing basic staples of a commercial bakery and then transform them to plated desserts, specialty items, signature and unique creations. This is the true function of a commercial bakeshop. Students will be challenged to use staples to express their creativity.

CULI-508 (160 hours)  
Fee: \$2,299 (Tuition/Lab: \$1,729, Supplies: \$570)

Section AW02-Worthington Atlantic City Campus, Caesars Entertainment Wing  
Monday-Thursday, beginning January 27 (ends March 19), 3-8 p.m.

# WORKSHOPS

## ServSafe Food Handler Certification

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

FDBV-202 (4 hours)

Fee: \$59

Section MW02-Mays Landing Campus

Wednesday, February 19, 9 a.m.-1 p.m.

## ServSafe Food Protection Manager Certification

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

FDBV-200 (12 hours)

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

Section MW01-Mays Landing Campus

Tuesday and Friday, March 17 and 20, 9 a.m.-3 p.m.

# CULINARY WORKSHOPS

## Basic Knife Skills

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

COOK-121 (3 Hours)

Fee: \$49

Section MW02-Mays Landing Campus, Kitchen 1

Saturday, February 1, 10 a.m.-1 p.m.

Section CW01-Cape May County Campus, Kitchen 1

Tuesday February 4, 5-8 p.m.

## Afghan Cuisine

Bold and trendy, Afghan cuisine is often served family style with several dishes laid out on the table called "dastarkhan" Chickpea Soup, Chicken Kabuli Pulao, Spicy Braised Eggplant and Milk Fudge for dessert! Come get out of your comfort zone and try these wonderful recipes.

COOK-144 (3 hours)

Fee: \$75

Section MW01-Mays Landing Campus, Kitchen 1

Tuesday, February 18, 6-9 p.m.

## Pizza and Stromboli

Stop ordering take out, learn to make your own pizza dough and top it with everything you like. Make it flat or roll it up.

COOK-103 (3 hours)

Fee: \$75

Section MW01- Mays Landing Campus, Kitchen 1

Friday, February 21, 5-8 p.m.

Section CW01-Cape May County Campus, Kitchen 1

Tuesday, February 25, 5-8 p.m.

## Pot Stickers and Dumplings

Make a variety of pot stickers both veggie and pork based and an assortment of Dumplings. Learn fillings, wrapping techniques and appropriate dipping sauces.

COOK-193 (3 hours)

Fee \$75

Section MW01-Mays Landing Campus, Kitchen 1

Saturday, March 14, 10 a.m.-1 p.m.

Section CW01-Cape May County Campus, Kitchen 1

Tuesday, March 24, 5-8 p.m.

## Healthy Meals in 30 Minutes

Add grains to salads to create a complete meal, excel at meatless Mondays, and take the focus off the traditional proteins. Healthy cooking has come a long way. Join us if you would like to catch up!

COOK-194 (3 hours)

Fee: \$75

Section MW01-Mays Landing Campus, Kitchen 1

Saturday, April 11, 10 a.m.-1 p.m.

Section CW01-Cape May County Campus, Kitchen 1

Tuesday, April 21, 5-8 p.m.

## More Healthy Meals in 30 Minutes

Always struggling for time during the busy week? Come learn some new ideas for serving tasty meals your whole family will love. Easy Pork Piad, Chicken Enchiladas, White Bean Chili, Glazed Salmon and delicious sides.

COOK-195 (3 hours)

Fee: \$75

Section MW01-Mays Landing Campus, Kitchen 1

Wednesday, May 6, 6-9 p.m.

## Cooking with CBD Oil

Join us for a cooking demonstration and tasting of products made with CBD oil and meet Robert Mejia, author of Essential Cannabis and producer of CBD condiments. The benefits of CBD will be discussed along with the techniques used to provide even dosing as well as flavor enhancement. Get ready for the future and take advantage of the benefits of this product now.

COOK-178 (2 hours)

Fee: \$99

Section MW01- Mays Landing Campus, Kitchen 1

Monday, April 6, 6-8 p.m.

## The Days of Wine and Chocolate

Pair wines with chocolates for a taste experience you will not soon forget. Love white chocolate? It has its own set of delicious matches. Come enjoy some social time and learn about the pairings of these two wonderful favorites.

COOK-143 (2.5 hours)

Fee: \$75

Section CW01-Cape May County Campus, Kitchen 1

Tuesday, February 11, 5:30-8 p.m.



## Planning Your Kitchen Garden

Are you interested in gardening? Would you like to get the most productivity out of your kitchen garden? Consider joining us for four sessions this spring. We will have a visit from a Master Gardener and will prepare a little something from our garden ingredients each session.

- January: Plan and design including hydroponics and microgreens.
- February: Planting seeds, germination, nurture and grow. We will plant the seeds in nutrient rich soil and harvest some microgreens.
- March: Planting on the dark side of the moon. Green beans, spinach, peas and kohlrabi all love the cool weather. We will get them started early.
- April: Cook what you harvest! Prepare some garden favorites and a final Q and A.

COOK-185 (8 hours)

Fee: \$109

Section MW01-Mays Landing Campus

Saturdays, January 25, February 22, March 21 and April 25, 10 a.m.-Noon

## BAKING AND PASTRY WORKSHOPS

### Valentine's Day Delights

Assist the Chef while learning how to make Chocolate Raspberry Mousse Bombes glazed with Chocolate Ganache, White Chocolate Mousse served with Caramelized Bananas and Fresh Strawberry – Cream Cheese Tarts.

BAKE-131 (3 hours)

Fee: \$75

Section MW01-Mays Landing Campus, Kitchen 3

Tuesday, February 4, 6-9 p.m.

### Holiday Breads

Bring your apron for this hands-on class! Learn how to make Easter Egg Bread, Hot Cross Buns and Chocolate Babka.

BAKE-124 (3 hours)

Fee: \$75

Section MW01-Mays Landing Campus, Kitchen 3

Tuesday, February 18, 6-9 p.m.

### St. Patrick's Day Treats

Students will be hands-on making Irish Soda Bread and assisting the Chef with the steps preparing a Yummy Rum Soaked Cake and a Chocolate Guinness Cake.

BAKE-117 (3 hours)

Fee: \$75

Section MW01-Mays Landing Campus, Kitchen 3

Tuesday, March 10, 6-9 p.m.

### Italian Desserts

Assist the Chef while learning how to make traditional Tiramisu, Nonna Doretea's Almond Cake and Sfingis, everyone's family favorites!

BAKE-103 (3 hours)

Fee: \$75

Section MW01-Mays Landing Campus, Kitchen 3

Tuesday, April 7, 6-9 p.m.

### Decadent Chocolate Desserts

Assist the Chef as you learn the methods to make Chocolate Peanut Butter Mousse Bombes, Chocolate Caramel Tarts and Individual Molten Chocolate Cakes.

BAKE-140 (3 hours)

Fee: \$75

Section MW02-Mays Landing Campus, Kitchen 3

Tuesday, April 28, 6-9 p.m.

## Cheesecakes!

Assist the Chef in the preparation of a Coffee & Cream cheesecake, Coconut- Key Lime cheesecake and individual Fresh Strawberry topped cheesecakes.

BAKE-122 (3 hours)

Fee: \$75

Section MW02-Mays Landing Campus, Kitchen 3

Tuesday, May 12, 6-9 p.m.





## Paramedic Science

**Due prior to registration:** Prerequisites: Current New Jersey EMT-Basic certification, high school diploma or GED, American Heart Association CPR certification for health care professionals, 21 years of age prior to entering field clinical time. A minimum of 200 patient contact hours in a 911 EMS service or hospital emergency room during the 24 months immediately prior to registration. Patient contact hours is defined as time spent performing direct patient care in an emergency setting. Candidates must obtain a reading score of 11 and math score of 9 on the Test of Adult Basic Education (TABE) or the Core Academic Skills Assessment (CASA). Successfully complete the FIDAP 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 20 month course prepares experienced EMTs to perform Advanced Life Support (ALS) as a Mobile Intensive Care Paramedic (MICP). Paramedics provide advanced medical care in a prehospital setting. Through our highly intensive curriculum, students will gain knowledge and experience through a wide array of disciplines that develop critical thinking and decision-making skills that the life and career of a paramedic demands.

