

## **VII. Profile of Degree Programs**

### **A. Associate in Arts (A.A.)**

The Associate in Arts degree programs are designed for students who wish to continue their education at a four-year college or university, and pursue studies in the humanities or social sciences. This degree is often used as a first step toward an advanced professional degree in areas such as law, social work, public administration, medicine and education. The A.A. degree requires a minimum of 45 credits in general education and a minimum of 18 credits in program courses and electives. Students select an option in consultation with an advisor to insure maximum transfer of credits.

#### Associate in Arts Degree Programs (A.A.) (Liberal Arts Options)

Business Administration  
Child Development/Child Care  
Communication  
Cultural Studies  
Digital Design  
Education  
History  
Humanities  
Literature  
Performing Arts  
Philosophy  
Psychology  
Social Science  
Sociology  
Studio Art

**B. Associate in Science Degree Programs (A.S.)**

The Associate in Science degree (A.S.) is awarded to students who successfully complete programs that emphasize mathematics, the biological or physical sciences, and business programs, intended as pre-baccalaureate work. The A.S. degree requires a minimum of 32 credits in general education and a minimum of 33 credits in program courses and electives. Some programs feature options to ease transfer into specific majors at four-year colleges or to meet more specific career preparation needs.

Associate in Science Degree Programs (A.S.)

Biology Option (Science and Mathematics)  
Business Administration  
Chemistry Option (Science and Mathematics)  
Computer Information Systems  
Corrections Option (Criminal Justice)  
Criminal Justice  
Economics Option (Business Administration)  
General Studies  
Mathematics Option (Science and Mathematics)  
Paralegal Studies  
Social Work

### **C. Associate in Applied Science (A.A.S.)**

The Associate in Applied Science degree (A.A.S.) is awarded to students who successfully complete programs that emphasize preparation in the applied arts and sciences for careers, typically at the technical or semi-professional level. These programs are designed to prepare students for job entry at the completion of the two-year program. Some A.A.S. Programs do have transfer agreements with four-year colleges. While the A.A.S. is designed as a non-transferable degree, the A.A.S. Degree requires a minimum of 20 credits in general education and a minimum of 43 credits in program courses and electives.

#### Associate in Applied Science Degree (A.A.S.)

Accounting  
Accounting Information Systems Option (Accounting)  
Baking and Pastry Option (Culinary Arts)  
Business Administration  
Business Management Option (Technical Studies)  
Computer Programming  
Computer Systems Support  
Culinary Arts  
Database Design and Development Option (Computer Programming)  
Food Service Management  
Hospitality Management  
Microsoft Certified Systems Engineer Option (Technical Studies)  
Nursing  
Office Systems Technology  
Paralegal Studies  
Respiratory Therapy  
Technical Studies  
Web Technologies Option (Computer Systems Support)

### **D. Professional Series Program**

ACCC's Professional Series are groups of selected courses in related subject areas which provide students with entry-level skills for specific jobs. Each series can be taken on a part-time basis, with many courses being offered online. Students can complete many of the series in less than a year; others have certain sequence courses, which may take longer. Students begin and end a series at their own pace. Upon completion of a series, students receive a letter of recognition from the College. All credits earned may be applied towards an associate degree in one of ACCC's degree programs.

#### Professional Series Programs

Accounting Specialist  
Addiction Counseling Specialist  
Aesthetics Series  
Baking and Pastry Specialization  
Bilingual Office Assistant Specialist  
Catering Specialization  
Child Development Associate (CDA)  
Civics Series  
Computerized Accounting Specialist  
Educational Office Specialist  
Electronic Business Professional  
Entrepreneur Business Specialist  
Food Service Management Specialization  
Help Desk Specialist  
Hospitality Marketing Specialist  
Hot Food Specialization  
Human Resources Professional  
Legal Office Specialist  
Literary Enrichment Series  
Medical Office Specialist  
Microsoft Office Specialist  
Multimedia Specialist  
Office Assistant Specialist  
Office Automation Specialist  
Office Professional Specialist  
Office Receptionist Specialist  
PC Specialist  
Records and Information Management Specialist  
Small Business Management Specialist  
Visual Communications Series  
Web Design Professional Series  
Web Development Professional Series

