



**WORKFORCE
DEVELOPMENT**
Atlantic Cape Community College

PROGRAM GUIDE

FALL 2022



- Certifications, Certificates, and Professional Development
- Personal Enrichment and Community Education Programs
- Financial Aid Eligible Training Programs



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

Register and pay online at atlantic.edu/workforce



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



MAYS LANDING CAMPUS
5100 Black Horse Pike, Mays Landing



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

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HOW ARE YOU PAYING FOR TRAINING?
Atlantic Cape Community College may have funding for Workforce Development programs for eligible candidates. To see if you qualify, call or email Karen McCormick at (609) 343-4818 or kmccormi@atlantic.edu



These classes are offered in partnership with Education to Go. Please visit careertraining.ed2go.com/accc/information-technology-programs/ to see all IT courses offered.

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

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

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

You will learn the following:

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

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

Java Programmer + Python Developer

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

You will learn the following:

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

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

Please visit <https://careertraining.ed2go.com/accc/training-programs/java-programmer-python-developer/> for additional course information, fees, and to register.

Certified Ethical Hacker (Voucher Included)

Are you interested in network security and information technology—but perhaps want more challenges than typical IT provides? If so, ethical hacking certification is a unique way to set yourself apart from other IT professionals and add even more value to your organization. As a certified ethical hacker, you will use the same techniques as the bad guys to assess security and identify weaknesses, except you will use these hacking powers for good.

To put it one way, "To beat a hacker, you need to think like a hacker." This course will immerse you into the hacker mindset, putting you in the driver's seat of hands-on activities. You will scan, test, hack, and secure your systems. You will learn the five phases of ethical hacking (reconnaissance, gaining access, enumeration, maintaining access, and covering your tracks) and the ways to approach your target and succeed at breaking in every time.

This accredited course provides you with advanced hacking tools and techniques so that you can assess the security posture of an organization with the same approach these malicious hackers use. You will be able to identify weaknesses and fix the problems before they are identified by the enemy, preventing what could potentially be catastrophic damage to your organization. This is sure to help you get ahead in your current and future positions.

You will learn the following:

- Key security topics in information security, including foot printing, network scanning, malware threats, sniffing, social engineering, denial of service, and session hijacking
- Types of web server attacks, including wireless and mobile hacking
- How to evade IDS, firewalls, and honeypots
- The various threats that go along with cloud computing and cryptography

Upon completing this course, you will be prepared to sit for the Certified Ethical Hacker Exam 312-50, offered by EC-Council. This course also includes a voucher that covers the fee of the exam. The course is 100 hours and can be completed in 6 months.

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

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

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

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

You will learn the following:

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

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



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

Table Games Training

All table games students are required to wear professional-style white shirts/blouses, black slacks/skirts, and black shoes.

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

Register now, and select your game.

Table Games – Quick Start

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

Blackjack, Roulette or Baccarat (select one)

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

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

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

CARE-107 (48 hours) Worthington Atlantic City Campus, Caesars Entertainment Wing
Fee: \$549 (Tuition \$514, Materials \$35)

Tuesdays, Wednesdays, Thursdays, 11:30 a.m.-3:30 p.m.
Section AW01-beginning September 6 (ends September 29)
Section AW02-beginning September 13 (ends October 6)
Section AW03-beginning September 20 (ends October 13)
Section AW04-beginning September 27 (ends October 20)
Section AW05-beginning October 4 (ends October 27)

Section AW06-beginning October 11 (ends November 3)
Section AW07-beginning October 18 (ends November 10)
Section AW08-beginning October 25 (ends November 17)
Section AW09-beginning November 1 (ends November 24)
Section AW10-beginning November 8 (ends December 1)
Section AW11-beginning November 15 (ends December 8)
Section AW12-beginning November 22 (ends December 15)
Section AW13-beginning November 29 (ends December 22)

Craps

Learn the fundamentals of dealing Craps. Emphasis will be placed on game procedures along with knowledge of a variety of bets. Accuracy, quick mental multiplication, and chip handling will prepare you for this fast paced game. Special attention will be given to accounting procedures, accuracy, and speed.

CARE-109 (96 hours) Worthington Atlantic City Campus, Caesars Entertainment Wing
Fee: \$1,049 (Tuition \$1,014, Materials \$35)

Tuesdays, Wednesdays, Thursdays, 6-10 p.m.
Section AW01-beginning September 6 (ends October 27)
Section AW02-beginning November 1 (December 22)

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

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

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

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

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

CARE-111 (48 hours) Worthington Atlantic City Campus, Caesars Entertainment Wing
Fee: \$549 (Tuition \$514, Materials \$35)

Tuesdays, Wednesdays, Thursdays, 6-10 p.m.
Section AW01-beginning September 6 (ends September 29)
Section AW02-beginning September 13 (ends October 6)
Section AW03-beginning September 20 (ends October 13)
Section AW04-beginning September 27 (ends October 20)
Section AW05-beginning October 4 (ends October 27)
Section AW06-beginning October 11 (ends November 3)
Section AW07-beginning October 18 (ends November 10)
Section AW08-beginning October 25 (ends November 17)
Section AW09-beginning November 1 (ends November 24)
Section AW10-beginning November 8 (ends December 1)
Section AW11-beginning November 15 (ends December 8)
Section AW12-beginning November 22 (ends December 15)
Section AW13-beginning November 29 (ends December 22)

Poker and Tournament Play

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

POKR-200 (48 hours) Worthington Atlantic City Campus, Caesars Entertainment Wing
Fee: \$549 (Tuition \$514, Materials \$35)

Tuesdays, Wednesdays, Thursdays, 6-10 p.m.
Section AW01-beginning September 27 (ends October 20)
Section AW02-beginning November 22 (ends December 15)

Carnival Games (more games added)

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

PGOW-202 (24 hours) Worthington Atlantic City Campus, Caesars Entertainment Wing
Fee: \$229 (Tuition \$194, Materials \$35)

Tuesdays, Wednesdays, Thursdays, 11:30 a.m.-3:30 p.m.
Section AW01-beginning September 20 (ends September 29)
Section AW02-beginning October 18 (ends October 27)
Section AW03-beginning November 15 (ends November 23)
Section AW04-beginning December 13 (ends December 22)

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

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

This program includes instruction in:

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

Classroom Option

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

Monday-Thursday, 9 a.m.-2 p.m.
Section AW01-beginning September 26 (ends October 27)
Section AW02-beginning November 21 (ends December 22)

Guided Learning Option

The Guided Learning Program option allows students to register and begin their program within a few weeks. Students will work with a qualified instructor who will work with them to complete the required coursework. CCI certificate awarded upon successful completion.