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

This course covers the materials and skills identified in the 2009 National EMS Education Standards, the 2005 National EMS Scope of Practice Model and the 2015 Paramedic Psychomotor Competency Portfolio, as adopted by the State of New Jersey, meeting or exceeding the guidelines in the current

National Highway Traffic Safety Administration's EMS Education Standards. As part of this education, students will also receive training and certifications in Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS), Pre-Hospital Trauma Life Support (PHTLS) and the Difficult Airway Course. Students completing the program will be required to pass the National Registry (NREMT) Paramedic Certification exam. Upon NREMT Paramedic certification, students may be eligible for 16 credits toward an Atlantic Cape Community College degree.

The Paramedic Science program will utilize the latest technology to enhance our students' learning experience. As part of their tuition package, each student will receive a tablet, equipped with learning assistance software programs. All textbooks will be provided in both hard cover copy and electronic format, with additional learning tools on the electronic format. Our scenario lab comes equipped with a Laerdal SimMan 3G, the latest in simulation technology, along with enhanced video capabilities for high fidelity debriefing of scenarios. In all, the Paramedic Science program will provide a superior learning experience for highly motivated individuals seeking a career in advanced prehospital emergency medical care.

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

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

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

PARA-501 (1,456 hours)

Fee: \$18,595 (Tuition \$15,429, Materials \$3,166)

Section AW02-Worthington Atlantic City Campus

Beginning February 11 (ends September 11, 2021)

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

## Medical Assistant

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



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

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

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

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

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

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

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

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

**Daytime, Classroom Option**

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

Section AW01-Worthington Atlantic City Campus  
Monday-Thursday, beginning April 6 (ends December 1) , 9 a.m.-2:30 p.m.  
Clinical: Days and hours vary

**NEW! Certified Medical Administrative Assistant (CMAA) - Hybrid**

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

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

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



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

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

Section CW02-Cape May County Campus  
Thursday, beginning March 11 (ends September 10), 6-9 p.m.

All students must attend Wednesday sessions on March 18, June 3, and July 15, 4-9 p.m.  
Clinical: Days and hours vary

**Central Service Technician**

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

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

This comprehensive course in central service and sterile processing is designed to equip students for a career in central service, the operating room and infection control, and materials management. Students will be prepared to succeed on the IAHCSCMM 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.

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



### Central Service Technician- Online (Atlantic County)

HCST-501 (998 hours: 405 classroom, 593 online)

Fee: \$3,399 (Tuition \$3,004, Materials \$395)

Section 0W01

Optional Skills Labs: Fridays, 9 a.m.-noon

Beginning March 17 (ends January 12, 2021) (All students must attend 4-9 p.m. on April 14)

Clinical: Days and hours vary

### Central Service Technician: Hybrid (Cape May County)

HCST-501 (998 hours, 405 classroom, 593 online/observation)

Fee: \$3,399 (Tuition \$3,004, Materials \$395)

Section 0W02-Cape Regional Medical Center

Observation: Fridays, 9 a.m.-noon, scheduled by the instructor

Beginning March 17 (ends January 12, 2021) (All students must attend 4-9 p.m. on April 15)

Clinical: Days and hours vary

## Phlebotomy Technician

**Due before registration:** Prerequisites: Candidates must obtain a reading score of 9 on the Test of Adult Basic Education (TABE) or the Core Academic Skills Assessment (CASA). High school diploma or high school equivalency diploma/HSED. A health assessment/physical examination, Basic 5 Panel drug screening, Hepatitis B, T-dap, MMR, Varicella, TB test, and the Flu vaccine.

\*The physical exam, drug screening and all proof of immunizations/vaccinations must be performed no sooner than two months before the first date of the class. Clinical sites may require any of these health prerequisites to be performed again before your internship.

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

The phlebotomist is responsible for obtaining blood samples from patients for the purpose of 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 successfully completing all classroom and clinical requirements will be eligible to sit for the National Healthcareer Association Phlebotomy (CPT) certification examination. The cost of this exam is included in the program.

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

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

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

PHLB-136 (132 hours)

Fee: \$1,899 (Tuition \$1504, Materials \$395)

Section AW01-Worthington Atlantic City Campus

Mondays and Tuesdays, Beginning April 6 (ends August 11)

(All students must attend 4-9 p.m. on July 21), 6-9 p.m.

## Certified Nurse Aide (CNA)

**Due before registration:** Prerequisites: Candidates must obtain a reading score of 7 on the Test of Adult Basic Education (TABE) or the Core Academic Skills Assessment (CASA) High school diploma or high school equivalency diploma/HSED. A health assessment/physical examination, Basic 5 Panel drug screening, Hepatitis B, T-dap, MMR, Varicella and TB test. The physical exam, drug screening and all proof of immunizations/vaccinations must be performed no sooner than 2 months prior to first date of class. Clinical sites may require any of these health prerequisites to be performed again prior to your internship.

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

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

As a CNA, students will be eligible for employment in a long-term care facility, assisted living facility, adult medical day care, and some hospitals. Becoming a Certified Nurse Aide is a great way to launch a career in the health care profession.

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

HCNA-146 (90 hours)

Fee: \$3,195 (Tuition \$2,880, Materials \$315)

Section AW02-Worthington Atlantic City Campus

Monday-Friday, beginning January 17 (ends February 21), 9 a.m.-1 p.m. (based on schedule)

Clinical: Various long-term care facilities

## Certified Home Health Aide for CNAs

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

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

CHHA-200 (10 hours)

Fee: \$369 (Tuition \$219, Materials \$150)

Section CW02-Cape May County Campus

Thursday and Friday, May 21 and 22, 9 a.m.-2:30 p.m.

## Emergency Medical Technician - Hybrid\*

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

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

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

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

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

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

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

EMTC-501 (265 hours: 162 classroom/lab, 103 online)  
Fee: \$2,029 (Tuition \$1,457, Materials \$572)

Section AW02-Worthington Atlantic City Campus  
Monday & Wednesday, or Tuesday & Thursday beginning January 27 (ends June 18), 6-9:30 p.m.  
First week schedule Monday, Tuesday, Wednesday January 27, 28, 29

## 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 successful completion of this ANCC accredited certificate workshop built to meet ACAP accreditation, 7 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, good for two years, will be awarded for successful completion of this course.

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

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

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

Section CW02-Cape May County Campus  
Friday, March 20, 9 a.m.-2 p.m.

Section AW05-Worthington Atlantic City Campus  
Tuesday, February 21, 4-9 p.m.

### **Heartsaver CPR/AED/First Aid**

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

**Note:** Students will receive their Heartsaver FIRST AID, CPR, 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 cost of the manual. If the manual is returned unused/in its original packaging, a full refund will be granted.

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

Section AW02-Worthington Atlantic City Campus  
Friday, April 17, 9 a.m.-5 p.m. (1/2 hour lunch)

## RETAIL, CUSTOMER SERVICE & HOSPITALITY

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

### **Customer Service, Sales, and Loss Prevention Training**

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

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

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

Section AW02-Worthington Atlantic City Campus, Caesars Entertainment Wing  
Tuesday-Friday beginning January 14 (ends February 21), 9 a.m.-2 p.m.

### **Retail Management Certification**

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

The course content includes information in the primary retail disciplines:

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

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

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

Section AW02-Worthington Atlantic City Campus, Caesars Entertainment Wing  
Tuesdays and Thursdays beginning February 25 (ends April 30), 6-9 p.m.

## Certified Front Desk Representative (CFDR®)

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

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

RETA-114 (48 hours)

Fee: \$489 (Tuition: \$400, Materials, \$89)

Section CW02-Cape May County Campus

Tuesdays and Thursdays beginning March 3 (ends April 23), 6-9 p.m.

