

Spring 2010

Second Semester Course Offerings

NEW

You now have the opportunity to earn an ACIT Technician Certificate in the areas of Building Trades, Medical Science, Welding and Automotive. When you complete all of the required courses in one of those four areas, you will receive the ACIT Technician Certificate, indicating that you have mastered the skills in that course of study.

The courses that you need to complete in each area are indicated by an * in front of the courses.

BUILDING TRADES

***BT002**

Basic Home Repair

Are you tired of no one returning your calls? Is a repair at your home too small to receive any attention? Is there something about your home you want to change? With this class you can take on those small projects/improvements that no one wants to, and learn how to tackle small repairs before they get worse. The class will consist of verbal information/instruction, with hands on projects. Topics will include but are not limited to: Work Safety Practices, Tool identification and usage, Drywall (patching and spackling), Windows/Doors, Caulking (interior/exterior), Tile/Grout, Masonry, Minor Plumbing, Minor Electric, Minor Carpentry (framing/finish), Roofing/Siding, Flooring, Painting, Kitchen and Bath repairs. Have a question about something not listed? Bring it to class and let's see if we can fix it together. 12 weeks. No book. Material Fee \$10.00.

Class starting on Feb. 10, 2010.

Wednesday

\$225

7-10 pm

***BT003 Basic Carpentry**

Do you like working with your hands? Do you have an interest in the building trade? Maybe you just want to do some work around your home. The class will consist of verbal information/instruction, with hands on projects. The class will cover areas such as, but not limited to: Tools identification and usage, Building Materials, Building Terminology, Framing of (floors, walls, stairs, roofs, window openings, door openings), Layout Design

and theory, Insulation, Basic Exterior and Interior Finish Work, and Work Safety Practices. This class requires a Textbook to aid with class projects. 12 weeks. Book price \$82.00. Material Fee \$10.00. **Class starting on Feb. 08, 2010.**

Monday \$225 7-10 pm

BT 014 Finish Carpentry

This class takes a more in depth approach to Finish Carpentry than what is covered within the Basic Carpentry class. The class will consist of verbal information/instruction, with hands on projects. The class will cover areas such as, but not limited to: Work Safety Practices, Tool identification and usage, Finish Materials, Finish Terminology, Trimming of Doors, Trimming of Windows, Crown Molding, Wainscoting, Base trim, Installation of Doors and Windows, Cabinet Installation, and Finish Flooring Installation (examples: wood, laminate.) This class requires a Textbook to aid with class projects. 12 weeks. Book price \$82.00. Material Fee \$10.00. **Class starting on Feb. 09, 2010**

Tuesday \$225 7-10 pm

***BT004 Basic Blueprint Reading-Residential Construction Part 1**

This course covers the basic fundamentals of reading and interpreting construction design drawings and the basic techniques of developing a construction estimate from design drawings. 12 weeks. Book price \$47.00. Material Fee \$10.00. **Class starting on Feb. 09, 2010**

Tuesday \$225 7-10 pm

***BT034 Electrical Trades 202 13 weeks**

Second semester of a two-semester course. Basic Training in appliance circuits, advanced branch circuit wiring, special purpose applications, National Electrical Code, Hands on wiring. 13 weeks. Book Price \$72.00. Material Fee \$10.00. **Pre-requisite Electricity I. Class starting on Feb. 08, 2010.**

Monday/Wednesday \$325 7-10 pm

***BT016 Air Conditioning /Refrigeration II**

Second semester of a two semester course. Learn the fundamentals of air conditioning and refrigeration systems and their components. Theory and hands-on practice will be included. 13 weeks. No book. Material Fee \$10.00. **Class Starting on Sec. 'A' Feb. 08, 2009 /Sec. 'B' Feb. 09, 2010**

