

Cape May County Technical School District



Adult & Community Education Division Fall 2020 Course Guide



Career/Vocational/Technical Courses Evening/Continuing Classes



188 Crest Haven Road, Cape May Court House NJ 08210

609-380-0241

www.capemaytech.com

Cape May County Technical Schools Celebrating Over 100 Years

The Cape May County Technical School was instituted in 1915 by the Cape May County Board of Chosen Freeholders and is today situated on an 84-acre campus in the Northern section of the Crest Haven Complex (Middle Township) which is easily accessible from Exit 11 off the Garden State Parkway.

The Cape May County Technical School presently consists of one main building which includes the Tozour (100) Building, the Scrivani (200) Building and the Toft (300) Building, as well as auxiliary buildings that include a greenhouse, the Broadley Administration Building, and waterfront facilities on the sound. Also, baseball, softball and soccer fields have been established on the campus.

The district's educational schools include a full-time Career Technical high school, shared-time career high school programs, evening adult high school programs to complete a diploma, adult post secondary full time programs, adult basic education with High School Equivalency (HSE) test preparation, English as a Second Language, HSE Testing, Summer Enrichment programs for Youth, lab school for preschoolers, and Adult Evening Continuing Education.

The district is ready to serve the educational technical needs of the community well into the 21st century.

The Cape May County Technical School District shall provide equal and bias-free access for all students to all school facilities, courses, programs, activities and services and give them maximum opportunity to achieve their potential regardless of race, creed, color, national origin, ancestry, age, sex, gender identity or expression, affectional or sexual orientation, marital status, liability for service in the Armed Forces of the United States, nationality, place of residence with the district, socioeconomic status, disability or pregnancy. Enforcement of other district affirmative action/equity policies (2224, 4111.1, 4211.1 and 6121) contribute to this legally required equality of educational opportunity.

Programs and activities are operated in compliance with Title VI of the Civil Rights Act of 1964 (Title VI, 100.4), Title IX of the Education Amendments of 1972 (Title IX, 106.4), Section 504 of the Rehabilitation Act of 1973 (Section 504, 104.5), Family Educational Rights and Privacy Act (FERPA) for Elementary and Secondary Schools, and Protection of Pupil Rights Amendment (PPRA).

Cape May County Board of Chosen Freeholders	Cape May County Technical School District Board of Education	Cape May County Technical School District Administration
<i>Freeholder Director</i> Gerald M. Thornton	<i>Board President</i> Mr. Alan Gould	<i>Superintendent</i> Dr. Nancy M. Hudanich
<i>Freeholder Vice Director</i> Leonard C. Desiderio	<i>Board Vice-President</i> Ms. Jane Elwell	<i>Director of Curriculum & Instruction and Adult & Community Education</i> Ms. Nancy Wheeler Driscoll
<i>Freeholder</i> E. Marie Hayes	<i>Board Members</i> Mr. Robert L. Boyd Mr. Christopher Kobik Mr. Kenneth Merson Ms. Nancy Ramundo	<i>Principal High School and Adult High School</i> Mr. Steven Vitiello
<i>Freeholder</i> Will Morey	<i>Interim Executive County Superintendent</i> Dr. Judith DeStefano-Anen	<i>Supervisor of Adult & Community Education and Grant Coordinator</i> Ms. Susan Jurusz
<i>Freeholder</i> Jeffrey L. Pierson	<i>Board Secretary/ Business Administrator</i> Ms. Paula Smith	<i>Administrative Assistant</i> Miss Alicia Arnold

EDUCATION THAT WORKS!

List of Community Education Classes by Night

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CPR/AED Pediatric Initial Certification	4
CPR/AED Adult & Pediatric Recertification	4
ServSafe Sanitation Initial Certification (& Mon.)	4

Semester Calendar

October

Mon.	Wed.
5	7
XX	14
19	21
26	28

November

Mon.	Wed.
2	4
9	11
16	18
23	XX
30	

No classes: October 12, November 25
 Some classes may begin or end on different dates.
 Please refer to the specific course description.

Special Notice:

- ◆ If, in the last two weeks, you have experienced symptoms of COVID-19, lost your sense of smell or taste, traveled to a state or country with high COVID-19 risk, or have been exposed to anyone with COVID-19 or flu-like symptoms, please do not enter the buildings.
- ◆ All students/visitors should wear face coverings and practice social distancing while in the school buildings.

Did you know?

The Cape May County Technical School District serves all ages & stages!