## **E. Continuing Education**

Atlantic Cape Community College provides a wide range of educational and training programs to meet the needs of individuals and businesses in the Atlantic/Cape May region. For those new to the workforce or looking to enhance personal skills, the College provides learning opportunities to students at many sites throughout the two counties. Partnerships with local business and industry ensure that both the companies' need for skilled workers and the individual's need to increase skills is met.

Continuing education programs and collaborations include:

### Career Training Certificate Programs

Career Training Certificate Programs prepare students for entry-level positions in a wide range of subjects and career options. These programs are designed to help you obtain the skills required to begin a new career in a few months. Experienced teachers utilizing modern, state-of-the-art equipment provide you with a well-rounded curriculum designed to make you successful in your new career.

### Casino Career Institute

The Casino Career Institute, located at 1535 Bacharach Boulevard in Atlantic City, provides services to the people and gaming industry of Atlantic County. It has been approved by the N.J. Department of Higher Education and licensed by the N.J. Casino Control Commission.

Thirty years ago Atlantic Cape Community College founded the Casino Career Institute (CCI) in response to the advent of gaming in the state of New Jersey. This resulted in CCI becoming the first gaming school in the nation affiliated with a fully accredited community college. Since that time, CCI prepared more than 50,000 people for positions in slot technology, surveillance, security, and table games and created successful customized training programs for incumbent workers in the industry. CCI obtained the second license (after Resorts) issued by the New Jersey Casino Control Commission and has retained excellent standing before the Commission for more than a quarter century.

CCI graduates are recognized and employed around the world at all levels in the industry. Our instructors are recognized experts in the field and provide leading edge training supported by a high quality and effective curriculum. CCI works closely with professionals in the industry to craft customized training and consulting services to meet employer and worker needs. CCI has become a recognized educational leader that has developed formal partnerships with other educational institutions and government agencies around the world.

### Institute for Service Excellence opened in March 2007

The Institute for Service Excellence is an ACCC partnership with the New Jersey Department of Labor and Workforce Development, the Atlantic Cape May WIB, the National Retail Federation, the Casino Reinvestment Development Authority, and Kravco-Simon Development Company. The Institute works closely with area employers for job placement services. The Institute is located at 4403 Black Horse Pike on the

second floor in the Hamilton Mall and trains workers for the high-growth hospitality and emerging retail industries. The Institute includes two classrooms, a computer lab, conference room, resource room and offices. The Institute provides low cost and no cost ESL and retail, sales and service training to unemployed and underemployed individuals and workers seeking to advance their skills. The Institute is a licensed testing site for the National Certification in Customer Service.

#### Adult Basic Skills/Literacy

The program delivers educational services for adults who lack the basic skills necessary for literate functioning, productive employment, effective parenting and citizenship. Courses include Adult Basic Education, GED Preparation and English as a Second Language integrated with Civics Education.

#### New Health Professions Institute Facility to Open in Early 2008

A Health Professions Institute, now under construction and scheduled to open in early 2008, will occupy approximately 5,600 square feet on the first floor of the Worthington Atlantic City Campus. The Institute will include a science lab, lecture classrooms and a computer center. Students will receive comprehensive allied and auxiliary health training for a number of health care careers, such as Surgical Technician, Certified Nurse Aide, Medical Terminology, Phlebotomy, Clinical Medical Assistant and Medical Administrative Office Specialist.

The Institute is funded by a \$1.2 million capital grant from the U.S. Department of Commerce and \$1.8 million in state and Atlantic County funds. The project is also backed by the Atlantic Cape May WIB Healthcare Partnerships and executives in the healthcare industry.