Section "A" Monday/Wednesday \$325 7-10 pm **Feb. 08, 2010**

Section "B" Tuesday/Thursday \$325 7-10 pm **Feb. 09, 2010**

***BT011 Plumbing II**

Second semester of a two-semester course. Continuation of repairs, installation and maintenance of piping, fixtures and fittings. Theory and hands-on practice will be included. 12 weeks. No Book. Material Fee \$10.00. **Class starting on Feb. 08, 2010**

Mon/Wed \$325.00 7-10 pm

Energy Technology

***ET001 Solar and Wind**

Basic (photovoltaic) Solar panel energy technology and installation. Wind turbine energy and installation with how to evaluate and optimize the performance of you building systems. 13 weeks. No book. Material fee \$10. **Class starting on Feb. 09, 2009**

Tuesday \$275 7-10 pm

WELDING TECHNOLOGY

***WT012 Welding, Basic**

Basic techniques of oxyacetylene and arc welding. Hands-on projects included. Materials fee \$100. 12 weeks. No Book. **Class Starting on Feb. 09, 2010**

Tuesday \$225 7-10 pm

***WT013 Welding, Intermediate**

Prerequisite: Basic Welding. Continuation of Shielded Metal Arc Welding and Gas Metal Arc Welding (MIG). Introduction to Tungsten Inert Gas Welding (TIG). Welding of aluminum included. Materials fee \$100. **Pre-requisite Basic Welding.** 12 weeks. No Book. **Class starting on Feb. 08, 2010**

Monday \$225 7-10 pm

COMPUTER TECHNOLOGY

CT001 Introduction to Personal Computer Operations

This course is designed for those with little or no knowledge of computer usage. The students will be introduced to the fundamentals of using Windows XP which includes the use of a mouse, windows icons, and the use of windows explorer, menus, and various other windows operations. Also included is the learning of the basic components of a personal computer, terminology, and the basic computer software types and their uses. The class combines lecture with hands-on activities with the use of a textbook.

Introduction to the use of the Internet is also provided to give the student an understanding of the working of the Internet, how to get there, what is available, its use for business and research, and precautions to take for children. 12 weeks. Book price \$81.00 Material Fee \$10.00. **Class starting on Feb. 08, 2010**

Monday \$200 7-10 pm

CT002 Introduction to Microsoft Office Suite I 2003-Word, Excel, Power Point and Access for Beginners Only

Start with some Windows knowledge and work your way up to learning the fundamentals of this powerful application designed for word processing, spreadsheets and presentation. Learn how the application shares its files and integrates your work. Learn to open, create, and save. This course will open doors to make you feel confident in this new world.

Prerequisite: Students must have working knowledge of computer operations. 12 weeks. Book price \$81. Material Fee \$10.00. **Class starting on Feb 11, 2010.**

Thursday \$200 6-9 pm

CT003 Introduction to e-Bay

This class is designed for beginners who want to learn how to sell their unwanted items or start an online business (antiques, collectibles or just “stuff”) on eBay. Learn how to list, price and ship, and manage the items appropriately. Learn how to search for and buy items on the world’s largest auction, eBay. You will also learn how to set up an account. Strategies and techniques for being successful will be discussed. Some internet and e-mail experience is recommended. 6 weeks. Book price \$20.00. Material Fee \$10.00.

Class starting on Feb. 10, 2010 and ending on March 17, 2010.

Wednesday \$125 7-10 pm

CT007 Microsoft in a Nutshell

This is an intermediate class and is designed to give further understanding of computer operation hardware and software. The class curriculum will be concentrated on understanding software operation and maintenance. Upgrading, downloading, internet and network information, also understanding digital input, pod casting, blogging, search tools and methods. The students are required to have prior basic introduction to Microsoft Office or an equivalent basic computer class. All the information and materials will be provided by the instructor in class. 12 weeks. No book. Material fee \$20.00. **Class starts on Feb. 09, 2010**

Tuesday \$200 6-9 pm

ENGINE MAINTENANCE

***EM001 Basic Automotive Maintenance and Repair**

This is an introduction to the basic principals of gasoline engines. We will cover basic engine maintenance to include oil change, tune-ups, and air and fuel systems. Brake checks and repair, check engine lights and other minor maintenance and repair will be discussed. Students will supply own material. 12 weeks. No Book. Material Fee \$10.00.

