



## WORKFORCE DEVELOPMENT & CAREER EDUCATION

SPRING 2019 | JANUARY – AUGUST



KIDS COLLEGE RETURNS SUMMER 2019  
(SEE PAGE 27)

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



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



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



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

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## CAREER TRAINING

### Computer Technical Solution Series

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

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

The program consists of the following modules:

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

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

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

COSY-500 (440 Hours)  
Fee: \$5,449 (Tuition \$4,399, Materials \$1,050)

Section MW02-Mays Landing Campus  
Monday-Thursday beginning April 8 (Ending August 28)  
9 a.m.-3 p.m.

### A+ Certification

### CompTIA

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

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

The concepts covered in this program include:

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

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

COSY-501 (148 Hours)  
Fee: \$2,595 (Tuition \$2,070, Materials \$525)

Section MW02-Mays Landing Campus  
Monday-Thursday beginning April 10 (Ending May 28)  
9 a.m.-3 p.m.

### NEW! Operating Systems and Programming Concepts

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

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

COSY-113 (165 Hours)  
Fee: \$2,525 (Tuition \$2,145, Materials \$380)

Section MW02-Mays Landing Campus  
Monday-Thursday beginning June 4 (Ending July 25)  
9 a.m.-3 p.m.

### Network+ Certification

### CompTIA

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

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

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

COSY-502 (103 Hours)  
Fee: \$1,450 (Tuition \$1,300, Materials \$150)

Section MW01-Mays Landing Campus  
Monday-Thursday beginning July 29 (Ending August 28)  
9 a.m.-3 p.m.

### Technology and Social Media Marketing Professional - Hybrid

**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.

This course provides you the skills necessary to work in a professional office environment. Combining the Business Technology Specialist with the Virtual Assistant: Social Media Marketing program prepares you to offer essential skills for today's progressive offices. You will have the ability to provide Administrative support and Social Media support for small to mid-size offices and companies.

This program includes:

- Business Technology Specialist (COAP-500)
- Virtual Assistant: Social Media Marketing – Hybrid, (PDEV-500)

COAP-513 (437 Hours, 227 classroom, 210 online)  
Fee: \$4,298 (Tuition \$3,599, Materials \$699)

Section CW01-Cape May County Campus  
Mondays and Wednesdays, beginning February 4 (Ending October 25)  
5:30-9:30 p.m.

## 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.

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 price of the program.

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

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

Section CW01- Cape May County Campus  
Mondays and Wednesdays, beginning February 4 (Ending July 29),  
5:30-9:30 p.m.

## Virtual Assistant: Social Media Marketing - Hybrid

This training program is designed to teach you the marketing fundamentals and skills necessary to be a successful social media marketing professional. The social media marketing module of this program prepares students with the skills to understand marketing fundamentals, align content types to specific marketing goals, use keywords to connect to an audience, boost social media through influencers and effectively use hashtags. The virtual assistant focus of this program provides instruction on the key elements students will need to prepare and market themselves and how to work remotely for employers and clients.

The Social Media Marketing content will cover: Understanding marketing, understanding marketing strategy, identifying core business purpose, evaluating strategic objectives, determining the market, identifying the target audience, choosing appropriate marketing tactics, keywords and hashtags, understanding influencers, creating a client report.

The remote work portion of the program will provide the following training topics: what is online freelancing? How to choose the right online work platform, how to create a profile, how to find quality jobs and avoid scams, how to write a proposal, how to secure the position, how to complete the assignment and get paid, and general troubleshooting.

PDEV-500 (249 Hours, 9 classroom, 210 online)  
Fee: \$1,299 (Tuition \$1,200, Materials \$99)

Section CW01-Cape May County Campus  
Beginning August 5 (Ending October 24)  
Required in-class meetings on August 5, September 5 and October 8  
6-9 p.m.

## OFFICE PRODUCTIVITY & COMPUTER WORKSHOPS

### QuickBooks

This QuickBooks overview covers accounting basics to advanced QuickBooks features. Students will learn the fundamentals of the accounting equation and gain an understanding of debits and credits in preparation for learning QuickBooks. QuickBooks tracks the financial activity of a small business. Topics include banking, accounts payable/receivable, invoicing, inventory, billing and customer data management.

During the advanced features portion of the program, students will learn invoice design, debit memo and credit memo applications, setting up in-house payroll, analysis and various management reporting techniques. Students must bring a flash drive to save company data and files during class. There is no required book for this course.

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

Section CW02-Cape May County Campus  
Thursday and Friday, February 14 and 15, 9 a.m.-5:30 p.m.

Section MW02-Mays Landing Campus  
Saturdays, March 9 and 16, 9 a.m.-5:30 p.m.

### NEW! Microsoft Excel 2016 - Fundamentals

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

Learn the application terminology and fundamental components of Excel 2016, navigate worksheets and download 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: \$189 (Tuition \$179, Materials \$10)

Section MW02-Mays Landing Campus  
Tuesdays and Thursdays, beginning March 26 (Ending April 4), 6-9 p.m.

### NEW! Microsoft Excel 2016 – Beyond the Basics

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

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

COAP-163 (9 Hours)  
Fee: \$139 (Tuition \$129, Materials \$10)

Section MW02-Mays Landing Campus  
Tuesdays and Thursdays, May 7, 9 and 14, 6-9 p.m.

## Microsoft® IT Academy Program

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





## 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.

### Certified Surveillance Professional (CSP)

CCI has partnered with the International Association of Certified Surveillance Professionals to offer this extensive training opportunity.

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

The course will review table games rules and procedures, types of slot machines, regulations, game irregularities and recognizing potential and alleged cheats.

At the conclusion of training, participants will be ready to apply for a position in the surveillance department at gaming properties anywhere in the world.

#### This program includes instruction in:

- Table Games: Blackjack, Craps, Roulette, Mini Baccarat, Pai Gow Poker, Pai Gow Tiles, Carnival Games and Poker
- 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 Operations and Surveillance Liabilities.

SURV-101 (280 Hours)

Fee: \$3,295 (Tuition \$3,160, Materials \$135)

Section AW03-beginning January 22 (Ends April 26)

Worthington Atlantic City Campus, Caesars Entertainment Wing

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

### Surveillance for Casino Games Employees with Table Games Knowledge

CCI has partnered with the International Association of Certified Surveillance Professionals to offer this extensive training opportunity. This program prepares potential surveillance officers on the aspects of slot machine and table games that lend themselves to cheating and illegal procedures. Surveillance officers are responsible for monitoring all activities for an entire facility. They ensure gaming laws and employer internal 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)

Fee \$1,199 (Tuition \$1,129, Materials \$70)

Section-AW01- beginning March 26 (Ends April 25)

Worthington Atlantic City Campus, Caesars Entertainment Wing

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

## 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.

All Quick Start classes are held at the Worthington Atlantic City Campus, Caesars Entertainment Wing.

### 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.

**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.

**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.

CARE-107 (60 Hours)

Fee: \$539 (Tuition \$504, Materials \$35)

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

Section AW22-beginning January 8 (Ends February 7)

Section AW23-beginning January 15 (Ends February 14)

Section AW24-beginning January 22 (Ends February 21)

Section AW25-beginning January 29 (Ends February 28)

Section AW26-beginning February 5 (Ends March 7)

Section AW27-beginning February 12 (Ends March 14)

Section AW28-beginning February 19 (Ends March 21)

Section AW29-beginning February 26 (Ends March 28)

Section AW30-beginning March 5 (Ends April 4)

Section AW31-beginning March 12 (Ends April 11)

Section AW32-beginning March 19 (Ends April 18)

Section AW33-beginning March 26 (Ends April 25)

Section AW34-beginning April 2 (Ends May 2)

Section AW35-beginning April 9 (Ends May 9)

Section AW36-beginning April 16 (Ends May 16)

Section AW37-beginning April 23 (Ends May 23)

Section AW38-beginning April 30 (Ends May 30)

Section AW39-beginning May 7 (Ends June 6)

Section AW40-beginning May 14 (Ends June 13)

Section AW41-beginning May 21 (Ends June 20)

Section AW42-beginning May 28 (Ends June 27)

Section AW43-beginning June 4 (Ends July 3)

## Craps and Carnival Games (two games, one price)

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

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

CARE-109 (120 Hours)

Fee: \$1,035 (Tuition \$1,000, Materials \$35)

Tuesday, Wednesday, Thursday 6-10 p.m.

Section AW05-beginning January 8 (Ends March 14)

Section AW06-beginning April 23 (Ends June 27)

### 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)

Fee: \$539 (Tuition \$504, Materials \$35)

Tuesday, Wednesday, Thursday 6-10 p.m.

Section AW22-beginning January 8 (Ends February 7)

Section AW23-beginning January 15 (Ends February 14)

Section AW24-beginning January 22 (Ends February 21)

Section AW25-beginning January 29 (Ends February 28)

Section AW26-beginning February 5 (Ends March 7)

Section AW27-beginning February 12 (Ends March 14)

Section AW28-beginning February 19 (Ends March 21)

Section AW29-beginning February 26 (Ends March 28)

Section AW30-beginning March 5 (Ends April 4)

Section AW31-beginning March 12 (Ends April 11)

Section AW32-beginning March 19 (Ends April 18)

Section AW33-beginning March 26 (Ends April 25)

Section AW34-beginning April 2 (Ends May 2)

Section AW35-beginning April 9 (Ends May 9)

Section AW36-beginning April 16 (Ends May 16)

Section AW37-beginning April 23 (Ends May 23)

Section AW38-beginning April 30 (Ends May 30)

Section AW39-beginning May 7 (Ends June 6)

Section AW40-beginning May 14 (Ends June 13)

Section AW41-beginning May 21 (Ends June 20)

Section AW42-beginning May 28 (Ends June 27)

Section AW45-beginning June 4 (Ends July 3)

## 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)

Fee: \$539 (Tuition \$504, Materials \$35)

Tuesday, Wednesday, Thursday, Worthington Atlantic City Campus,  
Caesars Entertainment Wing 6-10 p.m.

Section AW03-beginning January 8 (Ends February 7)

Section AW04-beginning March 5 (Ends April 4)

Section AW05-beginning- May 7 (Ends June 6)

## Carnival Games

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

PGOW-202 (16 Hours)

Fee: \$139 (Tuition \$104, Materials \$35)

Tuesday, Wednesday, Thursday, Worthington Atlantic City Campus,  
Caesars Entertainment Wing, 11:30 a.m.-3:30 p.m.

Section AW07-beginning January 15 (Ends January 22)

Section AW08-beginning February 12 (Ends February 19)

Section AW09-beginning March 12 (Ends March 19)

Section AW10-beginning April 16 (Ends April 23)

Section AW11-beginning May 14 (Ends May 21)

Section AW12-beginning June 11 (Ends June 18)

## 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)

Fee: \$899 (Tuition \$864, Materials \$35)

### Baccarat

BACC-204 (60 Hours) Section AW01

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

### Poker and Tournament Play

POKR-204 (60 Hours)

See Poker and Tournament Play schedule

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

### Pai Gow Tiles

PGOW-207 (60 Hours) Section AW01

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

### Roulette

ROUL-204 (60 Hours) Section AW01

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

### Pai Gow Poker

PGOW-206 (60 Hours) Section AW01

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

## Alumni Practice Program

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

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

CARE-001, Section AW01\*

Fee: \$29 (This fee is based on a 12-month period, from July-June, or any portion of that period. This fee is renewable every July 1.)