The creation of the Health Professions Institute comes in response to the growing demand for skilled healthcare workers in the region. By 2010, there will be 98,700 new healthcare jobs created in New Jersey, according to the N.J. Department of Labor and Workforce Development. Nearly 10 percent of all workers in Atlantic and Cape May counties will be employed in the healthcare sector. The Health Professions Institute will improve opportunities for individuals to acquire skills for these demand occupations with high wage potential, benefits and career mobility. The programs prepare students for the necessary certification exams and/or entry-level positions in their selected field.

#### Training Services for Business

ACCC's Office of Corporate Training can deliver training programs and targeted consulting to businesses and organizations in Atlantic and Cape May counties, and help employers meet the demands of an increasingly challenging and competitive market. Any professional development course or computer workshop offered by ACCC can be customized to an organization's specifications. The Office of Corporate Training also provides comprehensive needs assessments and assistance with customized training applications to the N.J. Department of Labor and Workforce Development.

### Professional Development and Personal Enrichment

ACCC provides courses to meet the educational training and personal and professional development needs of Atlantic and Cape May county residents. Community education programs offer a wide-range of workshops and seminars to help professionals enhance their skills or learn new ones. Personal enrichment classes are offered; from learning the latest dance moves to buying a computer or learning the latest software applications. Classes are offered evenings and weekends at all three college sites and at various locations throughout Atlantic and Cape May counties.

### TECH Prep Program

The Tech Prep program is designed to provide students continuity of learning and educational opportunities. It combines secondary and post-secondary education programs, through a formal articulation agreement, providing a program of studies leading to an associate degree. In addition, it focuses on the design of a strong academic and technical secondary program preparing high school students to continue their education at a two-year college. The procedure to be followed and the criteria for eligibility have been established and agreed upon by the participating schools.

The ACCC policy requires that high school students complete assigned course work at a designated mastery level. The courses will be applied to the specific degree program in which they were articulated. The credits are applied to the student's transcript immediately upon matriculation to the degree program. Programs in which courses have been articulated are: Accounting, Allied Health, Child Development/Child Care, Computer Information Systems, Criminal Justice, Culinary Arts, Hospitality Management, and Office Systems Technology.

### Regional ACCC Collaborations

- 2002-2007 The Borgata – **Atlantic City Jobs and Opportunities Program**, job readiness and literacy instruction
- 2005–present: **Institute for Service Excellence** with NRF, Kravco-Simon, Atlantic Cape May WIB, NJ DOL and Workforce Development, CRDA, employer partners (Macys, Target, Ecolab, among many others)
- 2004 Retail Industry Potential Worker Training for 288 new workers including English as a Second Language Job Readiness and Sales/Customer Service training
- 2003-2006 **Robert Wood Johnson New Jersey Health Initiative** 3-year planning grant to enhance workforce supply of registered nurses.
- 2003-2004 - **US DOL Bi-lingual Culinary** training program collaboration with Nevada Partners, Las Vegas. Training incumbent workers to move up the career ladder
- 2001-2003 **S J HOPE** –Trained and placed over 900 new workers in the hospitality industry, trained more than 1,300 incumbent workers in career ladder programs, established an employer-based technology center at Caesars Atlantic City.
- 2001 **Atlantic City Partners** –US DOL grant to build regional industry-wide collaboration for recruitment and placement in the hospitality industry.

- 1998-2001 **Atlantic City First** – 1,000 potential workers trained and placed in the area’s hospitality industry.
- 1992-present, **Casino Consortium** – More than 30,000 incumbent workers trained in Hospitality Industry alone.

Global Collaborations (Casino Career Institute)

- Jamaica Gaming, Betting & Lotteries Commission – Train the Trainer
- St. Claire College, Ontario – Train the Trainer, curriculum purchase
- Blackpool & The Fylde College, UK – Advisory and consulting services
- Macao Tourism & Casino Career Centre, China – Train the Trainer, Curriculum Lease, Joint Certificates, On-Line courses