



**WORKFORCE
DEVELOPMENT**
Atlantic Cape Community College

SPRING 2025 PROGRAM GUIDE



TRAINING OPPORTUNITIES FOR 2025

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

NOW AVAILABLE!

GWO Basic Safety (Onshore) Training (see page 3)

Register and pay online at workforce.atlanticcape.edu



Table of Contents

The Casino Career Institute	3
Healthcare.	5
Culinary Arts & Cooking	7
Professional Development	8
Retail, Customer Service & Hospitality	10
Online Training (Professional Development)	11
Online (Career Training).	12
Office Productivity & Computer Workshops	13
Personal Enrichment/Community Education	13
Kids College	15
Workforce Solutions	16
BizHub Entrepreneurial & Small Business Courses	17
Registration Information	18
Registration Form	19

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@atlanticcape.edu



Wind Training Center

Atlantic Cape Community College

The Wind Training Center provides the Global Wind Organization (GWO) Basic Safety Training (BST) over four days. The training will provide 28 hours of instruction in four areas (First Aid, Manual Handling, Fire Awareness and Working at Heights.) Training will be delivered in the Wind Training Center at Atlantic Cape Community College's Worthington Campus in Atlantic City, NJ.

The GWO onshore BST consists of four modules:

- **First Aid.** This BST Module aims to enable participants to administer safe and effective First Aid in the wind turbine industry/WTG environment in accordance with GWO First Aid training through theoretical and practical training. Furthermore, this training will enable you to perform cardiopulmonary resuscitation (CPR) and use an automated external defibrillator (AED).
- **Fire Awareness.** This module aims to give the participants the basic knowledge and skills through theoretical and practical training. Participants should be able to prevent fires, make appropriate judgments when evaluating a fire, manage personnel evacuation, and ensure all are safely accounted for in an unmanageable fire. Supposing the incident is judged to be safe, the participants should be able to extinguish an initial fire using handheld firefighting equipment efficiently.
- **Manual Handling.** This module aims to encourage positive manual handling and ergonomic behavior, encourage participants to consider alternatives to manual handling through planning, and train participants' ability to perform manual handling tasks safely in the wind turbine industry/environment.
- **Working at Heights.** Through theoretical and practical training, this module aims to qualify the participants to use basic personal protective equipment, perform safe work at heights, and provide comprehensive basic rescue from heights in a remote wind turbine environment.

WIND-100 (28 hours)

Cost: \$1,935 (Tuition: \$1,900, Campus Safety Fee: \$25, Registration Fee: \$10)

For schedule and additional information visit atlanticcape.edu/windtraining or call (609) 343-5655 for assistance with registration.



THE CASINO CAREER INSTITUTE



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

Table Games Training

All table games students are required to wear a professional-style black polo or button-down shirt, black slacks/skirts, and black shoes.

On the first day of class, students are required to be present at 11 a.m., for completion of required paperwork for the Casino Career Institute.

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 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 for payoffs. 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 memorization of multiplication tables used in Roulette, chip handling, and clearing the table layout.

Baccarat: This course accommodates the experience, knowledge, and skills acquired in previous game training. Emphasis will be placed on 3rd card rules, commissions, and percentages and the ability to calculate them immediately. Customer service and relations will be the focus.

CARE-107 (48 hours): Worthington Atlantic City Campus, Caesars Entertainment Wing
Cost: \$639 (Tuition: \$569, Materials: \$35, Campus Safety Fee: \$25, Registration Fee: \$10)

Section AW20: beginning January 7 (ends January 30)
Section AW21: beginning January 14 (ends February 6)
Section AW22: beginning January 21 (ends February 13)
Section AW23: beginning January 28 (ends February 20)
Section AW24: beginning February 4 (ends February 27)
Section AW25: beginning February 11 (ends March 6)

Section AW26: beginning February 18 (ends March 13)
 Section AW27: beginning February 25 (ends March 20)
 Section AW28: beginning March 4 (ends March 27)
 Section AW29: beginning March 11 (ends April 3)
 Section AW30: beginning March 18 (ends April 10)
 Section AW31: beginning March 25 (ends April 17)
 Section AW32: beginning April 1 (ends April 24)
 Section AW33: beginning April 8 (ends May 1)
 Section AW34: beginning April 15 (ends May 8)
 Section AW35: beginning April 22 (ends May 15)
 Section AW36: beginning April 29 (ends May 22)
 Section AW37: beginning May 6 (ends May 29)
 Section AW38: beginning May 13 (ends June 5)
 Section AW39: beginning May 20 (ends June 12)
 Section AW40: beginning May 27 (ends June 24)

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. **Roulette knowledge and experience are suggested.**

CARE-109 (96 hours): Worthington Atlantic City Campus, Caesars Entertainment Wing
 Cost: \$1,189 (Tuition: \$1,119, Materials: \$35, Campus Safety Fee: \$25, Registration Fee: \$10)

Tuesday, Wednesday, Thursday, 3:30-7:30 p.m.
 Section AW02: beginning January 21 (ends March 13)
 Section AW03: beginning April 8 (ends May 29)

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 the 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 the rules of the game, commissions, security, and game protection.

CARE-111 (48 hours): Worthington Atlantic City Campus, Caesars Entertainment Wing
 Cost: \$639 (Tuition: \$569, Materials: \$35, Campus Safety Fee: \$25, Registration Fee: \$10)

Tuesday, Wednesday, Thursday, 3:30-7:30 p.m.
 Section AW04: beginning January 7 (ends January 30)
 Section AW05: beginning February 11 (end March 6)
 Section AW06: beginning March 22 (ends April 10)
 Section AW07: beginning April 22 (ends May 15)
 Section AW08: beginning May 27 (ends June 24)

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
 Cost: \$639 (Tuition: \$569, Materials: \$35, Campus Safety Fee: \$25, Registration Fee: \$10)

Tuesday, Wednesday, Thursday, 3:30-7:30 p.m.
 Section AW04: beginning January 21 (ends February 13)
 Section AW05: beginning February 25 (ends March 20)
 Section AW06: beginning April 8 (ends May 1)
 Section AW07: beginning May 13 (ends June 5)

Carnival Games

You will learn multiple poker games, including Let It Ride, Mississippi Stud, Three Card Poker, Four Card Poker, Ultimate Texas Hold'em, and Criss Cross.

PGOW-202 (24 hours): Worthington Atlantic City Campus, Caesars Entertainment Wing
 Cost: \$289 (Tuition: \$219, Materials: \$35, Campus Safety Fee: \$25, Registration Fee: \$10)

Tuesday, Wednesday, Thursday, 11:30 a.m.-3:30 p.m.
 Section AW06: beginning January 7 (ends January 16)
 Section AW07: beginning January 28 (ends February 6)
 Section AW08: beginning February 18 (ends February 27)
 Section AW09: beginning March 11 (ends March 20)
 Section AW10: beginning April 1 (ends April 10)
 Section AW11: beginning April 22 (ends May 1)
 Section AW12: beginning May 13 (ends May 22)
 Section AW13: beginning June 3 (ends June 12)

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) See Blackjack schedule
 Cost: \$539 (Tuition: \$469, Materials: \$35, Campus Safety Fee: \$25, Registration Fee: \$10)

Craps

CRAP-201 (96 hours) See Craps schedule
 Cost: \$1,089 (Tuition: \$1,019, Materials: \$35, Campus Safety Fee: \$25, Registration Fee: \$10)

