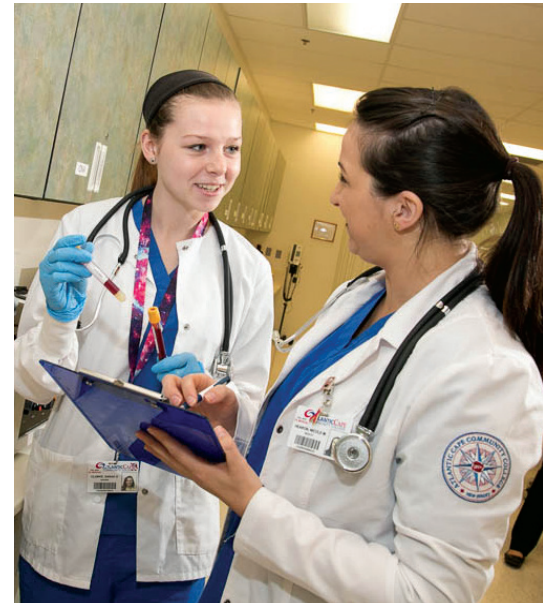


# SPRING 2024 PROGRAM GUIDE



## TRAINING OPPORTUNITIES FOR 2024

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

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

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



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



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



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

## Table of Contents

Workforce Solutions . . . . .	3
The Casino Career Institute . . . . .	4
Healthcare. . . . .	6
Culinary Arts & Cooking . . . . .	8
Professional Development . . . . .	10
Retail, Customer Service & Hospitality . . . . .	13
Online Training (Professional Development) . . . . .	13
Online (Career Training). . . . .	14
Office Productivity & Computer Workshops . . . . .	15
Personal Enrichment/Community Education . . . . .	16
Kids College & Summer Academy . . . . .	18
BizHub Entrepreneurial & Small Business Courses . . . . .	20
Registration Information . . . . .	22
Registration Form . . . . .	23

### 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](mailto:kmccormi@atlanticcape.edu)

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

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

### Grant-Funded Training Available to Upgrade Your Employees' Skills Funding may be available through NJBIA and the New Jersey Department of Labor and Workforce Development.

#### Grant-funded classes are offered in:

- Communicating Effectively in the Workplace
- Customer Service
- Conflict Resolution
- Change Management
- Effective Supervision
- Critical Thinking
- Time Management
- Team Leadership
- Team Building: Being a Team Player
- Problem Solving & Decision Making
- Managing Negativity in the Workplace
- Workplace Harassment
- Business Writing
- Public Speaking
- Resume Writing & Interviewing Skills
- Microsoft Excel, Levels 1, 2 & 3
- Microsoft Word, Levels 1 & 2
- PowerPoint, Levels 1 & 2
- PC Outlook
- PC Windows
- Microsoft Office 365
- Quickbooks
- Spanish for Managers, Levels 1 & 2
- Spanish in the Workplace, Levels 1 & 2
- English in the Workplace, Levels 1 & 2
- English as a Second Language, Levels 1, 2, & 3
- American Sign Language

- Business Ethics for the Office
- Business Etiquette and Personal Professionalism
- Coaching and Mentoring
- Diversity, Equity & Inclusion
- Intro to Project Management
- Managing Across Cultures
- Artificial Intelligence
- Cyber Security Awareness

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

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

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

- Team Building: Building a Productive Team
- Closing the Generation Gap in the Workplace
- Motivation Training: Motivating Your Workforce
- Conducting Effective Performance Reviews
- Preparing Written Feedback
- Identifying Human Trafficking
- Managing the Virtual Workplace

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





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

## Table Games Training

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

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

Register now, and select your game.

### Table Games – Quick Start

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

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

**Blackjack:** This 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: \$629 (Tuition: \$559, Materials: \$35, Campus Safety Fee: \$25, Registration Fee: \$10)

Tuesday, Wednesday, Thursday, 11:30 a.m.-3:30 p.m.  
Section AW21: beginning January 9 (ends February 1)  
Section AW22: beginning January 16 (ends February 8)  
Section AW23: beginning January 23 (ends February 15)

Section AW24: beginning January 30 (ends February 22)  
Section AW25: beginning February 6 (ends February 29)  
Section AW26: beginning February 13 (ends March 7)  
Section AW27: beginning February 20 (ends March 14)  
Section AW28: beginning February 27 (ends March 21)  
Section AW29: beginning March 5 (ends March 28)  
Section AW30: beginning March 12 (ends April 4)  
Section AW31: beginning March 19 (ends April 11)  
Section AW32: beginning March 26 (ends April 18)  
Section AW33: beginning April 2 (ends April 25)  
Section AW34: beginning April 9 (ends May 2)  
Section AW35: beginning April 16 (ends May 9)  
Section AW36: beginning April 23 (ends May 16)  
Section AW37: beginning April 30 (ends May 23)  
Section AW38: beginning May 7 (ends May 30)  
Section AW39: beginning May 14 (ends June 6)  
Section AW40: beginning May 21 (ends June 13)  
Section AW41: beginning May 28 (ends June 20)  
Section AW42: beginning June 4 (ends June 27)

## Craps

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

CARE-109 (96 hours): Worthington Atlantic City Campus, Caesars Entertainment Wing  
Cost: \$1,179 (Tuition: \$1,109, Materials: \$35, Campus Safety Fee: \$25, Registration Fee: \$10)

Tuesday, Wednesday, Thursday, 3:30-7:30 p.m.  
Section AW04: beginning January 23 (ends March 14)  
Section AW05: beginning April 9 (ends May 30)

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

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

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

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

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

CARE-111 (48 hours): Worthington Atlantic City Campus, Caesars Entertainment Wing  
Cost: \$629 (Tuition: \$559, Materials: \$35, Campus Safety Fee: \$25, Registration Fee: \$10)

Tuesday, Wednesday, Thursday, 3:30-7:30p.m.  
Section AW04: beginning January 9 (ends February 1)  
Section AW05: beginning February 13 (end March 7)  
Section AW06: beginning March 19 (ends April 11)  
Section AW07: beginning April 23 (ends May 16)  
Section AW08: beginning May 28 (ends June 20)

## 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: \$629 (Tuition: \$559, Materials: \$35, Campus Safety Fee: \$25, Registration Fee: \$10)

