Workforce Development
• Computers, Technology and IT Certifications
• Culinary Arts and Cooking
• Casino/Gaming Training
• Green and Sustainable Living Practices
• Health Care
• Online Courses
• Personal Enrichment
• Professional Development
• Workforce and Career Training Programs

Career Education (Associate Degree Programs)
• Business
• Criminal Justice
• Culinary
• Hospitality Management
• Paralegal Studies

Register and pay online at atlantic.edu/conted
Mission
Atlantic Cape Community College creates opportunity by providing access to superior educational programs.

Values
Integrity • Caring • Accountability • Respect • Excellence

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

Mays Landing Campus
5100 Black Horse Pike, Mays Landing

Cape May County Campus
341 Court House-South Dennis Rd.
Cape May Court House

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Personal Fitness Career Training Certification Program

This professional fitness training course will provide you 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 Your Personal Branding and Marketing, which will guide you 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

Personal Training Certification 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 AAAC/ISMA faculty trainers who provide both theoretical and practical applications to each certification.

For additional information for each personal trainer certification, see course descriptions under Professional Fitness Training section.

FTNS-200 (85 Hours) Fee: $989 (Tuition $800, Materials $189)

Section MW02-Mays Landing Campus, Building T 8 Saturdays beginning Feb. 27 10 a.m.-6 p.m.

Utility Line Locate Technician

Prerequisite: High school diploma or GED, a reading score of 9 and math score of 9 on the Test of Adult Basic Education (TABE), and pass Bennett Mechanical Comprehensive Test (BMCT). Students will be required to have a physical and drug and alcohol screening. Note: Participants must have a valid driver’s license and a reliable means of transportation.

This course provides the training necessary to sit for the New Construction Operator Qualification Exam. The 124 hours of curriculum includes three days of technical class work with an online component, five days classroom training and 10 days of field training.

Topics include:
- New Construction Operator Technician Classroom Training: plastic pipe fusion and installation, inspection of pipes, regulation of gas meters, understanding the gas industry, location markings, accident awareness and prevention
- Hands-On Instruction: leak detection, pipe inspection, gas indicator reading, diagnostic voltage, current, resistance, skills in pipe fitting, reading pipeline drawings, inspection of pressure gauges, installing meters and regulators, safety techniques
- Introduction to Word/Resume Writing, Job Preparation and Work Readiness, Communication and Teambuilding, and Heartsaver CPR/AED/First Aid

Upon completion, you will be prepared to take the National Gas Association New Construction Operator Qualification (OQ) exam. Students will report to respective community colleges for classroom training and hands-on training at South Jersey Gas in Glassboro.

NOTE: All interested participants must attend a mandatory Information Session at 9:30 a.m., April 1, at the Mays Landing Campus, Building T. Bring copies of your high school diploma or GED and valid driver’s license.

CONS-500 (124 Hours) Fee: $2,900 (Tuition $2,500, Materials/Exams/Fees $400)

Section MW02-Mays Landing Campus, Building T Classroom Training: Monday-Friday beginning April 25 (Ending May 19)

Hands-on training hours vary, day and evening hours 9 a.m.-4:30 p.m.

Substitute Teacher Certification

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

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 18-hour program provides an overview of the role and expectations of the substitute teacher as well as the application and certification process. Upon completion, students 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: $109

Section MW03-Mays Landing Campus 2 Saturdays, Feb. 13 and 20 9 a.m.-2:30 p.m.

Section MW04-Mays Landing Campus 2 Saturdays, March 12 and 19 9 a.m.-2:30 p.m.

Square One Travel Industry Sales and Technology

This is a preparatory program for the Travel Agent Proficiency Test (TAP), an entry-level competency test developed by The Travel Institute and the American Society of Travel Agents. The program will prepare trainees for entry-level positions in the travel and tourism industry and will provide the knowledge of key concepts and skills needed to work in the field. This class offers an introduction to the travel industry, the travel market and available careers. Participants will focus on the various sectors of the industry, the products and services they offer, and discuss interactions among suppliers, sellers and travelers. Emphasis will be placed on the trainees’ professional communication skills that will address telephone sales and email communications. Throughout the program participants learn various travel geography sectors and how to complete reservations within the Global Distribution System.

TRAV-500 (300 Hours) Fee: $7,500 (Tuition $6,400, Materials $1,100)

Section AW02-Worthington Atlantic City Campus Monday-Friday beginning Jan. 25 (Ending April 22) 9 a.m.-2:30 p.m.

Section AW03-Worthington Atlantic City Campus Monday-Friday beginning April 25 (Ending July 22) 9 a.m.-2:30 p.m.
Continuing Education • Spring 2016
Atlantic Cape Community College

Computers, Technology and IT Certifications

**Computer Technical Solution Series**
Prerequisite: Candidates must obtain a reading score of 10 and math score of 10 on the Test of Adult Basic Education (TABE). TABE test may be waived for students possessing a college degree. NOTE: A criminal background check will be done for all enrolled students. A criminal background report containing negative information may prevent internship placement.

The Computer Technical Solution Series (CTSS) is designed to furnish students with the knowledge necessary to achieve the CompTIA A+ and Network+ certifications. The course curriculum also familiarizes students with the different operating systems used in businesses today and includes 125 hours of hands-on experience with various businesses in South Jersey.

Achieving these certifications and gaining valuable business experience represent the most important qualifications students will need to obtain entry-level employment in the IT field. The CTSS program not only prepares students for certification exams, but it also helps students develop many necessary skill sets in a variety of core competencies needed for success in the IT world today.

Students will work with the latest of technologies and equipment in the classroom, including Cisco® routers and switches, Serial Attached SCSI (SAS) with RAID, and Peripheral Component Interconnect Express (PCI-E). Students will receive two A+ test vouchers and two A+ practice tests. Students are eligible for up to 25 college credits upon successful completion of this program.

**COSY-501 (525 Hours)**
Fee: $5,295 (Tuition $4,295, Materials $1,000)
Section MW02-Mays Landing Campus, Building T Monday-Thursday beginning March 9 (Ending Aug. 31)
9 a.m.-3 p.m.

**A+ Certification**
Prerequisite: Candidates must obtain a reading score of 10 and math score of 10 on the Test of Adult Basic Education (TABE). TABE test may be waived for students possessing a college degree.

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 – In this section of the course, students will learn about the various hardware components found inside a computer and how they work together using modern operating system software. First, students will learn how microprocessors, DRAM, I/O devices and storage devices work, as well as how to install these devices. Subsequently, students will learn to configure and manage the various different buses and expansion slots found within the computer, including PCI-E, QPI, SATA, SAS, USB and Thunderbolt.

- Software – Students will learn how to customize and troubleshoot Windows so they can ensure the computers operate seamlessly in a business environment. In addition, students will learn how to support, secure and configure these operating systems to work in a small office or home office network environment.

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

**COSY-501 (160 Hours)**
Fee: $2,995 (Tuition $2,520, Materials $475)
Section MW02-Mays Landing Campus, Building T Monday-Thursday beginning March 9 (Ending April 28)
9 a.m.-3 p.m.

**Operating System Concepts**
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). TABE test may be waived for students possessing a college degree.

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 course curriculum also covers installing, deploying and upgrading to Windows 10, pre- and post-installation system settings, Windows security features and network connectivity applications. Students will be prepared to take the Microsoft Windows 10 Configuring Exam.

**COSY-113 (105 Hours)**
Fee: $2,250 (Tuition $1,900, Materials $350)
Section MW01-Mays Landing Campus, Building T Monday-Thursday beginning May 2 (Ending June 6)
9 a.m.-3 p.m.

**Network+ Certification**
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). TABE test may be waived for students possessing a college degree.

The CompTIA Network+ certification is an entry-level certification open to anyone interested in learning networking basics as a foundation that can be applied toward other advanced networking certifications. Students will learn the skills necessary to manage, maintain, troubleshoot, install, operate and configure basic network infrastructures, and be able to describe networking technologies, basic design principles and adherence to wiring standards, and use testing tools. Fundamental concepts covered in this Network track include:

- Network Concepts and Protocols: IPv4 (Internet Protocol Version 4), IPv6, Ethernet, 802.11 (Wireless Technology) and Cable Management
- Application Protocols: Hyper Text Transfer Protocol (HTTP), Post Office Protocol Version 3 (POP3), Simple Mail Transport Protocol (SMTP), File Transfer Protocol (FTP) and Secure Shell (SSH)
- Security and Network Issues: Students will learn the elements of effective troubleshooting methodology to identify the characteristics of a network that keeps data safe from loss or damage and will be able to create an effective security policy. Topics covered are: Virtual LANs, VLAN trunksing (802.1q), Extensible Authentication Protocol (EAP), Transport Layer Security (TLS) and Secure Sockets Layer (SSL).

**NOTE:** If you are already A+ Certified and enroll in Network + Certification and Operating System Concepts programs with a 125-hour internship, you may be eligible to earn 25 credits toward an Atlantic Cape Technical Studies degree. Call (609) 343-5655 for more information.

**COSY-502 (125 Hours)**
Fee: $2,415 (Tuition $2,265, Materials $150)
Section MW03-Mays Landing Campus, Building T Monday-Thursday beginning June 7 (Ending July 18)
9 a.m.-3 p.m.

**Microsoft Certified Solutions Associate (MCSA) – Server Administrator**
Prerequisite: A+ and Net+ certifications or equivalent knowledge strongly recommended.

This 180-hour course is designed for those interested in career advancement as a network systems administrator or a computer network specialist. Gain the skills and certifications necessary to set up and maintain network infrastructure service and learn to secure a network environment using industry standard technologies. This program includes one Microsoft exam voucher and prepares you to sit for

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**Microsoft IT Academy Program**
Atlantic Cape Community College is now 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 following certification exams:


COSY-525 (180 Hours)
Fee: $2,910 (Tuition $2,160, Materials $750)
Section MW01-Mays Landing Campus, Building T Mondays, Wednesdays & Fridays beginning March 7 (Ending July 11) 6-9:30 p.m.

Business Technology Specialist
Prerequisite: Basic computer and keyboarding knowledge. Note: Funding agencies may require a Test of Adult Basic Education (TABE) to fund this program.

Learn the skills you need to succeed in an office environment. You can customize your training to take only the courses you need, or register for the entire program to build your technology skills in all areas.

Instruction includes: Intro to the PC, Windows and Internet; Google Docs; Word 2013; Excel 2013; PowerPoint 2013; Outlook 2013; Microsoft Office Collaboration and Integration; QuickBooks and Professional Development.

Upon successful completion of entire program, you will receive up to nine college credits toward an Atlantic Cape degree. You can become certified in Microsoft Word or Excel. The cost for one exam is included.

COAP-500 (274 Hours)
Fee: $4,325 (Tuition $3,725, Materials $600)
Section MW02-Mays Landing Campus, Building T Monday-Thursday beginning March 1 (Ending May 25) 9 a.m.-3 p.m.

Individual module information for Section MW01:

COAP-506 MW02: Office Bundle (137.5 Hours)
(Word, Excel, PowerPoint and Outlook)
Fee: $1,950 (Tuition $1,700, Materials $250)
Monday-Thursday, March 8-April 21

COAP-521 MW02: Word (50 Hours)
Fee: $710 (Tuition $625, Materials $85)
Monday-Thursday, March 8-22

COAP-520 MW02: PowerPoint (27.5 Hours)
Fee: $385 (Tuition $325, Materials $60)
Monday-Thursday, March 30-April 6

COAP-519 MW02: Outlook (10 Hours)
Fee: $145 (Tuition $125, Materials $20)
Wednesday and Thursday, March 23-24

COAP-530 MW02: Excel (50 Hours)
Fee: $710 (Tuition $625, Materials $85)
Monday-Thursday, April 7-21

CFIN-512 MW03: QuickBooks (5 Hours)
Fee: $837 (Tuition $687, Materials $150)
Monday-Thursday, April 27-May 12

Office Productivity & Computer Workshops

QuickBooks Pro 2015 Boot Camp
This QuickBooks Boot Camp covers accounting basics to advanced Quick Books Pro features. You will learn the fundamentals of the accounting equation and gain an understanding of debits and credits in preparation for learning QuickBooks. QuickBooks Pro 2015 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 camp, you will learn invoice design, debit memo and credit memo applications, setting up in-house payroll, analysis and various management reporting techniques. Bring a flash drive to save your company data and files during class. Recommended book ISBN will be provided to you when you receive course confirmation – book is not available at the college bookstore.

CFIN-111 (15 Hours)
Fee: $199 (Tuition $50, Lab $149)
(Recommended book additional)
Section MW02-Mays Landing Campus, Building T 2 Saturdays, Feb. 6 and 13 9 a.m.-5:30 p.m.
Section CW02-Cape May County Campus Friday and Saturday, Feb. 26 and 27 9 a.m.-5:30 p.m.
Section MW03-Mays Landing Campus, Building T 2 Saturdays, March 12 and 19 9 a.m.-5:30 p.m.

Keyboarding
With intense competition in the job market today, people who cannot efficiently use a computer keyboard are at a disadvantage. Learn how to master the keyboard without looking at the keys, gain speed and accuracy in a short time, and develop touch control of the keyboard.

COAP-113 (6 Hours)
Fee: $89 (Tuition $40, Lab $49)
Section MW02-Mays Landing Campus 2 Tuesdays and 1 Thursday, Feb. 9, 11 and 16 6-8 p.m.

Microsoft Office 2013 Series
Prerequisite: Basic computer knowledge and familiarity with Windows.

This comprehensive course is designed to introduce new users to Microsoft Word, Excel and PowerPoint. Learn the basic functions of these three software applications that can be applied to everyday personal and professional activities (see individual course listings below for descriptions). You receive a 10 percent discount if you take the whole series.

Bring a flash drive to class to save files for future class and home use. Book is provided to you for this course.

Microsoft Word 2013
Prerequisite: Basic computer knowledge and familiarity with Windows.

As you explore the improved layout and functionality of MS Word 2013, you will learn Word basics, including: editing documents, moving and copying text, formatting characters and paragraphs, creating and managing tables, controlling page layout, using proofing tools and exploring Web features. Please bring flash drive to class to save files for future class and home use. Book is provided to you for this course.

COAP-121 (12 Hours)
Fee: $189 (Tuition $108, Lab $81)
Section MW02-Mays Landing Campus 2 Tuesdays and Thursdays beginning Feb. 23 (Ending March 3) 6-9 p.m.

Microsoft Excel 2013
Prerequisite: Basic computer knowledge and familiarity with Windows.

Familiarize yourself with the latest version of Excel and learn the terminology and fundamental components, navigate worksheets and download templates. You 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, creating and modifying charts and working with graphics. Bring a flash drive to class to save files for future class and home use.

Book is provided to you for this course.

COAP-156 (12 Hours)
Fee: $189 (Tuition $108, Lab $81)
Section MW02-Mays Landing Campus 2 Tuesdays and Thursdays beginning March 10 (Ending March 22) 6-9 p.m.

Microsoft PowerPoint 2013
Prerequisite: Basic computer knowledge and familiarity with Windows.