Baccarat

BACC-204 (48 hours) See Baccarat schedule
 Cost: \$539 (Tuition: \$469, Materials: \$35, Campus Safety Fee: \$25, Registration Fee: \$10)

Poker and Tournament Play

POKR-204 (48 hours) See Poker and Tournament Play schedule
 Cost: \$539 (Tuition: \$469, Materials: \$35, Campus Safety Fee: \$25, Registration Fee: \$10)

Pai Gow Tiles

PGOW-207 (48 hours) See Pai Gow Tiles schedule
 Cost: \$539 (Tuition: \$469, Materials: \$35, Campus Safety Fee: \$25, Registration Fee: \$10)

Roulette

ROUL-204 (48 hours) See Roulette schedule
 Cost: \$539 (Tuition: \$469, Materials: \$35, Campus Safety Fee: \$25, Registration Fee: \$10)

Pai Gow Poker

PGOW-206 (48 hours) See Pai Gow Poker schedule
 Cost: \$539 (Tuition: \$469, Materials: \$35, Campus Safety Fee: \$25, Registration Fee: \$10)

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
 Cost: \$29 (this fee is based on 90 days)

Section AW03: Worthington Atlantic City Campus January-March
 Section AW04: Worthington Atlantic City Campus April-June

Alumni Practice is available on Tuesday, Wednesday, and Thursday, 11:30 a.m.-3:30 p.m. or 3:30-7:30 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.

CARE-110
 Cost: \$19 (this fee is valid for three days, Tuesday, Wednesday, and Thursday from 11:30 a.m.-3:30 p.m. or 3:30-7:30 p.m. The practice lab is open only when there are scheduled classes in session).

Section AW03: Worthington Atlantic City Campus, January 7-30
 Section AW04: Worthington Atlantic City Campus, February 4-27
 Section AW05: Worthington Atlantic City Campus, March 4-27
 Section AW06: Worthington Atlantic City Campus, April 1-30
 Section AW07: Worthington Atlantic City Campus, May 1-29
 Section AW08: Worthington Atlantic City Campus, June 3-26



Paramedic Science Program

This program is eligible for financial aid.

Due prior to registration: *Prerequisites: Attend an Information Session for the Paramedic Science program, possess current New Jersey EMT-Basic certification, possess high school diploma or equivalency, possess current American Heart Association CPR certification for healthcare professionals, be 18 years of age before the start of the first day of Didactic; obtain a reading score of 11 on the Core Academic Skills Assessment (CASA); complete the Paramedic Science Entrance Examination with a minimum score of 75; attestation of the ability to perform the physical capabilities to perform all required skills and tasks of an EMT-Paramedic.*

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

Due prior to going on clinical: Documentation of physical exam including drug screening, documentation of immunizations, PPD test, and Hepatitis B series (this is the responsibility of the student). Documentation of health insurance (this is the responsibility of the student). Successful completion of a criminal background check (included in tuition).

Minimum Expectations Goal: (Standard II.C) To prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels.

This course prepares experienced EMTs to perform Advanced Life Support (ALS) as a Mobile Intensive Care Paramedic (MICP). Paramedics provide advanced medical care in a prehospital setting. Through our highly intensive curriculum, students will gain knowledge and experience through various disciplines that develop critical thinking, and decision-making skills, that 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 2021 National EMS Education Standards, the 2021 National EMS Scope of Practice Model, and the 2017 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), and Prehospital Trauma Life Support (PHTLS). 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 six modules over two years:

Year 1

Module 1: Principles of Paramedic Science: Didactic I

Module 2: Principles of Paramedic Science: Didactic II

Module 3: Paramedic Clinical Concepts: Clinical Hospital

Year 2

Module 4: Paramedic Field Experience

Module 5: Paramedic Field Capstone

Module 6: NREMT-P Terminal 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.

PARA-500 (1,456 hours)

Cost: \$21,699 (Tuition: \$18,493, Materials: \$3,171, Campus Safety Fee: \$25, Registration Fee: \$10)

Section AW01: Worthington Atlantic City Campus

Lecture & Skills: Monday and Wednesday, 8 a.m.-4:30 p.m.

The next class starts September 2025.

Please visit our website at workforce.atlanticcape.edu/paramedic to apply.

Emergency Medical Technician – Hybrid

Due prior to registration: *Prerequisites: High school diploma or GED; 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 Core Academic Skills Assessment (CASA).*

Due prior to going on clinical: *Proof of adequate health insurance is required on the first day of class. Students failing to provide health insurance documentation will not be eligible for the required clinical/internship portion of the program (this is the responsibility of the student). 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 (included in tuition). Documentation of a physical exam including drug screening, documentation of immunizations, PPD test, and Hepatitis B series (this is the responsibility of the student).*

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

This course covers the materials and skills identified in the 2021 National EMS Education Standards and the 2021 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 CPR, I-100, I-800, I-200 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 and failure to provide proof of insurance documentation will not be eligible for the clinical/internship portion of the program.

EMTC-501 (278 hours: 108 classroom/lab, 10 clinical, Online (Maximum 160 hours)
Cost: \$2,695 (Tuition: \$2,260, Materials: \$400, Campus Safety Fee: \$25, Registration Fee: \$10)

Section AW04: Worthington Atlantic City Campus

Monday and Wednesday, beginning January 27 (ends May 7), 6-10 p.m.

Please visit our website at workforce.atlanticcape.edu/emt to apply.

Certified Clinical Medical Assistant (CCMA®)

Due prior to registration: *Prerequisites: Candidates must obtain a reading score of 11 on 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.*

Due prior to 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. 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 physician practices, urgent care centers, and other healthcare facilities. Clinical duties can include obtaining medical histories, recording vital signs, and 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 cost.

The program consists of 14 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: Skills Competency Review
- 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, and headphones or earbuds for use during computer lab sessions.

Notes: Students are required to achieve a minimum number of sticks during the Phlebotomy module. Under supervision, students do practice Phlebotomy draws on fellow students.

Evening, Hybrid Option

MEDA-151 (548 hours: 231 classroom hours, 317 online)
Cost: \$6,539 (Tuition: \$5,417, Materials: \$1,087, Campus Safety Fee: \$25, Registration Fee: \$10)

Section AW01: Worthington Atlantic City Campus
Mondays and Tuesdays, beginning April 14 (ends January 13, 2026) 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 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.*

Due prior to 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. The report must be received within 30 days of the first day of class.

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 under supervision, practice draws on fellow students. 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 and headphones or earbuds for use during computer lab sessions.

Notes: Students are required to achieve a minimum number of sticks during the Phlebotomy module. Under supervision, students practice Phlebotomy draws on fellow students.

PHLB-136 (132 hours)
Cost: \$2,539 (Tuition: \$1,952, Materials: \$552, Campus Safety Fee: \$25, Registration Fee: \$10)

Section AW03: Worthington Atlantic City Campus
Wednesday and Thursday, beginning February 5, 2025 (ends June 24), 6-9 p.m.

Registration due two weeks prior to class start date.

Certified Medical Administrative Assistant (CMAA®) – Hybrid

Due before registration: *Candidates must obtain a reading score of 11 on the Core Academic Skills Assessment (CASA). High school diploma or high school equivalency diploma/HSED.*

Medical administrative assistants play a pivotal role in ensuring a positive, responsive, and efficient medical practice. In this program, students will learn how to provide outstanding customer service, such as professionally greeting and checking in and out patients, scheduling appointments, and obtaining referrals. Instruction will also include proper communications in a medical setting, learning patient chart organization and filing processes, and using various computer software applications to include billing and coding. Medical terminology, anatomy, physiology, HIPAA, and ethics knowledge will make for a well-rounded employee in a medical administrative assistant role.