SURV-102 (100 hours)
Fee \$1,759 (Tuition \$1,619, Materials \$140)

Section AW01, Call (609) 343-5655 to begin your Guided Learning Program.

Alumni Program for CCI Graduates

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

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

Blackjack

BLJK-103 (48 hours) Section AW01
Fee: \$449 (Tuition \$414, Materials \$35)

Craps

CRAP-201 (96 hours) See Craps schedule
Fee: \$849 (Tuition \$814, Materials \$35)

Baccarat

BACC-204 (48 hours) Section AW01
Fee: \$449 (Tuition \$414, Materials \$35)

Poker and Tournament Play

POKR-204 (48 hours) See Poker and Tournament Play schedule
Fee: \$449 (Tuition \$414, Materials \$35)

Pai Gow Tiles

PGOW-207 (48 hours) Section AW01
Fee: \$449 (Tuition \$414, Materials \$35)

Roulette

ROUL-204 (48 hours) Section AW01
Fee: \$449 (Tuition \$414, Materials \$35)

Pai Gow Poker

PGOW-206 (48 hours) Section AW01
Fee: \$449 (Tuition \$414, Materials \$35)

Alumni Practice Program

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

Don't fall behind or lose your skills! This is a practice program designed to help you brush up on your skills. Personalized instruction is not included in this program.

CARE-001, Section AW01-Worthington Atlantic City Campus, Caesars Entertainment Wing
Fee: \$59 (This fee is based on 12 months, from July-June, or any portion of that period. This fee is renewable every July 1.)

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

Practice Program

Prerequisite: Must present your 35 license.

Don't lose your skills! Practice games you have previously dealt in our fully-equipped mock casino setting. Gain an edge in the gaming workforce. Brush up on your skills and prepare for your next audition.

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

CARE-110, Section AW01-Worthington Atlantic City Campus, Caesars Entertainment Wing
Fee: \$99 (Valid for three days, Tuesday, Wednesday, and Thursday, from 11:30 a.m.-3:30 p.m. or 6-10 p.m.) The practice lab is open only when there are scheduled classes in session.

The Casino Career Institute (CCI) will celebrate its 45th anniversary this fall

We would like to connect with you. Tell us your story at atlantic.edu/cc



ATLANTIC CAPE | **CASINO CAREER**
COMMUNITY COLLEGE | INSTITUTE



Paramedic Science Program

This program is eligible for financial aid.

Due prior to registration: Prerequisites: Attend an information session for Paramedic Science program, Current New Jersey EMT-Basic certification, high school diploma or GED, American Heart Association CPR certification for healthcare professionals, 18 years of age prior to the start of the first day of Didactic. Candidates must obtain a reading score of 11 on the Test of Adult Basic Education (TABE) or the Core Academic Skills Assessment (CASA). Complete the Paramedic Science Entrance Examination with a minimum score of 75.

Documentation of health insurance. Students must possess the physical capabilities to perform all required skills and tasks of an EMT-Paramedic. Prior to registration, candidates are required to attend an Information Session for Paramedic Science program.

Due prior to going on clinical: Documentation of physical exam including drug screening, documentation of immunizations, PPD test, and Hepatitis B series. Successful completion of a criminal background check. Must possess the physical capabilities to perform all required skills and tasks of an EMT-Paramedic.

This course prepares experienced EMTs to perform Advanced Life Support (ALS) as a Mobile Intensive Care Paramedic (MICP). Paramedics provide advanced medical care in a pre-hospital setting. Through our highly intensive curriculum, students will gain knowledge and experience through various disciplines that develop critical thinking and decision-making skills that prepare students for a career in Paramedic Science.

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

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

The Paramedic Science program will utilize technology to enhance our students' learning experience. Our scenario lab comes equipped with Simulation Technology and enhanced video capabilities for the debriefing of scenarios. The Paramedic Science program will provide a superior learning experience for highly motivated individuals seeking a career in advanced prehospital emergency medical care.

The program consists of seven modules:

- Module 1: Paramedic Science 1
- Module 2: Paramedic Science 2
- Module 3: Paramedic Science 3

- Module 4: Paramedic Science 4
- Module 5: Clinical Concepts 1
- Module 6: Clinical Concepts 2
- Module 7: Field Experience
- Module 8: Capstone
- Module 9: Competencies

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

Student Responsibility: Students are required to purchase black or navy blue EMS pants, stethoscope, black belt, and black footwear.

PARA-500 (1,456 hours) Financial Aid eligible
Fee: \$18,795 (Tuition \$15,624, Materials \$3,171)

Section AW01-Worthington Atlantic City Campus
Lecture and Skills Lab: Mondays and Wednesdays, 8 a.m.-4:30 p.m.
Didactic (Classroom) begins September 7 (ends September 6, 2023)
Clinical begins September 7, 2023 (ends March 7, 2025)

Next class will be offered in September 2023

Emergency Medical Technician – Hybrid

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

Due on first day of class: Students shall be required to register with the New Jersey Office of Emergency Medical Services Certification System during orientation. This includes a criminal background check. Students with a criminal history may not be eligible for state or national EMT certification. Workforce Development tuition refund policy applies.