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

## Practice Program

*Prerequisite: Must present your 35 license.*

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

CARE-110, Section AW01\*

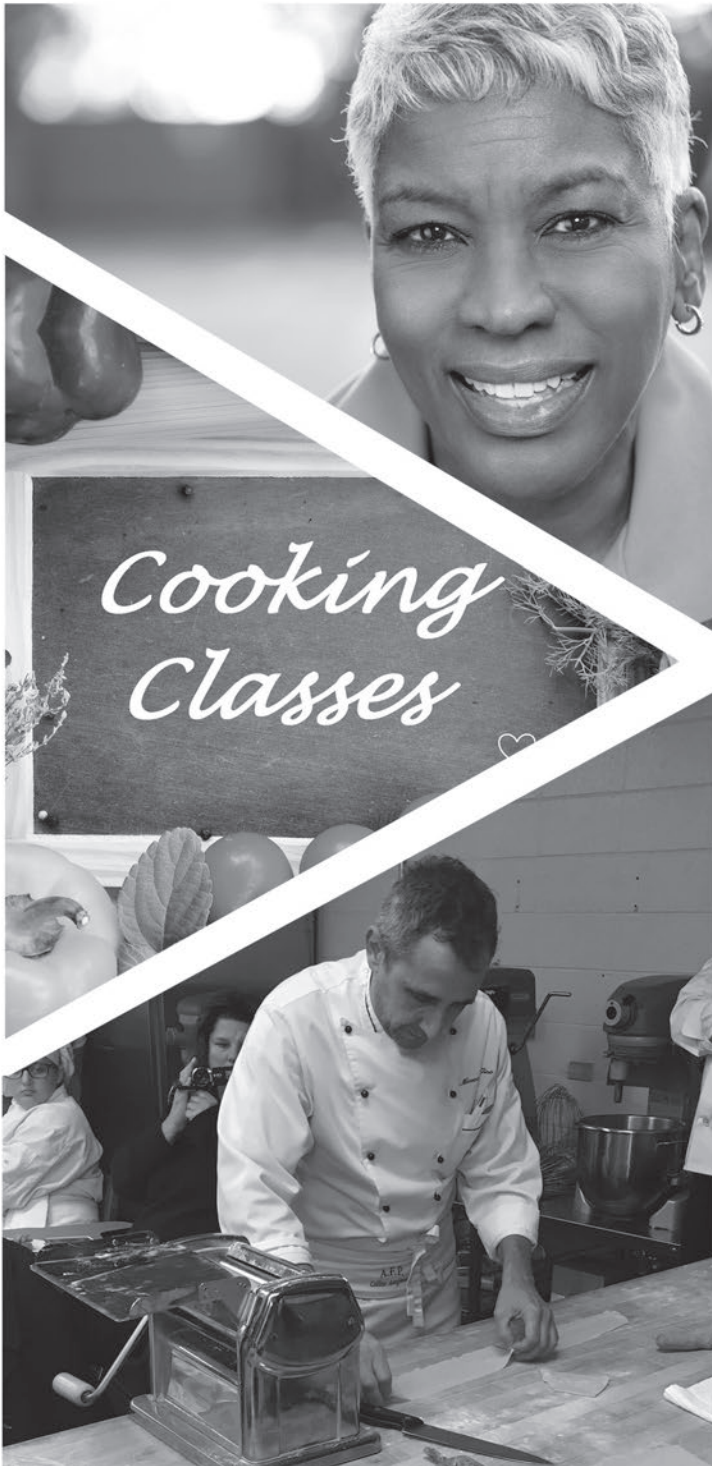
Fee: \$99 (Valid for three days, Tuesday, Wednesday and Thursday, from 11:30 a.m.-3:30 p.m. or 6-10 p.m.)

\*Practice Program lab will be available when there are scheduled classes in session.





## CULINARY ARTS & COOKING



### Career Training

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

### Baking and Pastry Training Program

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

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

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

CULI-501 (425 Hours)

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

Section AW02-Worthington Atlantic City Campus, Caesars Entertainment Wing  
Monday-Friday beginning January 14 (Ending May 7), 9 a.m.-2 p.m.

## PROFESSIONAL SKILLS SERIES

### Culinary and Cooking Professional

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

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

CULI-507 (160 Hours, 8 Weeks)

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

Section AW02-Worthington Atlantic City Campus, Caesars Entertainment Wing  
Monday-Thursday beginning January 28 (Ending March 21), 3-8 p.m.

### Gastronomía y Cocina Profesional

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

- **Certificación de ServSafe Manager:** El programa de adiestramiento ServSafe al manejo y seguridad de alimentos, enseñará a los estudiantes a reconocer las responsabilidades involucradas en la prevención de enfermedades transmitidas por los alimentos. El adiestramiento también ayudará a trabajadores en el área de servicios de comidas a entender la importancia de almacenar correctamente alimentos, preparación de alimentos, limpieza y saneamiento para asegurar el buen manejo de los alimentos.

- **Habilidades con el cuchillo:** Los estudiantes aprenderán las destrezas básicas con el cuchillo, incluyendo: cuidado y mantenimiento de herramientas, afilado y correcto agarre. Los cortes incluirán, cortes en cubitos, rodajas, sesgadas, juliana, brunoise y torneado. El énfasis será en el dominio de la consistencia y velocidad.
- **Producción de cocina fría:** Aprenda la identificación de productos, ensaladas compuestas y aderezos. El curso incluye adorno, canapés, Raw Bar y fabricación de embutidos. Aprender las habilidades necesarias para tener éxito en la industria de servicios de comida.
- **Cocinero Profesional:** Perfecciona tus destrezas en la organización, cortes con el cuchillo, uso del equipo, fundamentos y técnicas de cocina. Este curso se concentran en saltear, asar, freír y cocinar vegetales. Aquellos que terminen exitosamente, estarán listos para tomar la cocina.
- **Caldos, sopas y salsas:** Aprenda los secretos para un buen caldo y sus sopas y salsas serán excepcionales. Empieza con lo básico y aprenda las salsas madres, pequeñas salsas, salsas contemporáneas y una variedad de técnicas de espesar. Luego pasar a sopas, incluyendo; consomé, cremas, purés y sopas.

CULI-509 (160 Horas, 8 semanas)

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

Sección: AW02-Worthington Atlantic City Campus, Caesars Entertainment Wing  
28 de enero de 2019 que termina el 22 de marzo de 2019.

Horas: 3 p.m. a 8:30 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 boarder designs, flowers, balloons and other cake decorations. Students will also learn to work with chocolate and royal icing for run outs and garnishes. Students will develop skills in cake writing.
- **Pastry:** Focus on organization, equipment, pastry bag techniques, specialty ingredients, chocolate work, decorating, garnishes and classic pastry shop items.
- **Artisan Bread Baking:** Learn to make exceptional breads using old world recipes and modern techniques. This course will teach you the use of different grains and techniques, including dense breads with crispy crusts using artisan flavors such as asiago cheese, potato and rosemary olive oil.
- **Commercial Baking:** This class helps students develop applicable skills using commercially produced product. Start by preparing basic staples of a commercial bakery and then transform them to plated desserts, specialty items, signature and unique creations. This is the true function of a commercial bakeshop. Students will be challenged to use staples to express their creativity.

CULI-508 (160 Hours, 8 Weeks)

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

Section AW02-Worthington Atlantic City Campus, Caesars Entertainment Wing  
Monday-Thursday beginning January 28 (Ending March 21), 3-8 p.m.

## WORKSHOPS

### ServSafe Food Handler Certification

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

FDBV-202 (4 Hours)

Fee: \$59

Section MW01-Mays Landing Campus

Wednesday, April 10, 9 a.m.-1 p.m.

### ServSafe Manager Certification

This program covers sanitation guidelines as suggested by the National Restaurant Association's "ServSafe" program. The ServSafe 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 Manager Certification and wallet card. The ServSafe Manager Certification is accredited by the American National Standards Institute (ANSI) under the Conference for Food Protection Standards. Participants will take the test on the last day of the course.

FDBV-200 (12 Hours)

Fee: \$189 (Tuition: \$149, Supplies: \$40)

Section AW02-Worthington Atlantic City Campus

Tuesday and Friday, March 12 and 15, 9 a.m.-3 p.m.

Section CW01-Cape May County Campus

4 Wednesdays beginning February 6 (Ending February 27), 9 a.m.-noon

## CULINARY WORKSHOPS

### Artisanal Cheese Making

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

COOK-175 (19 hours) Fee \$595.00

Section MW02-Mays Landing Campus Kitchen 5

Friday, April 5, 3-8 p.m.

Saturday, April 6, 8 a.m.- 3 p.m.

Sunday, April 7, 8 a.m.-3 p.m.

### Basic Knife Skills

Ever wonder how those TV chefs chop so quickly and evenly? In this class, students will learn the techniques used by the 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, January 26, 10 a.m.-1 p.m.

## The Cauliflower Craze

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

COOK188 - Fee \$35 (2 hours)

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

## Pasta! All Shapes and Sizes

Learn to make pasta from scratch, it is easier than you think. You will learn to mix roll and cut, use your mixer and the pasta attachment and even use an extruder. Of course we will make the perfect sauce to accompany them.

COOK-156 (3 Hours), Fee: \$75

Section MW01-Mays Landing Campus, Kitchen 1  
Saturday, February 23, 10 a.m.-1 p.m.

## Spring Favorites

Spinach, Peas, Asparagus, Ramps and more. Welcome spring with favorite recipes highlighting the start of the season. We will finish off the class with a few Strawberry recipes as well.

COOK-123 (3 Hours), Fee: \$75

Section MW01-Mays Landing Campus, Kitchen 1  
Monday, March 25, 6-9 p.m.

## Cooking in Cast Iron

We all have at least one; that cast-iron skillet that our mother or grandmother used nearly every day, but we only use once in a while. In this class, the instructors from the Academy will teach you how to choose, season, care for and use cast iron cookware to make amazing dishes, from appetizers to desserts. We will learn Crispy-Skinned Chicken Thighs; Three Cheese Mac & Cheese, and Skillet Apple Pie.

COOK-272 (3 Hours), Fee: \$75

Section MW01-Mays Landing Campus, Kitchen 1  
Saturday, March 30, 10 a.m.-1 p.m.

## Sous Vide at Home

It's the hottest trend in home cooking. "Sous Vide," (French for "under vacuum") cooking has taken over the internet by storm. Books, websites, videos all tout sous vide as the tremendous new cooking medium. However, chefs have been doing it for decades now. In this class you'll learn about immersion circulators for home use, and see this precision cooking method used to cook proteins, vegetables and desserts. Sous vide is a convenient and forgiving cooking method which can help make entertaining a breeze. Explore 18-Hour Chuck Roast, Olive Oil Poached Salmon, Vegetable Escovitch, and Crème Brûlée.

COOK-105 (3 Hours) Fee \$75

Section MW02- Mays Landing Campus – Kitchen 1  
Saturday, April 13, 10 a.m.-1 p.m.

## Hearty Dinner Soups

Is there anything better than a steaming bowl of soup? Okay, a hot bowl of soup and a big hunk of rustic bread! In this session, you'll make thick, hearty, meal-worthy soups. You'll receive step-by-step instructions, cooking tips and presentation ideas to make your soups the focal point of a satisfying meal. Explore Roasted Corn & Seafood Chowder, Loaded Baked Potato Soup, and Hearty Minestrone.

COOK-101 (3 Hours) Fee \$75

Section MW01- Mays Landing Campus – Kitchen 1  
Saturday, April 27, 10 a.m.-1 p.m.

## Cooking with the Big Green Egg

Experience the latest trend in Barbeque. The Big Green Egg is all the rage with wood smoking flavor and stackable cooking you can prepare everything from pizza to whole roasted chickens and grilled vegetables all at the same time. Experience the thrill of the grill!