Tuesday, Wednesday, Thursday, 3:30-7:30 p.m.  
Section AW04: beginning January 23 (ends February 15)  
Section AW05: beginning February 27 (ends March 21)  
Section AW06: beginning April 2 (ends April 25)  
Section AW07: beginning May 7 (ends May 30)

## 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: \$279 (Tuition: \$209, Materials: \$35, Campus Safety Fee: \$25, Registration Fee: \$10)

Tuesday, Wednesday, Thursday, 11:30 a.m.-3:30 p.m.  
Section AW10: beginning January 9 (ends January 18)  
Section AW11: beginning January 30 (ends February 8)  
Section AW12: beginning February 20 (ends February 29)  
Section AW13: beginning March 12 (ends March 21)  
Section AW14: beginning April 2 (ends April 11)  
Section AW15: beginning April 23 (ends May 2)  
Section AW16: beginning May 14 (ends May 23)  
Section AW17: beginning June 4 (ends June 13)

## 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: \$529 (Tuition: \$459, Materials: \$35, Campus Safety Fee: \$25, Registration Fee: \$10)

### Craps

CRAP-201 (96 hours) See Craps schedule  
Cost: \$1,079 (Tuition: \$1,009, Materials: \$35, Campus Safety Fee: \$25, Registration Fee: \$10)

### Baccarat

BACC-204 (48 hours) See Baccarat schedule  
Cost: \$529 (Tuition: \$459, Materials: \$35, Campus Safety Fee: \$25, Registration Fee: \$10)

### Poker and Tournament Play

POKR-204 (48 hours) See Poker and Tournament Play schedule  
Cost: \$529 (Tuition: \$459, Materials: \$35, Campus Safety Fee: \$25, Registration Fee: \$10)

### Pai Gow Tiles

PGOW-207 (48 hours) See Pai Gow Tiles schedule  
Cost: \$529 (Tuition: \$459, Materials: \$35, Campus Safety Fee: \$25, Registration Fee: \$10)

### Roulette

ROUL-204 (48 hours) See Roulette schedule  
Cost: \$529 (Tuition: \$459, Materials: \$35, Campus Safety Fee: \$25, Registration Fee: \$10)

### Pai Gow Poker

PGOW-206 (48 hours) See Pai Gow Poker schedule  
Cost: \$529 (Tuition: \$459, 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 AW07: Worthington Atlantic City Campus  
January 1-January 31

Section AW08: Worthington Atlantic City Campus  
February 1-February 29

Section AW09: Worthington Atlantic City Campus  
March 1-March 31

Section AW10: Worthington Atlantic City Campus  
April 1-April 30

Section AW11: Worthington Atlantic City Campus  
May 1-May 31

Section AW12: Worthington Atlantic City Campus  
June 1-June 30



### Paramedic Science Program

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 program is eligible for financial aid.*

**Due prior to registration:** Prerequisites: Attend an Information Session for 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; Must possess the physical capabilities to perform all required skills and tasks of an EMT-Paramedic.

**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).

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 nine modules:

- Module 1: Principles of Paramedic Science I
- Module 2: Principles of Paramedic Science II
- Module 3: Principles of Paramedic Science III
- Module 4: Principles of Paramedic Science IV
- Module 5: Paramedic Clinical Concepts I
- Module 6: Paramedic Clinical Concepts II

- Module 7: Paramedic Field Experience
- Module 8: Paramedic Field Capstone
- Module 9: 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.

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

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.

Next class starts September 2024.

Please visit our website at [workforce.atlanticcape.edu/paramedic](http://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 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 AW01: Worthington Atlantic City Campus  
Monday and Wednesday, beginning May 20 (ends August 28) 6-10 p.m.

Please visit our website at [workforce.atlanticcape.edu/emt](http://workforce.atlanticcape.edu/emt) to apply.



## Emergency Medical Responder (EMR)

**Description:** Atlantic Cape Community College is proud to offer the Red Cross Emergency Medical Responder (EMR) course. This program is designed for police, firefighters, school teachers or anyone with the potential to be the first at the scene of a medical emergency. Additionally, the Red Cross EMR curriculum is an approved course for first responder crewmember on a non-911 BLS ambulance under P.L. 2021, c.477, as amended by P.L. 2022, c.132. Emergency Medical Responders provide immediate basic lifesaving care to critical patients who access the emergency medical services system. EMRs have the knowledge and skills necessary to provide immediate lifesaving interventions while awaiting additional EMS resources to arrive. EMRs also provide assistance to higher-level personnel at the scene of emergencies and during transport. Emergency Medical Responders are a vital part of the comprehensive EMS response. Under medical oversight, Emergency Medical Responders perform basic interventions with minimal equipment. Students will receive lecture, skills lab and online instruction on human body systems, patient assessment, airway, medical emergencies, trauma, behavioral emergencies, substance abuse and childbirth.

Additionally, this is an excellent opportunity to explore the field of Emergency Medical Services. This training will provide the basis for the student to continue to Mobility Assistance Vehicle Operator (MAVO), Emergency Medical Technician (EMT), and eventually Emergency Medical Technician-Paramedic.

Students completing course requirements will earn certificates Red Cross Emergency Medical Responder (EMR) and AHA Basic Life Support (BLS) for Healthcare Professionals.

EMTC-103 (60 hours)  
Cost: \$495 (Tuition: \$310, Materials: \$150, Campus Safety Fee: \$25, Registration Fee: \$10)

Section CW01: Cape May County Campus  
Monday and Wednesday, starting January 17 (ends March 6), 6-10 p.m.

Section CW02: Cape May County Campus  
Monday and Wednesday, starting March 18 (ends May 8), 6-10 p.m.

Workforce Development tuition refund policy applies.

## Certified Clinical Medical Assistant (CCMA®)

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

**Due 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, 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: Clinical Internship
- Module 14: Credential Exam Review

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

**Student Responsibility:** Students are responsible for purchasing the following items for use during their training program: white sneakers that are closed-toe and do not have any openings or cutouts of any kind; clogs are not acceptable, 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. You MAY be required to have health insurance based on your clinical location. Clinical sites may require students to wear facemasks during flu season if they do not show proof of receiving the flu vaccine.