## Guided Learning Program Series

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

## Certified Guest Service Professional (CGSP®)

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

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

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

RETA-200 (24 hours)

Fee: \$389

Section AW01-Worthington Atlantic City Campus, Caesars Entertainment Wing

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

## COLLEGE AND CAREER PATHWAYS PROGRAM

### Math Boot Camp

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

### Career Portfolio Development Course

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

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

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

PATH-101 (48 hours)

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

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

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

## PROFESSIONAL DEVELOPMENT

### ENTREPRENEUR TRAINING (Cape May County Campus)

#### NEW! Public Relations: Understanding the Basics

Does your business have a solid public relations plan in place? An effective PR strategy can boost your brand's visibility and improve sales and credibility. This session will cover the functions of public relations and proven tools and activities.

PDEV-179 (3 hours)

Fee: \$39

Section CW01-Cape May County Campus

Tuesday, March 10, 6-9 p.m.

#### NEW! Travel Website & Social Media Reputation Management

Travel websites and social media can mean big business, or be the bane of a company's existence. One bad review can undo years of positive brand equity and result in countless lost customers. So how does one manage these sites while building a brand? This session will cover best practices in managing reviews, engaging your current customers and attracting new ones.

PDEV-180 (3 hours)

Fee: \$39

Section CW01-Cape May County Campus

Tuesday, April 7, 6-9 p.m.

## WATER AND WASTEWATER OPERATIONS

### Advanced Water Treatment

This course prepares the student for the T2 and W2 and higher drinking water license. It will explore the operation of water treatment and distribution systems in New Jersey. Topics to be covered: Sources of and Characteristics of Water, Federal and State Rules, Regulations and 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. Successful completion of this course is required to sit for the New Jersey Drinking Water exams Level 2 and higher.

CGRN-157 (90 hours)

Fee: \$649 (textbook required at additional cost)

Section MW01-Mays Landing Campus

Mondays and Wednesdays, beginning April 27 (ends August 12)

Schedule may include some Thursday evenings, 6-9 p.m.



## CONSTRUCTION MANAGEMENT

### New Jersey Uniform Construction Code Education Program

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

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

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

### Technical Assistant

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

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

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

Section CW02-Cape May County Campus  
Wednesdays, beginning February 12 (ends May 20), 6-9 p.m.

### Building R.C.S.

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

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

Section MW02-Mays Landing Campus  
Tuesdays and Thursdays, beginning February 4 (ends May 14), 6-9 p.m.

### Subcode Official

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

This course is designed to prepare inspectors to become subcode officials. The class will cover subcode administration, legal aspects of code enforcement and related legislation. Specific topics will include procedures and forms for permit application, stop orders, emergency situations, condemnations, case records, warrants relocation, housing maintenance and legal rights of landlords and tenants. (4.5 CEUs)

CONS-221 (45 hours)  
Fee: \$459 (Text required at additional cost)

Section FW01-Vineland City Hall Annex  
Tuesdays, beginning February 4 (ends May 12), 6-9 p.m.

## PUBLIC SAFETY AND CRIMINAL JUSTICE TRAINING

### IAED Emergency Telecommunicator\*

*Prerequisite: Candidates must obtain a reading score of 11 on the Test of Adult Basic Education (TABE) or the Core Academic Skills Assessment (CASA).*

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

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

Section MW01- Mays Landing Campus  
Monday-Friday, March 9-13, 8 a.m.-4 p.m.

### New Jersey Emergency Medical Dispatcher\*

*Prerequisites: Candidates must obtain a reading score of 11 on the Test of Adult Basic Education (TABE) or the Core Academic Skills Assessment (CASA), hold a current certification as a 911 Basic Telecommunicator or proof of course completion, and hold a valid Healthcare Provider (or equivalent) CPR card.*

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

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

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

Section MW01- Mays Landing Campus  
Monday-Thursday, March 16-19, 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 have both the Emergency Telecommunicator and the New Jersey Emergency Medical Dispatcher Certifications.*

## DRONE TRAINING

Influential Drones LLC is providing instruction by its qualified team of professionals with both commercial drone (Part 107) and manned aviation (Part 61) background. The nationwide company has a strong presence in the training field with over 20 years' experience in the aviation industry. Team members have FEMA, OSHA and TSA credentials. Influential Drones is an Industry Member with the FAA Team (FAA Safety Team) nationally and the team are local representatives for the South NJ, Eastern Pennsylvania and Delaware areas.

The company maintains ongoing business relationships with over a dozen drone manufacturers, software companies and counter-drone industry professionals. Influential Drones is positioned to speak to its students about all matters relating to drones, drone safety and the aviation industry in a professional and unbiased way. Offerings are interactive, fun and engaging. Classes are taught mostly by an FAA Certified Flight Instructor.

## Part 107 Drone Certification Preparation (for the General Public)

*Pre-requisite: must be 18 years or older*

This course is designed for the general public looking to obtain their FAA Part 107 commercial drone certification. Through a series of informative lectures, interactive seminars and practice test questions, the course prepares students with all the knowledge required to successfully pass the FAA 107 written test\*. A hands-on portion is included to provide basic familiarization of drone equipment which will take place on campus. Weather permitting, this will include actual hands-on flying.

The course takes place over two separate 6-hour sessions taught on Saturdays. Topics covered in the classroom sessions will include aviation regulations, radio communications, aeronautical decision making (ADM), crew resource management (CRM), airport operations, airspace classification, weather, weight and balance, risk management, aircraft performance, pre-flight, maintenance of records and equipment and emergency procedures. There will also be topic reviews, test prep questions and a hands-on flying experience where/when possible.

The context of each of our discussion topics will revolve around how drones apply to a variety of applications in modern society, ranging from real estate to inspections, construction, agriculture, high end cinematic productions or simple photography.

*NOTE: \*In order to apply for the FAA Part 107 written test, students must be over 16 years of age and be able to read, speak, write, and understand English. They must also be in a physical and mental condition to safely fly a drone and they must pass the initial aeronautical knowledge exam with a passing grade of 70% or more. The written test is administered at an FAA-approved testing facility and costs \$150 per student, payable to a third party provider. Influential Drones cannot guarantee that any student who successfully completes a course will pass the written test, however if the students take an active part in the classes and complete the given assignments, they will be properly prepared.*

PDEV-157 (12 hours: 9 classroom, 3 hands-on)  
Fee: \$779

Section MW01-Mays Landing Campus  
Saturdays, February 29 and March 7, 9 a.m.-4 p.m.

Section CW03-Cape May County Campus  
Saturdays, April 4 and 11, 9 a.m.-4 p.m.

Section MW02-Mays Landing Campus  
Saturdays, May 2 and 9, 9 a.m.-4 p.m.

## Part 107 Drone Certification Preparation – Public Safety/First Responders

*Pre-requisite: must be 18 years or older*

This course is designed specifically for first responders looking to obtain their FAA Part 107 commercial drone certification. Through a series of informative lectures, interactive seminars and practice test questions, the course prepares students with all the knowledge required to successfully pass the FAA 107 written test\*. A hands-on portion is included to provide basic familiarization of drone equipment which will take place on campus. Weather permitting, this will include actual hands-on flying.

The course takes place over three separate 3-hour sessions taught during the week for three consecutive days. Topics covered in the first two (classroom) sessions will focus heavily on aviation regulations, radio communications, airport operations, airspace classification, weather, weight and balance, aircraft performance, pre-flight and maintenance of records and equipment and emergency procedures. The third session (mixed classroom and outdoor component) consists of topic reviews, test prep questions and a hands-on flying experience where/when possible.

The context of each of our discussion topics will revolve around public safety and will use real-world examples of stories and experience in the first responder field, giving first responders the best access to UAS training specific to their actual application in the emergency response arena.