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

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

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

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

Note: Students failing to clear a criminal background check will not be eligible for the clinical/internship portion of the program.

EMTC-501 (270 hours: 100 classroom/lab, 10 clinical, 160 online (maximum))
Fee: \$2,259 (Tuition \$1,859, Materials \$400)

Section AW02-Worthington Atlantic City Campus
Mondays and Wednesdays, beginning September 12 (ends December 19), 6-10 p.m.

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

Section CW01-Cape May County Campus
Mondays and Wednesdays 6-10 p.m. and Saturdays 8:30 a.m.-5:30 p.m., beginning September 10 (ends November 19)

Registration due two weeks prior to class start date.

Certified Clinical Medical Assistant (CCMA®)

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

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

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

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

The program consists of 16 modules:

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

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

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

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

Daytime Option
MEDA-500 (684 hours)
Fee: \$7,299 (Tuition \$6,000, Materials \$1,299)

Section AW01- Worthington Atlantic City Campus
Tuesdays, Wednesdays, and Thursdays, beginning September 27 (ends June 29, 2023)
9 a.m.-3:30 p.m.
Clinical: Days and hours vary.

Evening, Hybrid Option
MEDA-151 (620 hours: 270 classroom hours, 350 online)
Fee: \$6,299 (Tuition \$5,317, Materials \$982)

Section AW02-Worthington Atlantic City Campus
Wednesdays and Thursdays, beginning October 12 (ends July 27, 2023) 6-9 p.m.
Clinical: Days and hours vary.

Section CW01-Cape May County Campus
Mondays and Tuesdays, beginning October 24 (ends August 22) 6-9 p.m.
Clinical: Days and hours vary.

Registration due two weeks prior to class start date.

Phlebotomy Technician

Due prior to registration: Prerequisites: Candidates must obtain a reading score of 9 on the Test of Adult Basic Education (TABE) or the Core Academic Skills Assessment (CASA). High school diploma or high school equivalency diploma/HSED. A health assessment/physical examination, Basic 5 Panel drug screening, Hepatitis B, T-dap, MMR, Varicella, TB test, and the Flu vaccine. The physical exam, drug screening, and all proof of immunizations/vaccinations must be performed no sooner than two months before the first date of the class. Clinical sites may require any of these health prerequisites to be performed again before your internship.

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

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

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

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

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

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

Section AW01-Worthington Atlantic City Campus
Mondays and Tuesdays, beginning September 19, 2022 (ends on February 20, 2023), 6-9 p.m.

Registration due two weeks prior to class start date.



WORKSHOPS

BLS for Health Care Professionals

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

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

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

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

Section CW01-Cape May County Campus
Friday, October 7, 9 a.m.-2 p.m.

Section AW03-Worthington Atlantic City Campus
Thursday, November 10, 9 a.m.-2 p.m.

Heartsaver CPR/AED/First Aid

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

Note: Students will receive their Heartsaver FIRST AID, CPR, and AED Student Workbook upon registration to study before the workshop. Manual must be brought to class. If the workshop is canceled or the student chooses to withdraw and requests a refund per the refund policy, a refund will be given minus \$2.50 for the manual's cost. If the manual is returned unused/in its original packaging, a full refund will be granted.

H CPR-101 (6 hours)
Fee: \$105 (Tuition \$77, Materials \$28)

Section AW01-Worthington Atlantic City Campus
Friday, October 28, 9a.m.-3 p.m.



CULINARY ARTS & COOKING



NEW! Certified Fundamentals Cook (CFC®)

Due prior to registration: Prerequisites: Candidates must obtain a reading score of 9 on the Test of Adult Basic Education (TABE) or the Core Academic Skills Assessment (CASA). High school diploma or high school equivalency diploma/HSED.

Due on the first day of class: A criminal background check must be completed during orientation. Students will be presented with more information and will initiate their background check on orientation/first day of class. Students failing to provide a clear criminal background check may not be eligible for the internship portion of the program.

This career preparation program offers hands-on courses that focus on the mastery of cooking principles and practical techniques. It will also prepare you for the ServSafe Food Protection Manager Certification and the Certified Fundamentals Cook credential. Upon successful completion of the exam, students receive a nationally recognized certification.

This program is designed to prepare students for a successful career as a professional cook. Topics and skills are taught to cover the many areas of the professional kitchen. Learn how to prepare both professional and gourmet dishes. Students will receive an introduction to the culinary industry, pantry production, and short-order cooking. Students will have the skills to prepare sauces, soups, and vegetables. Students are introduced to healthy cooking and baking as part of this certification training program.

The program consists of 13 modules:

- Module 1: Student Success Workshop
- Module 2: Computers Applications for the Hospitality Industry
- Module 3: ServSafe Food Protection Manager Certification
- Module 4: Introduction to Culinary Arts
- Module 5: Pantry Production
- Module 6: Professional and Career Development
- Module 7: Short Order Cooking (Breakfast)
- Module 8: Sauces, Soups, Vegetables and Starch Cookery
- Module 9: Applied Cooking Methods
- Module 10: Healthy Cuisine
- Module 11: Introduction to Baking
- Module 12: Culinary Internship
- Module 13: Certification Test Prep and Certification Exam

The American Culinary Federation, Inc. (ACF) is a professional organization for chefs and cooks, founded in 1929 in New York City by three chefs' organizations: the Société Culinare Philanthropique, the Vatel Club, and the Chefs de Cuisine Association of America. Since their inception, little has changed in our principal goals. The AFC organization is based on promoting the professional image of American chefs worldwide through the education of culinarians at all levels. Please visit www.acfchefs.org for more information. Students completing all course requirements will be eligible to sit for the American Culinary Federation's Certified Fundamentals Cook credential. The cost of this certification exam is included in the program fee.