### Evening, Hybrid Option

MEDA-151 (620 hours: 270 classroom hours, 350 online)  
Cost: \$6,539 (Tuition: \$5,417, Materials: \$1,087, Campus Safety Fee: \$25, Registration Fee: \$10)

Section AW02: Worthington Atlantic City Campus  
Monday and Tuesday, beginning February 12, 2024  
(ends November 12, 2024) 6-9 p.m.

Clinical: Days and hours vary.

Registration due two weeks prior to class start date.

## Phlebotomy Technician

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

**Due 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. You MAY be required to have health insurance based on your clinical location.

The phlebotomist is responsible for obtaining blood samples from patients for laboratory analysis. The phlebotomist is skilled in blood collection techniques and handling, transporting, and processing blood specimens. Learning experiences will include laboratory practice on artificial arms and 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. Clinical sites may require students to wear facemasks during flu season if they do not show proof of receiving the flu vaccine.

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

Section AW01: Worthington Atlantic City Campus  
Wednesday and Thursday, beginning May 1 (ends September 18), 6-9 p.m.

Registration due two weeks prior to class start date.

## Certified Medical Administrative Assistant (CMAA®) – Hybrid

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

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

Medical 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's role.

Students completing all classroom and internship 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.

Note: You MAY be required to have health insurance based on your clinical location.

HMAA-500 (320 hours: 58 hours classroom, 66 hours internship, 196 hours online)  
Cost: \$3,689 (Tuition: \$2,749, Materials: \$905, Campus Safety Fee: \$25,  
Registration Fee: \$10)

Section CW01: Cape May County Campus  
Wednesday, beginning April 24 (ends November 20, 2024) 6-9 p.m.

Clinical: Days and hours vary.

Registration due two weeks prior to class start date.

## CULINARY ARTS AND COOKING

### CAREER TRAINING

#### Certified Fundamentals Cook (CFC®)

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

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

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

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

The program consists of 13 modules:

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

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

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

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

CULI-502 (630 hours) financial aid eligible  
Cost: \$6,999 (Tuition/Lab: \$5,619, Supplies: \$1,380)

Section AW02: Worthington Atlantic City Campus, Caesars Entertainment Wing  
Tuesday, Wednesday, and Thursday, beginning March 5 (ends October 1)  
9 a.m.-4 p.m. (7 hours per day)

Registration due two weeks prior to class start date.

## PROFESSIONAL SKILLS SERIES

### Culinary and Cooking Professional

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

This program includes instruction in:

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

CULI-507 (160 hours)  
Cost: \$3,529 (Tuition: \$2,824, Materials: \$670, Campus Safety Fee: \$25,  
Registration Fee: \$10)

Section AW02: Worthington Atlantic City Campus, Caesars Entertainment Wing  
Monday, Tuesday, Wednesday and Thursday, beginning April 8 (ends June 3),  
5-10 p.m.

Section CW01: Cape May County Campus  
Monday, Tuesday, Wednesday and Thursday, beginning January 16 (ends March 7),  
9 a.m.-2 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 handlers 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: \$69 (Tuition: \$59, Materials: \$10)

Section MW02: Mays Landing Campus  
Monday, March 4, 5:30-9:30 p.m.

Section CW02: Cape May County Campus  
Saturday, April 6, 9 a.m.-1 p.m.

### ServSafe® Food Protection Manager Certification

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

FDBV-200 (12 hours)  
Cost: \$259 (Tuition: \$199, Materials: \$60)

Section AW02: Worthington Atlantic City Campus  
Saturday, March 9, 16, 23, 9 a.m.-1 p.m.

Section CW02: Cape May County Campus  
Saturday, May 11, 18, 25, 9 a.m.-1 p.m.

### NEW! Culinary Entrepreneur - Baking

The Culinary Entrepreneur series allows you direct access to a Chef Educator who will work with you to answer your culinary questions. This session is ideal for someone who is thinking about going out on their own to start a business or provide their products to retail outlets. Need some advice on your cookies, cakes, or pies? Once you register, we connect you with our Chef to schedule your session (available on Tuesdays and Thursdays). Yes, your session.

BAKE-200 (3 hours) (Max two people during session)  
Cost: \$159

Section MW01: Mays Landing Campus  
Tuesday or Thursday, 5-8 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  
Tuesday, March 5, 6-9 p.m.

## CULINARY AND BAKING WORKSHOPS

### Italian Classics

Discover the basic components of many Italian meals. Students will learn many fundamental recipes and classic techniques. Dishes include fried zucchini risotto with sun dried tomato alla Milanese, pork saltimbocca, clam and mussel steamer in wine sauce.

COOK-105 (3 hours)  
Cost: \$89

Section MW01: Mays Landing Campus  
Tuesday, February 20, 6-9 p.m.

### Spanish Tapas

Learn to prepare and enjoy amazing bite size meals that will be sure to spark up the conversation at the table. Take this delicious adventure and discover popular recipes from the Northern Basque region all the way to la Costa del Sol. Dishes include Gambas al Ajillo (Sautéed shrimp in garlic served with grilled baguette wedges and Spanish Aioli), Regalitos de res (Braised beef fried in philo and served with roasted pepper), and Tortilla Espanola (Spanish potato and onion omelet).

COOK-106 (3 hours)  
Cost: \$89

Section MW01: Mays Landing Campus  
Wednesday, January 24, 6-9 p.m.

Section CW01: Cape May County Campus  
Wednesday, April 10, 6-9 p.m.

### Food and Wine Pairings

Discover the perfect harmony between food and wine pairing. Learn to seamlessly enhance your meal with the perfect counterpart.

COOK-115 (3 hours)  
Cost: \$119

Section MW01: Mays Landing Campus  
Friday, May 10, 6-9 p.m.

Section CW01: Cape May County Campus  
Friday, April 5, 6-9 p.m.

### Gourmet Cookies

Learn the art of gourmet cookie baking and build impressive cookie trays from scratch. We'll utilize great tips and tricks to having fresh baked cookies any day of the week. Explore exotic ingredients like lavender, candied ginger, and cardamom for some of the most flavorful cookies on the block.

BAKE-111 (3 hours)  
Cost: \$89

Section MW01: Mays Landing Campus  
Friday, March 15, 6-9 p.m.

### Chocolate, Chocolate, Chocolate!

Spend an evening like Willy Wonka discovering Brazilian truffles, classic chocolate mousse and the best brownies of your life.