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

COAP-120 (12 Hours)
Fee: $189 (Tuition $108, Lab $81)
Section MW02-Mays Landing Campus 2 Tuesdays and Thursdays beginning March 29 (Ending April 7) 6-9 p.m.
**Graphic and Web Design Workshops**

**Introduction to WordPress**
Did you know that about 25 percent of all websites on the Internet are powered by WordPress, more than any other platform? In this workshop, you will learn the power and ease of using WordPress to make your own website. Ideal for your business or hobby, work or play, tour the administrative interface and learn how to build and maintain websites using WordPress.

COAP-174 (12 Hours)
Fee: $179 (Tuition $100, Lab $79)
Section MW02-Mays Landing Campus
4 Mondays beginning Feb. 22 (Ending March 14) 5:30-8:30 p.m.

**Intermediate WordPress**
What separates great sites from average quality sites? More importantly, how do you use WordPress to create great sites? Learn about the finer points of themes, plug-ins, customization, and more in this intermediate-level workshop. Introduction to WordPress or previous experience with WordPress is highly recommended.

COAP-161 (12 Hours)
Fee: $179 (Tuition $100, Lab $79)
Section MW101-Mays Landing Campus
Mondays beginning March 28 (ending April 18) 5:30-8:30 p.m.

**NEW! Introduction to Digital Image Manipulation (GIMP)**
Prerequisite: Basic computer knowledge and experience with Windows.
Learn the basics of Digital Image Manipulation without the high price tag using GIMP to create and/or manipulate digital images. As an introductory course, it provides a basic understanding of the skills and techniques that can be used for image retouching and editing, painting, layers, resizing, cropping, editable text, learning to convert between different image formats, and using GIMP for Web design and 3D applications. (GIMP is an open source program that rivals Photoshop.)

COAP-175 (15 Hours)
Fee: $179 (Tuition $120, Lab $59)
Section MW02-Mays Landing Campus
5 Wednesdays beginning Feb. 3 (Ending March 2) 6-9 p.m.

**IT Professional Series**

**CompTIA Security+ Certification – Online**
CompTIA Security+ is an international, vendor-neutral certification that demonstrates competency in: network security; compliance and operational security; threats and vulnerabilities; application, data and host security; access control and identity management; and cryptography. CompTIA Security+ ensures students are able to apply knowledge of security concepts, tools and procedures to react to security incidents and to guard against them. At the completion of the course, students will be prepared to take the Security+ Certification exam. This class will be taught online. Required book, ISBN: 1305093917, *CompTIA Security+ Guide to Network Security Fundamentals, 5th Edition*, by Mark Ciampa.

COSY-205 (69 Hours)
Fee: $1,025 (Tuition $525, Lab $500)
(Required book is additional charge)
Section OW02-Online
Beginning March 8 (Ending April 15)

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**Plan for a New Direction**
Are you unemployed and seeking a new career or changing careers to technology, health care, physical fitness or the casino industry?

Thinking about starting your own business?

You may be eligible for up to $4,000 in training funds through the local One-Stop.

Contact Susan DeCicco at (609) 343-5655 to find out the steps you need to take today.
Casino/Gaming Training

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. Register two weeks before your second and future games to receive a $25 discount.

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
- SURV-101 (280 Hours)
  Fee: $3,295 (Tuition $3,160, Materials $135)
- Section AW03-Worthington Atlantic City Campus, Caesars Entertainment Wing
  Monday-Thursday beginning Jan. 25 (Ending April 28)
  9 a.m.–2 p.m.
- Section AW04-Worthington Atlantic City Campus, Caesars Entertainment Wing
  Monday-Thursday beginning May 23 (Ending Aug. 29)
  9 a.m.–2 p.m.

NEW! 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)
- CARE-107 (60 Hours)
  Fee: $499 (Tuition $464, Materials $35)
  Tuesday, Wednesday, Thursday,
  11:30 a.m.–3:30 p.m.
  Section AW26-beginning Jan. 12 (Ends Feb. 11)
  Section AW27-beginning Feb. 2 (Ends March 3)
  Section AW28-beginning Feb. 9 (Ends March 10)
  Section AW29-beginning Feb. 16 (Ends March 17)
  Section AW30-beginning Feb. 23 (Ends March 24)
  Section AW31-beginning March 1 (Ends March 31)
  Section AW32-beginning March 8 (Ends April 7)
  Section AW33-beginning March 15 (Ends April 14)
  Section AW34-beginning March 22 (Ends April 21)
  Section AW35-beginning March 29 (Ends April 28)
  Section AW36-beginning April 5 (Ends May 5)
  Section AW37-beginning April 12 (Ends May 12)
  Section AW38-beginning April 19 (Ends May 19)
  Section AW39-beginning April 26 (Ends May 26)
  Section AW40-beginning May 3 (Ends June 2)
  Section AW41-beginning May 10 (Ends June 9)
  Section AW42-beginning May 17 (Ends June 16)
  Section AW43-beginning May 24 (Ends June 23)
  Section AW44-beginning May 31 (Ends June 24)
  Section AW45-beginning June 7 (Ends July 7)
  Section AW46-beginning June 14 (Ends July 14)
  Section AW47-beginning June 21 (Ends July 21)
  Section AW48-beginning June 28 (Ends July 28)
  Section AW49-beginning July 5 (Ends Aug. 4)
  Section AW50-beginning July 12 (Ends Aug. 11)
  Section AW51-beginning July 19 (Ends Aug. 18)
  Section AW52-beginning July 26 (Ends Aug. 25)

Craps and Carnival Games (two games, one price)
- CARE-109 (120 Hours)
  Fee: $995 (Tuition $960, Materials $35)
  Tuesday, Wednesday, Thursday, 6-10 p.m.
  Section AW07-beginning Jan. 12 (Ends March 17)
  Section AW08-beginning Jan. 26 (Ends March 31)
  Section AW09-beginning Feb. 9 (Ends April 14)
  Section AW10-beginning Feb. 23 (Ends April 28)
  Section AW11-beginning March 8 (Ends May 12)
  Section AW12-beginning March 22 (Ends May 26)
  Section AW13-beginning April 5 (Ends June 9)
  Section AW14-beginning April 19 (Ends June 23)
  Section AW15-beginning May 3 (Ends July 7)
  Section AW16-beginning May 17 (Ends July 21)
  Section AW17-beginning May 31 (Ends Aug. 4)
  Section AW18-beginning June 14 (Ends Aug. 18)
  Section AW19-beginning June 28 (Ends Sept. 1)
  Blackjack, Pai Gow Poker, Pai Gow Tiles (select one)
- CARE-111 (60 Hours)
  Fee: $499 (Tuition $464, Materials $35)
  Tuesday, Wednesday, Thursday, 6-10 p.m.
  Section AW20-beginning July 19 (Ends Aug. 18)
  Section AW21-beginning July 26 (Ends Sept. 1)
  Section AW22-beginning Aug. 2 (Ends Sept. 26)
  Section AW23-beginning Aug. 9 (Ends Sept. 29)
  Section AW24-beginning Aug. 16 (Ends Sept. 26)
  Section AW25-beginning Aug. 23 (Ends Sept. 29)
  Section AW26-beginning Aug. 30 (Ends Sept. 26)
  Section AW27-beginning Sept. 6 (Ends Sept. 29)
  Section AW28-beginning Sept. 13 (Ends Sept. 26)
  Section AW29-beginning Sept. 20 (Ends Sept. 29)
  Section AW30-beginning Sept. 27 (Ends Oct. 4)
  Section AW31-beginning Oct. 4 (Ends Oct. 11)
  Section AW32-beginning Oct. 11 (Ends Oct. 18)
  Section AW33-beginning Oct. 18 (Ends Oct. 25)
  Section AW34-beginning Oct. 25 (Ends Nov. 1)
  Section AW35-beginning Nov. 1 (Ends Nov. 8)
  Section AW36-beginning Nov. 8 (Ends Nov. 15)
  Section AW37-beginning Nov. 15 (Ends Nov. 22)
  Section AW38-beginning Nov. 22 (Ends Nov. 29)
  Section AW39-beginning Dec. 6 (Ends Dec. 13)
  Section AW40-beginning Dec. 13 (Ends Dec. 20)
  Section AW41-beginning Dec. 20 (Ends Dec. 27)
  Section AW42-beginning Jan. 3 (Ends Jan. 10)
  Section AW43-beginning Jan. 10 (Ends Jan. 17)
  Section AW44-beginning Jan. 17 (Ends Jan. 24)
  Section AW45-beginning Jan. 24 (Ends Feb. 6)
  Section AW46-beginning Jan. 31 (Ends Feb. 7)
  Section AW47-beginning Feb. 7 (Ends Feb. 14)
  Section AW48-beginning Feb. 14 (Ends Feb. 21)
  Section AW49-beginning Feb. 21 (Ends Feb. 28)
  Section AW50-beginning March 7 (Ends March 14)
  Section AW51-beginning March 14 (Ends March 21)
  Section AW52-beginning March 21 (Ends March 28)
- Section AW19-beginning July 5 (Ends Aug. 4)
  Section AW20-beginning July 19 (Ends Aug. 18)

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.

See Table Games – Quick Start schedule

New Pricing, New Programs: The NEW! Casino Career Institute
Visit us in our new home in the Caesars Entertainment Wing for Hospitality and Gaming Studies located at the Charles D. Worthington Atlantic City Campus. Our state-of-the-art space includes new tables, electronic Blackjack and Roulette, and the latest shufflers.

TO REGISTER • Phone 609/343-5655 • Online at www.atlantic.edu/conted
#### 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.

**POKW-202 (24 Hours)**
Fee: $229 (Tuition $204, Materials $25)

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

Section AW09-beginning Jan. 19 (Ends Jan. 28)
Section AW10-beginning Feb. 2 (Ends Feb. 11)
Section AW11-beginning Feb. 16 (Ends Feb. 25)
Section AW12-beginning March 1 (Ends March 10)
Section AW13-beginning March 15 (Ends March 24)
Section AW14-beginning March 29 (Ends April 7)
Section AW15-beginning April 12 (Ends April 21)
Section AW16-beginning April 26 (Ends May 5)
Section AW17-beginning May 10 (Ends May 19)
Section AW18-beginning May 24 (Ends June 2)
Section AW19-beginning June 7 (Ends June 16)
Section AW20-beginning June 21 (Ends June 30)
Section AW21-beginning July 5 (Ends July 14)
Section AW22-beginning July 19 (Ends July 28)

#### Multi-Skilled Casino Gaming Professional
Are you interested in launching your career in the gaming industry? Train to become a Blackjack and Roulette dealer and enhance your career with Slot Machine Overview and basic casino equipment troubleshooting and repair. Blackjack and Roulette (120 Hours), Slot Machine Overview/Equipment Repair (40 Hours).

**CARE-201 (160 Hours)**
Fee: $1,020 (Ask about our $500 scholarship for this program.)

Section AW01-Worthington Atlantic City Campus, Caesars Entertainment Wing Tuesday-Friday beginning March 15 (Ending May 19)
Table games training (Tuesday, Wednesday, Thursday) Slot/Equipment Repair (Fridays) 11:30 a.m.-3:30 p.m.

**CARE-001, AW01**

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### 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. Graduates may take any table games course at a 50 percent discount.

**Blackjack**
BLJK-103 (60 Hours)
Fee: $249 (Tuition $214, Materials $35)

**Craps**
CRAP-201 (120 Hours)
Fee: $499 (Tuition $464, Materials $35)

**Baccarat**
BACC-204 (60 Hours)
Fee: $249 (Tuition $214, Materials $35)

**Poker and Tournament Play**
POKR-204 (60 Hours)
Fee: $249 (Tuition $214, Materials $35)

**Pai Gow Tiles**
PGOW-207 (60 Hours)
Fee: $249 (Tuition $214, Materials $35)

**Roulette**
ROUL-207 (60 Hours)
Fee: $249 (Tuition $214, Materials $35)

**Pai Gow Poker**
PGOW-206 (60 Hours)
Fee: $249 (Tuition $214, Materials $35)

### Alumni Practice Program
Prerequisite: You must have graduated from a CCI Table Games program within the past 3 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, AW01**

Fee: $5 (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.)

### Practice Program
Prerequisite: Must present your 25 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.

**CARE-110, AW01**

Fee: $49 (valid for any Tuesday, Wednesday or Thursday from 11:30 a.m.-3:30 p.m.)

### Lunch and Learn Series for Table Games
Select from Blackjack, Roulette or Poker for your group of up to 10 people for a three-part lunch and learn event. The first hour of your session you will spend with our experienced table games instructors who will guide your group through the fundamentals of the game you have selected in our mock casino. The second hour you will enjoy lunch (feel free to conduct a meeting during the lunch hour.) During your final hour with us, you will return to the gaming floor for a simulated “Play Day Event.”

**CARE-101 (3 Hours)**
Fee: $859 (up to 10 people)

Worthington Atlantic City Campus, Caesars Entertainment Wing Call (609) 343-4860 to schedule your session.

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**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, especially important in Baccarat, will be the focus.

**See Table Games – Quick Start schedule**

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

**See Table Games – Quick Start schedule**

**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.

**See Table Games – Quick Start schedule**

**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.

**See Table Games – Quick Start schedule**

**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.

**See Table Games – Quick Start schedule**

**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/ante/blind bets, game rules and regulations, dealer’s responsibilities and game security.

POKR-200 (60 Hours)
Fee: $499 (Tuition $464, Materials $35)

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

Section AW05-beginning Jan. 12 (Ends Feb. 11)
Section AW06-beginning Feb. 16 (Ends March 17)
Section AW07-beginning March 22 (Ends April 21)
Section AW08-beginning April 26 (Ends May 26)
Section AW09-beginning May 31 (Ends June 30)
Section AW10-beginning July 5 (Ends Aug. 4)
Section AW11-beginning Aug. 9 (Ends Sept. 8)

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CONTINUING EDUCATION • SPRING 2016 Atlantic Cape Community College
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 Institute provides learning opportunities for our clients to achieve improved financial prosperity, individual performance and productivity, and implementation and mastery of technology. For additional information on the Institute for Service Excellence (ISE), visit www.atlantic.edu/ise.

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 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 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.

Passing the exam will earn the student a portable, globally recognized certification, Certified Guest Service Professional (CGSP®). The program will also include an introduction to technology, covering file management, searching the Internet, and working with Microsoft Word and Microsoft Excel.