Class starting Feb. 10, 2010.

Wednesday \$225 6-10 pm

***EM005 Auto Body Repair I**

This course will cover how to fix minor dents and body repair as well as minor refinishing preparation and detailing (for beginners). **Students must supply own materials.** 12 weeks. **Class starting on Feb. 08, 2010.**

Monday \$225 6-10 pm

***EM006 Auto Body Repair II**

Includes bodywork, maintenance and repair to vintage automobiles. Hands-on activities are included. **Students must supply own materials.** 12 weeks. **Class starting Feb. 09, 2010.**

Tuesday \$225 6-10 pm

***EM009 Basic Small Engine Tune Up and Repair**

The goal of this class is to have the students become familiar with basic functions and safety of small engines including lawn mowers, riding tractors, weed trimmers, chain saws, and blowers. Students will learn to extend the life of equipment through basic maintenance and care to include proper lubrication techniques and sharpening of blades and chains. Students will learn how to perform tune ups and where and how to order

correct parts. Basic repairs such as, fuel problems, ignition problems, and deck problems will be covered in class. Students are encouraged but, not required, to bring projects and basic hand tools from home. 12 weeks. Material Fee \$10.00. No Book. **Class starting on Feb. 08, 2010**

Monday \$225 6-10 pm

***EM023 Advance Automotive Engine Performance**

This course is designed for the student who already has a working knowledge of the basic automobile systems, and would like to advance in their career. This course covers the latest electronic systems currently found on the most new automobiles and light trucks. This course will also help prepare students for successful completion of Automobile Service Excellence (ASE) testing in Engine Performance (A-8) and Advanced Automobile Engine Performance (L-1).

- The course will cover theory, operation and diagnosis in the following areas:
Second Generation ON-Board Diagnostics (OBD-II), Fuel Injection, and Distributor less Ignition Systems
- 5 Gas Emission Diagnosis
- Emissions Systems
- Computer/Module Reprogramming
- Use of Scan Tools
- Use of Lab Scopes

The course will be a 50/50 mix of classroom theory and practical hands-on shop application. All needed equipment is provided, however students may bring their own scan tools to use if desired. 15 weeks. Book Price \$100. Material Fee \$10.00. **Class starting on Feb. 10, 2010**

Wednesday / Thursday \$375. 6-10 pm

***EM022 Automotive Technology and Service II**

Second semester of two-semester course. This class is designed for the beginner who is seeking employment as an entry-level Automotive Service Technician. This course will prepare the student in the basic areas of competence expected of a new service technician. It will also introduce and prepare students for ASE certification in several specialty areas. Students will supply own material. 15 weeks. No Book if purchased 1st semester. Book Price \$100.00. Material Fee \$10.00. **Class starting Feb. 08, 2010**

Monday / Tuesday \$375 6-10 pm

HEALTH OCCUPATIONS

***HO004 Medical Terminology**

This course offers a basic introduction to medical terminology for persons entering a career in the health field. Includes terms, word structure, analysis, abbreviations, and symbols. 15 weeks. Book price \$94. Material Fee \$10.00. **Class starting Feb 08, 2010**

Monday \$250 6-10 pm

sterilization procedures, environmental asepsis and maintaining aseptic condition, prevent cross contamination and transmission, patient health care education and occupational safety. 11 weeks. No book. Material Fee \$10.00. **Class starting Feb. 10, 2010**

Wednesday \$225 6:30 – 9:30 pm

HO025 Dental Radiology Course

This course is designed to prepare working dental assistants for the New Jersey Dental X-ray Examination and is approved by the New Jersey Bureau of Radiological Health. Course content includes exposure and evaluation of radiographs, film processing and mounting, radiation protection and safety, nature and properties of x-rays, quality assurance and much more. Students will also participate in lab experiences and must complete 30 hours of clinical radiology on patients. Any questions call Gabriele Coslop (609) 625-2249 ext 1316, between the hours of 8:00 am to 3:00 pm. 12 weeks. Book price \$65.00. Material Fee \$10.00. **Class starting Feb. 11, 2010**

Prerequisites:

1. A high school diploma or G.E.D. must accompany application. (Foreign students must contact Student Personnel (x1218 prior to application.)
2. At least 18 years of age.
3. Employed as a working dental assistant in New Jersey so that your employer will allow you to complete the mandatory clinical hours in your office.