BAKE-140 (3 hours)  
Cost: \$89

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

### Cheesecakes and Beyond

Learn the fundamentals of making the perfect cheesecake, from the buttery graham cracker crust to the moist creamy filling. Students will make a variety of cheesecakes from classic to Greek baklava.

BAKE-122 (3 hours)  
Cost: \$89

Section MW01: Mays Landing Campus  
Friday, April 12, 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 license. 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 of 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 April 24 (ends July 24), 6-9 p.m.  
Schedule may include some Thursday evenings

### CONSTRUCTION MANAGEMENT

#### New Jersey Uniform Construction Code Education Program

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

Licensing questions and licensing application packet requests should be directed to the Licensing Unit at (609) 984-7834 or [codeslicensing@dca.state.nj.us](mailto:codeslicensing@dca.state.nj.us). Students must purchase all required textbooks, including the Uniform Construction Code Act and Regulations (blue book). Books can be ordered from the Department of Community Affairs at (609) 984-0040

#### 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 meet 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 25 (ends April 18) 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.

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

Section OW01: Live Online  
Tuesday and Thursday, beginning June 6 (ends August 13) 6-9 p.m.

#### Technical Assistant

The Technical Assistant program is designed for individuals working in a municipality (specifically, the building department) or contractors and their staff who want to understand the construction permit processes required by the state. It provides an understanding of the Uniform Construction Code as it relates to permit processing. This course covers UCC Law, Regulations, Administration, UCC Standard Blue Form, Building Print Reading, Reporting and Time Management, Technical Problem Solving and Conflict Resolution, and Critical Thinking.

CONS-107 (45 hours)  
Cost: \$499 (Textbook(s) may be required at additional cost)

Section CW01: Cape May County Campus  
Wednesday, beginning February 7 (ends May 15) 6-9 p.m.

## GENERAL INTEREST

#### Real Estate Sales Pre-Licensing

*Prerequisite: High school diploma or GED.*

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

The New Jersey Real Estate Commission approves this course. Successful completion is required to gain entrance into the state exam. State exam and license 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 (Textbook additional, Tuition: \$524, Campus Safety Fee: \$25, Registration Fee: \$10)

Section MW02: Mays Landing Campus  
Monday, Tuesday, and Thursday, beginning April 1 (ends May 21), 6-9:20 p.m.

#### Become NJ Cannabis Certified – LIVE ONLINE

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

Whether you are looking to educate yourself or obtain the basic training you will need to work in a medical cannabis dispensary; this class will get you started. Tailored specifically to New Jersey, this 5-module, 15-hour class will teach you about the human body's endocannabinoid system, the basics of cultivation and different cultivars, an introduction to processing and different products available in New Jersey and elsewhere, and specifics of working in a New Jersey cannabis dispensary and how to assist NJ medical marijuana patients.

Classes cover the following material:

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

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

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

Section OW03: LIVE ONLINE  
Monday beginning March 18 (ends April 15), 6-9 p.m.

## FITNESS & WELLNESS

#### 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/](http://aaai-ismafitness.com/product/bonus-buy/)

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

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

Section MW04: Mays Landing Campus  
Saturday, May 18, 9 a.m.-5 p.m.

## AAAI/ISMA Primary Aerobics/Group Fitness Instructor Certification

This class is designed to teach instructors different techniques when teaching a basic aerobic/step aerobic class. Some important factors discussed are: Heart Rate, Safety (Knee, foot, hip, and general body alignment, The importance of warm-up/cool-down, and Body mechanics.)

The AAAI-ISMA Primary Aerobics (Group Fitness) Instructor Certification is designed to help participants understand knowledge as it pertains to the teaching of group-based exercise classes. Participants will review: proper group fitness components (warm up, aerobic exercise, flexibility exercise, strength exercise, cool down), utilization of the F.I.T.T. principle, proper biomechanics, safety, heart rate training techniques, anatomy, and training principles. Also, reviewed during the course is group fitness teaching strategies and the incorporation of music, tempo, cueing technique, safe transitional movements, and rhythm.

FTNS-107 (8 hours)  
Cost: \$129

Section MW01: Mays Landing Campus  
Saturday, April 6, 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://aaai-ismafitness.com/product/exercise-science/>.

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 [aaai-ismafitness.com](http://aaai-ismafitness.com) or call (609) 397-2139.

## 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, & 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.

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

Section FW02: Off-site  
Sunday, February 18, 9 a.m.-1 p.m.

## 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.

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

Section FW02: Off-site  
Sunday, April 7, 9 a.m.-1 p.m.

## NEW! Transformational Breath Work Training Certificate (Hybrid)

Is your life fulfilling? Does your work light you up? Would you like to make a difference in someone's life? The time for a change is now! This personal transformation training will allow you to have all of the experiences firsthand that you will then be able to lead a client through from physical healing, emotional integration, coaching and spiritual connection. Judith Kravitz leads the training which will allow for interaction with different groups across the United States and Canada. You will experience a personal breath analysis, sound healing, fountain of youth postures, Byron Katie's Works, numerous breath sessions, abundance process, miracle consciousness principles and much more. Give yourself an experience that you will never forget and one that you may want to share with the world. This program will be held at a private yoga studio in Egg Harbor Township. Upon completion, you will receive a certificate towards your certification. Have questions prior to registering? Please contact (609) 204-4420.

PDEV-507 (40 hours)  
Cost \$2,499

Section FW01: Off site  
January 22-26, Monday-Thursday, 11 a.m.-7 p.m., Friday 10 a.m.-3 p.m.

## TECHNICAL STUDIES

### Associate in Applied Science Degree

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

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

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

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

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



**Wind Training Center**  
Atlantic Cape Community College

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

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

For additional information visit [atlanticcape.edu/windtraining](http://atlanticcape.edu/windtraining) or contact [wind@atlanticcape.edu](mailto:wind@atlanticcape.edu).

### Atlantic Cape Nonprofit Resources 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, Cape May Campus, and the Information Commons/Library, 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, staff and board demographics, and finances.

**For more information about the Nonprofit Resource Centers and to check current library hours visit [atlanticcape.edu/nrc](http://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](mailto: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.*





### Boost your Resume and Portfolio with GMP Fitness® Online Self-Paced Accredited Courses

For additional information visit [www.gmpfitness.com/](http://www.gmpfitness.com/)

Required: Atlantic Cape Community College Students use code gmpacc at checkout.

