

Delaware Technical & Community College
Terry Campus
Corporate and Community Programs

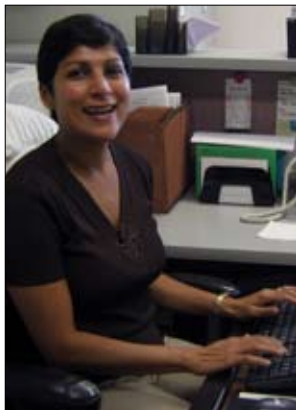
CAREER TRAINING

NON-CREDIT PROGRAMS 2009-2010

(302) 857-1400

<http://www.dtcc.edu/terry/ccp>

**DELAWARE
TECH** 



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On the cover: *Barbara Mohamed, former MARC student employed at Delaware Tech, Terry Campus; Nick Brown and Ethel Daniel, CNA students; Nora Gleadow, CNA student*

Welcome!

You are invited to learn about short-term, occupation specific training programs offered by Delaware Technical & Community College, Terry Campus. Many of the programs are partially funded by the Workforce Investment Board and the Department of Labor (DOL), and prepare you for entry into high demand fields. They provide career ladder options and can become stepping stones to many related fields, either through workplace advancement or additional education.

Program Overview and Requirements

Programs in this book are designed to move students from the classroom to an entry-level career.

- » All applicants participate in a six step admissions process that includes: placement on selected program call list, attending an information session, submission of complete application, obtaining an acceptable score on a reading and math assessment, submission of program specific selected requirements, and a personal interview.
- » All accepted students must meet the specific entrance requirements of their selected program, such as background screenings and immunizations.
- » Any pre-admission costs are the responsibility of the applicant. This booklet will provide you with the requirements of each program.
- » All students must meet competency and attendance standards in order to earn a certificate of program completion.
- » By law, all men between the ages of 18 and 26 must be registered with Selective Service. Registration can be completed online at www.sss.gov. Registration will be verified and kept in the student records.

*Some programs partially funded by Workforce Investment Board
and Department of Labor.*

Equal Opportunity Employment /Program.

*Auxiliary Aids & Services available upon request to
individuals with disabilities.*

Entrance Requirements

The items below must be completed in order for an applicant to be considered: completion does not guarantee admission. Enrollment is limited.

- » Call to be placed on program-specific call list
- » Attend an Information Session
- » Complete a Delaware Tech application
- » Achieve an acceptable score on the reading and math skills assessment
- » Meet all individual program requirements
- » Attend a personal interview

Information Session

Attending an information session does not guarantee admission.

- » Held in the Corporate Training Center (CTC Building 400)
- » Program specifics and requirements are discussed
- » Math and Reading assessment test is given
- » Allow minimum 2 hours; **DO NOT** bring children to the information session
- » Medical, Criminal Background, and Drug Screen requirements are covered for appropriate programs along with instructions to obtain this information

Personal Interview

Attending a personal interview does not guarantee admission.

- » Report to Room 405
- » Be on time
- » Have with you:
 - Driver's license or other picture ID
 - Social Security Card
 - Work and Salary history
- » Plan to stay for one hour

Please do not bring children to the information session or to the personal interview.

Please contact Delaware Technical and Community College, Terry Campus by calling 302-857-1400 or visit our website www.dtcc.edu/terry/ccp for additional information

Class schedules are subject to change

Funding Overview

SELF PAY

- » Student pays full tuition for selected program.
- » Based on test scores, students may be required to enroll in additional classes to be program ready.
- » Students may select a job readiness course and internship to be more marketable upon program completion.
- » A student who self pays will be required to pay at least 50% of anticipated program cost two-weeks prior to program start date. Remaining balance to be paid within 30 days of the program start date.

BLUE COLLAR

Blue Collar program slots are paid from State funds and are open to all Delaware residents, 18 years and older.

- » All enrolled students agree to seek, obtain and retain full-time employment as a condition of enrollment.
- » All enrolled students sign a waiver that allows the college to collect needed data and verify employment with the employer for six months following graduation.
- » All participants are required to work a minimum of 24 hours a week for at least 6 months in order to obtain the final certificate of completion.
- » Selective applicant process based on test scores, work history, and interview.

Limited number of seats per program; contact **Katherine Austin (302) 857-1408** for additional information on Self Pay and Blue Collar funding.