Thursday \$225.00 6:30 – 9:30 pm

Self-Improvement Classes

SI005 Conversational Spanish-Beginners

This course is designed for non-Spanish speakers with little or no exposure to the language. It also serves as a refresher course for those who took Spanish too many years ago and wish to re-learn the basics. The course is especially beneficial to English speakers who wish to learn a new language through conversation. 12 weeks.

No textbook needed. The teacher provides worksheets throughout the semester.

Materials Fee \$10.00. **Class starting Feb.09, 2010.**

Tuesday \$125. 6-9 pm

SI007 Intermediate Spanish

Spanish Level 2-this course is designed for beginner speakers who have completed Level 1 or have some knowledge of Spanish. The students in this class will form sentences and converse about events relevant to current subjects. The student at this level knows the basic Spanish tenses (present, past, and future) and have acquired the basic Spanish vocabulary. 12 weeks. Material Fee \$10.00. No Book. **Class starting on Feb. 10, 2010**

Wednesday \$125 6-9 pm

SI010 Drawing Class

Create sketches, drawings and finished color artwork, using brain-based drawing techniques. Learn how to use the elements and principles of art to enhance your work. Gain knowledge of art history and critique (you will sound *really* smart at the next art opening you attend). Laugh and have fun. All levels of experience are welcome.

Students must supply own material. 12 weeks. No book. Material Fee \$10.00. **Class starting on Feb. 11, 2009**

Thursday \$125 6-9 pm

Well Being and Fitness

WF002 Yoga

This class is for anyone wishing to learn yoga or get back into practicing yoga. Classes will focus on postures (asanas), breathing, and relaxation techniques that will enliven your body and mind. 12 weeks. No book. **Class starting on Feb. 08, 2010**

Section 'A' Monday \$120 7-8 pm

Section 'B' Monday \$120 8-9 pm

Home Technology

HT003 Upholstery

Learn how to reupholster your chair, create and cover your own cornice. Bring your own dining room chair or seats, fabric, padding and tools or the measurements of the seats you wish to cover. Bring your own cushions, pillow forms and fabric or the measurements. You will be doing small or odd chairs, bring your own chair, fabric and tools. Cornices-learn how to make your own or bring your own. You will need the fabric, tools, and the measurement of the window. Your project must be portable, as there is no place for storage. **Students must supply own materials.** 15 weeks. No books. Material Fee \$10.00. **Class starting on Feb. 09, 2010**

Tuesday \$250 6-10 pm

ATTENTION

***IN ORDER TO BE ENROLLED IN THE FOLLOWING
COURSES YOU MUST BE QUALIFIED BY
WORKFORCE INVESTMENT BOARD***

WORKFORCE INVESTMENT BOARD – WIB

Information on the following courses call

WIB @ 609-485-0052 ext. 104 or go in person to: 2 South Main Street
Pleasantville, NJ 08232

WIB04 Building Analyst

Students will learn to use building science technology to perform a home energy audit which will help customers identify heating, cooling, and air leakage problems that are

making their homes less energy efficient and more expensive to operate. The course will cover the following topics:

- Fundamentals of building science
- Identify and understand building performance problems
- Analyze building using “Blower Door” technology and other diagnostic equipment
- Assess building tightness, mechanical and distribution systems and combustion safety for “whole house” performance-based approach
- Practical application of “blower door,” combustion safety and other diagnostics
- Assessing air leakage and efficiency in buildings
- Customer service skills
- Workplace safety
- Applied mathematics for building science