Students completing all classroom requirements will be eligible to sit for the National Healthcareer Association certification examination. The cost of the exam is included in the program.

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

HMAA-500 (260 hours: 90 hours classroom, 170 hours online)
Cost: \$3,489 (Tuition: \$2,549, Materials: \$905, Campus Safety Fee: \$25, Registration Fee: \$10)

Section CW02: Cape May County Campus
Thursdays, beginning February 13 (ends September 11, 2025) 6-9 p.m.
Clinical: Days and hours vary.

Registration is due two weeks prior to class start date.



PROFESSIONAL SKILLS SERIES

NEW! Cooking and Baking Professional

This program will provide you with the fundamental skills necessary to secure a position in the culinary field. The program provides hands-on experience in cooking and baking to help you start your career in the cooking and bakery field.

This program includes instruction in:

- **ServSafe® Manager Certification:** The ServSafe Food Safety Training Program will teach students to recognize the responsibilities involved in the prevention of food-borne illnesses. The training also will help food service workers understand the importance of proper storage, food preparation, cleaning, and sanitizing to ensure safe food handling.

Cooking Modules include:

- **Knife Skills:** Students will learn basic knife skills, including care and maintenance of tools, sharpening, and proper grip. Cuts will include dice, rounded, bias, julienne, brunoises, and tournée. Emphasis will be on mastery of consistency and speed.
- **Pantry Production:** Learn product identification, composed salads, and dressings. The course includes garnish and canapes. Learn the skills necessary to be successful in the food service industry.
- **Professional Line Cooking:** Hone your skills in organization, knife cuts, equipment use, cooking techniques, and fundamentals. Focus on sauté, grilling, frying, and vegetable cookery.
- **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.

Baking Modules Include:

- **Piping and Pastry Bag Skills:** An introductory class covering a variety of border designs, flowers, balloons, and other cake decorations. 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.
- **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.

CULI-510 (200 hours)

Cost: \$4,429 (Tuition: \$3,424, Materials/supplies: \$970, Campus Safety Fee: \$25, Registration Fee: \$10)

Section AW02-Worthington Atlantic City Campus, Caesars Entertainment Wing
Monday-Thursday, beginning March 10 (ends May 15) 5-10 p.m.

WORKSHOPS

ServSafe® Food Handler Certificate

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

FDBV-202 (4 hours)

Cost: \$79 (Tuition: \$59, Materials: \$20)

Section CW01: Cape May County Campus
Monday, March 24, 5:30-9:30 p.m.

Section AW02: Worthington Atlantic City Campus
Monday, April 14, 5:30-9:30 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 who successfully pass the 90-question, multiple-choice exam will receive a ServSafe Food Protection Manager Certification. The ServSafe Food Protection Manager Certification is accredited by the American National Standards Institute (ANSI) under the Conference for Food Protection Standards. Participants will take the test on the last day of the course. The National Restaurant Association recognizes the ServSafe Food Protection Manager Certification for five years.

FDBV-200 (12 hours)

Cost: \$269 (Tuition: \$199, Materials: \$70)

Section CW02: Cape May County Campus
Saturdays, March 22, 29 and April 5, 10 a.m.-2 p.m.

Section AW02: Worthington Atlantic City Campus
Mondays and Wednesdays, April 23, 28, 30 and May 5, 5:30-8:30 p.m.

Basic Knife Skills

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

Learners will be able to:

- Identify the do's and don'ts associated with the safe and efficient use of knives
- Learn knife identification and the importance of proper knife maintenance
- Learn the classical cuts that are necessary to maintain a job in a professional kitchen
- Match each cut with the correct knife to produce the best results
- Learn advanced preparation techniques of specific vegetables
- Expand their culinary terminology

COOK-121 (3 hours)

Cost: \$39

Section MW02: Mays Landing Campus
Wednesday, January 29, 6-9 p.m.

CULINARY AND BAKING WORKSHOPS

Fun with Cupcakes

In this cupcake decorating class, you'll learn how to transform simple cupcakes into edible works of art using simple buttercream techniques and fun decorations. Your instructor will guide you through creating beautiful, themed designs perfect for any occasion. Whether you're a beginner or a seasoned baker, you'll leave with the skills and confidence to decorate stunning cupcakes at home!

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

Section MW01: Mays Landing Campus
Friday, February 7, 6-9 p.m.

Gourmet Flatbreads

In this hands-on flatbread cooking class, you'll learn how to make a variety of delicious flatbreads from scratch. From classic Mediterranean style to creative toppings, we'll guide you through the techniques for perfect dough, crisp textures, and mouthwatering flavor combinations. Join us for a fun and flavorful experience, and leave with the skills to create your own flatbreads at home.

COOK-101 (3 hours)
Cost: \$79

Section MW01: Mays Landing Campus
Wednesday, February 26, 6-9 p.m.

Brunch Favorites

In this hands-on brunch cooking class, you'll learn to create a variety of delicious dishes perfect for any weekend gathering. From savory frittatas to flaky scones, we'll teach you the skills to elevate your brunch game. Join us for a fun, interactive experience, and leave with new recipes and the confidence to host your own brunch event at home!

COOK-162 (3 hours)
Cost: \$89

Section MW01: Mays Landing Campus
Wednesday, March 12, 6-9 p.m.

Nothing Bundt Cake!

In this fun and interactive course, you will learn the secrets to creating the perfect Bundt cake. We will cover proper mixing methods, how to test if your cake is baked to perfection, and decorating techniques. We will use a variety of classic recipes that are sure to be a crowd pleaser.

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

Section MW01: Mays Landing Campus
Friday, March 28, 6-9 p.m.

Small Bites

In this hands-on cooking class, you'll learn how to create a variety of delicious appetizers perfect for any occasion. From savory finger foods to elegant bites, we'll guide you through techniques and recipes for crafting crowd-pleasing dishes. Whether you're a beginner or an experienced cook, you'll leave with the skills to impress your guests with appetizers that are both creative and flavorful.

COOK-103 (3 hours)
Cost: \$89

Section MW01: Mays Landing Campus
Friday, April 11, 6-9 p.m.

Italian Desserts

Indulge in the sweet side of Italy with this hands-on dessert class, in which you'll learn to create iconic treats from across the country. From creamy tiramisu to delicate cannoli, we'll teach you traditional recipes and techniques that bring the authentic flavors of Italy to life. Whether you're new to baking or an experienced pastry enthusiast, this class will leave you with the skills to master these beloved Italian desserts.

BAKE-138 (3 hours)
Cost: \$79

Section MW01: Mays Landing Campus
Wednesday, April 30, 6-9 p.m.

Mocktails

In this fun and interactive mocktail-making class, you'll discover the secrets behind crafting both classic and contemporary cocktails. Learn essential bartending techniques, from shaking and stirring to garnishing, while exploring inventive flavor combinations. By the end of the class, you'll be equipped with the skills to create your own signature mocktails or even add a shot of your favorite liquor and impress with an adult version at your next event.

COOK-115 (3 hours)
Cost: \$49

Section MW01: Mays Landing Campus
Friday, May 16, 6-9 p.m.