COOK-125 (4 Hours) Fee \$85

Section MW01- Mays Landing Campus, Kitchen 1  
Tuesday, April 23, 5:30-9:30 p.m.

## Summer Kickoff Party

Get recipes and instructions for everything you need to make your Memorial Day weekend memorable. Learn variations on picnic-party staples from salads to barbecue, to drinks that will make your holiday weekend bash the talk of the neighborhood. Explore Provençal Potato Salad, Sweet Thai Barbecue Chicken, Mexican Street Corn, and Prosecco Punch.

COOK-141 (3 Hours) Fee \$75

Section MW01- Mays Landing Campus – Kitchen 1  
Saturday May 11, 10 a.m.-1 p.m.

## The Cocktail Craze

Learn to hold your own when it comes to making signature cocktails. From smoked salts to flamed garnish to a variety of house made syrups and mixers. Artisan beverage service for your home entertaining.

COOK-143 (3 Hours) Fee \$79

Section MW01- Mays Landing Campus, Careme's Restaurant  
Thursday, March 5, 6-9 p.m.

## Spice Culture, Indian Cuisine

Join us for the following workshops presented by Chetna Macwan. Chetna Macwan is the owner and publisher of SpiceCulture.com, a food blog about all things related to Indian cuisine.

Indian Cuisine – Vegetarian (Palak Paneer and Aloo Gobi)

Indian Cuisine – Lentils (Moong Beans and Rajma)

Indian Cuisine – Meat (Chicken Makhani, Kheema, and Hariyali Marinade)

COOK-273 (9 hours) Fee \$240 for the series

Section MW01- Mays Landing Campus, Kitchen 1  
Saturday, Feb. 2, 9, and 16., 10 a.m.-1 p.m.

## Indian Cuisine - Vegetarian

Palak Paneer – Indian style Creamed Spinach with Curd Cheese (Paneer) and Aloo Gobi – Spicy Cauliflower curry with Potatoes, Peas.

COOK-274 (3 Hours), Fee: \$85

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

## Indian Cuisine - Lentils

Moong Beans-spiced lentil curry using green moong beans, ginger, cumin, tomatoes, onions and curry leaves, all in a veggie based gravy and Rajma – Kidney beans cooked with garam masala, onions, tomatoes, cumin and in a sweet/spicy gravy.

COOK-275 (3 Hours), Fee: \$85

Section MW01-Mays Landing Campus, Kitchen 1  
Saturday, February 9, 10 a.m.-1 p.m.

## Indian Cuisine - Meat

Chicken Makhani - chicken in a butter (Butter Chicken) and heavy cream based sauce, Kheema-Minced lamb sautéed with onions, mint, coriander and cumin seeds, and Hariyali Marinade - cilantro, mint based marinade that can be used for both meat & veggie dishes.

COOK-276 (3 Hours), Fee: \$85

Section MW01-Mays Landing Campus, Kitchen 1  
Saturday, February 16, 10 a.m.-1 p.m.

# BAKING AND PASTRY WORKSHOPS

## Chocolate Tasting

Are you a chocoholic? If so, learn some tips and techniques on how to work with this delicious treat! Demonstration will include a chocolate tasting, chocolate fondue and chocolate hummus!

BAKE-115 (2 Hours) Fee \$35

Section CW01- Cape May Campus, Cafeteria  
Saturday, February 2, 10 a.m.-Noon

## Valentine's Day Delights

Assist the Chef while learning how to make a Heart shaped Chocolate Mousse cake topped with Chocolate Shavings and fresh berries, White Chocolate Mousse served with Caramelized Bananas and Fresh Strawberries with a sour cream sauce and brown sugar.

BAKE -131 (3 Hours) Fee \$75

Section MW01-Mays Landing Campus Kitchen 1  
Tuesday, February 5, 6-9 p.m.

## Easter Desserts

Learn the proper techniques in preparing a Coconut-Lime Cake with Cream Cheese Icing, Lemon Meringue filled Cupcakes and Pineapple Upside Down Cake.

BAKE -125 (3 hours) Fee \$75

Section MW01-Mays Landing Campus, Kitchen 1  
Tuesday, February 19, 6-9 p.m.

## St. Patrick's Day Treats

Learn how to make your own Irish Soda Bread and the Chef will demonstrate a Yummy Rum Soaked Cake and a Chocolate Guinness Cake.

BAKE -117 (3 hours) Fee \$75

Section MW01-Mays Landing Campus Kitchen 1  
Tuesday, March 5, 6-9 p.m.

## Italian Desserts

Learn how to make traditional Lemoncello Tiramisu, Nonna Doretea's Almond Cake and Sfingis, everyone's family favorites.

BAKE -103 (3 hours) Fee \$75

Section MW02-Mays Landing Campus Kitchen 1  
Tuesday, March 26, 6-9 p.m.

## Holiday Breads

Learn hands-on how to make Easter Egg Bread, Hot Cross Buns and Chocolate Babka.

BAKE-124 (3 hours) Fee \$75

Section MW01-Mays Landing Campus Kitchen 1  
Tuesday, April 2, 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 Molten Chocolate Cakes.

BAKE-140 (3 hours) Fee \$75

Section MW02-Mays Landing Campus Kitchen 1  
Tuesday, April 9, 6-9 p.m.

## Indian Style Breads Series (Complete Series)

All sessions will include a simple recipe for a chutney or raita (yogurt sauce) that can be eaten with all the breads in each session.

- Flat Bread (ROTI and PARATHA)
- Fried Bread (PURI and BHATURA)
- Stuffed Breads (POTATO and CHILI/PANEER)

BAKE -142 (9 hours) Fee \$240

Section MW01-Mays Landing Campus, Kitchen 1  
March 16, 23, and 30, 10 a.m.-1 p.m.

## Indian Style Breads Series - Flat Bread

ROTI - A thin wheat based flat bread cooked on open flames and PARATHA - a thick flat bread pan-fried and seasoned with spices/veggies.

BAKE -143 (3 hours) Fee \$85

Section MW01-Mays Landing Campus, Kitchen 1  
Saturday, March 16, 10 a.m.-1 p.m.

## Indian Style Breads Series - Fried Bread

PURI-An type of bread seasoned with salt and/or chili powder and then deep fried in oil and BHATURA- a kind of Naan that is fried in oil and can be eaten sweet or savory.

BAKE -144 (3 hours) Fee \$85

Section MW01-Mays Landing Campus, Kitchen 1  
Saturday, March 23, 10 a.m.-1 p.m.

## Indian Style Breads Series - Stuffed Breads

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

BAKE -145 (3 hours) Fee \$85

Section MW01-Mays Landing Campus, Kitchen 1  
Saturday, March 30, 10 a.m.-1 p.m.

## Coming Fall 2019:

### N.E.C.I. 911/EMD

FIT4BASIC will provide our N.E.C.I. 911/EMD two week (76) hour basic communication course provides the basic knowledge, skills, and experience to understand the functional operation of an emergency communication system, and their role and responsibilities within the emergency communications system. Upon successful completion, students will receive a State of New Jersey Telecommunications Certificate.

### Police Academy Training Prep Course

FIT4BASIC provides the ultimate training preparation course to all potential law enforcement recruits and enthusiasts within the state of New Jersey and beyond. The trainees will complete a grueling 10-week program designed to prepare them for the demanding physical, mental and instructional experience commonly associated with basic training at the respective academies.

This is accomplished under the strict supervision of highly experienced instructors. F4B will provide each recruit with all the tools needed to successfully complete all the demanding requirements mandated by the Police Training Commission "PTC".

Can we add you to our mailing list? Call (609) 343-5655.

**NEW! 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, 18 years of age by first day of the program. A minimum of 400 patient contact hours in a 911 EMS service or hospital emergency room during the 48 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 FSDAP Paramedic Entrance Examination with a minimum score of 75. Successful completion of two BLS patient care scenarios, based on National Registry performance checklists, with a minimum score of 33 on each. Documentation of physical exam including drug screening, documentation of immunizations, PPD test and hepatitis B series. Documentation of health insurance. Successful completion of a criminal background check. Candidates must obtain sponsorship from AtlantiCare/AtlantiCare EMS for all clinical portions of the program. Students must possess the physical capabilities to perform all required skills and tasks of an EMT-Paramedic.

This 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.

Attendance at an Information Session is mandatory for candidates seeking admission to Paramedic Science Program. Visit [www.atlantic.edu/HPI](http://www.atlantic.edu/HPI) for current information session schedules. Contact [rluderit@atlantic.edu](mailto:rluderit@atlantic.edu) to reserve a seat at an Information Session.

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

PARA-501 (1,432 Hours)

Fee: \$18,395 (Tuition \$15,325, Materials \$3,070)

Materials include tablet, all textbooks and e-books and uniform.

Students must provide stethoscope, black belt & shoes.

Section AW01-Worthington Atlantic City Campus

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

\*Clinical and Field Training: Actual hours for clinical/field training may vary based on individual student performance.

Begins January 22 (Ending August 22, 2020)

**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 physical exam, results from a Basic 5 Panel urine drug screening and a PPD test must be completed within 3 months of the first day of class and this documentation must be provided prior to registration. Documentation of immunizations and Hepatitis B series documentation must also be provided prior to registration.

**Due on first day of class:** A criminal background check must be completed and will be the financial responsibility of the student and proof must be provided within 30 days of the first day of class. Students will be presented with more information and will initiate their background check at orientation/first day of class. Proof of adequate health insurance is required on the first day of class and must be maintained throughout the clinical/internship.

**Note:** \*Students 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.

\*\*Students will be required to draw, and be drawn on, a minimum number of sticks during the Phlebotomy module of the program in order to meet the requirements to sit for the Phlebotomy NHA exam.

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

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

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

Module 1: Applications for the Medical Office (Word, Excel, SpringCharts)

Module 2: Medical Terminology

Module 3: Vital Signs

Module 4: Communication, Patient History, Assisting with Examinations

Module 5: Fundamentals of Medical Assisting 1

Module 6: Fundamentals of Medical Assisting 2

Module 7: Fundamentals of Medical Procedures

Module 8: Anatomy and Physiology

Module 9: CPR/BLS for Health Care Professionals

Module 10: Fundamentals of Medical Assisting 3 (ECG)

Module 11: Billing and Coding

Module 12: Computers for the Medical Office

Module 13: Professional Development

Module 14: Clinical Internship\*\*

\*\* Times and days are subject to availability.

**College Pathways:** Upon successful completion and credential attainment, you may be eligible for up to 17 college credits toward an Atlantic Cape degree.

**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, 9 a.m.-2:30 p.m.

Clinical: Days and hours vary

Beginning May 16 (Ending February 6, 2020)

**Evening, Hybrid Option**

MEDA-151 (620 Hours)

Fee: \$6,035 (Tuition \$5,053, Materials \$982)

Section AW02-Worthington Atlantic City Campus

Monday and Tuesday, 6-9 p.m.

Clinical: Days and hours vary

Beginning Fall 2019

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

**Due prior to registration:** Prerequisites: Candidates must obtain a reading score of 10 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 physical exam, results from a Basic 5 Panel urine drug screening and a PPD test must be completed within three months of the first day of class and this documentation must be provided before registration. Documentation of immunizations and Hepatitis B series documentation must also be provided before registration.

**Due on first day of class:** A criminal background check must be completed and will be the financial responsibility of the student and proof must be provided within 30 days of the first day of class. Students will be provided with more information and will initiate their background check at orientation/first day of class. Proof of adequate health insurance is required on the first day of class and must be maintained throughout the clinical/internship.