12 weeks. **Pre-requisite-High school diploma or equivalent. Class starting on Feb. 08, 2010 [Limit 15 students]**

Certification – Building Performance Institute (BPI) Building Analyst

Monday, Tuesday, Wednesday, Thursday

6:30 – 9:30 pm

ATTENTION HIGH SCHOOL STUDENTS

Mutual Aid Emergency Services in partnership with the *Atlantic County Institute of Technology (ACIT)* is proud to provide the New Jersey Department of Health *Emergency Medical Technician-Basic Course*.

This course is open to any student between the ages of 16-18*, interested in obtaining the necessary skills to provide emergency medical care as a health provider. With the proper training the student will be able to sit for the New Jersey State Certification Exam to obtain their **EMT-BASIC** Certification needed for both volunteer and career positions available throughout the state of New Jersey.

The course is presented through lectures, practical skills, scenarios and 10 hours clinical experience. Total course time consists of 110+ hours with classes being offered on Monday, Tuesday and Thursday evenings from 6:00-10:00 PM.

A strong emphasis is placed on working as part of the EMS system providing appropriate emergency care to those we serve.

Course size is limited to 10 students/class. There will be classes scheduled to begin on February 18, 2010 and run through May 27, 2010. CPR Certification at the Professional Rescuer Level is required as a prerequisite and will be included at the beginning of the EMT Program.

Please contact Chief Barry J. Bruner of Mutual Air Emergency Services at 609-407-7047 or MutualAid@aol.com for class registration information, fees and forms. This is the only program of its kind in Atlantic and Cape May Counties, designed specifically for the high school level student.

***Proof of age may be required**

ATTENTION PARENTS OF EIGHT GRADE STUDENTS:

The Atlantic County Institute of Technology now offers four full academy programs – for high school students. The four academies are the Academy of Culinary and Hospitality Management, Academy of Information Technology, the Academy of Health Sciences and Medicine and the Academy of Math, Engineering and Science.

ATTENTION PARENTS OF 10TH GRADE STUDENTS:

We have openings in our 2 year share time programs: Auto Body, Automotive Technology, Carpentry and Building Technology, Commercial Foods, Computer Aided Drafting and Design, Cosmetology, Dental Assisting, Diesel Technology, Electrical Technology, Fashion Decoration and Design, Medical Assisting and Heating, Ventilation, Air Conditioning/Plumbing.

FOR FURTHER INFORMATION CALL: 609-625-2249 EXT 1206

Visit our website to learn more about important activities and events at the Atlantic County Institute of Technology. Our website is: www.acitech.org

GENERAL INFORMATION: REGISTRATION

Mail and Walk-in Registration is now underway. Class sign-ups are on a first-come, first-served basis. Early registration is recommended. It assures you a place in the class, assuming there is a sufficient number of registrants.

To register by mail, complete the registration form. **Be sure to include the course code, which is essential in the registration.** Enclose a check or money order payable to the ACIT for the total of the course fee. The tuition, material fees, plus a non-refundable \$25.00 registration and \$5.00 parking fee must be paid in full to complete the application process. The student will be assessed a fee of \$25 for any check returned from the bank for insufficient funds.

MAIL TO: Atlantic County Institute of Technology, 5080 Atlantic Avenue, Mays Landing, NJ 08330. **No receipts, or notification of acceptance are sent.** Unless otherwise notified, your registration has been accepted and you should report to class on the first scheduled evening. **Evening classes are scheduled to begin the week of February 08, 2010.**

BOOKS, SUPPLIES AND PERSONAL SAFETY EQUIPMENT

The student is responsible for the purchase of the textbooks and safety equipment, which may be required for certain classes. Students are also responsible for the costs of parts, materials, and supplies used for personal projects.