Student Responsibility: Students are responsible for purchasing the following items for use during their training program: closed-toe shoes that do not have any openings or cutouts of any kind (clogs are not acceptable) and headphones or earbuds for use during computer lab sessions.

College Pathways: Upon credential attainment, you may be eligible for up to 10 college credits toward an Atlantic Cape Culinary Arts degree.

CULI-502 (630 hours) financial aid eligible
Fee: \$6,395 (Tuition/Lab: \$5,115, Supplies: \$1,280)

Section AW01-Worthington Atlantic City Campus, Caesars Entertainment Wing
Tuesday, Wednesday, and Thursday, beginning September 27 (ends May 9)
9 a.m.-4 p.m. (7 hours per day)

Registration due two weeks prior to class start date.

PROFESSIONAL SKILLS SERIES

Culinary and Cooking Professional

The Professional Skills Series provides you with the fundamental skills necessary to secure a position in the culinary field.

This program includes instruction in:

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

CULI-507 (160 hours)
Fee: \$2,299 (Tuition/Lab: \$1,729, Supplies: \$570)

Section AW02-Worthington Atlantic City Campus, Caesars Entertainment Wing Monday-Thursday, beginning November 28 (ends January 31, 2023), 5-10 p.m.

Baking and Pastry Professional

The Professional Skills Series provides you with the foundational skills necessary to secure a position in the culinary field.

This program offers instruction in:

- **ServSafe Manager Certification:** The ServSafe Food Safety Training Program will teach students to recognize the responsibilities involved in the prevention of foodborne illnesses. The training also will help foodservice workers understand the importance of proper storage, food preparation, cleaning, and sanitizing to ensure safe food handling.
- **Piping and Pastry Bag Skills:** An introductory class covering a variety of border designs, flowers, balloons, and other cake decorations. Students will also learn to work with chocolate and royal icing for run-outs and garnishes. Students will develop skills in cake writing.
- **Pastry:** Focus on organization, equipment, pastry bag techniques, specialty ingredients, chocolate work, decorating, garnishes, and classic pastry shop items.
- **Artisan Bread Baking:** Learn to make exceptional bread using old-world recipes and modern techniques. This course will teach you the use of different grains and techniques, including dense bread with crispy crusts using artisan flavors such as asiago cheese, potato, and rosemary olive oil.

- **Commercial Baking:** This class helps students develop applicable skills using a commercially produced product. Start by preparing basic staples of a commercial bakery and then transform them into plated desserts, specialty items, signature, and unique creations. This is the actual function of a commercial bakeshop. Students will be challenged to use staples to express their creativity.

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

Section AW01-Worthington Atlantic City Campus
Monday-Thursday, beginning October 24 (ends December 19), 5-10 p.m.

WORKSHOPS

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

ServSafe Food Handler Certificate

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

FDBV-202 (4 hours)
Fee: \$55 (Tuition \$45, Materials \$10)

Section MW01-Mays Landing Campus
Saturday, November 12, 9 a.m.-1 p.m.

ServSafe Food Protection Manager Certification

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

FDBV-200 (12 hours)
Fee: \$209 (Tuition \$149, Materials \$60)

Section AW01-Worthington Atlantic City Campus
Tuesdays and Wednesdays, October 4-12, 6 p.m. -9 p.m.

Section CW01-Cape May County Campus
Saturdays, December 3-17, 9 a.m.-1 p.m.

CULINARY AND BAKING WORKSHOPS

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

Basic Knife Skills

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

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

Section MW01-Mays Landing Campus
Saturday, December 10, 9 a.m.-12 p.m.

Section CW01-Cape May County Campus
Saturday, November 5, 9 a.m.-12 p.m.

Muffins and Breakfast Breads

Learn to make Jumbo Farm style Blueberry Muffins, Pumpkin Cranberry Nut Muffins, Rich Banana Walnut Bread, and Sweet Zucchini Bread to pair perfectly with your morning coffee or afternoon tea.

BAKE-111 (3 hours)
Fee: \$79

Section MW01-Mays Landing Campus
Monday, September 12, 6:30-9:30 p.m.

Elegant Desserts

Learn simple approachable techniques to make restaurant favorites like creme brulee, flourless chocolate cake and chocolate mousse at home. These desserts are sure to please your guests at your next dinner party or special date night dinner at home.

BAKE-115 (3 hours)
Fee: \$79

Section MW01-Mays Landing Campus
Monday, October 3, 6:30-9:30 p.m.

Thanksgiving Desserts

Impress your family with home style favorites like Caramel Apple Crumb Pie, & Kentucky Bourbon Pecan Pie, or try something new for the holiday like Pear Frangipane Tart. Whatever you choose they'll always save room for these desserts.

BAKE-123 (3 hours)
Fee: \$79

Section MW01-Mays Landing Campus
Monday, November 7, 6:30-9:30 p.m.

Introduction to Holiday Cookies

Want to make cookies for the holidays but don't know where to start? This intro class will teach you the basics for any cookie platter with essentials like browned butter chocolate chip cookies, chewy oatmeal cookies, snickerdoodles, and chocolate crinkle cookies. These are crowd pleasers for any occasion and a great place to start for any novice.

BAKE-106 (3 hours)
Fee: \$79

Section MW01-Mays Landing Campus
Monday, December 5, 6:30-9:30 p.m.

Advanced Holiday Cookies

Up your cookie game by adding color and texture to your holiday trays. Featuring cookies pecan snowballs, gingerbread cut-outs, stuffed red velvet cookies - these cookies will be sure to get you invited to holiday parties year after year - as long as you're bringing cookies.

BAKE-113 (3 hours)
Fee: \$79

Section MW01-Mays Landing Campus
Monday, December 12, 6:30-9:30 p.m.