#### **CERTIFICATE COURSE Cholesterol – Atherosclerosis and Heart Disease**

You will then learn the causes, symptoms diagnosing, treatments, and prevention of atherosclerosis and coronary heart disease. The knowledge you gain from this course will help you to know that lifestyle modification is key to preventing heart disease and at any age, a healthy lifestyle will make your heart healthier, for a robust life. (The exam and a certificate is included in the price.)

#### **CERTIFICATE COURSE Eating Plans – Healthy Diet Tips**

Learn why eating a diet rich in vegetables and fruits is one of the simplest ways to achieve sustainable health. Discover the importance of good hydration and tips for staying hydrated, Learn names for added sugars on food labels and tips to cut down on added sugars. Get healthy eating tips for planning, enjoying, and getting the proper nutrients. Uncover how to boost your dietary fiber and limit the bad fats for better health and wellness and much more from this course. (The exam and a certificate is included in the price.)

#### **Get CERTIFIED as a Longevity Wellness Coaching Specialist**

Learn the biological processes involved in aging and the longevity research that will help your clients lead a healthy and productive life. Plus gain a wealth of information for clients of all ages – especially Baby Boomers that need your training experience, knowledge, and expertise. Online Accredited Professional CAQ Certification Course. (The exam and a verified credential certificate is included in the price.)

#### **Get CERTIFIED as a Holistic Fitness and Sports Coaching Specialist**

Discover over 200 dynamic and static exercises with variations that you can utilize immediately in your client workouts. Master assessments and techniques for flexibility, posture, balance, agility, and coordination to help both professional athletes and weekend warriors reach peak performance. Online Accredited Advanced CAQ Certification Course. (The exam and a verified certificate is included in the price.)

#### **Get CERTIFIED as a Holistic Health Fitness Coaching Specialist**

This course provides information on how to better serve the age 50+ population regarding exercise, nutrition, and lifestyle and teaches the young how to maintain their youth. Acquire knowledge on exercise routines, diet, lifestyle, environment, and mental attitude modifications, how the human body works, different foods and vitamins. Online Accredited Advanced CAQ Certification Course. (The exam and a verified credential certificate is included in the price.)

#### **Get CERTIFIED as a Balance and Fall Prevention Specialist**

Provides an in-depth understanding of how to conduct meaningful assessments of function resources on falls and injury prevention and how to train older adults safely. You will be able to perform short and long physical performance battery assessments, easily implement exercises and activities, and provide balance and fall prevention training.

#### **Online Accredited Elite GCAQ Certification Course**

There is a board certification option on successful completion. (The exam and a verified credential certificate is included in the price.)

#### **Get CERTIFIED as a Holistic Health and Wellness Coaching Specialist**

A blueprint intended to offer you a seamless transition from wherever you are in your business right now. The course provides evidence-based guidance and a range of strategies to create your own personal and business success and a fitness and wellness approach to change the lives of others.

#### **Online Accredited Elite GCAQ Certification Course**

There is a board certification option on successful completion. (The exam and a verified credential certificate is included in the price.)

Atlantic Cape Community College  
RESTAURANT  
**gala**  
2024

Springtime in  
**PARIS**

**THURSDAY, MARCH 21, 2024 6:00 - 9:30 p.m.**

Harrah's Waterfront Conference Center, Atlantic City, NJ

Hosted by Platinum Sponsor:

**CAESARS** ATLANTIC CITY | **Harrah's** RESORT ATLANTIC CITY | **TROPICANA** ATLANTIC CITY

Gold Sponsor:

**Borgata** HOTEL CASINO & SPA

For more information and to purchase tickets, please visit [atlanticape.edu/gala](http://atlanticape.edu/gala)

## 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](http://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 Guided Learning Program option allows students to register and begin their 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/](http://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: \$529, the cost of the certification exam is included.

Section OW01: Online classroom, ongoing enrollment.

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

### Certified Front Desk Representative (CFDR®) – Guided Learning Program

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

RETA-114 (48 hours)

Cost: \$659, the cost of the certification exam is included.

Section OW01: Online classroom, ongoing enrollment.

To get started, call (609) 343-5655

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

## ACCOUNTING FUNDAMENTALS SERIES

### 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 SERIES

### Grammar Refresher

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

## A TO Z GRANT WRITING SERIES

### A to Z Grant Writing

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

## MEDICAL TERMINOLOGY SERIES

### Medical Terminology: A Word Association Approach

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

## SQL SERIES

### Introduction to SQL

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

### 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.

### 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 nontraditional 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

Have you ever heard the old saying, "Buy low, sell high?" News stories about the softening real estate market might scare away some novice investors, but experienced investors recognize weak markets as opportunities to pick up bargains. In many areas, now is the time to buy before prices start climbing again. 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!

## ONLINE (CAREER TRAINING)

Visit our website at [careertraining.atlanticcape.edu/training-programs/](https://careertraining.atlanticcape.edu/training-programs/) for a complete listing of our online Career Training courses, descriptions, and costs.

### 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.

### Clinical Dental Assistant

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

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

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

### 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.



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

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

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

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

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

## Career Counselor and Life Coach

This online suite of courses teaches all the aspects of career counseling and life coaching, from working with clients to establishing a business.

In the Career Counselor course, you will learn career development stages, planning fundamentals, and how to work with diverse audiences. In the Certified Life Coach course, you will learn the Core Competencies of the International Coach Federation (ICF) and ICF-recognized protocols to build a distinctive coaching style. This course also incorporates the International Association of Professional Recovery Coaches (IAPRC) Code of Ethics to enhance individuals' lives impacted by addiction. As a career counselor and life coach, you can help others improve their lives and careers with smart goals and clear directions.

Upon completing the final exam, you will receive the Certified Professional Coach (CPC) certification. This credential is issued through the International Association of Professional Recovery Coaches (IAPRC). Finally, you will have gained the industry-recognized skills needed to establish a successful coaching business as a career counselor and certified life coach.

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



# 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  
Friday, February 9, 16, 23, 9 a.m.-12 p.m.

Section AW02: Worthington Atlantic City Campus  
Thursday, March 7, 14, 21, 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  
Friday, March 8 and 15, 9 a.m.-12 p.m.

Section AW02: Worthington Atlantic City Campus  
Thursday, April 11 and 18, 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  
Tuesday, April 9, 16, 23, 6-9 p.m.