Note: \*Students 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.

Medical administrative assistants play a pivotal role 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 as a medical administrative assistant. Students will receive a personal tablet as part of the cost of the program. Students successfully completing all classroom and clinical requirements will be eligible to sit for the National Healthcareer Association certification examination. The cost of the exam is included in the program.

HMAA-500 (329 Hours)  
Fee: \$3,379 (Tuition \$2,515, Materials \$864)  
  
Section CW01-Cape May County Campus  
Wednesday, 6-9 p.m. (Occasional Thursdays and 4-9 p.m.)  
Clinical: Days and hours vary  
Beginning March 20 (Ending September 18)

## **Emergency Medical Technician\***

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

**Due 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.

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.

EMTC-501 (242 Hours)  
Fee: \$1,899 (Tuition \$1,193, Materials \$706)  
  
Section AW03-Worthington Atlantic City Campus  
Tuesday & Wednesday or Tuesday & Thursday, 6-10 p.m.  
(All students must attend Tuesday, Wednesday and Thursday sessions on 2/12, 2/13, 2/14, 2/19, 2/20, 2/21 and 6/11, 6/12, 6/13)  
Beginning February 5 (Ending June 20)

EMTC-501 (242 Hours)  
Fee: \$1,899 (Tuition \$1,193, Materials \$706)  
  
Section AW01-Worthington Atlantic City Campus  
Monday, Tuesday, Wednesday & Thursday 6-10 p.m.  
Beginning June 10 (Ending August 21)

## **Central Service Technician**

**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 physical exam, results from a Basic 5 Panel urine drug screening and a PPD test must be completed within 3 months of the first day of class and this documentation must be provided before registration. Documentation of immunizations and Hepatitis B series documentation must also be provided prior to registration.

**Due on first day of class:** A criminal background check must be completed is the financial responsibility of the student and proof must be provided within 30 days of the first day of class. Students will be provided with more information and will initiate their background check at orientation/first day of class. Proof of adequate health insurance is required on the first day of class and must be maintained throughout the clinical/internship.

**Note:** \*Students 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.

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 IAHCSSMM examination to become Certified Registered Central Service Technicians (CRCST).

Certified registered central service technicians are vital to any health care operation. Common 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 and 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 successful completion and credential attainment, you may be eligible for up to 12 college credits toward an Atlantic Cape degree.

Central Service Technician-Online (Atlantic County)  
HCST-500 (598 Hours Online, 400 Hours Clinical)  
Fee: \$3,399 (Tuition \$3,004, Materials \$395)

Section OW01-Online  
Optional Skills Labs: Fridays, 9 a.m.-noon  
Clinical: Days and hours vary  
Beginning February 19 (Ending December 17)

Central Service Technician-Hybrid (Cape May County)  
HCST-501 (598 Hours Online/Observation, 400 Hours Clinical)  
Fee: \$3,399 (Tuition \$3,004, Materials \$395)

Section OW01-Cape Regional Medical Center  
Observation: Fridays, 9 a.m.-noon, scheduled by instructor  
Clinical: Days and hours vary  
Beginning February 19 (Ending December 17)

Students will primarily attend lecture online with instructor oversight. Mandatory on-site observation will be scheduled on Fridays by the instructor. Clinical internship will follow lecture and observation hours.

### Phlebotomy Technician\*

**Due prior to registration:** Prerequisites: Candidates must obtain a reading score of 9 on the Test of Adult Basic Education (TABE) or the Core Academic Skills Assessment (CASA). High school diploma or high school equivalency diploma/HSED. A physical exam, results from a Basic 5 Panel urine drug screening and a PPD test must be completed within three months of the first day of class and this documentation must be provided prior to registration. Documentation of immunizations and Hepatitis B series documentation must also be provided prior to registration.

**Due on first day of class:** A completed criminal background check is the financial responsibility of the student and proof must be provided within 30 days of the first day of class. Students will be provided with more information and will initiate their background check at orientation/first day of class. Proof of adequate health insurance is required on the first day of class and must be maintained throughout the clinical/internship.

**Note:** \*Students 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.  
\*\*Students will be required to draw, and be drawn on, a minimum number of sticks during the program in order to meet the requirements to sit for the Phlebotomy NHA exam.

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 certification examination. The cost of this exam is included in the program.

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

PHLB-136 (132 Hours)  
Fee: \$1,899 (Tuition \$1,504, Materials \$395)

Section AW02-Worthington Atlantic City Campus  
Lecture: Wednesdays and Thursdays, 6-9 p.m.  
Clinical: Monday-Friday, early daytime hours  
Beginning February 21 (Ending July 21)

### EKG Technician\*

**Due prior to registration:** Prerequisites: Candidates must obtain a reading score of 9 on the Test of Adult Basic Education (TABE) or the Core Academic Skills Assessment (CASA). High school diploma or high school equivalency diploma/HSED. A physical exam, results from a Basic 5 Panel urine drug screening and a PPD test must be completed within 3 months of the first day of class and this documentation must be provided before registration. Documentation of immunizations and Hepatitis B series documentation must also be provided prior to registration.

**Due on first day of class:** A completed criminal background check is the financial responsibility of the student and proof must be provided within 30 days of the first day of class. Students will be provided with more information and will initiate their background check at orientation/first day of class. Proof of adequate health insurance is required on the first day of class and must be maintained throughout the clinical/internship.

**Note:** \*Students 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. EKG technicians work in hospitals, nursing homes and large medical facilities. Monitor technicians work in intensive care units or centralized monitoring rooms where they observe multiple computer consoles viewing the EKG waveforms of the patients. This course will teach the concepts behind electrocardiography, including the physiological steps of the cardiac cycle and its electrocardiograph readings.

This course will provide students instruction in the following topics:

- The Role of the Electro cardiographer
- Vital Signs
- Cardiovascular System
- Cardiovascular Medications
- Standard and Isolation Precautions
- Performing an ECG
- Basic 12-Lead
- Exercise Electrocardiograph
- Ambulatory Monitoring
- Rhythm Strip Interpretations
- Sinus Rhythms
- Atrial Dysrhythmias
- Junctional Dysrhythmias
- Heart Block Dysrhythmias
- Rhythms Originating from the Ventricles
- Pacemaker Rhythms
- Bundle Branch Block

Upon completion of this program, students will be eligible to sit for the National Healthcareer Association EKG Technician Certification Examination (CET).

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

HEKG-132 (163 Hours)  
Fee: \$2,349 (Tuition \$1,530, Materials \$819)

Section AW01-Worthington Atlantic City Campus  
Mondays and Tuesdays, 6-9 p.m.  
Beginning April 23, 2019 (Ending October 22)

### Certified Nurse Aide (CNA)

**Due prior to 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). A physical exam, results from a Basic 5 Panel urine drug screening and a PPD test must be completed within 3 months of the first day of class and this documentation must be provided prior to registration. Documentation of immunizations and Hepatitis B series documentation must also be provided prior to registration.

**Due on first day of class:** Proof of adequate health insurance is required on the first day of class and must be maintained throughout the clinical/internship.

**Note:** \*Students failing to provide proof of insurance documentation will not be eligible for the clinical/internship portion of the program. Fingerprinting and a criminal background check are also required and paperwork will be done on the first day of class.

Becoming a Certified Nurse Aide is a great way to launch a career in the health care profession. This 90-hour program is approved by the New Jersey Department of Health and Senior Services. The curriculum includes 50 hours of classroom lecture with lab, 40 hours of clinical experience, and meets the curriculum requirements mandated by the NJDHSS. This program will prepare students to sit for the NJDHSS written examination and the required skills evaluation.

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

HCNA-146 (90 Hours)  
Fee: \$3,039 (Tuition \$2,095, Materials \$944)

Section AW04-Worthington Atlantic City Campus  
Monday-Friday, 9 a.m.-1 p.m. (based on schedule)  
Clinical: Various long-term care facilities  
Beginning January 18 (Ending February 21)

## 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 prior to registration.*

*Note: A clinical skills exam may be required.*

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.

CHHA-200 (10 Hours)

Fee: \$349 (Tuition \$134, Materials \$215)

Section AW02-Worthington Atlantic City Campus

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

May 16 & May 17

Section CW01- Cape May County Campus

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

May 23 & May 24

\*DISCLAIMER: This workforce solution was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability or ownership.

## CLINICAL WORKSHOPS

### BLS for Health Care Professionals

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

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

HCPR-134 (5 Hours)

Fee: \$89 (Tuition \$55, Materials \$34)

Section AW07-Worthington Atlantic City Campus

Tuesday, 4-9 p.m., Feb 26

Section CW02-Cape May County Campus

Friday, 9 a.m.-2 p.m., March 15

### Heartsaver CPR/AED/First Aid

The Heartsaver CPR course trains lay rescuers to recognize and treat life-threatening emergencies with adult, child and infant victims. American Heart Association certification, 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.

HCPR-101 (8 Hours)

Fee: \$99 (Tuition \$74, Materials \$25)

Section AW02-Worthington Atlantic City Campus

Friday, 9 a.m.-5 p.m. (1/2 hour lunch), Apr 19

## RETAIL, CUSTOMER SERVICE & HOSPITALITY

The Institute for Service Excellence 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).

### 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 brief 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 Facts; 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/guestservicegold](http://www.ahlei.org/guestservicegold).

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

RETA-200 (18 Hours)

Fee: \$189

Section AW02-Worthington Atlantic City Campus, Caesars Entertainment Wing

Tuesdays and Thursdays beginning January 15 (Ends January 31) 6-9 p.m.

### 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 February 12 (Ends March 22) 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 April 2 (Ends June 6) 6-9 p.m.



## **NEW! 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 5 (Ending April 25)  
6-9 p.m.

## **NEW! Guided Learning Programs**

The new 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 the Guest Service Professional exam.

## **NEW! 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/guestservicegold](http://www.ahlei.org/guestservicegold)

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

RETA-200 (24 Hours)

Fee: \$289

Section AW01-Worthington Atlantic City Campus Caesars Entertainment Wing  
Call our Program Navigator about our 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 a diagnostic and prescriptive software, MyFoundationsLab, to accelerate their progress through the developmental sequence of courses. Students are only required to complete prescribed modules for the topics where the diagnostic found they were weak. By reducing the amount of time it takes students to complete the developmental math courses, students have the opportunity to enroll in and complete college-level math courses in fewer semesters.

This free workshop is slated to be offered during Atlantic Cape's winter and summer breaks, based on available funding. Eligible students will receive information along with an invitation to register prior to these sessions.

Mays Landing Campus, Call (609) 343-5018

### **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 completed portfolio.)

Section OW01P-Online classroom

(Some face-to-face meetings are required.)

Ongoing enrollment.

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

## **ENTREPRENEUR TRAINING** (Cape May County Campus)

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

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

PDEV-175 (3 hours)

Fee: \$39

Section CW01-Cape May County Campus

Wednesday, February 13, 6-9 p.m.

### **NEW! Getting Started with Podcasting**

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

PDEV-176 (3 hours)

Fee: \$39

Section CW01-Cape May County Campus

Wednesday, March 13, 6-9 p.m.

## NEW! Franchise Facts from A to Z

Have you been phased out of your job or are simply burnt out? Have you considered starting your own business? Ever wonder which franchise industries have the most potential? Then this workshop is for you.

You will learn how to evaluate and find a franchise/business opportunity that is right for you based on your skill set, experience, goals and lifestyle preferences. Other important topics that will be covered include: owner-operator, semi-absentee, and area developer opportunities. Lastly, you will learn how to use your 401-K funds tax free as well as other financial strategies to start and fund your business.