Gingerbread House Decorating

Show off your creativity with this family fun activity. We provide the pre-assembled house, icing, and all decorating items to create your own gingerbread house. Enrollment includes one adult and one child.

BAKE-102 (2 hours)
Fee: \$69

Section MW01-Mays Landing Campus
Saturday, December 10, 1-2:30 p.m.

Hands-On Pizza (and more)

Pizza, pizza, pizza! Who doesn't love pizza?! Learn how to make and stretch dough, create assorted pizzas, strombolis, calzones, garlic knots, and zeppoles.

COOK-103 (3 hours)
Fee: \$79

Section MW01-Mays Landing Campus
Monday, October 17, 6:30-9:30 p.m.

Holiday Feast

Learn how to make delicious traditional holiday favorites that will keep the company coming back: roast turkey, baked ham, stuffing, candied mashed sweet potatoes, gravy from pan drippings and green bean casserole.

COOK-105 (3 hours)
Fee: \$79

Section MW01-Mays Landing Campus
Monday, October 24, 6:30-9:30 p.m.

Super Bowl Snack Favorites

Get ready for the big game with tasty appetizers like hearty 7-layer dip, spicy buffalo chicken dip, pigs in a blanket/Coney Island hot dog bites, and fresh jalapeno poppers.

COOK-107 (3 hours)
Fee: \$79

Section CW01-Cape May County Campus
Monday, December 19, 6:30-9:30 p.m.

Hearty One-Pan Meals

Learn how to make 1 pan meals like beef stew, pork stew with root veggies, chicken white bean chili, traditional beef chili or impossible meat chili, perfect for a busy weeknight dinner and easy clean up.

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

Section MW01-Mays Landing Campus
Monday, November 28, 6:30-9:30 p.m.

Fall Garden Harvest to Table

Tired of the same old veggies? This workshop will feature fresh picked fall garden vegetables in dishes like kale & white bean soup, balsamic glazed brussel sprouts, cauliflower mashed potatoes, and roasted acorn squash.

COOK-275 (3 hours)
Fee: \$79

Section CW01-Cape May County Campus
Monday, September 26, 6:30-9:30 p.m.

RETAIL, CUSTOMER SERVICE, & HOSPITALITY

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

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

Certified Guest Service Professional (CGSP®) Guided Learning Program

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

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

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

RETA-200 (24 hours)

Fee: \$489, the cost of the certification exam is included.

Section OW01-Online classroom, ongoing enrollment.

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

Certified Front Desk Representative (CFDR®) Guided Learning Program

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

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

RETA-114 (48 hours)

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

Section OW01-Online classroom, ongoing enrollment.

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

Career Portfolio Development Course

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

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

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

PATH-101 (48 hours)

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

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

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

TECHNICAL STUDIES

Associate in Applied Science Degree

This program is for students who need an individualized academic program that awards college credit for nontraditional learning forms. It is designed to give students an accelerated route to an associate's degree by earning credit for work experience, industry credentials, non-collegiate instruction, and examination scores. The program consists of a minimum of 20 General Education course credits and up to 25 Technical Core credits. Technical Core credits are awarded through the Prior Learning Assessment (PLA) process. Students will meet with an academic advisor to select courses that meet their individual goals for the required program-specific courses. For additional information, contact Sherwood L. Taylor, staylor@atlantic.edu, (609) 343-4816.

Adult Basic Education / English as a Second Language / High School Equivalency

Funded through the Workforce Investment and Opportunity Act Title 2 grant, Atlantic Cape offers a variety of free adult education classes. Beginner level English as a Second Language classes are offered in the fall and spring semester, both in the morning and evening.

Academic ESL classes, College Pathways, are offered to those with more advanced English Language skills that plan to transition into credit ESL courses.

Basic Adult Education and High School Equivalency (GED) classes are also available year round. Flexible schedules, in person or hybrid options help busy adults obtain their New Jersey High School Diploma. Scholarships are available to our students to cover the cost of the HSE Examination.



Wind Training Center

Atlantic Cape Community College

Opening Fall 2022, the Wind Training Center will provide the GWO Basic Safety Training w/Sea Survival. Over five days, the training will provide 40 hours of instruction in five areas (First Aid, Manual Handling, Fire Awareness, Working at Heights, and Sea Survival).

The training program and supporting facility will be the first in the State and enable New Jersey to strengthen its leadership position in offshore wind energy. Atlantic Cape was awarded \$2.9M for the 1,700 square ft. facility. The New Jersey Offshore Wind Safety Training Challenge is a grant program administered by the Office of the Secretary of Higher Education with the support of the New Jersey Economic Development Authority.

For additional information contact wind@atlantic.edu.

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

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

The NRC also offers periodic workshops (free of charge) on HOW TO: use the online research tools, write grant proposals, budget and financial management, and other topics of interest to nonprofit organizations. A generous donation funds the NRC from the Mullock Family and the United Way of Greater Philadelphia and Southern New Jersey. Public access to the NRC is available when the library is open. Individuals may schedule a one-hour consultation with a coordinator.

For more information, questions, and appointments or to join the mailing list, please email: fin@atlantic.edu.

Linking Atlantic Cape's Professional Training Services to Your Business

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

Grant-Funded Training Available to Upgrade Your Employees' Skills

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

Grant-funded classes are offered in:

- Basic Communication, Verbal and Written for Improved Customer Service
- Basic Mathematics or Measurements
- Conflict Resolution
- Critical Thinking
- English as a Second Language, Levels 1, 2, & 3
- English in the Workplace, Levels 1 & 2
- Good Management Skills
- Microsoft Excel, Levels 1, 2 & 3
- Microsoft Word, Levels 1 & 2
- Microsoft Office 365
- PC Data Storage via the Cloud
- PC Databases
- PC Outlook
- PC Windows
- PowerPoint, Levels 1 & 2
- Problem Solving
- Quickbooks
- Spanish for Managers, Levels 1 & 2
- Spanish in the Workplace, Levels 1 & 2
- Supervisory Skills
- Team Building: Being a Team Player
- Team Leadership
- Time Management

The benefits of working with Atlantic Cape:

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



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

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

Online Instructor-Led Workshops

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

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

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

WATER AND WASTEWATER OPERATIONS

Introduction to Water and Wastewater Treatment - Hybrid

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.