Section AW02: Worthington Atlantic City Campus  
Thursday, May 9, 16, 24, 6-9 p.m.

## Microsoft Excel – Intermediate

*Prerequisite: Must have taken Excel Fundamentals workshop prior.*

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

COAP-163 (9 hours)  
Cost: \$129 (Tuition \$109, Materials \$20)

Section MW02: Mays Landing Campus  
Wednesday, May 8, 15, 22, 6-9 p.m.

## NEW! Google Suite – Beginner

In this workshop you'll learn everything you need to start using the FREE Google apps like Gmail, Docs, Calendar, Sheets, and Drive. You will be able to enhance your productivity in the platform and learn time saving tricks and tips

COAP-159 (9 hours)  
Cost: \$109

Section MW01: Mays Landing Campus  
Wednesday, April 10, 17, 24, 6-9 p.m.

# PERSONAL ENRICHMENT/COMMUNITY EDUCATION

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

Join us for this complimentary course presented by Raymond N. Beebe, Esq., CPA, a member of the National Academy of Elder Law Attorneys. Topics will include 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, March 14, 2-4 p.m.

Section CW02: Cape May County Campus  
Thursday, March 28, 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 CW01: Cape May County Campus  
Saturday, April 13 and 20, 9 a.m.-12 p.m.

Section CW02: Cape May County Campus  
Thursday, April 18 and 25, 6:30-9:30 p.m.

## Flower Arrangement

This course will teach students to create actual floral designs. Students must be prepared to purchase flowers from the instructor each week to use for the floral creations (approximately \$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 CW02: Cape May County Campus  
Monday, beginning February 26 (ends April 29), 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. Kathy Smith has over 20 years of experience in the Holistic Health Field and nearly 20 years as a Certified Breath Facilitator. In addition, she is trained as a Naturopathic Doctor, Clinical Hypnotherapist, Neuromuscular Therapist, Licensed Massage Therapist, Reiki Master, E.M.F. Practitioner, Weight Loss Coach, and Life Coach.

CEGN-106 (6 hours)

Cost: \$79

Section FW02: Off-site  
Saturday, beginning January 27 (ends February 17), 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 FW03: Off-site  
Saturday, February 10, 10-11:30 a.m.

## Nutrition and a Holistic Lifestyle

With all of the health issues and toxins in the environment, how does one stay healthy and happy in today's world? In this class, you will learn about DNA, blood type diet possibilities, and mycotoxins. Also, we will discuss the use of vitamins and what they have to do with our health. This workshop will be held off-site at the instructor's yoga studio in Egg Harbor Township.

CEGN-169 (1.5 hours)

Cost: \$25

Section FW03: Off-site  
Saturday, January 27, 10-11:30 a.m.

## Transformational Breathing (Introduction)

Treat yourself to an incredible and life changing experience by participating in a Transformational Breath Intro Session. Transformational Breath 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 3, 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 FW03: Off-site  
Saturday, February 17, 10-11:30 a.m.

## Transformational Breathing Series

Treat yourself to an incredible and life changing experience by participating in a Transformational Breath Session. Transformational Breath 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 3 segments;

Week 1-Working with the Physical Body

Week 2-Working with the Mind & Emotions

Week 3-Working with having a more Enhanced Connection to Your Spiritual Teachers

You can take 1 class or sign up for all 3 levels.

This workshop will be held off-site at the instructor's yoga studio in Egg Harbor Township.

If signing up for the whole series:

CEGN-200 (4.5 hours)

Cost: \$79

Section FW02: Off-site

Saturday, March 9, 16, April 6, 10-11:30 a.m.

If signing up for individual classes:

### Working with the Physical Body

CEGN-122 (1.5 hours)

Cost: \$35

Section FW02: off-site

Saturday, March 9, 10-11:30 a.m.

### Working with the Mind and Emotions

CEGN-123 (1.5 hours)

Cost: \$35

Section FW02: Off-site

Saturday, March 16, 10-11:30 a.m.

### Working with having a more Enhanced Connection to Your Spiritual Teachers

CEGN-124 (1.5 hours)

Cost: \$35

Section FW01: Off-site

Saturday, April 6th, 10-11:30 a.m.

## Embrace the Power You Have

How do we get truly healthy, happy, peaceful and abundant in our lives? In this workshop, we will discuss proven ways to have it all. You will leave with powerful tools to put to immediate use. This workshop will be held off-site at the instructor's yoga studio in Egg Harbor Township.

CEGN-100 (1.5 hours)

Cost: \$39

Section FW02: Off site

Saturday, April 20, 10-11:30 a.m.

## Exploring Digital SLR Photography, Part 1

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

CEGN-172 (6 hours)

Cost: \$69 (supplies not included)

Section MW02: Mays Landing Campus

Tuesday, February 6, 13 and 20, 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

Tuesday, March 12 and 19, 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 MW02: Mays Landing Campus

Tuesday, beginning January 30 (ends March 19), 6-8 p.m.

## Intermediate Conversational Italian

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

LANG-223 (20 hours)

Cost: \$169 (textbook not included)

Section MW02: Mays Landing Campus

Wednesday, beginning January 31 (ends March 20), 6-8 p.m.

## Beginning Piano

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

FINE-163 (15 hours)

Cost: \$149

Section MW02: Mays Landing Campus

Tuesday, beginning January 30 (ends April 2), 6-7:30 p.m.

## Jewelry Making – Earrings

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

CEGN-104 (1 hour)

Cost: \$19

Section MW02: Mays Landing Campus

Wednesday, February 7, 10-11 a.m.

## Jewelry Making – Stringing Bracelets/Necklaces

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

CEGN-105 (1.5 hour)

Cost: \$25

Section MW02: Mays Landing Campus

Wednesday, March 13, 10-11:30 a.m.



# KIDS COLLEGE

## & Summer Academy

at Atlantic Cape

The listings below are not inclusive of all programs that will be offered. Please visit our website, [atlanticcape.edu/kidscollege](http://atlanticcape.edu/kidscollege) for complete information, schedules and prices. Registration will open in March 2024.

### CLASSES AVAILABLE FOR AGES 7-9 AND 10-12

#### Make Your First Video Game!

Our classic game design camp reimagined to include even more of what you love! Make your first video game in this one-of-a-kind class that gives you the keys to designing your first 2D platformer game. Conceptualization, level design, graphics, sounds, and simple coding are just some of the concepts that we'll explore. No prior experience is necessary, just a desire to have fun! Student projects will be available on a password-protected Black Rocket website to share with friends and family. Students will work in pairs or teams for most of the program.