*NOTE: \*In order to apply for the FAA Part 107 written test, students must be over 16 years of age and be able to read, speak, write, and understand English. They must also be in a physical and mental condition to safely fly a drone and they must pass the initial aeronautical knowledge exam with a passing grade of 70% or more. The written test is administered at an FAA-approved testing facility and costs \$150 per student, payable to a third party provider. Influential Drones cannot guarantee that any student who successfully completes a course will pass the written test, however if the students take an active part in the classes and complete the given assignments, they will be properly prepared.*

PDEV-158 (9 hours: 7 classroom, 2 hands-on)  
Fee: \$589

Section MW03-Mays Landing Campus  
Tuesday, Wednesday and Thursday, March 17, 18 and 19, 9 a.m.-12 p.m.

Section CW01-Cape May County Campus  
Tuesday, Wednesday and Thursday, April 14, 15 and 16, 9 a.m.-12 p.m.

Section MW04-Mays Landing Campus  
Tuesday, Wednesday and Thursday, May 5, 6 and 7, 9 a.m.-12 p.m.

## Night Operations and Filing Waivers

*Pre-requisite: Must be 18 years or older and hold a current Part 107-certificate*

This course is designed for existing FAA Part 107 pilots who do not have a waiver for night flight. The course teaches student how to obtain FAA Part 107.29 night waivers and how to be better prepared for successful missions at night. It covers a range of topics including eye anatomy, illusions/disorientations and risk management. It is taught for 3 hours on 2 separate days as two separate training sessions. The first session is theoretical in nature and covers drafting and filing a waiver as well as pre-flight and emergency planning for night operations. The second session is a hands-on workshop (on campus) taking place after dark to which students must bring their own drone. NOTICE: Federal regulations change frequently; this course will dynamically update. Influential Drones will guide, train best practices and advise towards the 107.29 waiver application process, however cannot guarantee federal approval, as each individual request to the FAA is evaluated on a unique case by case basis.

*NOTE: students must bring their own drone for the practical portion of the class.*

PDEV-163 (6 hours: 3 classroom, 3 hands-on)  
Fee: \$459

Section MW03-Mays Landing Campus  
Monday and Wednesday, March 16 and 18, 6-9 p.m.

Section CW02-Cape May County Campus  
Tuesday and Thursday, April 14 and 16, 6-9 p.m.

## REAL ESTATE

### Real Estate Sales Pre-Licensing

*Prerequisite: High school diploma or GED.*

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

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

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

Section MW02-Mays Landing Campus  
Monday, Tuesday and Thursday, beginning February 13 (ends March 26), 5:30-9:30 p.m.

## PERSONAL TRAINER

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

### AAAI/ISMA Personal Trainer Certification Phase I

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

FTNS-103\* (8 hours)

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

Section MW03-Mays Landing Campus  
Saturday, February 8, 10 a.m.-6 p.m.

Section MW04-Mays Landing Campus  
Saturday, March 7, 10 a.m.-6 p.m.

Section CW02-Cape May County Campus  
Saturday, April 4, 10 a.m.-6 p.m.

Section MW05-Mays Landing Campus  
Saturday, May 16, 10 a.m.-6 p.m.

### AAAI/ISMA Personal Trainer Certification Phase II

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

FTNS-203\* (8 hours)

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

Section MW02-Mays Landing Campus  
Saturday, February 29, 10 a.m.-6 p.m.

### AAAI/ISMA Sports Nutrition Consultant Certification

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

FTNS-104\* (8 hours)

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

Section MW02-Mays Landing Campus  
Saturday, May 9, 10 a.m.-6 p.m.

### AAAI/ISMA Strength Conditioning and Weight Training Certification

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

FTNS-112\* (8 hours)

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

Section MW02-Mays Landing Campus  
Saturday, April 25, 10 a.m.-6 p.m.

### AAAI/ISMA Weight Management Consultant Certification

The purpose of this certification is to assist fitness professionals in understanding the causes of weight management issues, treatments and behavior modifications within the nutrition industry. This certification provides the framework for dispensing information about healthy eating for non-symptomatic individuals and designing exercise programs to assist clients. Students take certification exam at the end of the day.

FTNS-117\* (8 hours)

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

Section CW01- Cape May County Campus  
Saturday, March 14, 10 a.m.-6 p.m.

### AAAI/ISMA Stress Reduction, Relaxation & Meditation Instructor Certification

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

FTNS-119\* (6.5 hours)

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

Section MW01-Mays Landing Campus  
Saturday, April 18, 10:30 a.m.-5 p.m.

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

## CLUB 50 PLUS WORKSHOPS

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

### FREE! Who Are You Leaving Your Money To?

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

PDEV-124 (2 hours)

Fee: Free (Registration is required to reserve a seat in this workshop)

Section MW02-Mays Landing Campus  
Wednesday, February 26, 2-4 p.m.

Section CW02-Cape May County Campus  
Wednesday, March 11, 2-4 p.m.

### NEW! Knitting Club

This club workshop is designed for beginner knitters. You will learn the different types of yarn, how to read a pattern, knitting abbreviations, casting on, basic stitches, needle types and sizes and binding off. You will also work on a scarf project during this workshop. Please bring one, 3 ½ oz. skein of yarn (Redheart Acrylic recommended) and a size 7 straight knitting needle.

CEGN-101 (12 hours)

Fee: \$69

Section MW01 - Mays Landing Campus  
Saturdays, beginning January 25 (ends February 29), 10:30 a.m.-12:30 p.m.

### NEW! Flower Arrangement

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

CEGN-102 (9 hours)

Fee: \$59

Section CW01 - Cape May County Campus  
Mondays, beginning March 30 (ends May 4), 7-8:30 p.m.



## Social Media Basics

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

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

Section CW01-Cape May County Campus  
Tuesday, March 10, 1:30-4:30 p.m.

## Social Media 2.0

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

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

Section CW01-Mays Landing Campus  
Tuesday, April 7, 1:30-4:30p.m.

## NEW! Holistic Health Series

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

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

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

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

Section MW03- Mays Landing Campus  
Wednesdays, beginning January 29 (ends February 19), 6-7:30 p.m.

Section MW04- Mays Landing Campus  
Fridays, beginning January 31 (ends February 21), 10-11:30 a.m.

Section CW01- Cape May County Campus  
Thursdays, beginning April 23 (ends May 14), 10-11:30 a.m.

## Transformational Breathing

Transformational Breath is an easy to learn breath technique that is a powerful healing modality for the body, mind and spirit. Transformational Breath may help reduce stress in your life, increase energy and creativity, help with addictive patterns, increase your metabolism, improve mental and emotional clarity, help you to experience more joy in your life, integrate suppressed/repressed emotions, increase efficiency of your body, resolve childhood traumas and detoxify and help healing in your body. In addition, it can help you to create miracles in your life. Bring a yoga mat, water and 2 pillows. If you don't have a yoga mat, one will be provided.

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

Section MW03-Mays Landing Campus  
Wednesday, January 29, 6:30-8 p.m.

Section MW04-Mays Landing Campus  
Friday, January 31, 10-11:30 a.m.

Section CW01-Cape May County Campus  
Thursday, April 23, 10-11:30 a.m.

## Energy Healing Work (Reiki and Chakra Healing)

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

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

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

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

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

Section MW03-Mays Landing Campus  
Wednesday, February 5, 6-7:30 p.m.

Section MW04-Mays Landing Campus  
Friday, February 7, 10 a.m.-11:30 a.m.

Section CW01- Cape May County Campus  
Thursday, April 30, 10-11:30 a.m.

## Nutrition and a Holistic Lifestyle

In today's world with all of the health issues and toxins in the environment, how does one stay healthy and happy? In this class, you will learn about DNA, blood type diet possibilities, and the mycotoxins that we are exposed to. In addition, we will discuss the use of vitamins and what they have to do with our health. You won't want to miss this class!