PDEV-168 (3 hours)

Fee: \$39

Section CW02 – Cape May County Campus

Tuesday and Thursday, March 12 and 14, 6:30-8 p.m.

## NEW! Digital Marketing

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

PDEV-139 (3 hours)

Fee: \$39

Section CW02 – Cape May County Campus

Tuesday, February 5, 6-9 p.m.

## NEW! Get the Results You Want by Perfecting Your 'Pitch': Master the Art of Persuasion, Storytelling, and Communicating for Your Business

Successful presentations are pitches for 'something': to open a door, obtain funding, encourage movement, rally support, drive understanding. They can be short – such as an elevator pitch, parsed throughout marketing and sales efforts, or long form.

All contain several key components, that when understood, can be used as secret weapons to stand apart from the competition and help you gain the results you want to achieve. There is often one key strategic component that is overlooked; which will help win more money, build a community of backers, believers, and evangelists, and demonstrate a commitment to the vision, as well as to the brand. For individuals, these 'secret weapons' will also help you to be heard, to start a movement, or to get hired.

Most importantly, the right presentation and pitch at the right time, with the right components can bring a vision to life! We will help you understand the components and how to apply them so you can achieve the results you are looking for from your pitches.

In this interactive workshop, students will learn:

- The seven key elements for creating a stellar pitch or presentation
- How to use stories (across platforms)
- The different types of pitches, and when to use each
- How to create several stories for an arsenal of call-to-action strategies that are appropriate for different occasions and audience (investors, vendors/supplies, bankers, potential clients, even employers/employees)
- Successful presentation techniques that demonstrate confidence. Bring something you are working on, or what you would like to pitch, and we'll help you craft what you need for the best results.

PDEV-167 (3 Hours)

Fee: \$39

Section CW02-Cape May County Campus

Wednesday, April 3, 6-9 p.m.

## NEW! Build Your Brand: Strategies for Success

Have you ever Googled yourself? What you find is your brand. It's out there for anyone to see—your employers, clients, and co-workers. This is why taking control of your online presence is important. Join us for this workshop for a discussion on how to build a strong personal brand and how to monitor your online reputation.

Attendees will learn:

- How to develop your unique selling proposition (USP)
- How to define your brand voice and values
- What tools should be in your branding toolbox
- Search engine optimization tips
- Tips & tools for monitoring your brand

PDEV-174 (3 hours)

Fee: \$39

Section CW02-Cape May County Campus

Tuesday, March 19, 6-9 p.m.

## NEW! Marketing to Millennials (and everyone else)

Millennials, Millennials, everywhere! How do you reach the largest and most influential generation? And wait, what about the baby boomers and the neglected middle child, Generation X? This session will cover best practices, case studies, and trends on how to attract and retain millennials. You will also learn strategies for using digital marketing to reach the generations who came before millennials. Learn techniques for building a strong brand while integrating nostalgia.

PDEV-177 (3 hours)

Fee: \$39

Section CW01-Cape May County Campus

Tuesday, February 26, 6-9 p.m.

## PROFESSIONAL DEVELOPMENT

### Advanced Wastewater Treatment

This course is designed to train operators in the practical aspects of operating and maintaining wastewater treatment plants, emphasizing safe practices and procedures. The course will cover detailed descriptions of the equipment and advanced treatment processes. Operators also will learn to use and maintain treatment plant instrumentation equipment and systems. The residual solids management chapter contains information on sludge types, characteristics and quantities.

CGRN-201 (90 Hours)

Fee: \$689 (Tuition \$689, textbook additional)

Section CW01-Cape May Campus

Tuesdays and Thursdays beginning January 8 (Ending April 18) , 4-7 p.m.

## CONSTRUCTION MANAGEMENT

### New Jersey Uniform Construction Code Courses

Atlantic Cape Community College and the Department of Community Affairs will offer Uniform Construction Code (UCC) classes for the spring semester. The courses focus on technical needs for contractors, estimators, architects, engineers and government officials, as they relate to the design, construction and maintenance of building structures. These classes are for general contractors who are looking to advance their careers and become New Jersey State Inspectors for local municipalities. Courses must be taken in the proper sequence (R.C.S.-I.C.S.-H.H.S.) Licensing questions and licensing application packet requests should be directed to the Licensing Unit at 609-984-7834 or codeslicensing@dca.state.nj.us.

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

## 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: \$449 (Text required at additional cost)

Section MW01-Mays Landing Campus  
Mondays beginning January 28 (Ending May 20), 6-9 p.m.

## Construction Official

This course introduces inspectors and subcode officials to the role of the construction official. Topics will include office organization, purpose and fundamentals of code enforcement, procedures for processing cases, administrative hearings, records maintenance and housing maintenance. (4.5 CEUs)

CONS-122 (45 Hours)  
Fee: \$399 (Text required at additional cost)

Section CW01-Cape May County Campus  
Wednesdays beginning January 30 (Ending May 8), 6-9:30 p.m.

## Building I.C.S.

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

This 75-hour program provides students with the educational information on building code requirements for medium-sized industrial and commercial structures. It will cover building construction, foundation design, wood and steel frame construction, fire resistance rating, requirements for building subcode, testing materials and uniform construction code. (7.5 CEUs)

CONS-203 (75 Hours)  
Fee: \$649 (Text required at additional cost)

Section MW01-Mays Landing Campus  
Tuesdays and Thursdays beginning February 21 (Ending May 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. Curriculum covers property interests and rights, mortgages, leases, business opportunity sales, municipal and state laws and regulations, law of agency and the license 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-Wednesday beginning February 13 (Ending March 27), 5:30-9:30 p.m.

## PERSONAL FITNESS

### Personal Fitness Career Training Certification Program

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

Additional classes will address topics in Anatomy and Physiology, CPR, and personal branding and marketing, which will guide students through the use of social media and resume writing. Upon successful completion of the program, students have the option to participate in a 25-hour internship with Tilton Fitness. All materials are included in the cost of the program. 8.5 CEUs

Modules include:

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

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

FTNS-200 (85 Hours)  
Fee: \$989 (Tuition \$800, Materials \$189)  
All materials are included in the cost of this program.

Section MW02-Mays Landing Campus  
8 Saturdays beginning February 16 (Ending April 6), 10 a.m.-6 p.m.

Students will need to register before the orientation date of January 31.

## PERSONAL TRAINER

\*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

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 certification exam at the end of the day.

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

Section MW04-Mays Landing Campus  
Saturday, January 26, 10 a.m.-6 p.m.

Section MW05-Mays Landing Campus  
Saturday, February 23, 10 a.m.-6 p.m.

Section CW02-Cape May County Campus  
Saturday, March 16, 10 a.m.-6 p.m.

Section MW06-Mays Landing Campus  
Saturday, May 4, 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 certification exam at the end of the day.

FTNS-203\*

Fee: \$129

(Manual recommended at additional cost. Please order before class.)

Section MW02-Mays Landing Campus

Saturday, March 9, 10 a.m.-6 p.m.

## AAAI/ISMA Sports Nutrition Consultant Certification

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

FTNS-104\*

Fee: \$129

(Manual recommended at additional cost. Please order before class.)

Section MW02-Mays Landing Campus

Saturday, March 23, 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 certification exam at the end of the day.

FTNS-112\*

Fee: \$129

(Manual recommended at additional cost. Please order before class.)

Section MW02-Mays Landing Campus

Saturday, April 6, 10 a.m.-6 p.m.

## AAAI/ISMA Older Adult Certification

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

FTNS-114\*

Fee: \$129

(Manual recommended at additional cost. Please order before class.)

Section MW02-Mays Landing Campus

Saturday, February 2, 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\*

Fee: \$129

(Manual recommended at additional cost. Please order before class.)

Section MW02-Mays Landing Campus

Saturday, April 27, 10 a.m.-6 p.m.

## NEW! AAAI/ISMA Primary Aerobics Certification (Group Fitness Instructor)

The purpose of this certification is to teach foundational knowledge, instructional technique and professional responsibilities of a group fitness instructor. By the successful completion of this course, students can begin to teach a safe and effective exercise class. There will be both a theoretical and practical component to this certification. Students take certification exam at the end of the day.

FTNS-118\*

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

Section MW02-Mays Landing Campus

Saturday, February 9, 10 a.m.-6 p.m.

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

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

FTNS-119\*

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

Section MW01-Mays Landing Campus

Saturday, April 13, 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

## GENERAL INTEREST

### Teaching English as a Second Language

This 60-hour program is designed for individuals interested in teaching adult learners of ESL or EFL. Twenty hours of the program will be in a traditional classroom setting and 40 hours will be delivered online. The program is designed to give trainees both fundamental and practical knowledge of ESL teaching. Trainees learn a variety of language teaching techniques and methodologies. Techniques for teaching each language skill area (grammar, reading, writing, listening, speaking, pronunciation and culture) will also be covered in individual modules. As part of the 20 hours of traditional classroom teaching, a 10-hour teaching practicum will be arranged. At the end of the program, trainees will present a portfolio and will be evaluated teaching a lesson during the practicum. This course will enable the student to teach in community and private ESL programs that do not require a bachelor's degree in ESL or formal ESL public school add on certificate.

Course modules include:

- Lesson Planning and Classroom Management
- Teaching Reading/Writing
- Teaching Listening/Speaking
- Teaching Pronunciation
- Teaching Grammar
- Practicum to be arranged

This course is self-paced; however, three in-class meetings are recommended. See below.

ESLA-107 (40 Hours)

Fee: \$599

Section AW01-Worthington Atlantic City Campus

In-class meetings Wednesdays, April 10, April 24 and May 8, 5:30-8:30 p.m.

## Substitute Teacher Seminar

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

**NOTE:** This workshop is informational and does not provide NJ certification. As part of the education community, substitute teachers need to be properly prepared and trained. Substitute teachers assist in maintaining a safe and secure environment and provide continuity of learning for children. Our training seminar prepares new substitute teachers and serves as an in-service refresher program for current substitute teachers in local school districts.

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

Course content includes:

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

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

Section CW01-Cape May County Campus  
Saturdays, March 16 and 23, 9 a.m.-2:30 p.m.

## CLUB 50 PLUS WORKSHOPS

Join our club for \$5 and get a 10 percent discount on future Club 50 Workshops, Culinary and Personal Enrichment classes through June 30, 2019. Mention code: CEGN001-MW01.

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

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

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

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

Section CW02-Cape May County Campus  
Wednesday, February 27, 2-4 p.m.

Section MW02-Mays Landing Campus  
Wednesday, April 17, 2-4 p.m.

## Buying on eBay

We've all heard of eBay, but have students ever used it? Are students afraid to buy something because students may not do it correctly or don't know how to get the best deal? This class is for students! This seminar will introduce students to the world of eBay and will review all aspects of how to use eBay for buying. 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. If students are interested in buying something specific on eBay, please bring in all information (including any code numbers) pertaining to the item, and we will use it as an example in class.

COAP-116 (2 Hours)  
Fee: \$29  
Section MW02-Mays Landing Campus  
Tuesday, February 5, 6-8 p.m.  
Section CW01-Cape May County Campus  
Thursday, February 7, 9:30-11:30 a.m.

## Beginner Selling on eBay

*Prerequisite: Students must have taken Buying on eBay or be an experienced eBay buyer.*

This seminar is for eBay users familiar with how eBay works and with active eBay and PayPal accounts, as well as plenty of experience buying on eBay. We will dive right into all aspects of how to use eBay for selling. We will cover tips on how to list an item for sale at the right price to attract the right buyer. If students are interested in selling an item, bring in as much information on the product as students can, and we will use it as a sample listing.