WORKFORCE INVESTMENT ACT (WIA):

Programs designated as WIA are paid from federal funds and are available for credit and non-credit programs as listed.

- » Non-credit WIA programs have minimum required enrollment of 10 students.
- » Applicants must apply through the local DOL One-Stop Office and complete a multi-step process.

Contact your local DOL Employment & Training office for more information. In Kent County, the office is located at Carroll's Plaza on Route 13 or call 739-5473.

Certified Nursing Assistant

Self Pay, Blue Collar and WIA Program

A career as a Certified Nursing Assistant (CNA) is a great way to enter into the healthcare field. In the program the students will learn:

- » the use of universal precautions
- » to take and record vital signs
- » range-of-motion exercises
- » how to assist patients in the Activities of Daily Living
- » to understand and apply rights of patients
- » to apply concepts of death and dying
- » the proper use of assistive devices to assist disabled patients

In the Certified Nursing Assistant program, a wide variety of topics are covered to insure each student is prepared to pass the written and manual skills test required by federal law for CNA certification. Each students will be certified as a BLS-Healthcare provider before entering into the clinical phase of the program. Students will attend a clinical rotation in long-term care and acute care settings to enhance the skills learned in the classroom setting.

Classes are taught in lecture, student laboratory and clinical experience.

234 hour program to include a 90-hour clinical rotation

Three sessions: **July 13, 2009 to September 18, 2009**

October 5, 2009 to December 4, 2009

January 11, 2010 to March 19, 2010

Monday – Friday, 9:00 a.m. – 2:30 p.m.

Note: *Clinical experience days begin earlier than instructional days; dates and times TBA by instructor.*

Selective entrance requirements

Pass a Physical Exam (Medical Doctor's release)*

Pass a Drug Test*

Show Proof of MMR and PPD*

Pass a Criminal Background Check*

** Responsibility of Applicant prior to interview*

Certified Medical Administrative Assistant

Self Pay, Blue Collar and WIA Program

A career as a Medical Administrative Assistant (CMAA) can lead to many opportunities within the healthcare profession. In the MAA program, students will learn:

- » how the front end of a medical practice operates
- » all aspects of processing a patient from sign-in to sign-out along with follow-up appointments
- » introduction to Medical Terminology
- » introduction of Anatomy & Physiology
- » excellent customer service skills
- » all aspects of insurance verification/authorizations

Students will attend a clinical rotation in a medical practice to gain hands-on experience that can not be obtained in the classroom. Graduates from the Certified Medical Administrative Assistant program will sit for a national certification exam from National Healthcareer Association (NHA). Classes are taught in lecture, student laboratory and clinical experience.

250 hour program to include a 90 hour clinical rotation

One session: **August 31, 2009 to October 16, 2009**

Monday – Friday, 9:00 a.m. – 3:00 p.m.

Note: *Clinical experience days begin earlier than instructional days; dates and times TBA by instructor*

Selective entrance requirements

Pass a Physical Exam (Medical Doctor's release)*

Pass a Drug Test*

Show Proof of MMR and PPD*

Pass a Criminal Background Check*

** Responsibility of Applicant prior to interview*

Certified Medical Billing & Coding Specialist

Self Pay, Blue Collar and WIA Program

The Certified Medical Billing & Coding Specialist (CBCS) program is designed to prepare students for billing and coding for insurance operations in the medical office setting. Students will learn:

- » the billing process from insurance plans to claim coding
- » to translate diagnosis and procedures to ICD-9 and CPT codes
- » to understand and apply rights of patients
- » the standards of HIPAA
- » introduction to Medical Terminology
- » introduction to Anatomy & Physiology
- » introduction to Medisoft billing software

Students will attend a clinical rotation in a medical practice to enhance the skills obtained in the classroom. Graduates from the Certified Medical Billing & Coding Specialist program will sit for a national certification exam from National Healthcareer Association (NHA).

Classes are taught in lecture, student laboratory and clinical experience.

210 hour program to include a 90 hour clinical rotation

One session: **October 5, 2009 to December 19, 2009**

Monday – Friday, 9:00 a.m. – 2:30 p.m.