RETA-200 (18 Hours)
Fee: $129
Section AW01-Worthington Atlantic City Campus, Caesars Entertainment Wing
Tuesdays and Thursdays beginning Feb. 16 (Ending March 3)
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 provides 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 April 5 (Ending May 13)
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 March 8 (Ending May 12)
6-9 p.m.
NEW! Medical Assistant – The Hybrid Program*
Prerequisites: Participants must have a minimum of one year of experience as a working medical assistant. Participants must be funded by current employer or provide employer endorsement to take the program.
This program is designed for working medical assistants to upgrade their skills and obtain industry credentials. Participants will work through the required program modules in a hybrid format. Classroom sessions are required for Phlebotomy, Injections and EKG. Students completing all course requirements will be eligible to sit for the National Healthcareer Association Certified Medical Assistant exam.
The program consists of training in 14 modules (see Medical Assistant, MEDA-148.)
MEDA-151 (620 Hours/Hybrid) Fee: $2,495 (Tuition $1,920, Materials $575)

NEW! Central Service Technician – Online*
Prerequisites: High school diploma or GED, physical exam including drug screening, and documentation of immunizations, PPD test and Hepatitis B series must be provided at the time of registration. Candidates must obtain a reading score of 11 on the Test of Adult Basic Education (TABE). Proof of adequate health insurance is required on the first day of class. Students failing to provide 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 you for a career in central service, the operating room, infection control and materials management. Students will be prepared to succeed on the IAHCSMM 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 equipment maintenance. 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
- Disfection: 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

NOTE: A criminal background report containing negative information may prevent placement for the clinical portion of this program.
HCST-500 (598 Hours Online, 400 Hours Clinical) Fee: $3,395 (Tuition $3,000, Materials $395)
Section OW02-Online
Optional Skills Labs: Worthington Atlantic City Campus, Fridays, 9 a.m.-noon
Clinical: Days and hours vary; Instructor will schedule Beginning Sept. 12 (Ending May 6, 2017)

NEW! Central Service Technician (Working Technicians) Online
Prerequisites: A current CPR/BLS certification from the American Heart Association is required.
The Central Service Technician program is available to working technicians who are pursuing their certification. A sponsorship letter from an existing employer is required to register for this course.
HCST-200 (252 Hours) Fee: $1,429 (Tuition $1,034, Materials $395)
Section OW02-Online
Beginning March 7 (Ending April 15)

NEW! Massage Therapist
Prerequisites: High school diploma or GED, physical exam including drug screening, documentation of immunizations, PPD test and Hepatitis B series must be provided at the time of registration. Candidates must obtain a reading score of 10 on the Test of Adult Basic Education (TABE). Proof of adequate health insurance is required on the first day of class. Students failing to provide documentation will not be eligible for the clinical/internship portion of the program.

Massage therapy is one of the fastest growing career fields with diverse opportunities, allowing practitioners to choose where their passion lies for a successful future. With more than 100 modalities available for therapists to incorporate into their practice, this makes for a satisfying career choice.

This comprehensive program is designed to prepare students with the necessary tools to become licensed under the New Jersey Board of Nursing to practice the art of massage and sit for the Massage and Bodywork Licensing Exam (MBLEx) offered by the Federation of State Massage Therapy Boards. The course curriculum will include Ethics and Law to ensure integrity and scope of practice is comprehended and maintained; Theory and Practice, which is instruction on massage and bodywork theory and in-class demonstration and practice; and Anatomy/Physiology, Kinesiology and Pathologies are also incorporated to develop knowledge of structures, functions, movements of the body and contraindications that may be presented by future clients. Students will gain hands-on experience with 100 clinical hours at an on-site student clinic and off campus outreach.

NOTE: Fingerprinting and a criminal background check is a step in completing NJ licensure. A report containing negative information may prevent students from licensure and/or taking the board exam.
HMPT-500 (575 Hours) Fee: $4,895 (Tuition $4,000, Materials $895)
Section AW02-Worthington Atlantic City Campus Monday through Thursday, 9 a.m.-2 p.m.
Beginning March 1 (Ending Sept. 22)
Section CW01-Cape May County Campus Monday through Thursday, 9 a.m.-2 p.m.
Beginning April 4 (Ending Oct. 26)
**NEW! Inpatient Coding**

**Prerequisite:** High school diploma or GED. Ability to read, write and speak English. Candidates must obtain a reading score of 1 T on the Test of Adult Basic Education (TABE).

This 420-hour course will prepare you as a coder for hospital inpatient facility services and MS-DRG assignment and goes beyond the basic explanation of DRG classification. You will learn to apply inpatient coding guidelines, accurately assign ICD-9-CM/ICD-10-CM codes and MS-DRGs. You will receive detailed instruction on medical terminology, HIPAA regulations; U.S. health insurance system and managed care; ICD 9 & 10, CPT & HCPCS coding; life cycle of a claim; posting payments; use of electronic medical records; fraud detection and more.

This course will give you the important hands-on experience to be a successful inpatient coder. Students will complete multiple inpatient case studies as part of their training.

**NOTE:** This is a hybrid course with 312 classroom hours in person and 108 hours online.

**HIPC-500 (420 Hours)**

Fee: $3,995 (Tuition $3,395, Materials $600)

Section AW01-Worthington Atlantic City Campus Tuesday and Thursday, 6-9 p.m.

Beginning April 5 (Ending April 27, 2017)

**EKG/Monitor Technician**

**Prerequisites:** High school diploma or GED, physical exam including drug screening, documentation of immunizations, PPD test and Hepatitis B series must be provided at the time of registration. Candidates must obtain a reading score of 9 on the Test of Adult Basic Education (TABE). Proof of adequate health insurance is required on the first day of class. Students failing to provide 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 Electrocardiographer
- Vital Signs
- Cardiovascular System
- Cardiovascular Medications
- Standard and Isolation Precautions
- Performing an ECG
  - Basic 12-Lead
  - Exercise Electrocardiography
  - 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, you will be eligible to sit for the New Jersey Healthcare Association EKG Technician Certification Examination (CET).

**NOTE:** A criminal background check will be done for all enrolled students on the first day of class.

**HEKG-132 (154 Hours)**

Fee: $2,275 (Tuition $1,480, Materials $795)

Section AW01-Worthington Atlantic City Campus Tuesdays and Thursdays beginning May 3 (Ending Sept. 29)

6-9 p.m.

**Certified Nurse Aide (CNA)**

**Prerequisites:** You MUST have a complete physical exam, documentation of immunizations, and two-step PPD test (for exposure to tuberculosis) or chest X-ray. Proof must be provided when registering for the class. This is a mandatory regulation and there will be no exceptions. Candidates must obtain a reading score of 7 on the Test of Adult Basic Education (TABE). Proof of adequate health insurance is required on the first day of class. Students failing to provide documentation will not be eligible for the clinical/internship portion of the program.

Becoming a Certified Nurse Aide is a great way to launch your 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 NJDHS. This program will prepare you to sit for the NJDHS written examination and the required skills evaluation.

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

**NOTE:** Fingerprinting and a criminal background check are also required, and paperwork will be done on the first day of class. Students are required to have health insurance coverage before going out on clinical assignment.

**HCNA-146 (90 Hours)**

Fee: $2,940 (Tuition $2,025, Materials $915)

Section AW04-Beginning Jan. 28 (Ending March 15) Monday-Friday, 9 a.m.-1 p.m. (based on schedule)

Lecture: Worthington Atlantic City Campus

Clinical: Various long-term facilities

**Certified Home Health Aide for CNAs**

**Prerequisites:** MUST currently be certified by the New Jersey Department of Health and Senior Services as a Certified Nurse Aide. Proof must be provided at time of enrollment. 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, you 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: $337 (Tuition $129, Materials $208)

Worthington Atlantic City Campus

Wednesday and Thursday, 1-6 p.m.

Section AW04-March 23 & 24

Section AW05-May 18 & 19

**NEW! Certified Home Health Aide (CHHA)**

**Prerequisites:** You MUST have a complete physical exam, documentation of immunizations, and two-step PPD test (for exposure to tuberculosis) or chest X-ray. Proof must be provided when registering for the class. This is a mandatory regulation and there will be no exceptions. Candidates must obtain a reading score of 7 on the Test of Adult Basic Education (TABE). Proof of adequate health insurance is required on the first day of class. Students failing to provide documentation will not be eligible for the clinical/internship portion of the program.

Prepare for a career as a home health aide during this hands-on course, which includes 60 hours of classroom lessons and 16 hours of clinical lab. Upon successful completion, students will be prepared to care for patients in the home setting. This course covers: anatomy, nutrition, diseases, infection control, human development and CPR certification. This New Jersey Board of Nursing-approved certificate program prepares students to work in the homes of clients who are elderly, ill or disabled, as well as in assisted living and adult day care facilities.

**CHHA-500 (76 Hours)**

Fee: $1,895 (Tuition $1,645, Materials $250)

Section AW02-Worthington Atlantic City Campus Monday-Friday beginning April 1 (Ending April 28)

9 a.m.-1 p.m.

**Patient Care Technician**

**Prerequisites:** High school diploma or GED. Candidates must obtain a reading score of 10 on the Test of Adult Basic Education (TABE). Physical exam including drug screening, documentation of immunizations, PPD test and hepatitis B series must be provided at the time of registration. Proof of adequate health insurance is required on the first day of class. Students failing to provide documentation will not be eligible for the clinical/internship portion of the program.

Patient Care Technicians provide basic patient care in a hospital setting. You will learn basic patient care skills and behaviors needed to gain an entry-level position as a Patient Care Technician, Phlebotomist or EKG Technician. This program includes classroom lecture, lab practice and a clinical externship in a local medical facility. Coursework includes medical terminology, anatomy and physiology, CPR certification, phlebotomy, EKG, vital signs, patient care and HIPAA awareness.

This program prepares the student for the following certification exams: National Healthcareer Association Certified Patient Care Technician, Certified Phlebotomist and Certified EKG Technician.

**NOTE:** A criminal background check will be done for all enrolled students on the first day of class. A criminal background report containing negative information may prevent placement for the clinical portion of this program.

**PCAR-500 (440 Hours)**

Fee: $3,895 (Tuition $3,245, Materials $650)

Section CW01-Cape May County Campus

Lecture: Monday, Tuesday and Wednesday, 5-9 p.m.

Clinical: Days and hours vary; Instructor will schedule

Beginning Feb. 22 (Ending Oct. 19)

Section AW02-Worthington Atlantic City Campus

Lecture: Monday-Thursday, 9 a.m.-2:30 p.m.

Clinical: Days and hours vary; Instructor will schedule

Beginning April 11 (Ending Oct. 26)
Phlebotomy Technician*
Prerequisites: High school diploma or GED, physical exam including drug screening, documentation of immunizations, PPD test and Hepatitis B series must be provided at the time of registration. Candidates must obtain a reading score of 9 on the Test of Adult Basic Education (TABE). Proof of adequate health insurance is required on the first day of class. Students failing to provide documentation will not be eligible for the clinical/internship portion of the program.

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.

NOTE: A criminal background check will be done for all enrolled students on the first day of class. A criminal background report containing negative information may prevent placement for the clinical portion of this program. Students are required to have health insurance coverage before going out on clinical assignment.

PHLB-136 (180 Hours)
Fee: $2,419 (Tuition $1,765, Lab $654)
Section FW02-Cape Regional Medical Center Lecture: Mondays and Wednesdays, 5-9 p.m.
Clinical: 6 weeks (Up to 120 hours)
Monday-Friday, early daytime hours;
Instructor will schedule
Beginning March 14 (Ending July 11)
Section AW03-Worthington Atlantic City Campus Lecture: Mondays and Wednesdays, 6-9 p.m.
Clinical: 6 weeks (Up to 120 hours)
Monday-Friday, early daytime hours;
Instructor will schedule
Beginning Feb. 8 (Ending July 13)

Emergency Medical Technician Certification*
Prerequisites: High school diploma or GED, American Heart Association CPR certification for health care professionals (CPR certification will be provided during class for students who need this certification), 18 years of age by last day of the program, and 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). First day of class requirements: documentation of physical exam including drug screening, documentation of immunizations, PPD test and Hepatitis B series. Proof of adequate health insurance is required on the first day of class. Students failing to provide documentation will not be eligible for the clinical/internship portion of the program.

This 200-hour course prepares the student to perform basic life support as an Emergency Medical Technician. EMTs are widely used in hospitals, ambulances, patient transport units, racetracks, sports stadiums, concerts and bike teams. The training program consists of lecture and skills modules at Atlantic Cape’s Health Professions Institute, CPR certification and practical experience during a clinical rotation in a hospital emergency department.

Coursework includes adult and pediatric medical and trauma assessment, basic airway support, use of AED, assisting patients with medication administration, splinting, bleeding control and lifting, transferring and transporting stretchers and patients.

Students successfully completing course requirements will receive ICS 100 and ICS 700 certifications. NOTE: A criminal background check will be done for all enrolled students on the first day of class. A criminal background report containing negative information may prevent placement for the clinical portion of this program.

EMTC-500 (200 Hours)
Fee: $2,073 (Tuition $1,395, Materials $678)
Section AW02-Worthington Atlantic City Campus Tuesdays and Thursdays, 7-10:30 p.m., and Saturdays, 8 a.m.-4:30 p.m.
Beginning Feb. 23 (Ending April 30)

*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
CPR/AED/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 2 years, will be awarded for successful completion of this course.

You 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 (8 Hours)
Fee: $75 (Tuition $45, Materials $30)
Worthington Atlantic City Campus
Saturdays, 9 a.m.-1:30 p.m.
Section AW08-Feb. 13
Section AW09-April 16
Section AW10-May 21
Section AW11-June 18
Section AW12-July 16

Recertification – CPR/BLS for Health Care Professionals
American Heart Association CPR/AED certification is valid for 2 years from the date of issue. If yours is due to expire, this four-hour course will provide you with the most current CPR information, procedures and the opportunity to refresh your skills. American Heart Association recertification will be awarded on successful completion.

HCPR-200 (4.5 Hours)
Fee: $55 (Tuition $45, Materials $10)
Worthington Atlantic City Campus,
Saturdays, 9 a.m.-1:30 p.m.
Section AW05-Feb. 6
Section AW06-April 9
Section AW07-June 11

Recertification – 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 2 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: $75 (Tuition $45, Materials $30)
Worthington Atlantic City Campus
Saturday, 9 a.m.-5 p.m.
Section AW05-Feb. 20
Section AW06-May 28
Section AW07-June 25

Professional Development Workshop
NEW! Test of Essential Academic Skills (TEAS) Prep
The course provides students with the skills required to successfully complete the TEAS-V test. This test serves as the entrance test for many nursing programs. This course will focus on an overview of reading comprehension, math and science topics. Using online practice tests in a simulated test environment and a study manual specific to this test, students will be able to target specific skill improvement with in-class support and benefit from exposure to common test-taking strategies. The class includes two electronic practice tests and supporting study guide.
(1.5 CEUs)

HTEA-100 (15 Hours)
Fee: $355 (Tuition $155, Materials $200)
Includes study materials
Section MW02-Mays Landing Campus, B124
3 Saturdays, 8 a.m.-1 p.m.
Feb. 13, 20 & 27
Culinary Arts and Cooking

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

Culinary Training Program
Prerequisite: Candidates must obtain a reading score of 9 and math score of 9 on the Test of Adult Basic Education (TABE).

This career preparation program offers hands-on courses in the fundamentals of baking and pastry. It will also prepare you 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 obtain the skills they need in a hands-on environment to be able to work in almost any bakeshop.