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

Section MW03-Mays Landing Campus  
Wednesday, February 12, 6-7:30 p.m.

Section MW04-Mays Landing Campus  
Friday, February 14, 10-11:30 a.m.

Section CW01- Cape May County Campus  
Thursday, May 7, 10-11:30 a.m.

## Kripalu Yoga and Meditation

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

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

Section MW03-Mays Landing Campus  
Wednesday, February 19, 6-7:30 p.m.

Section MW04-Mays Landing Campus  
Friday, February 21, 10-11:30 a.m.

Section CW01- Cape May County Campus  
Thursday, May 14, 10-11:30 a.m.

## Beginner Buying and Selling on eBay

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

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

Section CW01-Cape May County Campus  
Mondays, March 16 and April 6, 6-8 p.m.

## Expanded Selling on eBay

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

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

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

Section CW01-Cape May County Campus  
Monday, May 4, 6-8 p.m.

## Guitar Basics

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

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

Section MW02-Mays Landing Campus  
Mondays, beginning March 2 (ends April 20), 6:30-8 p.m.

## Intermediate Piano

This class will build on the fundamental concepts of Beginner Piano. Practice playing more melodies by building on basic piano theory.

FINE-164 (12 hours)  
Fee: \$139

Section MW01-Mays Landing Campus  
Wednesdays, beginning February 5 (ends April 1 – no class on March 18), 6-7:30 p.m.

## Planning for a Successful Retirement

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

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

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

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

Section CW05-Cape May County Campus  
Saturdays, March 7 and 14, 9 a.m.-noon

Section CW07-Cape May County Campus  
Thursdays, March 12 and 19, 6-9 p.m.

## ONLINE TRAINING (SHORT-TERM)

### Online Training (Professional Development)

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

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

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

What are the course requirements?

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

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

How do I register? Go online to [www.ed2go.com/accc](http://www.ed2go.com/accc), select your course, attend the orientation, and submit payment online.

How to Get Started:

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

## ONLINE CAREER TRAINING PROGRAMS

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

### CPC Medical Billing and Coding (Voucher Included)

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

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

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

### Nonprofit Management

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

## Veterinary Assistant

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

## CompTIA Security+ Certification Training (Voucher Included)

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

## Mobile and Desktop Web Developer/Responsive Web Design

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

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

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

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

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

## Purchasing and Supply Chain Management + Freight Broker/Agent Training

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

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

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

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

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

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

You will learn SQL to build applications or generate business reports, master SQL using an Oracle

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

## ACCOUNTING FUNDAMENTALS SERIES

### Accounting Fundamentals

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

## GRAMMAR REFRESHER SERIES

### Grammar Refresher

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

## A TO Z GRANT WRITING SERIES

### A to Z Grant Writing

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

## MEDICAL TERMINOLOGY SERIES

### Medical Terminology: A Word Association Approach

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

## SQL SERIES

### Introduction to SQL

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

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

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



## Guide to the Markets

This seminar is an overview of the stock market and financial world and is perfect for the beginner or seasoned investor. We will discuss what makes a stock/bond move in value and how to select the correct investments for you. We will also discuss what kind of plan is best for the attendee's future.

CFIN-103 (3 hours)  
Fee: \$29

Section MW01-Mays Landing Campus  
Wednesdays, March 25 and April 1, 6:30-8 p.m.

Section CW01- Cape May County Campus  
Thursdays, April 30 and May 7, 6:30-8 p.m.

## NEW! Flower Arrangement

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

CEGN-102 (9 hours)  
Fee: \$59

Section CW01 – Cape May County Campus  
Mondays, beginning March 30 (ends May 4), 7-8:30 p.m.

## NEW! Knitting Club

This club workshop is designed for beginner knitters. You will learn the different types of yarn, how to read a pattern, knitting abbreviations, casting on, basic stitches, needle types and sizes and binding off. You will also work on a scarf project during this workshop. Please bring one, 3 ½ oz. skein of yarn (Redheart acrylic recommended) and a size 7 straight knitting needle.

CEGN-101 (12 hours)  
Fee: \$69

Section MW01 - Mays Landing Campus  
Saturdays, beginning January 25 (ends February 29), 10:30 a.m.-12:30 p.m.

## NEW! Holistic Health Series

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

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

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

CEGN-106 (6 hours)  
Fee: \$79  
Section MW03- Mays Landing Campus  
Wednesdays, beginning January 29 (ends February 19), 6-7:30 p.m.

Section MW04- Mays Landing Campus  
Fridays, beginning January 31 (ends February 21), 10-11:30 a.m.

Section CW01- Cape May County Campus  
Thursdays, beginning April 23 (ends May 14), 10-11:30 a.m.

## Transformational Breathing

Transformational Breath is an easy to learn breath technique that is a powerful healing modality for the body, mind and spirit. Transformational Breath may help reduce stress in your life, increase energy and creativity, help with addictive patterns, increase your metabolism, improve mental and emotional clarity, help you to experience more joy in your life, integrate suppressed/repressed emotions, increase efficiency of your body, resolve childhood traumas and detoxify and help healing in your body. In addition, it can help you to create miracles in your life. Bring a yoga mat, water and 2 pillows. If you don't have a yoga mat, one will be provided.

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

Section MW03-Mays Landing Campus  
Wednesday, January 29, 6:30-8 p.m.

Section MW04-Mays Landing Campus  
Friday, January 31, 10-11:30 a.m.

Section CW01- Cape May County Campus  
Thursday, April 23, 10-11:30 a.m.

## Energy Healing Work (Reiki and Chakra Healing)

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

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

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

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

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

Section MW03-Mays Landing Campus  
Wednesday, February 5, 6-7:30 p.m.

Section MW04- Mays Landing Campus  
Friday, February 7, 10-11:30 a.m.

Section CW01- Cape May County Campus  
Thursday, April 30, 10-11:30 a.m.

## Nutrition and a Holistic Lifestyle

In today's world with all of the health issues and toxins in the environment, how does one stay healthy and happy? In this class, you will learn about DNA, blood type diet possibilities, and the mycotoxins that we are exposed to. In addition, we will discuss the use of vitamins and what they have to do with our health. You won't want to miss this class!

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

Section MW03-Mays Landing Campus  
Wednesday, February 12, 6-7:30 p.m.

Section MW04-Mays Landing Campus  
Friday, February 14, 10-11:30 a.m.

Section CW01- Cape May County Campus  
Thursday, May 7, 10-11:30 a.m.

## Kripalu Yoga and Meditation

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

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

Section MW03-Mays Landing Campus  
Wednesday, February 19, 6-7:30 p.m.

Section MW04-Mays Landing Campus  
Friday, February 21, 10-11:30 a.m.

Section CW01- Cape May County Campus  
Thursday, May 14, 10-11:30 a.m.

## Planning for a Successful Retirement

With financial independence, retirement can be the most fulfilling time of life. This class covers essential money management concepts and issues that are critical to people at or near retirement. Topics include how to reduce pressures on retirement income and which assets are appropriate for retirement income, which are appropriate for lifetime use and which assets are appropriate for future generations; how to make the right health care decisions; and options on how to transfer assets to other generations of family. An optional financial planning consultation is provided after the class. A "hear it, see it, read it, write it" teaching method makes it easy for students to understand and remember the practical information. The fee includes a workbook and study aids.

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

Section CW05-Cape May County Campus  
Saturdays, March 7 and 14, 9 a.m.-Noon

Section CW07-Cape May County Campus  
Thursdays, March 12 and 19, 6-9 p.m.

## MUSIC

### Guitar Basics

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

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

Section MW02-Mays Landing Campus  
Mondays, beginning March 2 (ends April 20), 6:30-8 p.m.

### Intermediate Piano

This class will build on the fundamental concepts of Beginner Piano. Practice playing more melodies by building on basic piano theory.

FINE-164 (12 hours)  
Fee: \$139

Section MW01-Mays Landing Campus  
Wednesdays, beginning February 5 (ends April 1 – no class on March 18), 6-7:30 p.m.