CGRN-101 (180 hours)
Fee: \$1,699 (Textbook(s) required at additional cost)

Section MW01-Mays Landing Campus
Mondays and Wednesdays beginning September 7 (ends April 12, 2023) 6-9 p.m.
Schedule may include some Thursday evenings

CONSTRUCTION MANAGEMENT

New Jersey Uniform Construction Code Education Program

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

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

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

Building Inspector RCS – Live Online

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

CONS-120 (90 hours)
Fee: \$789 (Textbook(s) required at additional cost)

Section OW01-Live Online
Tuesdays and Thursdays beginning September 15 (ends December 20), 6-9:30 p.m.

Fire Protection ICS – Live Online

This 120-hour program prepares students to obtain licensing in the Fire Protection discipline of the NJ UCC. Coursework includes the building use groups, types of construction, height and area, fire protection systems, and means of egress. Students will learn when the building codes require such systems and equipment in new and renovated structures, along with the standards for system installation and acceptance testing. Course textbook information is provided on the first day of class.

CONS-200 (120 Hours)
Fee: \$949 (Textbook(s) required at additional cost)

Section OW01-Live Online
Beginning September 22 (Ending December 15)
6-9 p.m. (Monday, Wednesday and Thursday) and 9 a.m.-12 p.m. every other Saturday

Construction Official

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

CONS-122 (45 Hours)
Fee: \$489 (Textbook(s) required at additional cost)

Section CW01-Cape May Campus
Wednesdays beginning October 5 (ends on January 25), 6-9 p.m.

IAED Emergency Telecommunicator*

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

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

Section CW01-Cape May County Campus
Monday-Friday, November 7-11, 8 a.m.-4 p.m.

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

New Jersey Emergency Medical Dispatcher*

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

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

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

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

Section CW01-Cape May County Campus
Monday-Thursday, November 14-17, 8 a.m.-4 p.m.

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

GENERAL INTEREST

Real Estate Sales Pre-Licensing

Prerequisite: High school diploma or GED.

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

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

REAL-101 (75 hours)
Fee: \$529 (Textbook additional)

Section MW01-Mays Landing Campus
Mondays, Tuesdays, and Thursdays, beginning October 10 (ends November 28), 5:30-9:30 p.m.

NEW! Become NJ Cannabis Certified – Live Online

Requirements: Students must be at least 18 to register for the class. Most employers will require you to be 21 years old and pass a background check.

Whether you are looking to educate yourself or obtain the basic training you will need to work in a medical cannabis dispensary, this class will get you started.

Tailored specifically to New Jersey, this 5 module, 15-hour class will teach you about the human body's endocannabinoid system, the basics of cultivation and different cultivars, an introduction to processing and different products available in New Jersey and elsewhere, and specifics of working in a New Jersey cannabis dispensary, and how to assist NJ medical marijuana program patients.

Classes cover the following material:

- Federal and State cannabis law and regulations
- Plant physiology and cannabis cultivation
- The manufacturing and testing of cannabis products
- The endocannabinoid system
- Dispensary training

Instruction provided in partnership with NJ Cannabis Certified. Completion of the course requires attendance during live instruction and completion of a final 25 question quiz. Students who complete the requirements will receive a certificate of achievement. Tuition waiver vouchers for veterans available (up to 2 students per class).

PDEV-506 (15 hours)
Fee: \$500

Section OW01-Live Online
Mondays, November 7 (ends December 5), 6-9 p.m.

Usui Reiki 1 Practitioner

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

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

PDEV-504 (4 hours)
Fee: \$250

Section MW01-Mays Landing Campus
Saturday, September 25, 9 a.m.-1 p.m.

Section OW01-Live Online
Sunday, October 2, 9 a.m.-1 p.m.

Usui Reiki 2 Practitioner

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

PDEV-505 (4 hours)
Fee: \$250

Section MW01-Mays Landing Campus
Saturday, October 30, 9 a.m.-1 p.m.

Section OW01-Live Online
Sunday, November 13, 9 a.m.-1 p.m.

FITNESS EDUCATION

AAAI/ISMA Personal Fitness Trainer Certification Phase 1

The Personal Fitness Trainer Certification Phase 1 workshop, taught in partnership with the American Aerobic Association International/International Sports Medicine Association, covers the essentials and fundamentals of applied exercise science related to personal fitness training of healthy populations. Safety, exercise physiology, assessment, nutrition basics, exercise concepts and principles, program design, and proper biomechanics are taught and emphasized throughout the course. An introductory study into anatomy, muscle physiology, cardiovascular physiology, kinesiology, client evaluation, program design, and the tools necessary to start your career will be covered.

You will take your certification exam at the end of the day. Recommended (but not required) manuals can be purchased directly through the AAAI/ISMA website: <https://aaai-ismafitness.com/product/bonus-buy/>

FTNS-103 (8 hours)
Fee: \$129

Section MW01-Mays Landing Campus
Saturday, October 15, 10 a.m.-6 p.m.

Section MW02-Mays Landing Campus
Saturday, December 3, 10 a.m.-6 p.m.

Section CW01-Cape May County Campus
Saturday, October 29, 10 a.m.-6 p.m.

AAAI/ISMA Older Adult Certification

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

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

You will take your certification exam at the end of the day. Recommended (but not required) manuals can be purchased directly through the AAAI/ISMA website: <https://aaai-ismafitness.com/product/older-adult-fitness/>

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

Section MW01-Mays Landing Campus
Saturday, November 5, 10 a.m.-6 p.m.

