

*Delaware Technical Community College
Terry Campus - Corporate and Community Programs*

Career Training

**DELAWARE
TECH** 

**Non-Credit Programs
2011-2012**

(302) 857-1400 www.dtcc.edu/terry/ccp

Revised 4/11

Contents

Welcome	3
Program Overview and Requirements	3
Entrance Requirements	4
Funding Overview	5
Bookkeeping Certification	6
Carpentry Technician	7
Certified Clinical Medical Assistant	8
Certified Electronic Health Records Specialist (CEHRS)	9
Certified Nursing Assistant	11
Electric Technician	12
Microsoft Office Technician	13
Training in Early Care and Education I & II (TECE)	14

Effective January 2011 Delaware Technical Community College's Terry Campus is a smoke-free campus.

Welcome!

from your Campus Director, Daniel L. Simpson



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).

I encourage you to take full advantage of the opportunities available at the Terry Campus to improve your career status.

Daniel L. Simpson
Vice President and Campus Director

Program Overview and Requirements

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

- » 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.

*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 to be considered; however, 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

Free Information Session

Attending an information session does not guarantee admission.

- » Corporate Training Center (Building 400)
- » Program specifics and requirements are discussed
- » Math and Reading assessment test is given
- » Allow minimum 2 hours
- » Medical, Criminal Background, and Drug Screen are required for some programs; paperwork is provided at the information session

Personal Interview

Attending a personal interview does not guarantee admission.

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

Please make arrangements for children during information session and 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 job-ready upon program completion.

BLUE COLLAR*

Blue Collar program seats 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 to complete funded requirements.
- » Selective applicant process based on test scores, work history, and interview.
- » State funded slots are limited at the discretion of Delaware Technical Community College.

WORKFORCE INVESTMENT ACT (WIA)*

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

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

**By law, all men 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.*

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.

Bookkeeping Certification

Bookkeeping is an integral part of any business. This program will give participants the knowledge base and hands-on experience to prepare for the American Institute of Professional Bookkeepers (AIPB) exam.

- » Operate computers programmed with accounting software to record, store, and analyze information;
- » Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes;
- » Classify, record and summarize numerical and financial data to keep and compile financial records using journals and ledgers.
- » Debit, credit, and total accounts on computer spreadsheets and databases using specialized accounting software;
- » Operate 10-key calculators, typewriters, and copy machines to perform calculations and produce documents;
- » Receive, records, and ban cash, checks, and vouchers;
- » Comply with federal, state, and company policies, procedures, and regulations;
- » Compile statistical, financial, accounting, or auditing reports and tables pertaining to such matters as cash receipts, expenditures, accounts payable and receivable, and profits and losses; and
- » Reconcile or note and report discrepancies found in records.

Cost: \$1,656

210 hour program
to include soft skills, employment readiness, and internship

September 19, 2011 – November 14, 2011

Monday – Friday; 9:00AM – 3:00PM

Note: *Internship days begin earlier than instructional days; dates and times TBA.*

Selective entrance requirements:

High School Diploma or GED

Pass a Drug Test*

Pass a Criminal Background Check*

**Responsibility of Applicant prior to admission*

Carpentry Technician

The construction industry is always looking for people with good training. While many workers have been trained “on-the-job,” there are entry-level opportunities for those who are formally trained with some of the basic skills already mastered. The Carpentry Technician program provides participants with classroom education and hands-on training, instructed by industry professionals. Classes are taught in lecture, student laboratory, and internship experience. Students are certified in OSHA at program completion.

Cost: \$3,176

300 hour program

to include soft skills, employment readiness, and internship

November 7, 2011 – March 5, 2012

Monday – Thursday; 5:00PM – 10:00PM

Note: Internship days begin earlier than instructional days; dates and times TBA.

Selective entrance requirements:

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

Pass a Drug Test*

Pass a Criminal Background Check*

**Responsibility of Applicant prior to admission*



Certified Clinical Medical Assistant (CCMA)

A career as a Certified Clinical Medical Assistant (CCMA) will lead to many opportunities within the healthcare profession. In the CCMA program, students will learn:

- » Front end medical practice operation;
- » How to process a patient from sign-in to sign-out, along with follow-up appointments;
- » Introduction to Medical Terminology;
- » Introduction to Anatomy & Physiology;
- » EKG;
- » Phlebotomy; and
- » Excellent customer service skills

Students will attend an internship in a medical practice to reinforce skills obtained in the classroom. Graduates from the Clinical Medical Assistant program will sit for national certification exams from the National Healthcareer Association (NHA).

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

Cost: \$3,379

334 hour program
to include soft skills, employment readiness, and internship

August 1, 2011 – December 8, 2011
Monday – Thursday; 5:00PM – 10:00PM

February 6, 2012 – May 4, 2012
Monday – Friday; 9:00AM – 3:00PM

Note: Internship days begin earlier than instructional days; dates and times TBA.

Selective entrance requirements:

- High School Diploma or GED
- Pass a Physical Exam (Medical Doctor's release*)
- Pass a Drug Test*
- Pass a Criminal Background Check*

**Responsibility of Applicant prior to admission*

Certified Electronic Health Records Specialist

Electronic Health Record Specialists' duties will differ with the size and specialty of the facility in which they may work. Many can specialize in varying areas or one aspect of the EHR such as entry level coders, encoding within a hospital setting, abstractors and/or coding specialist, HIPAA Compliance Officers, or Health Information Managers. The duties an EHR specialist may perform include, but are not limited to:

- » Assemble patients' health information to ensure information is complete and accurate;
- » Enter data such as demographic characteristics, history and extent of disease, diagnostic procedures, and treatment into computer;
- » Prepare statistical and data analysis for quality improvement measures;
- » Assist with special studies and research for public health agencies; and
- » Compile medical care and census data for statistical reports on diseases treated, surgery performed, and the use of hospital beds for clinical audits.