PROFESSIONAL DEVELOPMENT

WATER AND WASTEWATER OPERATIONS

Advanced Water Treatment - Hybrid

This course prepares the student for the T2 and W2 and higher drinking water licenses. It will explore the operation of water treatment and distribution systems in New Jersey through classroom lessons, discussions, plant tours, and exams. Successful completion of this course is required to sit for the New Jersey Drinking Water exams Level 2 and higher. Topics to be covered: Sources of and Characteristics of Water, Federal and State Rules, Regulations and Standards, Water Analysis Methods, Surface and Ground Water Supplies, Options for Water Treatment, Corrosion, Taste and Odor Control, and Math Calculations Relating to Drinking Water Operations.

CGRN-257 (90 hours)
Cost: \$999 (Textbook(s) required at additional cost)

Section MW01: Mays Landing Campus
Monday and Wednesday beginning May 19 (ends August 27), 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. 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 should 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 I.C.S. - LIVE ONLINE

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

This 75-hour program provides students with educational information on building code requirements for medium-sized industrial and commercial structures. It will cover building construction, foundation design, wood and steel frame construction, fire-resistance rating, and requirements for building subcode, testing materials, and uniform construction code. Class sessions will be held online, but there will be a required field trip.

CONS-203 (75 hours)
Cost: \$799 (Textbook(s) may be required at additional cost)

Section OW01: Live Online
Tuesday and Thursday, beginning January 23 (ends April 29) 6-9 p.m.

Building Inspector H.H.S. - LIVE ONLINE

Prerequisite: Successful completion of Building Inspector R.C.S and I.C.S courses.

This course is designed to provide students with knowledge of advanced structural systems, advanced fire protection systems, and advanced mechanical systems. This course is part of the requirement for individuals to be certified in high-hazard structures. Class sessions will be held online, but there will be a required field trip.

CONS-301 (60 hours)
Cost: \$699 (Textbook(s) may be required at additional cost)

Section OW01: Live Online
Tuesday and Thursday, beginning June 5 (ends August 19) 6-9 p.m.

GENERAL INTEREST

Become NJ Cannabis Certified - LIVE ONLINE

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

Whether you're looking to expand your knowledge or gain foundational training to work in a medical cannabis dispensary, this course is designed to get you started.

This 5-module, program covers:

- The human body's endocannabinoid system
- Basic cannabis cultivation and an introduction to different cultivars
- Overview of cannabis processing and products available in New Jersey and beyond
- Federal and state cannabis laws and regulations
- Dispensary operations and how to assist New Jersey cannabis patients

The course is offered through Cannabis Certified. We now offer flexible learning formats, including live and asynchronous classes. To receive a certificate of achievement, students must complete the course and pass a 25-question final quiz. Tuition waiver vouchers for veterans are available (up to 2 students per class).

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

Section OW02: ONLINE
Mondays beginning March 17, 24, 31, April 7 and 14, 6-9 p.m.

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. Textbook, state exam, and license costs 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)
Cost: \$559 (Tuition: \$524, Campus Safety Fee: \$25, Registration Fee: \$10)

Section MW02: Mays Landing Campus
Monday, Tuesday, and Thursday, beginning March 17 (ends May 13), 6-9:20 p.m.

Workshop Instructor Training

Unlock your potential as an engaging and effective workshop instructor. This workshop is designed for aspiring workshop facilitators and instructors. During the workshop, you will explore essential techniques for designing interactive content that fosters an inclusive environment that encourages participation and collaboration. Participants will delve into key topics such as understanding diverse learning styles, utilizing effective communication strategies, and managing group dynamics. Hands-on practice sessions will provide invaluable opportunities to practice your skills and receive constructive feedback. Successful participants will be invited to submit course proposals to teach a workshop.

PDEV-106 (9 hours)
Cost: \$29.00

Section MW01: Mays Landing Campus
9 a.m.-Noon, Saturdays, February 22 and March 1 (Online Zoom sessions), and March 15 in-person session.

Section CW01: Cape May Landing Campus
9 a.m.-Noon, Saturdays, February 22 and March 1 (Online Zoom sessions), and March 22, in-person session.

Strategies for Teaching Adult Learners

Have you considered teaching adults or wondered if you have the skills to be a successful instructor? The Strategies for Teaching Adult Learners course is your starting point. This 8-week course will give subject matter experts the foundation knowledge to be successful instructors. The topics include Understanding Learning styles, characteristics of a good instructor, how to prepare to teach, instructional planning, using instructional resources, understanding instructional methods, organizing the learning environment, accommodating special populations, and developing instructional assessments. The course is designed for participants to learn at their own pace. There are no required "online sessions." There will be optional online check-in sessions with your instructor.

PDEV-107 (8 weeks)
Cost: \$89.00

Section OW01: Live Online
Begins April 7 (ending May 30)

Usui Reiki 1 Practitioner

Reiki is a non-dogmatic energy modality that anyone can learn. Reiki can be used to support and enhance physical & mental/emotional health & well-being. Most participants find 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. This class will be held off-site at the instructor's yoga studio located in Egg Harbor Township. Once you register, we connect you with the instructor to schedule your session.

PDEV-504 (4 hours) Cost: \$250
Section FW02: off-site

Usui Reiki 2 Practitioner

This class is for those who have already completed Reiki 1 attunements and would like to increase their Reiki energy for themselves & doing sessions for others. In this class, you will receive two additional attunements and symbols that will allow you to do more profound healing & 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. This class will be held off-site at the instructor's yoga studio located in Egg Harbor Township. Once you register, we connect you with the instructor to schedule your session.

PDEV-505 (4 hours) Cost: \$250
Section FW03: off-site

FITNESS EDUCATION

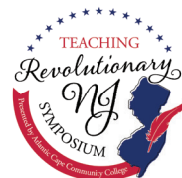
AAAI/ISMA Personal Fitness Trainer Certification Phase 1

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: aaai-ismafitness.com/product/bonus-buy/

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

Section MW03: Mays Landing Campus Saturday, March 29, 9 a.m.-5 p.m.
Section MW04: Mays Landing Campus Saturday, May 17, 9 a.m.-5 p.m.



In preparation for the 250th anniversary (the Semiquincentennial) of the signing of the Declaration of Independence in 2026, Atlantic Cape Community College's Arts & Humanities Department is hosting the symposium, Teaching Revolutionary New Jersey, on May 23, 2025.

This event will bring together scholars of the important period in our country's history for presentations focused on strategies for teaching revolutionary history and the State of New Jersey's role in it.

SAVE THE DATE!

Friday, May 23, 2025, Mays Landing campus, Walter E. Edge Theater
Visit atlanticcape.edu/revolutionarysymposium/ for updated information.

AAAI/ISMA Sports Nutrition Certification

AAAI/ISMA Sports Nutrition Certification is designed to help people understand basic and advanced nutrition concepts and equip them with the tools needed to discuss this information with others. Upon successful completion of the class portion of the course, people should be able to:

- Understand the roles proteins, fats and carbohydrates play in the body
- Discuss how proteins, fats, and carbohydrates influence exercise
- Understand and discuss the role of vitamins and minerals in the body
- Discuss vitamins and minerals as they relate to exercise performance
- Understand how to read food labels
- Be able to discuss pro/con research for various dietary supplements
- Be able to sort fact from fiction concerning dietary supplements
- Recognize the side effects of dietary supplements

The goal of the AAAI/ISMA Sports Nutrition program is to expand the knowledge and understanding of not only fitness professionals but the general public as well. Learn the basics of macronutrients (carbohydrates, proteins, and fats) and micronutrients, (vitamins, minerals, and water) while learning how to better educate clients on how to improve their health through nutrition.

FTNS-104 (8 hours)
Cost: \$129

Section MW02: Mays Landing Campus
Saturday, May 3, 9 a.m.-5 p.m.