COAP-173 (3 Hours)  
Fee: \$39

Section MW02-Mays Landing Campus  
Tuesday, March 5, 6-9 p.m.

Section CW01-Cape May County Campus  
Thursday, March 7, 9:30 a.m.-12:30 p.m.

## Expanded Selling on eBay

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

Learn tips on how to list an item for sale at the right price and to calculate billing and shipping charges. Learn how to ship an item in the most cost effective way. We will also cover scenarios like "why didn't my item sell?" and make suggestions on how to tweak a description page, photos and pricing in order to attract the right buyer. If students 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 MW02-Mays Landing Campus  
Tuesday, April 9, 6-8 p.m.

Section CW01-Cape May County Campus  
Thursday, April 4, 9:30-11:30 a.m.

## Beginner Piano

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

FINE-163 (10 Hours)  
Fee: \$99

Section MW02-Mays Landing Campus  
Mondays beginning January 28 (Ending February 25), 5:30-7:30 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 (10 Hours)  
Fee: \$99

Section MW02-Mays Landing Campus  
Mondays beginning March 11 (April 8), 5:30-7:30 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  
Thursdays, March 21 and 28, 6-9 p.m.

Section CW07-Cape May County Campus  
Saturdays, March 16 and 23, 9 a.m.-noon

## ONLINE TRAINING (SHORT-TERM)

### Online Training (Professional Development)

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

Now you can gain knowledge, learn new skills and develop new talents in the comfort of your own home or office.

Our online classes are offered in partnership with Education to Go.

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

#### What are the course requirements?

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

An online comprehensive final examination must be completed within 10 days from the end of the course in order to obtain a certificate of completion. Individual courses may have specific requirements and prerequisites. Be certain to review each course before registering.

#### How do I register?

Go online to [www.ed2go.com/acc](http://www.ed2go.com/acc), select your course, attend the orientation and submit payment online.

#### How to Get Started:

1. Visit our Online Instruction Center: [www.ed2go.com/acc](http://www.ed2go.com/acc).
2. Review the course descriptions and select the course of interest.
3. Click the orientation link and follow the instructions to enroll in your course. 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.
4. After completing the orientation, you will receive further instructions via email regarding payment.
5. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with the name and password you selected during orientation.

## ONLINE TRAINING (CAREER TRAINING PROGRAMS)

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

## CPC Medical Billing and Coding (Voucher Included)

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

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

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

## Clinical Dental Assistant

The Clinical Dental Assistant Online Training Program will prepare you to become a productive member of a dental team as a professional dental assistant. You'll learn about every aspect of professional dental assisting, including invaluable real-world perspectives from experienced dental assistants and essential information about anatomy and physiology, preventive dentistry, patient care and communication, radiology, pharmacology, anesthesia, assisting in specialty practices, employment strategies, and much more. Upon finishing this program, you'll be prepared to successfully complete the radiology and infection control portions of the Dental Assisting National Board\* exam.

All materials are included. This online certificate program is offered in partnership with major colleges, universities, and other accredited education providers.

## HVACR Certified Technician

The HVACR Certified Technician program is a unique, all-inclusive online training that encompasses heating, ventilation, air conditioning, and refrigeration.

The program is structured to provide an instruction on the skills necessary to installers and technicians who are seeking HVAC certification.

This program is truly all-encompassing, because as a part of your tuition, you will receive paid exam vouchers to take exams that lead to the most significant industry certifications.

As a part of the program, you will receive vouchers for the following exams:

EPA 608 Refrigerant Handling Exam  
R-410A Refrigerant Handling Qualification  
Inclusion of card and certificate for refrigerant accreditation  
Your choice of Excellence or NATE certification tracks:\*

Stage 1 Certification Exams:  
HVAC Excellence Work Ready Exams or NATE Service Core  
Stage 2 Certification Exams:  
HVAC Excellence AC (specialty exam) or NATE AC Service Level (EPA specialty exam)

## 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.

## PearsonVue Testing Center

If you are looking for a convenient and comfortable testing center, our new PearsonVue Testing Center location at Atlantic Cape's Mays Landing Campus is a good choice. Visit [www.atlantic.edu/workforce](http://www.atlantic.edu/workforce) for details.

## Certified Residential Interior Designer

The online Residential Interior Design Education (R.I.D.E.) program is available to both aspiring designing individuals and interior designers who are wanting to increase their education, career opportunities, and professional status in the interior design industry. The R.I.D.E. certification trains new designers and increases the credentials for designers in current practice.

This program will not only give you the basic skills and background you need to start working as an interior home designer, but the R.I.D.E. credential will also increase your status with potential clients. You will explore the cornerstones of professional design, discover how to plan both visually appealing and functional spaces, and study how interior design has evolved throughout history.

This program will also provide you with an education on ethics that you can apply to your own practice. This resourcefulness of ethical standards will increase your worth as a designer and make you a stronger candidate in the industry.

Upon completion of this program, you will take the Residential Interior Designer Exam (R.I.D.E.) as the final. Also after completion, you can qualify for benefits such as a free one-year Designer Society of America, or DSA designer membership and possible participation in a 40-hour internship through DSA, if you meet certain eligibility requirements.

## Certified Information Systems Security Professional (CISSP)

The demand for information security professionals is strong, with a recent report stating "56% of cyber security jobs require CISSP". The CISSP credential demonstrates in-depth technical knowledge and experience that employers and other industry professionals recognize.

Earning the CISSP is considered by many to be a must have for cyber security professionals and for those seeking to specialize in information security. It is also of very high value for IT professionals in other roles who are involved in information security or for those wanting to broaden their skills.

## NASM Certified Personal Trainer and Exam Preparation (Voucher Included)

Want to become a leading fitness industry professional and start an exciting career helping others achieve their fitness goals? The NASM Certified Personal Trainer and Exam Preparation is a unique online training program that prepares for the NASM exam, to earn one of the most respected and in-demand certifications in the health and fitness industry. You will use a robust set of available resources (videos, presentations, readings, quizzes, activities) to master health and fitness topics, including nutrition, program design, human movement science, fitness assessments, among others.

This program includes exam preparation, all study materials, as well as the certification exam fee. The NCCA accredited NASM CPT Personal Trainer Exam is taken at a local testing center (PSI), and you can schedule your exam date after completion of the program.

## 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.

## Maintenance Technician

A Maintenance Technician is required to have a thorough understanding of how machines and systems function to keep them running without breakdowns and maintain service for their expected lifespan and beyond. This program is an intensive overview of skills necessary for manufacturing maintenance from the basic principles of power transfer and rigging safety to PLCs and robotics.

# ACCOUNTING FUNDAMENTALS SERIES

## Accounting Fundamentals

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

## Accounting Fundamentals II

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

# GRAMMAR REFRESHER SERIES

## Grammar Refresher

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

## Grammar Refresher II

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

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

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

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

# A TO Z GRANT WRITING SERIES

## A to Z Grant Writing

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

## A to Z Grant Writing II - Beyond the Basics

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

# MEDICAL TERMINOLOGY SERIES

## Medical Terminology: A Word Association Approach

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

## Medical Terminology II: A Focus on Human Disease

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

## SQL SERIES

### Introduction to SQL

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

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

### Intermediate SQL

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

There are hundreds of other courses available through Ed2Go, please visit [www.ed2go.com/accc](http://www.ed2go.com/accc) to view our entire catalog.

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

## PERSONAL ENRICHMENT/COMMUNITY EDUCATION

### 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 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  
Thursdays, March 21 and 28, 6-9 p.m.

Section CW07-Cape May County Campus  
Saturdays, March 16 and 23, 9 a.m.-noon

## MUSIC

### Guitar Basics

Have you always wanted to learn how to play the guitar? Studies have shown that playing a musical instrument can benefit both your mental and physical health. It stimulates the brain and improves memory. Have fun while learning the basics from Eric "Rick" Land of Rick's Rock Guitar School, who has more than 10 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 CW01-Cape May County Campus  
Mondays beginning February 11 (Ending April 1), 6:30-8pm

### Beginner Piano

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

FINE-163 (10 Hours)

Fee: \$99

Section MW02-Mays Landing Campus  
Mondays beginning January 28 (Ending February 25), 5:30-7:30 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 (10 Hours)

Fee: \$99

Section MW02-Mays Landing Campus  
Mondays beginning March 11 (April 8), 5:30-7:30 p.m.

## FINE ARTS

### The Pressless Monotype

**Note:** Supplies and lunch not included. Participants must be 18 years or older.

Learn how to make a beautifully colored print using the layering technique of the pressless monotype. Jeanne Jablonski will lead the group in the process of making a distinctive image using acrylics and markers. These one of a kind prints have a unique look to them and painting in layers allows a build-up of color and final marks and details can be drawn on the dry print's surface.

FINE-102 (6 hours)

Fee: \$49. (Supplies and Lunch Not Included)

Section MW01- Mays Landing Campus, Room K136  
Saturday, March 2 (Snow date - March 16), 10 a.m.-4 p.m.

### Painting Still Life in Watercolor

**Note:** Supplies and lunch not included. Participants must be 18 years or older.

Linda Gazsi, a skilled and well-known professional watercolorist, will direct the class in painting traditional still life watercolors. Linda is known for her ability to apply vibrant color, employ fine composition, and realize convincing surfaces with watercolor paint being mindful of the principles and elements of art to achieve a great painting.

FINE-143 (6 hours)

Fee: \$49. (Supplies and Lunch Not Included)

Section MW01-Mays Landing Campus, Room K136  
Saturday, April 6, 10 a.m.-4 p.m.

### Boats, Bays and Beaches in Watercolor

**Note:** Supplies and lunch not included. Participants must be 18 years or older.

Returning to lead a workshop, Robert Heyer will instruct the group on the finer points of painting boats and bays or beach scenes from your photographs. Bob will show the group how to create vibrant watercolors using the broad theme of boats, bays and/or beach scenes, while preserving the white of the paper to insure contrast in your painting.

FINE-152 (6 Hours)

Fee: \$49. (Supplies and Lunch Not Included)

Section MW01-Mays Landing Campus, Room K136  
Saturday, May 4, 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  
7 Thursdays beginning February 21 (Ending April 4), 6-8 p.m.



## Beginning Spanish

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

LANG-132 (14 Hours)

Fee: \$129 (Recommended textbook not included)

Section MW02-Mays Landing Campus

7 Tuesdays beginning January 29 (Ending March 12), 6-8 p.m.

## Intermediate Spanish

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

LANG-232 (14 Hours)

Fee: \$129 (Recommended textbook not included)

Section MW02-Mays Landing Campus

7 Tuesdays beginning March 26 (Ending May 14), 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 (14 Hours)

Fee: \$129 (Textbook not included)

Section MW02-Mays Landing Campus

7 Wednesdays beginning February 6 (Ending March 20), 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 (14 Hours)

Fee: \$129 (Textbook not included)

Section MW01-Mays Landing Campus

7 Wednesdays beginning April 3 (Ending May 15), 6-8 p.m.

## Introduction to Sign Language

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

LANG-145 (16 Hours)

Fee: \$129 (Textbook not included)

Section CW01-Cape May County Campus

8 Thursdays beginning February 21 (Ending April 11), 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

Mondays and Wednesdays beginning February 11 (Ending March 20), 10 a.m.-12:30 p.m.

Section AW04-Worthington Atlantic City Campus

Mondays and Wednesdays beginning February 18 (Ending March 27), 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

Tuesdays and Thursdays beginning February 12 (Ending March 21), 9 a.m.-11:30 a.m.