AAAI/ISMA certification courses are valid in every state and are recognized in nine countries. AAAI/ISMA CECs will be awarded upon successful completion of the workshop, along with certification, which is valid for two years. For more information about AAAI/ISMA certifications, please visit <https://aaai-ismafitness.com/> or call (609) 397-2139.

ONLINE TRAINING (PROFESSIONAL DEVELOPMENT)

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

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

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

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

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

How to Get Started:

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

Accounting Fundamentals Series

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

We'll cover all the bases, from writing checks to preparing an income statement and closing out accounts at the end of each fiscal period.

Grammar Refresher Series

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

A to Z Grant Writing Series

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

Medical Coding

This is your chance to find out what it's really like to be a medical coder. In this course, you'll learn exactly what medical coders do on a daily basis. You'll learn to use the CPT manual and the ICD-10-CM to find medical codes for any disease, condition, treatment, or surgical procedure, which will give you a leg up on other people who are new to this career. The knowledge you gain here will help you work almost anywhere in the medical field—doctors' offices, clinics, public health facilities, hospitals, labs, nursing homes, insurance agencies, or even the comfort of your own home.

Introduction to Java Programming

This course uses the latest release of Java, from Oracle, the company that maintains and supports the language. You will also learn how to use BlueJ, a graphical development environment designed especially for students. Both are free and open-source products and you will receive instructions on how to download and install them. By the time you're done, you will be comfortable with Java programming and ready for more!

ONLINE (CAREER TRAINING)

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

CPC Medical Billing and Coding (voucher included)

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

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

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

Veterinary Assistant

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

Clinical Dental Assistant

When you become a dental assistant, you'll enjoy a career that is not only fulfilling, but also rewarding. Caring dental assistants truly make a difference with clients, providing comfort and education. Plus, this field offers flexible hours and is expected to grow exponentially in the future. Dental assistant school is the first step you need to take, and this online Clinical Dental Assistant course will prepare you to become a productive and successful member of a dental hygienist team.

This online dental assisting course is the most comprehensive you'll find. You'll learn about every aspect of professional dental assisting, including perspectives from experienced dental assistants and essential information about anatomy and physiology, preventive dentistry, patient care and communication, radiology, pharmacology, anesthesia, assisting in specialty practices, employment strategies, and much more.

Toward the end of the course—or after completion—you will have the opportunity to apply for an externship, where you'll get real-life clinical assistant experience. You'll also be ready to pursue certification as a dental assistant by passing the radiology and infection control portions of the Dental Assisting National Board examination. The exam or one or more of its components is necessary in states where registration is required for dental assistants.

Purchasing and Supply Chain Management + Freight Broker/ Agent Training

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

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

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

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

OFFICE PRODUCTIVITY & COMPUTER WORKSHOPS

Computer Basics – Increase Your Confidence

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

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

Section MW01-Mays Landing Campus
Fridays, September 30, October 7 and 14, 9 a.m.-12 p.m.

Computer Basics 2 – Exploring Word and Excel

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

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

COAP-101 (6 hours)
Fee: \$69

Section MW01-Mays Landing Campus
Fridays, November 4 and 11, 9 a.m.-12 p.m.

Microsoft Excel 2016 – Fundamentals

Prerequisite: Basic computer knowledge and familiarity with Windows.

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

COAP-156 (9 hours)
Fee: \$129 (Tuition \$109, Materials \$20)

Section MW02-Mays Landing Campus
Mondays and Wednesdays, October 12, 17 and 19, 6-9 p.m.

PERSONAL ENRICHMENT/COMMUNITY EDUCATION

FREE! Who Are You Leaving Your Money To?

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

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

Section CW01-Cape May County Campus
Wednesday, October 5, 2-4 p.m.

Section MW01-Mays Landing Campus
Wednesday, November 2, 2-4 p.m.

NEW! Intro to Genealogy

Are you looking to start a family research project? Have you started your research and keep hitting brick walls? This workshop will provide tips and tricks on how to conduct family searches through reliable print sources. Students can bring their materials if they have already started doing research.

CEGN-129 (1.5 hours)
Fee: \$25

Section MW01-Mays Landing Campus
Saturday, October 8, 11 a.m.-12:30 p.m.

NEW! Genealogy – Expanding the Search

With the development and use of DNA testing and vital records, connecting with long-lost families is possible. Whether or not you are adopted, DNA can provide insights into both direct and indirect lineage. Furthermore, while your DNA does not change, its interpretation does. Genealogy will also get into specialty records held by both the government and special interest groups. Students can bring their materials if they have already started doing research.

CEGN-229 (1.5 hours)
Fee: \$25

Section MW01-Mays Landing Campus
Saturday, October 22, 11 a.m.-12:30 p.m.

Flower Arrangement

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

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

Section CW01-Cape May County Campus
Mondays, beginning September 26 (ends December 5), 7-8:30 p.m.

Holistic Health Series

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

By taking the whole series, you will receive an introduction to the following: Transformational Breathing, Energy Healing Work, Nutrition, and Kripalu Yoga, and Meditation. Alternatively, you can pick and choose specific workshop topics. Individual class descriptions and dates can be found after this listing.

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

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

Section MW01-Mays Landing Campus
Thursdays, beginning October 6 (ends November 3), 10-11:30 a.m.

Section OW01-Live Online
Fridays, beginning October 7 (ends November 11) 10 a.m.-11:30 a.m.

Transformational Breathing

Transformational Breath is an easy-to-learn breath technique that is a powerful healing modality for the body, mind, and spirit. Transformational Breath may help reduce stress in your life, increase energy and creativity, help with addictive patterns, increase your metabolism, improve mental and emotional clarity, help you to experience more joy in your life, integrate suppressed/repressed emotions, increase efficiency of your body, resolve childhood traumas and detoxify and help to heal in your body. Bring a yoga mat, water, and two pillows.