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Post Secondary Certification	5
For adults, age 18 and above with a high school diploma seeking career technical credentials in a full-time program.	
Adult Basic Education	7
Adult Basic Education classes to prepare students to take the High School Equivalency, the TEAS exam, and/or to raise their scores for entrance into Post-Secondary programs.	
ESL Preparation	7
Programs to prepare ESL students for the demanding workplace. Classes focus on speaking, listening, reading and writing, as well as earning an industry credential.	
High School Equivalency Testing	7
Career Technical High School	6
A full-time career focused public school of choice.	
Summertime Adventures for Kids	6
For youth ages 9 to 14 years	
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Visit www.capemaytech.com for more online information including:
 Adult High School Diploma
 Lab School for Preschoolers

See Registration Information
on the Back Cover

Certification - Part Time

BOATER'S SAFETY CERTIFICATION

Earn your New Jersey Boater's Safety Certificate through this State approved, four night course. Students will learn the parts of a vessel, what to do before going out in your boat, safety procedures of operating a boat, legal requirements, and how to handle boating emergencies. All lessons will be reinforced with review worksheets and various hands-on activities that will prepare students for the examination. Students must meet the required 8 hours of instruction, and must achieve a passing score on the test to earn their New Jersey Boater's Safety Certification. Participant's Manual is recommended and available for purchase in the Evening School Office the first night of class for \$3.00 each (exact change, please).

Instructor: Hanna Toft Tozour Building Room 109
Monday & Wednesday 6:00pm-9:00pm 4 sessions
Fee: \$60.00 10/19, 10/21, 10/26 & 10/28/20

COMMERCIAL DRONE PILOT CERTIFICATION EXAM PREP

To fly a drone you must obtain a Remote Pilot Certificate from the Federal Aviation Administration (FAA) under the Small UAS Rule (Part 107). This course will provide detailed information on regulations, operating requirements and safety procedures as well as hands-on experience to help you prepare for the exam. Please note, the certification examination is independently scheduled and taken by the student at an off campus testing site approved by the FAA. The instructor is an experienced Certificated Commercial Drone Pilot.

Instructor: Michael Palombo Tozour Building Room 138
Wednesday 6:00pm – 8:30pm 7 sessions
FEE: \$87.50 Class starts 10/7/20

CPR/AED ADULT INITIAL CERTIFICATION

This American Red Cross course is designed to train individuals to act in emergency situations and to recognize and care for life threatening adult emergencies. Students will have the opportunity to practice on the training manikin and the test for certification will be administered the same night.

Instructor: Sandra Pickens Tozour Building Room 107
Wednesday 6:00pm-9:00pm 1 session
FEE: \$15.00 + \$22.00 (certification fee) 10/7/20

CPR/AED PEDIATRIC INITIAL CERTIFICATION

This American Red Cross course is designed to train individuals to act in emergency situations and to recognize and care for life threatening child and infant emergencies. Students will have the opportunity to practice on the training manikin and the test for certification will be administered the same night.

Instructor: Sandra Pickens Tozour Building Room 107
Wednesday 6:00pm-9:00pm 1 session
FEE: \$15.00 + \$22.00 (certification fee) 10/14/20

CPR/AED ADULT & PEDIATRIC RECERTIFICATION

This American Red Cross course is for individuals previously certified in Adult and/or Pediatric CPR/AED and would like to renew the two-year certification.

Instructor: Sandra Pickens Tozour Building Room 107
Wednesday 6:00pm-9:00pm 1 session
FEE: \$15.00 + \$22.00 (certification fee) 10/21/20

SERVSAFE SANITATION

SERVSAFE SANITATION INITIAL CERTIFICATION

The State of New Jersey mandates one person on premises of a food service establishment must have sanitation certification. ServSafe leads the way in providing the restaurant and food service industry with an up-to-date, comprehensive food safety training and certification program. This certification course culminates with the participants taking the ServSafe examination on the last night of class. Participants with a passing grade will receive the nationally recognized ServSafe certification valid for five years. Who should take this course? Restaurant owners, managers, chefs, cooks, servers or anyone working in the food service industry. The textbook is mandatory and purchased independently by the student. The textbook title is ServSafe Coursebook, 7th Edition with answer sheet, ISBN 978-1-58280-334-0. All classes are held on Wednesday evenings except November 16 (Monday). Note: November 16 class is exam review night, 4-8pm.

Instructor: Chef David Masterson Toft Building Room 338A
Wednesday 4:00pm-7:00pm 8 sessions
Fee: \$125.00 ++ Class starts 10/7/20

SERVSAFE SANITATION RECERTIFICATION

This ServSafe certification course is for individuals previously certified through ServSafe and wish to renew their certification for an additional five years. The course consists of one test prep review evening and taking the examination on the second night. At the time of registration, students are required to pay for the recertification examination. Due to the ordering process for the examination materials, the registration deadline is October 23, 2020.