## FINE ARTS

### Notations – The Painted Sketch in Acrylics

Join regional favorite Chuck Law in painting the still life and landscape at a fast and sketchy pace. These exercises from observation and photographs will help you consider composition, color, atmosphere and making notations and build speed to plan for plein air painting. Chuck is an award-winning artist whose on site work records beaches, parks and waterways with beautiful colors, strokes and sense of place. (Supplies and lunch not included. Participants must be 18 years or older.)

FINE-124 (6 hours)  
Fee: \$49 (supplies and lunch not included)

Section MW01-Mays Landing Campus, Room K136  
Saturday, February 29 (snow date March 7), 10 a.m.-4 p.m.

### Painting Spring Flowers in Watercolor

We welcome back celebrated watercolorist Sister Celeste who will lead a workshop of painting spring flowers in watercolor. This timely workshop instructs the student on color, composition and technique when these botanical wonders are in bloom. (Supplies and lunch not included. Participants must be 18 years or older.)

FINE-125 (6 hours)  
Fee: \$49 (Supplies and Lunch Not Included)

Section MW01-Mays Landing Campus, Room K136  
Saturday, April 25, 10 a.m.-4 p.m.

### Summer Scenes

Returning to lead a workshop, Robert Heyer will instruct the group on the finer points of painting summer scenes from your photographs. Bob will show the group how to create vibrant watercolors using the broad theme of summer, rich in color while preserving the white of the paper to ensure contrast in your painting. (Supplies and lunch not included. Participants must be 18 years or older.)

FINE-133 (6 hours)  
Fee: \$49 (supplies and lunch not included)

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

### Sketching Tips and Tricks for Beginners

From gesture to sustained drawing, a sketchbook can be one of the most valuable tools but too often is underutilized especially by those just starting out. Atlantic Cape Community College's Professor of Art, Cheryl Knowles-Harrigan will teach participants to expand their use of a sketchbook. Included will be gesture drawing, washes in monochrome, pen & ink, and quick versus refined pencil techniques. Also discussed will be sighting angles and space, tackling and capturing the essence and value patterns of your subject. This workshop is a must for anyone who wants to maximize their sketchbook, increase their repertoire of media and see better to ultimately draw better. This workshop is ideal for beginners as drawings are small scale and different media and techniques are addressed from the concept of line, through tone using different media. (Supplies and snack not included – we will take a snack break. Participants must be 18 years or older.)

FINE-129 (6 hours)  
Fee: \$49 (supplies and lunch not included)

Section MW01-Mays Landing Campus, Room K136  
Tuesday, June 16, 10 a.m.-4 p.m.

# LANGUAGES

## **NEW! Practical French**

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

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

Section CW01-Cape May County Campus  
Thursdays beginning March 5 (ends April 16), 6-8 p.m.

## **Beginning Spanish**

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

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

Section MW02-Mays Landing Campus  
Tuesdays beginning January 28 (ends March 31), 6-8 p.m.

## **Beginning Italian**

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

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

Section MW02-Mays Landing Campus  
Wednesdays, beginning January 29 (ends April 1), 6-8 p.m.

## **Intermediate Italian**

Improve your language skills and further your knowledge of Italian life and culture in this Intermediate course. Emphasis is placed on holding simple conversations and learning better sentence structure and grammar. Bring your textbook from Beginning Italian.

LANG-223 (20 Hours)  
Fee: \$159 (textbook not included)

Section MW01-Mays Landing Campus  
Wednesdays, beginning April 8 (ends June 10), 6-8 p.m.

## **Sign Language II**

This course is a continuation of the skills learned in the Introduction to Sign Language class. We will work on increasing fluency and accuracy in fingerspelling and numbers. Students will develop both receptive and expressive ability and allow recognition and demonstration of more sophisticated grammatical features of American Sign Language (ASL).

LANG-245 (16 hours)  
Fee: \$139

Section MW01 – Mays Landing Campus  
Tuesdays, beginning January 28 (ends March 17), 6-8 p.m.

# COMMUNITY ENGLISH AS A SECOND LANGUAGE

## **Community ESL- Level 1**

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

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

Section AW03- Worthington Atlantic City Campus  
Tuesdays and Thursdays, beginning February 11 (ends March 19), 10 a.m.-12:30 p.m.

Section AW04-Worthington Atlantic City Campus  
Mondays and Wednesdays, beginning February 17 (ends March 25), 6:30-9 p.m.

## **Community ESL – Level 2**

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

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

Section AW03-Worthington Atlantic City Campus  
Mondays and Wednesdays, beginning February 10 (ends March 18), 9-11:30 a.m.

Section AW04-Worthington Atlantic City Campus  
Tuesdays and Thursdays, beginning February 18 (ends March 26), 6:30-9 p.m.

# GENERAL INTEREST

## **Getting Paid to Talk: An Introduction to Professional Voice Acting**

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

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

Section MW02-Mays Landing Campus  
Thursday, April 23, 6-8:30 p.m.

## **Beginner Buying and Selling on eBay**

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

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

Section CW01-Cape May County Campus  
Mondays, March 16 and April 6, 6-8 p.m.



## Expanded Selling on eBay

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

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

COAP-189 (2 hours)

Fee: \$29

Section CW01-Cape May County Campus

Monday, May 4, 6-8 p.m.

## Exploring Digital SLR Photography, Part 1

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

CEGN-172 (6 hours)

Fee: \$59 (supplies not included)

Section MW02-Mays Landing Campus

Tuesdays, March 24, 31 and April 7, 6-8 p.m.

## Exploring Digital SLR Photography, Part 2

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

CEGN-191 (4 hours)

Fee: \$39 (supplies not included)

Section MW02-Mays Landing Campus

Tuesdays, April 21 and 28, 6-8 p.m.



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

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

## Shades of Ireland Tour by Collette

October 19 to 28, 2020

This special Shades of Ireland Tour includes the Collette Experiences like an overnight on the grounds of a regal castle; the Ring of Kerry, one of the world's great coastal roads; and see sheepdogs in action when you visit a working farm.

### Must-See Inclusions

- Jump into Ireland's vibrant capital city — Dublin.
- Stand in awe of the stunning 700-foot-high Cliffs of Moher.
- Kiss the famed Blarney Stone at Blarney Castle.

### Culinary Inclusions

- Enjoy a hearty dinner and night of traditional Irish entertainment.
- Taste the "water of life" during an Irish whiskey tasting.
- Be treated to a farewell dinner at a castle!

Price Includes: Round Trip Air from Newark Intl Airport, Air Taxes and Fees/Surcharges, Hotel Transfers.

Pricing per person: Double \$3,629; Single \$4,229; Triple \$3,599

Contact Melissa Hatty, (609) 343-5658 or [mhatty@atlantic.edu](mailto:mhatty@atlantic.edu) for additional details.

Attend an information session on March 10 at 4:30 p.m. at the Mays Landing Campus.





# KIDS COLLEGE

at Atlantic Cape

For more information and to register, visit [atlantic.edu/kidscollege](http://atlantic.edu/kidscollege)

## KIDS COLLEGE ENRICHMENT PROGRAMS

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

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

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

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

Section AK01-Worthington Atlantic City Campus, Caesars Entertainment Wing  
4 Saturdays, May 2, 9, 16 and 23, 9 a.m.-1 p.m.

### Exploring Anime (Ages 10-12)

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

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

Section CK01-Cape May County Campus  
4 Saturdays, May 30, June 6, 13, and 20, 9 a.m.-1 p.m.

## KIDS COLLEGE, SUMMER 2020 WORKSHOPS

Kids College at Atlantic Cape is a summer program packed with hands-on experiences and activities that will encourage children to try new things, make new friends, and explore new horizons. This unique program offers students, Ages 7-16, the opportunity to participate in experience based workshops.