PROGRAM CHANGES/CANCELLATIONS

Due to certain possible contingencies, the Adult Education Office must reserve the option to make any changes in course offerings, scheduling or description as may be necessary without prior notification to students. Any class is subject to cancellation if registration is not sufficient. If the school must cancel a course, all fees will be refunded in full.

Refund Policy: When a student wishes to withdraw from a class, a written refund request must be submitted to the Adult Education Office. No refunds will be made after the first class has passed, nor will credit be extended for a future term. **No exceptions!**

CERTIFICATES

Certificates will be issued to those who successfully meet the requirements of the course. Regular attendance is essential. Certificates will be given out the last night of class.

SCHOOL CLOSINGS

Inclement weather or emergency closings will be announced on local radio and on our website. **Please do not call the school for closings.**

ENTRANCE REQUIREMENTS

All classes are open to students eighteen (18) years of age and older who **are not** attending a full-time day school program. Those students who are attending a full-time high school must have written approval from their home school principal and the program instructor in order to attend an evening school program.

Some courses have prerequisite requirements, which need to be satisfied before enrollment is accepted.

SENIOR CITIZENS

If a class is not filled to capacity one week prior to the start of that class, older adults (65 years or older) may then register at a 50% discount, until the class is full. This offer is void if class is canceled due to a lack of enrollment.

LOCATION

The Atlantic County Institute of Technology is conveniently located just off Route 40 in the Hamilton Business Park of Mays Landing at 5080 Atlantic Avenue. Enter the Business Park at the traffic light on Route 40 and Cantillon Boulevard. Turn left at the first intersection (Atlantic Avenue) and proceed to the next street. The school is located on your right.

The Atlantic County Institute of Technology School District provides full and equal opportunities to all personnel and students regardless of sex, religion, creed, age, political belief, handicap or national origin through its school classroom practices and procedures, and employment contract practices.

The Atlantic County Institute of Technology's mission is to prepare and motivate students to pursue entry into the world of work, professional programs or further education through a rigorous specialized curriculum, community-based partnerships, and field-based experiences inspiring students to be life-long learners, and socially responsible adults serving society with compassion, skill, and vision.

ATLANTIC COUNTY INSTITUTE OF TECHNOLOGY

**Adult Education School Calendar
Spring 2010**

January

- 01 Winter Recess-School Closed**
- 04 Mail and Walk-in Registration for Evening school classes resume**
- 18 Martin Luther King Day-School Closed**

February

- 08 2nd sem. Begins - Adult Part-time Evening classes begin**
- 15 President's Day – School Closed**
- 16 Evening School Closed**

April

- 01-05 Spring Recess-School Closed**
- 24 Hot Cakes 5K Run**

May

- 24-27 Last week of Spring Evening School Classes**
- 31 Memorial Day – School Closed**

REGISTRATION DATES

First Come, First Served Basis

MAIL REGISTRATION DATES

Now through February 04, 2010

WALK-IN REGISTRATION

Now through February 06, 2009

8:30 am – 8:30 pm Monday - Thursday

8:30 am – 2:30 pm Friday

CLASSES BEGIN

Week of February 08, 2010 Adult Evening School

Late registrations will be accepted on a space available basis.

TUITION AND FEES

Tuition and material fees, plus a non-refundable \$25.00 registration fee must be paid in full before registration is complete. Non-refundable \$5.00 parking fee. Books, supplies and material fees must be purchased with tuition fees.

Board of Education

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Robert Linzner, *Vice-President*

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Augustus Harmon, *Member*

Roy Foster, *Member*

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Frank Dingler, *Business Manager*

Ronald DeFelice, *Principal / Co-director Adult Evening School*

Richard Lees, *Assistant Principal / 504 Coordinator / Co-director Adult Evening School*

Dr. Johanna Johnson, *Coordinator of Curriculum / Director of Special Projects*

Affirmative Action and Title IX Coordinator for 2009/2010
504 Officer for 2009/2010

Dr. Johanna Johnson
Richard Lees

County Government

Atlantic County Executive

Dennis Levinson

Atlantic County Administrator

Gerald DelRosso

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