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

Section MW01-Mays Landing Campus
Thursday, October 6, 10-11:30 a.m.

Section OW01-Live Online
Friday, October 7, 10 a.m.-11:30 a.m.

Energy Healing Work (Reiki and Chakra Healing)

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

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

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

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

CEGN-203 (1.5 hours)

Fee: \$25

Section MW01-Mays Landing Campus
Thursday, March 13, 10 a.m.-11:30 a.m.

Section OW01-Live Online
Friday, October 14, 10 a.m.-11:30 a.m.

Nutrition and a Holistic Lifestyle

With all of the health issues and toxins in the environment, how does one stay healthy and happy in today's world? In this class, you will learn about DNA, blood-type diet possibilities, and mycotoxins. Also, we will discuss the use of vitamins and what they have to do with our health.

CEGN-169 (1.5 hours)

Fee: \$25

Section MW01-Mays Landing Campus
Thursday, October 27, 10-11:30 a.m.

Section OW01-Live Online
Friday, October 28, 10 a.m.-11:30 a.m.

Kripalu Yoga and Meditation

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

CEGN-207 (1.5 hours)

Fee: \$25

Section MW01-Mays Landing Campus
Thursday, November 3, 10-11:30 a.m.

Section OW01-Live Online
Friday, November 11, 10 a.m.-11:30 a.m.

Exploring Digital SLR Photography, Part 1

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

CEGN-172 (6 hours)

Fee: \$69 (supplies not included)

Section MW01-Mays Landing Campus
Tuesdays, October 4, 11 and 18, 6-8 p.m.

Exploring Digital SLR Photography, Part 2

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

CEGN-191 (4 hours)

Fee: \$49 (supplies not included)

Section MW02-Mays Landing Campus
Tuesdays, November 1 and 8, 6-8 p.m.

Beginning Spanish

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

LANG-132 (16 hours)

Fee: \$149 (recommended textbook not included)

Section MW01-Mays Landing Campus
Tuesdays, beginning September 13 (ends November 11), 6-8 p.m.

Intro to Sign Language

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

LANG-145 (16 hours)

Fee: \$149 (textbook not included)

Section MW01-Mays Landing Campus
Tuesdays beginning September 20 (ends November 22), 6-8 p.m.

Beginning Piano

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

FINE-163 (15 hours)

Fee: \$139

Section MW01-Mays Landing Campus
Thursdays, beginning October 6 (ends December 15), 6 p.m.-7:30 p.m.

NEW! Jewelry Making – Earrings

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

CEGN-104 (1 hour)

Fee: \$19

Section MW01-Mays Landing Campus
Tuesday, October 4, 10-11 a.m.

NEW! Jewelry Making – Bracelets

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

CEGN-105 (1.5 hours)

Fee: \$25

Section MW01-Mays Landing Campus
Tuesday, October 25, 10-11:30 a.m.

GENERAL INFORMATION

REGISTRATION DEADLINES

Registrations for Career Training programs should be completed no later than two weeks prior to the start date. Registration for workshops should be completed no later than five days prior to the start date, unless otherwise indicated. We urge you to REGISTER EARLY—many courses fill early, while other courses are sometimes canceled due to insufficient enrollment. The College reserves the right to change course locations, dates, and instructors when necessary.

FEES

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

CONFIRMATION

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

REFUNDS FOR WORKSHOPS & PROFESSIONAL DEVELOPMENT

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

PSST, PASS IT ON!

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

TELEPHONE DIRECTORY

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

DIRECTIONS

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

PROGRAM INFORMATION

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

REFUND POLICY

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

- Workshops and Seminars & Career Training Programs (up to 150 hours): If a student withdraws 48 hours before the start of the class, a full refund will be granted. No refund will be given if withdrawal is within 48 hours of the start of class. Students will be responsible for any outstanding balance due. All refunds require the completion of our "refund request form."
- Career Training Programs (exceeding 150 hours): If a student withdraws 48 hours before the start of class, a full refund will be granted less a non-refundable processing fee of \$150. A refund of 50 percent of the total

cost of the course (less the \$150 processing fee) will be granted if a student withdraws or is terminated from the program within the first 15 business days of the first day of class. Students who withdraw or are terminated from the program after 15 business days will receive no refund. Students will be responsible for any outstanding balance due. All refunds require the completion of our "refund request form."

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

PAYMENT POLICY

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

REGISTRATION INFORMATION

ONLINE

Register and pay online at atlantic.edu/workforce.

BY PHONE

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

BY MAIL

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

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

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

QUESTIONS? Email workforce@atlantic.edu

REGISTRATION FORM

____ / ____ / ____
DATE

LAST NAME FIRST NAME HOME PHONE

COMPANY NAME WORK PHONE

____ / ____ / ____
DOB EMAIL

STREET ADDRESS

CITY STATE COUNTY ZIP CODE

WORKSHOP TITLE	COURSE #	SECTION	START DATE	FEE
<p style="text-align: center;">MAILING ADDRESS Atlantic Cape Community College 5100 Black Horse Pike, Mays Landing, NJ 08330 Attn.: Workshops & Seminars (609) 343-5655</p> <p>Make checks payable to: Atlantic Cape Community College Be prepared to show photo ID in class.</p>			<p>TOTAL FEES _____</p>	

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



5100 Black Horse Pike
Mays Landing, NJ 08330-2699

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

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- Certified Clinical Medical Assistant Hybrid, page 7
- ServSafe Food Protection Manager, page 9
- Basic Knife Skills, page 9
- Super Bowl Snack Favorites, page 10
- Fall Garden Harvest to Table, page 10
- Construction Official, page 13
- IAED Emergency Telecommunicator, page 13
- New Jersey Emergency Medical Dispatcher, page 13
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Register and pay online at atlantic.edu/workforce