### WORTHINGTON ATLANTIC CITY CAMPUS

#### Cartooning for Kids (Ages 7-9)

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

FINE-601 (26 hours)  
Fee: \$259

Section AK01-Worthington Atlantic City Campus  
Monday to Thursday, July 6-9, 9 a.m.-3:30 p.m.

## The Magic of Mosaics (Ages 7-9)

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

FINE-604 (26 hours)

Fee: \$259

Section AK01-Worthington Atlantic City Campus  
Monday to Thursday, July 13-16, 9 a.m.-3:30 p.m.

## Rockets and Gliders, Lets Fly (Ages 7-9)

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

STEM-601 (26 hours)

Fee: \$259

Section AK01-Worthington Atlantic City Campus  
Monday to Thursday July 20-23, 9 a.m.-3:30 p.m.

## Arts and Crafts Make and Take (Ages 7-9)

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

FINE-600 (26 hours)

Fee: \$259

Section AK01-Worthington Atlantic City Campus  
Monday to Thursday, July 27-30, 9 a.m.-3:30 p.m.

## Cooking for Kids - Hot Foods (Ages 10-12)

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

COOK-700 (26 hours)

Fee: \$289

Section AK01-Worthington Atlantic City Campus  
Monday to Thursday, July 6-9, 9 a.m.-3:30 p.m.

## Daily Meals - Hot Foods (Ages 10-12)

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

COOK-701 (26 hours)

Fee: \$289

Section AK01-Worthington Atlantic City Campus  
Monday to Thursday, July 13-16, 9 a.m.-3:30 p.m.

## Pasta and Pizza (Ages 10-12)

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

COOK-702 (26 hours)

Fee: \$289

Section AK01-Worthington Atlantic City Campus  
Monday to Thursday, July 20-23, 9 a.m.-3:30 p.m.

## World Cuisine (Ages 10-12)

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

COOK-703 (26 hours)

Fee: \$289

Section AK01-Worthington Atlantic City Campus  
Monday to Thursday, July 27-30, 9 a.m.-3:30 p.m.

## Cooking for Kids-Baking (Ages 13-16)

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

BAKE-800 (26 hours)

Fee: \$289

Section AK01-Worthington Atlantic City Campus  
Monday to Thursday, July 6-9, 9 a.m.-3:30 p.m.

## Cookies, Cupcakes and Candy (Ages 13-16)

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

BAKE-801 (26 hours)

Fee: \$289

Section AK01-Worthington Atlantic City Campus  
Monday to Thursday, July 13-16, 9 a.m.-3:30 p.m.

## Cakes and Cake Decorating (Ages 13-16)

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

BAKE-802 (26 hours)

Fee: \$289

Section AK01-Worthington Atlantic City Campus  
Monday to Thursday, July 20-23, 9 a.m.-3:30 p.m.

## International Baking (Ages 13-16)

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

BAKE-803 (26 hours)

Fee: \$289

Section AK01-Worthington Atlantic City Campus  
Monday to Thursday, July 27-30, 9 a.m.-3:30 p.m.

## CAPE MAY CAMPUS

### Cartooning for Kids (Ages 7-9)

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

FINE-601 (26 hours)

Fee: \$259

Section CK01-Cape May County Campus  
Monday to Thursday, July 6-9, 9 a.m.-3:30 p.m.



## Exploring Earth's Animals (Zoo) (Ages 7-9)

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

STEM-604 (26 hours)  
Fee: \$259

Section CK01-Cape May County Campus  
Monday to Thursday, July 13-16, 9 a.m.-3:30 p.m.

## Rockets and Gliders, Lets Fly (Ages 7-9)

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

STEM-601 (26 hours)  
Fee: \$289

Section CK01-Cape May County Campus  
Monday to Thursday, July 20-23, 9 a.m.-3:30 p.m.

## Arts and Crafts Make and Take (Ages 7-9)

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

FINE-600 (26 hours)  
Fee: \$259

Section CK01-Cape May County Campus  
Monday to Thursday, July 27-30, 9 a.m.-3:30 p.m.

## Science Investigators (Ages 10-12)

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

STEM-705 (26 hours)  
Fee: \$259

Section CK01-Cape May County Campus  
Monday to Thursday, July 6-9, 9 a.m.-3:30 p.m.,

## Exploring Anime (Ages 10-12)

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

FINE-703 (26 hours)  
Fee: \$259

Section CK01-Cape May County Campus  
Monday to Thursday, July 13-16, 9 a.m.-3:30 p.m.

## Comic Book Development (Ages 10-12)

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

FINE-700 (26 hours)  
Fee: \$259

Section CK01-Cape May County Campus  
Monday to Thursday, July 20-23, 9 a.m.-3:30 p.m.

## The Art of Digital Photography (Ages 10-12)

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

FINE-702 (26 hours)  
Fee: \$259

Section CK01-Cape May County Campus  
Monday to Thursday, July 27-30, 9 a.m.-3:30 p.m.

## Exploring Anime (Ages 13-16)

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

FINE-807 (26 hours)  
Fee: \$259

Section CK01-Cape May County Campus  
Monday to Thursday, July 6-9, 9 a.m.-3:30 p.m.

## STEM: Video Game Programming (Ages 13-16)

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

STEM-808 (26 hours)  
Fee: \$289

Section CK01-Cape May County Campus  
Monday to Thursday, July 13-16, 9 a.m.-3:30 p.m.

Section CK01-Cape May County Campus  
Monday to Thursday, July 27-30, 9 a.m.-3:30 p.m.

## The Art of Digital Photography (Ages 13-16)

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

FINE-801 (26 hours)  
Fee: \$259

Section CK01-Cape May County Campus  
Monday to Thursday, July 20-23, 9 a.m.-3:30 p.m.

## MAYS LANDING CAMPUS

### Cartooning for Kids (Ages 7-9)

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

FINE-601 (26 hours)  
Fee: \$259

Section MK01-Mays Landing Campus  
Monday to Thursday, July 6-9, 9 a.m.-3:30 p.m.

### The Magic of Mosaics (Ages 7-9)

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

FINE-604 (26 hours)  
Fee: \$259

Section MK01-Mays Landing Campus  
Monday to Thursday, July 13-16, 9 a.m.-3:30 p.m.

## Rockets and Gliders, Lets Fly (Ages 7-9)

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

STEM-601 (26 hours)  
Fee: \$259

Section MK01-Mays Landing Campus  
Monday to Thursday, July 20-23, 9 a.m.-3:30 p.m.

## Arts and Crafts Make and Take (Ages 7-9)

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

FINE-600 (26 hours)  
Fee: \$259

Section MK01-Mays Landing Campus  
Monday to Thursday, July 27-30, 9 a.m.-3:30 p.m.

## Science Exploration (Ages 7-9)

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

STEM-605 (26 hours)  
Fee: \$259

Section MK01-Mays Landing Campus  
Monday to Thursday, August 3-6, 9 a.m.-3:30 p.m.

## Drawing and Sketching (Ages 7-9)

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

FINE-605 (26 hours)  
Fee: \$259

Section MK01-Mays Landing Campus  
Monday to Thursday, August 10-13, 9 a.m.-3:30 p.m.

## Cooking for Kids (Ages 10-12)

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

COOK-700 (26 hours)  
Fee: \$289

Section MK01-Mays Landing Campus  
Monday to Thursday, July 6-9, 9 a.m.-3:30 p.m.

## Creative Writing (Ages 10-12)

Creative writing is a fun way to express yourself and improve upon your writing abilities. Teacher-directed activities will include writing poems, short stories, music, movie reviews and more. Share your experiences to help find the writer in you.

FINE-704 (26 hours)  
Fee: \$259

Section MK01-Mays Landing Campus  
Monday to Thursday, July 6-9, 9 a.m.-3:30 p.m.

## Daily Meals - Hot Foods (Ages 10-12)

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

COOK-701 (26 hours)  
Fee: \$289

Section MK01-Mays Landing Campus  
Monday to Thursday, July 13-16, 9 a.m.-3:30 p.m.