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 at <https://aai-ismafitness.com/product/nutrition-essentials/>

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 aai-ismafitness.com or call (609) 397-2139.

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 workforce.atlanticcape.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 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)
Cost: \$539, the cost of the certification exam is included.

Section OW02: 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)
Cost: \$669, the cost of the certification exam is included.

Section OW02: Online classroom, ongoing enrollment.

To get started, call (609) 343-5655

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.

Atlantic Cape Nonprofit Resource Centers

Visit one of Atlantic Cape's Nonprofit Resource Centers where the public may access Candid's Foundation Directory Online, the Grants to Individuals databases and Candid Guidestar. These resources are available during regular library hours at the Mullock Family Library at Cape May Campus, and the Information Commons/Library at Worthington Atlantic City Campus. Please check our current library hours prior to visiting.

Candid provides free funding information through the Candid Community. Every year, millions of nonprofits spend trillions of dollars around the world. Candid finds out where that money comes from, where it goes, and why it matters. Through research, collaboration, and training, Candid connects people who want to change the world to the resources they need to do it, as well as grant funders through state and federal agencies. Use Candid Guidestar to search for information on more than 2 million nonprofits, including mission, vision, values, programs, leadership, finances and staff and board demographics.

For more information about the Nonprofit Resource Centers and to check current library hours visit atlanticcape.edu/nrc. To ask questions about specific topics, make an appointment to meet with a librarian or join our email list for news about Nonprofit Resource Center events and opportunities send an email to fin@atlanticcape.edu.

The Candid Community service is made possible thanks to the Atlantic Cape Foundation, the ThriveAC Fund and the Cape May County BizHub.

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 ed2go.com/accc/ for a complete listing of our online courses, descriptions, and costs. 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 ed2go.com/accc/, select your course, attend the orientation, and submit payment online.

How to Get Started:

1. Visit our Online Instruction Center: 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

Accounting Fundamentals

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

Grammar Refresher

The key to effective writing and speaking is understanding 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. Take your writing and speaking to the next level of excellence!

SQL SERIES

Introduction to SQL

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

Introduction to Project Management

In this six-week course, an experienced Project Management Professional will help you master the essentials of project management. You'll become an indispensable member of your project team by discovering and mastering the critical concepts you need to plan, implement, control, and close any type of project.

You'll learn about project politics and ethics, project measurements, and project closure. You'll be able to develop all sections of a project plan, you'll become comfortable with the project management body of knowledge, and you'll develop a variety of powerful techniques to generate project ideas.

TECHNICAL STUDIES

Associate in Applied Science Degree

This program is for students who need an individualized academic program that awards college credit for non-traditional learning forms. It is designed to give students an accelerated route to an associate 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 at staylor@atlanticcape.edu.

Start Your Own Small Business

Learn how to take your dream of starting a business and put it into action. In this class, you will learn everything you need to know about starting a business. You will begin by discovering the tricks to picking the right opportunity for you. Next, you will learn how to develop proven marketing techniques to easily build sales. Since every business needs money, this course discusses traditional and non-traditional financing options. Finally, you will learn easy-to-implement employee-management procedures and how to write business policies that help you build your business.

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

Creating a Successful Business Plan

Turn your business ideas into a solid plan for financing and long-term success. Committing your idea to paper in the form of a business plan not only increases your chances of obtaining financing, but also in keeping your business strategically focused. You will work through all the major components of writing a business plan and emerge with your first draft in hand. And most importantly, you will have completed the first and most difficult step on the path to small business success.

Real Estate Investing

In this course, you will learn how to make money in any area, in good times and bad, even if you have little money to start with.

Real Estate Investing includes specially designed worksheets and hands-on activities to take the guesswork out of your investing efforts. Start developing a plan for your own investing efforts based on proven methods used every day by full-time, professional real estate investors. You will learn how to invest in foreclosures, manage a rehab project, and build your team of real estate professionals (title officers, lawyers, accountants, mortgage brokers, appraisers, and more). This course also explores the effects of higher interest rates and cover alternative strategies for a changing market. By the end of the course, you will be working toward your first (or next) deal.

Discover Sign Language

Discover Sign Language will teach you how to sign basic phrases and complete sentences and how to put it all together, allowing you to introduce yourself and start a conversation. Along the way, you will learn signs for colors, numbers, locations, family, and the activities you like to do.

Throughout the course, you will learn by watching videos that demonstrate how to make the signs and how to incorporate facial expressions to communicate in this beautiful language. This course is taught using the best practices of the industry with a minimum of audio support. Throughout it, you will be immersed in silence, which will help you gain an understanding of the perspective of Deaf people and sign language. You will also gain an introduction to the world of the Deaf culture and explore topics, such as lip reading, baby signs, and the career of interpreting. By the end of the course, when you meet a Deaf person, you will be ready to sign!

Visit our website at careertraining.atlanticcapedu/training-programs/ for a complete listing of our online Career Training courses, descriptions, and costs.

Peer Support Specialist

Have you overcome addiction or a mental disorder personally or been very close to someone who has? When you understand first-hand how important it is to have a good support system, it's natural to want to help others facing the same problems. The Peer Support Specialist course will provide you with the education and training you need to appropriately help others and use your experiences for positive outcomes.

Whether you've experienced recovery from addiction, mental illness, or co-occurring substance and mental disorders becoming a Peer Support Specialist may be a great option for you. You will gain an understanding of the roles of Peer Specialists and Peer Supporters relative to advocacy, addressing stigma and discrimination, interpersonal communication, an overview of mental health and substance use disorders, cultural competence, ethical responsibilities and legal issues, including HIPAA. You'll learn to empower and help others through videos portraying stories of peers in recovery from mental illness and/or addiction throughout the coursework, and become a role model for others and show them that it is possible to achieve recovery.

This course includes content and standards that are promoted by N.A.P.S. (formerly INAOPS), the National Association of Peer Supporters, and may be accepted by State Certification Boards that provide credentials for Recovery Peer Specialists or Peer Supporters. You should check with your State Certification Boards for more information, as we cannot guarantee that our program will fulfill your state's requirements. *To our knowledge, the Texas Certification Board, the California Certification Board, State Board of Georgia, Minnesota Certification Board, the Colorado Peer Certification Committee, North Carolina's Certified Peer Support Specialist Program, Rhode Island Certification Board, Tennessee State Board, New York State Board, Washington State Board, and Wisconsin Department of Health Services do not recognize this course.*

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

C.P.C. 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 (C.P.C.) exam, offered by the American Academy of Professional Coders (AAPC). The registration cost 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.

HVAC/R Certified Technician (Voucher Included)

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

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

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

You can become a certified CompTIA professional and take your career to the next level with our A+, Network+, Security+ certification course which aligns with the CompTIA A+, Network+, and Security+ certification exams. Gain marketable and in-demand IT skills to begin or advance your career.

This vendor-neutral, bundled CompTIA A+, Network+, and Security+ certification training provides you with a thorough overview of the basic concepts around multiple operating systems. It enables you to efficiently maintain, troubleshoot, and adapt to different technology platforms. The A+ certification portion of the course covers network fundamentals, including networking concepts, protocols, and troubleshooting techniques. This knowledge will enable you to effectively manage network infrastructure, enhance connectivity, and contribute to efficient organizational communication.

In the Network+ portion of this bundled A+, Network+, Security+ certification program, learn the fundamental building blocks that form a modern network, such as hardware, topologies, and protocols, along with an introduction to the OSI model. You will master important concepts in contemporary networking, including TCP/IP, Ethernet, wireless transmission, virtual networks, cloud computing, segmentation, security, performance optimization, and troubleshooting. You will also gain the skills to build a network from scratch and maintain, upgrade, troubleshoot, and manage an existing network.