#### YouTube Content Creators

Find your voice and leave your mark on the world! Whether you are six or sixteen, it's time to start a career as the next YouTube star. Explore the variety of content and personalities that exist on YouTube and how to find your own niche. Learn the Dos and Don'ts of the platform and how to practice good digital citizenship. Develop your on-camera presence, your own channel branding, and professional editing skills. Take home a plan for launching your own channel with the content created in class! Student projects will be available on a password-protected Black Rocket website to share with friends and family. Students will work in pairs or teams for most of the program.

#### Code Breakers

Calling all future coders, programmers, & designers! Learn the basics of coding languages like HTML, JavaScript, and CSS through a series of web projects and design challenges each day, and be on your way to becoming the next tech star! Whether you want to be a Silicon Valley CEO or the high school student who just made \$1 million dollars for programming in her bedroom, this course has the essentials you need to begin your journey. Projects will be available on a Black Rocket website to share with friends and family. Returning students can create more advanced projects that build on previous years. Students will work in pairs or teams for most of the program.

#### Make Your First 3D Video Game!

In this Black Rocket classic, you will go well beyond the limitations of the traditional 2D game design classes and create an immersive 3D world. Students will learn the physics behind 3D games, explore beginner event scripting, level design, controlling the flow of gameplay, and storytelling. Student projects will be available on a password-protected Black Rocket website to share with friends and family. Projects are only compatible with Windows devices. Students will work in pairs or teams for most of the program.

#### ROBLOX Makers

Unlock the power of ROBLOX® Studio, the world creation tool used by real-world ROBLOX® developers! Learn how to build 3D models and create an adventure in your ROBLOX® world. Bring characters to life with unique animations you design. Student-created projects will be available on a password-protected Black Rocket website to share with friends and family. Students will work in pairs or teams for most of the program.

#### Virtual Reality: The Future is Now

Embark on an EPIC adventure in virtual reality! In this cutting-edge class, learn the foundations of VR design by creating your own virtual worlds, exploring simulated environments, crafting 3D experiences, and learning basic programming concepts. At the end of the week, take home your first cardboard VR headset to show friends and family the new worlds you created. VR projects can be viewed on a website or mobile device. VR projects will be available on a password-protected Black Rocket website to share with friends and family. Students will work in pairs or teams for most of the program.

#### Beats and Jams: Digital Music Creators

Begin your rise to the top of the charts with digital music production! Just like today's top artists, you can design your own beats or remix a mashup of your favorite songs to become a digital composer and sound engineer. In this course, students will learn to produce digital music, record sound, make sound effects, and mix their own tracks. No prior music experience is necessary. Student-created soundtracks will be available on a password-protected website to share with friends and family. Students will work in pairs or teams for most of the program.

#### Minecraft Modders

Customize your own Minecraft world and mod the classic game in this one-of-a-kind class. Learn scripting and logic statements as you create your first mods. Students will create a wide variety of new elements, gameplay mechanics, and world-generating mods to change the way you play Minecraft. Projects will be available on a password-protected Black Rocket website to share with friends and family. Students will work in pairs or teams for most of the program.

#### LEGO Films and Stop Action!

Make your LEGO bricks come to life! Bring in your favorite action figures or LEGO bricks and create a short film with your friends. Whether you want to recreate a scene from Star Wars or design a world of your own, this class brings your dreams to the screen. Students will need to bring in LEGO bricks and/or action figures from home, but all other equipment is provided. Student-created films will be available on a password-protected website to share with friends and family. Returning students can create more advanced projects that build on previous years. Students will work in pairs or teams for most of the program.

#### Python Programmers

Want to learn the world's fastest-growing programming language favored by Google, NASA, YouTube, and the CIA? Learn how to code with Python to create engaging apps and games. Each lesson takes you step-by-step on a programming path that will let you challenge friends with fun content you create from start to finish! Returning students can create more advanced projects that build on previous years. Students will work in pairs or teams for most of the program.

#### Pokemon Masters & Minecraft Animators

Calling all PokeMasters who want to be the designers of the future! Use your Pokemon imagination and bring your ideas to life. Begin by creating your own digital Pokemon-style custom-playing card game. Progress onto designing action figures, jewelry, and toys in professional-level modeling software. Learn how to prepare a model for 3D printing and create a design portfolio to showcase your work! No prior experience is necessary and 3D designs will be available on a password-protected Black Rocket website to share with friends and family. Students will work in pairs or teams for most of the program.

#### ROBLOX Coders

Discover the Lua coding language while designing experiences in ROBLOX®, an online universe where you can create anything you dream of. This class combines game design concepts, coding, and fun! New developers will learn to use Roblox's Studio software to reimagine the popular game genres with your own custom code! Student-created games will be available on a password-protected Black Rocket website to share with friends and family. Students will work in pairs or teams for most of the program.

## CLASSES AVAILABLE FOR AGES 7-9

### Arts and Crafts Make & Take

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

### Super Science Make & Take

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

### Cartooning for Kids

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



## CLASSES AVAILABLE FOR AGES 10-12

### Dungeon & Dragons

Welcome, adventurers, to the Dungeons and Dragons workshop! In this class, you will dive into the player mechanics of the tabletop role-playing game: Dungeons and Dragons (D&D). No prior experience necessary. Learn the fundamental rules, the significance of different dice, and the mechanics that make up the game. Begin your discovery of the art of storytelling and world-building, essential skills for every aspiring Dungeon Master. Develop your unique character concept by crafting detailed backstories and motivations. Understand alignment, abilities, and skills. Delve into the beginning secrets of dungeon design, understanding how to craft immersive and challenging environments. Finally, you and your party will be put to the test in a one-shot campaign you won't soon forget!

### Exploring Anime

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

### Comic Book Development

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

### Storytelling with Digital Media

Students will explore the hands-on process for creating digital visual stories in a variety of different production formats including photo, video and audio. Students will leave the course with completed multimedia projects they can share with others.

### International Food Mythbusters

Do you believe pepperoni pizza is from Italy? Do you think French Fries are actually French? LIES! Come find out what foods ACTUALLY come from what country and make them as well as authentic dishes from each too!