Note: *Clinical experience days begin earlier than instructional days; dates and times TBA by instructor*

Selective entrance requirements

Pass a Physical Exam (Medical Doctor's release)*

Pass a Drug Test*

Show Proof of MMR and PPD*

Pass a Criminal Background Check*

** Responsibility of Applicant prior to interview*

Certified Phlebotomy Technician

Self Pay and WIA Program

The Certified Phlebotomy Technician (CPT) program is designed to prepare students to enter into a career as a Phlebotomist. Students learn:

- » the proper procedure for venipuncture using various methods of collection of blood samples
- » the complications one may encounter during a phlebotomy procedure
- » the proper order of draw
- » the appropriate tube selection
- » specimen processing techniques
- » special phlebotomy procedures
- » introduction to Medical Terminology
- » introduction to Anatomy & Physiology
- » HIPAA guidelines

Students will attend a clinical rotation in a medical facility to enhance the skills obtained in the classroom. Graduates from the Certified Phlebotomy program will sit for a national certification exam from National Healthcareer Association (NHA).

Classes are taught in lecture, student laboratory and clinical experience.

220 hour program to include a 90 hour clinical rotation

Two sessions: **February 8, 2010 to April 9, 2010**

Monday – Friday, 9:00 a.m. – 3:00 p.m.

August 2, 2010 to October 8, 2010

Monday – Thursday, 5:00 p.m. – 10:00 p.m.

Note: *Clinical experience days begin earlier than instructional days; dates and times TBA by instructor*

Selective entrance requirements:

Pass a Physical Exam (Medical Doctor's release)*

Pass a Drug Test*

Show Proof of MMR and PPD*

Pass a Criminal Background Check*

**Responsibility of Applicant prior to interview*

Certified EKG Technician

Self Pay and WIA Program

The Certified EKG Technician (CET) program is designed to prepare students with the skills needed to obtain employment as a EKG Technician or Monitor Tech in the healthcare field. Students will learn:

- » both 3 and 12-lead EKG's
- » basic arrhythmias and the diseases which cause them
- » introduction to Medical Terminology
- » introduction to Anatomy & Physiology
- » lead placement
- » to distinguish wave forms and artifacts
- » to understand and apply HIPAA guidelines

Students will attend a clinical rotation in a medical facility to enhance the skills obtained in the classroom. Graduates from the Certified EKG program will sit for a national certification exam from National Healthcareer Association (NHA).

Classes are taught in lecture, student laboratory and clinical experience.

220 hour program to include a 90 hour clinical rotation

Two sessions: **September 21, 2009 to November 20, 2009**

Monday – Thursday, 5:00 p.m. – 10:00 p.m.

April 19, 2010 to June 25, 2010

Monday – Friday, 9:00 a.m. – 3:00 p.m.

Note: *Clinical experience days begin earlier than instructional days; dates and times TBA by instructor*

Selective entrance requirements:

Pass a Physical Exam (Medical Doctor's release)*

Pass a Drug Test*

Show Proof of MMR and PPD*

Pass a Criminal Background Check*

** Responsibility of Applicant prior to interview*

Basic EMT

Self Pay and WIA Program

This course is designed to instruct a student to the level of Basic Emergency Medical Technician. EMTs serve a vital link in the chain of the health care team. It is recognized that the majority of pre-hospital emergency medical care will be provided by the Basic EMT. This includes all skills necessary for the individual to provide emergency medical care at a basic life support level with an ambulance service or other specialized service. Students will learn:

- » the nature and seriousness of the patient's condition or extent of injuries to assess requirements for emergency care
- » to administer appropriate emergency medical care based on assessment findings
- » to handle the patient to minimize discomfort and prevent further injuries

Participants are required to schedule ambulance ride-along hours outside of regular class hours. This course is approved by the Delaware Office of Emergency Medical Services (OEMS). Graduates are eligible for National Registry testing.

Classes are taught in lecture, student laboratory and clinical experience.

215 hour program to include a 80 hour clinical rotation

One session: **February 8, 2010 to March 12, 2010**

Monday – Thursday, 5:00 p.m. – 10:00 p.m.

Note: *Clinical experience days begin earlier than instructional days; dates and times TBA by instructor*

Selective entrance requirements:

Pass a Physical Exam (Medical Doctor's release)*

Pass a Drug Test*

Show Proof of MMR and PPD*

Pass a Criminal Background Check*

**Responsibility of Applicant prior to interview*

Certified Polysomnographic Technician*

Self Pay and WIA Program

Polysomnographic Technicians operate a variety of sophisticated monitoring devices, which record brain activity (EEG), muscle and eye movements, respiration, blood oxygen levels, and other physiologic events. Technicians are also involved in the evaluation of various treatment methods. Polysomnographic Technicians are typically employed in sleep laboratories located in medical centers, clinic/office settings, or free standing sleep labs. The program is accredited by the American Academy of Sleep Medicine, students completing the curriculum will need 18 months of on the job experience to take the Registered Polysomnographic Technologist (RPSGT) examination.