Instructor: Chef David Masterson Toft Building Room 338A
Mon. 4:00pm-8:00pm & Wed. 4:00pm-7:00pm 2 sessions
Fee: \$35.00 + \$35.00 (exam fee) 11/16 & 11/18/2020



Technical Skills

AUTO REPAIR LAB

This class is for students who have basic knowledge of automotive repair and would like to complete minor repairs on their own vehicle under the guidance of a professional ASE (Automotive Service Excellence) certified instructor. All repairs must be approved by the instructor. On the first night of class a shop/equipment orientation will occur along with a discussion of potential student projects. All parts are supplied by the student and all vehicles must be removed from the premises after each night of class, no exceptions.

Instructor: Staff
Wednesday 6:00pm-9:00pm
Fee: \$105.00++(S)

Tozour Building Room 110
7 sessions
Class starts 10/7/20

ELECTRICAL HOUSE WIRING

Students will be introduced to the theory of electrical house wiring by applying the technical knowledge presented in the classroom and opportunity for hands-on experience. Electrical theory codes, standards, outlet connections, circuits and metallic and non-metallic cables will be included. This course covers the basics of electrical house wiring for the homeowner.

Instructor: Mike Mills
Monday 6:00pm-9:00pm
Fee: \$120.00 + \$15.00 supply fee (S)

Toft Building Room 330
8 sessions
Class starts 10/5/20

OUTBOARD MOTOR MAINTENANCE & REPAIR

This course is for the boater who wants to know more about their engine. Theory and practical hands-on instruction in the operation, maintenance and troubleshooting of two and four-stroke outboard motors and drive trains will be featured. Students will be invited to bring in their own outboard motor later in the semester for servicing or repair. All parts are purchased independently by the student.

Instructor: Steve Schall
Monday 5:30pm-8:00pm
Fee: \$100.00++(S)

Tozour Building Room 166
8 sessions
Class starts 10/5/20



or check or money order accepted

Post Secondary Programs for Licensing/Certification

Cosmetology

This course is specifically designed to prepare graduates for licensing requirements established by the New Jersey State Board of Cosmetology/Hairstyling. Students are required to complete 1000 productive hours of training as part of the course requirements which include theory and practical application.

The Cosmetology program is fully accredited by the New Jersey State Board of Cosmetology. The Cosmetology program is a full-time 10-month program in session September to June, Monday through Thursday, 1:30 pm - 9:30 pm.

Practical Nursing

The Practical Nursing program will provide a curriculum based on the holistic concept of patient care and will provide the students with the necessary knowledge to meet the requirements for licensing in the field of nursing. The course prepares students to function as members of the health care team to recognize and meet the needs of people in their care.

This course is approved by the New Jersey Board of Nursing and the New Jersey Department of Education, and consists of both classroom and clinical experiences.

Dental Assisting

The Dental Assisting program at the Cape May County Technical School prepares the student to meet requirements to become a Certified Dental Assistant (CDA). Successful graduates also qualify for the NJ Registered Dental Assistant (RDA) and Limited Radiologic Technologist—Dental LRT-(D) credentials.

The Dental Assisting program is fully accredited by the American Dental Association Commission on Dental Accreditation (ADA-CODA), approved by the Department of Environmental Protection (DEP) Bureau of X-ray Compliance and approved by the New Jersey State Board of Dentistry.

Welding

New Welding course available! Class starts Monday, October 26 and is in session on Monday, Tuesday and Wednesday from 3pm to 5pm and Thursday from 3pm to 6pm. Call 609-380-0241 for admission information today! This course is aligned with the objectives and curriculum of the American Welding Society. Upon completion, the student will be AWS 1G certified and able to produce welds to Bridge, Highway and AWS D1.1 Structural Codes. Classroom theory includes a review of materials, the cross matching of welding filler material to metals that will be welded, blueprint reading and math for welders. The curriculum includes practical application and practice.

For more information about Post Secondary Programs for adults who have completed high school, contact us at (609) 380-0243

Youth Programs and High School Education



Cape May County Technical High School:
*from Culinary Arts to Calculus,
from English to Engineering...
and so much more!*

Cape Tech is a career focused public school of choice offering college and career readiness in high school.

**Want to schedule a tour?
Want more information?**
Call our admissions office
609-380-0200 ext. 691
or visit our website:
www.capemaytech.com

Why choose Cape Tech?

- Career Technical Training
- Industry Credentials
- Rigorous Academics and Electives
- College Credits in High School
- State of the Art Technical and Science Facilities
- Student Life with Sports, Clubs, Activities and more

Summertime Adventures For Kids

July 2021 *Fun for Ages 9 to 14*

sponsored by the Cape May County Technical Schools

Summertime Adventures for Kids youth program is a “hands-on” summer experience for young people ages nine to fourteen.

Class offerings have been designed to share exciting, creative, enjoyable, and educational experiences in the following interest areas: arts/crafts, engineering, food, games, law/public safety, marine, and video production.