Students will attend an internship in a medical practice to reinforce skills obtained in the classroom. Graduates from the Certified Electronic Health Record Specialist program will sit for a national certification exam from the National Healthcareer Association (NHA).

Cost: \$1,776

240 hour program

to include soft skills, employment readiness, and internship

August 1, 2011 – November 3, 2011

Monday – Thursday; 5:00PM – 10:00PM

January 9, 2012 – April 9, 2012

Monday – Thursday; 5:00PM – 10:00PM

Note: Internship days begin earlier than instructional days; dates and times TBA.

Selective entrance requirements:

High School Diploma or GED

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

Pass a Drug Test*

Pass a Criminal Background Check*

**Responsibility of Applicant prior to admission*

Certified Nursing Assistant (CNA)

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:

- » to use standard precautions;
- » to take and record vital signs;
- » range-of-motion exercises;
- » how to assist patients with bathing and daily hygiene needs;
- » to apply concepts of death and dying; and
- » 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 student 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 settings to enhance the skills learned in the classroom.

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

Cost: \$3,203

234 hour program

to include soft skills, employment readiness, and internship

July 11, 2011 – September 9, 2011

Monday – Friday; 9:00AM-3:00PM

October 3, 2011 – December 9, 2011

Monday – Friday; 9:00AM-3:00PM

January 9, 2012 – March 16, 2012

Monday – Friday; 9:00AM-3:00PM

Note: Internship days begin earlier than instructional days; dates and times TBA.

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 admission*

Electric Technician

The construction industry is always looking for people with good training. While many workers have been trained “on-the-job,” there are entry-level opportunities for those who are formally trained with some of the basic skills already mastered. The Electric Technician program provides participants with hands-on training, in addition to classroom education, instructed by industry professionals. Classes are taught in lecture, student laboratory, and internship experience. OSHA-10 certified.

Cost: \$3,176

300 hour program

to include soft skills, employment readiness, and internship

November 28, 2011 – March 2, 2012

Monday – Friday; 9:00AM-3:00PM

Note: Internship days begin earlier than instructional days; dates and times TBA.

Selective entrance requirements:

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

Pass a Drug Test*

Pass a Criminal Background Check*

**Responsibility of Applicant prior to admission*



MS Office Technician

Completion of this certificate program indicates that participants have received comprehensive training in many of the tools used in Microsoft Office 2007 including Word, Excel, Powerpoint, Access, Outlook, Internet Explorer, and Publisher. These applications for word processing, electronic spreadsheet analysis, electronic databases, presentation graphics, and e-mail are among the most used PC applications in business today by administrative assistants and office professionals alike.

Cost: \$2,169

256 hour program
to include soft skills, employment readiness, and internship

October 3, 2011 – December 9, 2011

Monday – Friday; 9:00AM – 3:00PM

Note: Internship days begin earlier than instructional days; dates and times TBA.

Selective entrance requirements:

High school diploma or GED

Pass a Drug Test*

Pass a Criminal Background Check*

Minimal computer use experience recommended but not required.

**Responsibility of Applicant prior to admission*



Training in Early Care & Education I & II

Training for Early Care & Education I (TECE I) and Training for Early Care and Education II (TECE II) are each 66-hour Delaware Childcare Licensing approved courses in which participants 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.

- » 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.

TECE II

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

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

Cost: \$2,187

266 hour program

to include soft skills, employment readiness, and internship

September 19, 2011 – December 2, 2011

Monday – Friday; 9:00AM-3:00PM

Note: Internship days begin earlier than instructional days; dates and times TBA.

Selective entrance requirements:

High School Diploma or GED

Pass a Drug Test*

Pass a Criminal Background Check*

Prior childcare experience recommended, but not required.

**Responsibility of Applicant prior to admission*

Course Descriptions

SOFT SKILLS - 35 hours

Ethics/Customer Service — 5 hours of instruction to function and act professional in the workplace. Students will learn to deal with irate customers, customer loyalty, and how to treat customers and vendors.

Professional Communications — 7 hours of instruction to include workplace behaviors, conflict resolution, and professionalism. Students will build awareness of communication skills and make improvements.

Study Skills — 6 hours of instruction where students will be able to apply study techniques that work for their learning styles, enabling them to succeed in their training programs.

Math — 7 hours of instruction to review basic arithmetic operations and focus on frequently used skills in the area of study. All students will be able to perform basic addition, subtraction, multiplication, and division of decimals along with course-specific operations.

Substance Abuse — 3 hours of instruction to familiarize students with facts about substance abuse. During this time, students will discuss concepts of addiction, effects of abuse on individuals; and community resources will be provided.

Computer Skills — 7 hours of instruction to teach students to develop documents using word processing functions in Word, spreadsheets using Excel, and design presentations using PowerPoint. Students will learn proper keyboarding techniques along with the ability to format a business letter.

EMPLOYMENT READINESS — 15 hours of instruction to include resumé writing, mock interviews, and work place behaviors.

BLS-HEALTHCARE PROVIDER — 4 hour course in basic life support including the use of AED, child, and infant CPR. This course also covers adult and infant choking.

CLINICAL/INTERNSHIP — 80 to 90 hours (depending on program) of hands-on-training with employers in the area specific to the program enrolled.



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.*