Classes are taught in lecture, student laboratory and clinical experience. Partnership with CN-MRI Sleep Disorders Center

230 hour program to include a 24 hour clinical rotation

One session: **January 2010** (exact date TBA—view our website for updates or call 302-857-1400 for details)

Note: *Clinical experience days begin earlier than instructional days; dates and times TBA by instructor*

Selective entrance requirements:

Pass a Physical Exam (Medical Doctor's release)*

Pass a Drug Test*

Show Proof of MMR and PPD*

Pass a Criminal Background Check*

** Responsibility of Applicant prior to interview*

ServSafe® Food and Beverage Certification

Self Pay and WIA Program

This program immediately qualifies participants to be able to work in establishments needing food and beverage preparation workers (prep cooks, cooks, apprentice bartenders, bartenders, food and beverage managers). Students who successfully complete the program will be certified through the ServSafe® Program of the National Restaurant Association. The ServSafe® Food Safety Certification and the ServSafe® Alcohol Certification are nationally recognized standard in the hospitality industry that enables certificate holders to be more competitive in the workplace

255 hour program to include a 90 hour internship.

One session: **February 8, 2010 to May 11, 2010**

Monday – Thursday, 10:00 a.m. – 2:30 p.m.

Note: *Internship dates and times TBA by instructor*

Selective entrance requirements:

Pass a Drug Test*

Pass a Criminal Background Check*

* *Responsibility of Applicant prior to interview*

Please contact Delaware Technical and Community College, Terry Campus by calling 302-857-1400 or visit our website www.dtcc.edu/terry/ccp for additional information

Class schedules are subject to change

Basic Trades Certificate

Self Pay Program

New at the Terry Campus, this Basic Trades Certificate Program provides participants with hands-on training in several general construction/maintenance areas.

Students completing the program will be highly employable in the general maintenance and “handyman” fields. To earn the certificate, students must satisfactorily complete all six courses.

Classes are presented Monday through Friday for eight weeks, followed by an intensive two week ‘hands on’ practicum covering installation practices.

Prepare yourself for employment with this short term training program that is taught by skilled industry professionals. Anyone interested in the training only (are not pursuing a certificate) are welcome and to enroll in ANY general maintenance course.

» OSHA Construction Safety Course	(10 hours)
» Basic Print Reading, Measuring & Calculating	(36 hours)
» Basic Carpentry	(48 hours)
» Basic Plumbing	(36 hours)
» Basic Residential Wiring	(48 hours)
» Heating and A/C Theory	(48 hours)

**Students are required to provide their own set of basic hand tools for all practical laboratory exercises and assignments. A list of suggested tools will be provided to students accepted in the program.*

Please contact Delaware Technical and Community College,
Terry Campus by calling 302-857-1400 or visit our website
www.dtcc.edu/terry/ccp for additional information

Class schedules are subject to change

Training in Early Care & Education I & II

Self Pay and WIA Program

Training for Early Care & Education I (TECEI) and Training for Early Care & Education II (TECEII) are each 66-hour Delaware Childcare Licensing approved courses in which participants can work toward an Apprenticeship Certificate or the Child Development Associate (CDA) training requirement. Participants are expected to attend all classes and are required to do outside reading and writing assignments in order to develop a portfolio.

- » This Delaware Tech, Terry Campus program runs two nights per week.
- » Required textbook is included in tuition.
- » You must successfully complete TECE I before taking TECE II.
- » TECE I & TECE II are preparatory classes and do not guarantee your attainment of the CDA.

TECE I

Early Care and Education I is the first course in the 2-course series and includes topics such as child development, curriculum planning, child behavior, professionalism, health, safety and nutrition issues in child care. Textbook included. (66 hrs)

Mon. & Wed., June 1 – Aug 10, 6:30 – 9:30 p.m.

Mon. & Wed., August 24 – November 9, 6:30 – 9:30 p.m.