Cape May County Technical School District approved teachers will staff and administer all programs.

All classes are held at the Cape May County Technical School District, 188 Crest Haven Road, Cape May Court House, New Jersey.

More specific information on class offerings will be available in May 2021.

Open House: November 17, 2020 6pm - 8pm

★Tours

★Demonstrations

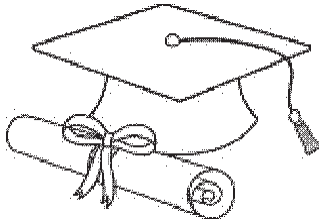
★Displays

Follow our website for updates.

www.capemaytech.com

Free Classes Adult Basic Education (ABE) High School Equivalency (HSE) Preparation

Our school offers free Adult Basic Education classes to prepare students to take their HSE and/or to raise pre-admission test scores for entrance into Post-Secondary programs.



Where: Cape May County Technical School, Room 155
Days: Mon, Tue, Wed, Thu
Times: 6:00 PM-9:00 PM

*Additional classes offered in other locations around the county.
Please contact Elizabeth Satterfield for more information
at 609-380-0200 ext 644 or esatterfield@capemaytech.com



High School Equivalency (HSE) Testing Center Dates

- Wednesday, September 16, 2020
- Thursday, September 24, 2020
- Monday, September 28, 2020
- Wednesday, October 7, 2020
- Wednesday, October 14, 2020
- Monday, October 26, 2020

Testers arrive at 3:45 PM and testing concludes no later than 9:00 PM
Register at: <https://capemaytech.com> under the Adult Education Link
Testing fees are required and paid on site the day of the exam. Please refer to our website for cost and updated testing information. Testing dates are subject to change.

FREE! English as a Second Language Classes Call for Information

For more information or to reserve a seat in any of these programs, please contact:
Elizabeth Satterfield at (609) 380-0200 ext. 644 or esatterfield@capemaytech.com

Registration Procedures for Part-Time Evening Community Education Classes

General Information

- Registration opens to the public beginning on Wednesday, September 16, 2020, for all methods of registration until the first night of class.
- Registrations will be processed in the order which they are received via on-line, or in-person.
- You may contact the evening school office to see if there is space available in the class you desire. Please call (609) 380-0241 during regular business hours.
- The total course fee must be paid in full at the time of registration.
- The Cape May County Technical School reserves the right to limit registration for courses, to discontinue courses for which there is insufficient registration and to change times, locations and/or instructors.
- Class sizes are determined by the nature of the class and space. If a class is full, it will be closed and a waiting list will be generated for the semester.
- Senior citizens age 60+ receive a discount for all non-credential/licensing courses. The discount is 50% off the registration fee. Other supply fees remain full price. ID will be requested.
- We cannot process cash at registration, so please be prepared with debit/credit card (for online or in-person) or check/money order (for in-person).

Ways to Register:

Online Registration: www.capemaytech.com

- Online registration opens Wednesday, September 16, 2020
- Have your course selection information ready
- Each course is registered for separately
- Payment is due online by credit/debit at time of registration (VISA, Mastercard or Discover)
- Senior Citizen discount code for online registration is provided
- Registrations may be accepted up through the first night of class providing seating is available

In-person Registration

- Registrations will be accepted Monday through Thursday excluding holidays, in the Adult Education Office according to the following schedule:
Monday through Thursday, September 16, 2020 to first night of class: 12:00 noon to 7:00pm.
- Address for entrance is: 188 Crest Haven Road
Cape May Court House NJ 08210
- Park in Lot C, Tozour Building ONLY
- Access is controlled and you will be required to enter via intercom security screening. Face coverings and social distancing required.
- Payment by check/money order or credit/debit only (NO cash can be processed)

Need a gift for a special occasion? Consider registering someone in an evening community education course. Give the gift of learning!

Gift certificates available.

Contact the office at
609-380-0241.

Symbol Key

(+) Course Supply Fee —

A general course supply fee may be charged in courses in which consumable school supplies are used in the instructional/ learning process. All listed general course supply fees must be paid along with the course fee at the time of registration. These courses will be identified in the brochure with a plus sign (+) next to the course fee and the identified supply fee listed.

(++) Course Supplies need to be purchased —

Some courses require supplies to be used in class which cannot be effectively included in a general supply fee due to the nature of individual appeal for projects. These courses will be identified in the brochure with a double plus sign (++) next to the course fee. Instructors will provide students with the names of suggested vendors who may stock the necessary supplies.

(S) Safety —

Persons taking a class where tools, power machines, toxic fumes or flammable liquids are being used must wear proper safety clothing, breathing devices and approved eye protection as directed by the instructor, at all times in the shop area. Classes that require safety agreements will be identified in the brochure with an (S) and students are required to sign a safety agreement prior to participation.



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