Next, the Security+ portion of the course covers the essential knowledge and skills required to identify, assess, and mitigate security risks in modern IT environments. As the final section in the A+, Network+, Security+ bundle, it provides a comprehensive overview of the key concepts and best practices in cybersecurity, including the latest trends and emerging threats. The Security+ credential is a widely recognized and well-respected certification in the IT industry that will validate your skills and knowledge in the field of cybersecurity. This vendor-neutral certification course covers a broad range of security topics, including threat management, identity management, access control, cryptography, and network security.

Upon successful completion of the lessons and exercises in this bundled CompTIA A+, Network+, and Security+ IT certification training, you will be well-prepared to take the CompTIA A+, Network+, and Security+ certification exams. You will receive an exam voucher for each certification exam, which covers the cost to sit for the certifying exams upon eligibility.

Professional Translator

The demand for skilled Spanish translators is skyrocketing as our world becomes more interconnected. With our dynamic Spanish translator certification course, you will acquire the essential skills to thrive in a career as an English/Spanish translator. Not only will this translator certification course equip you with the necessary expertise, but it will also prepare you for the highly esteemed American Translators Association (ATA) certification exam. Whether you're new to the translator and interpreter field or seeking to expand your skillset in a related industry, completing an ATA-certified course can open exciting career opportunities and enhance your professional prospects.

This online translation course focuses on the art of seamlessly translating written messages from English into Spanish and vice versa. Dive deep into the intricacies of translation, learning invaluable techniques to eliminate linguistic interference, maintain grammatical structure, and provide cross-cultural localization.

These skills will enable you to bridge language barriers and convey meaning with precision and cultural sensitivity—helping you achieve career success and stand out to future employers!

OFFICE PRODUCTIVITY AND 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)
Cost: \$109

Section MW02: Mays Landing Campus
Fridays, March 7, 14 and 21, 9 a.m.-12 p.m.

Section AW02: Worthington Atlantic City Campus
Thursdays, January 23, 30 and February 6, 6-9 p.m.

Computer Basics 2 – Exploring Word and Excel

Must have taken Computer Basics 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)
Cost: \$69

Section MW02: Mays Landing Campus
Fridays, April 4 and 11, 9 a.m.-12 p.m.

Section AW02: Worthington Atlantic City Campus
Thursdays, February 13 and 20, 6-9 p.m.

Microsoft Excel – Fundamentals

Prerequisite: Must have taken Computer Basics and Computer Basics 2 workshops prior.

Learn the application terminology and fundamental components of Excel, 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 USB drive to class to save files for future class and home use. Book is provided.

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

Section MW02: Mays Landing Campus
Fridays April 25, May 2 and 9, 9 a.m.-12 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 long-term care options and hospice, how to avoid death tax traps that can affect the whole family, wills, and trusts used in estate planning, and durable powers of attorney and health care declarations.

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

Section MW02: Mays Landing Campus
Thursday, April 3, 2-4 p.m.

Section CW02: Cape May County Campus
Thursday, May 1, 2-4 p.m.

Retirement Planning Today

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

CFIN-106 (6 hours)
Fee: \$59 (Couples may attend together for this fee. Your guest will need to be registered to reserve a seat in the class. Please call (609) 343-5655 to complete registration).

Section CW03: Cape May County Campus
Tuesdays, January 28 and February 4, 6-9 p.m.

Rejuvenate Your Retirement

This workshop is designed for current retirees, ages 65+. In this course, you will learn how to maintain and increase the benefits of your current retirement plan by discovering new ways to stay mentally, physically, and socially active. In addition, we will cover important financial topics, such as reducing taxes, assessing investment risk, planning for health care needs, and planning your estate. The fee includes one workbook per paid registration.

CFIN-120 (4 hours)
Cost: \$59 (Couples may attend together for this fee. Your guest will need to be registered to reserve a seat in the class. Please call (609) 343-5655 to complete registration).

Section CW01: Cape May County Campus
Tuesdays, January 28 and February 4, 2-4 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 \$30 each week, payable to the instructor). Also, students will need to bring a knife, wire cutters, and scissors to each class session.

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

Section CW03: Cape May County Campus
Mondays, beginning February 17 (ends April 21), 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.

These workshops will be held off-site at the instructor's yoga studio in Egg Harbor Township. All sessions provided by Kathy Smith, a private Holistic Health Practitioner. 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) Cost: \$79
Section FW02: off-site

Saturdays, beginning January 25 (ends February 15), 10-11:30 a.m.

Energy Healing Work (Reiki and Chakra Healing)

When a person feels unbalanced physically, emotionally, or mentally, Energy Work aids to restore and realign the body's subtle vibrations. Two favorite modalities are Reiki and Chakra Healing. This workshop is an introduction to both Reiki and Chakra Healing. 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. This workshop will be held off-site at the instructor's yoga studio in Egg Harbor Township.

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

Section FW02: off-site
Saturday, January 25, 10-11:30 a.m.

Get Healthy and Regain Your Vitality

In this workshop, we will explore how to regain your health and keep it. Some of the answers may surprise you and be so easy! We will also determine which vitamins you should be taking regularly and why. Bring a list of any challenges you may have and all your questions in addition to the vitamins you currently use.

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

Section FW02: Off-site
Saturday, February 1, 10-11:30 a.m.

Transformational Breathing (Introduction)

Treat yourself to an incredible and life changing experience by participating in a Transformational Breathing Intro Session. Transformational Breathing is a powerful modality that works on 3 levels: Physical, Mental/Emotional & Spiritual bringing about great changes in one's life. Anything from a physical healing, mental/emotional clarity, healing anxiety, resolving grief or trauma or any unintegrated experience that may still be affecting your life in a negative way. Because this technique works so deeply, you may accomplish in one session what ordinarily could take years in cognitive therapy. Leave feeling recharged, joyful & excited to be alive looking forward to your next life experience. This class will be held off-site at the instructor's yoga studio in Egg Harbor Township.

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

Section FW02: off-site
Saturday, February 8, 10-11:30 a.m.

Kripalu Yoga and Meditation

Kripalu Yoga is the "Yoga of Compassion." It begins with understanding your body and how you can comfortably bring your body into each pose. It also encourages inward focus and spiritual attunement. Practicing Kripalu Yoga can initiate a gradual process of physical healing, psychological growth, and spiritual awakening. This workshop is appropriate for all levels. Join us as we practice short meditations. Please bring a yoga mat, water, and a small towel. This workshop will be held off-site at the instructor's yoga studio in Egg Harbor Township.

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

Section FW02: off-site
Saturday, February 15, 10-11:30 a.m.

Transformational Breathing Series – LIVE ONLINE

Treat yourself to an incredible and life changing experience by participating in a Transformational Breathing Session. Transformational Breathing is a powerful modality that works on 3 levels...Physical, Mental/Emotional & Spiritual bringing about great changes in one's life... Anything from a physical healing, mental/emotional clarity, healing anxiety, resolving grief or trauma or any unintegrated experience that may still be affecting your life in a negative way.

Because this technique works so deeply, you may accomplish in one session what ordinarily could take years in cognitive therapy. Leave feeling recharged, joyful & excited to be alive looking forward to your next life experience.

We will work with this in three segments; Week 1-Working with the Physical Body, Week 2-Working with the Mind & Emotions, and Week 3-Working with having a more Enhanced Connection to Your Spiritual Teachers. You can take one class or sign up for all three levels.