Section AW04-Worthington Atlantic City Campus

Tuesdays and Thursdays beginning February 19 (Ending March 28), 6:30-9 p.m.

## SOCIAL MEDIA SERIES

### NEW! Marketing to Millennials (and everyone else)

Millennials, Millennials, everywhere! How do you reach the largest and most influential generation? And wait, what about the baby boomers and the neglected middle child, Generation X? This session will cover best practices, case studies, and trends on how to attract and retain millennials. You will also learn strategies for using digital marketing to reach the generations who came before millennials. Learn techniques for building a strong brand while integrating nostalgia.

PDEV-177 (3 hours)

Fee: \$39

Section MW01-Mays Landing Campus

Thursday, March 7, 6-9 p.m.

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

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

PDEV-175 (3 hours)

Fee: \$39

Section MW01-Mays Landing Campus

Thursday, March 28, 6-9 p.m.

### NEW! Getting Started with Podcasting

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

PDEV-176 (3 hours)

Fee: \$39

Section MW01-Mays Landing Campus

Thursday, April 18, 6-9 p.m.

## SPECIAL INTEREST

### NEW! Disabilities Policy and Advocacy

The course would go over disability policies in education, healthcare, employment, housing, and entitlements. The course will cover what these policies are and how to advocate to change them if necessary. Students will learn the policies and wall behind them. They will come to understand how the disability community has faced these problems and advocated for change. One of the main elements of the class will be to write an essay to advocate for policy change in the disability world.

CEGN-211 (9 Hours)

Fee: \$89

Section MW01-Mays Landing Campus

Wednesdays beginning March 20 (Ending April 24), 6-7:30 p.m.

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

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

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

Section MW04-Mays Landing Campus  
Monday, April 15, 6-8:30 p.m.

## Buying on eBay

We've all heard of eBay, but have students ever used it? Are students afraid to buy something because students may not do it correctly or don't know how to get the best deal? This class is for students! This seminar will introduce students to the world of eBay and will review all aspects of how to use eBay for buying. 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. If students are interested in buying something specific on eBay, please bring in all information (including any code numbers) pertaining to the item, and we will use it as an example in class.

COAP-116 (2 Hours)  
Fee: \$29

Section MW02-Mays Landing Campus  
Tuesday, February 5, 6-8 p.m.

Section CW01-Cape May County Campus  
Thursday, February 7, 9:30-11:30 a.m.

## Beginner Selling on eBay

*Prerequisite: Students must have taken Buying on eBay or be an experienced eBay buyer.*

This seminar is for eBay users familiar with how eBay works and with active eBay and PayPal accounts, as well as plenty of experience buying on eBay. We will dive right into all aspects of how to use eBay for selling. We will cover tips on how to list an item for sale at the right price to attract the right buyer. If students are interested in selling an item, bring in as much information on the product as students can, and we will use it as a sample listing.

COAP-173 (3 Hours)  
Fee: \$39

Section MW02-Mays Landing Campus  
Tuesday, March 5, 6-9 p.m.

Section CW01-Cape May County Campus  
Thursday, March 7, 9:30 a.m.-12:30 p.m.

## Expanded Selling on eBay

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

Learn tips on how to list an item for sale at the right price and to calculate billing and shipping charges. Learn how to ship an item in the most cost effective way. We will also cover scenarios like "why didn't my item sell?" and make suggestions on how to tweak a description page, photos and pricing in order to attract the right buyer. If students 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 MW02-Mays Landing Campus  
Tuesday, April 9, 6-8 p.m.

Section CW01-Cape May County Campus  
Thursday, April 4, 9:30-11:30 a.m.

## NEW! Franchise Facts from A to Z

Have you been phased out of your job or are simply burnt out? Have you considered starting your own business? Ever wonder which franchise industries have the most potential? Then this workshop is for you!

You will learn how to evaluate and find a franchise/business opportunity that is right for you based on your skill set, experience, goals and lifestyle preferences. Other important topics that will be covered include: owner-operator, semi-absentee, and area developer opportunities. Lastly, you will learn how to use your 401-K funds tax free as well as other financial strategies to start and fund your business.

PDEV-168 (3 hours)  
Fee: \$39

Section CW02 – Cape May County Campus  
Tuesday and Thursday, March 12 and 14, 6:30-8 p.m.

## Exploring Digital SLR Photography, Part 1

Bring a digital SLR camera to class and gain a full understanding of all the functions it has to offer. Learn what shutter speeds, f-stops and ISO mean through 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  
Thursdays beginning January 24 (Ending February 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  
Thursdays, February 21 and 28, 6-8 p.m.

## Wildlife Photography

This class is perfect for a beginner interested in wildlife photography. You will learn about the equipment needed along with valuable tips to help put it all together to get the shots you want. The skills and techniques you develop through class can be applied to any other destination you choose in pursuit of all types of wildlife.

CEGN-212 (4 hours)  
Fee: \$39 (Supplies not included)

Section: CW01- Cape May County Campus  
Tuesdays, February 12 and 19, 6-8 p.m.



**ATLANTIC CAPE PRESENTS:**

# KIDS COLLEGE

Kids College is returning to Atlantic Cape this summer. Beginning in July 2019, Kids College programs are being offered at our Mays Landing, Atlantic City, and Cape May County Campuses. Programs are available in a variety of subject areas.

- Age Groups: 7-9 year-olds, 10-12 year olds, 13-16 year olds
- Full day (9 a.m. - 4 p.m.) and Half Day sessions (9 a.m.-Noon or 1-4 p.m.) are available
- Monday through Thursday sessions
- Early Drop-off (8:30 a.m.-9 a.m.) and Wind-down Time (4-5:30 p.m.)
- Discounts available for early registration



## **PROPOSED COURSES FOR JULY 2019**

Cartooning for Kids, Drawing and Sketching, Jewelry Design, Cakes and Cake Decorating, Cookies, Cupcakes and Candy, International Baking, Emergency Medical Responder, Safe Sitter®, Comic Book Art, Digital Photography, Video Production, Video Game Programming, Amusement Park Physics, Aviation Careers and Super Science Make and Take.

Visit [www.atlantic.edu/kidscollege](http://www.atlantic.edu/kidscollege)

## BUSINESS LEADERSHIP PROFESSIONAL

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

For information, contact the area coordinator, Karl Giulian, at (609) 463-4586 or [kgiulian@atlantic.edu](mailto:kgiulian@atlantic.edu)

Upon completion of this program students will be able to:

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

<b>COURSES</b>	<b>CREDITS</b>
BUSN101 Introduction to Business	3
BUSN202 Principles of Marketing	3
BUSN106 Business Ethics	3
BUSN222 Principles of Management	3
<b>TOTAL CREDITS REQUIRED</b>	<b>12</b>

(ZBLP)

## CHILD DEVELOPMENT ASSOCIATE (CDA)

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

For information, contact area coordinator, Heather Boone, at (609) 343-4934 or [hboone@atlantic.edu](mailto:hboone@atlantic.edu)

Upon completion of this program students will be able to:

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

### INFANT/TODDLER CHILD DEVELOPMENT ASSOCIATE

<b>COURSES</b>	<b>CREDITS</b>
CDCC103 Roles of the Early Childhood Professional	2
CDCC104 Infant/Toddler Development: Theory and Applications	4
CDCC252 Early Childhood Practicum	3
<b>TOTAL CREDITS REQUIRED</b>	<b>9</b>

### PRESCHOOL CHILD DEVELOPMENT ASSOCIATE

<b>COURSES</b>	<b>CREDITS</b>
CDCC103 Roles of the Early Childhood Professional	2
EDUC110 Child Development: Theory and Practice	4
CDCC115 Planning the Preschool Curriculum	3
CDCC252 Early Childhood Practicum	3
<b>TOTAL CREDITS REQUIRED</b>	<b>12</b>

## COMPUTER FORENSICS SPECIALIST

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

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

For additional information, please contact faculty advisor, Richard Kalman, at (609) 463-3525, [kalman@atlantic.edu](mailto:kalman@atlantic.edu) or area coordinator, Svetlana Marzelli, at (609) 343-5017, [smarzel@atlantic.edu](mailto:smarzel@atlantic.edu)

Upon completion of this program students will be able to:

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

<b>COURSES</b>	<b>CREDITS</b>
CISM125 Introduction to Computers	3
CRIM101 Introduction to Criminal Justice	3
CRIM107 Introduction to Cybercrime	3
CISM222 Issues in Computer Security	3
CISM240 Introduction to Computer Forensics	4
<b>TOTAL CREDITS REQUIRED</b>	<b>16</b>

(ZCFS)

## COMPUTER SECURITY SPECIALIST

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

For additional information, please contact faculty advisor, William Dougherty, at (609) 343-4979, [doughert@atlantic.edu](mailto:doughert@atlantic.edu) or area coordinator, Svetlana Marzelli, at (609) 343-5017, [smarzel@atlantic.edu](mailto:smarzel@atlantic.edu)

Upon completion of this program students will be able to:

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

<b>COURSES</b>	<b>CREDITS</b>
CISM125 Introduction to Computers	3
CISM176 Systems Security Methods	4
CISM222 Issues in Computer Security	3
CISM240 Introduction to Computer Forensics	4
Choose one:	
CISM154 Computer Programming-Java	
or CISM174 Computer Programming-Visual Basic	4
<b>TOTAL CREDITS REQUIRED</b>	<b>18</b>

(ZCSS)

## COMPUTER TECHNICIAN SPECIALIST

The Computer Technician Specialist is a two-semester series designed for students who are interested in acquiring concentrated core knowledge and a practical set of skills including computer hardware and software, network, and network security for employment or advancement in a variety of computer system support fields. Students will be eligible and required to sit for industry certification exams such as CompTIA A+, CompTIA Network+, and CompTIA Security+. Also, courses completed in this professional series fulfill five out of the twelve core program courses in the Computer Systems Support, A.A.S. degree.

**Note:** Credits may be awarded for prior professional experience (contact advisor for additional information regarding PLA).

For additional information, please contact faculty advisor, Richard Kalman, at (609) 463-3525, kalman@atlantic.edu or area coordinator Svetlana Marzelli, at (609) 343-5017, smarzelli@atlantic.edu

Upon completion of this program students will be able to:

- Employ critical-thinking and analytical skills to design and implement network computer systems;
- Explain and contrast the different types of system maintenance in both the network and personal computer systems;
- Utilize a network of peers to keep in touch with new technologies and guidance when needed;
- Engage in analytical thinking and logical skills to conduct in deployment, maintenance, and use of both network and individual computer systems.

<b>COURSES</b>	<b>CREDITS</b>
CISM125 Introduction to Computers	3
CISM130 Using PC Operating Systems	4
CISM149 Computer Hardware	4
CISM146 Computer Networking	4
CISM295 Information Technology Cooperative Education	3
<b>TOTAL CREDITS REQUIRED</b>	<b>18</b>

(ZCTS)

## ENTREPRENEURIAL PROFESSIONAL

This series is designed for the small business owner or prospective owner and prepares them to do the basic accounting, management and marketing tasks required for business success. For information, contact the area coordinator, Karl Giulian, at (609) 343-4996 or kgiulian@atlantic.edu

Upon completion of this program students will be able to:

- Describe the role of business in society;
- Utilize proper marketing terminology;
- Explain the importance of marketing in for profit and not-for-profit businesses;
- Recognize the challenges associated with start-up ventures, franchises or family-run succession as entrepreneurial opportunities;
- Explain the steps involved in, and benefits of, writing a business model as an initial step in creating a business plan;
- Apply basic accounting cycle concepts utilizing Quickbooks Pro.