### Pasta & Pizza

Ziti, lasagna, pizza... learn recipes that you can do at home to make your favorite foods. You'll also make pizza out of unexpected ingredients. Bring an appetite and an apron. Closed-toe shoes are required.



## CLASSES AVAILABLE FOR AGES 13-16

### Chopped Challenge: Kids Edition

Always wondered what it would be like to be on a food tv show? Ever wanted to try your hand at Chopped? Come for three days of learning some everyday recipes and then have it all comes down to what the judges say after a throwdown battle of cooking.

### Babysitting 101

American Red Cross Certified This course will prepare you to become one of the most capable, trusted and in-demand sitters in your neighborhood. In fact, 8 in 10 surveyed parents said they would pay more for a trained babysitter who holds Red Cross babysitting certifications. Start your babysitting business on the right foot and learn how to be a safe, professional and reliable sitter. You will be certified in First Aid and infant and child CPR, adding even more value to your clients. You will also leave the course with your training manual and first aid kit.



Free courses open to the public supporting small businesses, startups and entrepreneurs. Taught by small business consulting professionals and subject matter experts. Preference given to residents of Cape May County. Spaces limited, registration required.

## Introduction to Business Ownership

This session discusses the very basic elements of small business start-up and ownership. At the conclusion of the sessions, clients should have a basic understanding of their 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 availability of funding and what it takes to be a successful entrepreneur.

Thursday, March 21, 5:30-7:30 p.m.  
Cape May County Campus  
Cost: Free (registration required to reserve seat in this workshop)  
Call (609) 463-4586 to register.

## Business Plan Development

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

Session 1: Wednesday, March 27, 5:30-7:30 p.m.  
Session 2: Thursday, October 5, 5:30-7:30 p.m.  
Cape May County Campus  
Cost: Free (registration required to reserve seat in this workshop)  
Call (609) 463-4586 to register.

## Target Market and Marketing Plan Development

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

Thursday, April 4, 5:30-7:30 p.m.  
Cape May County Campus  
Cost: Free (registration required to reserve seat in this workshop)  
Call (609) 463-4586 to register.

## Starting, Registering and Running a Business

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

Thursday, April 11, 5:30-7:30 p.m.  
Cape May County Campus  
Cost: Free (registration required to reserve seat in this workshop)  
Call (609) 463-4586 to register.

## Financial Resources and Small Business Lending

Clients 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. Clients will learn how to present and discuss their business plans with lenders and other potential funding resources.

Thursday, April 18, 5:30-7:30 p.m.  
Cape May County Campus  
Cost: Free (registration required to reserve seat in this workshop)  
Call (609) 463-4586 to register.

## Organizational Planning, Leadership and Motivation

Clients will 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 understand and planning for challenges and difficulties they may encounter.

Thursday, April 25, 5:30-7:30 p.m.  
Cape May County Campus  
Cost: Free (registration required to reserve seat in this workshop)  
Call (609) 463-4586 to register.

## 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.

Thursday, May 2, 5:30-7:30 p.m.  
Cape May County Campus  
Cost: Free (registration required to reserve seat in this workshop)  
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





# OUR STUDENTS CAN FLY AT ATLANTIC CAPE

Get ready for an exciting career in the fast-paced aviation industry. Atlantic Cape offers the hands-on training and technical knowledge needed to succeed. Degree programs and short-term career training available.

**LEARN MORE ABOUT  
PROFESSIONAL PILOT AND  
AIR TRAFFIC CONTROL PROGRAMS**



[atlanticcape.edu/aviation](http://atlanticcape.edu/aviation)

**LEARN MORE ABOUT  
DRONE PILOT AND  
TECHNICIAN PROGRAMS**



[atlanticcape.edu/drones](http://atlanticcape.edu/drones)



## GENERAL INFORMATION

### REGISTRATION DEADLINES

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

### FEES

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](mailto: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 [atlantic.edu/directions](http://atlantic.edu/directions) for detailed directions to our Mays Landing, Atlantic City, and Cape May County campuses.

### PROGRAM INFORMATION

- All participants entering programs requiring a 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.
- Age for Workshops: Must be 18 years of age to enroll, or 16 years old if accompanied by another registered adult.

### 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 within 48 hours of the start of class. Students will be responsible for any outstanding balance due. All refunds require the completion of our "refund request form."
- Career Training Programs (exceeding 150 hours): If a student withdraws 48 hours before the start of class, a full refund will be granted. 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 within ten business days of 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 time of registration. Students registering for any class exceeding \$1,000 may inquire about a payment plan. Optional payment plans are made at the discretion of the Business Office and will comply with departmental business practices. Fees apply.
- Agency-Funded Students: Vouchers for tuition provided by job training agencies are accepted for registration. If for any reason a funded or sponsored student withdraws or is terminated from their program of study, the student will be responsible for any unpaid portion of the program cost.
- Financial Aid: Career Training programs over 600 hours may be eligible for federal financial aid assistance. To be considered for tuition assistance from any job training agency, all candidates for these programs must complete a FAFSA application. Any balance due after all tuition assistance and federal grants have been applied are the responsibility of the student and fall under the previously stated payment plan constraints.

## REGISTRATION INFORMATION

### ONLINE

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

### BY PHONE

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

### BY MAIL

Complete the registration form and send 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

### HOURS

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

### QUESTIONS?

Email [workforce@atlanticcape.edu](mailto: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
<p align="center"><b>MAILING ADDRESS</b> Atlantic Cape Community College 5100 Black Horse Pike, Mays Landing, NJ 08330 Attn.: Workshops &amp; Seminars (609) 343-5655</p> <p><b>Make checks payable to: Atlantic Cape Community College</b> Be prepared to show photo ID in class.</p>			<p>TOTAL FEES _____</p>	

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





5100 Black Horse Pike  
Mays Landing, NJ 08330-2699

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

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

- Emergency Medical Responder, page 7
- Certified Medical Administrative Assistant, page 8
- Culinary & Cooking Professional, page 8
- ServSafe Food Handler Certificate, page 9
- ServSafe Food Protection Manager, page 9
- Food & Wine Pairing, page 9
- Spanish Tapas, page 9
- Technical Assistant, page 10
- Flower Arrangement, page 16
- Who Are You Leaving Your Money To, page 16
- Retirement Planning Today, page 16
- BizHub Courses, page 20

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