This workshop will be held online via Zoom.

If signing up for the whole series:

CEGN-200 (3 hours)
Cost: \$79

Section OW01: Live Online
Saturdays, April 5-19, 10-11 a.m.

If signing up for individual classes:

Working with the Physical Body

CEGN-122 (1 hour)
Cost: \$35

Section OW01: Live Online
Saturday, April 5, 10-11 a.m.

Working with the Mind and Emotions

CEGN-123 (1 hour)
Cost: \$35

Section OW01: Live Online
Saturday, April 12, 10-11 a.m.

Working with having a more Enhanced Connection to Your Spiritual Teachers

CEGN-124 (1 hour)
Cost: \$35

Section OW01: Live Online
Saturday, April 19, 10-11 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)
Cost: \$69 (supplies not included)

Section MW02: Mays Landing Campus
Thursdays, February 20 and 27, March 6, 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)
Cost: \$49 (supplies not included)

Section MW02-Mays Landing Campus
Thursdays, March 20 and 27, 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)
Cost: \$149 (recommended textbook not included)

Section MW01: Mays Landing Campus
Tuesday, beginning February 4 (ends March 25), 6-8 p.m.

Beginner II/Intermediate Piano

If you can read music and play simple tunes, this class will help you progress. Here we will learn more about note reading across the entire keyboard, expand your knowledge of timing to include eighth and sixteenth notes, study key signatures, and how to play more complex pieces.

FINE-164 (15 hours)
Cost: \$149

Section MW01: Mays Landing Campus
Tuesdays, beginning January 28 (ends April 1), 6-7:30 p.m.

Acrylic Painting Series

Join acclaimed artist Russ Simmons on a creative journey where we will explore the world of painting in his inspiring and engaging classes. With a focus on composition, light and shading, color theory, and the fascinating realms of abstract and realism, you will uncover the secrets of transforming a blank canvas into a masterpiece. This series consists of three workshops, which may also be taken separately. All materials are included in this workshop.

FINE-175 (9 hours)
Cost: \$179

Section CW01: Cape May County Campus
Tuesdays, beginning March 25 (ends April 8), 6-9 p.m.

Week 1: Introduction to Composition and Color Theory

Discover the importance of composition in painting; the rule of thirds; focal points and balance; the basics of color theory (primary, secondary, tertiary colors, complementary colors). These hands-on activities will include sketching simple compositions using thumbnails and painting a color wheel to familiarize yourself with acrylics and mixing primary colors.

Blending Colors and Negative Space

Learn the techniques for smooth blending in acrylics (wet-o-wet, glazing), and the importance of negative space for balance and emphasis. These hands-on activities will include creating a gradient background to practice blending and painting a simple subject (e.g. a leaf) using negative space to highlight the subject.

FINE-101 (3 hours)
Cost: \$69

Section CW01: Cape May County Campus
Tuesday, March 25, 6-9 p.m.

Week 2: Still Life Painting

In this course you will set up a still-life arrangement and simplify complex objects into shapes. These hands-on activities will include painting a small still-life with three to five objects with an emphasis on composition, color, harmony and shadow placement.

Understanding Light and Shadows

Discover the wonder of how light and shadow create depth while getting an introduction into value scales and contrast. These hands-on activities will include painting a landscape piece focusing on light sources, highlights and shadows.

FINE-102 (3 hours)
Cost: \$69

Section CW01: Cape May County Campus
Tuesday, April 1, 6-9 p.m.

Week 3: Landscapes and Perspective

Get an introduction to perspective (vanishing point, horizon line) and techniques for painting skies, trees and water. These hands-on activities will include painting a detailed landscape with a clear foreground, middle ground and background, while demonstrating techniques learned in previous lessons.

FINE-103 (3 hours)
Cost: \$69

Section CW01: Cape May County Campus
Tuesday, April 8, 6-9 p.m.

KIDS COLLEGE

& Summer Academy

at Atlantic Cape

WEEKLY SESSIONS BEGIN JULY 7

Classes will be offered over the following weeks:
July 7, 14, 21, 28 and August 4, 11

Full Day (9 am-3:30 pm) and
Half Day (9 am-12 pm or 12:30-3:30 pm)
classes available

Topics include:

- Art and Drawing
- Culinary and Baking
- Video Game/App Development and Animation
- Esports for Gamers and Streamers, Virtual Reality
- Computer Program Design and Coding
- Science and Invention
- Babysitting

ATLANTIC CAPE WILL HAVE SPORTS FOR SUMMER 2025!

Whether your student is a novice or a seasoned player, come join us for an entertaining and educational experience with Atlantic Cape coaches and athletic staff. We will be offering baseball, basketball, volleyball and soccer camps.

Please email workforce@atlanticcape.edu to be added to a contact list when Kids College registration opens.

Linking Atlantic Cape's Professional Training Services to Your Business

Atlantic Cape can deliver training programs to your business or organization that help you meet the demands of an increasingly challenging and competitive market. Any professional development course or computer workshop Atlantic Cape offers can be customized to your organization's specifications. Funding for selected courses through the NJ Workplace Literacy and Basic Skills Training Program may be available.

- American Sign Language
- Artificial Intelligence
- Business Ethics for the Office
- Business Etiquette & Personal Professionalism
- Business Writing
- Change Management
- Coaching and Mentoring
- Communicating Effectively in the Workplace
- Conflict Resolution
- Critical Thinking
- Customer Service
- Cyber Security Awareness
- Diversity, Equity & Inclusion
- Effective Supervision
- English as a Second Language, Levels 1, 2 and 3
- English in the Workplace, Levels 1 and 2
- Introduction to Project Management
- Managing Across Cultures
- Managing Negativity in the Workplace
- Microsoft Excel, Levels 1, 2 and 3
- Microsoft Office 365
- Microsoft Word, Levels 1 and 2
- PC Outlook
- PC Windows
- PowerPoint, Levels 1 and 2
- Problem Solving & Decision Making
- Public Speaking
- Quickbooks
- Resume Writing & Interviewing Skills
- Spanish for Managers, Levels 1 and 2
- Spanish in the Workplace, Levels 1 and 2
- Team Building: Being a Team Player
- Team Leadership
- Time Management
- Workplace Harassment

The benefits of working with Atlantic Cape:

- Programs are tailored to meet your business needs with affordable pricing and flexible scheduling
- Highly-qualified professional trainers and instructors
- Groups as small as 10 and as large as 100
- Leading-edge technology and training methods
- Coordination with professional associations, governmental agencies, universities, and consultants
- Assistance with applying for customized training grants through the New Jersey Department of Labor for Skills Partnership Grants
- You can schedule a class on-site at your company, or you may send your employees to one of our various open enrollment programs.

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

TEAM BUILDING EXPERIENCES

Teams in the Kitchen: Culinary or Baking: Participating in a team cooking exercise provides a unique opportunity for your team members to bond and have fun. This shared experience fosters trust, problem-solving skills, and a sense of accomplishment when presenting the culinary or baking dishes. Beyond just cooking, the team must navigate challenges or conflicts, learning to compromise and find creative solutions. The interactive nature of a cooking or baking class encourages participants to step outside their comfort zones and build camaraderie. Ask about the option to hold your team meeting before or after your team building "in the Kitchen" experience.