CULI-500 (425 Hours)
Fee: $5,895 (Tuition/Lab $4,895, Supplies $1,000)
Section AW02-Worthington Atlantic City Campus, Caesars Entertainment Wing, Kitchen W2
Monday-Friday beginning March 14 (Ending July 15)
9 a.m.-2 p.m.

Baking and Pastry Training Program
Prerequisite: Candidates must obtain a reading score of 9 and math score of 9 on the Test of Adult Basic Education (TABE).

This career preparation program offers hands-on courses in the fundamentals of baking and pastry. It will also prepare you 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 obtain the skills they need in a hands-on environment to be able to work in almost any bakeshop.

CULI-501 (425 Hours)
Fee: $5,895 (Tuition/Lab $4,895, Supplies $1,000)
Section AW02-Worthington Atlantic City Campus, Caesars Entertainment Wing, Kitchen W1
Monday-Friday beginning March 14 (Ending July 15)
9 a.m.-2 p.m.

Sanitation Training
The ServSafe Food Safety Training Program will teach you 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. This program covers sanitation guidelines as suggested by the National Restaurant Association’s “ServSafe” program.

Participants will take the test on the last day of the course.
Topics include:
• Principles of food microbiology
• Food-borne diseases
• Standards enforced by regulatory agencies
• Applied measures for the prevention of food-borne illnesses
• Preparation for the National Restaurant Association and New Jersey State Sanitation (FMC) examinations (test included)

FDBV-200 (12 Hours)
Fee: $149
Section AW02-Worthington Atlantic City Campus, Caesars Entertainment Wing
4 Fridays beginning April 1 (Ending April 22)
9 a.m.-Noon

Workshops
Beer Leadership Course: Brewing
Prerequisite: Must be 21 years of age or older to register for and attend this workshop.

This course will cover the steps to brew beer as well as the different types of grains used to make beer and their effect on the final product. Other topics include: How to alter the final alcohol content and its effect on palatability of beer; Understanding the purpose and use of carbonation; Exploring the types of hops and flavor profiles associated with each; and learning the different methods of brewing specific types of Lagers, Pilsners and IPAs. The importance of sanitation will be emphasized. This workshop will include both brewing and tasting beer.

Instructor: Lynn Hoffman
FDBV-104 (30 Hours)
Fee: $400
Section AW01-Worthington Atlantic City Campus, Caesars Entertainment Wing
10 Mondays beginning March 7 (Ending May 9)
6-9 p.m.

Sausage Making 101
Learn the basics of sausage making, including the importance of sanitation, grinding methods, blending spices, fat-to-lean ratios, types of casings, ingredient sourcing and more. The class includes demonstration and hands-on instruction. Participants will produce breakfast, Italian and curried chicken sausages.

COOK-263 (4 Hours)
Fee: $85
Section MW01-Mays Landing Campus
Saturday, Jan. 23
9 a.m.-1 p.m.
Plan for a New Direction
Are you unemployed and seeking a new career or changing careers to technology, health care, physical fitness or the casino industry?
Thinking about starting your own business?
You may be eligible for up to $4,000 in training funds through the local One-Stop.
Contact Susan DeCicco at (609) 343-5655 to find out the steps you need to take today.

Pasta Exploration
Tired of spaghetti and meatballs? Learn about some tasty alternatives as we discuss different pasta types and how they work best. This workshop includes demonstration and hands-on instruction. Participants will prepare dishes like Rigatoni and Eggplant, Pad Thai and Capellini with Salmon and Peas.

COOK-156 (3 Hours)
Fee: $65
Section MW01-Mays Landing Campus, Kitchen 1
Tuesday, Feb. 9
6-9 p.m.

Unique Seafood
Join us to learn how to prepare seafood dishes that go beyond standard shrimp, flounder or salmon. The availability, sustainability and cost considerations of seafood will be discussed. Class production may vary based on availability. Some possible combinations include Skate in a Brown Butter Sauce, Monkfish Puttanesca, Stuffed Calamari and Steamed Croaker in Banana Leaf.

COOK-149 (3 Hours)
Fee: $75
Section MW01-Mays Landing Campus, Kitchen 1
Thursday, Feb. 25
6-9 p.m.

Alternative Grains
Discover tasty and healthy alternative starches, including quinoa, barley, Israeli couscous and farro. You will also learn how to incorporate the grains into delicious dishes you won’t believe are good for you.

COOK-264 (3 Hours)
Fee: $65
Section MW01-Mays Landing Campus, Kitchen 1
Wednesday, March 9
6-9 p.m.

Spring Fruits and Vegetables
As the long awaited spring fruits and vegetables begin making their way to markets, learn different ways to prepare them to highlight their natural flavors. We will also review ways to add complementary flavors and tips on how to get your garden ready for planting. This workshop highlights asparagus, peas, beans, strawberries, kohlrabi and more.

COOK-123 (3 Hours)
Fee: $55
Section MW01-Mays Landing Campus, Kitchen 1
Saturday, April 9
9 a.m.-Noon

Baking and Pastry with Chef D’Angelo
Egg Bread and Rolls
In this hands-on class, learn how to make soft textured egg breads and rolls, such as 6-Braid Challah Bread, a variety of individual knotted Soft Rolls and various derivatives like Onion-Poppy Pockets. These breads are soft textured and easy on the palate!

BAKE-105 (3 Hours)
Fee: $75
Section MW02-Mays Landing Campus, Kitchen 2
Wednesday, Jan. 27
6-9 p.m.

Chocolate and More Chocolate!
For those of us who just can’t get enough of Chocolate, here are a few decadent desserts that will satisfy any “Chocoholic!” Learn to prepare Sinful Chocolate Pâté, Flourless Hazelnut Truffle Torte and Chocolate Soufflé Glace during one indulgent evening.

BAKE-115 (3 Hours)
Fee: $75
Section MW02-Mays Landing Campus, Kitchen 2
Wednesday, Feb. 10
6-9 p.m.

Crusty European Breads
Give your hands a workout when you learn to make hardy, crusty French Baguettes, Italian Seeded Loaves and Sundried Tomato Pistolettes. You will impress everyone at your next gathering!

BAKE-124 (3 Hours)
Fee: $75
Section MW01-Mays Landing Campus, Kitchen 2
Wednesday, Feb. 24
6-9 p.m.

Pasticceria Italiana
Buono Appetito! In this class you will learn how to make some Italian Old World Classics from Ricciarelli (Almond Cookies), Crostata di Fichie Pere (Pear and Fig Tart) and Crostata di Mele con Frangipane (Apple Tart with Frangipane Layer) that everyone will love.

BAKE-110 (3 Hours)
Fee: $75
Section MW01-Mays Landing Campus, Kitchen 2
Wednesday, March 2
6-9 p.m.

Easter Holiday Sweets
Welcome spring with fresh and tasty cakes that are sure to please any “bunny.” You will learn to make a traditional Carrot Cake with Cream Cheese Icing, a flaky Coconut Meringue Cake and a light and fluffy Strawberry Cream Roll.

BAKE-123 (3 Hours)
Fee: $75
Section MW01-Mays Landing Campus, Kitchen 2
Wednesday, March 23
6-9 p.m.

Jewish Holiday Favorites
Tired of trying to find your Jewish holiday sweets at the supermarket? Learn some hands-on traditions you can pass down to your children. Be prepared to roll and pinch and eat cake while we make Hamantaschen, Rugelach and Apple Cake that would make any Bubbe proud.

BAKE-126 (3 Hours)
Fee: $85
Section MW01-Mays Landing Campus, Kitchen 2
Wednesday, April 20
6-9 p.m.
Career Education (Associate Degree Programs)

Business Administration (Associate in Science or Associate in Applied Science) Designed for students who wish to enter careers in management, real estate, sales, marketing, accounting and computer information systems upon completion of their degree. This course of study emphasizes those skills necessary for success in entry-level supervision and management positions.

Criminal Justice (Associate in Science) The Criminal Justice curriculum is dedicated to providing the theoretical, practical and professional knowledge needed in today's environment to be successful in the fields of policing, corrections, courts, probation, parole, private security and related service careers. Emphasis is placed on preparing the student for the professional workplace or continued studies at a four-year institution. The curriculum is designed to provide the student with expert instruction on the most current trends, policies and practices in the field.

Culinary (Associate in Applied Science) If you have a passion for working with food, a culinary arts career may be perfect for you. There's a culinary career to suit just about any lifestyle. Culinary job opportunities are everywhere, from next door to across the globe. At the Academy of Culinary Arts, you shape your education for the career lifestyle you want. Get to know us, so you can taste success.

Hospitality Management (Associate in Applied Science) The Hospitality Management program is committed to providing a quality undergraduate education that incorporates theory and practice in the hospitality industry. Additionally, our mission is to support the hospitality industry through coursework, internships and programs that are designed to advance and renew the education of those practicing in the field.

Paralegal Studies (Associate in Science or Associate in Applied Science) The Paralegal Studies program offers the student a wide range of courses that provide legal training so the student can assume paralegal responsibilities under the supervision of an attorney. The program provides General Education courses and paralegal introductory courses, as well as courses giving specific skills in various areas, including, but not limited to, legal research and writing, fact investigation, client contact, document preparation, litigation preparation including tools of discovery, computer literacy, real estate transactions, family law issues, torts and personal injury issues and ethics.

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## Career Education (Associate Degree Programs)

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**CUBP – BAKING & PASTRY**

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ACCT-130  Financial Accounting  4cr
Study of financial accounting emphasizing income measurement, the valuation of assets, and accounting for liabilities and shareholder’s equity. Proper financial statement presentation and disclosure covered in detail. (1996)

ACCT-131  Managerial Accounting  4cr
Prerequisite: ACCT130
Study of the accounting information needs of internal management. Examines responsibility of accounting and techniques for analyzing managerial accounting information for decision-making and control. (2005)

BUSN-101  Intro to Business  3cr
The nature of American business, its opportunities and capitalist environment. Includes various types of ownership, organization, management, marketing, industries, personnel, labor and legal considerations.

BUSN-102  Principles of Marketing  3cr
Introduces the basic elements of the marketing mix, including product, pricing, distribution and promotional concepts. Acquaints students with marketing terminology and prepares them for advanced study in component areas of marketing. This course is the logical first step for those planning further study in advertising, retailing, small business, sales and international marketing or for students seeking to add a dimension of business basics to their non-business program.

BUSN-104  Entrepreneurship  3cr
Study of the problems in operating a small business. Includes site selection, insurance, record keeping, inventory control, buying, promotion and employee relations.

BUSN-120  Principles of Management  3cr
Principles and techniques used by managers to achieve organizational objectives. Emphasis is on the basic functions performed by managers, including planning, directing, organizing and controlling. (2009)

BUSN-205  Human Resources Management  3cr
Prerequisite: BUSN120 (may be taken concurrently) or permission of instructor.
Studies the internal problems of management related to the administration of staffing, interviewing, selection, labor relations, promotions and separation policies, and expatriate training, roles and responsibilities. (2008)

BUSN-210  Business Law I  3cr

BUSN-211  Business Law II  3cr
Prerequisite: BUSN110
Application of law in varied business transactions including negotiable instruments under the Uniform Commercial Code, sales and the formation, operation and dissolution of the sole proprietorship, partnership and corporation.

CHEM-102  Intro to Forensics  4cr
Students study the portions of chemistry, biology and physics necessary to identify and individualize physical and biological evidence for legal purposes. Includes methods of collection and evaluation and laboratory procedures. Meets General Education Science requirement for the Criminal Justice A.S. degree majors only. (2008)

CRIM-101  Intro to Criminal Justice  3cr
History, development and philosophy of law enforcement in democratic society. Introduction to agencies involved in the administration of criminal justice.

CRIM-102  Intro to Criminology  3cr

CRIM-105  Police Operations  3cr
Intense study of the roles and functions of American police departments and their evolution in society. A thorough examination is made of police organizations, their philosophies, operations, management and related concepts and techniques. Also emphasized will be issues of police culture, ethics and civil liability and how they affect services provided to the public.

CRIM-106  Intro to Corrections  3cr
History of corrections, types of inmate control and treatment, the offender in the community, re-entry problems, corrections as part of the criminal justice system and problems in administration. (2007)

CRIM-107  Introduction to Cyber Crime  3cr
Prerequisites: CISM125, CRIM101
An overview of the legal and practical issues, theories and methods utilized in the investigation of a Cyber Crime. The basic concepts of Cyber Crime are introduced including the types of crimes, the elements and methods of commission, the technologies necessary for the commission, and the legal and investigative issues. (2009)

CRIM-108  Intro to Terrorism  3cr
Designed to provide the student with an overview of terrorism. The course will define the term and provide a historical overview of terrorism, identify known or suspected domestic and international terrorist groups, identify significant terrorism incidents, and recognize federal, state, county and municipal law enforcement and intelligence organizations involved in the investigation and prevention of terrorist related acts. (2009)

CRIM-109  Ethics in Criminal Justice  3cr
This course introduces the types of ethical dilemmas that criminal justice students will face in their professional careers. The course examines the nature of human behavior in relation to ethical theories and systems. Examines the various ethical systems used to guide decision making by criminal justice professionals and their application to current ethical issues facing these professionals, and discusses the concepts of Law and Justice in relation to ethics. Basic problems and applications of ethics and how they relate to social and individual issues involved in the criminal justice system will be examined. (2011)

CRIM-110  Women in the Criminal Justice System  3cr
This course is designed to touch upon all aspects of women in the criminal justice system with a specific focus on women as offenders, inmates and professionals. Emphasis will be placed on historical and recent trends related to gender and crime. The course will also focus on the multitude of careers available for women in the criminal justice system. (2011)

CRIM-120  Victimless Crime  3cr
This course examines the influence of gambling, sex work, and substance abuse upon the larger society. The content will focus on the criminalization of these behaviors in our culture, and contrast other cultures’ and societies’ views of the acceptability of them. The course will explore these topics in a non-judgmental approach and complete a critical analysis of each area of these victimless crimes. (2014)

CRIM-130  The Criminal Court System  3cr
This course will provide an overview of the criminal court system and process in the U.S., tracing its development from the early beginnings to the present day operation. It will discuss the key personnel functioning daily within a courtroom including a judge, prosecutor, defense attorney, victims, etc. The criminal judicial process, courtroom proceedings, court rulings, and rules of evidence are also addressed. (2014)

CRIM-170  Concepts in Homeland Security  3cr
Prerequisite: ENGL080 with a C or better or Placement into ENGL101.
Introduces students to the practices, policies and issues relevant to the security of the United States. Examines federal, state and local governmental agencies that form the apparatus which provides for homeland security in the United States, and their responsibilities regarding natural disasters, terrorism and other man-made catastrophes. Provides a broad-based overview of technologies, including Geographic Information Systems (GIS), used in the analysis and decision-making processes employed by our homeland security apparatus. (2012)
CRIM-201  
**Criminal Law**  
Prerequisite: CRIM101  
Study of local, state and federal criminal laws including their classification, nature, evolution and development. Both statutory and common law are explored as well as topics of the adversary system, such as principles of justification and excuse, laws of arrest, and the laws of search and seizure. Special attention is given to the New Jersey Code of Criminal Justice. (2003)

CRIM-202  
**Constitutional Law**  
Prerequisite: CRIM101  
Study of procedural law focusing on the effect of decisions by the United States Supreme Court in establishing ethical criminal justice procedures. (2003)

CRIM-203  
**Criminal Investigation**  
Exploration and analysis of modern criminal investigative theories and procedures. Directing criminal investigation for maximum effectiveness with attention to the justice system criteria for evidence submission and testimony in criminal proceedings. (2003)

CRIM-206  
**Juvenile Justice**  
Prerequisite: CRIM101 or PSYC101  
Studies the theoretical and applied concepts of prevention, treatment, and control of juvenile delinquency and recent legislative and philosophical decisions. Fall only.