## Exploring Anime (Ages 10-12)

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

FINE-703 (26 hours)  
Fee: \$259

Section MK01-Mays Landing Campus  
Monday to Thursday, July 13-16, 9 a.m.-3:30 p.m.

## Cookies, Cupcakes and Candy (Ages 10-12)

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

BAKE-701 (26 hours)  
Fee: \$289

Section MK01-Mays Landing Campus  
Monday to Thursday, July 20-23, 9 a.m.-3:30 p.m.

## Comic Book Development (Ages 10-12)

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

FINE-700 (26 hours)  
Fee: \$259

Section MK01-Mays Landing Campus  
Monday to Thursday, July 20-23, 9 a.m.-3:30 p.m.

## Cakes and Cake Decorating (Ages 10-12)

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

BAKE-700 (26 hours)  
Fee: \$289

Section MK01-Mays Landing Campus  
Monday to Thursday, July 27-30, 9 a.m.-3:30 p.m.

## The Art of Digital Photography (Ages 10-12)

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

FINE-702 (26 hours)  
Fee: \$259

Section MK01-Mays Landing Campus  
Monday to Thursday, July 27-30, 9 a.m.-3:30 p.m.

## Culinary Creations (Ages 10-12)

Do you enjoy creating fun and fabulous food for friends and family? If so, then this is the class for you! Each day you will prepare sweet and savory treats which will include Buffalo chicken dip, pizza pinwheels and chocolate covered marshmallows just to name a few. The grande finale will include an ice cream sandwich cake! Consider yourself invited to this party!

COOK-702 (26 hours)  
Fee: \$289

Section MK01-Mays Landing Campus  
Monday to Thursday, August 3-6, 9 a.m.-3:30 p.m.

## Video Production: Storyboarding (Ages 10-12)

Storyboarding is the skill of visually organizing a story - a valuable process for flowing out films, comics, illustrations, business plans or essays. After all, there's a good story woven into every successful project! You'll learn what storyboarding is, come up with your own story ideas, research your subjects, and draft our story board in a way that communicates your story exactly how you'd like.

ARTS-700 (26 hours)  
Fee: \$259

Section MK01-Mays Landing Campus  
Monday to Thursday, August 3-6, 9 a.m.-3:30 p.m.

## International Cooking (Ages 10-12)

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

COOK-703 (26 hours)  
Fee: \$289

Section MK01-Mays Landing Campus  
Monday to Thursday, August 10-13, 9 a.m.-3:30 p.m.

## Video Production: My First Video (Ages 10-12)

It does not matter if you are producing a 30-second promo, a training series, or a 90-minute documentary; the stages of video production are the same. Learn the various elements of video production and conclude the workshop with a finished short video of your own.

ARTS-701 (26 hours)  
Fee: \$259

Section MK01-Mays Landing Campus  
Monday to Thursday, August 10-13, 9 a.m.-3:30 p.m.

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

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

COOK-806 (26 hours)  
Fee: \$289

Section MK01-Mays Landing Campus  
Monday to Thursday, July 6-9, 9 a.m.-3:30 p.m.

## Daily Meals - Hot Foods (Ages 13-16)

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

COOK-804 (26 hours)  
Fee: \$289

Section MK01-Mays Landing Campus  
Monday to Thursday, July 13-16, 9 a.m.-3:30 p.m.

## Pasta and Pizza (Ages 13-16)

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

COOK-805 (26 hours)  
Fee: \$289

Section MK01-Mays Landing Campus  
Monday to Thursday, July 20-23, 9 a.m.-3:30 p.m.

## International Cooking (Ages 13-16)

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

BAKE-803 (26 hours)  
Fee: \$289

Section MK01-Mays Landing Campus  
Monday to Thursday, July 27-30, 9 a.m.-3:30 p.m.

## Cookies, Cupcakes and Candy (Ages 13-16)

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

BAKE-801 (26 hours)  
Fee: \$289

Section MK01-Mays Landing Campus  
Monday to Thursday, August 3-6, 9 a.m.-3:30 p.m.

## Cakes and Cake Decorating (Ages 13-16)

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

BAKE-802 (26 hours)  
Fee: \$289

Section MK01-Mays Landing Campus  
Monday to Thursday, August 10-13, 9 a.m.-3:30 p.m.

## The Crime Scene Investigation Experience (Ages 13-16)

Calling all detectives!! Learn about forensics, crime scene investigations and crime lab chemistry. You will sift through evidence, analyze it and solve the mystery in a mock courtroom.

STEM-806 (26 hours)  
Fee: \$289

Section MK01-Mays Landing Campus  
Monday to Thursday, August 10-13, 9 a.m.-3:30 p.m.



GENERAL INFORMATION

REGISTRATION DEADLINES

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

FEES

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

CONFIRMATION

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

REFUNDS FOR WORKSHOPS & PROFESSIONAL DEVELOPMENT

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

LIFELONG LEARNING AND AMERICAN OPPORTUNITIES TAX CREDIT

Visit www.IRS.gov for information and eligibility.

PSST, PASS IT ON!

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

TELEPHONE DIRECTORY

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

DIRECTIONS

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

PROGRAM INFORMATION

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

REFUND POLICY

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

- Workshops and Seminars & Career Training Programs (up to 150 hours): If a student withdraws 48 hours before the start of the class, a full refund will be granted. No refund will be given if withdrawal is within 48 hours of the start of class. Students will be responsible for any outstanding balance due. All refunds require the completion of our “refund request form.”
- Career Training Programs (exceeding 150 hours): If a student withdraws 48

hours before the start of class, a full refund will be granted less a non-refundable processing fee of \$150. A refund of 50 percent of the total cost of the course (less the \$150 processing fee) will be granted if a student withdraws or is terminated from the program within the first 15 business days of the first day of class. Students who withdraw or are terminated from the program after 15 business days will receive no refund. Students will be responsible for any outstanding balance due. All refunds require the completion of our “refund request form.”

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

PAYMENT POLICY

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

REGISTRATION INFORMATION

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

CAREER EDUCATION  
Visit www.atlantic.edu

WORKSHOPS  
Complete and return the registration form  
on the next page.

BY PHONE

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

WALK IN

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

Cape May County Campus

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

Mays Landing Campus

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

BY MAIL

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

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

BY FAX (609) 343-5661

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

QUESTIONS? Email workforce@atlantic.edu

# REGISTRATION FORM

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
DATE

\_\_\_\_\_  
LAST NAME FIRST NAME HOME PHONE

\_\_\_\_\_  
COMPANY NAME WORK PHONE

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
DOB GENDER EMAIL

\_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_  
CITY STATE COUNTY ZIP CODE

WORKSHOP TITLE	COURSE #	SECTION	START DATE	FEE

<p><b>MAILING ADDRESS</b> Atlantic Cape Community College 5100 Black Horse Pike, Mays Landing, NJ 08330 Attn.: Workshops &amp; Seminars (609) 343-5655 Fax: (609) 343-5661 <b>Make checks payable to: Atlantic Cape Community College</b> Be prepared to show photo ID in class.</p>	<p>TOTAL FEES _____</p>
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**TO MAKE A PAYMENT WITH A CREDIT CARD,  
PLEASE CALL (609) 343-5655.**



# KIDS COLLEGE

at Atlantic Cape

## HAS RETURNED!

### WORKSHOPS INCLUDE

Art, Culinary Arts and Cooking,  
STEM and Programming

Kids College has returned! Kids College  
programs will begin in July 2020.

Workshops are being offered at our  
Mays Landing, Atlantic City and  
Cape May County Campuses.

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

Early Drop off (8:30 a.m.-9 a.m.)  
Pick-up (3:30-4 p.m.)

Visit [www.atlantic.edu/kidscollege](http://www.atlantic.edu/kidscollege)  
or call (609) 343-4863.



5100 Black Horse Pike  
Mays Landing, NJ 08330-2699

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