COOK-300 (4 hours)
Fee: \$1,495.00 (maximum 14 participants)

Section AW01: Atlantic City Campus, Kitchen

Teams in the Kitchen: Culinary Competition: Does your work team need a little time out of the office? Are you looking for a place for your next retreat? Consider a culinary team-building exercise. Your group will be split into smaller groups, each charged with creating a part of a meal (choose one of several menus). The results will be revealed at mealtime! Ask about the option to hold your team meeting before or after your team building "in the Kitchen" experience.

COOK-400 (4 hours)
Fee: \$1,595.00 (maximum 14 participants)

Section AW01: Atlantic City Campus, Kitchen

Casino Play Experience: Provide your team with an experience that supports your team development. Host a Casino Play Day/Night in our mock casino training facility at the Worthington Atlantic City Campus. Our students will simulate the environment of a casino floor so your participants can engage with them at the tables and experience blackjack, roulette, or poker. Ask about the option to hold your team meeting before or after your team building "Mock Casino Experience" experience.

CARE-400 (4 hours)
Fee: \$2,395.00 (maximum 50 participants)

Section AW01: Atlantic City Campus, Mock Casino Floor



Free courses open to the public supporting small businesses, start-ups, and entrepreneurs. Taught by small business consulting professionals and subject matter experts. Preference given to residents of Cape May County. Spaces are limited, registration is required. Visit CMCbizhub.com/news-events to register for the following classes.

Introduction to Business Ownership

This session discusses the very basic elements of small business start-up and ownership. Upon completion of the session, you should have a basic understanding of the true realistic potential to move forward in the program. This session will also cover developing cost estimates to open and operate a business, timely realistic discussions on the availability of funding, and what it takes to be a successful entrepreneur.

Cape May County Campus
Cost: Free (registration required to reserve a seat in this workshop)
Thursday, March 13, 5:30-7:30 p.m.

Business Plan Development

You will learn basic business concepts, strategies, and the development of a realistic business plan. Learn to gather and analyze business information, competition, demographics, and industry trends. Prepare a mission, research and develop a company name, develop a budget, and understand what it takes to operate a small business entity. You will understand the concept of community outreach and the importance of networking and supportive business resources that are available.

Cape May County Campus
Cost: Free (registration required to reserve a seat in this workshop)
Session 1: Wednesday, March 12, 5:30-7:30 p.m.
Session 2: Thursday, March 13, 5:30-7:30 p.m.

Target Market and Marketing Plan Development

Learn basic business and marketing concepts, sales strategies, and the importance of responding to customer needs. Learn target marketing, cost-saving marketing techniques, creative approaches to growing a customer base, and best practices in marketing including elements of social media. You will understand the concept of brand and the importance of marketing and public relations.

Cape May County Campus
Cost: Free (registration required to reserve a seat in this workshop)
Thursday, March 27, 5:30-7:30 p.m.

Starting, Registering and Running a Business

You will understand how to establish a business, identify and understand the advantages and disadvantages of legal forms of ownership, discussions on intellectual property, and different forms of contracts. Understand how to register the business at federal, state, and local levels and the expenses associated with each. Learn about contracts in New Jersey and about resources available for small businesses. You will also learn about the types of insurance available and how to manage potential risks.

Cape May County Campus
Cost: Free (registration required to reserve a seat in this workshop)
Thursday, April 3, 5:30-7:30 p.m.

Financial Resources and Small Business Lending

You will learn about how to fund a business as well as identify appropriate realistic lending options. Discussions will include what microlenders and banks are looking for in a strong business plan. Learn how to present and discuss their business plans with lenders and other potential funding resources.

Cape May County Campus
Cost: Free (registration required to reserve a seat in this workshop)
Thursday, April 10, 5:30-7:30 p.m.

Organizational Planning, Leadership and Motivation

Learn what it takes to lead a team, describe the culture they wish to develop in their small business, analyze what stress factors may prohibit success, and how to manage the unforeseen and hidden problems that may occur by understanding and planning for challenges and difficulties they may encounter.

Cape May County Campus
Cost: Free (registration required to reserve a seat in this workshop)
Thursday, April 17, 5:30-7:30 p.m.

Small Business Accounting and Tax Planning

Provides students with the foundational knowledge and practical skills necessary to manage the financial aspects of a small business. The course covers key accounting principles, financial statement analysis, budgeting, and forecasting, while also delving into tax planning and compliance requirements, including strategies for minimizing tax liabilities and maximizing deductions. Students will use accounting software to apply their learning and evaluate financial data to make informed business decisions. Upon completion of the course, students will be equipped to manage the finances of their own small business or assist other small businesses in navigating the complexities of accounting and taxes.

Cape May County Campus
Cost: Free (registration required to reserve a seat in this workshop)
Thursday, April 24, 5:30-7:30 p.m.

Call (609) 463-4586 to register.



YOUR LOCAL SMALL BUSINESS RESOURCE CENTER

Seminars & Networking Events

Open to anyone interested in starting a business and existing owners!

Gain Access to:

- One-on-One Consultations
- Education Seminars and Training Programs
- Business Experts and Services
- Resource Library
- Mentor and Peer Networking Events
- Funding Opportunities

Contact us for a FREE Consultation

CMCBIZHUB.COM
(609) 463-4586
info@cmcbizhub.com



GENERAL INFORMATION

REGISTRATION DEADLINES

Registration for Career Training programs should be completed no later than two weeks before the start date. Registration for workshops should be completed no later than 7 days before 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

Non-tuition fees (materials, campus safety, registration, lab) 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 the day before the first meeting of your course, please contact workforce@atlanticcape.edu or call (609) 343-5655.

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) 343-5655
Workforce Solutions (Training Services for Businesses) . . (609) 343-5651
Workshops & Seminars, Registration/Information (609) 343-5655

DIRECTIONS

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

PROGRAM INFORMATION

- All participants entering programs requiring a CASA/TABE test will be required to complete the assessment. 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:

- A full refund will be given if Atlantic Cape deems it necessary to cancel a class.
- 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 48 hours after 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. A refund of 50 percent of the total cost of the course 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."

- Kids College/Summer Academy Programs: If a student withdraws 10 business days before the start of a class, a full refund will be granted. No refund will be granted if withdrawal is made 10 business days after the start of the class; however, the student may choose to switch to another workshop if available at the current price. No refund will be given if a student is dismissed from a workshop. Students will be responsible for any outstanding balance due. All refunds require the completion of our "refund request form".

PAYMENT POLICY

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

REGISTRATION INFORMATION

ONLINE

Register and pay online at workforce.atlanticcape.edu.

BY PHONE

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

BY MAIL

Complete the registration form and send it 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

QUESTIONS?

Email workforce@atlanticcape.edu

REGISTRATION FORM

____ / ____ / ____
DATE

LAST NAME FIRST NAME HOME PHONE

COMPANY NAME WORK PHONE

____ / ____ / ____
DOB EMAIL

STREET ADDRESS

CITY STATE COUNTY ZIP CODE

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

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



5100 Black Horse Pike
Mays Landing, NJ 08330-2699

Non-Profit Org.
US Postage

PAID

Atlantic Cape
Community College

Professional Development & Personal Enrichment Programs offered at our Cape May County Campus

- Certified Medical Administrative Assistant (CMAA®), page 6
- ServSafe® Food Handler, page 7
- ServSafe® Food Protection Manager, page 7
- Workshop Instructor Training, page 9
- Retirement Planning Today, page 13
- Rejuvenate Your Retirement, page 13
- Flower Arrangement, page 13
- Who Are You Leaving Your Money To?, page 13
- Acrylic Painting Series, page 15

Register and pay online at workforce.atlanticcape.edu