CRIM-214  
**Organized Crime**  
A foundation course in systematic criminality, which examines those criminal organizations whose method of operation includes fear, violence and corruption to achieve strategic and tactical goals. The course investigates these highly structured, perpetual organizations as well as law enforcement responses to them. (2004)

CRIM-216  
**Criminal Justice Report Procedures**  
Prerequisites: ENGL101, ENGL102 with grades of C or better.  
An intensive course focused on the skills involved with note taking, interviewing and information gathering, which prepares students for the technical requirements of report preparation utilized by criminal justice professionals. Particular emphasis will be placed on the development of technical skills required of law enforcement officers, security personnel, corrections officers, probation officers, forensic personnel, and scientific personnel required to produce a high quality report. (2012)

CRIM-250  
**Internship in Criminal Justice**  
Prerequisites: CHEM102, CRIM101, CRIM201, CRIM202  
Designed to give students the opportunity to apply formal education to an actual work situation with a criminal justice agency under the supervision of the course instructor. The completed internship (minimum of 135 hours) prepares the student for continued academic studies at a four-year college or university or preparedness for selected positions with a criminal justice agency. The internship site must be an agency of police, courts or the correctional system approved by the Business department chairperson. (2007)

CUBP-100  
**Intro. to Culinary, Baking and Pastry**  
Prerequisite: HOSP132 (may be taken concurrently) or proof of Servsafe Certification.  
An introduction to the culinary and baking and pastry arts, with an emphasis on the following: ACA policies and procedures, tools and equipment used in a commercial bakeshop, basic knife skills and classical cuts, culinary math, and the ingredients used in the bakeshop. (2012)

CUBP-105  
**Culinary Foundations**  
Prerequisites: HOSP132 (may be taken concurrently) or proof of Servsafe Certification, and CUBP100.  
This course is designed for the baking and pastry students to introduce them to the basic techniques of hot food cookery. Students will learn and apply numerous techniques and procedures associated with the hot food kitchen. Daily production will include the preparation and assessment of cooking methods, stocks, soups, sauces and breakfast menu items. (2013)

CUBP-110  
**Fundamentals of Baking**  
Prerequisite: CUBP101  

CUBP-120  
**Basic Pastry Preparation**  
Prerequisite: CUBP210  
Methods and techniques in preparing basic desserts including cakes, pies, puddings, mousses, cheesecakes, tarts and glaze pastries. Emphasis is on a variety of decorations, icings, crusts, shortenings and butter creams. (2005)

CUBP-210  
**Advanced Baking**  
Prerequisite: CUBP110  
Builds on the skills and knowledge acquired in CUBP110—Fundamentals of Baking. Emphasis on the proper application of formulas and their relationship to mixing methods used in the preparation of cakes, cookies, roll-in doughs, pate choux, etc. (2005)

CUBP-211  
**Prin Bake Artisan Brd**  
Prerequisite: CUBP110  
Methods of baking a variety of international breads. The skills acquired will be applied to creating bread sculptures, centerpieces and displays. (2013)

CUBP-220  
**Advanced Classical Pastry**  
Prerequisite: CUBP120  
Preparation of tortes, pastries and frozen desserts. Emphasis is placed on platter and plate presentation of pastries, desserts, chocolates and formula development. (2005)

CUBP-221  
**Adv Concepts/Pastry**  
Prerequisite: CUBP220  
Advanced course which enhances practical skills and professional growth of individuals who have a working knowledge in the field of pastry arts. The mediums of chocolate, marzipan and sugar will be applied to innovative individual plate presentations. Emphasis will be placed on creative and artistic garnishing techniques. (2005)

CUBP-222  
**Specialty Cakes**  
Prerequisite: CUBP220  
Designed to present retail concepts in the preparation of special occasion cakes. Emphasis is placed on creative decor utilizing basic ingredients. (2005)

CUBP-223  
**Wedding Cake Design**  
Prerequisite: CUBP221  
Artistic techniques applied to wedding cake design. Emphasis is placed on enhancing basic skills in pulled sugar, chocolate plastic, and butter cream decor. Gum paste decorative work will be introduced. (2005)

CUBP-224  
**Centerpiece Artistry**  
Prerequisite: CUBP221  
Designed to provide an opportunity for students to enhance previously learned techniques. Emphasis is placed on artistic interpretations utilizing various mediums including sugar, chocolate and pastillage. (2006)

CUBP-225  
**Classical Confections**  
Prerequisite: CUBP220  
Designed to provide an understanding of various ingredients and techniques associated with pastry production and presentation styles from Austria, Italy, France and Switzerland. Emphasis will be placed on miniatures, petit four and French pastry requiring a high level of artistic presentation. (2013)

CUBP-226  
**International Pastry Preparation**  
Prerequisite: CUBP220  
This course is designed to build on the foundational base of the Baking and Pastry core curriculum. Its purpose is to introduce the advanced level student to the component nuances and culturally significant aspects of various international desserts, pastries and accompaniments. Focused attention will be paid to the detailed preparation and presentation of these classically presented selections. Discussion and directed emphasis will provide a deeper level of understanding to the relationship between common ingredients, human connection and ethnic integrity. This course will prepare the students to be conversant and proficient in the global dessert market. (2013)

CUBP-227  
**Retail Bakery Production and Management**  
Prerequisite: CUBP220  
Establish and manage a retail baking/pastry enterprise. Develop skills in human relations and personnel management. Identify factors which determine product quality. Recognize the importance of signature items in retail industry. Understand the link between equipment used in the pastry shop and menu items. Produce, on a daily basis, a diverse assortment of baked goods. (2013)
CULN-101   Introduction to Culinary Arts   3cr
Introduction to the culinary arts with concentration on the
Academy’s policies and Association Educational Foundation
Sanitation Certification, proper knife usage and basic cutting
skills. This course is a prerequisite for all culinary courses. (2005)

CULN-105   Applied Culinary Skills I   2cr
Prerequisite: CULN101
Provides a thorough knowledge of the aspects, techniques
and applications in the preparation of basic stocks, thickening
agents, sauces and soups. Introduces the basic cooking
methods for meats, poultry, seafood and vegetables such
as stewing, steaming, frying, sautéing, braising, roasting,
broiling and grilling. (2005)

CULN-106   Applied Culinary Skills II   2cr
Prerequisite: CULN105
Designed to build on the accumulated skills and knowledge
acquired in CULN105-Applied Culinary Skills I, and to further
those skills by implementing principles and concepts utilizing
different ingredients and products in the production of complete
menus. (2005)

CULN-107   Introduction to Diversified Cuisines   2cr
Prerequisite: CULN106
Designed and divided into three segments which introduce
the student to the fundamentals of breakfast, vegetarian
and American regional cooking. Emphasis is placed on the
most common breakfast items found on the American menu
including brunch as well as stressing the fundamentals of
vegetarian cooking and the diversity of American regional
cooking. (2005)

CULN-117   Fundamentals of Dining Room Service   3cr
Prerequisite: CULN101
Introduces and familiarizes the student with the functions
of an operational dining room, emphasizing skills in various
dining room services, such as American, Russian, buffet, as
well as setting and clearing tables, taking orders and serving
food and beverages. (2005)

CULN-204   Buffet Service/Catering   3cr
Prerequisite: CULN107
Designed to bring understanding and exposure to buffet and
catering operations. Emphasis is placed on, but not
limited to daily practical and theoretical application in the
back-of-the-house for the Academy’s restaurant, Careme’s,
under realistic industrial conditions in a preparation and
finishing type kitchen operation. (2005)

CULN-207   Advanced Hot Food Preparation   2cr
Prerequisite: CULN107
Introduces students to the methods and techniques in the
classical cuisine accepted and practiced in international
kitchens. Included are cooking methods, garnishes, prepara-
tion and application of basic sauces and their derivatives
as well as their presentation using the principles and tech-
niques of Auguste Escoffier. Emphasized are the concepts
and appreciation of diverse new American cuisines utilizing
local ingredients, stressing nutrition, freshness, lightness,
and a simple but elegant presentation. (2005)

CULN-209   Advanced Garde Manger   2cr
Prerequisite: CULN109
Preparation and techniques of modern and classical cold
food displays. Studies on buffet planning and layout,
charcuterie, advanced plate presentation, modern appetizer
plates, composed plates, molecular gastronomy, ice sculpt-
ing, sushi production and product utilization. (2011)

CULN-217   Applied Dining Room Op/Principles of Mgt   3cr
Prerequisite: CULN117 or permission of culinary
advisor.
Designed to give students an understanding of a public res-
taurant’s front-of-the-house operation. Emphasis is on the
proper greeting, seating of guests, taking and writing or-
ders, the serving of food and beverages, as well as tableside
cooking under realistic industrial conditions. Students are
introduced to the identification of various grapes used in
the production of wines, the main wine producing countries
and their regions, and the characteristics of those wines in
relation to menus. (2008)

CULN-221   Italian Regional Cuisine   2cr
Prerequisite: CULN107
Designed to introduce students to the cooking, wines
and cuisines of the eight major regions in Italy: Piedmont,
Emilia-Romagna, Tuscany, Umbria, Abruzzi, Latium, Cam-
pania, and Calabria. Emphasizes ingredients, presentation
styles and cooking techniques. (2005)

CULN-222   Charcuterie   2cr
Prerequisite: CULN109
Introduction to the art of charcuterie with concentration on
various forcemeats, confits and rillette. Includes curing,
drying and smoking techniques. Strong emphasis is placed
on sanitary practices. (2005)

CULN-223   Applied Restaurant Production   3cr
Prerequisite: CULN207
Designed for back-of-the-house students to apply and dem-
onstrate the practical and theoretical skills learned in all
prerequisite courses in hot/cold, pastry/baking, and menu
design and costing. Emphasis is placed on the realistic
operation of a restaurant kitchen producing foods prepared
from an a la carte and table d’hotel menu for the Academy’s
restaurant, Careme’s. (2005)

ECON-111   Microeconomics   3cr
Prerequisite: ECON110
Microeconomic analysis of markets, stressing price and
output determination by the firm and income distribution
through wages, rents, interests and profits. Discussions on
select domestic and international economic problems.

GIST-170   Concepts in Homeland Security   3cr
Prerequisites: ENGL080 with a grade of C or better
or Placement into ENGL101.
Introduces students to the practices, policies and issues
relevant to the security of the United States. Examines
federal, state and local governmental agencies that form
the apparatus which provides for homeland security in the
United States, and their responsibilities regarding natural
disasters, terrorism and other man-made catastrophes.
Provides a broad-based overview of technologies, including
Geographic Information Systems (GIS), used in the analysis
and decision-making processes employed by our homeland
security apparatus. (2013)

HOSP-100   Orientation to Hospitality and Tourism   3cr
Prerequisite: ENGL080 with a grade of C or better,
or Placement into ENGL101.
Provides a basic overview of the hospitality and tourism
industries. Hotels, restaurants, casinos, clubs, travel agencies
and cruise ships will be discussed. Career opportunities
within both industries will be explored. (2014)

HOSP-132   Food Serv Sanitation   1cr
Examines the causes and prevention of foodborne illnesses.
Includes methods of food handling, receiving, preparation,
service, food allergens and food safety regulations and
standards. Students must complete the National
Restaurant Association’s ServSafe Food Protection Manager
Certification Examination. (2009)

HOSP-134   Restaurant Operations   3cr
Prerequisites: HOSP100, HOSP132 or permission of
instructor.
Covers restaurant operations from concept to service deliv-
ery. Topics include site selection, kitchen design, licensure
and insurance, purchasing, storage, menu design, food/
labor costs and service standards. (2013)

HOSP-205   Human Resources Management   3cr
Prerequisite: BUSN120 (may be taken concurrently)
or permission of instructor
Studies the internal problems of management related to
the administration of staffing, interviewing, selection, labor
relations, promotion and separation policies, and employee
training, roles and responsibilities. (2008)

Atlantic Cape does not discriminate in admission or access to its programs and activities or on the basis of race/color, national origin, religion/creed, disability, age, marital status, gender, sexual orientation or veterans status.

Atlantic Cape’s catalog is the official document containing detailed information relevant to college and program admission, degree listings and course requirements, and college policies and procedures. Catalogs are available at all college locations.
HOSP-215 Beverage Operations: Wine/Beer/Spirits
Prerequisites: HOSP100.
Provides a basic understanding of the bar and beverage business. Focuses on the products, equipment, consumer preferences, and regulations for responsible alcohol service. Emphasizes pairing food and alcoholic beverages. Students must complete the TIPS (Training for Intervention Procedures) Certification Examination. (2009)

HOSP-225 Hospitality Law
Prerequisite: HOSP100.
Rights and responsibilities that the law grants to, or imposes upon, the hotel industry and illustrates the possible consequences of failure to satisfy legal obligations. Court cases will be utilized. Casino and travel law and their effects on operations will be included. This course will be offered once per year. (2013)

HOSP-250 Catering and Events Planning
Examines the social and economic impact of catering and events planning, including trends and their effects. Styles of catering operations, event coordination and quality service standards will be addressed. The importance of risk management and crisis management in catering and events planning will be emphasized. (2013)

HOSP-295 Internship in Hospitality Management
Prerequisite: All required hospitality program courses must be completed.
Designed to give students the opportunity to apply classroom theory in a faculty-approved, 135-hour hospitality internship. Students will be required to secure an approved site prior to the start of the course, attend class sessions and complete required hours by the end of the course. Students must complete this internship within the hospitality management program at Atlantic Cape. (2009)

LEGL-140 Legal Research and Writing
Prerequisite: LEGL110 (may be taken concurrently) To proceed to all 200-level Paralegal Studies courses (except LEGL/CRIM/212), this course must be completed with a C or better.
Examines the legal writing and research skills needed in a law office. Provides the mechanics needed to prepare a memorandum of law and the proper methods for briefing and Shepardizing a case, including the rules that govern citation form. (2010)

LEGL-145 Law Office Management
Prerequisite: CIS/M125 or permission of the Paralegal Studies Program Coordinator.
This course encompasses a variety of aspects of law office management and technology including the organization and efficient operation of the law office, office structures and systems, timekeeping and billing procedures, scheduling, information storage and retrieval systems, office equipment and record and files management. (2008)

LEGL-200 Bankruptcy Law and Practice
Prerequisites: LEGL110 and LEGL140 with grades of C or better.
Designed to provide a practical approach to bankruptcy practice for paralegal students. Offers a review of basic theories of bankruptcy law as well as a comprehensive background in procedure and the preparation of documents. (2010)