TECE II

This course builds on knowledge from TECE I to help participants develop strategies for working with young children. Topics will include supporting learning and relationships, early childhood curriculum, play, language development, informal assessment, special needs and at-risk children and multiculturalism. Textbook included. Pre-requisite: TECE I (66 hrs)

Mon. & Wed., June 1 – Aug 10, 6:30 – 9:30 p.m.

Tues. & Thurs., Sept. 8 – Nov 19, 6:30 – 9:30 p.m.

Certified Accounting & Bookkeeping

Self Pay and WIA Program

This program prepares students for professional and technical accounting careers in public accounting, cost accounting, and financial accounting in small, medium, and large businesses. The course helps them understand the issues, examine the options, and provide resources to successfully complete the Bookkeeper Exam of the American Institute of Professional Bookkeepers (AIPB). Students are expected to have a broader understanding of the discipline to place them at a distinct comparative advantage in a competitive job market.

233 hour program to include 90 hour internship

Two sessions: **August 30, 2009 to September 11, 2009**

Monday – Friday 8:30 a.m. – 4:30 p.m.

February 1, 2010 to March 12, 2010

Monday – Friday 8:30 a.m. – 4:30 p.m.

Note: *Internship dates and time TBA by instructor.*

Selective entrance requirements:

Pass a Drug Test*

Pass a Criminal Background Check*

** Responsibility of Applicant prior to interview*

Please contact Delaware Technical and Community College,
Terry Campus by calling 302-857-1400 or visit our website
www.dtcc.edu/terry/ccp for additional information

Class schedules are subject to change

Workforce Investment Act (WIA) Eligible Programs

The programs below are available through WIA funds. Please contact the DOL at 739-5473 to determine your eligibility for these programs.

Programs subject to change.

Visit www.delawareworks.com/wib/public/asp to see current listing.

- » Business Accounting Certificate
- » Business Management Certificate
- » Computer Information Systems Degree
- » Criminal Justice Degree
- » Early Childhood Certificate
- » English as Second Language Certificate
- » Human Services Degree
- » Management Information Systems Degree
- » Microcomputer Certificate
- » Practical Nursing Studies Diploma
- » Visual Communications Technology Degree
- » Water Operator/Wastewater Operator Certificate (non-credit)
- » Windows Program Certificate

*Programs partially funded by Workforce Investment Board and
Department of Labor.*

*Equal Opportunity Employment/Program
Auxiliary Aids & Services available upon request to individuals
with disabilities.*

Life Keys

In-School Youth Program

The Life Keys Program is a year-round program providing eligible youth with effective and comprehensive activities geared towards improving educational competencies and effective connections to employment. The program consists of academic year components, both in-school and after-school, and summer educational and employment experiences.

Life Keys Staff work with students in school and on campus to develop the academic, career, and life skills necessary to transition from a young adult to adulthood.

Eligibility Criteria

- » Students who are entering or enrolled in 9th or 10th grade
- » Attend targeted public schools within Kent County
- » Tested at a Level 1 or 2 on the Delaware State Testing Program (DSTP)
- » Are committed to their success throughout high school
- » Are motivated to become student leaders

Program Staff

Wanda Hunt, Student Enrichment Coordinator
(302) 857-1456
whunt@dtcc.edu

Tavaris Walters, Student Enrichment Coordinator
(302) 857-1455
twalter2@dtcc.edu

Out-of-School Youth Program

Looking for a new start? Career Wise is a program for Out-of-School Youth, ages 14 – 21, who are not currently enrolled in secondary school, college, or training. This individualized program provides supportive services and rewards for goal achievement.

Participants receive:

- » Academic and Work Assistance
- » Job Training
- » Counseling
- » Degree Assistance

Eligibility Criteria:

- » A low-income individual
- » Deficient in basic literacy skills
- » A school dropout
- » Homeless, a runaway, or a foster child
- » An individual who requires additional assistance to complete an educational program, or to secure and hold employment.

Program Staff:

Ernest Davis, Student Enrichment Coordinator
(302) 857-1421
edavis19@dtcc.edu

Ashley Morse, Instructional Aide
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Delaware Technical & Community College

Workforce Training Department

100 Campus Drive BLDG 400

Dover, Delaware 19904

9004006

» *Programs partially funded by Workforce
Investment Board and Department of Labor*

» *Equal Opportunity Employment /Program.*

» *Auxiliary Aids & Services available upon request
to individuals with disabilities.*