<b>COURSES</b>	<b>CREDITS</b>
ACCT150 Computerized Accounting Applications-QuickBooks Pro	3
BUSN101 Introduction to Business	3
BUSN202 Principles of Marketing	3
BUSN104 Entrepreneurship	3
<b>TOTAL CREDITS REQUIRED</b>	<b>12</b>

(ZENP)

## HELP DESK SPECIALIST

The Help Desk Specialist Professional Series prepares students for computer technical support. Upon completing the series, they will be qualified to assist customers, troubleshoot hardware and software problems and document solutions. Utilizing knowledge and skills from the series, students will be able to educate users in resolving computer difficulties. This series facilitates a higher level of understanding of the vital communication skills necessary for conflict management and effective user training as well as to provide a strong technical foundation which students may adapt to any environment.

For additional information, please contact faculty advisor, William Dougherty, at (609) 343-4979, doughert@atlantic.edu or area coordinator, Svetlana Marzelli, at (609) 343-5017, smarzelli@atlantic.edu

Upon completion of this program students will be able to:

- Identify the people and technology skills needed for operating a help desk;
- Use system software to manage computer resources;
- Apply productivity software for functional and analytical purposes;
- Describe various positions of employment in the help desk profession;
- Evaluate the impact of technology on business, government, and other areas of society.

<b>COURSES</b>	<b>CREDITS</b>
CISM125 Introduction to Computers	3
CISM130 Using PC Operating Systems	4
CISM142 Help Desk Support	3
Choose two:	
TCOM127 Web Technologies	6
CISM162 Microcomputer Applications Using Spreadsheets	
CISM164 Microcomputer Applications Using Relational Databases	
<b>TOTAL CREDITS REQUIRED</b>	<b>16</b>

(ZHEP)

## HUMAN RESOURCES PROFESSIONAL

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

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

Upon completion of this program students will be able to:

- Explain the human resource management process and its importance to organizational effectiveness;
- Identify the different levels, roles and functions of managers;
- Compare and contrast the external and internal environments that impact management;
- Discuss ethical issues more clearly, critically and logically;
- Interpret basic federal and state laws that impact both employers as well as employees.

<b>COURSES</b>	<b>CREDITS</b>
BUSN222 Principles of Management	3
BUSN205 Human Resources Management	3
BUSN215 Employment Law	3
BUSN106 Business Ethics	3
<b>TOTAL CREDITS REQUIRED</b>	<b>12</b>

(ZHRP)

## MEDIA PRODUCTION SPECIALIST

The Media Production Specialist Series provides students with the opportunity to learn and develop expertise in the planning and production of audio and video. Students will utilize industry standard tools for recording, editing and packaging audio and video for a variety of delivery methods. Students will also gain insight into how media impacts our daily lives.

For additional information, please contact faculty advisor, Bojan Zilovic, at (609) 343-4959, bzilovic@atlantic.edu or contact area coordinator, Svetlana Marzelli, at (609) 343-5017, smarzelli@atlantic.edu

Upon completion of this program students will be able to:

- Develop expertise in the planning and production of audio and video;
- Utilize industry standard tools for recording, editing and packaging audio and video for a variety of delivery methods;
- Discuss how media impacts our daily lives.

<b>COURSES</b>	<b>CREDITS</b>
COMM103 Introduction to Mass Media	3
TVRF103 Digital Video Production I	3
TVRF203 Digital Video Production II	3
TVRF180 Audio Production I	3
TVRF280 Audio Production II	3
<b>TOTAL CREDITS REQUIRED</b>	<b>15</b>

(ZMPS)

## PROJECT MANAGEMENT

This series will enable students to manage all major project management components such as project planning, initiation, execution, control and closing. The series will also provide students with introductory level knowledge on various types of business ownership, organization, management, marketing, industries, personnel, labor and legal considerations. Students will also learn to use Microsoft Project software.

For additional information, please contact faculty advisor, Bojan Zilovic at (609) 343-4959, bzilovic@atlantic.edu or area coordinator, Svetlana Marzelli, at (609) 343-5017, smarzell@atlantic.edu

Upon completion of this program students will be able to:

- Communicate the value of project management;
- Establish the structure for a successful project;
- Assemble, motivate and lead the project team;

Ensure the project scope delivers the expected business value and desired outcome;  
 Implement the proper mechanisms to prevent, minimize and respond to risks;  
 Develop and use various mechanism to communicate project information;  
 Ensure the project is completed per the agreed-upon project standards, budget and schedule.

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

(ZPMT)

## SMARTPHONE PROGRAMMER

The Smartphone Programmer series provides students with an opportunity to gain knowledge and develop skills needed to design, build and test applications for mobile devices. Students will also learn how to effectively market their applications. After completing the series students may apply the credits toward an associate in science degree.

For additional information, please contact faculty advisor, Svetlana Marzelli, at (609) 343-5017 or smarzell@atlantic.edu

Upon completion of this program students will be able to:

- Develop basic computer application programs in Java or C++;
- Design, build and test basic mobile applications for the Android or the iPhone;
- Market mobile device applications through an online application store;
- Apply productivity software for functional and analytical purposes.

<b>COURSES</b>	<b>CREDITS</b>
ARTS116 Graphic Design . . . . .	3
CISM125 Introduction to Computers . . . . .	3
Choose one:	
CISM135 Computer Programming – C++	
or CISM154 Computer Programming–Java . . . . .	4
Choose one:	
CISM159 Intermediate Programming – C++	
or CISM254 Advanced Computer Programming – Java . . . . .	4
Choose one:	
CISM270 iPhone Programming	
or CISM271 Android Programming . . . . .	4
<b>TOTAL CREDITS REQUIRED</b> . . . . .	<b>18</b>

(ZSPH)

## WEB DESIGN PROFESSIONAL

The Web Design Professional Series is a two-semester series designed for the working professional needing to become proficient in Web page design technologies. Students design and develop websites that are graphically rich, well thought out and professional. They use industry-standard design applications while exploring theoretical web design concepts and generally-accepted development techniques for web design.

For additional information, please contact faculty advisor, Bojan Zilovic, at (609) 343-4959, bzilovic@atlantic.edu or area coordinator, Svetlana Marzelli, at (609) 343-5017, smarzell@atlantic.edu.

Upon completion of this program students will be able to:

- Design a website;
- Develop a website;
- Maintain a website;
- Manage a website.

<b>COURSES</b>	<b>CREDITS</b>
ARTS116 Graphic Design . . . . .	3
CISM125 Introduction to Computers . . . . .	3
TCOM127 Web Technologies . . . . .	3
CISM163 Web Page Design . . . . .	3
CISM165 Web Graphics and Animation . . . . .	3
<b>TOTAL CREDITS REQUIRED</b> . . . . .	<b>15</b>

(ZWDP)



## GENERAL INFORMATION

### REGISTRATION DEADLINES

Registration should be received no later than five days prior to 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 cancelled 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 in order to be placed on a class list.

### CONFIRMATION

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

### REFUNDS FOR WORKSHOPS & PROFESSIONAL DEVELOPMENT

Full refunds are given if Atlantic Cape cancels a class. Refunds requested due to withdrawal by the student require notification in writing to [workforce@atlantic.edu](mailto:workforce@atlantic.edu) at least 48 hours prior to the first meeting of the course. Refunds are issued by check or credit card. For the career training refund policy, visit [www.atlantic.edu/workforce](http://www.atlantic.edu/workforce)

### LIFELONG LEARNING AND AMERICAN OPPORTUNITIES TAX CREDIT

Visit [www.IRS.gov](http://www.IRS.gov) for information and eligibility.

### PSST, PASS IT ON!

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

### TELEPHONE DIRECTORY

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

### DIRECTIONS

Visit [www.atlantic.edu/about/directions.htm](http://www.atlantic.edu/about/directions.htm) 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 prior to the start of 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 prior to 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. In order 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.

## **Tax Preparation by VITA (Volunteer Income Tax Assistance Program)**

Community volunteers are trained by the Campaign for Working Families, Inc. to prepare income tax returns. The service is free for people making \$54,000 per year or less. The program is hosted on two Atlantic Cape campuses.

### **Cape May County Campus**

341 Court House-South Dennis Road  
Cape May Court House, NJ 08210

January 31 - April 11

Thursdays, 9:00 a.m.-1:00 p.m.

To make an appointment, call: (609) 463-3619

### **Worthington Atlantic City Campus**

1535 Bacharach Blvd.  
Atlantic City, NJ 08401

January 31 - April 11, 2019

Tuesdays and Thursdays, 10 a.m.-3 p.m.

Saturdays, 9 a.m.-Noon

No appointment necessary.

## **REGISTRATION INFORMATION**

### **CAREER TRAINING PROGRAMS**

Visit [www.atlantic.edu/workforce](http://www.atlantic.edu/workforce)  
or call (609) 343-5655

### **CAREER EDUCATION**

Visit [www.atlantic.edu](http://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  
Business 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](mailto:workforce@atlantic.edu)

### **TAX DEDUCTIONS**

An income tax deduction is permitted for educational expenses,  
including the cost of registration fees, transportation, meals and lodging,  
incurred while maintaining and improving professional skills  
(Per Treasury Reg. 1.162-5: Coughlon vs. Commission, 203 F.2d307).



# REGISTRATION FORM

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

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

\_\_\_\_\_  
COMPANY NAME WORK PHONE  
\_\_\_\_ / \_\_\_\_ M F

\_\_\_\_\_  
DOB GENDER (Circle) EMAIL

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

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

WORKSHOP TITLE	COURSE #	SECTION	START DATE	FEE
<b>SAMPLE: COOKING IN CAST IRON</b>	COOK-272	MW01	3/30/19	\$75
<b>MAILING ADDRESS</b> Atlantic Cape Community College 5100 Black Horse Pike, Mays Landing, NJ 08330 Attn.: Workshops & 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.			TOTAL FEES	_____

HOUSEHOLD INCOME

- less than \$29,999       \$30,000 - 39,999       \$40,000 - 49,999  
 \$50,000 - 59,999       \$60,000 - 69,999       \$70,000 or more

Please check the appropriate box for Federal reporting purposes. (Optional)

- American Indian       Hispanic       White       Black       Asian

CREDIT CARD INFORMATION

- American Express       Visa       MasterCard       Discover

\_\_\_\_\_  
CARD NUMBER EXPIRATION DATE (MONTH & YEAR)

\_\_\_\_\_  
CARDHOLDERS NAME V-CODE (3-Digit Code on Back next to Signature)

# WORKFORCE DEVELOPMENT AND CAREER EDUCATION

SPRING 2019 | JANUARY – AUGUST



## WORKFORCE DEVELOPMENT

COMPUTERS, TECHNOLOGY AND IT CERTIFICATIONS

WORKFORCE SOLUTIONS-TRAINING SERVICES FOR BUSINESSES

CASINO/GAMING TRAINING / CULINARY ARTS & COOKING / HEALTHCARE

RETAIL, CUSTOMER SERVICE & HOSPITALITY / COLLEGE AND CAREER PATHWAYS PROGRAMS

PROFESSIONAL DEVELOPMENT / ONLINE TRAINING (SHORT-TERM)

PERSONAL ENRICHMENT/COMMUNITY EDUCATION

## CAREER EDUCATION

(ASSOCIATE DEGREE PROGRAMS)

BUSINESS / CRIMINAL JUSTICE / CULINARY

HOSPITALITY MANAGEMENT / PARALEGAL STUDIES



REGISTER ONLINE at [www.atlantic.edu/workforce](http://www.atlantic.edu/workforce)



5100 Black Horse Pike  
Mays Landing, NJ 08330-2699

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