LEGL-246 Litigation Assistant Procedures
Prerequisites: LEGL110 and LEGL140 with grades of C or better.
Reviews the procedural process of civil litigation and the attendant role of the paralegal. Provides practical instructions from the inception of a legal case to the time of trial, including, client interviews, case evaluation, file preparation, preparation of pleadings, filing and service, discovery procedure, pre-trial motion practice, settlement practice, and alternative dispute resolution. The paralegal will be exposed to both federal and state rules of procedure, with emphasis on the latter. (Offered in spring) (2010)

LEGL-251 Real Estate Transactions
Prerequisites: LEGL110 and LEGL140 with grades of C or better.
Provides an in-depth study of the concepts and the mechanics of real estate transactions in New Jersey. A practical how-to approach to real estate practice for paralegals. The paralegal will receive a thorough understanding of legal principles necessary to recognize issues involved in the representation of a buyer and seller in a typical real estate transaction. All aspects of the real estate transaction are reviewed. (Offered in spring) (2010)

LEGL-280 Cooperative Education
Prerequisites: LEGL110, LEGL140, LEGL145, LEGL246, LEGL248, LEGL250, LEGL251, OSTM/141 and permission of the Paralegal Studies Program Coordinator. LEGL110 and LEGL140 must be completed with grades of C or better.
Provides students with the opportunity to apply formal education to a work situation under the supervision of a practicing attorney in the public or private sector. Placement may be in private law firms, corporate legal departments, government or other settings in which practical experience may be gained. Students must work a minimum of 150 hrs. and attend four class sessions during the semester. Students will work with the Paralegal Studies Program Coordinator during the semester before enrollment to secure appropriate site placement. (2010)

SOCL-206 Juvenile Justice
Prerequisite: PSYC101 or SOCL101.
Studies the theoretical and applied concepts of prevention; treatment and control of juvenile delinquency; and recent legislative and philosophical decisions. Offered in fall. (2002)
Club 50 Plus Workshops

Club 50 Plus offers workshops and seminars designed to enhance the personal, professional and social lives of participants. You will enjoy the quality instruction, state-of-the-art facilities and convenient locations in Atlantic and Cape May counties. Join us for a Club 50 Plus workshop or seminar and enhance your life.

FREE! Who Are You Leaving Your Money To?

Join us for this complimentary course presented by Raymond N. Beebe, Esq., CPA, a member of 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
Fee: Free
Section MW02-Mays Landing Campus
Wednesday, May 11
2-4 p.m.

Beginning Genealogy

This course will prepare you to begin your genealogy research and start a family tree. You will review how to get started and get organized; what vital records are available and how to read them and find clues; and how to construct an ancestral family tree using birth certificates and marriage and death records. This session is taught by Heather Perez, an experienced librarian, archivist and historian with a specialty in family history research.

CEGN-129 (6 Hours)
Fee: $69
Section MW02-Mays Landing Campus
3 Tuesdays beginning April 12 (Ending April 26)
6-8 p.m.

Intermediate Genealogy Research

Discover how to search online resources to expand your family tree. You should already have started your family tree, but completion of the Beginning Genealogy class is not required. This class will be held in a computer lab and you must have a working knowledge of computers, including using the Internet and mouse.

CEGN-198 (4 Hours)
Fee: $49
Section MW02-Mays Landing Campus
Tuesdays, May 3 and 10
6-8 p.m.

Buying on eBay 101

We’ve all heard of eBay, but have you ever used it? Are you afraid to buy something because you may not do it correctly, or don’t know how to get the best deal? This class is for you! This seminar will introduce you to the world of eBay and will review all aspects of how to use eBay for buying. It will cover tips on what sellers to avoid, what is too good to be true, and how to determine what seller to buy from. If you 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.

NOTE: This class is mandatory in order to take Beginner Selling on eBay 101:

COAP-116 (2 Hours)
Fee: $29
Section MW03-Mays Landing Campus
Friday, March 4
9-11 a.m.
Section MW04-Mays Landing Campus
Tuesday, March 8
6-8 p.m.

Beginner Selling on eBay 101

Prerequisite: In order to take this class, you must have taken Buying on eBay 101, or be an experienced eBay buyer.

We’ve all heard of eBay, but have you ever used it? Are you afraid to list an item because you may not do it correctly? This class is for you! This seminar is for an eBay user who is familiar with how eBay works and already has an active eBay and PayPal account, as well as plenty of experience buying on eBay.

We will cover all aspects of starting up selling on eBay, including how to make a listing, deciding what to sell, determining a price, and calculating shipping rates. If you are interested in selling an item, bring in as much information on the product as you can, and we will use it as a sample listing.

COAP-173 (3 Hours)
Fee: $39
Section MW03-Mays Landing Campus
Friday, March 11
9 a.m.-Noon
Section MW04-Mays Landing Campus
Tuesday, March 15
6-9 p.m.

Intermediate Selling on eBay 101

Prerequisite: In order to take this class, you must have taken Buying on eBay 101, or be an experienced eBay buyer, as well as have some experience selling on eBay.

This seminar is for an eBay user who is familiar with how eBay works and already has an active eBay and PayPal account, has plenty of experience buying on eBay, as well as some experience selling on eBay.

We will dive right in and cover all aspects of how to use eBay for selling only. Learn tips on how to list your item for sale at the right price to attract the right buyer and calculating and billing shipping charges. We will also cover scenarios like “why didn’t my item sell?” and make suggestions on how to tweak your description page, photos and pricing in order to attract the right buyer. If you are interested in selling an item, bring in as much information on the product as you can, and we will use it as a sample listing.

COAP-189 (2 Hours)
Fee: $29
Section MW01-Mays Landing Campus
Friday, March 18
9-11 a.m.
Section MW02-Mays Landing Campus
Tuesday, March 22
6-8 p.m.

Manage, Edit & Email Your Photographs

Have a digital camera but don’t know what to do with pictures once you take them? Learn to move images from your camera to your computer, then edit and resize your photographs for use on the Web or to email to family and friends. Bring your digital camera along with the USB cable and flash drive. This class is held on college PCs with Windows 7 as the operating system.

COAP-144 (3 Hours)
Fee: $39
Section MW02-Mays Landing Campus
Friday, April 8
9:30 a.m.-12:30 p.m.
Section CW01-Cape May County Campus
Friday, May 20
9:30 a.m.-12:30 p.m.

iPad Basics

Explore the basics of your iPad by going through its various features and options. In this workshop, you will gain a stronger understanding of how your iPad works and how to use different finger gestures and keyboard commands to help you navigate and become more efficient when operating your iPad. This workshop requires you to have an iPad running iOS 7.

COAP-157 (3 Hours)
Fee: $39
Section MW02-Mays Landing Campus
Friday, April 15
9:30 a.m.-12:30 p.m.

iPad Basics, Part 2

In Part 2 of our iPad Basics Workshop, we will explore the basic features of your iPad further. We will take you through the various applications on the iPad, such as Safari, Mail and the App Store. This workshop requires you to have an iPad running iOS 7.

COAP-160 (3 Hours)
Fee: $39
Section MW02-Mays Landing Campus
Friday, April 22
9:30 a.m.-12:30 p.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: $89
Section MW02-Mays Landing Campus
5 Mondays beginning Jan. 25 (Ending Feb. 22)
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: $89
Section MW02-Mays Landing Campus
5 Mondays beginning March 14 (Ending April 11)
5:30-7:30 p.m.

Guitar Basics
Have you always wanted to learn how to play the guitar? Studies have shown that playing a musical instrument can benefit both your mental and physical health. It stimulates the brain and improves memory. Have fun while learning the basics from Eric “Rick” Land of Rick’s Rock Guitar School, who has more than 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 MW03-Mays Landing Campus
8 Thursdays beginning Feb. 4 (Ending March 24)
7-8:30 p.m.
Section MW04-Mays Landing Campus
8 Fridays beginning Jan. 29 (Ending March 18)
Noon-1:30 p.m.
Section MW05-Mays Landing Campus
8 Thursdays beginning June 9 (Ending July 28)
7-8:30 p.m.

Guitar 2
Have you been learning guitar and want to take your skill to the next level? Well now is your chance! Expand your knowledge of chords, study guitar solo concepts and learn your favorite songs. This course is designed for those who have some guitar experience and know their basic technique and chords. Learn from Eric “Rick” Land of Rick’s Rock Guitar School, a professional guitar teacher who has shared the stage with some of the biggest names in the music industry.

FINE-135 (12 Hours)
Fee: $139
Section MW02-Mays Landing Campus
8 Thursdays beginning April 7 (Ending May 26)
7-8:30 p.m.

Planning for a Successful Retirement
With financial independence, retirement can be the most fulfilling time of your 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 your 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 your 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 you to understand and remember the practical information. The class is taught by Louis T. Barberio III, Registered Representative of Hornor, Townsend and Kent, Inc. 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
Tuesdays, Feb. 9 and 16
6-9 p.m.
Section CW07-Cape May County Campus
Thursdays, Feb. 11 and 18
6-9 p.m.
Section CW09-Cape May County Campus
Tuesdays, April 19 and 26
6-9 p.m.
Section CW11-Cape May County Campus
Thursdays, April 21 and 28
6-9 p.m.

Taking the Mystery Out of Reverse Mortgages
This course provides detailed information in layman’s terms on the uses, pitfalls, estate taxation, income taxation and general terms for the Home Equity Conversion Mortgage, or reverse mortgage. This course is a “hands-on” approach on the workings of a reverse mortgage without the pressure of being sold. Textbook provided by the National Council on Aging. All details of how this product works will be open for discussion, including providing home health care, nursing home care, supplementing retirement income and purchasing a home using a reverse mortgage. Additionally, the class reviews how homeownership is documented with a reverse mortgage. Instructor is nationally published reverse mortgage specialist, Stephen R. Vogt Sr., NMLS#190082.

REAL-112 (2 Hours)
Fee: $29
Section MW01-Mays Landing Campus
Thursday, March 24
3-5 p.m.
Construction Management

New Jersey Uniform Construction Code Courses
New Jersey State Uniform Construction Code requires candidates for licensure to complete specified educational programs. The following courses are approved for licensure by the New Jersey Department of Community Affairs pursuant to NJAC 5:23-5.20. Courses must be taken in the proper sequence (R.C.S.-I.C.S.-H.H.S.). Up to 75 percent of tuition may be refunded by the State of New Jersey. To qualify for the refund, guidelines must be followed and funding must be available. Contact the Licensing Unit of the Department of Community Affairs for details at (609) 984-7834 or codeslicensing@dca.state.nj.us. If you do not see a course you need, please contact us at (609) 343-5688. Community colleges regularly offer Uniform Construction Code classes.

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.

Building Inspector 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
Mondays and Wednesdays beginning Feb. 3
(Ending April 27)
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 MW01-Mays Landing Campus
Thursdays beginning Jan. 28
(Ending May 5)
6-9 p.m.

Plumbing I.C.S.
This course meets the NJ DCA educational program requirements to become licensed as a Plumbing Inspector ICS. This course provides the required 120 hours of classroom instruction and deals with the duties and responsibilities of plumbing plan review and inspections. The instruction emphasizes code specifications for plumbing and mechanical as well as the Rehabilitation and Barrier Free Sub-Codes.

CONS-119 (120 Hours)
Fee: $899
Section CW01-Cape May County Campus
Tuesdays and Thursdays beginning Feb. 2
(Ending June 16)
6-9 p.m.

NEW! Introduction to Water and Wastewater Treatment - Hybrid Course
This course is designed to train operators in the practical aspects of operating and maintaining water and wastewater treatment plants, emphasizing the use of safe practices and procedures. It includes the importance and responsibility of a water treatment plant operator, sources of water, reservoir management and intake structures, why wastes must be treated and detailed descriptions of the equipment processes used in a wastewater treatment plant. Students will be prepared for future advanced water and wastewater courses as well as licensing tests. Textbooks included. A percentage of this course will be taught online in addition to the classroom hours.

CGRN-101 (180 Hours)
Fee: $1,199 (Tuition $449, Materials $400, Lab $350)
Section MW02-Mays Landing Campus
Mondays and Wednesdays beginning Jan. 25
(Ending June 29)
6-10 p.m.

Real Estate

Real Estate Sales Pre-Licensing
Prerequisite: High school diploma or GED.
If you’re interested in beginning a career selling real estate, this course will prepare you 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 examination. State exam and license fees are additional. Book ISBN number will be provided to you upon confirmation of this course. The textbook for this course is not available at the college bookstore.

REAL-101 (75 Hours)
Fee: $429 (Textbook additional)
Section MW03-Mays Landing Campus
Monday-Wednesday beginning Feb. 8
(Ending March 21)
5:30-9:30 p.m.

NJ Real Estate Broker License Course
Requirements: All broker applicants must be licensed and have worked as a salesperson on a full-time basis for a minimum of three years for the period immediately preceding the date of the application.

REAL-201 (150 Hours)
Fee: $850
Section MW01-Mays Landing Campus
Mondays-Wednesdays beginning March 28
(Ending June 28)
5:30-9:30 p.m.

Individual Modules

General Core
This course reviews New Jersey licensing law, rules and regulations of the NJ Real Estate Commission, estates in land, ownership and co-ownership relationships, dower and courtesy rights, governmental restrictions, liens and encumbrances, contracts, mortgage and financing, environment regulations and issues, appraisals, investment and business opportunities, discrimination laws, deeds and alienation of the title, agency duties and responsibilities to the consumer.

REAL-109 (90 Hours)
Fee: $599
Section MW01-Mays Landing Campus
Mondays-Wednesdays beginning March 28
(Ending May 17)
5:30-9:30 p.m.

Ethics and Agency
Learn the fiduciary duties, agency relationships, ethical obligations to owner, disclosure of agency, conflicts of interests, agency transitions, obligations to qualify, legal actions and in-house sales during this course.

REAL-104 (30 Hours)
Fee: $170
Section MW01-Mays Landing Campus
Mondays-Wednesdays beginning May 23
(Ending June 8)
5:30-9:30 p.m.

Office Management
Overseeing the everyday operations of a real estate office, hiring and firing, obtaining legal and accounting advice, supervision and training, establishing an escrow account, licensing requirements, attorney review, fair housing laws, office management responsibilities and closings will be covered.

REAL-105 (30 Hours)
Fee: $170
Section MW01-Mays Landing Campus
Mondays-Wednesdays beginning June 13
(Ending June 28)
5:30-9:30 p.m.

Vacation Rentals Online
This workshop explores various online vacation rental platforms such as VRBO, Airbnb, Craigslist, Facebook and HomeAway from the owners’ side. We explore capabilities, set-up, pros and cons, best practices and common pitfalls, providing practical guidance for owners, property managers and real estate agents to maximize your vacation rental bookings and profits.
Foreclosures and Short Sales
Are you looking to purchase a short sale or a foreclosed property? Learn everything you need to know to understand a short sale from the notice of default to the actual sale. This workshop also will address conditions of sales and procedures to obtain foreclosures. Learn how to finance foreclosures with minimal investment, to successfully bid on government foreclosures, and to work with real estate professionals to expedite acquisitions.

REAL-103 (3 Hours)
Fee: $39
Section MW02-Mays Landing Campus
Thursday, March 31
6-9 p.m.

Social Media Strategies for Real Estate Agents: Get Social, Get Sold!
Understanding social media and its role in your business is no longer an option, it is a necessity. This seminar will demonstrate how you can widen your pool of prospects while building your brand and community relationships. This interactive session will cover social media tools, tactics, content, planning and strategy, with a focus on Facebook, Twitter, LinkedIn, Instagram and YouTube. Participants will not need to have accounts set up on the social sites to benefit. The presenter will be Susan Adelizzi-Schroeder, president of the award-winning agency, Suasion Communications Group.

PDEV-126 (3 Hours)
Fee: $39
Section MW02-Mays Landing Campus
Thursday, April 7
6-9 p.m.

So You Want to Buy a Home
Confused about the home buying process? Former director of Atlantic Cape’s Real Estate Licensing programs and real estate columnist, Wayne Piersanti, shares insights and information gained during 40 years of experience in buying, selling and leasing residential and commercial properties. Topics include: the duties of your real estate agent, obtaining financing, how to price a property, what a home inspection means to you, understanding a real estate contract, and the closing of a real estate transaction. Suggested course reading: “Nolo’s Essential Guide to Buying Your First Home,” Bray, Schroeder and Stewart, 3rd edition, available online.

REAL-111 (5 Hours)
Fee: $59
Section CW01-Cape May County Campus
Tuesdays, April 5 and 12
9:30-6 p.m.

Personal Fitness
To order manuals for the Professional Fitness Training certification courses, call the American Aerobic Association, (609) 397-2139.

Personal Fitness Career Training Certification Program
This professional fitness training course will provide you the opportunity to obtain four different certifications in the areas of Personal Trainer Phase I and II, Sports Nutrition and Strength Conditioning and Weight Training.

Additional classes will address topics in Anatomy and Physiology, CPR and Your Personal Branding and Marketing, which will guide you 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

Personal Training Certification 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 $700, Lab $100, Materials $189)
All materials are included in the cost of this program.

Section MW02-Mays Landing Campus, Building T
Saturday, Feb. 27
10 a.m.-6 p.m.

Personal Trainer Certification Phase 1
This AAAI certification course reviews principles of strength conditioning, aerobic conditioning, fitness testing and body composition, injury prevention and identification. You will learn to design fitness programs using free weights, resistance training and cardiac conditioning.

Eight AAAI/ISMA CEUs will be awarded upon successful completion of this workshop, along with your certification, which is valid for 2 years. AAAI certification is valid in every state and is recognized in nine other countries.

Instructor: American Aerobic Association staff

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

Section MW05-Mays Landing Campus, Building T
Saturday, Jan. 30
10 a.m.-6 p.m.

Section MW06-Mays Landing Campus, Building T
Saturday, Feb. 20
10 a.m.-6 p.m.

Section MW07-Mays Landing Campus, Building T
Saturday, March 5
10 a.m.-6 p.m.

Section CW02-Cape May County Campus
Saturday, May 14
10 a.m.-6 p.m.

Section MW09-Mays Landing Campus, Building T
Saturday, June 18
10 a.m.-6 p.m.

Section CW03-Cape May County Campus
Saturday, July 9
10 a.m.-6 p.m.

Personal Trainer Certification Phase II
This advanced certification training 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.

FTNS-203
Fee: $129 (Manual recommended at additional cost. Please order before class.)

Section MW02-Mays Landing Campus, Building T
Saturday, March 19
10 a.m.-6 p.m.

Sports Nutrition Consultant Certification
Learn about nutrition for your own goals and how to help your clients achieve their goals. Topics include sport-specific diets, principles and foundations of nutrition, nutrition and energetics, and athletic performance. You’ll design a diet for you and your client. You’ll learn about special techniques, including carbohydrate loading, sport-specific nutrition, ergogenic aids, anabolic steroids and body composition testing.

Instructor: American Aerobic Association staff

FTNS-104
Fee: $129 (Manual required at additional cost. Please order before class.)

Section MW02-Mays Landing Campus, Building T
Saturday, April 2
10 a.m.-6 p.m.

Strength Conditioning and Weight Training
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.

FTNS-112
Fee: $129 (Manual recommended at additional cost. Please order before class.)

Section MW02-Mays Landing Campus, Building T
Saturday, April 16
10 a.m.-6 p.m.

Nonprofit Series

Introduction to Grant Writing
This workshop will take you step-by-step through the grant writing process, including identifying funding sources, matching your program with funding sources, writing proposals and managing your award.

CNPR-128 (6 Hours)
Fee: $59

Section MW02-Mays Landing Campus
Thursdays, beginning Feb. 4 (Ending Feb 11)
6-9 p.m.

So You Want to Start a Nonprofit?
This workshop provides an overview of the steps you need to know to start a nonprofit, including legal forms, required documents, board governance and compliance expectations by governing agencies. Practice how to develop your mission and vision, identify goals and explore ideas to begin fundraising activities once nonprofit status is achieved.

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of your nonprofit plan will be discussed to identify individual organizational needs. This class provides basic start-up and compliance overview and helps participants prepare the documents they need to present to a lawyer to move forward.

CNPR-103 (6 Hours)
Fee: $49
Section MW02-Mays Landing Campus
Thursday, beginning March 10 (Ending March 17)
6-9 p.m.

**Business Plan Writing: What Do You Propose?**

Whether you are starting your own business, considering expanding your business, or redesigning your business, organizing ideas into a well-structured business plan opens up opportunities for bank and private financing that suit your entrepreneurial needs. This course offers a foundation for planning your future and provides a sample business plan you can adapt into your own.

CNPR-104 (6 Hours)
Fee: $49
Section MW02-Mays Landing Campus
Thursday, beginning April 7 (Ending April 14)
6-9 p.m.

**NEW! Hashtags, Ice Buckets & Twizzlers: Social Media Strategies for Nonprofits**

Social media is fast, free and far-reaching – so how does your nonprofit organize make the most of it? Join us as Susan Adelizzi-Schmidt, president of the award-winning Suasion Communications Group, leads a session covering social media tools, tactics, content and fundraising strategies with a focus on Facebook, Twitter, LinkedIn, Instagram and YouTube.

PDEV-145 (3 Hours)
Fee: $39
Section MW02-Mays Landing Campus
Thursday, May 5
6-9 p.m.

**General Interest**

**NJ Security Officer Registration Act (SORA) Training**

Prerequisite: Must obtain temporary state certification. Temporary registration is good for 30 days. Do not apply for temporary certification until you receive class confirmation.

This 24-hour course is applicable to all security practitioners as well as former law enforcement personnel who wish to maintain state certification for law enforcement work. The course covers law enforcement issues, the role of a substitute teacher as well as the application and certification process. Upon completion, students 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: $109
Section MW03-Mays Landing Campus
Saturday, Feb. 13 and 20
9 a.m.-2:30 p.m.
Section MW04-Mays Landing Campus
Saturday, March 12 and 19
9 a.m.-2:30 p.m.

**Certified Internet Marketing Practitioner (CIMP)**

This course leads to a comprehensive digital marketing certification geared toward anyone responsible for marketing tools and techniques to reach customers through digital technology. The Certified Internet Marketing Practitioner (CIMP) certification can benefit marketing students, marketing professionals, business owners and managers, developers and Web designers.

Course content includes social media marketing, Web analytics, online advertising and email marketing. Obtaining the EC-Council's CIMP credential will give you an edge over the competition in the digital marketing industry. The course is classroom-based, instructed by a CIMP professional and includes both an eBook and exam voucher.

PDEV-142 (40 Hours)
Fee: $449 (Tuition $300, Books/Materials $149)
Section MW02-Mays Landing Campus
Tuesday and Wednesdays beginning Feb. 23
(Ending April 13), 6-9:30 p.m.

**Prior Learning Portfolio Development**

Prerequisite: Meet with Barbara Clark in Admissions Office to determine eligibility.

Did you know that at Atlantic Cape you can earn credit for prior college-level learning outside the traditional classroom setting and apply it toward your Associate degree? Credit is granted to degree-seeking students for verifiable college-level learning. For example, if you have experience as a restaurant manager, you might be able to demonstrate college-level learning about hospitality sales and marketing or human resources management. This course will help you develop a portfolio to document and explain your college-level learning for assessment by a qualified evaluator. The evaluator will review your portfolio for the knowledge you acquired and how it translates into specific college-level courses. The price for this course does not include the portfolio evaluation fee.

The portfolio development course gives you an initial meeting to learn how to build your portfolio; a check-in meeting to review your progress and make suggestions; and a final review before your portfolio is submitted.

PDEV-300 (8 Hours)
Fee: $159
Section MW09-Mays Landing Campus
Tuesday, Feb. 9, 6-8 p.m.
Section MW11-Mays Landing Campus
Tuesday, April 12, 6-8 p.m.
Section MW13-Mays Landing Campus
Tuesday, June 14, 6-8 p.m.
Section MW14-Mays Landing Campus
Tuesday, July 12, 6-8 p.m.

**Cash In with a Successful Home-Based Business**

Are you tired of working for someone else? Do you need to earn more money? Turn your talents and hobbies into profits at home by learning how to start a home-based business. During this informative workshop, you will discover: mandatory legal documentation, ways to market your product/service, how to take tax deductions, more than 100 home business ideas, and free future Q&A opportunities.

PDEV-146 (2 Hours)
Fee: $59
Section MW01-Mays Landing Campus
Tuesday, May 24, 6-8 p.m.

**Public Speaking Makeover**

Nervous about public speaking? This intensive workshop will instruct you on how to become an effective public speaker through simple exercises and tips. You will learn how to captivate a room and be ready to tackle any speaking situation. Learn how to make public speaking fun and how to use your new skills to improve your success in the workplace.

PDEV-151 (3 Hours)
Fee: $39
Section MW01-Mays Landing Campus
Wednesday, March 23, 6-9 p.m.
Online Training

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

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

Visit our website at www.ed2go.com/accc 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/accc, select your course, attend the orientation and submit payment online.

How to Get Started:
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.

Business Courses
- Accounting Fundamentals
- Administrative Assistant Fundamentals
- Customer Service Fundamentals
- Professional Sales Skills
- Building an Ethical Business
- Principles of Sales Management
- Successful Construction Business Management
- Fundamentals of Supervision and Management
- Distribution and Logistics Management
- Mastery of Business Fundamentals
- Project Management Fundamentals
- Total Quality Fundamentals
- Introduction to Business Analysis
- Managing Technology
- Managing Technical Professionals
- Hire Smart
- Understanding the Human Resources Function
- Employment Law Fundamentals
- Start Your Own Business
- Publish It Yourself: How to Start and Operate Your Own Publishing Business
- Start Your Own Consulting Practice
- Start and Operate Your Own Home-based Business
- Creating a Successful Business Plan
- Business Planning for the Retired

Grant Writing/Nonprofits
- Introduction to Nonprofit Management
- Marketing Your Nonprofit
- Get Grants!
- A to Z Grant Writing
- Writing Effective Grant Proposals
- Advanced Grant Proposal Writing
- Becoming a Grant Writing Consultant
- Research Methods for Writers

Career Development
- Listen to Your Heart and Success Will Follow
- Resume Writing Workshop
- Hidden Market Job Search Strategies
- Twelve Steps to a Successful Job Search
- Individual Excellence: Secrets of Career Success Leadership

Personal Enrichment
- Get Assertive!
- Goodbye to Shay
- Get Funny!
- Conquer Your Stress
- Achieving Success with Difficult People
- The Magic of Hypnosis
- Keys to Effective Communication
- Handling Medical Emergencies
- Outdoor Survival Techniques

Digital Photography
- Discover Digital Photography
- Photoshop Elements for the Digital Photographer
- Secrets of Better Photography
- Mastering Digital Photography: Photographing People

Languages
- Speed Spanish
- Beginning Conversational French
- Beginning Braille
- Grammar for ESL

Art, History, Math & More
- Enjoying European Art Online
- History of Women Writers
- Jungian Psychology
- Introduction to Algebra
- Great Themes in Philosophy

Family & Friends
- Luscious, Low-Fat, Lightning-Quick Meals
- Wine Appreciation for Beginners
- Film Literacy
- Genealogy Basics
- Assisting Aging Parents
- Solving Discipline Problems at Home
- Enhancing Language Development in Childhood
- Creating a Healthier Home
- Parenting: The First Five Years
- Understanding Adolescents

Personal Finance
- Real Estate Investing
- Debt Elimination Techniques That Work
- Where Does All My Money Go?
- Buy or Lease Your Car Like a Pro
- Stock Market Investing: For Beginners
- Stocks, Bonds and Investing: Oh, My!
- The Analysis and Valuation of Stocks
- Build Your Own Mutual Fund for Pennies
- Introduction to Stock Options
- Online Investing

Health Care
- Medical Terminology: A Word Association Approach
- Become a Veterinary Assistant
- Become a Veterinary Assistant II:
  Canine Reproduction
  Food and Fitness to Fight Cancer
- Introduction to Natural Health and Healing
- Certificate in Complementary and Alternative Medicine
- Certificate in Spirituality, Health and Healing
- Certificate in End of Life Care
- Certificate in Gerontology

Teaching
- Ready, Set, Read!
- Enhancing Language Development in Childhood
- Solving Classroom Discipline Problems
- Big Ideas in Little Books
- Correcting Oral and Written Errors
- The Classroom Computer
- Using the Internet in the Classroom
- PowerPoint in the Classroom
- Creating Web Pages

Writing
- Writerific: Creativity Training for Writers
- Grammar Refresher
- The Keys to Effective Editing
- Introduction to Journaling
- Pleasures of Poetry
- Beginner's Guide to Getting Published
- Crafting Your Short Fiction
- Write Like a Pro
- Write Your Life Story
- The Craft of Magazine Writing
- Research Methods for Writers
- Fundamentals of Technical Writing

Web Design
- Creating Web Pages
- Introduction to Dreamweaver MX
- Introduction to Microsoft FrontPage
- Designing Effective Websites
- Imaging for the Web Using Fireworks MX
- Creating Web Graphics with Paint Shop Pro 9
- Achieving Top Search Engine Positions
- Introduction to Flash

Web Programming
- Introduction to Macromedia Director MX
- CGI Programming for the Web
- Java for the Absolute Beginner
- Introduction to Java 2 Programming
- Intermediate Java 2 Programming
- Introduction to JSP Programming
- JavaScript Programming for the Web
- Introduction to XML

Computer Programming
- C++ for the Absolute Beginner
- C++ Programming for the Absolute Beginner
- Introduction to Visual Basic.NET
- Introduction to SQL
- Introduction to Database Development
- Introduction to Perl Programming
- Introduction to the Game Industry Networking/Troubleshooting
- Introduction to PC Troubleshooting
- Creating a Home or Small Office Network
- Introduction to Networking
- Intermediate Networking
- Wireless Networking Certification Prep
- Basic A+ Certification Prep
- Microsoft Windows 2000 Certification Prep – Exam 70-210
- Network+ Certification Prep

Classes starting at $99

TO REGISTER • Phone 609/343-5655 • Online at www.atlantic.edu/conted
Planning for a Successful Retirement
With financial independence, retirement can be the most fulfilling time of your 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 your 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 your 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 you to understand and remember the practical information.
The class is taught by Louis T. Barberio III, Registered Representative of Hornor, Townsend and Kent, Inc.

The fee includes a workbook and study aids.

Fee: $59 (Supplies and lunch not included)
Section MW01-Mays Landing Campus
10 a.m.-4 p.m.
Saturday, April 9

Section MW03-Mays Landing Campus
10 a.m.-4 p.m.
Saturday, March 12

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.

Fee: $139
Section MW03-Mays Landing Campus
7-8:30 p.m.
Thursday, Feb. 9

Section MW04-Mays Landing Campus
7-8:30 p.m.
Thursday, March 9

Section MW05-Mays Landing Campus
7-8:30 p.m.
Thursday, April 9

Guitar 2
Have you been learning guitar and want to take your skill to the next level? Well now is your chance! Expand your knowledge of chords, study guitar solo concepts and learn your favorite songs. This course is designed for those who have some guitar experience and know their basic technique and chords. Learn from Eric “Rick” Land of Rick’s Rock Guitar School, a professional guitar teacher who has shared the stage with some of the biggest names in the music industry.

Fee: $139
Section MW02-Mays Landing Campus
8 Thursdays beginning April 7 (Ending May 26)
7-8:30 p.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.

Fee: $89
Section MW02-Mays Landing Campus
5 Mondays beginning Jan. 25 (Ending Feb. 22)
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.

Fee: $89
Section MW02-Mays Landing Campus
5 Mondays beginning March 14 (Ending April 11)
5:30-7:30 p.m.

Fine Arts
Pastel Portraits from your Photographs
Leonard Wilkinson, noted for his vibrant soft chalk pastel portraits, will work with participants in achieving colorful pastels on paper. Leonard will show the group how to construct lively and painterly pastels from their own photographic references. (Ages 18 and up)

Fee: $47 (Supplies and lunch not included)
Section MW02-Mays Landing Campus
7-8:30 p.m.
Tuesday, April 19 and 26

Painting Boats and Bays from Your Photographs
Join us for a rare workshop in a wonderful medium that has endured from the Medieval times through the modern masters.

Fee: $47 (Supplies and lunch not included)
Section MW01-Mays Landing Campus, K136
Saturday, April 9
10 a.m.-4 p.m.

Watercolor Florals Awash with Color
We welcome back celebrated watercolorist Jo-Ann Osnoe who will lead the annual workshop of painting spring flowers in watercolor. This timely workshop instructs the student on color, composition and technique when these botanical wonders are in bloom.

(Ages 18 and up)

Fee: $47 (Supplies and lunch not included)
Section MW01-Mays Landing Campus, K136
Saturday, May 7
10 a.m.-4 p.m.

Languages
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.

Fee: $129 (Textbook not included)
Section MW02-Mays Landing Campus
7 Tuesdays beginning Jan. 19 (Ending March 1)
6-8 p.m.

Join us!
Annual Exhibition
April 2016
Atlantic Cape’s New Art Gallery
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 your textbook from Beginning Spanish.
LANG-232 (14 Hours)
Fee: $129 (Textbook not included)
Section MW02-Mays Landing Campus
7 Tuesdays beginning March 15 (Ending May 3; no class March 29)
6-8 p.m.

Beginning Italian
Learn useful words, phrases and expressions common to everyday life, business and travel situations. Designed for travelers and other foreign language enthusiasts, this beginner’s course in conversation will introduce you 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 Feb. 17 (Ending March 30)
6-8 p.m.

Intermediate Italian
Improve your language skills and further your knowledge of Italian life and culture in this intermediate level 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 13 (Ending May 25)
6-8 p.m.

Introduction to Sign Language
Communication is a vital part of our world. If you have a desire to learn this unique and beautiful language, or just brush up on the basics, then join us. You 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 MW02-Mays Landing Campus
8 Mondays beginning Feb. 1 (Ending March 21)
6-8 p.m.

Social Media Series
NEW! Hashtags, Ice Buckets and Twizzlers: Social Media Strategies for Nonprofits
Social media is fast, free and far-reaching — so how does your nonprofit organization make the most of it? Join us as Susan Adelizzi-Schmidt, president of the award-winning Suasion Communications Group, leads a session covering social media tools, tactics, content and fundraising strategies with a focus on Facebook, Twitter, LinkedIn, Instagram and YouTube.
PDEV-145 (3 Hours)
Fee: $39
Section MW02-Mays Landing Campus
Thursday, May 5
6-9 p.m.

Facebook for Small Business
Are you confused as to how your business can truly benefit from the No. 1 social network? Learn the ins and outs of building a compelling presence for your business on Facebook. This session will be led by Susan Adelizzi-Schmidt, president of Suasion Communications Group, an award-winning agency located in Somers Point.
PDEV-136 (3 Hours)
Fee: $39
Section MW02-Mays Landing Campus
Thursday, Feb. 25
6-9 p.m.

Social Media for Professional Business
Learn how to use social media to engage with your customers and market your business while gaining a better understanding of which social media tools your potential customers favor. Suasion Communications Group President Susan Adelizzi-Schmidt will lead this session and cover social media tools, tactics, content, planning and strategy for businesses.
PDEV-137 (3 Hours)
Fee: $39
Section MW02-Mays Landing Campus
Thursday, March 17
6-9 p.m.

Social Media Strategies for Real Estate Agents: Get Social, Get Sold!
Understanding social media and its role in your business is no longer an option; it is a necessity. This seminar will demonstrate how you can widen your pool of prospects while building your brand and community relationships. This session will cover social media tools, tactics, content, planning and strategy, with a focus on Facebook, Twitter, LinkedIn, Instagram and YouTube. Participants will not need to have accounts set up on the social sites to benefit. Susan Adelizzi-Schmidt, president of Suasion Communications Group, an award-winning communications agency, will be the presenter.
PDEV-126 (3 Hours)
Fee: $39
Section MW02-Mays Landing Campus, Building T
Thursday, April 7
6-9 p.m.

Special Interest
Getting Paid to Talk: An Introduction to Professional Voice Acting
Have you ever been told you have a great voice? This class will explore numerous aspects of voice over work for television, film, radio, audio books, documentaries and the Internet and teach you how to prepare for a demo. Participants will have the opportunity to ask questions and hear examples of demos recorded by professional voice actors and record a commercial script under the direction of our Voicecoaches.com producer. This class is informative, fun and a great first step for anyone interested in voice acting professionally. For more information, visit voicecoaches.com/gptt.
PDEV-114 (2.5 Hours)
Fee: $29
Section MW03-Mays Landing Campus, Building T
Tuesday, May 17
6-8:30 p.m.

Beginning Genealogy
This class will prepare you to begin your genealogy research and start a family tree. You will review how to get started and get organized; what vital records are available and how to read them and find clues; and how to construct an ancestral family tree using birth certificates and marriage and death records. This session is taught by Heather Perez, an experienced librarian, archivist and historian with a specialty in family history research.
CEGN-129 (6 Hours)
Fee: $69
Section MW02-Mays Landing Campus
3 Tuesdays beginning April 12 (Ending April 26)
6-8 p.m.

Intermediate Genealogy Research
Discover how to search online resources to expand your family tree. You should already have started your family tree, but completion of the Beginning Genealogy class is not required. This class will be held in a computer lab and you must have a working knowledge of computers, including using the Internet and mouse.
CEGN-198 (4 Hours)
Fee: $49
Section MW02-Mays Landing Campus
2 Tuesdays, May 3 and 10
6-8 p.m.

Exploring Digital SLR Photography 1
Bring your 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
3 Thursdays, May 12, 19 and 26
6-8 p.m.
Solar Energy Panels: Is it an option for you?
The solar industry in the United States is booming, and the trend is expected to continue through 2016. This two-hour program will explain how the solar industry operates and will address differences between leasing and buying a photovoltaic system. Participants will understand the implications of the 30 percent tax credit and how its expiration at the end of 2016 will impact consumers and the industry as a whole. This workshop will uncover New Jersey’s role in the solar industry and will clarify industry jargon.

CEGN-201 (2 Hours)
Fee: $29
Section MW02-Mays Landing Campus
Thursday, May 12
6-8 p.m.

A Millennial’s Guide to Money Management
In this course we will cover everything from turning debt payments into savings, simple budgeting techniques, different types of income protection, and we’ll touch on the best savings vehicles for those just starting out. This program is appropriate for those in their late teens and early 20s. It’s never too soon to start learning how to manage your money.

CEGN-178 (2 Hours)
Fee: $29
Section MW01-Mays Landing Campus
Thursday, March 3
6-8 p.m.

Debt Elimination
Let’s face it, debt erodes wealth. This course will teach you how to eliminate debt in the most efficient way possible and implement the necessary changes to avoid it in the future. Then we will show you how to turn those debt payments into substantial savings.

CEGN-202 (2 Hours)
Fee: $29
Section MW01-Mays Landing Campus
Thursday, March 10
6-8 p.m.

Self-Defense and Personal Safety for Women
This course is designed to teach women ways to improve their safety and reduce their risks of becoming a victim of violent crime. It combines practical self-defense techniques and classroom instruction on personal safety strategies. The most common types of assaults against women will be covered. This course will be taught by Tom Davey, a self-defense and personal safety instructor for 25 years.

CEGN-197 (12 Hours)
Fee: $109
Section CW01-Cape May County Campus
8 Wednesdays beginning Feb. 3 (Ending March 23)
10-11:30 a.m.
Section MW02-Mays Landing Campus
8 Thursdays beginning Feb. 4 (Ending March 24)
10-11:30 a.m.

Plan for a New Direction
Are you unemployed and seeking a new career or changing careers to technology, health care, physical fitness or the casino industry?

Thinking about starting your own business?

You may be eligible for up to $4,000 in training funds through the local One-Stop.

Contact Susan DeCicco at (609) 343-5655 to find out the steps you need to take today.
Customized and Contract Training Services for Businesses

Linking Atlantic Cape’s Professional Training Services to Your Business

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

The benefits of working with Atlantic Cape:

- NEW! Prior Learning Assessments for college credits
- Programs tailored to your specific business needs
- Flexible scheduling to accommodate all shifts
- Affordable pricing
- Highly qualified professional trainers and instructors
- Groups as small as 10 and as large as 100
- Leading-edge technology and training methods
- Coordination with professional associations, governmental agencies, universities and consultants
- Assistance with applying for customized training grants through the New Jersey Department of Labor

Ready to Work NJ
Unemployed and Ready to Work?

Have you been unemployed or underemployed for over 6 months? Are you an unemployed military veteran for more than 6 months? If the answer is yes, you may be eligible to participate in Ready to Work New Jersey through your local community college.

Services include:

- Free training or education
- Resume writing, interviewing and networking techniques
- Individual career counseling
- Job placement assistance
- Supportive Services
- Salary reimbursements available to hiring employers

To register for this program, visit http://rtwnj.org or call (609) 343-5688.

Do you want to Upgrade Your Employee’s Skills?

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

No cost classes are offered in:

- MS Office: Word, Excel, PowerPoint, Outlook
- Communications
- Customer Service
- Team Building
- Problem Solving and Conflict
- Workplace Spanish
- English as a Second Language

For more information visit atlantic.edu/conted or call Esther Gandica at (609) 343-5688.
Microsoft IT Academy Program

Atlantic Cape Community College is now 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.

Fall 2016 Classes offered at the Worthington Atlantic City Campus

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Massage Therapist ............................................... 10
Medical Assistant ............................................... 10
Multi-Skilled Casino Gaming Professional .................... 8
Nurse Aide, Certified ............................................. 11
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Pai Gow Tiles ....................................................... 8
Patient Care Technician ......................................... 11
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Poker & Tournament Play ........................................ 8
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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 conted@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 conted@atlantic.edu at least 48 hours prior to the first meeting of course. Refunds are issued by check or credit card. For the career training refund policy, visit www.atlantic.edu/conted.

Lifelong Learning and American Opportunities Tax Credit
Visit www.IRS.gov for information and eligibility.

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

Telephone Directory
343-5655 Workshops & Seminars – Registration/Info
343-4893 Atlantic City Campus Credit Classes Info
343-4831 Learning Assistance Center
343-5688 Customized Training Services for Businesses
343-4893 Student Development
343-4802 Meeting & Conference Services

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

PearsonVue Testing Center

If you are looking for a convenient and comfortable testing center, our new PearsonVue Testing Center location on Atlantic Cape’s Mays Landing Campus is a good choice.

Visit www.atlantic.edu/conted for details.
### Ways to Register

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<th>Career Training Programs</th>
<th>Career Education (Associate Degree Programs)</th>
<th>Workshops</th>
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</thead>
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<tr>
<td>Visit <a href="http://www.atlantic.edu/conted">www.atlantic.edu/conted</a> or call 609/343-5661</td>
<td>Visit <a href="http://www.atlantic.edu">www.atlantic.edu</a></td>
<td>Use this registration form</td>
</tr>
</tbody>
</table>

#### 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 Rd.
  Cape May Court House;
- Business Office in J Building at Mays Landing Campus,
  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
Building T
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 workshop@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

<table>
<thead>
<tr>
<th>Name</th>
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<td>D.O.B.</td>
<td>Gender M F</td>
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<tr>
<td>Address</td>
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<tr>
<td>City</td>
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</tr>
<tr>
<td>County</td>
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<table>
<thead>
<tr>
<th>Workshop Title</th>
<th>Course #</th>
<th>Section</th>
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<td>Introduction to WordPress</td>
<td>COAP-174</td>
<td>MW02</td>
<td>2/22/16</td>
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Mailing address:
Atlantic Cape Community College
5100 Black Horse Pike
Mays Landing, NJ 08330
ATTN: Workshops & Seminars
(609) 343-5655 Fax 343-5661

- Make checks payable to Atlantic Cape Community College • Be prepared to show photo I.D. in class

#### 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 appropriate box for federal reporting purposes. (Optional information)
- American Indian
- Hispanic
- White
- Black
- Asian

<table>
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<th>American Express</th>
<th>Visa</th>
<th>MasterCard</th>
<th>Discover</th>
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<td>Expiration Date: Month</td>
<td>Year</td>
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<tr>
<td>Cardholder’s Name</td>
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<td>V-Code (3 Digits)</td>
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Workforce Development

- Computers, Technology and IT Certifications
- Culinary Arts and Cooking
- Casino/Gaming Training
- Green and Sustainable Living Practices
- Health Care
- Online Courses
- Personal Enrichment
- Professional Development
- Workforce and Career Training Programs

Career Education (Associate Degree Programs)
- Business
- Criminal Justice
- Culinary
- Hospitality Management
- Paralegal Studies

Register and pay online at atlantic.edu/conted